

Agenda 29th September 2022

WINTERBORNE ST MARTIN PARISH COUNCIL

Thursday 29th September 2022 -at 7.00pm- at Winterborne St Martin Church

Call for councillors to attend the September 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

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

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

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

29/9 – 4 Co-option and election update

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)

29/9 – 6 Finance to note and approve.

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

29/9 – 6.2 Microsoft 365 update

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

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

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

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

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

29/9 – 12 Washing Pool

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

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

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

29/9 – 13.3 RoW update (Verbal) DR

29/9 – 14 Flood and Riverbanks

29/9 – 14.1 To note Flood report (Report to follow) KD

29/9 – 14.2 To review quotes obtained for stream clearing. (Quote to follow) 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

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

28.7 – 17 Village Green update (Verbal) DF

29/9 – 18 Allotment update DR/Clerk

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

29/9 – 20 Neighbourhood plan update (Separate paper to follow) MP

29/9 - 21 Correspondence to be discussed and noted

29/9 – 23.1 MAGNA residence concerns update (verbal) Clerk

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

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

**29/9 – 24 Date and venue of the next Parish Council meeting 27th October 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 A - Draft Minutes of the Parish council meeting

Draft Minutes 25th August 2022

WINTERBORNE ST MARTIN PARISH COUNCIL

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

There were 8 members of the public present.

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

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

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

Burial ground grass cutting concern raised over the council's motion regarding the consider to contribution to the burial ground grass cutting. Question raised over how many were in favour or not in the Parish Councils motion – see 25/8 – 7 for further information.

Flood Volunteer Group stream clearing. Does the Parish Council have a plan to coordinate stream clearing re Dorset Council and Riparian owners. We have put notices out to tender to look at costs, but no decision has been made that the Parish Council will cover these costs. Concern raised over short window to clear stream 1st September to 31st October. DC are admitting they are responsible for part of the stream clearing for the plot of land they own but no clear answer regarding them taking responsible for roadside bank clearing. However, this issue is still under discussion by Dorset Council. But are still looking at how to fund it and what they are willing to undertake. See 25/8 -11 for further information.

Reports from Dorset Council Councillor and Police Liaison

Cllr. Tar reported on:

- Monkeys Jump/McDonald's - Dorset Council currently has no funds to do further work but hopefully when the new roundabout (not imminent) at Monkeys Jump is looked at funding can be found to finish the work to stop roadside parking at the entrance to McDonald's.
- Cycle Way Dorchester to Maiden Newton is now clear and in operation.
- 6th to 8th of September- work to be completed at Winterborne St Martin section of the cycle path, section going up to Clandon Farm.

- Bincomb PC may approach the parish council re pollution issues they are looking at downstream. Cllr Tar asked the Parish Council to include him if Bincombe PC do request a meeting.
- Pool Harbour pollution issue – the environmental agency has notified planning at Dorchester Council to put a hold on approving any planning application for this area.

Cllr Tar then left the meeting.

25/8 - 1 To receive and accept apologies and declarations of interest.

No apologies or 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)

Approved 7/7

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

Question was asked regarding the timescale to deal with information request and SAR request raised at the last meeting. At this time the Parish Council email and documented records have been searched and contact has been made with requester one to the Parish Councils' findings. Requester two search of Parish Councils emails etc is ongoing. If necessary, Councillors will be asked for further information's and search terms will be provided. It was noted by the chairman that this was a very complicated area, to balance a freedom of information/SAR request along side the need to keep information confidential and protect an individual's data protection rights.

25/8 – 4 Co-option and election update

Adverts have been placed for co-option of a councillor on the Parish Council noticeboard Facebook and website.

Notice of election for one councillor is placed on the Parish Council website and Parish Council noticeboard.

Any potential new councillors would be directed to firstly fill the vacancies for councillor by election and then co-option.

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)

The Clerk also gave a breakdown of reserve and ring-fenced money. To summarise the accounts, we have £32,760.68 of which £16950.35 is ringfenced CIL money. Leaving £15,810.33 of which £6000 is ringfenced special funds. This leaves £9,810.33 as the general fund. As reported in the 2022 audit.

Approved 7/7

25/8 – 6 Finance to note and approve.

Commented [AA1]: Somewhere in Finance I raised my concern about the cash and Bank checks that I think KD agreed to follow up?

Cllr Mu raised the need for a quarterly audit of the cashbook and bank reconciliations as per our financial regulations.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council The Council.

Cllr DF agreed to audit them with help from the Clerk.

