

Draft Minutes of Winterborne St Martin Parish Council

Wednesday 26 November 2025

Magna Community Room

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

Cllr Hutchings arrived at 19.10

Apologies: Cllr Walker

Democratic Period:

Cllr Nuttall introduced the Council to those present at the meeting.

A parishioner attended the meeting to raise safety concerns with a willow tree by the Brewers Arms and to seek support from the parish council for the necessary work to be carried out to make it safer for all highway users.

The parishioner has spoken with Dorset Council who have confirmed the land is unregistered and they will only carry out works if it is posed a risk to the highway.

A quote has been sought by parishioners, for the pollarding of the tree, from Hardy Trees Surgeons at a cost of £1140 including VAT.

It was agreed that the Clerk will ask Dorset Council to confirm the land is unregistered. Cllr Nuttall will bring a motion to the next meeting regarding the costs and agreement to carry out work.

Action: Clerk to contact Dorset Council & Cllr Nuttall to bring motion

Cllr Pemberton raised concern with an outstanding invoice for stream clearance works. Cllr Nuttall advised the invoice will be paid but has only been received by the clerk within the last week.

Cllr Pemberton raised on behalf of a parishioner that an item concerning the proposal of having a footway between Fairfield & East House, minuted in May 2025 is still outstanding. It was agreed that the Clerk would request land ownership from Dorset Council.

Action: Clerk to contact Dorset Council

180/2025 Co-option of Cllr

The Clerk introduced Susie Hosford to the meeting and asked her to tell the Council about herself and why she wants to join the Council.

It was proposed by Cllr Pemberton and seconded by Cllr Fitzgerald that Susie is co-opted onto the Council. All agreed. Resolved

181/2025 Declarations of Interest

Cllr Marsh & Hutchings, item 9, Planning – Land off Dukes Close

Cllr Fitzgerald, item 8d, Martinstown Cricket Club grant application

Cllr Nuttall informed that he had been given a gift from a parishioner for installing a bench on the Green

182/2025 Dorset Cllr report

None received

183/2025 Police report

This was circulated to all Cllrs.

184/2025 Minutes of Winterborne St Martin Parish Council May meeting on Wednesday 22 October 2025

It was proposed by Cllr Fitzgerald and seconded by Cllr Eversden that these minutes with the following amendment should be accepted as a true record of the meeting. All agreed – RESOLVED

Page 5, item 177/2025, at the end of the sentence include, as requested by previous Cllr.

185/2025 Action points from last minutes

- a) 161/2025 - Clerk to request monthly updates from Police – COMPLETE – *response received stating this is not possible due to shift patterns and advised to sign up to Dorset Alert* - RESOLVED
- b) 129/2025 – Cllr Walker/Clerk to send allotment agreements – Clerk to send covering letter with agreement to all plot holders – COMPLETE – *Clerk advised that the parishioner who currently holds 2 plots no longer requires them and will be clearing the plots.* - RESOLVED
- c) 164/2025 - Cllrs Nuttall and Marsh to discuss tree work with Church and bring motion to next meeting – *Cllr Nuttall advised the reasons for this action and has discussed with the church. The parish council are responsible for the trees on the Green but not within the church grounds. Cllr Marsh has received quotes for in and outside of the church grounds and will get further quotes.* – NEXT AGENDA
- d) 165b)/2025 - Scribe access – Cllr Pemberton to set up Cllr Marsh for read only - RESOLVED
- e) 170/2025 - Cllr Marsh to explore stream options - RESOLVED
- f) 175/2025 - All Cllrs to consider options regarding Memorial Hall and feed back to Cllr Nuttall – *Cllr Nuttall confirmed no comments have been received.*
- g) 177/2025 - Clerk to label all minutes and agendas as version one etc – RESOLVED

186/2025 Finance

- a) Approval of schedule of payments & bank reconciliation

Cllr Pemberton asked the Clerk if the schedule of payments was looking forwards at payments (prospective for approval) or was a report on payments made (retrospective).

The Clerk advised it includes both as depending on where the meeting sits in the calendar will determine what has or will be paid.

