

Minutes of Winterborne St Martin Parish Council (V2)

Wednesday 27 May 2026, 7.08pm

Magna Community Room

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

Apologies: Cllrs Eversden

Democratic Period:

A parishioner queried whether, following the revision of Standing Orders, existing working groups would need to become formal committees with agendas, public access, and statutory notice periods. Councillors discussed the significant administrative burden this would create, including the need for suitable venues and compliance with the three-clear-days rule. The Council agreed this issue must be addressed during the Standing Orders review.

Two parishioners expressed strong concern regarding the Internal Auditor's findings, one describing the report as "the worst Audit report I've ever seen". The Chair acknowledged the seriousness of the issues raised and confirmed that an action plan would be discussed later in the meeting.

08/2026 Dorset Cllr Update

Cllr Roland Tarr attended the meeting and provided an update on discussions with Dorset Council regarding:

- A potential 20mph speed limit
- Options for a footpath or verge improvement on the eastern approach
- The possibility of using a local contractor to reduce costs

The Council noted the update and agreed to consider the matter under the relevant agenda item.

- Discussions are taking place regarding sewage surcharging, manhole overflows, and potential natural solutions such as reed beds.

The Council noted the update and confirmed that the multi-parish/Green Martinstown liaison group continues to meet.

09/2026 Police Report

The Clerk reported:

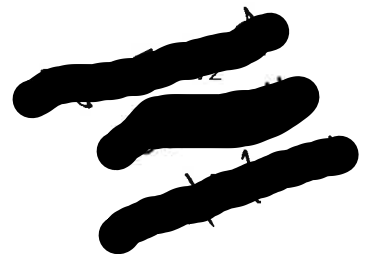
- No recorded crimes for the period
- Number plates stolen from a vehicle in Martinstown, later recovered after being used on a stolen vehicle

Parishioners queried the absence of reference to a recent armed police incident. It was noted that the incident may not have been related to a crime.

10/2026 Minutes of Winterborne St Martin Parish Council meeting on Monday 27 April 2026

It was proposed by Cllr Fitzgerald and seconded by Cllr Pemberton that these minutes should be accepted as a true and accurate record of the meeting. All in favour with Cllr Hosford abstaining.

RESOLVED



11/2026 Action points from last meeting

- a) Democratic Period – Clerk to provide written explanation to parishioner relating to the budget/precept

The Chair confirmed that a written response had now been issued, although the parishioner expressed dissatisfaction. RESOLVED

- b) 253c)/25 – Clerk to respond to previous allotment holder regarding deposit – COMPLETE

It was proposed by Cllr Nuttall and seconded by Cllr Walker to refund the deposit to a former allotment holder despite the absence of a receipt. All in favour

RESOLVED

- c) 254d)/25 – Clerk to submit records to internal auditor – COMPLETE

- d) 254e)/25 – Clerk to seek insurance quotes – COMPLETE

One alternative quote was received (£700), higher than the current provider. Council agreed to remain with the existing insurer (formal resolution under Item 12).

- e) 256a)/25 – Clerk to respond to Hardy Trees confirming date of works – COMPLETE

Contractor has confirmed works will take place in September due to nesting birds.

RESOLVED

- f) 257/25 – Clerk to circulate minutes as and when received from the Wessex Water/Green Martinstown liaison group – Ongoing - No formal minutes received; last meeting was informal.

- g) 259/25 – Cllr Pemberton to discuss request for bike racks at the Village Hall to the committee – RESOLVED

Cllr Pemberton reported that the Village Hall Committee has asked him to cost options.

- h) 262/25 – Staffing Committee to revise procedure and bring recommendations to full Council – NEXT AGENDA

- i) 265/25 – Cllr Nuttall to contact parishioner responsible for the defibrillator

Cllr Nuttall reported that the defibrillator has been refurbished with new battery and pads. It remains privately owned; discussions are ongoing regarding possible transfer to the Parish Council. Concerns were raised about the current coded access, with reference to British Heart Foundation guidance discouraging locked cabinets. Matter to be revisited once ownership is clarified. - RESOLVED

12/2026 Finance

- a) To receive and note the Internal Auditor's Report for 2025/26

The Clerk presented a detailed action plan addressing all "must do" items highlighted in the report, including:

- Minute corrections
- Standing Orders update
- ICO publication

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- Asset Register update (including solar panels)
- Financial Risk Assessment
- Councillor training
- Staffing Committee constitution

A standing agenda item will be added from June for ongoing monitoring. Council noted the report and action plan.

b) To consider and approve Section 1 – Annual Governance Statement (AGAR)

Council reviewed each assertion of the Annual Governance Statement individually. A detailed and lengthy discussion took place, reflecting the seriousness of the Internal Auditor's findings and the need for improved governance arrangements.

