

# WINTERBORNE ST MARTIN PARISH COUNCIL

28<sup>th</sup> September 2023 - 7.00pm at St Martin's Church

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## MINUTES DRAFT

### Preliminaries:

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

14 parishioners in attendance.

1. A parishioner raised issues presented by the planning application at the land and buildings know as Manor Farm, planning reference 3 P/FUL/2023/00017. Concern was expressed at the size of the proposed building, the position in terms of proximity to footpaths ad neighbours of the proposed development and the impact of traffic on the residents along the access road.
2. A parishioner explained about the development at the land and buildings know as Manor Farm, planning reference 3 P/FUL/2023/00017. The proposed barn will replace an existing barn which is no longer is use. The proposed building is 5 feet wider and 20 feet longer, and will be taller. The width and length increase will be accommodated into the field and the position will not encroach onto the footpath. The barn is outside if the Conservation Area.

In discussion it was confirmed the building will be clad in metal sheets and will be accessed by tractors and machinery from the farm side and not the road adjoining residents. It was noted that the footpath on the definitive pathway passes through the barn and is being investigated by the highways team.

A resident stated that they would be available to answer any questions concerning the replacement of front elevation windows and rear stable door at Westward Ho, Main Street. Planning reference P/LBC/2023/05066

### Report from Dorset Council Councillor

A verbal report was given by the Chairman following a phone conversation with Councillor Tarr earlier in the day.

### Report from Police Liaison - *No reported crimes or incidents.*

### 24/9 - 1 To receive apologies for absence.

Present Councillors Pemberton (Chair) Hutchings, Daw and Read  
Apologies were received from Councillors Delafield, Rookes and Eversden.

The Clerk could not attend due to personal reasons and it was agreed by the Parish Council that AD should take notes and produce the minutes.

Please note the numbering on the agenda has been changed to reflect this is Septembers meeting (9 rather than 8)

### 24/9 – 2 To receive declarations of personal and pecuniary interests or grants of dispensation.

No declarations received.

**24/9 - 3 To approve the minutes of the Parish Council meeting held on 27/07/2023 (amended) and of 24/08/23.**

The minutes of Parish Council meeting held on 27/07/2023 (amended) were proposed by MP and seconded by AD and were accepted with one abstention.

The minutes of the meeting held on 24/08/23 were proposed by DH and seconded by DR and approved by all.

**24/9 – 4 Matters arising from the minutes that are not covered on this Agenda.**

It was confirmed that the bank statements received at the last meeting had been checked and these support the cash book record.

**24/9 – 5 Responsibilities:**

Councillor Daw was proposed by MP and seconded by DR and accepted by a vote of 3 to 0 to become the Parish Council Vice Chair

There were no volunteers for the role of Highway lead and this remains a joint responsibility of all councillors.

**24/9 – 6 Motion:** that the Council Forms a Budget Group with ToR as attached to August's Agenda.

This motion was proposed by MP and seconded by AD and accepted by a vote of 4 to 0.

**24/9 – 7 Motion** that the Council appoints DH (Volunteer) or another Councillor to the Budget Group.

This motion was proposed by MP and seconded by AD and approved by 3 votes to 0.

**24/9 - 8 Staffing Committee**

To note that the Staffing Committee has elected Cllr Daw as Chair

To note that the Staffing Committee has reviewed it's ToR and found them fit for purpose.

The Council noted that the resignation of the Clerk had been received. The last day of employment will be 22 October 2024. It was agreed that the Staffing committee should commence the recruitment process using the same job description and person specification. With a review of the leave entitlement to be stated in hours.

The council voted by 4 votes to 0 that due to the confidential nature of the business to be transacted that the press and public are excluded from the meeting under s.1(2) of the Public Bodies (Admissions to Meetings) Act 1960 and this will be conducted at the end of the Council meeting.

**24/9 – 9 Finance: -**

9.1 The schedule of payments and bank reconciliation was approved by 4 to 0.

9.2 The first quarterly financial statement. (submitted at the August Meeting and on website) was accepted by 4 votes to 0.

It was noted that the quarterly statements should be sent to each councillor – this has not been done.

9.3 **Motion:** the Council agrees the expenditure of up to £500 (to note that £50 is committed at Chair's risk) to take advice from Worknest HR. The motion was proposed by MP seconded DH and accepted 4 to 0.

It is expected that no further expenditure will be required.

9.4 Scribe Accounting / Finance Package  
Deferred to February 2024

9.5 To discuss reappointing our Internal Auditor to include an interim Audit. Proposed MP and seconded by AD. This was agreed by a vote of 4 to 0.

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

Clerk advises that other accounting firms had been contacted locally but had either not replied or have advised they are not interested. Clerk suggests and confirms that Dawson Services has offered an extremely good value for money package and would recommend this be implemented.

