

# Draft Minutes 25<sup>th</sup> August 2022

## WINTERBORNE ST MARTIN PARISH COUNCIL

Thursday 25<sup>th</sup> August 2022 -at 7.00pm- at Winterborne St Martin Church

There were 8 members of the public present.

Councillors: Mark Pemberton (Chair) (MP), Karen Delafield (Vice chair) (KD), Dave Read (DR), Deborah Follett (DF), Andy Daw, Martin Usherwood, Richard Eversden (RE) and Cllr Tar

*The meeting was recorded to aid the Clerk with minute taking.*

### **Public period for comments on issues on the agenda – 3 minutes per speaker**

Burial ground grass cutting concern raised over the council's motion regarding the consider to contribution to the burial ground grass cutting. Question raised over how many were in favour or not in the Parish Councils motion – see 25/8 – 7 for further information.

Flood Volunteer Group stream clearing. Does the Parish Council have a plan to coordinate stream clearing re Dorset Council and Riparian owners. We have put notices out to tender to look at costs, but no decision has been made that the Parish Council will cover these costs. Concern raised over short window to clear stream 1<sup>st</sup> September to 31<sup>st</sup> October. DC are admitting they are responsible for part of the stream clearing for the plot of land they own but no clear answer regarding them taking responsible for roadside bank clearing. However, this issue is still under discussion by Dorset Council. But are still looking at how to fund it and what they are willing to undertake. See 25/8 - 11 for further information.

### **Reports from Dorset Council Councillor and Police Liaison**

Cllr. Tar reported on:

- Monkeys Jump/McDonald's - Dorset Council currently has no funds to do further work but hopefully when the new roundabout (not imminent) at Monkeys Jump is looked at funding can be found to finish the work to stop roadside parking at the entrance to McDonald's.
- Cycle Way Dorchester to Maiden Newton is now clear and in operation.
- 6<sup>th</sup> to 8<sup>th</sup> of September- work to be completed at Winterborne St Martin section of the cycle path, section going up to Clandon Farm.
- Bincomb PC may approach the parish council re pollution issues they are looking at downstream. Cllr Tar asked the Parish Council to include him if Bincombe PC do request a meeting.
- Pool Harbour pollution issue – the environmental agency has notified planning at Dorchester Council to put a hold on approving any planning application for this area.

Cllr Tar then left the meeting.

**25/8 - 1 To receive and accept apologies and declarations of interest.**

No apologies or declarations of interest.

**25/8 – 2 To approve the draft minutes of the Parish Council meeting held on 28th July 2022. (A1) and the extraordinary meeting on the 11<sup>th</sup> of August 2022 (A2)**

Approved 7/7

**25/8 - 3 To discuss matters arising from the minutes not covered in this Agenda.**

Question was asked regarding the timescale to deal with information request and SAR request raised at the last meeting. At this time the Parish Council email and documented records have been searched and contact has been made with requester one to the Parish Councils' findings. Requester two search of Parish Councils emails etc is ongoing. If necessary, Councillors will be asked for further information's and search terms will be provided. It was noted by the chairman that this was a very complicated area, to balance a freedom of information/SAR request along side the need to keep information confidential and protect an individual's data protection rights.

**25/8 – 4 Co-option and election update**

Adverts have been placed for co-option of a councillor on the Parish Council noticeboard Facebook and website.

Notice of election for one councillor is placed on the Parish Council website and Parish Council noticeboard.

Any potential new councillors would be directed to firstly fill the vacancies for councillor by election and then co-option.

**25/8 – 5 To note the statement of expenditure to date and bank reconciliation (B) and to approve the schedule of payments since the last meeting. (C)**

The Clerk also gave a breakdown of reserve and ring-fenced money.

To summarise the accounts, we have £32,760.68 of which £16950.35 is ringfenced CIL money. Leaving £15,810.33 of which £6000 is ringfenced special funds. This leaves £9,810.33 as the general fund. As reported in the 2022 audit.

Approved 7/7

**25/8 – 6 Finance to note and approve.**

Cllr Mu raised the need for a quarterly audit of the cashbook and bank reconciliations as per our financial regulations.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council The Council.

