

Draft Minutes

WINTERBORNE ST MARTIN PARISH COUNCIL

Thursday 28th July 2022 -at 7.0pm- at Winterborne St Martin Church

There were 10 members of the public present.

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

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

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

Tony Howden was unable to attend but he was represented by Bill Billingham who presented initial plans for the Half Marathon to be run on Sunday the 23rd of May 23. The proposed route from Dorchester to Hardys monument and back will come through the village. Road closures will be required on that day. At present no formal request has been put to DC for road closures for this event. When they are submitted the PC will be notified and can make comment.

Reports from Dorset Council Councillor and Police Liaison

None

28/7 - 1 To receive and accept apologies and declarations of interest.

Apologies were received and accepted for Cllr. Daw and Usherwood

28/7 – 2 To approve the draft minutes of the Parish Council meeting held on 23rd June 2022. (A). Proposed KD seconded DR Approved 3/5 with the following alterations. Note RE and MP abstained.

Addendum post meeting - Following further comment by MU it was confirmed that the 1234 slow lines had been put in place. No amendment to the 23rd June 2022 minutes was required.

23/6 - 8.2 The Parish Council voted to object to this application 3/4 with 1 councillor (Cllr Pemberton) voting to object to this application by email and Cllr Follett recording her comments by email. There were two declarations of interest at the meeting excluding Cllrs Daw and Delafield from participating in the vote.

28/7 -3 To discuss matters arising from the minutes not covered in this Agenda.

MP asked for clarification of Brown field sites.

28/7 – 4 Election of Richard Eversden

Richard was welcomed to the Parish council. It was also noted that there were still two parish council vacancies which will be filled by co-option. Action KD and DF to advertise vacancies on the parish council website and on Facebook.

28/7 – 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)

Noted and approved 4/5 (RE abstained)

Query was raised over CIL monies. Reserves and CIL money should be separated out and shown separately on the statement of expenditure. CIL money needs to be spent in 5 years currently we hold £12, 184.13 CIL monies which came in on the 26.4.21 (April21-March 23 financial year) and draft receipts list show £4,766.22 25th April (April22-March 23 financial year). No CIL money has been spent to date. Action Clerk to look at format to manage CIL and Parish Council to consider future CIL expenditure.

28/7 – 6 Finance to note and approve.

28/7 – 6.1 To approve payment re Internal Audit £60 Approved 4/5 (RE abstained)

28/7 – 6.2 Change to bank signatories' update.

Current bank signatories AD, MU can authorise electronic request and sign cheques. DR can sign cheques. Dual signatories are required to authorise payments. Now that the Clerk is registered with Lloyd's bank, the contact details are being changed and Deb ~~bieorah~~ Wiltshire will be removed from the bank account. The Clerk was also asked to provide a summary of the Lloyds payment process.

28/7 - 6.3 Allotment contracts and fee

Agreed to keep allotment fees at £25 per year. Free for first year of tenancy, £25 deposit to be returned to tenants after 2nd year. £25 returned to Angie Schulk, £25 held as deposit will become the rent for 2022.

Re charging. Action DR to contact landowner to ensure they are happy with charging rent for plots. Clerk to look for copy of the lease.

Clerk to send out new agreements. Proposed DF and seconded DR approved.

Approved 4/5 (RE abstained)

28/7 – 6.4 Garage fee

The garage fee was increased at the last budget meeting. An invoice was sent to Mr Osborn and has been paid to cover the period 2022 to 2023. The Cottage is now for sale. The lease for the garage and parking space are not tied to the house. MP requested copy of the lease.

28/7 – 6.5 Churchyard parish burial site contribution request.

The Parish Council has previously looked into the legality of contributing to the upkeep of the parish burial ground. The legislation concerning the legality of contributions to maintenance of the burial ground is not clear but general consensus is that parish councils can not contribute. A final decision on this matter will be made at the August Parish Council meeting after further investigation is made into the Council's legal standing.

28/7 – 7 Highways and Rights of Way

28/7 – 7.1 To receive/report any other highways issues (Verbal)

Nothing to report

28/7 – 7.2 SID Report and data (verbal)

Noted

28/7 – 7.3 RoW report (Verbal) DR

Clandon track surfacing is on going following earlier issues. A change of surface material is required. At present the track appears to be still open.