The Clerk has since responded to Cllr Pemberton with the following.

The purpose of the payment schedule is to ensure clarity for councillors and the public. By listing all payments (both already paid and due to be paid), gives a complete picture of the council's financial commitments for that month, a schedule of payments is a standard way to show spending.

Having both direct debits/standing orders (already paid) and pending payments recorded ensures there's a clear record for internal and external audit. It's a good way for residents to see where money is going, even if some payments are automatic and already processed. Going forward I will also include my salary, tax etc and will include a column to specify paid/to be paid.

Essentially for the Cllrs, you will 'note' the payments already made and approve those to be paid.

Although spending is agreed at the Budget setting this is to agree the overall spending plan and precept for the year. This is what the council intends to spend. Even if items are pre-agreed in the budget, each actual payment must still be recorded and, where applicable, approved or noted at a council meeting. This ensures transparency and provides an audit trail.

It was proposed by Cllr Pemberton and seconded by Cllr Eversden that these payments are approved with the inclusion of Jon Buddle stream clearance work. All agreed. RESOLVED.

b) Bank interest account & debit card

The Clerk advised that most pre-paid debit cards have a monthly fee. It was agreed that a separate account with Lloyds should be opened with a debit card. All agreed RESOLVED

Action: Clerk

c) Precept/Budget setting

Cllr Nuttall shared a proposed budget with the Cllrs and advised the following.

- NI contributions need to be allowed for; this is the employers contribution so an additional line for this has been included.
- The Memorial Hall requires a budget to pay for maintenance and utilities.
- Garage maintenance has been included.
- Election costs have been reduced as no election has been called for some years and last years reserve was £2000
- Stream clearance – should CIL money be used for this?

Cllr Nuttall confirmed that an extra-ordinary meeting will be required to agree the budget for 2026/27 along with the precept which is unable to be agreed now as the tax base hasn't been received yet, Dorset Council are expecting to issue that in December.

The public will be invited to the meeting, but Cllr Marsh suggested the budget should be agreed and voted within the Council.

The following motion was withdrawn due to the extra-ordinary meeting.

Motion: 'To accept the budget proposed and the resulting precept'
Proposed by Cllr Nuttall and seconded by Cllr Fitzgerald

d) Grant application received from Martinstown Cricket Club

A grant application has been received from the cricket club which was circulated prior to the meeting.

It was agreed that a motion proposed by Cllr Eversden and seconded by Cllr Nuttall to allocate a grant of £500, will be brought to the next meeting.

Action: Next agenda

e) DAPTC subscriptions

The Clerk advised the new subscription charges have been received.

- f) Cllrs Fitzgerald and Nuttall will be given full access to scribe. Cllr Pemberton has agreed to do this with the approval of the Clerk.

A discussion took place with who should have full access to the system as the Clerk suggested it should be Cllr Nuttall as Chair, Cllr Fitzgerald as Vice-Chair and the Clerk as that is who forms the budget working

group. It was agreed that Cllr Pemberton would remain with full access until the end of the financial year as he is more experienced with the system.

g) Clerk update on email account

The Clerk advised that the new email account is now live and asked which Cllrs want a .gov email address.

Action: Clerk to contact Hugo Fox for 4 x accounts including one as Chair@ to provide resilience

187/2025 Planning

P/PABA/2025/06604 – Land off Dukes Close - Erect agricultural steel frame building – For information purposes only

The Clerk informed the meeting that Cllr Pemberton had requested the council were given the opportunity to respond with comments, but the Clerk confirmed that the Planning Officer has stated no comments would be received at this time.

Action: Clerk to forward response from Planning to all Cllrs

188/2025 Village Green sign renewal

Cllrs Marsh & Pemberton have now completed this work. Thanks were expressed to both of them; the sign looks good.

189/2025 Updates on: Highways, ROW and SID/Allotments/Flood, Stream and Riverbanks/Washpool/Grounds

Cllr Eversden reported that the stonework has now been completed.

Cllr Hutchings raised that the Washing Pool wooden surround requires maintenance.

190/2025 V & V

It was agreed that Cllr Hutchings would provide the next update.