Cllr DF agreed to audit them with help from the Clerk.

**25/8 – 6.1 Lloyds bank update + banking procedure (Verbal) Clerk**

- **Currently there are three councillors and the Clerk who can authorise payments.**
- **Payments can be made via cheque or via electronic banking on-line.**
- **The Clerk can raise a payment by cheque, and it requires two signatories to authorise.**
- **The Clerk can raise payment on-line. It requires two signatories to authorise. The Clerk contacts the Councillors and asks them to go on-line to authorise the payments.**
- **Authorisation is made using a card reader and pin system.**

Noted

**25/8 – 6.2 Retrospective approval of purchase of Business Microsoft 365 £4.50 per month to be reimbursed to the Clerk. Please note the first month to 15<sup>th</sup> of September is free.**

Approved 7/7 Clerk asked to look at setting up a direct debit via the Winterborne St. Martin bank account.

**25/8 – 6.3 Smaller Authorities’ Audit Appointments (SAAA) letter regarding the next 5-year appointment period of the External Auditor for parish and town councils and meetings in the Dorset.**

**To vote to remain with our current External Auditors are PKF Littlejohn. This is strongly recommended by DAPTC.**

Voted 7/7 to remain in the SAAA central external auditor appointment period for the next 5 years.

**25/8 - 6.4 CIL**

“CIL monies received as noted in the payments and receipts - expenditure to be decided at a future meeting in consultation with the community.” 28<sup>th</sup> April 2021 minutes

**CIL Neighbourhood money 15%**

<b>Date</b>	<b>CIL Reference</b>	<b>Payment number</b>	<b>In £</b>	<b>Out</b>	<b>Project details</b>
<b>20.4.21</b>	<b>CIL/WD/20/103</b> <b>CIL/WD/18/73</b>	<b>20022093306</b> <b>2002093306</b>	<b>8,193.65</b> <b>3,990.48</b>  <b>Total 12,184.13</b>		
<b>21.4.22</b>	<b>CIL/WD/20/127</b>	<b>2002302495</b>	<b>4,766.22</b>		
<b>Total</b>			<b>16,950.52</b>		

Noted

## 25/8 - 7 Parish Burial Ground

### **Motion - "that the Council is minded to financially support the Church in maintaining the Parish\* Burial Ground" Proposed MP Seconded DF**

I proposed the motion "that the Council is minded to financially support the Church in maintaining the Parish\* Burial Ground" so feel it fair that I open the debate. I would first like to establish my position: I am not a member of this or any other church and would describe myself as areligious or even agnostic. But I have found solace in religion in my time, particularly when deployed on operations, and even now welcome the, and particularly our, Church's lead at times such as the loss of friends, and most poignantly on Remembrance Sunday.

So, my proposition is not based on any innate belief but because we had received a reasonable request for financial support, and because I knew that providing it would be contentious. I therefore felt that the Council's response would best be debated and decided upon openly and a voted motion appeared to be the best way of achieving this.

The contention has its basis in law, but also on whether any such use of our public funds is appropriate. The Law is at best confused, with an act of 1894 clearly against, and the act of 1972 offering some opportunity, opportunity which has been taken up by neighbouring parish councils, and other parish councils across the county and indeed country. The NALC advisory note, released in 2018, clearly leans against provision of such support but includes two important statements:

*"the Government's current view on the legal issues is that there is no need for any further legislation as they believe the 1894 Act restrictions do not override the provisions in later Acts of Parliament"*

Which gives me room to believe that in this instance the 72 Act does in fact outweigh that of 1894.

*"Whilst there is no consensus on this issue, a council that considers making a payment in these circumstances needs to consider whether it is prudent to take a course of action that it cannot be certain is legally valid"*

I consider that this debate and subsequent vote more than meets the requirement of "considering" our actions.

In terms of whether support to our Parish Burial Ground is appropriate use of our public funds, LGA 72 Section 214 (6) states: *A burial authority (which we are) may contribute towards any expenses incurred by any other person in providing or maintaining a cemetery in which the inhabitants of the authority's area may be buried.* Additionally the Church have confirmed that the Burial Ground is, under common law open to all: *Residents, people with their name on the electoral roll of a parish and those who die in a parish have a right of burial in the churchyard provided there is room.* Indeed, our burial ground contains people of different religions and none.

