

Minutes 29th September 2022

WINTERBORNE ST MARTIN PARISH COUNCIL

There were 9 members of the public present.

Councillors: Mark Pemberton (Chair) (MP), Karen Delafield (Vice chair) (KD), Dave Read (DR), Deborah Follett (DF), Andy Daw

Note: Richard Eversden (RE) arrived 7.20pm after item 29/9 -3

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

A moments silence was held to remember Queen Elizabeth II

A statement regarding an information request by Cllr Delafield was read out at her request and with the consent of Cllr Delafield.

Cllr Delafield made a request for information following an email from the Council disclosed to her by the Monitoring Officer. The matter of her having direct access to stored data was complicated by the Data Protection Act so our Proper Officer searched the computer and shared unredacted data with me in the strictest confidence. I investigated and found the following: In 2021 an "initial concern" was raised that Cllr Delafield was "deliberately undermining a competent worker by overloading and constant criticism". A search of records has found that this concern was discussed with the members of the Personnel Committee and having garnered some circumstantial support raised to the Chair, but there is no evidence that the concern was ever substantiated or progressed to a complaint".

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

None

Reports from Dorset Council Councillor and Police Liaison

Cllr Tarr:

Continuing efforts to get Dorset Council to accept their responsibility as riparian owners of part of the stream.

Plan to close the road to Hardys monument to allow pylons to be dismantled, notice of road closure issued.

Clandon Farm from Maiden Castle Bridle way resurfacing issues are being addressed. Bridle path surface will need 28 days to cure, and it should not be used. The Parish Council raised concerns over the length of time this is taking to complete and the impact on residents and bridle path users.

Police Liaison (PCSO):

Crimes Reported 01-08-2022 to 09-09-2022

05/09/2022 Burglary (Dwelling) Martinstown

Other issues/notices

Please continue to report any incidents or suspicious circumstances by either calling 101 or reporting online via the Dorset Police website on the "Contact Us" section.

Information and advice is also regularly posted on the Dorchester Police Facebook page and via DorsetAlert.

29/9 - 1 To receive and accept apologies and declarations of interest.

Apologies received from Cllr Usherwood and Cllr Tarr.

No declarations of interest.

29/9 – 2 To approve the draft minutes of the Parish Council meeting held on 25th August 2022. (A)

Approved 5/5

29/9 - 3 To discuss matters arising from the minutes not covered in this Agenda.

The issue of the state of Bollards through the village was raised as many are smashed or wonky and in further need of repair.

Action KD to send information to the Clerk. Clerk to notify Dorset Council.

Village green Carol service request was raised but is reported under 28.7 – 17

29/9 – 4 Co-option and election update

No valid nominations for the by-election were received and a Notice of Uncontested election has been issued.

A new Notice of Election will be issued, the Polling date for this will be 1st December with the nomination period being from the 27th of October to 4th November.

We have been approached by a new resident who wishes to be elected to the council.

There is still a place on the Parish Council open for co-option.

29/9 – 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 6/6

Concern was raised over the speed at which authorisation of payments were being made. Cllr Daw and Cllr Usherwood will let the Clerk know when the electronic payment has been authorised. The authorisation process will be monitored for a few more months to see if change is required.

29/9 – 6 Finance to note and approve.

**29/9 – 6.1 Quarterly Audit of Bank reconciliation and Scheduled payments.
(Verbal) DF**

Action DF to review after a search found the missing email with attached bank statements and cashbook.

29/9 – 6.2 Microsoft 365 update

A one-year subscription to Microsoft 365 has been purchased by the Clerk.

29/9 – 7 Parish Council Facebook page

Motion

The Council will close down its own FB page, which has little resident involvement, and rely on the Martinstown and the Valley FB page which has much wider FB reach. The statutory noticeboard, its own website and newsfeed will remain the primary communications channels. Proposed by KD seconded MP

Approved 6/6

Action Clerk to delete Facebook page

29/9 – 8 Archive page for minutes

Motion

I have a copy of a set of minutes, covering 1994-2005 recovered from the reading rooms and scanned in electronically. I propose setting up an archive page on the website and placing these historic minutes on the archive page. (Minutes from 2006-14 are mislaid or otherwise not available. Proposed KD, seconded MP

Approved 6/6

29/9 -9 Clerk advert and approved hours

Motion

To advertise for a new Parish Clerk for 25 working hours per month.

Proposed KD, Seconded MP

Note agreed to increase hours to 20 from 25.

Approved 6/6

Action KD to write advert

Concern was raised over the previous difficulty of attracting applications so alternative advertising routes will also be explored such as Indeed and the Dorset Echo.

Action KD with the help of the Clerk.

29/9 - 10 To approve the Draft Winterborne St Martin Parish Council Community Infrastructure Levy (CIL) Allocation Policy postponed from 25.8.22 (D)

Proposed MP, seconded DF

Approved 6/6

29/9 – 11 Planning

29/9 – 11.1 To discuss response to planning application

Application No:

P/LBC/2022/05128

Location:

Shepherds Cottage Weymouth Road
Martinstown Dorchester DT2 9JJ

Proposal:

Replace windows and doors

Supported 6/6

29/9 – 12 Washing Pool

To note update on Washing Pool quotes for repair (Verbal) AD

Stones have been placed on the bridge to stop cars diving over the bridge and loosening further stones.