191/2025 Village Hall Trustee

Cllr Pemberton gave an update on the village hall and a new section called Active Martinstown and confirmed an additional table tennis table is now in the hall giving the opportunity to hold competitions and pickle ball is now set up. Cllr Nuttall confirmed that short mat bowls sets have been purchased.

Cllr Pemberton advised that there will be a publicity launch in the new year.

192/2025 Memorial Hall

Motion: 'To install a simple wire fence and gate around the memorial hall and its environs'

Proposer Cllr Nuttall and Seconder Cllr Eversden

This motion was withdrawn until the next meeting.

Motion: 'To change the lock on the Memorial Hall'

Proposer Cllr Nuttall and Seconder Cllr Eversden

This motion was withdrawn as the location of the keys was confirmed. Cllr Marsh to hand back the family key

Cllr Nuttall informed the meeting that he is going to write to the Land Registry again to obtain the title as the previous application was refused.

Cllr Pemberton asked how high the fence will be, how the river will be managed and if being in a conservation area has been considered.

Cllr Nuttall advised the fence is just to indicate ownership of the Memorial Hall. Cllr Eversden advised the fence will be about 3ft high with normal wire.

Consideration needs to be given to the sandbag storage if a locked fence is erected.

Cllr Hutchings enquired what is happening with the Memorial Hall funds. A discussion took place regarding engaging with a solicitor to help.

Action: Clerk to enquire with Planning regarding Conservation area

193/2025 DAPTC

Cllr Nuttall and Eversden attended the Devolving Dorset event on 30 October 2025, Cllr Nuttall advised that the event was well attended and that a variety of speakers highlighted the need for more devolvement of responsibilities, of particular interest was the presentations given by staff at town councils who described the progress and improvements they had made. A breakout session and small group discussion allowed for interaction with delegates.

Cllr Pemberton requested the Chair shares the councils response to the recent DAPTC survey. Cllr Nuttall agreed to do this if he can find it.

Action: Cllr Nuttall to share response if possible

194/2025 Staffing Committee

Nothing to report.

195/2025 External correspondence received

a) Green Martinstown

An email has been received from the group advising they had been unsuccessful with their application to Dorset Council with regard to leasing land behind the Church which would had a variety of uses.

b) Concerns with rats at a dwelling adjacent to the local shop

An email has been received from a parishioner who is concerned about rats being seen coming out of a sofa next to the shop.

Cllr Nuttall said the headline was misleading in that the rat was seen at a house near the shop and had nothing to do with the actual shop. He apologised to the shop tenants for perhaps creating the notion that it was in any way associated with them. The shop has no rat problem at all.

Cllr Pemberton informed the meeting that he had reported the rubbish and discussed with Environmental Health at Dorset Council who advised they would not deal with rubbish or rodents on private land, but they are aware that this is the third time this has happened.

Cllr Pemberton volunteered to investigate Public Nuisance.

c) land ownership/tree works along track by Brewers Arms

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

A discussion took place regarding the matter raised at the beginning of the meeting concerning safety concerns with a willow tree. The land on which this tree sits is unregistered.

Cllr Nuttall advised that the parish council actioned some works to trees in this site in 2016. Also, that he had had a prior meeting with concerned residents a month or so back and it was evident to him that the tree posed a significant hazard.

Cllr Eversden expressed concern that willow can just fall off so is a safety issue.

Cllr Fitzgerald suggested that as the parish council clears the stream then the tree work should be treated the same, even just to assist.

Cllr Nuttall agreed to bring a motion for the full amount to the next meeting to sanction remedial work and agree costings

Cllr Marsh raised the point that the parish council is here to be responsible for things in the parish that nobody else is responsible for.

Action: Cllr Nuttall to bring motion to the next meeting to agree remedial work on the willow tree.

196/2025 Parish Matters

No additional matters raised.

There being no further business the meeting closed at 8.50pm with notice that the next meeting will be the extra-ordinary, date to be confirmed and the next full council meeting will be the January meeting which will be held on Wednesday 28 January 2026, 1900hrs at Magna Community Room.