

DRAFT

WINTERBORNE ST MARTIN PARISH COUNCIL

24th August 2023

St Martin's Church, Martinstown

Started at 7 pm

Present: Mark Pemberton (Chair) MP; Andy Daw AD, David Hutchings DH, David Read DR, 4 members of the public.

The Chair explained that the Clerk would not be present, and that AD had agreed to stand in. This was agreed by those present.

AGENDA

Public period for comments on issues on the agenda

1. A parishioner offered the Parish Council a book entitled: "Excel Essentials – for real life situations. It was accepted by the Chair. Excel was recommended to the PC as an appropriate tool for keeping accounts. The view was expressed that purchasing a bespoke package was a waste of parishioners' money.
2. Another parishioner offered a blank but formatted Excel file, this offer also included an introduction to the use of this formatted file to the Parish Council. The money spent on a bespoke package could be used to purchase another bench for the parish.

Report from Dorset Council Councillor

1. Dorset Councillor Tarr had a conversation with the PC Chair and urged the Chair to contact Matt Styles from Wessex Water. The Chair stated he would email Matt Styles and copy in the up stream and down stream parish contacts as well.

Presentation - Hardys Half Marathon – Michael Paulley

1. Michael Paulley was invited to speak on behalf of the Hardy Half.
2. Michael confirmed that the Hardy Half will be repeated on Sunday May 12th 2024 following the success of the event in 2023. The organising team will be applying for road closure.
3. Michael asked for any comments to help the organising team:
 - a. The PC pointed out that the inconsistent application of the road closure order was not a safe way to operate. It put the lives of children at risk.
 - b. Michael confirmed the organisers communication radios did not work at last years event.
 - c. The Chair asked for a member of the PC to be invited to any meeting to discuss the road closure. It was confirmed that Dorset Council had previously "mis-spoke " when it was stated that a councillor had been present for the road closure meeting of 2023.
 - d. Parishioners in attendance were given the opportunity to make their comments to Michael.
 - e. All agreed that it was a good event for Martinstown.

- f. Councillor Rookes will remain the Hardy Half contact.
- g. Michael agreed to ask for a PC member to attend any road closure meeting, check if there was a church service at the same time, to remain in contact with the council.

Report from Police Liaison

Winterborne St Martin Parish Council:

05:07 – report of suspicious male in village – possibly connected to stolen vehicle below although descriptions do differ.

05:07 – Stolen vehicle and found on 12:07.

24/8 - 1 To receive apologies for absence.

Apologies were received from Councillors Delafield, Eversden, Rookes

24/8 – 2 To receive declarations of personal and pecuniary interests or grants of dispensation.

There were no declarations.

24/8 - 3 To approve the minutes of the Parish Council meeting held on 22/06/2023 (amended) and 27/07/2023

Councillor Read proposed, and seconded by Councillor Hutchings the minutes of the meeting of 22 June 2023 be accepted as a true and accurate record. This proposal was accepted unanimously.

There was no proposer to accept the draft minutes of 27/07/2023.

24/8 – 4 Matters arising from the minutes that are not covered on this Agenda.

There were no matters arising from the July meeting. (NB minutes not approved).

June minutes Agenda item 6. The Clerk to confirm that the available Conservation Area document that states the map is in draft and the document as updated is correct and current.

24/8 – 5 Finance: -

5.1 To approve the schedule of payments and bank reconciliation.

The end of July current account statement and that for August, until 24th were presented to the meeting. The Chair was unable to complete the reconciliation during the meeting and stated he would do so and inform the Council. The Chair requested the savings account statement be forwarded to the Clerk and Chair by Councillor Daw.

5.2 To receive the first quarterly financial statement.

Councillor Hutchings confirmed that he had checked the cashbook and against the bank statement. He was confident that all correct. All signatures will be made at the next meeting.

Councillor Hutchings recommended that referencing of payments and receipts should include invoice numbers in the cash book.

