

WINTERBORNE ST MARTIN PARISH COUNCIL

23rd November 2023 – 7:00pm – St Martin’s Church

DRAFT MINUTES

Version 2 as of 18/01/24

Present -Mark Pemberton (Chair) MP, David Hutchings DH, David Read DR, Andy Daw AD (arrived 7:01pm), Karen Delafield KD, Vicky Badman (Clerk)
1 member of public

Preliminaries:

The Chair and all Councillors welcomed Mrs Badman to the appointment.

Public period for comments on issues on the agenda – 5 minutes per speaker

There were no comments.

Report from Dorset Council Councillor –

Councillor Tarr has spoken with MP, sends apologies and requested in future to ensure that when we distribute meeting papers he is copied in.

Councillor Tarr has requested permission to share an email that MP previously sent, regarding another Councillor from another ward interfering in our matters. This is to be shared with the legal department of Dorset Council.

Report from Police Liaison

No report received.

23/11 – 1 To receive apologies for absence - Raphaella Rookes. Clerk to check when email from Richard Eversden was received regarding apologies. **Clerk**

23/11 – 2 To receive declarations of personal and pecuniary interests or grants of dispensation – None received.

23/11 - 3 To approve the minutes of the Parish Council meeting held on 26/10/2023 – DH proposed to accept, MP seconded. All voted in favour 4-0.

23/11 – 4 Matters arising from the minutes that are not covered on this Agenda – None

23/11 – 5 Finance

5.1 To approve the schedule of payments and bank reconciliation.

Comment: MP currently holding financial file whilst Clerk is in training. MP advises Bank statements have not been published to back this up, so bank statements attached. MP asks KD to check against reconciliation. KD confirms all ok. DH proposed, AD seconded. All voted in favour 5-0.

5.2 To consider first and second quarter financial statements.

Chair made statement; Councillors aware there have been problems reconciling the first quarter account however DH had enough info to do it. For second quarter – because DH wasn't a bank holder on 30.09.23 the Budget Working Group had decided it was ok for DH to do again. He now can't do it again as he is a banker, so this is the reason it is the same person twice. It has been done and found to be accurate and shared with all councillors.

5.3 To approve the Budget Working Group's proposed budget for 2024/25.

The Budget Working Group proposed an increase in Precept of 10%. DR questioned whether 10% was enough and this was discussed.

MP believes there to be an error, which is a potential misunderstanding of when it was intended for the garage to be put up 10%. AD understood it to be for the next financial year. Agreed forecast to be increased for February 2025.

DR queries VAT being shown as an income. After discussion MP confirms he will have a look to see if there is an alternative way of showing this.

DR queries if anything should be shown for Reading Room, KD also agrees with this query. MP confirms £2500 has already been voted across, if more is required then a proposal needs to be made. MP understands that if any money was required for the fabric of the building it would be coming out of CIL. After lengthy discussion it has been agreed MP will pen a note on the bottom to say 'in the event of us gaining possessory title to the reading room, we forecast the expenditure up to the sum of £16950 – subject to a full vote/application'.

DR queries £250 for training expenses. MP confirms budget group discussed this at length and considered it was unlikely there would be a high number of new councillors.

DR queries V&V advert. MP confirms full council previously voted this in, so this has been carried forward.

DR queries Remembrance Day. MP has received email saying it should be a civic event not a church event. Working group support this view and proposes a payment of £250 to pay for some portion of the costs to run the event.

KD requests we should increase the grass cutting contract to include the hedge and grass around the reading room. AD says there is possible 'give and take' within contract. MP confirms areas grass cutter has not been doing so this should be open to negotiation. DR said there was also an agreement with a parishioner that he would cut grass and cut hedges, DR will chase this up. Grass Cutting contract was looked at to check end date – confirmed 3 years in invitation but unable to see on actual document.

Revised motion: That the proposed budget be accepted subject to: where VAT should sit, an increase in garage rent forecast of 10% for Feb 25, and a note about the ear-marked reserve CIL as described above.

All voted in favour 5-0.

5.4 To approve the revised Reserves Policy/existing policy.

Revision becomes new policy. All voted in favour 5-0.

