

**Minutes of the Parish Council meeting held on  
Wednesday 28<sup>th</sup> April 2021 7pm via Zoom**

**Councillors Present:**A Daw (AD) (*Chairman*)

D Follett (DF)

D Wiltshire (DW) (*Vice Chairman*)

P Jeffery (PJ)

A Bennett (AB)

K Delafield (KD)

M Usherwood (MU)

D Read (DR)

M Harding (Clerk)

4 members of the public

Cllr Wiltshire opened the meeting and zoom rules were read out

**21/04-1 To elect the Chairman of the Council for 2021-22 and sign the Acceptance of Office**

Andy Daw was nominated as Chair by DW and seconded by DR no other nominations -motion carried  
AD took the Chair and thanked Debbie for all she has done for the Council as chair over the last year especially during these difficult times.

**21/04-2 To elect the Vice Chairman of the Council 2021-22 and sign Acceptance of Office**

Debbie Wiltshire was nominated by DR and seconded AB -5 votes For, 2 votes against, motion carried

**21/04-3 To receive any apologies for absence-** apologies received from N Hallett as he is unable to

attend virtual meetings, given the next meeting is after the 6-month rule a request for a dispensation was made until the next PC meeting is arranged, DW proposed this given that when Covid rules allowed he did attend with assistance from another Cllr. KD commented on Cllr Hallett's previous attendance, it was explained this was due to being unwell. The proposal from DW was accepted and AD will speak with NH prior to the next meeting. Cllr Roland Tarr (Dorset Council Ward member) was also absent.

**21/04-4 To receive declarations of interest and grants of dispensation-** none.**21/04-5 To approve the minutes of the Parish Council meeting held on 24<sup>th</sup> March '21**

Proposed KD

Seconded MU

PJ abstained from voting as he only attended at the start of the meeting.

**21/04-6 Matters arising from the minutes for info only**

AD requested an update on the verges, it was noted that the weather has not been good, so the project has been put off to the autumn for Martinstown.

AD also asked for an update on the Wessex water correspondence regarding the sewerage systems, no reply has been received yet from Wessex Water or the other parties written to.

**21/04-7 To receive the Chairman's report for 2020-21-** the report was made available to Cllrs and on the website.**21/04-8 Democratic forum 15 minutes** – this commenced at 7.15pm- none

- i. Hamper Draw- this was carried out by the Clerk using a number generator on a mobile phone. AB had all the sheets, no 90 was drawn belonging to Jemma Pascal, arrangements will be made to officially hand over of the Hamper and take some photos for the village news, Facebook and National Grid project. The draw raised £352.00 so this money will be paid to the Martinstown Cubs and Beavers, it is hoped to also have a photo with the groups. Thanks were given to Karen Barrett for selling the numbers in the shop, considering the pandemic, this made quite a difference to the sale of the tickets.

**21/04-9 To reaffirm the policies and procedures-**

Comments had been received on the various policies; the list of policies were circulated with dates of review. Updated version to be placed on the PC website

Policy changes for noting or updating:

Communications and social media policy- updated to include *“Members should exercise caution in the use of Social Networks (Facebook, LinkedIn), Media Sharing Networks (Instagram, Snapchat, YouTube, Facebook Live, Vimeo) Discussion & Chat Forums (Reddit, Teams, Instant Messenger, SKYPE, Quora) Microblogging (Twitter, Tumblr) and zoom.”* Removing email

Complaint’s procedure- KD noted there were 2 versions and only one had been updated, KD to supply the version she noted as missing. Otherwise updated. Second policy to be reviewed at a future meeting.

GDPR policies and procedures – agreed in 2018 to also include a new policy for a Data Breach, some typos updated on the consent form, all were agreed

The approve the above amendments and the reaffirming all other policies in place including the Financial regulations and Standing orders. (Except those voted on separately below)

Proposed DW

Seconded PJ

Scheme of delegation- a new policy to assist with the decision making, given the Council can no longer meet virtually after the 6<sup>th</sup> May or meet safely face to face until 21<sup>st</sup> June. Should a decision be required on any item, Cllrs comments would be collated, and the decision made would be dealt with by the Clerk as proper officer, the item would be reported to full council at the next full PC meeting. This was presented on advice from DAPTC. This would be in place for 6 months and then reviewed. Most Cllrs agreed some were unsure it was necessary.

Proposed DW

Seconded AB

6 votes FOR 2 votes AGAINST, motion carried

**21/04-10 To reaffirm that WSMPC is eligible to use the General Power of Competence**

To reaffirm the Council is eligible to use the General Power of Competence, eligibility for the power is a qualified Clerk and 80% of Cllrs have stood for election, therefore the PC is eligible. This power enables the PC to carry out functions that an individual can do assuming it does not break any laws.

