

Draft Minutes of Winterborne St Martin Parish Council (V1)

Monday 24 August 2026, 7pm

Martinstown Village Hall

Present: Cllrs, Nuttall (Chair), Hosford, Pemberton, Marsh, Andrews & Eversden

Apologies: Cllrs Hutchings, Fitzgerald, Walker

Democratic Period:

Nothing reported.

71/2026 Declarations of Interest

None

72/2026 Dorset Cllr Update

None received

73/2026 Police Report

Clerk has circulated latest report, nothing to report for the Parish.

74/2026 Minutes of Winterborne St Martin Parish Council meeting on Monday 27 July 2026

It was proposed by Cllr Eversden and seconded by Cllr Pemberton that these minutes should be accepted as a true and accurate record of the meeting. **RESOLVED**

75/2026 Action points from last meeting

- a) 262/25 – Staffing Committee to revise procedure and bring recommendations to full Council –

Cllr Nuttall advised the Staffing Committee met informally last week and formally prior to this meeting.

Cllr Andrews (Chair of Staffing Committee) outlined agreed actions:

- Review and revise Terms of Reference.
- Consolidate all employment policies (grievance, disciplinary, other procedures).
- Liaise with former Chair of Staffing Committee for outstanding actions.
- Formalise previously agreed increase of Clerk's contracted hours by 5 hours per week and bring motion to next meeting.

Cllr Pemberton raised concern that the staffing committee membership must be formally approved by full council. Clerk confirmed this is listed as Agenda Item 18.

- b) ACM04g)/2026 - Employment Policy & Procedures - Staffing Committee to undertake the review and bring revised policy to Council within six months - Ongoing

- c) 15/2026 - Cllr Hutchings agreed to revisit traffic calming options more broadly – Next agenda

- d) 31i)/2026 – Cllr Hutchings to explore provision of dog/waste bin – Next agenda

- e) 24/2026 - Clerk to arrange meeting with Dorset Council Transport Planners regarding footpath – **AGENDA ITEM**

- f) 32j)/2026 – All Cllrs to identify any DAPTC training courses and notify the Clerk – **ONGOING**

- g) 50a)/2026 – Cllr Nuttall to bring motion for tree works at Blagdon Close – Agenda item
- h) 61/2026 – Cllr Nuttall to bring motion to August meeting for additional stream clearance –

The Council discussed the long-standing contract with contractor John Buddle and identified the following issues:

- Contract documentation unclear or missing.
- Duration believed to be three years but start date uncertain.
- Extension of contract may exceed £3,000 threshold requiring three quotes.

Clerk will endeavour to locate contract documents; Cllr Marsh agreed to meet contractor to confirm scope and obtain quote for additional areas.

- i) 61/2026 – Clerk to respond to parishioner regarding available allotment plot copying in Cllr Walker to arrange meeting at plot. – COMPLETED
- j) 65/2026 – Cllr Nuttall on behalf of Memorial Hall Working Group to bring motion for trustee-level financial procedures – Agenda item
- k) 68a/2026 – Cllr Nuttall to bring motion for contribution from the Amour and Embarkation organisers – The Council discussed potential memorial sculpture or structure commemorating D-Day troops passing through the village.

It was agreed that ideas to be sought from parishioners via next Valley & Valence article.

Action: Cllr Nuttall

- l) 69/2026 – Cllr Walker to send information regarding barking dogs to Clerk for referral to dog warden
- m) 69/2026 – Clerk to report state of Rew Lane to Dorset Council expressing concern regarding emergency vehicles - COMPLETE

76/2026 Audit & Governance Compliance

No updates this month.

77/2026 Finance

- a) Budget v Spend/VAT/Memorial Hall electric payments – Cllr Pemberton

Cllr Pemberton raised concern with the above financial matters with the key points:

- Budget adjustments required due to increased Clerk hours, NI contributions and the annual back dated salary payment.
- VAT anomaly: system shows £987 carried forward incorrectly. Clerk confirmed VAT claims for 2024–25 and 2025–26 have been submitted and paid.

Action: Clerk and Cllr Pemberton to resolve VAT ledger error in Scribe.

- The Memorial Hall electricity payments made from the Parish Council's account has now been reimbursed by the Memorial Hall account.

- b) Approval of schedule of payments & bank reconciliation

These were checked and signed by Cllr Hosford

78/2026 Planning

a) Planning Consultation

P/FUL/2025/07482 - Land and Buildings known as Valley View, Bridport Road, Martinstown - Continue use of land for a residential gypsy/traveller site, 2 pitches for two families (1 day room, 1 static and 1 accompanying touring caravan per pitch) and ancillary hardstanding

This application was discussed and Cllr Pemberton reminded the Council that no comments were made last time.

It was proposed by Cllr Pemberton and seconded by Cllr Nuttall that the Council agreed no comment, but supports conditions requested by AONB, Environmental Protection, and Police. – Agreed with Cllr Eversden abstaining. **RESOLVED**

b) Dorset Council Planning and Building Control Town and Parish Council Forum – Tuesday 8 September 2026

Cllr Eversden agreed to attend the morning session.

