

Draft Minutes of Winterborne St Martin Parish Council V1

Wednesday 28 January 2026

Magna Community Room

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

Apologies: Cllrs Marsh, Eversden

Democratic Period:

Green Martinstown representatives attended the meeting to discuss the ongoing Wessex Water issues. They provided an extensive overview of their environmental initiatives and their desire to collaborate more closely with the Parish Council regarding ongoing issues with Wessex Water's handling of infiltration, groundwater, and sewer overflows.

Concern was raised about Wessex Water's data showing low ammonia levels in discharged water and that "1% sewage" could be harmless.

There was recognition that Wessex Water faced a choice between sewer flooding into homes vs emergency discharge into the Winterborne before Christmas.

Cllr Nuttall reiterated that while none of this is ideal, improved two-way communication and a formalised liaison structure may help. He wanted a joint liaison group to be formed

It was agreed a liaison group is created with Cllrs Walker and Hutchings, representatives from Green Martinstown and any other parishioners willing to participate.

Cllr Nuttall will write to Wessex Water to establish a direct communication channel and the group will monitor pump failures and overflows, report issues rapidly, seek clarity on infiltration investigations and maintain dialogue on long-term infrastructure planning.

Cllr Pemberton raised detailed concerns regarding policy review actions dating back to May 25 that had not been completed.

Cllr Nuttall acknowledged the backlog and pressures from major recent tasks (budgeting, Dorset Plan response, Wessex Water issues) but recognised the need to progress overdue policy reviews.

197/2025 Declarations of Interest

Cllr Fitzgerald – items relating to the Cricket Club

Cllr Hutchings – Land off Dukes Close planning decision

Cllrs Pemberton & Fitzgerald – Cowleaze planning application

198/2025 Dorset Cllr report

None received.

199/2025 Police report

This was circulated to all Cllrs.

200/2025 Minutes of Winterborne St Martin Parish Council May meeting on Wednesday 26 November 2025

It was proposed by Cllr Walker and seconded by Cllr Pemberton that these minutes should be accepted as a true record of the meeting. All agreed – RESOLVED

201/2025 Minutes of Winterborne St Martin Parish Council Extra-ordinary meeting on 8 December 2025

It was proposed by Cllr Hosford and seconded by Cllr Fitzgerald that these minutes with the following amendments should be accepted as a true record of the meeting. All agreed with two abstentions (Cllrs Walker/Pemberton) – RESOLVED

Page 1 – date changed to 8 December 2025

Page 1 – location changed to Village Hall

Page 1 – remove Cllr Walker as attendee and include as apologies

Page 1, Democratic period – remove Clerks after note relating to the budget paper not being published

202/2025 Minutes of Winterborne St Martin Parish Council Extra-ordinary meeting on Monday 12 January 2026

It was proposed by Cllr Hutchings and seconded by Cllr Pemberton that these minutes should be accepted as a true record of the meeting. All agreed – RESOLVED

203/2025 Action points from last minutes

a) Democratic Period – Regarding the willow tree next to Brewers Arms, 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. – COMPLETE agenda item.

b) Democratic Period – Regarding the proposal of having a footway between Fairfield & East House. Clerk to request land ownership from Dorset Council. – COMPLETE

Cllr Hosford advised the meeting that she has discussed this with Dorset Cllr Tarr who will discuss with highways. It was agreed that a contribution from the CIL fund could be made towards the works, if approved. Cllr Hosford will bring motion once costs are known.

c) 186b)/2025 – Clerk to open new Lloyds account with debit card – To be discussed under Finance

d) 186g)/2025 – Clerk to arrange for 4 x Cllr email addresses to be created including one for chair@ to provide resilience – COMPLETE

e) 187/2025 – Clerk to forward response from planning regarding application received for information purposes only – COMPLETE

f) 192/2025 – Clerk to check with Planning if fence around Memorial Hall would be affected by being in a conservation area - COMPLETE

g) 193/2025 – Cllr Nuttall to share response of DAPTC survey if possible – COMPLETE – Cllr Nuttall has confirmed via email to all Cllrs that the response sent was an individual response and not a collective.

204/2025 Finance

- a) Review of Q3 budget & consider adjustment to some cost codes

A discussion took place regarding to the actions needed which included:

Salary budget shortfall anticipated due to introduction of Employer NI contributions and increased clerk hours.

The Budget working group will revise cost codes for clarity.

Action: Budget WG to make changes to cost codes

Cllr Hosford expressed concern at the Scribe software being used and its complexity with some councillors finding it difficult to interpret and understand auto-apportioned categories.

b) Approval of Investment Policy

Motion:

To approve the Investment Policy Document

Proposed by Cllr Nuttall and Seconded by Cllr Fitzgerald

A new Investment Policy Document was presented, reviewed, and adopted.

This provides formal guidance for transferring funds into higher-interest deposit accounts.

All agreed – Resolved

c) Adjustments to budgets within Scribe

Motion:

To move money within accounting records to cover potential shortfall in Wages budget.