In more general context I consider the Church, and its burial ground, to be an important part of our village and Parish, a backdrop to some maybe, but at the heart of the community to others. It is historically and culturally significant, provides a resource for the community, particularly at times of

celebration and loss, and is even made available for us to debate items like this in. It is in this context that I move the motion.

Finally, in terms of the motion I chose the word “minded” carefully as it does not commit us to immediate action but gives us room to further explore or even take legal advice whilst providing a clear statement of intent. Indeed, the \* which appears on the Agenda was linked to a footnote which precisely described this.

There is no material proposition re cost at this time, it is a motion on a point of principle only at this time.

Vote on the motion: 6 in support, 1 against.

## **25/8 - 8 Village Survey (verbal)**

### **Motion:**

**The Parish Council acknowledges the feedback provided by the village in 2021 (as presented at our APM 21 and published on our website) and will reflect on the feedback in future decision-making. Proposed KD, Seconded MP**

Voted to support 6 abstain 1

## **25/8 – 9 Washing Pool (Verbal)**

**Motion – "The Council accepts responsibility for the maintenance of the Sheep Dip at Grid SY 64488 89022 until ownership can be determined" Proposed MP seconded DF.**

(Note name amended to Washing Pool from Sheep Dip)

It was agreed that the council would take on maintenance of the Washing Pool until ownership can be determined.

Voted to support 6 abstain 1

Action Cllr AD to lead on the issue of maintenance issue and pursue ‘appropriate person’ to provide information re appropriate repair of the Washing Pool before quotes for repair costs. Also to look at options to block access across the bridge to prevent further damage.

## **25/8 – 10 Highways and Rights of Way**

### **25/8 – 10.1 To receive/report any other highways issues (Verbal) MU**

Dorset council, markings are now down the road as far as Clandon Farm to possibly repair the edging.

A lot of sunken drains that need to be looked at. Action MU to report to Dorset council and ask them to do a survey

## **25/8 – 10.2 SID Report and data-AD (verbal) AD**

Postponed

## **25/8 – 10.3 RoW report (Verbal) DR**

## **25/8 – 10.4 Rew Lane Update (Verbal) DR**

No change on previous report. No consensus reached by residents of way forward.

Discussion regarding self help re road surfacing, which will need to be cleared by Dave Ackerley.

No decision to progress this issue was made. If any councillor wishes to progress this, then a motion should be tabled at the September meeting.

## **25/8 – 10.5 Bollards Highways Officer Notes: Job 14202976 - Permanently Repaired.**

Noted

Location: The bollards are located by the allotments to the north side of the B3159 (Burnside road) opposite to the turning to Hardys monument.

## **25/8 – 11 Flood and Riverbanks**

### **25/8 – 11.1 To note Flood report (Verbal) KD**

Sent to councillors. No real change since last month.

Concern raised of the state of the stream east of the pump house. Action KD to draft a letter and Clerk to send letters to 3 Riparian farmers reminding them to clear the stream.

### **25/8 – 11.2 To approve final version of letter to Wessex Water. (D)**

Approved, subject to chairman's amendments.

### **25/8 – 11.3 Washing Pool follow up meeting with Brian Richards – update**

Email response

It was agreed with the previous Clerk that further intervention is not required from my team; the issue of upstream modifications to watercourse flow have successfully been dealt with to our satisfaction.

The issue that you raise is a more generalised farming practice issue and would be better investigated by the Environment Agency as a potential pollution issue. I have copied in my contacts at the EA and the Farming and Wildlife Advisory Group to see what they can offer.

**25/8 – 11.4 To re assess approval of the following motion, postponed from 28.7.22 DF**

**Given the history of flooding in this village following periods of drought such as we are experiencing. The PC should authorise an immediate clearance of weed & growth in the stream & it's roadside banks & the disposal of the debris to reduce the risk to village homes.**

Cllr DF drafted a letter for the Clerk to send out to obtain quotes for stream clearing. A motion will be raised at the September meeting once quotes are obtained.

