

Minutes of Winterborne St Martin Parish Council (V1)

Monday 29 June 2026, 7pm

Martinstown Village Hall

Present: Cllrs, Nuttall (Chair), Fitzgerald, Hutchings, Walker, Hosford, Andrews, Eversden

Apologies: Cllrs Pemberton, Andrews, Marsh

Democratic Period:

Cllr Eversden raised concerns on behalf of another resident regarding the deteriorating condition of North Rew Lane, an unadopted track. Issues included:

- Inability to receive newspaper deliveries due to the state of the lane.
- Carers previously refusing to drive up the track.
- Request for Parish Council assistance to improve the surface.

The Council noted:

- The lane is unadopted, therefore not the responsibility of Dorset Council or the Parish Council.
- Residents of other unadopted roads (e.g., Park Farm Close) have undertaken joint repairs themselves.
- Clerk will contact the Countryside Team to explore any possible options.

A parishioner asked about road closure at the West End and whether buses would be affected. Clerk confirmed no bus access during the closure.

26/2026 Declarations of Interest

Cllr Hutchings declared an interest relating to item 10, the planning appeal and abstained.

Cllr Eversden suggested Cllrs Pemberton and Nuttall should declare interests relating to the Reading Room, due to involvement with the Village Hall.

Council confirmed no pecuniary interest exists and therefore no declaration was required.

27/2026 Dorset Cllr Update

None received

28/2026 Police Report

This was circulated to all Cllrs, nothing to report.

29/2026 Minutes of Winterborne St Martin Parish Council annual meeting on Wednesday 27 May 2026

It was proposed by Cllr Hosford and seconded by Cllr Walker that these minutes should be accepted as a true and accurate record of the meeting. All in favour with Cllr Eversden abstaining.

RESOLVED

30/2026 Minutes of Winterborne St Martin May Parish Council meeting on Wednesday 27 May 2026

It was proposed by Cllr Walker and seconded by Cllr Nuttall that these minutes should be accepted as a true and accurate record of the meeting. All in favour with Cllr Eversden abstaining.

RESOLVED

31/2026 Action points from last meeting

- a) 262/25 – Staffing Committee to revise procedure and bring recommendations to full Council - Staffing Committee has not met. Cllr Hutchings has resigned; other members absent. Clerk to contact Cllrs Andrews and Marsh. Chair offered to join the committee if appropriate.
- b) ACM04e)/2026 - Data Protection Policy - Clerk to undertake the review and bring revised policy to Council within two months. – Next Agenda
- c) ACM04f)/2026 - Press & Media Policy - Clerk to undertake the review and bring revised policy to Council within two months – Next Agenda
- d) ACM04g)/2026 - Employment Policy & Procedures - Staffing Committee to undertake the review and bring revised policy to Council within six months – Update required
- e) ACM05e)/2026 - Chair to pursue reinstatement of read only online banking access. – Cllr Hutchings agreed to arrange set-up. Action – Cllr Hutchings
- 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 – Agenda item
- h) 16/2026 – Cllr Hutchings to explore options for additional defibrillator – Agenda item
- i) 17/2026 – Cllr Hutchings to explore provision of dog/waste bin – Cllr Hutchings has received a response from Dorset Council who have advised it is too dangerous to stop at this location to empty a bin. Awaiting to hear back from Dorset Council with alternative options.
- j) 24/2026 - Clerk to arrange meeting with Dorset Council Transport Planners regarding footpath – It is hoped this will take place during July.

32/2026 Audit & Governance Compliance

- a) To retrospectively approve the Annual Governance Statement (Section 1) for the 2024/25 AGAR.

It was proposed by Cllr Eversden and seconded by Cllr Nuttall that this is approved. Agreed with 2 abstentions. RESOLVED

- b) To retrospectively approve the Accounting Statements (Section 2) for the 2024/25 AGAR.

It was proposed by Cllr Nuttall and seconded by Cllr Eversden that this is approved. Agreed with 2 abstentions. RESOLVED

- c) To approve the corrected minutes of the Annual Meeting of the Parish Council held on 4 June 2025.

It was proposed by Cllr Fitzgerald and seconded by Cllr Eversden that these are approved. Agreed with 1 abstention. RESOLVED

- d) To consider and approve the Financial Risk Assessment for 2025/26.

It was proposed by Cllr Nuttall and seconded by Cllr Eversden that this is approved. All agreed. RESOLVED

- e) To note the publication of the Council's ICO registration details.

The Clerk confirmed that the registration certificate is now published on the website.

[REDACTED]

- f) To adopt and publish the Council's Health & Safety Policy.

This was discussed and the following points were raised.

- Whether organisations using the Village Green should provide risk assessments.
- It was agreed that there is a need for a Village Green Policy before requiring risk assessments.
- Council agreed to approve the current policy subject to future amendment once a Village Green Policy is drafted.

It was proposed by Cllr Eversden and seconded by Cllr Hosford that this is adopted subject to future amendment once a Village Green Policy is in place. Agreed with Cllr Hutchings against as he wanted it deferred to next month. **RESOLVED**

- g) To note corrections to minute numbering and approve the numbering system for 2026/27 – Clerk confirmed this has been noted and is in place. **RESOLVED**
- h) To note that policies will be reviewed individually rather than block. – This is noted.
- i) To consider adoption of a Governance Improvement Action Plan arising from the internal audit.