Agreed by 4 votes to 0 to set up the agreement with immediate effect in readiness for the new clerk.

9.7 Hugo Fox Website contract proposal to accept new contract as attached.

The Parish Council accepted the recommendation of the Clerk to continue with Hugo Fox on the Bronze package. Proposed by MP and seconded by AD. AD to look into setting up direct debits. MP to discuss with Hugo Fox immediately due to the delay in decision making and the now very tight deadline.

## 24/9 – 10 Active Planning Consultations.

Taken at the start of the meeting.

10.1 P/LBC/2023/05066 - Replacement of front elevation windows and rear stable door.

Location: Westward Ho, Main Street

The Parish Council resolved to support the application by a vote of 4 to 0.

10.2 P/TRT/2023/05149 – For information only. Ash – Fell

Location: The Old Vicarage, Main Street

10.3 P/FUL/2023/00017 Erect agricultural building for the use as farm machinery workshop and the storage of farm machinery and straw. Demolish existing building

Location: Land and Buildings know as Manor Farm

The Parish Council resolved to support the application by a vote of 3 to 1; providing that the planning team take into account the comments from the Heritage Trustees. And the footpath issues are resolved.

10.4 P/FUL/2023/02833 Proposed new agricultural access

Location: Limbury Weymouth Road

The parish council opposed this proposal on road safety grounds by a vote of 4 to 0. Noting there had been a road traffic fatality near the proposed entrance.

## 24/9 – 11 Reading Room / Memorial Hall

**Motion** to accept the resignation of the trustees of the Reading room, and to sign and return the document to their solicitor subject to the working group receiving legal advice; - so that we are then in possession of all papers relating to the reading room as required by our solicitor. Proposed by DR and seconded by DH.

This was accepted by a vote of 4 to 0.

#### **24/9 – 12 Village Hall**

The Council wishes to nominate a Trustee but does not have a nominee at this meeting.

#### **24/9 -13 Grounds Contract Update AD**

13.1 It was confirmed that the bus stop at Mallards Green will be included in the monthly maintenance

13.2 There are ongoing discussions with the contractor regarding flexibility in the contract.

#### **24/9 14 Clerks Mailbox Account**

It was discussed that Councillors should be able to check the Clerk mail box and this will form part of the documentation and induction for the new clerk

#### **24/9 15 To receive report from Clerk on outstanding matters:**

15.1 Access to one-drive

Once retrieved from the Clerk it was agreed that the laptop and all associated software will be serviced.

15.2 It was agreed that correspondence will be listed and presented at Parish Council meetings and will form part of the new clerks induction.

15.3 The role of the Clerk was discussed and will be reviewed as part of the recruitment process. It is expected that Clerk will undertake local training and undertake the approved qualification.

15.4 The council welcomed the idea that the idea of having a planning spreadsheet would be useful and should be part of the role.

15.5 Our standing orders have been published using the Welsh version of the standard Parish Council and are not considered fit for purpose. The English version will be reviewed and presented at the next meeting. Action MP and AD.

15.6 Brief on compliance with Standing Order 15.b.iv. MP requested

#### **24/9 – 16 Highways and Rights of Way**

After a discussion about the SID AD will contact the caretaker of the SID to discuss next steps.

MP will thank Dorset Council and our councillor for the maintenance and resurfacing of some of the Martinstown pavements but ask why the most risky surface from Church Cottage to the Merchant Stores have not been actioned.

#### **24/9 – 17 Flood and Riverbanks**

The Clerk was not able to provide a copy of the agreed tender to the Council and the clerk had not checked with the Contractor if the agreement could be varied. It was noted that the contractor had started the work for autumn 2023. AD was asked to find the contract.

#### **24/9 – 18 Washpool**

No work has been undertaken this month. The contractor has been asked to invoice for all work completed to date.

**24/9- 19 Armour & Embarkation - WW11 Military Vehicles - Sunday 23 June 2024**

After discussion the Parish Council approved by a vote of 4 to 0 to support the Armour & Embarkation event planned for Sunday, 23 June 2024 on the Village Green.

**24/9 – 20 Coronation and Memorial Village Asset Purchase**

Nothing to report.

**249 – 21 correspondence to be discussed and noted.**

**24/9 – 22 To consider urgent matters to report from members and items for the next meeting. To include an open forum 10 minutes.**

There were no matters to discuss.

**24/9 – 23 The next meeting will take place at 7pm on Thursday 26th October 2023.**

The meeting ended at 20.45 and members of the public left.

**24/9 – 8 Staffing Committee**

The committee went into closed session.

The Staffing Committee written report into the Clerk's probation was shared with the Council and this will be stored as a confidential record.

Draft produced by Cllr Daw

Chair \_\_\_\_\_ Date \_\_\_\_\_