Draft Minutes of Winterborne St Martin Parish Council (V1)

Monday 26 October 2026, 7pm

Martinstown Village Hall

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

Apologies: Cllr Marsh

Democratic Period:

Cllr Pemberton raised concerns regarding the planning application on the agenda adjacent to Horseshoe Lane:

Observations Raised;

1. The landowner's agent publicly stated an intention to build on land above Horseshoe Lane.
2. Land classified as "garden" may have a lower planning hurdle than agricultural land.
3. Photographic evidence was cited suggesting works had extended beyond approved planning boundaries into a field area.

The Chair advised that planning matters would be addressed under the planning agenda item.

114/2026 Declarations of Interest

The following declarations were made:

- Cllr Pemberton declared an interest in the planning application concerning land at Horseshoe Lane and indicated he wished to withdraw from discussion if appropriate.
- Cllr Eversden declared a family connection relating to the Horseshoe Lane planning item and agreed to take no part in any vote.

115/2026 Dorset Cllr Update

None received

116/2026 Police Report

No police report had been received.

Members discussed previous vandalism at Manor Farm Court.

117/2026 Minutes of Winterborne St Martin Parish Council meeting on Monday 28 September 2026

It was proposed by Cllr Hutchings and seconded by Cllr Fitzgerald that these minutes with the following amendments should be accepted as a true and accurate record of the meeting.

Page 5, 108/2026 should include the vote: It was proposed by Cllr Hutchings and seconded by Cllr Walker. Agreed with Cllrs Pemberton & Nuttall abstaining. Resolved.

118/2026 Action points from last meeting

a) 262/25 – Staffing Committee to revise procedure and bring recommendations to full Council - Cllr Andrews - Draft Terms of Reference prepared and circulated to all Cllrs. Further discussion deferred to later agenda item.
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 – Cllr Hutchings advised he has spoken to the local PCSO and has written to Dorset Council. Awaiting a response.
d) 31i)/2026 – Cllr Hutchings to explore provision of dog/waste bin – Awaiting site visit.
e) 50a)/2026 – Cllr Nuttall to bring motion for tree works at Blagdon Close - COMPLETE
f) 61/2026 – Cllr Nuttall to bring motion for additional stream clearance – Cllr Marsh to send contract information to Cllr Nuttall – A discussion took place and it was agreed to get the advice from the Environment Agency. – Action - Clerk
g) 77h)/2026 – Clerk & Cllr Pemberton to resolve VAT entries in Scribe – Clerk has attempted to resolve by amending the VAT type to Refund but this hasn't resolved the issue. – Cllr Pemberton to liaise with Scribe to try and resolve the issue.
h) 88/2026 – Cllr Nuttall to close Cllr Pemberton's complain in accordance with policy – Agenda item
i) 92/2026 – Cllr Eversden to request review from DAPTC regarding Declarations of Interest – Cllr Eversden advised that DAPTC didn't really have any advice and didn't want to get involved.
j) 97/2026 – Clerk to advise those Cllrs who have not managed to complete their new Register of Interests
k) 100/2026 – Cllr Nuttall to liaise with parishioner regarding the SID placements - COMPLETE
l) 100/2026 – Cllr Nuttall to write to Leader of Dorset Council – COMPLETE – ongoing correspondence
m) 101/2026 – Cllr Marsh to add parishioner to WhatsApp water pressure group - COMPLETE
n) 108/2026 – Cllr Hutchings to write to Village Hall committee – next agenda
o) 111a)/2026 – Cllr Nuttall to write to parishioner – COMPLETE
p) 111b)/2026 – Cllr Nuttall to write to parishioner - COMPLETE
q) 112/2026 – Cllr Nuttall to write to Highways requesting electric charging bay is marked out – Clerk has requested.

119/2026 Audit & Governance Compliance

a) Review & approve updated Standing Orders – Deferred to November meeting
b) Review & approve Appendix A, Retention schedule of the Data Protection Policy

It was proposed by Cllr Nuttall and seconded by Cllr Pemberton that this is accepted and approved. All agreed. Resolved.

c) .gov email accounts for all Councillors

The Clerk advised that all councillors should operate using official council email accounts.

Two councillors remained without council-managed accounts.

It was agreed that official email accounts to be established by end of December.

Action - Clerk to arrange setup through website/email provider.

d) Update on progress of actions from audit 2025/26 – Clerk

The Clerk presented progress against internal audit recommendations, with the following being the main points.

- Policy reviews ongoing.
- Standing Orders remain outstanding.
- Governance Improvement Action Plan under active review.
- Additional councillor training encouraged.

Target completion dates were revised where necessary.

120/2026 Finance

a) Approval of bank reconciliation

The Clerk advised that:

- Banking access problems continue due to replacement authentication devices.
- Some payments require retrospective reporting and approval.

Concern raised regarding large balances held in non-interest-bearing accounts.

