

Agenda 25th August 2022

WINTERBORNE ST MARTIN PARISH COUNCIL

Thursday 25th August 2022 -at 7.00pm- at Winterborne St Martin Church

Call for councillors to attend the June Parish Council meeting.

The Public and Press are cordially invited to attend.

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

Reports from Dorset Council Councillor and Police Liaison

25/8 - 1 To receive and accept apologies and 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 11th of August 2022 (A2)

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

25/8 – 4 Co-option and election update

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)

25/8 – 6 Finance to note and approve.

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.

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 15th of September is free.

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.

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." 28th April 2021 minutes

CIL Neighbourhood money 15%

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

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

25/8 - 8 Village Survey

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

25/8 – 9 Sheep Wash Pool

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.

25/8 – 10 Highways and Rights of Way

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

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

25/8 – 10.3 RoW report (Verbal) DR

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

25/8 – 10.5 Bollards Highways Officer Notes: Job 14202976 - Permanently Repaired,

25/8 – 11 Flood and Riverbanks

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

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

25/8 – 11.3 Washing Pool follow up meeting with Brian Richards - update (verbal)
Clerk

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.

25/8 – 12 Planning

25/8 - 12.1 Discuss PC Standing statement MP

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

28.7 – 14 Village Green update (Verbal)DF

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

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

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

25/8 – 18 Notice boards (Verbal) MU

25/8 - 19 To approve the Draft Winterborne St Martin Parish Council

Community Infrastructure Levy (CIL) Allocation Policy (F)

25/8 - 20 Correspondence to be discussed and noted

25/8 – 20.1 Biodiversity enhancements update (verbal) MU

25/8 – 20.2 MAGNA residence concerns (verbal) Clerk

25/8 - 20.3 Drain cover update (verbal) Clerk

Reported to DC Dorset Highways Report - Enquiry 1198643

25/8 – 20.4 Garage roof repair update (verbal) Clerk

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

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

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

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

25/8 - 21 Clerks Position

25/8 - 22 Action tracker progress (G) Clerk

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

**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

Signed by The Clerk:

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

Appendices

Appendix A1 - Draft Minutes of the Parish council meeting

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 Debbie 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](#) 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)

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

Appendix A2 – Draft minutes of the Extraordinary meeting

Draft Extraordinary Meeting Minutes

WINTERBORNE ST MARTIN PARISH COUNCIL

Thursday 11th August 2022 -at 7.00pm- at Winterborne St Martin Parish Church

An extraordinary meeting has been called by The Chair within 7 days of the request of two councillors.

5 members of the public were present.

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

The meeting was recorded to aid the Clerk in note taking.

To receive and accept apologies and declarations of interest.

No apologies. Cllr Delafield registered an interest.

Democratic Forum, 3 mins per speaker on Agenda items only.

None.

11/8 – 1 Chairman's statement

Some of you may have noted that the Agenda for tonight's meeting changed three times as we have tried to find a pragmatic and lawful way of moving ahead with an issue concerning Information Management – at its base we have a historical request for information to deal with.

Even now we have not been able to cross every t and dot every I of every rule, but I do believe that we are offering a reasonable compromise between due warning of the meeting to Councillors and Parishioners, the Data Protection Act, and hitting timelines required by the outstanding business and the request submitted by two Councillors to deal with this by an Extraordinary Meeting. I have therefore chosen to call this meeting in my own name.

The substantive nature of what we are trying to achieve has not changed – but our approach has moved from specifics to agreeing principles which allow us to deal with the outstanding matters in an entirely technical way thereafter. This is why the language on the Agenda may appear so muddy. In practical effect, if the motion is passed the Proper Officer of the Council, our Clerk, supported by Councillors, will be empowered to begin the process of responding to the historic request for information, and we will have in place a process which is automatic from this point forwards.

The meeting will remain open to the public unless sensitive personal matters are raised, in which case the Council will have to vote on whether it should become closed.

I believe that I have advertised the meeting as widely as reasonably possible and stated my willingness to cancel the meeting and start the calling process again if I received any objection to it going ahead. This willingness will apply until the end of this Agenda Item. Should we postpone, this would place us outside other regulations and might put us at risk of Information Commissioner fines or even Court Action. If we were fined, or required legal support, this would in my opinion be Parish money wasted.

Additionally, I wish to state that I received advanced notice of Cllr Delafield's declaration relating to her interest in tonight's Agenda. I fully support her continued participation in the given Agenda, and I can give this support confidently having completed my training on Councillor Conduct this Tuesday. Thus, in terms of the technical content of the Agenda Cllr Delafield retains full rights to participate in debate and vote, but if we wander into the specifics covered in her declaration she will not be permitted to vote, and the Council must determine whether she can remain to witness or participate in any debate held in what would inevitably be closed session.