It was agreed in principle that the Parish Council will pay for clearing of vegetation from the banks.

Additional - Meeting with Andy Probate confirmed he is happy with the bank repair on Mr Kings land.

**25/8 – 12 Planning**

**25/8 - 12.1 Discuss PC Standing statement MP**

Councillors to consider further generic statements to be adopted by the Parish Council.

**25/8 – 13 To receive and note training updates.**

Cllr. RE New councillor training to be set up with DAPTC.

**28.7 – 14 Village Green update (Verbal) DF**

Nothing to report

**25/8 – 15 Allotment update including draft allotment letter and new tenancy agreement (E) Clerk/RD**

There were two people that have put their name on a waiting list for the allotment plot 1 The plot has been given to the first person on the waiting list and a contract will follow.

DR and Clerk to finalise letter and renewal contract for the Allotments.

It was noted that there may be a need for further allotments if other people show interest. The Parish Council will look to see if there are any other possible locations in the village or nearby that may be suitable.

Confirmed £25 per year starting in October 2022, lease to state the tenancy roles over year to year.

**25/8 -16 Reading room update (Verbal) MP**

The chair has contacted the trust members of the reading room to look at a way forward to establishing the ownership of the building and to ensure that it is maintained for the good of the people of Winterborne St Martin. Still ongoing Action MP to speak to Stephen Slade re trustees' response.

**25/8 – 17 Neighbourhood plan update (Verbal) MP**

Cllr MP has written to the Green Group, and it will be discussed at the upcoming meeting and MP to speak to a councillor at Chesil Bank - On going.

### **25/8 – 18 Information boards (Verbal) MU**

Proposal from MU was agreed and a budget of up to £200 was approved 7/7

Proposal to spend up to £200 on the refurbishing the Village Green Information board. This was a budget item from a couple of years ago which was put on hold.

Proposed Cllr MU, Seconded Cllr KD Voted to support 7/7

### **25/8 - 19 To approve the Draft Winterborne St Martin Parish Council Community Infrastructure Levy (CIL) Allocation Policy (F)**

Postponed to the September meeting.

### **25/8 - 20 Correspondence to be discussed and noted**

#### **25/8 – 20.1 Biodiversity enhancements update**

Postponed due to time

#### **25/8 – 20.2 MAGNA residence concerns**

Postponed as no response yet from Magna following the letter sent by the Clerk.

#### **25/8 - 20.3 Drain cover update**

##### **Reported to DC Dorset Highways Report - Enquiry 1198643**

Drainage cover has been marked up for repair. However other drainage covers have been reported as needing attention. This is to be followed up at the next September Parish Council meeting. See action from 25/8 -10.1 Cllr MU

#### **25/8 – 20.4 Garage roof repair update**

##### **The repair of the garage roof was put out to tender....**

Postponed as no response yet from the three companies approached re roof repair However, it appears that a temporary repair has been undertaken at this time.

#### **25/8 – 20.5 Washing Pool stonework repair in tunnel update (Verbal) Clerk**

##### **The repair of Washing Pool roof was put out to tender....**

Three companies have been approached by the Clerk to look at the repair of Washing Pool tunnel roof. Companies have had a preliminary look  
Cllr AD to lead on this issue see 25/8 -9

#### **25/8 -20.6 Failure to empty bins reported to Dorset Waste ref DWP – PLB442576570 update (Verbal) Clerk**

Postponed as no response yet from Dorset council

“Your report has been sent to the relevant team. Unfortunately, we are not able to reply to all correspondence directly, but each report is reviewed by a Dorset Waste officer and action will be taken as soon as possible where it is required.”

### **25/8 - 21 Clerks Position**

The Clerk has resigned from her position on the 7<sup>th</sup> august. The Clerk has agreed to stay on until a suitable replacement can be found.

Action KD and Clerk to prepare an advert for the position of Clerk.