It was agreed that the Finance Committee to review cash balances and transfer surplus funds into interest-bearing accounts where appropriate.

The Clerk circulated the quarterly statement of accounts to all Cllrs prior to the meeting.

Cllr Nuttall circulated the Memorial Hall Financial statement with updated expenditure schedule which showed the opening balance, current balance and expenditure to date.

A discussion took place regarding the standing energy charges for the largely unused building.

121/2026 Planning

a) Planning Consultation

P/FUL/2026/05644 – 3 Horseshoe Lane, Martinstown - Change of use of agricultural land to residential garden

Following clarification of plans submitted, Cllr Pemberton withdrew his conflict of interest as it was concluded that the application appears to regularise a small triangular section of land.

No objections raised by members.

It was proposed by Cllr Nuttall and seconded by Cllr Fitzgerald that the Parish Council submits no comment.

Agreed with Cllr Eversden abstaining due to conflict of interest.

122/2026 Updates on: Highways, ROW and SID/Allotments/Flood, Stream and Riverbanks/Washpool/Grounds

a) New allotment holder agreement received and payment made.
b) Update on Washpool lease – Cllr Nuttall

Cllr Nuttall advised the Lease drafted by solicitor acting on behalf of the landowner has been received which costs of approximately £650 which have already been authorised.

A discussion took place regarding instructing an independent legal review which would likely exceed £1,000.

Extensive discussion took place regarding:

- Legal validity.
- Land Registry implications.
- Value of obtaining independent legal advice.

It was agreed that Cllr Nuttall will bring a formal motion to a future meeting regarding commissioning independent legal review.

c) Sandbag ordering update

Sandbag ordering is complete and the storage locations agreed at the Brewers Arms and the Memorial Hall.

123/2026 Update on Wessex Water/Green Martinstown liaison group from Cllr's Walker/Hutchings/Marsh

Cllr Walker circulated a letter from Green Martinstown to all Cllrs prior to the meeting and a discussion took place regarding it which focused on;

- Land ownership.
- Accuracy of documentation.
- Need for Parish Council oversight

124/2026 Resilience planning

Motion:

That the Parish Council form a working group for Resilience Planning. To have as members two or three councillors and other representatives from the parish who have expertise in emergency planning, local knowledge and community involvement.

Proposed by Cllr Nuttall and seconded by Cllr Pemberton

All agreed. RESOLVED

125/2026 Valley & Valence Magazine

Cllr Hosford agreed to write the next article.

126/2026 Village Hall Trustee

Councillor Pemberton advised that a successful public engagement meeting had been held which resulted in the appointment of new trustees with an improved demographic representation.

127/2026 Memorial Hall

It was agreed that there is a need for more frequent trustee meetings.

128/2026 DAPTC

No updates.

129/2026 Staffing Committee

a) Draft Terms of Reference for discussion/agreement

Cllr Andrews presented the Draft Terms of Reference advising the key provisions included:

- Minimum membership of three councillors.
- Quorum of three.
- Annual meetings minimum.
- Reporting back to full Council.
- Public exclusion only where confidential staffing matters arise.

It was proposed by Cllr Fitzgerald and seconded by Cllr Nuttall that these are accepted and approved. All agreed. Resolved.

The Council confirmed that the nationally agreed clerk pay award should be implemented and backdated.

Payroll provider to calculate arrears and implement revised rates.

130/2026 Cllr Pemberton complaint to Council

Motion

That the Parish Council reject the complaint that Cllr Pemberton raised on the 31 May 2026.
That the Council on its meeting of the 27 May 2026 considered each AGAR motion, a vote was taken and the majority decision became the decision of the council.
The outcome was properly recorded in the minutes.
That a councillor is entitled to disagree but that does not invalidate the decision reached nor constitute improper practice.

That the Council followed required democratic procedure in approving the AGAR.

Proposed by Cllr Nuttall

Extensive discussion took place regarding Councillor Pemberton's complaint and following this the original motion was withdrawn.

It was proposed by Cllr Nuttall and seconded by Cllr Hosford that the Parish Council acknowledges that the Practitioners Guide has a force of law and following it is mandatory. The Parish Council also acknowledges that they did not conduct the 2025/26 AGAR process in accordance with the extant Practitioners Guide but are committed to conducting future AGAR processes in accordance with the extant Practitioners Guide.

Agreed with Cllr Eversden abstaining. - Resolved

131/2026 External correspondence received

a) Date confirmed for tree works at Blagdon Close – December

b) Hardy Half 2027

Notification has been received from the organisers advising of the date for the 2027 event, 9 May 2027.

Clerk to seek clarification about arrangements affecting church services and report back.

132/2026 Parish Matters

Concern was raised regarding trade vans parking on the village green, resulting in damage to grassed areas.

The Chair reported that public feedback on the issue had been requested through the parish newsletter**.**

133/2026 Notice of next Meeting

The October Parish Council meeting to be held on Monday 23 November 2026, 7pm at the Village Hall.

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

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