Proposed KD

Seconded MU

**21/04-11 To appoint, reaffirm the area reps/committee members**

Cllr Delafield commented at this point, that following on from the Code of conduct she submitted against DW & MU, the MO had responded to her with the comments from the independent assessor and had noted in his report that the Staffing (was Personnel) committee hadn't acted in a proper way by not providing minutes etc. for the letter which was sent out, and if the personnel committee needs restructuring in the light of that information, so there are no issues in the future. MU commented that he had not had a report from the MO or IA on the Code of Conduct complaint and therefore could not comment.

The Clerk had received an email from the MO which was copied to DW and MU as named in the complaint, in which he referred to the lengthy complaint sent by KD which had been sent to an independent person. He had concluded that a formal investigation under the code of conduct would not serve any useful purpose. The MO had written to KD and confirmed that he would not be taking any further action. KD will forward the report she had received from the MO and IA to Cllrs for consideration at a future meeting if required.

AD commented that receiving emails on the day of the meeting need to be defined as to when they can be considered, as members may not have had time to read them and are then unable to comment.

The following roles and responsibilities were updated for the coming year:

Staffing Committee- DW, AB and MU

DAPTC- DW, MU, KD

SID rep- DW

Website- AD

Flood Reps- KD, DF

RoW rep- AB

Winterborne Community Fund- PJ, KD

Wastewatch- AD, DR, MU, PJ

Village Hall rep- PJ

Green Group- AD

Phone Box Group-AD

Budget Group is a working group made up of the Chair, Vice and Clerk who report recommendations to the full Council on an annual basis.

**21/04-12 Finance**

**i. To consider the finance report of payments and receipts for April**

Payee	Detail	Amount
<b>Payments</b>		
DAPTC	Training	£10.00
M Harding	Salary/Exp	£239.80
HMRC	PAYE	£121.60
Ian Wigglesworth	Internal Audit	£50.00
Scribe	Accounting software	£172.80
Martinstown Cub Scouts	Hamper Draw donation	£352.00
Zurich Insurance	Annual insurance	£476.17
<b>Receipts</b>		
Dorset Council	CIL	£12184.13
Dorset Council	Precept	£4350.00
Cash	Hamper Draw	£352.00

All payments were made in line with internal controls. Bank balances as of 30<sup>th</sup> April '21 £28361.75

Proposed DW

Seconded PJ

**ii. To approve the Annual Insurance for 2021-22**

The Parish Council is in a 3-year LTA with Zurich until 2023, which is due for renewal in June 2021.

Premium is £476.17 as included in the list of payments approved for payment

Proposed PJ

Seconded AB

**iii. To approve the certificate of exemption 2020-21-** PJ commented that with the CIL money coming in this year it may mean the PC will have to have an external audit in 2021-22 this would be at a cost.

Proposed AB

Seconded DF

**iv. To approve section 1 of the Annual Audit 2020-21**

Proposed DW

Seconded DR

**v. To approve section 2 of the Annual Audit 2020-21**

Proposed KD

Seconded AB

**21/04-13 Planning Consultations-**

**i. To consider any planning applications – none in circulation**

**ii. To consider any other planning/enforcement or ongoing issues-**

Wessex water correspondence had already been mentioned, PJ commented that he is concerned and worried and KD agreed to this. Clerk was asked to circulate the letter that was sent to WW.

AD commented that the PC needs to be keeping the pressure on with the situation. MU raised concerns that the environment agency is not making any comment on the lack of response from WW. DR raised concerns about the water issues in Winterbourne Abbas and Steepleton and that these issues impact on Martinstown. KD commented on the number of applications being considered and those already passed could be in the region of 100 new properties in total within the 3 parishes. The Council proposed to oppose any future planning applications for new homes until the sewerage issues have been solved.

Proposed PJ

Seconded MU

7 votes FOR, 1 AGAINST

DW commented that this is not a planning material consideration, but it is appropriate to make comments on this basis at the time an application comes to the PC for comment. It was suggested that the PC could ask for this be added as a condition of any new applications.

**21/04-14 Highways:**

**i. To receive the April SID results-**

**Total number of speed readings taken =  
134,606**

>30mph = 44,597

>40mph = 3,145

>50mph = 171

**Average Recorded Speed = 34mph**

**Top recorded speeds:**

**74 mph (18/03/2021 18:55)**

69 mph (05/04/2021 03:38)

69 mph (14/04/2021 21:40)

68 mph (16/04/2021 09:56)

67 mph (23/04/2021 21:35)

64 mph (14/03/2021 18:27)

*n.b.*

*Number of speed readings does not equal number of vehicles.*

*Slower moving vehicles record more speed measurements than faster moving vehicles.*

*A vehicle travelling at 30mph will record 3 or 4 measurements, vs a vehicle moving at 50mph would only record a single measurement.*

**ii. Highways issues-to receive the village gateways report for information**

Deferred to next meeting, KD to supply a paper, looking at more and softer option, this will also require highways input. KD to contact highways for a site visit to discuss options to include the Clerk in correspondence.