5.3 Scribe Accounting / Finance Package

This item was deferred to September meeting.

5.4 To receive a statement from DH on whether he has been able to complete the checks required under

See 5.2

5.5 To discuss reappointing our Internal Auditor to include an interim Audit

Although those present supported the reappointment the formal motion was deferred to September meeting.

5.6 To discuss formally creating a Budget Working Group

This item was deferred to September meeting.

The Council was asked to note the Terms of Reference sent by the Councillor Pemberton in preparation for this meeting for the September meeting

5.7 Tender information on Clerk's payroll administration and proposal to accept one of these.

The information shared with the councillors was discussed. A note of the tender and a proposal is required for the September meeting as this payment was not listed on our revenue budget.. It was noted that the proposal from Dawson Services offered good value for money for the Council.

24/8 – 6 Active Planning Consultations.

There were no new current planning consultations.

24/8 – 7 Reading Room / Memorial Hall

The Chairman reminded the Working Group that Terms of Reference were still required for the group's activities. Our Parish Council Stranding Orders require Terms of Reference of Working Groups have to be approved at a Parish Council. Councillors Read and Hutchings agreed to present at the next meeting.

Councillors Read (as Working Group Chairman) and Councillor Pemberton (as PC Chairman, at HK Law request) are the named clients on behalf of the PC.

Councillors Pemberton and Read have instructed HK Law have been appointed to act on behalf of the Parish Council to:

Determine our right to act as a trustee

Determine the best route to legal title

Recommend the best route of obtaining the title

Councillor Read confirmed that he had spoken with the solicitor that he had discussed the resignation of the current Reading Room trustees.

It was confirmed that the PC has paid a retaining fee to HK Law.

The Chairman will forward all communication to Councillors Read and Hutchings. Councillor Read reported that he has not shared all communication he has had with the Reading Room solicitor to the Clerk.

The Chair of the Working Group confirmed that Councillor Eversdon has left the working group. The Chair pointed out that a working group needs 3 members or if two there should be an explanation in the TOR – the third person could be an external person to the Council.

24/8 – 8 Highways and Rights of Way

Councillor Read confirmed there was nothing to report.

24/8 – 9 Flood and Riverbanks

As a stretch of the river bank has been cleared already this year the council discussed if the existing bank clearance, flood protection agreement can be varied for this autumn. Councillor Read reminded the Council that he had pointed out that these areas were done privately when preparing the tender.

The Clerk was asked to report at the September meeting to provide a copy of the agreed tender to the Council and check with the Contractor if the agreement could be varied.

24/8 – 10 Washpool

Councillor Daw confirmed that the work had started, the southern western bridge support has been rebuilt and the underside of the tunnel is being secured.

Councillor Pemberton asked and it was agreed that there is a check on money spent to date before proceeding with any further work.

22/7 – 11 Grounds

Councillor Daw confirmed grass cutting has continued in July.

An area next to Church Cottage and an area to the east of the Blagdon Close entrance have been brought into the mowing area.

Councillor was tasked to ensure the car park areas were managed as previously discussed.

24/8 – 12 Coronation and Memorial Village Asset Purchase

This item was deferred to September meeting.

24/8 – 13 Responsibilities:

As there were no volunteers this item was deferred to September meeting.

24/8 – 14 Clerks Mailbox Account

After discussion this item was deferred to September meeting

24/8 – 15 V+V nominations for council members to submit articles for publishing.

Councillor Hutchings will write the article for the October addition of the V+V

24/8 – 16 Correspondence to be discussed and noted.

This item was deferred to September meeting.

24/8 – 17 To consider urgent matters to report from members and items for the next meeting. To include an open forum 10 minutes.

Following a question from a Parishioner it was confirmed that the Council no longer rents out a parking space next to Church Cottage.

24/8 – 18 The next meeting will take place at 7pm on Thursday September 28th 2023.

Signed
Cllr A Daw
Acting as Clerk for the meeting

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