28/7 – 7.4 Rew Lane Update (D)

Following MP correspondence with Senior Ranger the residents of Rew Lane need to decide how they would like to proceed with any resurfacing options. DR to talk to residents. The Ranger has applied for funding; Residents must gain prior approval for any self-help work planned.

28/7 – 8 Flood and Riverbanks

28/7 – 8.1 To note Flood report (E) KD

Noted (see attached)

28/7 – 8.2 To note response to Wessex Water letter (F) KD

There was no evidence found to support a revised letter to Wessex Water so the draft version table at the 23.6.22 Parish council meeting will be sent. An additional statement will be added asking Wessex water to look at their call centre complaints of this time period to see the number of complaints made concerning this issue.

Draft letter to Chair for final approval.

28/7 – 8.3 To approve the motion DF

Proposed DF, seconded KD Approved 3/5 not supported by Cllr DR, Conflict of interest between maintaining a natural wildlife habitat and flooding issue, Clerk to obtain quotes for clearing the stream from West End house to the pump house.

‘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.’

28/7 – 9 Planning

28/7 -9.1 Discuss PC Standing statement MP

‘Winterborne St Martin has a long history of sewage and wastewater overflow issues; the

waste water infrastructure in the valley is inadequate and hence the location cannot be considered a “sustainable” location in planning terms. Further development of new sewage producing dwellings must be resisted until the Parish can be considered a “sustainable” location in planning terms with a functioning wastewater system that does not pollute resident’s homes or the local water courses which lead into the Poole Harbour Catchment.’ This should provide a good start point for a Parish Councils position statement on planning. Parish Council were asked to consider any other statements that could be adopted as standing policies.

28/7 – 10 To receive and note training updates.

Cllr MP has completed his new councillor training. Other councillors are encouraged to look at the DAPTC training site. At present DAPTC courses are run via zoom. Clerk to ask if any courses will be run face to face for those members who do not have easy access to electronic devices.

28.7 – 11 To consider the Briefing notes regarding the Management of the Village Green (G) MP

The briefing notes were considered, and Cllr DF will take on the issue of the management of the village green and look at implementing a simplified Management procedure for the village Green. Proposed MP, seconded KD. Approved 5/5

Proposal to Council relating to Briefing note appendix G:

- We accept the points at para 2b above as if they were part of the lease.
- We seek a volunteer Councillor (and perhaps deputy) to manage the process on our behalf.
- The Managing Councillor creates a policy for booking, to be approved and published by the Council, perhaps based on these simple stepsⁱⁱ:

Requests to use the Village Green are to be directed through the Clerk who will pass on the request to the Managing Councillor.

Following receipt of a request the Managing Councillor confirms:

- a. That the request is from a Village Organisation, is uncontroversial and is within the terms of the lease and proposal described above.*
- b. That the Church does not have any event booked that might require use of all or part of the Green.*
- c. That the organisation will indemnify us for any damage that occurs.*

then:

- d. Agrees the usage.*

e. Publishes the agreement through a diary to be created on the Council's web page.

f. Briefs other Council Members either by email if it is a time sensitive request, or in a routine update at Council Meetings.

☐ I suggest that the formal proposal of method should come from the Managing Councillor, but it may be that we can debate, improve and confirm the process as part of this meeting.

28/7 - 12 Correspondence to be discussed and noted

28/7 – 12.1 To respond to complaint raised by Peter Newell MP

The PC apologised to the plaintiffs for the delay in dealing with the issues raised and for their understanding of the situation. A letter has been sent to residents and councillors affected which was accepted by Plaintiffs and councillors. This issue is now closed.

28/7- 12.2 To respond to complaint raised by Mr and Mrs Scarth MP

The PC apologised to the plaintiffs for the delay in dealing with the issues raised and for their understanding of the situation. A letter has been sent to residents and councillors affected which was accepted by Plaintiffs and councillors. This issue is now closed.

28/7 – 12.4 Biodiversity enhancements. MU has responded to see if there are any projects that would be suitable. He has asked about hedging re playground. However, as the issue of ownership of the playground has not yet been finalised any plans would need to be put on hold and further investigation of suitability and maintenance of such a living fence would need careful consideration.