Companies are unwilling to quote for a repair until we can provide further information on required materials etc as this is an historic structure. Dorset Council Team Lead for Historic buildings have yet to responded to Cllr Daw email.

Action AD to chase Dorset Council for a response to allow the Parish Council to draw up a specification for contractors to quote too.

29/9 – 13 Highways and Rights of Way

29/9 – 13.1 To receive/report any other highways issues, to included drainage cover review (Verbal) MU comments readout.

1) A request from Cllr MU regarding white lining on the corner down from McDonalds has been made. There has been no response to the request although they have resurfaced several hundred metres of roadway which was crumbling at the edges. It is hoped the white lining will follow. Action MU to monitor situation.

2) Sunken/damaged Manhole Covers through the village have been identified and reported to Highways. Action MU to follow up with Dorset Council.

29/9 – 13.2 SID Report and data-AD (verbal) AD

Average speed 34, Maximum 65 in August.

SID batteries need replacing at a cost of £82.50 for two.

Cost approved 5/6

Action: AD to purchase and claim back from the PC.

29/9 – 13.3 RoW update (Verbal) DR

Cycle track, concerns were raised over the time being taken to complete the work.

29/9 – 14 Flood and Riverbanks

29/9 – 14.1 To note Flood report KD

Report:

“Ground water levels have continued to fall through the summer, in the last month they have fallen a further 0.5m and are now 104m, an all-time low in my personal experience.

The South Winterborne has a barely discernible flow, in parts of the Abbas watercourse it was difficult to discern any water at all.

The residential water course is congested with weeds, particularly those rooted in the sandbanks which go the full width of the watercourse, see images in August report. The village exit channel along the Weymouth Road is also congested. The stream continues to have a muddy base rather than a traditional chalk stream base (as can be seen in the Upwey stream).

We are now 1 month into the ecologists recommended 2 month window for stream clearance activity.

Despite an offer of another site meeting from DC no more has been heard.

I understand Cllr Daw, as part of his ecology role in Green Martinstown, will be undertaking water chemical sampling.”

Sandbags

150 sandbags have been ordered from Coastal Risk Dorset Council to top up those already available.

Site 1 100 filled bags

Parish Reading Rooms, Main Street, Martinstown, DT2 9JN. Self-service site.

Site Two 50 filled bags

Brewers Arms Car Park, Burnside, Martinstown, DT2 9LB. Self-service site.

29/9 – 14.2 To review quotes obtained for stream clearing. DF

Motion

"I make a proposal that we accept the only tender received back from the three companies we approached, and we now proceed with the Winterborne Stream Clearance asap. The payment to be met with CIL money and the necessary paperwork for that undertaken" Proposed DF, Seconded RE

Amendment to part of the motion

'.....The payment to be met with CIL money....' to be replaced by '.....The payment to be met by the Parish Council'

Proposed DF, Seconded RE. Approved 5/6 1 abstain

The new motion

"I make a proposal that we accept the only tender received back from the three companies we approached, and we now proceed with the Winterborne Stream Clearance asap. The payment to be met by the Parish Council and the necessary

paperwork for that undertaken” Proposed DF, Seconded RE was approved 5/6 and 1 against.

Three companies were approached to tender for stream clearing. Two companies were unable to take on further work at this time and were unwilling to quote for next year given the current economic climate. The third tender from Jon Buddle was received.

Further to the voted motion and after much discussion, given the short window for stream clearing (by November) there was no time to seek further tenders and the contract was awarded to John Buddle for £2,200 for clearing the stream with hand tools and removal of debris from West House to the Reading Room and the Washing Pool stream. Action: Clerk to confirm contract with Jon Buddle.

29/9 – 16 To receive and note training updates Clerk

A new date for Cllr Eversden “New councillor training” will be arranged.

Action Clerk to contact DAPTC.

28.7 – 17 Village Green update (Verbal) DF

A request by the Lay Minister at St. Martin's Church, Martinstown, to hold a special 'service' on the Green on Saturday 3 December (if wet on the 4 December 2022) was approved by the council and a risk assessment for the event has been provided. Proposed DF, seconded MP. Approved 5/5

It was noted that Cllr DF would like to transfer the management of the village green bookings to Clerk. Clerk to draw up a flow chart for decision making re bookings of Village Green.

29/9 – 18 Allotment update DR/Clerk

Letters have gone out to Allotment holders along with new tenancy agreements for 2022-2023.

It was agreed that the owner of plots 2 and 4 will only pay one allotment fee for 2020-2023 regarding plot 4 will be counted as a 'clean-up year'.

29/9 -19 Reading room update (Verbal) MP

Cllr Pemberton has had a response from Trustee. Councillors requested that a follow up letter be sent by recorded delivery to all trustees outlining the Parish Councils concerns and to invite them to the next Parish Council meeting.

Action MP to send letter.