The Clerk reminded members that the AGAR requires the Council to confirm whether it had, during the financial year under review, met each governance requirement. Members were advised that the answers must reflect actual compliance, not intentions for future improvement. The Internal Auditor's "must address" items were highlighted as particularly relevant to the Council's deliberations.

Discussion Summary

Assertion 1 – Financial Management. Council agreed that adequate arrangements were in place. Yes

Assertion 2 – Internal Control. Extensive discussion took place. Some councillors felt the number of issues raised by the auditor meant internal controls had not been fully effective; others felt systems existed but were not always applied correctly. Yes

Assertion 3 – Compliance with Laws and Regulations Council agreed it had broadly complied. Yes

Assertion 4 – Electors' Rights Required notices were published. Yes

Assertion 5 – Risk Assessment A formal financial risk assessment had not been completed. No

Assertion 6 – Internal Audit An independent internal audit was carried out. Yes

Assertion 7 – Action on Audit Reports Some issues from the previous year remained unresolved. No

Assertion 8 – Significant Events No such events occurred. Yes

Assertion 9 – Trust Funds Council is not a trustee. No

Assertion 10 – IT & Data Management Council had not fully met requirements. No

It was proposed by Cllr Fitzgerald and seconded by Cllr Marsh that the Annual Governance Statement (Section 1) is approved with the responses recorded above.

Vote carried with five in favour, two against (Cllrs Pemberton & Hutchings)

RESOLVED

c) To consider and approve Section 2 – Accounting Statements (AGAR)

It was proposed by Cllr Pemberton and seconded by Cllr Hutchings that the Accounting Statements are approved. Vote carried.



RESOLVED

d) Certificate of Exemption

It was proposed by Cllr Walker and seconded by Cllr Marsh to submit a Certificate of Exemption. Vote carried.

RESOLVED

e) To confirm the dates for the Exercise of Public Rights

It was proposed by Cllr Pemberton and seconded by Cllr Andrews that a 30-working day period in June/July, ensuring inclusion of the first 10 working days of July is set as the period. Exact dates delegated to the Clerk.

Vote carried.

RESOLVED

Action: Clerk to set dates

f) Approval of schedule of payments & bank reconciliation

These were checked and signed by Cllr Andrews.

g) Insurance renewal

It was proposed by Cllr Nuttall and seconded by Cllr Pemberton that the Council renews with the existing provider. Vote carried with Cllr Hutchings abstaining.

RESOLVED

h) Motion:

It was proposed by Cllr Pemberton and seconded by Cllr Fitzgerald that standing order 9b is suspended for this motion due to no seconder received prior to the meeting. All agreed Resolved

The Parish Council approves the routine monthly payment of the Clerk's contracted hours, together with the standard home working allowance and travel expenses for attendance at one council meeting per month, without requiring further authorisation from the Chair or Staffing Committee.

Proposed by Cllr Pemberton and seconded by Cllr Hutchings. Vote carried.

RESOLVED

Following the motion It was proposed by Cllr Pemberton and seconded by Cllr Fitzgerald that standing order 9b was reinstated.

All in favour - Resolved

h) Scribe budget update

The Clerk reported progress on restructuring cost centres and resolving issues with the CIL reserve coding.

Cllr Pemberton requested how much CIL money is in the account. The Clerk confirmed the carry forward sum of £21,171.96 plus the new receipt of £3426.67 = £24,598.63

13/2026 Planning

Dorset Council Town and Parish Council Forum – Planning and Building Control: Tuesday 16 June 2026

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The Clerk has circulated the invite for the above event which is online.

14/2026 Updates on: Highways, ROW and SID/Allotments/Flood, Stream and Riverbanks/Washpool/Grounds

- a) Update on willow tree works – This was discussed in the action points.
- b) Update on Washpool

Cllr Nuttall reaffirmed the previous decision to offer up to £750 in legal fees to secure a lease. Cllr Marsh commented that he hadn't been at the meeting where it had been agreed but accepted the council had made a decision and that this should not be discussed further.

