

## **Winterborne St Martin Parish Council**

Dear Councillor

You are hereby summonsed to attend the **July** meeting of the Winterborne St Martin Parish Council to be held on Wednesday 23 July 2025 at 7pm, Magna Community Room.

Yours faithfully

Samantha Paulley, Clerk

**All are welcome to attend the meeting, please note the meeting will be recorded.**

Members of the public are invited to speak before the meeting commences, limited to 5 minutes per person.

1. Election of Chair
2. Apologies received
3. Declarations of Interest
4. Dorset Cllr report
5. Police report
6. Minutes of Winterborne St Martin Parish Council AGM held on Wednesday 4 June 2025
7. Minutes of Winterborne St Martin Parish Council May meeting on Wednesday 4 June 2025
8. Action points from last minutes
  - a) 77/2025 – Clerk to include item on next agenda to discuss approval of payments
  - b) 77b/2025 – Bankers to approve Insurance payment – COMPLETE
  - c) 77b/2025 – Memorial Hall Working Group to explore insurance options
  - d) 77c/2025 – Clerk to submit Exemption to external auditors - COMPLETE
  - e) 83/2025 – Clerk to send Cllr Marsh the Grounds Maintenance contract – COMPLETE
  - f) 88/2025 – Clerk to invite Wessex Internet to July's meeting - COMPLETE
  - g) 89/2025 – Cllr Nuttall to raise motion for June meeting regarding new bench
9. Finance
  - a) Approval of schedule of payments & bank reconciliation – confirm the payment approvals process to ensure it reflects the Standing Orders
  - b) Review of internal audit report
  - c) Discussion to determine system to be used for accounts –  
**MOTION:** To upgrade Scribe package to allow for additional users.  
Proposed: Cllr Fitzgerald Seconded: Cllr Pemberton
  - d) Determine the management of receipts/payments related to the Memorial Hall.
  - e) Garage Rental income
  - f) Purchase of new laptop
  - g) VAT update

10. Planning

a) Planning consultation

P/HOU/2025/03590 - West End House Road Past Blagdon Hill Martinstown - Proposed Extension and Alterations to West End House

b) Tree works – For Information

P/TRC/2025/03248 – Rylstone, Martinstown - T1 Sycamore - Fell

11. **Motion:** The Parish Council to sanction the purchase of a bench to replace the existing bench in front of the Church on the Green which commemorates Emily Reeves.

Proposed by Cllr Nuttall and seconded by Cllr Pemberton

12. Village Green sign renewal – Cllr Pemberton to lead on discussion

13. Beryl Bikes – Cllr Marsh to lead on discussion

14. Highways, ROW and SID

a) Dorset Council enquiry regarding the SID

15. Allotments

a) Request for strimming at plots

16. Flood, Stream and Riverbanks

17. Washpool

18. Grounds

19. V & V

20. Village Hall Trustee

21. Memorial Hall

22. DAPTC

Cllr Pemberton to give brief update on DAPTC committee meeting

23. Staffing Committee

**MOTION:** Approve the payment of the clerk's standard monthly hours and home working allowance via standing order or direct debit. Any additional hours will be approved at the subsequent meeting with a separate payment. If possible, set up HMRC as a direct debit; if not, pay monthly with one banker setting up and another approving.

All Agendas & Minutes can be viewed at [www.winterbornestmartin-pc.gov.uk](http://www.winterbornestmartin-pc.gov.uk)

Proposed by DH, seconded by JW.

**MOTION:** Authorise the clerk to spend up to £600 on a replacement laptop and necessary peripherals (mouse, case, etc.).

Proposed by DH, seconded by TM.

**MOTION:** List the dates of the next six months of meetings in the bus shelter and, if possible, the village shop. Include a note directing readers to the parish council website or to contact the clerk for an email to view the agenda or minutes.

Proposed by DH, seconded by JW.

If this motion is approved, the standing orders will need to be slightly altered at the August meeting to accommodate this change.

#### 24. External correspondence received

- a) Martinstown Cricket Club grant application - request for support from Parish Council – Cllr Fitzgerald

#### 25. Parish Matters

#### 26. Notice of next meeting

August Parish Council meeting to be held on Wednesday 27 August 2025, 7pm at Magna Community Room

Clerk to Winterborne St Martin Parish Council – 14 July 2025