29/9 – 20 Neighbourhood plan update (See website for copy of the report) MP

Cllr Pemberton mentioned his report on the neighbourhood plan and asked councillors to consider it over the next month as a motion will be raised at the October Parish council Meeting.

29/9 - 21 Correspondence to be discussed and noted

29/9 – 21.1 MAGNA residence concerns update (verbal) Clerk

There has been no response to the letter sent on the 6.8.22

Action Clerk to follow up with MAGNA

29/9 - 22 To note Action tracker progress (E) Clerk

Noted

29/9 – 23 To consider urgent matters to report from members and items for the next meeting. To include an open forum 10 minutes.

Election of a Chairman

A member of the public asked for dates for stream clearing. To be confirmed.

**29/9 – 24 Date and venue of the next Parish Council meeting 27th October 2022
7pm Winterborne St Martin Church.**

The meeting closed at 9.20pm

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

Action Tracker Updated

| Action | Person/Group | Proposed completion date | Agenda Item number |
|--|--------------|---|-------------------------------|
| Ensure all policies are updated | Clerk | Postponed to December 2022 | 22-5-07 |
| Letter to MAGNA re residents' area and lighting issues | Clerk | August 2022 Letter sent - no reply as yet Chase response from MAGNA October | 28/7 – 12.5 29/9 -21.1 |
| 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 | Ongoing | 22/05-19 28/7 – 14 |

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|--|-----------|--|------------------------|
| | | | 25/8 – 17 29/9 – 20 |
| Investigate and report back on historical search east side plot of land leading to Wash Pool. | Clerk | Update July 2022 Ongoing - August form is with Land registry, September response insufficient map data will retry with new map details | 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. Completed. | 25/8 -15 |
| To speak to landowner to get approval for charges. | DR | August 2022 Still needs to be completed. | 28/7 – 6.3 |
| Send out Bills and new Tenancy agreement | Clerk | August 2022 Completed September 2022 | 28/7 – 6.3 |
| Advertise vacant plot on PC website and Facebook | KD and DF | August 2022 Completed. | 28/7 – 12.6 |
| | | | Now Closed |
| Clerk to review the grass cutting contract | Clerk | Update July 2022 Checked. | Now Closed |
| Speak to Jon Buddle re invoice | Clerk | August 2022 Email sent. September update invoice received and paid | |
| Clerk to remove Cllr Wiltshire from the signatories list and change contact address | Clerk | Update July Update August 2022 ongoing awaiting response from Lloyds September still awaiting change of address. New form to be submitted. On going | 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 On hold | |
| CIL – look at how CIL is managed and set up a suitable procedure. | Clerk | Postponed from August 2022 PC meeting | 28/7 – 5 Now Closed |

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| Report back on future projects CIL could be used to fund. | Parish Council | Look to approve CIL procedure and reporting in September PC meeting Agreed August 2022 and on going | 29/9 -10 |
| 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 Letters sent | 25/8 -11 Now closed |
| Get quotes for stream clearing | Clerk / DF | September 2022 Letters requesting quotes sent August 2022 Now closed | 25/8 -11 29/9 -14.2 |
| To lead on the issue of maintenance and pursue 'appropriate person' to provide information on repair of the Washing Pool before quotes for repair can be requested. Also, to look at options to block access across the bridge to prevent further damage. | AD | Update September 2022 Update October | 25/8 – 9 29/9 – 12 |
| Sunken drains in Martinstown need to be identified and looked at. Action MU to report to Dorset Council and ask them to do a survey. | MU | September 2022 Progress is being made and DC are looking at repairing sunken drain covers. MU to monitor. | 25/8 – 10.1 29/9 -13.1 |
| MP to speak to Steven Slade re trustees' response regarding the reading room. | MP | September 2022 Awaiting feedback from Trustees meeting | 25/8-16 |
| Send a response to Trustees regarding recent letter | MP | October | 29/9 -19 |
| To get feedback from the Green Group and Chesil Bank council regarding the neighborhood plan. | MP | MP to speak to lead after the 17 th of September | 25/8 -17 |
| Repair Information board | MU | Progress update October 2022 | 25/8 -18 |
| Need for a quarterly audit of the cashbook and bank reconciliations as per our financial regulations. | DF | September 2022 To be completed October | 25/8 - 6 29/9 – 6.1 |
| Advert for new Clerk | KD/Clerk | September | 25/8-21 Now Superseded by 29/9 – 9 |

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| Damage to Bollards | KD to send information to the Clerk. Clerk to notify Dorset Council | October | 29/9 -3 |
| Clerk advert Action KD to write advert Concern was raised over the previous difficulty of attracting applications so alternative advertising routes will also be explored such as Indeed and the Dorset Echo. | Action KD with the help of the Clerk. | | 29/9 -9 |
| White lines | MU to monitor | | 29/9 -13.1 |
| Stream Clearing | Clerk to contact Jon buddle and formally accept his quote | | 29/9 -14.2 |
| Training Re arrange training session | Clerk to contact DAPTC | | 29/9 -16 |
| Reading Room follow up letter | PM | | 29/9 -19 |
| Sid Batteries to be purchased | AD | | 29/9 -13.2 |
| Delete the PC Facebook page | Clerk | | 29/9 -7 |