

THE ANNUAL MEETING OF COUNCIL



DRAFT MINUTES

Present – Cllr Mark Pemberton (MP), Cllr Les Scarth (LS), Cllr Richard Eversden (RE), Cllr Colin Church (CC), Cllr David Hutchings (DH), Clerk Victoria Badman.

1 member of public

Clerk opens meeting.

**MEMBERS OF THE PUBLIC ARE INVITED TO SPEAK BEFORE THE MEETING COMMENCES, LIMITED TO 5 MINUTES PER PERSON.**

Nothing received.

**1. To elect the Chairman of the Council for 2024/2025 and sign Acceptance of Office.**

Cllr MP is willing to take up the position. Proposer Cllr CC. Seconded Cllr DH. All in favour: 3. Against: 1. Cllr MP is duly elected as Chair and signs Acceptance of Office along with Clerk.

**2. To elect the Vice Chairman of the Council for 2024/2025 and sign the Acceptance of Office.**

Cllr DH is willing to take up the position. Proposer Cllr MP. Seconded Cllr CC. All in favour: 4. Cllr DH is duly elected as Vice Chair.

**3. APOLOGIES**

Cllr Peter Newell has sent apologies due to being on holiday. Approved and accepted.

**4. DECLARATIONS OF INTEREST**

Cllr DH informs council that it is his dad's cousin who has a connection to the telephone mast. Cllr MP advises that as there is no vote to be carried out regarding this application (as it is information purposes only at this stage) Cllr DH would not be debarred from discussions.

**5. DC COUNCILLOR REPORT**

Clerk confirms not received.

**6. POLICE REPORT**

Clerk confirms not received.

Cllr RE advises he has tried contacting Sarah Pilcher who is the Police Community Support Officer (who usually sends out the reports) but the telephone number provided directs you to Sussex Police. Clerk to look up correct telephone number for Cllr RE – Clerk.

**7. MINUTES**

To receive and approve the minutes of the full council meeting held on Thursday 25<sup>th</sup> April 2024.

Clerk confirms (advice from DAPTC) new councillors can approve minutes.

Proposer Cllr DH. Seconded Cllr CC. All in favour: 5.

**8. MATTERS ARISING FROM THE MINUTES THAT ARE NOT COVERED ON THIS AGENDA**

8.1 To receive a report from the Clerk.

- Upwey have been contacted regarding flyposting. No response has been received.

- Having contacted four different gardeners, the Clerk has received two tenders for council to consider regarding the grounds contract. One from Jon Buddle (JB) and the other from Dorset Garden Services (DGS). Cllr MP confirms he has had lengthy conversations with both regarding the contract. Council had previously budgeted £2845 (last years figure plus 8.5%). JB tender was £2220. DGS tender was £2369.67. Cllr MP goes on to say the contract needs simplifying which he is willing to do.

Motion: we offer this to JB, accepting his tender, on a three-month probationary period in which time we will have prepared a proper contract describing what is required from him. Proposer Cllr MP. Seconder Cllr CC. All in favour: 5. – **Cllr MP.**

- Clerk confirms there was no further action required regarding the website storage.
- Two tenders have been received for the garage. One for £460, the second for £1560 pa. Council had budgeted £1500.

Motion: To accept the tender of £1560. Proposer Cllr MP. Seconder Cllr DH. All in favour: 5.

## 8.2 Any other matters.

Cllr MP confirms he has sent a letter to a local parishioner thanking him for clearing plastic stuck in trees. Unfortunately Cllr MP did not maintain a copy for our records, but parishioner has original.

Cllr RE asks if we are pursuing to own the garage? Cllr MP suggests we should submit a land registry form for possessory title. Cllr RE confirms possessory titles are taking on average 3 - 4 years to complete. Cllr MP suggests this is to be an action for the Clerk, but to be put on hold for the time being until AGAR is completed. Long term action – **Clerk.**

## 9. TO RECEIVE THE CHAIRMANS REPORT OF 2023/2024

### **Annual Parish Council Meeting – 23<sup>rd</sup> May 24 - Statement by Chair of Winterborne St Martin Parish Council for period until 7<sup>th</sup> May 2024**