28/7 – 12.5 MAGNA residence concerns (Verbal) KD

Concerns have been raised by residents of Magna sheltered housing that the green area outside their properties is being used by other non-residents for dog walking etc. They have asked the Parish Council to see what can be done. Action the Clerk will write to Magna housing to see if any signage could be put up to notify non-residents that this is a private area.

On a separate issue resident near the Magna development would like to raise the issue of light pollution from the lights installed at the Magna site. Action the Clerk will write to Magna housing about the lighting issue.

28/7 12.6 Allotment, resignation of Ange Schulke Plot 1 (verbal) Clerk

The plot that will be vacated will be advertised on the Parish Council Website and Facebook. It was noted that Lauren and Tom Whitall have expressed an interest in this plot. Action KD and DF to place advert on the Parish council website and Facebook. Any applications will be considered at the August Parish council meeting.

28/7 -13 To review and consider points raised in the village survey 2021 to take forward.

Postponed until the August PC meeting. Concern was raised over how representative the survey was given the number who responded and concern over the type of analysis of the data that was carried out. Send full data set to DR.

28/7 – 14 Neighbourhood plan update (H) MP

Councillors to consider the information in appendix H and be prepared to vote at the September Parish council meeting if the Parish Council wish to proceed with a neighbourhood plan. Further information will be sort over this time period. Action MP to talk to Chickerill and Chesil Bank Councils.

28/7 - 15 Action tracker progress (I) Clerk

Noted

Look at placing the action tracker on the Parish council website.

28/7 – 16 To consider urgent matters to report from members and items for the next meeting. To include an open forum 10 minutes.

- Reading room - Parish Council to continue to look at options for the reading room. Action MP to write to Reading room trustees.
- Clerk to look at Historical land registry relating to the ownership of land by Washing Pool stream.
- Stonework at Wash pool exit tunnel wash pool stream. Clerk to look at obtaining quotes Proposed MP seconded RE approved 5/5
- Sand has been cleared from Wash pool yet again. The second DC site meeting from Brian Richards, to discuss the sand issue has not taken place. DR was to follow this up as he represented the Parish council at the first visit, but an object was raised to this. The Clerk to write to Brian Richards to arrange a second meeting. Proposed KD, seconded DF approved 3/5
- Land ownership issues relating to the road between the Pub and the Washpool Stream Road is adopted. Action Clerk to carry out a historic land registry search.
- If the PC are considering the use of the church as a meeting venue, then it feels a payment should be made to the church for the hire to cover the costs of heating and lights. £9 per hour is the cost we were paying for hire of the village hall. Proposed MP Seconded KD approved 4/5

28/7 – 17 Date and venue of the next parish council meeting 25th August 2022 7pm Winterborne St Martin church.

Signed by The Clerk:

Website: www.winterbornestmartin-pc.gov.uk Email: clerk@winterbornestmartin-pc.gov.uk

Appendices can be obtained from the Clerk.

Flood Report notes as of 25 July 22

The recent drought conditions have resulted in and nearly impermeable surface crust to our land, at some point it will rain and there will be significant surface run-off before the land becomes more permeable. The two major flooding events in Martinstown both occurred in July following a long period of drought.

A resident asked the flood surveyors to let the village channel fill in with plant growth to slow the water flow; advised that once the water hits the residential area it needs to have a clear path to flow out of the village as quickly as possible.

FVs will report gullies, ditches and drains that appear to need clearing.

Zone 10

- Road drains set in B3159 look clear at the moment.
- No evidence of Himalayan balsam this year which shows its worth pulling before it sets seed.
- Most drainage channels across the verge beside the stream will need digging out before winter. Tractors overrunning the verges have blocks many of them.
- Many self seeded sycamores along the banks need digging out. Particularly the group of saplings outside Springfield which have reached around 3m+ tall and need to be cut down.
- The row of bollards denoting the stream edge at West End cottage corner have been hit by something large and uprooted or knocked over. Stream below flood meadow an invisible potential hazard

Zone 11

- sand discharge from Church Farm still to be resolved. Sand is partially removed from Washing Pool by volunteers. Sand banks outside Burnside and some by Manor Grove remain.
- Washing Pool to B3159, light weed clearance needed
- Brewers Arms some weed clearance needed
- Pub bridge and culvert need DC to check for clear charge
- Bartletts Close ditch overgrown
- 1 Burnside Cottages heavy channel growth
- 2-4 Burnside Cottages, Coach House, Bourns medium channel growth
- Little Fosters, medium channel growth
- Grove Cottage/Little Fosters ditch clearance needed
- Hardy Close, stream partially blocked

- Grove Hill/ Hardy CI ditch clearance need
- Zone 12 flowing with no major issues other than medium weed growth
- Small quantity of debris collecting behind the Reading Rooms.

