

**Winterborne St Martin Parish Council V1**

Dear Councillor

You are hereby summonsed to attend the **June** meeting of the Winterborne St Martin Parish Council to be held on **Monday 29 June 2026 at 7pm, Martinstown Village Hall.**

Yours faithfully

Samantha Paulley, Clerk

**All are welcome to attend the meeting, please note the meeting will be recorded.**

Members of the public are invited to speak before the meeting commences, limited to 5 minutes per person.

1. Apologies received – Cllr Andrews, Pemberton
2. Declarations of Interest
3. Dorset Cllr report
4. Police report
5. Minutes of Winterborne St Martin Parish Council Annual Council meeting on Wednesday 27 May 2026
6. Minutes of Winterborne St Martin May Parish Council meeting on Wednesday 27 May 2026
7. Action points from last minutes
  - a) 262/25 – Staffing Committee to revise procedure and bring recommendations to full Council
  - b) ACM04e)/2026 - Data Protection Policy - Clerk to undertake the review and bring revised policy to Council within two months.
  - c) ACM04f)/2026 - Press & Media Policy - Clerk to undertake the review and bring revised policy to Council within two months
  - d) ACM04g)/2026 - Employment Policy & Procedures - Staffing Committee to undertake the review and bring revised policy to Council within six months
  - e) ACM05e)/2026 - Chair to pursue reinstatement of read only online banking access.
  - f) 12e)/2026 - To confirm the dates for the Exercise of Public Rights – COMPLETE
  - g) 15/2026 - Cllr Hutchings agreed to revisit traffic calming options more broadly
  - h) 16/2026 – Cllr Hutchings to explore options for additional defibrillator
  - i) 17/2026 – Cllr Hutchings to explore provision of dog/waste bin
  - j) 24/2026 - Clerk to arrange meeting with Dorset Council Transport Planners regarding footpath

## 8. Audit & Governance Compliance

- a) To retrospectively approve the Annual Governance Statement (Section 1) for the 2024/25 AGAR.
- b) To retrospectively approve the Accounting Statements (Section 2) for the 2024/25 AGAR.
- c) To approve the corrected minutes of the Annual Meeting of the Parish Council held on 4 June 2025.
- d) To consider and approve the Financial Risk Assessment for 2025/26.
- e) To note the publication of the Council's ICO registration details.
- f) To adopt and publish the Council's Health & Safety Policy.
- g) To note corrections to minute numbering and approve the numbering system for 2026/27
- h) To note that policies will be reviewed individually rather than block.
- i) To consider adoption of a Governance Improvement Action Plan arising from the internal audit.
- j) To consider councillor training options in response to the internal auditor's recommendations.
- k) That the Council approves the Financial Risk Assessment for the financial year 2025–26 and adopts the associated Action Plan arising from the Internal Auditor's Report.

## 9. Finance

- a) Confirmation of Exemption for the 2025/26 Audit received
- b) Approval of schedule of payments & bank reconciliation

## 10. Planning

P/PABA/2026/00355 - Planning appeal in respect of Erect portal framed agricultural storage building at Land off Dukes Close, Martinstown

## 11. Updates on: Highways, ROW and SID/Allotments/Flood, Stream and Riverbanks/Washpool/Grounds

### 12. Motion:

That the Council makes available up to £250 to re-soil and replant the trough on the Village Green.

Proposed by Cllr Hutchings and seconded by Cllr Fitzgerald

### 13. Motion:

The Council will replace the garage door and frame and paint the door with one coat of suitable paint, paint the lintel, treat the wood-wormed timber and clear encroaching vegetation, as per estimates provided, at a cost of not more than £2500.

Proposed by Cllr Fitzgerald and seconded by Cllr Hutchings

**14. Motion:**

To increase the Garage Repair budget to £2500

Proposed by Cllr Fitzgerald and seconded by Cllr Hutchings

**15. Motion:**

That the Parish Council, acting in their capacity as Corporate Trustees of the Memorial Hall, agrees to commission a full structural survey and report from an appropriate professional to ascertain the condition of the Memorial Hall and identify any issues that need addressing. Further, that this work will be funded from the Martinstown Reading Room account held at Lloyds Bank.

Proposed by Cllr Hosford and seconded by Cllr Walker

**16. Motion:**

That the Parish Council initiates discussions with Dorset Council and Highways to consider traffic calming measures for the west end of the village. This would include allocating up to approximately £400 for a traffic survey to help inform potential solutions.

Proposed by Cllr Hutchings and seconded by Cllr Walker

**17. Motion:**

That the Parish Council arranges for the grass along the stream banks, from the wash pool to the road, to be cut—potentially by amending the existing grass cutting contract.

Proposed by Cllr Hutchings and seconded by Cllr Walker

**18. Motion:**

That the Parish Council assumes responsibility for the defibrillator at the village hall, should the current guardians extend an invitation.

Proposed by Cllr Hutchings and seconded by Cllr Eversden

19. Update on Wessex Water/Green Martinstown liaison group from Cllr's Walker/Hutchings

20. V & V

21. Village Hall Trustee

22. Memorial Hall

23. DAPTC

- a) Survey Request - Community Emergency Response Plans
- b) Register of Interests (RoI) Process Change

All Agendas & Minutes can be viewed at [www.winterbornestmartin-pc.gov.uk](http://www.winterbornestmartin-pc.gov.uk)

24. Staffing Committee

25. Complaint received from Cllr Pemberton relating to activities of the Council

26. External correspondence received

- a) Tree works – Blagdon Close
- b) Emergency Willow Tree Works near Washpool
- c) Community Liaison Group Invitation to Site Visit - Thursday 2nd July
- d) Email received from Edward Morello MP - Environment Agency / flooding /  
Martinstown / Maiden Newton

27. Parish Matters

28. Notice of next meeting

July Parish Council meeting to be held on Monday 27 July 2026, 7pm at the Village Hall

Clerk to Winterborne St Martin Parish Council – 20 June 2026