*It was a huge disappointment to me that there were insufficient candidates to contest the recent election – I was very much hoping to be sent packing. However, this indifference to the PC is reflected across the issues that it has dealt with over the past year as it seems that the only time folk are interested in the activity is when they have a complaint, or something directly affects them. I do understand that there are many ways to contribute to the community in different ways but believe that through the PC we have the best chance to shape internally or represent the Parish externally, not least by deciding how to spend “our” money. This to me makes the PC more valuable than other personal interests.*

*In the past year the Council has tried to speak for the Parish on a myriad of planning applications, continued to pressure Wessex Water about sewage, interfaced with Dorset Council our MP and landholders about flooding, mudding, potholes, trees and McDonalds. Maintained stocks of sandbags and bombarded the world (and a few locals) with letters, emails and phone calls when the now Cllr Scarth’s campaign for the rerouting of the X-51 seemed be bearing fruit. We cleared the stream, sending most of the flood waters to Monkton, and set up a grounds contract which until recently kept our green, and some of Dorset Council’s verges clear. We funded the repairs to the Washpool and supplied a grant to kick-start the Craft and Garden show which had been dormant during Covid and Village Hall refurbishment. I was particularly pleased with these last two achievements as we finally agreed to spend some CIL and Section 137 funds to benefit our community.*

*In the past year we spent £16,000, or putting it another way £40 per elector, and were basically unchallenged about what we did. Perhaps everyone is content as we published details of our budget, including the precept and planned expenditure, and minuted every additional spending decision. We also published our reconciled finances at each meeting) and produced full data against the budget quarterly.*

*However, we continued to fail in a number of areas, there is still no Platinum Jubilee tree, and we have not yet replaced the oldest bench with one marking the coronation. Some of this failing is directly down to me,*

*but with gaps in Clerk manning, coaching our new Clerk and managing our finances I did not have the energy to force these through. However, the Chair's load should reduce as our new Clerk Victoria Badman has made a really promising start and is beginning to flex her muscles as her knowledge grows. I put it to the new Council that we must protect her as a valuable asset.*

*Depending on your perspective we have made some or no progress in gaining legal control of the Memorial Hall/Reading Room/Parish Office. Some because we now know exactly what we might have to do, or none because having been stymied by Trust law we await a response to a speculative attempt to gain a possessory title. Bringing the building back to some use will probably require all of our CIL and other Reserves and I suggest that the new Council will wish to review its intentions in this respect – to my mind we must have a desired outcome for the building before we commit any further funds.*

*We have tried to publicise our activities but I suggest we still make little impact and the new Council might consider how we can do better.*

*However, to my mind our biggest failing is in maintaining sufficient number and variety of Councillors, and the new Council is even more unrepresentative being heavy with old, retired blokes, and lacking the input of women and working parents. The new Council should make every effort to increase numbers and representation.*

#### **10. TO REAFFIRM THE PC POLICIES AND PROCEDURES**

10.1 For each Councillor to confirm they have read and understood the Councils 'MODEL STANDING ORDERS 2018 (ENGLAND) – UPDATED APRIL 2022'.

All councillors present confirm they have read and understood.

10.2 Reaffirm arrangements (including legal agreements) with other local authorities, not-for profit bodies and businesses.

None.

10.3 Reaffirm inventory of land and other assets including buildings and office equipment. Clerk to provide Asset Register.

Asset register published. Cllr DH queries the 'MS Office purchased in 2019 – lost in 2021'. As it has been lost and therefore has no value, should it be removed from the Asset Register? Cllr MP confirms items are required to stay on the Asset Register for a certain period of time.

All approve, therefore action for Clerk to upload document to the Financials Tab on the website – **Clerk.**

10.4 Reaffirm the Council's and/or staff subscriptions to other bodies.

We are a member of DAPTC. Cllr MP strongly recommends we continue with this subscription for which the Clerk agrees as they offer a lot of support to her.

All happy to continue.

10.5 Reaffirm the Council's complaints procedure.

All content this policy continues.

10.6 Reaffirm Council's obligations under the freedom of information and data protection legislation.

All content this policy continues.

10.7 Reaffirm the Councils policy for dealing with the press/media.

All content this policy continues.