Does anyone present object to us continuing with this meeting?

No objections were recorded.

11/8 – 2 To consider how the Council has, and will, address private Subject Access Requests submitted under the Data Protection Act 2018 and gain understanding.

The council agreed to follow the council's current policy which follows the NALC guidelines and has not been superseded.

11/8 – 3 Motion

Proposed motion: The Council and all Councillors comply with the Information Commissioners guidance in responding to current and future requests.

Proposed Cllr Follett, seconded Cllr Daw. Approved 7/7

It was agreed given Cllr Follett's previous experience she would support the Clerk in complying with the current SAR request.

Should any information pertain to Cllr. Follett then the chairman Cllr Pemberton would support the Clerk in this instance.

Approved 7/7

The Chairman, Cllr. Pemberton will confirm the SAR search criteria. It was suggested the PC emails should be searched first.

Cllr Read asked "How did we get to this stage". The chairman stated that to discuss this would require a closed session and the council was asked if they wanted to go to a closed session, response was no.

Meeting ended 7.15pm

Signed by The Chair, Mark Pemberton

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

Appendix B - Bank reconciliation

Winterborne St Martin Parish Council
Bank Reconciliation (£)

Prepared by ----- Date -----

Approved by ----- Date -----

A	Bank reconciliation to 5.8.22		22,759.94
	Cash in hand 12.7.22		23,130.34
	ADD Receipts 12.7.22 to 5.8.22		0.00
	SUBTRACT Payments 12.7.22 to 5.8.22		370.4
	Cash in hand 5.8.22 (as per cash book)		22,759.94
B	Cash in hand per bank statements		
	Petty cash 5.8.22	0.00	
	Instant access Lloyds reserve 5.8.22	10,000.74	
	Lloyds Bank 5.8.22	22,759.94	
	Adjusted bank balance 5.8.77		32,760.68

Reserves Balance recorded for the period 2021-2022 (reported 7th Nov 2021)

Earmarked	Opening Balance	Transfers	Spend	Receipts	Current Balance
Village Green fund	3,000				3,000
Garage reserves	2,000				2,000
Election costs	1,000				1,000
CIL monies				12,184.13	12,184.13
Total Earmarked	6,000			12,184.13	18,184.13
Total reserves	6,000			12,184.13	18,184.13
General fund					11,588.36
Total funds 2021-2022					29,772.49

Appendix C - Scheduled payments 1st May 2022 to 12th July 2022

Presented Payments:

Date	Description	Type	Money (£) in	Amount (£) Out
26.7.22	Mr Wigglesworth			60.00
5.8.22	Clerk Wages 27 th June to 26 th July 2022			310.40

Unpresented payments:

None

Appendix D - Draft Wessex Water letter



Myrtle Cottage, 2 Barrow Lane, Corscombe, Dorset DT2 0NX

Director of Environmental Solutions
Wessex Water
ruth.barden@wessexwater.co.uk

Dear Ruth

Thank you very much for giving such an informative presentation at our Annual Parish Meeting and answering so many difficult questions from the audience. It has really helped the community understand the issues your company faces in providing waste water services.

As was apparent from the questions there remains significant community concern about

- a.) the specifics of raw sewage overflows from upstream villages exiting WW man holes as you enter our village and along the full-length of the residential area; and
- b.) the regularity and level of sewage not reaching the Louds Mill sewage treatment facility and overflowing into the South Winterborne chalk stream.

Whilst we appreciate the issues WW may face with ground water ingress it is not usual for raw sewage to overflow into residential areas and for “storm” overflows to occur so regularly. We would like to understand the specific plans and timelines WW has for effectively managing both these issues. The Council would be very grateful if you could provide details of

- a.) WW specific plans and an implementation timeline for ensuring raw sewage no longer flows down the street of the village; and
- b.) WW’s analysis of the root cause of the regular overflow from the Martinstown Pump House and your specific implementation plans and timeline for introducing added pipeline and/or pumping capacity to the Louds Mill facility

It would also be very helpful to us if you could provide a copy, redacted, if necessary, of the call log from your helpdesk over the last two years for postcodes in the valley.

Again, thank you so much for coming along last week and I do hope we can be clear about the specifics of the solutions for Martinstown. I look forward to hearing from you.

Kind regards

Mark Pemberton, Chair Martinstown Parish Council

Appendix E -Draft Allotment letter

Dear XXX

I am writing to let you know that following the successful first two years of the allotments the Parish Council allotments fee for October 2022- October 2023 will be £25 per calendar year.