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.**

Noted

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.

Approved 7/7 Clerk asked to look at setting up a direct debit via the Winterborne St. Martin bank account.

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.

Voted 7/7 to remain in the SAAA central external auditor appointment period for the next 5 years.

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	20022093306	8,193.65		

	CIL/WD/18/73	2002093306	3,990.48		
			Total 12,184.13		
21.4.22	CIL/WD/20/127	2002302495	4,766.22		
Total			16,950.52		

Noted

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

I proposed the motion "that the Council is minded to financially support the Church in maintaining the Parish* Burial Ground" so feel it fair that I open the debate. I would first like to establish my position: I am not a member of this or any other church and would describe myself as areligious or even agnostic. But I have found solace in religion in my time, particularly when deployed on operations, and even now welcome the, and particularly our, Church's lead at times such as the loss of friends, and most poignantly on Remembrance Sunday.

So, my proposition is not based on any innate belief but because we had received a reasonable request for financial support, and because I knew that providing it would be contentious. I therefore felt that the Council's response would best be debated and decided upon openly and a voted motion appeared to be the best way of achieving this.

The contention has its basis in law, but also on whether any such use of our public funds is appropriate. The Law is at best confused, with an act of 1894 clearly against, and the act of 1972 offering some opportunity, opportunity which has been taken up by neighbouring parish councils, and other parish councils across the county and indeed country. The NALC advisory note, released in 2018, clearly leans against provision of such support but includes two important statements:

"the Government's current view on the legal issues is that there is no need for any further legislation as they believe the 1894 Act restrictions do not override the provisions in later Acts of Parliament"

Which gives me room to believe that in this instance the 72 Act does in fact outweigh that of 1894.

"Whilst there is no consensus on this issue, a council that considers making a payment in these circumstances needs to consider whether it is prudent to take a course of action that it cannot be certain is legally valid"

I consider that this debate and subsequent vote more than meets the requirement of "considering" our actions.

In terms of whether support to our Parish Burial Ground is appropriate use of our public funds, LGA 72 Section 214 (6) states: *A burial authority (which we are) may contribute towards any expenses incurred by any other person in providing or maintaining a cemetery in which the inhabitants of the*

authority's area may be buried. Additionally the Church have confirmed that the Burial Ground is, under common law open to all: *Residents, people with their name on the electoral roll of a parish and those who die in a parish have a right of burial in the churchyard provided there is room.* Indeed, our burial ground contains people of different religions and none.

In more general context I consider the Church, and its burial ground, to be an important part of our village and Parish, a backdrop to some maybe, but at the heart of the community to others. It is historically and culturally significant, provides a resource for the community, particularly at times of celebration and loss, and is even made available for us to debate items like this in. It is in this context that I move the motion.

Finally, in terms of the motion I chose the word "minded" carefully as it does not commit us to immediate action but gives us room to further explore or even take legal advice whilst providing a clear statement of intent. Indeed, the * which appears on the Agenda was linked to a footnote which precisely described this.

There is no material proposition re cost at this time, it is a motion on a point of principle only at this time.

Vote on the motion: 6 in support, 1 against.

25/8 - 8 Village Survey (verbal)

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

Voted to support 6 abstain 1

25/8 – 9 Washing Pool (Verbal)

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.

(Note name amended to Washing Pool from Sheep Dip)

It was agreed that the council would take on maintenance of the Washing Pool until ownership can be determined.

Voted to support 6 abstain 1

Action Cllr AD to lead on the issue of maintenance issue and pursue 'appropriate person' to provide information re appropriate repair of the Washing Pool before quotes for repair costs. Also to look at options to block access across the bridge to prevent further damage.

25/8 – 10 Highways and Rights of Way

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

Dorset council, markings are now down the road as far as Clandon Farm to possibly repair the edging.

A lot of sunken drains that need to be looked at. Action MU to report to Dorset council and ask them to do a survey

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

Postponed

25/8 – 10.3 RoW report (Verbal) DR

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

No change on previous report. No consensus reached by residents of way forward.

Discussion regarding self help re road surfacing, which will need to be cleared by Dave Ackerley.

No decision to progress this issue was made. If any councillor wishes to progress this, then a motion should be tabled at the September meeting.

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

Noted

Location: The bollards are located by the allotments to the north side of the B3159 (Burnside road) opposite to the turning to Hardys monument.

25/8 – 11 Flood and Riverbanks

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

Sent to councillors. No real change since last month.