Zone 13

- despite eighteen months of meetings and emails with DC who are riparian owners of the stream around the Pump House, DC have not taken action. There is a complete barrier of branches across the stream and a bale of stock fencing in the water, see 3 attached photos. **Roland to give an update.**
- Unusually the stream east of the village was not cleared last autumn, the channel now has heavy growth

Issues for the Council

- DC, whilst agreeing they have riparian responsibility have not cleared the Pump House. **Issue handed to RT, update needed**
- DC are stating they don't own the roadside verges and hence have no riparian responsibility for the roadside banks; advice is this would be unusual. As suggested by MU a few months back, does the Parish Council want to consider sending the draft letters provided by MH, attached, to DC wrt riparian ownership of the roadside banks and/or the Pump House plot, or is there some other action they would recommend? **Not yet issue handed to RT, Update needed.**
- South east of the Pump House. **Does the Council want to approach the land owner?**
- We set no budget for stream clearing this FY as the Council preferred to press DC to do the work. There has been no progress with DC, **does the Council want to set a budget for an early clearance given the climatic conditions?**
- **Does the Council have a plan for stream clearance or debris collection?**
- **C/F from Feb : Does the Parish Council want to consider arranging for the sandbanks to be cleared outside Burnside and Manor Grove East?**
- Cleared C/F from Feb: Is the Council content to agree the submission of the updated Community Flood Plan to the EA? Submitted
- Cleared C/F from Feb: Does the Council have any information about an historical pond preceding the Pump House? No such pond existed
- Cleared EA have published a document that discusses preparing your home for flood resilience, [EA Property Flood Resilience](#), does the PC want to provide the link on our website? Link posted

Actions and progress arising from minutes

Action	Person/Group	Proposed completion date	Agenda Item number
To advertise vacancies for co-option onto the Parish Council	KD and FD	July/August 2022	28/7 - 4
Ensure all policies are updated	Clerk	Postponed to September 2022	22-5-07
Summary of the Lloyds bank payment process	Clerk	August 2022	28/7 – 6.2
Investigate and report back on Reading Room ownership and use. Overtaken by 28/7 16 below.	AD	Update July 2022 Postponed	22-05-13
Stream clearing quotes	Clerk	August 2022	28/7 – 8.3
Letter to Magna re residents' area and lighting issues	Clerk	August 2022	28/7 – 12.5
Report progress on bridle way closure	DR	Update June 2022 Ongoing	22-5-16
Follow up on Wessex Water letter	AD	Update June 2022 See further action below	22-05-18
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 Reading Room historical search	AD/Clerk	Update July 2022 Postponed	22-05-13
Investigate and report back on historical search east side plot of land leading to Wash Pool.	Clerk	Update July 2022 On going	22-05-22
Clerk to review agreement and bill allotment users + look for lease agreement from landowner.	Clerk	Update July 2022	
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
	KD and DF		28/7 – 12.6

Advertise vacant plot on PC website and Facebook		August 2022	
Clerk to review the grass cutting contract	Clerk	Update July 2022	
Speak to Jon Buddle re invoice	Clerk	August 2022	
Clerk to ensure the issue of information boards is added to the next agenda	Clerk	July postponed to August 2022	
Clerk to remove Cllr Wiltshire from the signatories list and change contact address	Clerk	Update July Update August 2022	28/7 – 6.2
Clerk/Karen to draft an updated flood letter and to contact residence who reported sewage issue last November to provide evidence.	KD and Clerk	Update July 2022	
To look into reading room ownership and speak to trustees to gain clarity on the issue.	MP	August 2022	28/7 - 16
Obtain quotes for stonework repair bridge Wash pool stream	Clerk	August 2022	28/7 - 16
Contact Brian Richards to set up a second meeting re wash poll stream	Clerk	August 2022	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	
To speak to residents of Rew Lane re road surfacing	DR	August 2022	28/7 -7.4