The Parish Council would like to thank you for all the hard work you have put in to turn this barren piece of land into such a fruitful place.

The four plots are now all taken with a new member soon to take over one of the plots. Please can you sign the new agreement attached. You will notice that the following clause has been removed as it is no longer relevant. The £25 refundable fee will be held to cover the period October 2021 to October 2022.

“4. A refundable deposit of £25 will be collected by the Council from all new Tenants. If the Tenant meets the obligations as outlined for a period of 2 years this deposit will be refunded.”

WINTERBORNE ST MARTIN PARISH COUNCIL

Miss Safadi Clerk to the Council

TENANCY AGREEMENT with terms and conditions FOR ALLOTMENT GARDENS

This tenancy will run for twelve months.

THIS AGREEMENT made on Date is between the Parish Council of Winterborne St Martin (Martinstown) (**The Council**) and **Name: (The Tenant)** by which it is agreed that:

1. The **Council** shall let to the **Tenant** from year to year the allotment garden provided and numbered as **Plot X** in the **Council's** allotment register.
2. The **Tenant** shall pay an annual rent of **£25.00** on 1st October each year. The first payment shall be due on the 1st October after the commencement of the **Tenancy**.
3. The **Council** reserves the right to revise the rents annually.
5. The **Tenancy** shall be terminated by three months' notice by either party.
6. Notice to the **Council** shall be by Registered Post or email to the **Clerk of the Council**
7. If the Tenant is in breach of their **Obligations** outlined in this agreement the **Council** reserve the right to terminate the agreement. The **Council** will serve eviction notices as landlords.
8. Termination of agreement occurs 30 days following written notice from the Council. The Council will seek advice regarding breaches of tenant's obligations from the Allotment Association and will always take personal circumstances into consideration.
9. In the event of a waiting list for allotment gardens, preference will be given to residents of the parish of Martinstown.
10. The **Council** is responsible for the day to day management, public liability insurance and risk assessments of the allotments. Common areas of land and fabric such as pathways, gates, fencing, walls and hedges are the responsibility of the **Council**.
11. The **Tenant** is responsible for any insurance liability on his or her plot.
12. Rents are due on 1st October each year and must be paid within 30 days after which the Tenancy will be deemed to have lapsed and plots re-let accordingly.

I have read and understood this agreement as set out above:

Signed..... Name (Please print)

Date.....

Signed on behalf of the Winterborne St Martin Parish Council.....Tessa Safadi (Clerk).....

Two copies, one for retention by the tenant

The Tenants Obligations

- a) The plot shall be kept weed free and under active cultivation.
- b) Produce is for domestic consumption only.
- c) Livestock or poultry shall not be kept in the allotment garden.
- d) No dogs shall be brought into the area of the allotments unless they are under control at all times.
- e) The Tenant shall not sub-let any part of their allotment garden.
- f) The Tenant shall not erect walk-in or permanent structures on the allotment garden.
- g) The Tenants have a shared responsibility with adjoining plot holders for keeping pathways maintained and free from of obstacles.
- h) Herbicides and pesticides are only to be used where they will not cause a nuisance to the neighbouring allotment holder and with permission of the PC.
- i) Tenants shall not cultivate genetically modified crops.

Appendix F – CIL

Winterborne St Martin Parish Council

Draft Community Infrastructure Levy (CIL) Allocation Policy

Introduction

1. This document details the governance arrangements in place at Winterborne St Martin Parish Council for the spending of the Community Infrastructure Levy (CIL)
2. Developers pay this levy to the Charging Authority (Dorset Council) who pass 15% of CIL receipts to the Parish Council, this is known as the Neighbourhood Portion. This needs to be spent on locally determined infrastructure in areas where development takes place. This will rise to 25% should the Council have an adopted Neighbourhood Plan in place.

Background

3. The Community Infrastructure Levy (CIL) was introduced by the Planning Act 2008 and enables local authorities to deliver infrastructure in support of development in their area, through the adoption of a charging schedule. It is charged at a set amount per square metre of additional floor area and increases each year on 1 January, using the value published by the Royal Institution of Chartered Surveyors.
4. CIL is governed by the CIL Regulations 2010 (amended). From 1 April 2019, Dorset Council became the charging authority for the rural part of the county and administers the Charging Schedules for this area.