Action: Clerk to make booking

79/2026 Motion

To approve remedial /safety work on tree close to Winterborne stream, adjacent Blagdon Close and in agreement with quote from Hardy Tree surgeons. The sum of £900 plus VAT

Proposed by Cllr Nuttall and seconded by Cllr Hosford – Agreed with Cllr Eversden abstaining. **RESOLVED**

Action: Cllr Nuttall to contact contractor, homeowner and landowner

80/2026 Motion

To agree to instructing a solicitor to examine the lease on the land surrounding the Washpool, cost to be determined.

Proposed by Cllr Nuttall and seconded by Cllr Hosford

A discussion took place regarding the draft lease received from the parishioner's solicitor and concerns were raised regarding its validity.

Cllr Nuttall advised he has written to HK Law seeking:

- Legal opinion on lease validity
- Cost estimate before proceeding

Motion was withdrawn pending solicitor's costings.

81/2026 Updates on: Highways, ROW and SID/Allotments/Flood, Stream and Riverbanks/Washpool/Grounds

a) Draft lease for Washpool

Item discussed under motion 80/2026

b) Update on proposed footway meeting with Transport Planner – Cllrs Hosford/Nuttall

Cllrs Nuttall & Hosford met with Transport Planner from Dorset Council to discuss proposed footway with the following key points raised:

- Surfaced path not achievable but crushed stone footway could be.
- The section between East Lodge and Park Farm Close would need to be a surfaced footway as it forms part of the highway.
- CIL contribution would be required
- Difficulty in justifying the section to be made into footway without the other sections to join it up.
- Transport Planner will discuss with the Asset team to determine best way forward.

Cllr Nuttall advised that one of the allotment holders intends to relinquish plots due to lack of water supply.

Cllr Nuttall to meet landowner to discuss installation of water provision.

82/2026 Update on Wessex Water/Green Martinstown liaison group from Cllr's Walker/Hutchings/Marsh

Cllrs Eversden attended a meeting with Wessex Water and advised of the following key points:

- The Duchy are delaying reed-bed approval.
- Alternative reed-bed site at Ewell Farms possible but Wessex Water reluctant.
- Evaporation plant discussed but not progressed.

A Parishioner present at the meeting informed the council of a water-testing group that the council could form themselves. This would include some training and then testing the water in the parish. The parishioner expressed interest in joining the group.

It was agreed that Cllrs Walker, Marsh and Hutchings continue as the Wessex Water liaison group, with the parishioner joining informally.

83/2026 Valley & Valence Magazine

Cllr Nuttall agreed to write the next article.

84/2026 Village Hall Trustee

Cllr Pemberton informed the meeting that the AGM has taken place, there is no substantial feedback other than it is felt that the outdoor fitness equipment is not being used frequently but the indoor equipment is very successful.

A number of long-standing trustees have stood down so a number of vacancies are open, it is hoped that younger parishioners will stand.

85/2026 Memorial Hall

- a) Draft protocol for Memorial Hall

Cllr Hosford drafted a protocol for operating the Memorial Hall which was circulated to Cllrs prior to the meeting.

It was agreed to adopt the protocol subject to removal of all references to "charitable trust" and replace with "Trust"

86/2026 DAPTC

No updates.

87/2026 Staffing Committee

- a) Approval of appointment of third member to Committee

At the June meeting when Cllr Hutchings stood down from the Staffing Committee, a discussion took place regarding the need for a third member, nobody came forward apart from Cllr Nuttall. However, no formal approval was given so a retrospective approval is required for Cllr Nuttall's appointment.

It was proposed by Cllr Andrews and seconded by Cllr Marsh that this appointment is approved. Agreed with Cllr Pemberton abstaining. **RESOLVED**

88/2026 Cllr Pemberton complaint to Council

Cllr Nuttall reported the Monitoring Officer's response: complaint relates to council decision-making, not councillor conduct; therefore, outside Monitoring Officer remit.

Cllr Nuttall to close complaint in accordance with Council's Complaints Policy.

Action: Cllr Nuttall

89/2026 External correspondence received

- a) Parishioner suggestions for Parish Council funds – Information stand by church & Village gateway

Information board by church: Board faded and delaminating. A discussion took place regarding signing in general around the Parish. Cllr Nuttall to bring motion for replacement signage.

Village gateways: To be considered under traffic-calming review Cllr Hutchings is undertaking. Appropriate locations were discussed but it would be for Dorset Council to advise on these.

- b) CIL Parishioner comments regarding outcome of referendum held a few years ago

Historic questionnaire: This was discussed and Cllr Pemberton confirmed there was no referendum held; a questionnaire was issued to the Parish several years ago and this was considered outdated.

- c) Parishioners request for green area for Ball Games

This was discussed and the Council are supportive in principle but there is no suitable parish-owned land identified.

Action: Clerk to reply explaining constraints and inviting further suggestions.

90/2026 Parish Matters

Cllrs discussed potential village signage improvements and agreed to explore ideas further.

A public drop-in session to be arranged for CIL-funded project suggestions.

91/2026 Notice of next Meeting

The September Parish Council meeting to be held on Monday 28 September 2026, 7pm at the Village Hall.

There being no further business the meeting closed at 8.50pm.

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