10.8 Reaffirm the Councils employment policies and procedures.

Last year Cllr MP requested this policy be reviewed however this wasn't completed. As the Clerk is the only employee Cllr MP requests that the Clerk reviews. Clerk agrees – **Clerk.**

10.9 Reaffirm other published policies.  
All content policies continue.

## 11. APPOINTMENTS AND RESPONSIBILITIES

To appoint the area reps/committee and members for the following:

- 11.1 DAPTC Representative – Cllr MP.
- 11.2 Budget Working Group – Cllr PN, Cllr DH, Cllr MP and Clerk. No chair required.
- 11.3 Staffing Committee – Cllr DH, Cllr LS and Cllr MP. Chair TBC.
- 11.4 MH/RR Working Group – Cllr MP asks if the council wish to continue having a WG? Cllr DH proposes we continue as possessory title has been submitted. Seconded Cllr RE. All in favour: 4. Members will be Cllr RE and Cllr DH. Cllr MP confirms outside members may join. Previous ToR continue. Ex-councillor Dave Read has expressed an interest via Cllr RE he wishes to be a member, and Cllr DH suggest they extend the invitation out to ex-councillor Karen Delafield (as she did all the leg work for the possessory title).
- 11.5 Banking Committee / Banker – Cannot be Chair. Cllr DH, Cllr LS and Clerk.
- 11.6 Highways and RoW – Cllr PN.
- 11.7 Flood/Stream – Cllr PN and Cllr LS.
- 11.8 Grounds – Cllr LS. Cllr MP to re-write grounds contract and ascertain how payment to be made, but following that, make it clear to JB that Cllr LS will be the point of contact.
- 11.9 Allotments – Clerk.
- 11.10 SID – Cllr DH suggests this could go into Highways, Cllr MP agrees – Cllr PN.
- 11.11 Washpool – Cllr LS.
- 11.12 Nominee to be a Trustee of the VH – Cllr DH nominates Cllr MP. Seconded Cllr RE.

(Cllr RE leaves the meeting at 8:02pm).

## 12. FINANCE

12.1 To approve the bank reconciliation.  
Cllr CC reviews and signs.

12.2 To approve the Annual Insurance for 2024/2025 – quotes provided by Clerk.  
Clerk confirms we are tied in with Zurich until 5<sup>th</sup> June 2025. Clerk did however still contact two separate insurance companies, one refused to quote due to us being tied in with Zurich, the other said we were too small a parish for them to quote but referred us to another company who we never heard from (despite Clerk chasing them up). The long-term agreement date is stated on page one of the Policy Schedule. Renewal price is £433.04 therefore within budget. All approved. Clerk to email Cllr DH and ex-councillor Andy Daw requesting payment be made – **Clerk**.

12.3 Consider the adoption of the new 2024 Financial Regulations  
Cllr MP highlights the extent of the work required to bring this document to usefulness and suggests we adopt the new 2024 Financial Regulations, but edit it for our own requirements over a period of time. All agree.

## 13. PLANNING

13.1 Planning appeal in respect of Develop land by the erection of 1 No. dwelling and garage (reserved matters application to determine access, appearance, landscaping, layout & scale following the grant of Outline planning permission number WD/D/19/002051) at Land East of Grove Hill, Martinstown, DT2 9JP. This application is for information purposes only and does not require any comments from PC.

13.2 By exception – any planning applications submitted following publication of agenda.  
None received.

## 14. CORRESPONDENCE

14.1 A request to move the monthly meetings back to Magna Room.

Clerk to approach VH and Magna Housing to express our wishes to move the meetings and provide details at the next PC meeting on days / times available (if any) – **Clerk**.

#### 14.2 Telephone Mast.

Following our latest response, we have received a reply to inform us that *'the proposed alterations as required by our client can be undertaken under their permitted development rights, and therefore does not require a full planning application to be submitted to the Council.'*

Cllr MP suggests we send that email chain to the appropriate planning department at DC to show that we have been interactive, opposed it and wanted full planning on it – **Clerk**.

#### 15. PARISH MATTERS

To include an open forum for 10 minutes.

A parishioner mentions that it looks like a large piece of concrete has fallen away in the washpool. Cllr LS to investigate – **Cllr LS**.

Clerk asks the question about who is to do next month's V&V – Cllr MP volunteers to do it – **Cllr MP**.

**THE NEXT MEETING WILL TAKE PLACE ON 20<sup>TH</sup> JUNE 2024 AT 7:00PM**