What can WTC fund with its portion of CIL

5. CIL can only be spent on funding infrastructure in the Parish Council's local area, and allocations must demonstrate consultation with the local community. The Parish Council must use CIL money to support the development of the local council's area, by funding:
 - the provision, improvement, replacement, operation or maintenance of infrastructure; or
 - anything else that is concerned with addressing the demands that development places on an area.
6. Typically, there are three broad categories of infrastructure:
 - Social infrastructure: e.g. art and culture, sports halls, education, health, social care, emergency services, community centres, village halls
 - Physical infrastructure: e.g. pavements, cycleways, flood defences, highways, transport links
 - Green infrastructure: e.g. play areas, public open space, woodlands
7. The Parish Council must be able to demonstrate that it is using CIL in consultation with residents to develop projects for funding that contribute to the infrastructure priorities in the area.
8. The Parish Council should spend its local CIL monies within five years of receipt. Where money is not used to support the development of the area within five years of receipt, or is used for other purposes, the CIL Regulations give the Local Authority the power to recover those funds. This is to ensure that money is spent effectively to the benefit of the local community.
9. The Parish Council is required to produce a publicly available annual report on how much CIL money we have received and how much has been spent. This will include a list of all the projects funded through CIL and an itemised cost for each one.

How Winterborne St Martin Parish Council will allocate CIL

10. Councillors can request CIL funding using the form in the appendix. Councillors are requested to speak with the Clerk or other designated councillor prior to submitting the form for guidance and assistance.
11. Completed form will go through either the Budget, for recommendation to Full Council who will determine the application.
12. This process will be reviewed on an annual basis to consider its ongoing effectiveness for distributing CIL monies.

Date Policy agreed:

Date for review:

Appendix 1 – Annual CIL report

Winterborne St Martin Parish Council

Reporting Year 1 April
To 31st March ??

A	Total CIL income carried over from previous years
B	Total CIL income received (receipts)
C	Total CIL spent (expenditure)
D	Total CIL Repaid (following repayment notice)
E	Total CIL retained at year end (A + B – C – D)

CIL Expenditure Item / Purpose	Amount Spent
Vehicle activated speed sign located	
Extension to play area located	
Total Spent	

Signed: Clerk

Date:

Verified: Chairman

Date:

To be published on Parish Council website and a copy sent to Dorset District Council CIL Officer no later than 30th December following the reported year.

Appendix 2 – Winterborne St Martin Parish Council - CIL Neighbourhood Portion Bid Form

Applicant Details:	
Cllr name	
Project Details:	
Brief description of project:	
What area will be project cover?	

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What communities will benefit from the allocation?

Briefly describe how the scheme will support and benefit the development of your local area by funding either:

- a) the provision, improvement, replacement, operation or maintenance of infrastructure; or
- b) anything else that is concerned with addressing the demands that development places on an area:

Please confirm which of the Councils priorities this project contributes to:

- Improve the wellbeing of the people of Winterborne St. Martin.
- Manage the Council's assets and resources responsibly and transparently.
- Manage the Council's services effectively to meet the needs of the communities we serve.
- Work to become greener and cleaner in our activities as well as supporting our communities and partners to be as green as possible.
- Promote opportunities for economic success of the area.
- Strive for continuous improvement and service development.
- Work with partners to deliver our core values and strategy.

Community Support:

How do you know that the community want this? Please detail any consultation that has taken place or is needed.

Is this proposal supported by local Ward Councillors representing the area where the project will be located? If yes, please provide confirmation below:

In addition to any Ward Councillor support, please provide confirmation of other local community support for the project:

Project Cost (including VAT):

Total project cost	£
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What is the cost breakdown i.e. to show expected budget lines on salaries (plus employer national insurance and pension contributions), overheads, marketing, building works, maintenance, equipment hire, feasibility etc.

Total external funding secured:	£
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Total CIL funds sought:	£
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Delivery Details:

<p>If this is a new project, has a PID been agreed by the Council? Y/N</p> <p>If yes, please give details</p>
<p>If a PID has not been agreed by the Council, please confirm that you have contacted an officer to discuss and please detail any relevant information below e.g. who is preparing the PID and what timescales are involved.</p>
<p>Does this link to any existing Council projects? Y/N</p> <p>If yes, please give the details:</p>
<p>Additional Information:</p> <p>Please detail any additional information that you feel may be helpful to this application.</p>

Appendix G – Action tracker Update

Actions and progress arising from minutes – Red (on Agenda)

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 Completed	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 Completed	28/7 – 6.2
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	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 historical search east side plot of land leading to Wash Pool.	Clerk	Update July 2022 On going 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.	
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 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
Karen to draft an updated flood letter and to contact residence	KD	Update July 2022	

who reported sewage issue last November to provide evidence.		Draft letter attached August	
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 Obtaining quotes	28/7 – 16
Contact Brian Richards to set up a second meeting re Washing Pool stream	Clerk	August 2022 Obtaining quotes	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