- d) Update on deposits – This was discussed in the action points.

15/2026 Motion:

That the Parish Council explores the feasibility of installing a Speed Indicator Device (SID) at the west end of the village, including identifying suitable locations, obtaining any necessary permissions, and securing indicative costings. Further, that the Council agrees in principle to allocate funds from the appropriate budget or CIL reserves, subject to a full proposal being brought back to Council for approval.

The intention is to address speeding concerns raised by residents and ensure we have the necessary information and financial provision in place should the project proceed.

Proposed by Cllr Hutchings and seconded by Cllr Walker

Motion withdrawn. Cllr Hutchings agreed to revisit traffic calming options more broadly.

Action: Cllr Hutchings

16/2026 Motion:

That the Parish Council explores potential suitable sites within the village for the placement of a hired defibrillator on a fully serviced contract, including obtaining indicative costs, service-level details, and any necessary permissions. Further, that the Council agrees in principle to allocate funds for the hire and servicing, subject to a full proposal being brought back to Council for approval.

Proposed by Cllr Hutchings and seconded by Cllr Andrews – Vote carried with Cllr Walker abstaining.

Action: Cllr Hutchings

RESOLVED

17/2026 Motion:

Provision of a Waste Bin on the Cycleway to Maiden Castle

Having cycled along the cycleway to Maiden Castle on several recent occasions, I am concerned by the amount of dog fouling on the first stretch between the road and the farm. This creates an unpleasant environment for walkers and cyclists and may discourage use of the route.

I propose that the Parish Council investigates the provision of a waste bin for dog waste and/or general litter near the road entrance to this section of the cycleway, and that, subject to feasibility, the bin be emptied as part of the existing schedule for public litter bins within the village.



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I further propose that the Parish Council approves the allocation of appropriate funding for the purchase, installation, and ongoing emptying of the bin, subject to confirmation of costs and any necessary permissions.

Proposed by Cllr Hutchings and seconded by Cllr Walker – Vote carried.

RESOLVED

Action: Cllr Hutchings

18/2026 Update on Wessex Water/Green Martinstown liaison group from Cllr's Walker/Hutchings

Cllrs reported continued multi parish cooperation and plans for six monthly meetings with Wessex Water. No record of the meeting was produced.

19/2026 Valley & Valence Magazine

Cllr Pemberton will prepare the next article.

20/2026 Village Hall

It was proposed by Cllr Fitzgerald and seconded by Cllr Nuttall that Cllr Pemberton is reappointed as the Parish Council's nominated trustee. Vote carried.

RESOLVED

Cllr Pemberton reported that the work continues on costing a bike rack which will be taken back to the Hall Committee.

21/2026 Memorial Hall

Cllr Nuttall gave an update on the following:

- Bank access now established for three signatories on the Lloyds account for the MH(Reading Room)
- Next steps include adding remaining signatories, regularising payments, and commissioning a structural survey on the Memorial Hall
- Longer term options for future use will require parish engagement

22/2026 DAPTC

No update.

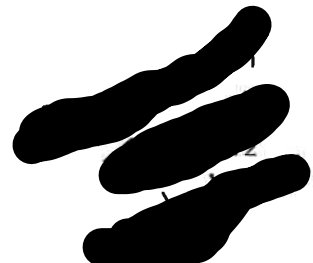
23/2026 Staffing Committee

Cllr Walker reported:

- Clerk appraisal completed
- Recommendation to increase Clerk's contracted hours by 5 hours per month (to be brought to next meeting)
- Cllr Pemberton to support Clerk with Scribe technical work

24/2026 External correspondence received

The Clerk reported feedback from Dorset Council officers, including:



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- High cost of adoptable-standard works
- Possible feasibility of a stone path
- Potential for a 20mph limit

It was agreed that Cllrs Nuttall and Hosford would meet with Transport Planners on site to discuss options.

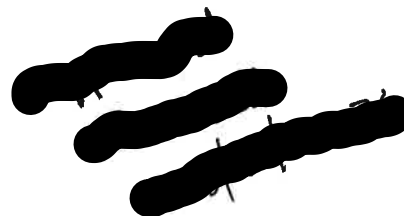
RESOLVED

Action: Clerk to arrange meeting with Dorset Council Transport Planners

25/2026 Notice of next Meeting

The June Parish Council meeting to be held on Monday 29 June 2026, 7pm at the Village Hall.

There being no further business the meeting closed at 9.02pm.

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