It was proposed by Cllr Nuttall and seconded by Cllr Eversden that this is adopted. All agreed. **RESOLVED**

- j) To consider councillor training options in response to the internal auditor's recommendations.

Councillors to self-select DAPTC courses and notify Clerk. – Action – All Cllrs

- 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.

It was proposed by Cllr Nuttall and seconded by Cllr Fitzgerald that this is approved/adopted. All agreed. **RESOLVED**

33/2026 Finance

- a) Confirmation of Exemption for the 2025/26 Audit received

Clerk advised that this has been received from the external auditor.

- b) Approval of schedule of payments & bank reconciliation

These were checked and signed by Cllr Hosford

34/2026 Planning

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

The Council noted:

- Dorset Council determined the development was not permitted development.
- Appeal lodged by applicant.
- No new evidence presented.



All Agendas & Minutes can be viewed at www.winterbornestmartin-pc.gov.uk

It was proposed by Cllr Nuttall and seconded by Cllr Walker that there are no further comments to be made.

Agreed with Cllr Hutchings abstaining. RESOLVED

35/2026 Updates on: Highways, ROW and SID/Allotments/Flood, Stream and Riverbanks/Washpool/Grounds

Cllr Walker advised of the following.

- A new gate has been installed near ~~Reat~~ ^{Ry1} Stone, improving access.
- SID continues to operate normally.

36/2026 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 – Agreed. RESOLVED

37/2026 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. Subject to necessary conditions.

Quotes have been received for:

- Replacement garage door
- Timber treatment
- Ivy clearance
- Painting

Total estimated cost: £2,500 subject to planning permission (conservation area).

The motion was amended to include, subject to planning permission if required

It was proposed by Cllr Fitzgerald and seconded by Cllr Hutchings. Agreed. RESOLVED

38/2026 Motion.

To increase the Garage Repair budget to £2500

Proposed by Cllr Fitzgerald and seconded by Cllr Hutchings – Agreed. RESOLVED

39/2026 Motion.

That the Parish Council, acting in their capacity as Corporate Trustees of the Memorial Hall, agreed to get quotes for 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.

This motion was discussed including the following:

- Conflicting historic surveys.
- Need for a definitive structural survey.
- Funding available in Reading Room account (~£7,000).

The Motion was amended to include obtaining three quotations for a full structural survey before commissioning any work.

All Agendas & Minutes can be viewed at www.winterbornestmartin-pc.gov.uk

Proposed by Cllr Hosford and seconded by Cllr Walker – Agreed with Cllr Hutchings abstaining.
RESOLVED

40/2026 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 – Agreed. **RESOLVED**

41/2026 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. Subject to costs.

It was agreed to amend the motion to include, subject to costs.

Proposed by Cllr Hutchings and seconded by Cllr Walker – Agreed. **RESOLVED**

42/2026 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

This motion was withdrawn.

43/2026 Update on Wessex Water/Green Martinstown liaison group from Cllr's Walker/Hutchings

No updates.

44/2026 Valley & Valence Magazine

Cllr Fitzgerald will prepare the next article.

45/2026 Village Hall

Cllr Nuttall gave the following update.

- Playground refurbished by working party led by parishioner
- Activities ongoing: pickleball, table tennis, bowls.
- Cycle rack request noted.

46/2026 Memorial Hall

The following update was given.

- Council now has access to Reading Room funds.
- Structural survey quotations to be obtained.
- Future use to be discussed with parishioners once structural condition confirmed.

47/2026 DAPTC

a) Survey Request - Community Emergency Response Plans

Several councillors submitted responses.

b) Register of Interests (RoI) Process Change

Councillors to re-validate entries once link received.

48/2026 Staffing Committee

Cllr Nuttall to join committee.

49/2026 Complaint received from Cllr Pemberton relating to activities of the Council

The Council considered:

- Written complaint alleging failure to follow Practitioners' Guide during AGAR approval.
- Clerk's detailed written response.
- Cllr Pemberton's further statement requesting acknowledgement of improper practice.

The Council agreed that Cllrs Nuttall and Hosford will meet the Monitoring Officer to seek formal guidance.

Agreed.

50/2026 External correspondence received

a) Tree works – Blagdon Close

Parishioner requested assistance with pollarding an ash tree believed to be on council land. It was agreed that the parishioner should submit cost details. Chair to bring motion to next meeting.

Action: Cllr Nuttall

b) Emergency Willow Tree Works near Washpool

A willow tree is obstructing access and may pose risk. It was agreed the Clerk to request urgent assessment from Hardy Tree Surgeons.

Action: Clerk

c) Community Liaison Group Invitation to Site Visit - Thursday 2nd July

Cllrs Nuttall, Eversden and Hosford to attend

d) Email received from Edward Morello MP - Environment Agency / flooding / Martinstown / Maiden Newton

Council noted detailed Environment Agency response.

51/2026 Parish Matters

- Cllr Nuttall advised an emergency planning group is being formed; volunteers welcomed

All Agendas & Minutes can be viewed at www.winterbornestmartin-pc.gov.uk

- EV chargers at Village Hall still not commissioned; Clerk to chase.
- Village map on Village Green has split due to heat.

52/2026 Notice of next Meeting

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

There being no further business the meeting closed at 8.49pm.