Motion:

Increase Wages budget by £2,000

Both motions Proposed by Cllr Nuttall and Seconded by Cllr Fitzgerald

All agreed - Resolved

d) Invest CIL monies in high interest account

Motion:

To move monies into high interest account on 6-month notice.

Proposed by Cllr Hutchings and Seconded by Cllr Nuttall.

A lengthy debate led to a revised approach:

Any monies moved should not be limited to CIL funds

Deposit approximately 50% of existing savings (around £17,500) into a 6-month notice high-interest account.

It was recognised that funds remain withdrawable (with loss of interest) and CIL usage is unpredictable, so flexibility is needed. A 6-month notice period is acceptable given likely timescales of CIL-funded projects.

Amended motion - All agreed – Resolved

Action: Cllrs Pemberton and Hutchings

e) Increase to S137 budget

Motion:

Propose to increase the s137 budget to £2500 this should be enough to cover the Cricket Club, the willow tree and the WI grant.

Proposed by Cllr Hutchings and seconded by Cllr Walker

Following discussion over wording (“grant” vs “budget”), Council agreed to remove ‘grant’ from the wording of the motion and increase S137 allocation to £2,500.

All agreed with one abstention (Cllr Pemberton) - Resolved

- f) CIL contribution to Martinstown Cricket Club

Motion:

Approve the S137 grant of £500 applied for by the Martinstown Cricket Club.

Proposed by Cllr Hutchings and Seconded by Cllr Hosford.

It was agreed to remove ‘grant’ from the wording in the motion and Cllr Hosford agreed to second the motion in the absence of Cllr Eversden.

All agreed with one abstention (Cllr Fitzgerald) - Resolved

Motion:

Approve the donation of £2500 of CIL money toward the Martinstown Cricket Club upgrade.

Proposed by Cllr Hutchings and Seconded by Cllr Walker.

This was discussed and the following recognitions made.

Strong community fundraising: £12,000 within 14 days

Clear project planning

Reasonable match-funding strategy

Outstanding grants being actively pursued

All agreed with one abstention (Cllr Fitzgerald) - Resolved

- g) Grant application received from Martinstown Women’s Institute & circulated to all Cllrs to be considered.

Motion:

Propose to approve application.

Proposed by Cllr Hutchings and Seconded by Cllr Fitzgerald

All agreed - Resolved

- h) Cllr Nuttall to bring motion for willow tree works

Motion:

That the Council should authorise Hardy Tree surgeons to carry out Tree Pollarding on the willow tree near the Brewers Arms for reasons of safety. Approximate cost £1200

Proposed by Cllr Nuttall and Seconded by Cllr Fitzgerald.

The ownership uncertainty was acknowledged but outweighed by the public-safety risk.

All agreed - Resolved

- i) Debit card account

The Clerk informed the meeting that a debit card account can be set up which would be free for the first year but then fees would be charged thereafter. The frequency of use would not justify the fees charged. A debit card from the existing treasurers account is available with no fees associated but after discussing risk exposure and low frequency of purchases it was agreed not to adopt a debit card.

Clerk may explore setting up a trade account for stationery/printing materials.

j) Confirmation of the Role of Bankers in approving payments – Cllr Pemberton

Cllr Pemberton sought confirmation of responsibilities as a banker and emphasised that the role of the bankers must verify:

Correct authorisation, correct amounts, availability within specified budgets and ensure clear audit trail.

It was agreed that associated invoices/payslips will be attached to each request for approval.

205/2025 Planning

P/HOU/2025/07216 – 28 Cowleaze, Martinstown - Demolish garage and porch. Erect rear extension, new porch and car port. Erect retaining wall and landscaping works

A discussion took place and it was proposed no objection by Cllr Nuttall and seconded by Cllr Hutchings. All agreed with two abstentions (Cllrs Pemberton/Fitzgerald) - Resolved

P/FUL/2025/07358 – Ballarat Farm, Martinstown - Demolish existing building and construct new storage barn

An extensive discussion took place with conflicting viewpoints with Cllrs Pemberton, Walker and Fitzgerald raising concerns involving:

Landscape & Visual Impact Assessment suggests significant visibility from hillside viewpoints.

Building appears substantially larger than the structure it replaces.

LVA provided insufficient mitigation detail.

Cllr Hosford was in favour of the proposals recognising the AONB response being acceptable. Conditions around justification, planting and lighting would make development acceptable. Recognition that agricultural need often warrants larger structures.

It was proposed no objection by Cllr Hosford and seconded by Cllr Nuttall subject to the AONB recommended conditions.