### **25/8 - 22 Action tracker progress**

Noted

**25/8 – 23 To consider urgent matters to report from members and items for the next meeting. To include an open forum 10 minutes.**

None

**25/8 – 24 Date and venue of the next Parish Council meeting 22nd September 2022 7pm Winterborne St Martin Church.**

Please note the Clerks new telephone number 01935 579783

Website: [www.winterbornestmartin-pc.gov.uk](http://www.winterbornestmartin-pc.gov.uk) Email: [clerk@winterbornestmartin-pc.gov.uk](mailto:clerk@winterbornestmartin-pc.gov.uk)

## **Action Tracker Updated**

### **Blue – New Actions**

<b>Action</b>	<b>Person/Group</b>	<b>Proposed completion date</b>	<b>Agenda Item number</b>
Ensure all policies are updated	Clerk	Postponed to September 2022	22-5-07
Stream clearing quotes	Clerk/KD	August 2022 Ongoing	28/7 – 8.3
Letter to Magna re residents' area and lighting issues	Clerk	August 2022 Sent no reply as yet	28/7 – 12.5
Report progress on bridle way closure	DR	Update June 2022 Ongoing	22-5-16
Look at feasibility of setting up a local plan and forming a committee of residents and parish councilors.	MP	Update July 2022 On going	22/05-19  28/7 - 14
Investigate and report back on historical search east side plot of land leading to Wash Pool.	Clerk	Update July 2022 Ongoing - form is with Land registry	22-05-22

Clerk to review agreement and bill allotment users + look for lease agreement from landowner.	Clerk	Update July 2022 Draft letter and tenancy agreement to be discussed August.	25/8 -15
To speak to landowner to get approval for charges.	DR	August 2022	28/7 – 6.3
Send out Bills	Clerk	August 2022	28/7 – 6.3
Advertise vacant plot on PC website and Facebook	KD and DF	August 2022 Completed.	28/7 – 12.6
Clerk to review the grass cutting contract	Clerk	Update July 2022	
Speak to Jon Buddle re invoice	Clerk	August 2022 Email sent, no response as yet	
Clerk to remove Cllr Wiltshire from the signatories list and change contact address	Clerk	Update July Update August 2022 ongoing awaiting response from Lloyds	28/7 – 6.2
Karen to draft an updated flood letter and to contact residence who reported sewage issue last November to provide evidence.	KD	Update July 2022 Draft letter attached August Approved once amended by the Chairman	
To look into reading room ownership and speak to trustees to gain clarity on the issue.	MP	August 2022 – ongoing See update below 25/8 - 16	28/7 – 16
Obtain quotes for stonework repair bridge Wash pool stream	Clerk	August 2022 Obtaining quotes See update below 25/8 - 9	28/7 – 16
CIL – look at how CIL is managed and set up a suitable procedure.	Clerk	In initial report back August 2022	28/7 – 5
Report back on future projects CIL could be used to fund.	Parish Council	August 2022 and on going	
Cllr Tarr to let us know any changes to Dorset Councils move to 20mph through villages	Cllr. Tarr	Ongoing	
Send letters to riparian farm owners re stream clearing	Clerk/KD	September 2022	25/8 -11
Get quotes for stream clearing	Clerk / DF	September 2022	25/8 -11
To lead on the issue of maintenance and pursue 'appropriate person' to provide information on repair of the Washing Pool before quotes for	AD	Update September 2022	25/8 - 9

repair can be requested. Also, to look at options to block access across the bridge to prevent further damage.			
Sunken drains in Martinstown need to be identified need to be looked at. Action MU to report to Dorset Council and ask them to do a survey	MU	September 2022	25/8 – 10.1
Action KD to draft letter and Clerk to send letters to Riparian farmers reminding them to clear the	KD/Clerk	September 2022	25/8/-11
Quotes from stream clearing	Clerk/DF	September 2022	25/8 -11
MP to speak to Steven Slade re trustees' response regarding the reading room.	MP	September 2022	25/8-16
To get feedback from the Green Group and Chesil Bank council regarding the neighborhood plan.	MP	September 2022	25/8 -17
Repair Information board	MU	Progress update September 2022	25/8 -18
Need for a quarterly audit of the cashbook and bank reconciliations as per our financial regulations.	DF	September 2022	25/8 - 6