**iii. RoW and Footpaths: to receive a report**

AB reported no specific complaints but issues of dog poo and litter. There are poo bags left around the village for people to use but would like dog owners to always take their own poo bags with them as the ones in the village were meant for emergencies. It was suggested that this was something the PC could assist with. A small sum of money would be granted to purchase the dog poo bags.

Proposed MU

Seconded DW

(PJ offered to donate the poo bags)

**21/04-15 To consider all correspondence received for decision, consultation, and information -Items for noting:** The Clerk had previously circulated the list of correspondence items.

Items discussed:

- i.** Virtual meetings will not be extended past 6<sup>th</sup> may 2021
- ii.** DAPTC survey- DW offered to carry out the online survey on behalf of the Council.
- iii.** Code of Conduct to be released later this year with training from DAPTC.
- iv.** Code of conduct complaint made by a Cllr against 2 Cllrs was referred to an independent person and it was concluded that a formal investigation under the code of conduct would not serve any useful purpose- no further action. KD requested a copy of the email received by the Clerk.
- v.** CIL monies received as noted in the payments and receipts- expenditure to be decided at a future meeting in consultation with the community.
- vi.** Great British Spring Clean- AB commented on the large amount of litter around the village, would the PC consider having bags, litter pickers and gloves for people in the village to borrow/use the

items to carry out a litter pick and put any collected in the bins in the village, making it a community project. PJ suggested an organised community event. This was a previously carried out with a risk assessment as there may be issues of safety collecting litter on the road towards Mallards Green. A proposal to purchase 4 tester trial litter pickers, gloves and bin liners to be placed in a central area of the village, possibly the telephone box, for the community to use and return, to collect litter as they walk around the village. This would be advertised in the shop, village magazine, Facebook, website, and notice boards. DF suggested that the Cubs and beavers could earn a badge by assisting.

Proposed AB                      Seconded by KD                      AB to purchase the items and be reimbursed

- vii. Emails from Chris Loder requesting information- MU commented that he hasn't had responses from the MP for 6 months on items he has raised on behalf of the village.

**21/04-16      Parish Council Property/responsibility reports:** Allotments are doing well. There is one allotment still vacant but there is a load of topsoil on it which was delivered for free.

**21/04-17      To receive reports from:**

- i. **Village Hall** – phased reopening, Cub scouts and beavers are returning soon, Wiglets have started.
- ii. **Winterbourne Community Fund (was the Blanchard Trust)**- some new applications during lockdown.
- iii. **Waste watch representatives**- none.
- iv. **Flood Rep report**- Not much going on with the stream, water levels are low, the cleaning of the washpool is to be carried out.
- v. **PCSO**- DW commented that door to door enquiries were had been carried out following a report of criminal damage to trees in the Manor House which made them dangerous. This was possibly due to the issues of the crows.
- vi. **Green Group**- A meeting was held the day of the PC meeting, KD reported that the nature group are looking to plant wild bulbs on the area by the bus stop and Blagdon Close, the owner is happy, this would be on PC leased land, DW commented that when the countryside ranger walked through the village he also noted he had spare seed to plant in the area outside Blagdon Close, KD commented that it would be native wild bulbs, it was suggested that the countryside ranger is involved in the discussions. MU commented on the survey that the Green group had carried out and the discussions of holding a village survey by the PC with a view to considering the CIL money expenditure and other wishes of the village as this has not yet been carried out. DW commented that it was delayed as we didn't have an Annual Parish Assembly last year due to covid, this would be a good idea for the APA when it is possible to be held. Cllrs commented that it is essential to have a village survey before the PC consider spending any of the CIL money. Chair and Clerk to discuss a potential survey going forward.

The proposal was agreed that Green group talk to the countryside ranger about Blagdon close areas.                      Proposed KD                      Seconded MU

KD also commented that the group have been trying to find out if they could install a solar farm on DC land, but this is now being allocated to potential housing in the village.

**21/04-18      To consider dates, times, and venues of the PC meetings for the coming year**

The PC could use the village hall on either a Monday or a Thursday but not until 8pm.

The Parish Office/Reading Room is too small currently, but it is believed there is no longer any furniture in the room.

Some Councillors raised concerns about meeting face to face, the Church was suggested but there are no toilet facilities.

It was suggested that meetings could be held outside on the Green. This would need to be after 6pm but the noise of traffic and unpredictable weather may be an issue.

Given the constraints the Council agreed not to hold a meeting in May.

The Pub was suggested when closed. Ashton Barn was also suggested as it is large space. Or possibly the cricket pavilion. Chair and Clerk to investigate suitable venues. DR to speak to the owner of Ashton Barn as a potential meeting place.

The next meeting to be held on Thursday 24<sup>th</sup> June, venue to be confirmed.

**21/04-19 Democratic forum 15 minutes –None**

Meeting closed 9.00pm