5.5 To consider whether it is appropriate to receive allotment payments.

MP confirms allotment payments are now overdue. Unsure of the future of the allotments however it has been decided it is fair and reasonable to request payment. Action for Clerk to email requesting payment of £25. **Clerk**

23/11 – 6 Planning Consultations

6.1 Application number: P/FUL/2023/06400 Location: Martinstown Cricket Club, Martinstown, Dorset, DT2 9HA

Proposal: Erection of 2no. flat roof extensions, re-roof with a blue/black colour natural slate including recess fit solar PV array. New patio area and minor external alterations.

All voted to support 5-0.

6.2 By exception – any planning applications submitted following publication of Agenda.

None

23/11 – 7 Motion: That the council approve up to £200 to purchase a Christmas Tree should the Jubilee Tree not be in place by 5 Dec 2023. Proposed MP Seconded DH.

MP has lights, attachments, and keys to get in to power box, and will write to electric holder offering payment for electric. MP will be looking to do this before 11 Dec and will be looking for some help. All voted in favour 5-0.

23/11 – 8 Motion: That the council approve repair/replacement of the garage door up to a cost of £1000. Monies to come from the appropriate reserve. Proposed MP seconded AD.

DR suggests that the budget be increased to £1500. MP confirms he wishes for 3 tenders. All voted in favour of revised amount 5-0.

23/11 – 9 Motion: That the Council Procures a printer /scanner, replacement mouse and ancillaries to support the Clerk, and that these be added to Council property. Total not to exceed £150.

Proposed MP seconded AD.

MP makes suggestion Clerk purchases items and submits receipts – Clerk happy with this. All voted in favour 5-0.

23/11 – 10 Reading Room / Memorial Hall

10.1 To determine future of Working Group (by our Standing Orders a WG cannot have just two members)

MP advises it is not a WG yet as Terms of Reference haven't been produced and advises this must be circulated out of committee and must be approved by council. KD says Terms of Reference for a WG allows you to have a non-council person on there. KD also suggests they should circulate terms of ref before end of year, MP agrees. MP asks if in the interim we are happy for DR and DH to continue to lead for council – AD, KD approve.

10.2 To receive reports from Working Group: DR, DH to include: Legal advice on signing previous Trustees document; progress on achieving adverse possession.

DR has been in discussions with Solicitors as new documents have been received regarding tracing down the Trustee but advises this will take much further investigation. It may be an option that once established, Trustee may be able to confirm they want nothing to do with this and happy to pass it on to whomever they wish to as new trustees.

MP and DR discuss about letters received from Solicitors which they will chat through. MP wishes to find out where we are regarding the spend for the first part of legal proceedings and to determine if we are within the £2500 already allocated. DR agreed to follow up. **DR.**

23/11 – 11 Highways and Rights of Way

11.1 Highways

MP confirms he has again written to Highways regarding the broken road outside Church Cottage due to another fall, but has had no response.

11.2 RoW

Nothing

11.3 SID

AD confirms PC are still awaiting response.

23/11 – 12 Flood and Riverbanks – MP has re-written to Wessex Water requesting how much spillage is going on from machine but has had no response.

23/11 – 13 Washpool – AD confirms no update.

23/11 – 14 Grounds – AD confirmed the grass was cut this week.

23/11 – 15 Coronation and Memorial Village Asset Purchase – MP responsible for procuring a bench and confirms it will be done within this financial year. **MP**

23/11 – 16 Responsibilities:

Highways – vacancy – no one willing to take this on

23/11 – 17 V+V contribution (Jan TBC) - AD will do this. **AD**

23/11 – 18 Correspondence to be discussed and noted

18.1 Broadband

Correspondence received and answered regarding some parts of the village having 100MG download yet other having 8MG or even none. MP has Contacted Open Reach requesting information regarding this so we can then publish.

18.2 PC support for the Parish's Remembrance event

Agreed this has been covered with the budget.

18.3 Clerk mentions Dorset Volunteering have requested information for any events over Christmas that they can publish. MP asks Clerk to circulate this to all councillors.

18.4 MP mentions an email from DAPTC Clerk has received regarding Funding and Funding Sources/Options – has requested Clerk to circulate this and request KD to put something on to website.

23/11 – 19 To consider urgent matters to report from members and items for the next meeting. To include an open forum 10 minutes

Nothing

23/11 – 20 The next meeting will take place at 7pm on Thursday January 25th 2024.