All agreed with Cllr Nuttall using his casting vote as Chair with 3 against (Cllrs Pemberton/Walker/Fitzgerald) - Resolved

a) Decision Notices – For Information

P/PABA/2025/06604 - Land off Dukes Close Martinstown - Erect agricultural steel frame building
Decision: Prior Approval Not PD - Decision Date: 26/11/2025

P/TRC/2025/06490 - The Smithy Church Farm Access Road Martinstown - Beech (T1) - Fell Sycamore (T2) – Fell - Decision: Tree Works - CA – Acceptable - Decision Date: 02/12/2025

P/TRC/2025/06176 - 1 Grove Barn Grove Hill Martinstown - T1 Willow - Reduce limbs that extend towards the road by 2.5m, re-reduce the remaining tree back to historic pruning points removing approximately 2/2.5m T2 Field Maple - Prune a 2m clearance between tree and neighbours house removing only secondary and tertiary branches. reduce extension growth on northern side of canopy by up to 2m creating a more rounded shape - Decision: Tree Works - CA - No Objection - Decision Date: 12/11/2025

P/TRC/2025/06095 - The Chantry Main Street Martinstown - T1 Liquid Amber - Pollard to a height of 4m to prune back to sound wood - Decision: Tree Works - CA - No Objection - Decision Date: 06/11/2025

P/TRT/2025/05948 - 2 Alington Place Monkey Jump Roundabout To Junction Below Alington Place Martinstown - T1 Horse chestnut - Reduce top by 20ft (40%) & blend in sides by approx 5-10ft - Decision: Tree Works - TPO – Split - Decision Date: 14/11/2025

b) Digital Planning Register

Motion: Creation of a Digital Planning Register

That the Council resolves to create and maintain a digital version of the statutory planning applications register, to be published on the Council's official website. The digital register shall include details of all planning applications notified to the Council and the Council's responses to the local planning authority. This initiative aims to improve transparency, accessibility, and public engagement by ensuring that residents can easily view planning matters online. In accordance with Standing Order 15(xiv), the Clerk shall publish the Council's responses to planning applications on the Council's website and ensure that the register is kept up to date.

Proposed by Cllr Hutchings and Seconded by Cllr Pemberton

All agreed – Resolved

206/2025 Updates on: Highways, ROW and SID/Allotments/Flood, Stream and Riverbanks/Washpool/Grounds

Cllr Walker reported engagement with Dorset Rights of Way regarding the unsafe stile near Stephens Farm. There could be a potential for replacement with an accessible gate and a CIL contribution may be required.

The property, Meadow View is reportedly pumping water directly onto the highway, this is not permitted and can cause damage to the road edge.

Cllr Walker to raise with Dorset Council Highways.

Action: Cllr Walker to contact Highways

207/2025 V & V

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

208/2025 Village Hall Trustee

Cllr Pemberton gave the following update.

“Active Martinstown” project launching (with Morrisons & National Lottery funding).

Installation of:

Pickleball equipment, Table tennis, short mat bowls, outdoor adult fitness equipment, additional children's apparatus.

A new online booking system will be going live from 1 February.

209/2025 Memorial Hall

To note the minutes of the Memorial Hall working group meeting held on 19th January 2026.

Motion:

That a simple two strand wire fence be erected around the Memorial Hall with a locked gate and a sign indicating Parish Council controlled. Sandbags to be stored outside the area.

Proposed by Cllr Nuttall and Seconded by Cllr Fitzgerald

A debate relating this motion took place with the following being considered:

Conservation area restrictions, accessibility traditions from the original trust deed

Whether fencing is required to demonstrate possession for land registry purposes

It was agreed the motion is withdrawn as the motion was not supported.

Motion:

That the lock is changed such that two keys exist one held by the Clerk and one by the Chair.

Proposed by Cllr Nuttall and Seconded by Cllr Fitzgerald.

Cllr Nuttall informed the meeting that the concerns are that there is an unknown number of existing key copies and there is a need to demonstrable custodianship

Following the discussion, it was agreed:

Retain current door lock.

Attach sign to door saying under PC control

Install additional lock with quality padlock (max £50).

Only two keys issued (Chair and Clerk).

All agreed with one abstention (Cllr Pemberton) - Resolved

Motion:

That Winterborne St Martin Parish Council authorises the Memorial Hall Working Group to seek appropriate legal advice regarding the recovery of monies owed to the Memorial Hall. The Working Group shall:

1. Identify and engage a suitable legal advisor or firm to provide guidance on the matter.
2. Report back to the Parish Council with recommendations and potential costs before any legal proceedings are initiated.

Proposed by Cllr Hutchings and Seconded by Cllr Pemberton.

Cllr Nuttall confirmed that he has written to one of the previous trustees son regarding power of attorney progress.

It was agreed that the motion to seek solicitor quotes is withdrawn temporarily pending response.

If unresolved, council will pursue legal paths.

Motion withdrawn.

210/2025 DAPTC

Nothing to report.

211/2025 Staffing Committee

Nothing to report.

212/2025 External correspondence received

a) EV Charging Points

The Clerk advised of an enquiry received from a parishioner enquiring if the EV charging points are available to use. The Clerk contacted Dorset Council who confirmed they are still non-operational due to contractor issues.

b) Historic Minutes on Website

The Clerk advised of an email received from a Parishioner relating to historic minutes not being available on the website.

The Council agreed not to upload decades of historic minutes due to workload and minimal public value. A suggestion was made to deposit archived material with Dorset History Centre.

213/2025 Parish Matters

No additional matters raised.

There being no further business the meeting closed at 9.23pm with notice that the next meeting will be the February meeting which will be held on Wednesday 25 February 2026, 1900hrs at Magna Community Room.