Concern raised of the state of the stream east of the pump house. Action KD to draft a letter and Clerk to send letters to 3 Riparian farmers reminding them to clear the stream.

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

Approved, subject to chairman's amendments.

25/8 – 11.3 Washing Pool follow up meeting with Brian Richards – update

Email response

It was agreed with the previous Clerk that further intervention is not required from my team; the issue of upstream modifications to watercourse flow have successfully been dealt with to our satisfaction.

The issue that you raise is a more generalised farming practice issue and would be better investigated by the Environment Agency as a potential pollution issue. I have copied in my contacts at the EA and the Farming and Wildlife Advisory Group to see what they can offer.

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.

Cllr DF drafted a letter for the Clerk to send out to obtain quotes for stream clearing. A motion will be raised at the September meeting once quotes are obtained.

It was agreed in principle that the Parish Council will pay for clearing of vegetation from the banks.

Additional - Meeting with Andy Probate confirmed he is happy with the bank repair on Mr Kings land.

25/8 – 12 Planning

25/8 - 12.1 Discuss PC Standing statement MP

Councillors to consider further generic statements to be adopted by the Parish Council.

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

Cllr. RE New councillor training to be set up with DAPTC.

28.7 – 14 Village Green update (Verbal) DF

Nothing to report

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

There were two people that have put their name on a waiting list for the allotment plot 1 The plot has been given to the first person on the waiting list and a contract will follow.

DR and Clerk to finalise letter and renewal contract for the Allotments.

It was noted that there may be a need for further allotments if other people show interest. The Parish Council will look to see if there are any other possible locations in the village or nearby that may be suitable.

Confirmed £25 per year starting in October 2022, lease to state the tenancy roles over year to year.

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

The chair has contacted the trust members of the reading room to look at a way forward to establishing the ownership of the building and to ensure that it is maintained for the good of the people of Winterborne St Martin. Still ongoing
Action MP to speak to Stephen Slade re trustees' response.

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

Cllr MP has written to the Green Group, and it will be discussed at the upcoming meeting and MP to speak to a councillor at Chesil Bank - On going.

25/8 – 18 Information boards (Verbal) MU

Proposal from MU was agreed and a budget of up to £200 was approved 7/7

Proposal to spend up to £200 on the refurbishing the Village Green Information board. This was a budget item from a couple of years ago which was put on hold.

Proposed Cllr MU, Seconded Cllr KD Voted to support 7/7

25/8 - 19 To approve the Draft Winterborne St Martin Parish Council Community Infrastructure Levy (CIL) Allocation Policy (F)

Postponed to the September meeting.

25/8 - 20 Correspondence to be discussed and noted

25/8 – 20.1 Biodiversity enhancements update

Postponed due to time

25/8 – 20.2 MAGNA residence concerns

Postponed as no response yet from Magna following the letter sent by the Clerk.

25/8 - 20.3 Drain cover update

Reported to DC Dorset Highways Report - Enquiry 1198643

Drainage cover has been marked up for repair. However other drainage covers have been reported as needing attention. This is to be followed up at the next September Parish Council meeting. See action from 25/8 -10.1 Cllr MU

25/8 – 20.4 Garage roof repair update

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

Postponed as no response yet from the three companies approached re roof repair
However, it appears that a temporary repair has been undertaken at this time.

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

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

Three companies have been approached by the Clerk to look at the repair of Washing Pool tunnel roof. Companies have had a preliminary look

Cllr AD to lead on this issue see 25/8 -9

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

Postponed as no response yet from Dorset council
“Your report has been sent to the relevant team. Unfortunately, we are not able to reply to all correspondence directly, but each report is reviewed by a Dorset Waste officer and action will be taken as soon as possible where it is required.”

25/8 - 21 Clerks Position

The Clerk has resigned from her position on the 7th august. The Clerk has agreed to stay on until a suitable replacement can be found.
Action KD and Clerk to prepare an advert for the position of Clerk.

25/8 - 22 Action tracker progress

Noted

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

None

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

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

Appendix B - Bank reconciliation

Winterborne St Martin Parish Council

Bank Reconciliation (£)

(Red amended date errors corrected at the 27.10.22 Parish Council meeting)

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

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

	Bank reconciliation to 5.9.22		22,282.24
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	Cash in hand 5.8.22		22,759.94
	ADD Receipts 5.8.22 to 5.9.22		0.00
	SUBTRACT Payments 5.8.22 to 5.9.22		477.70
	Cash in hand 5.8.22 (as per cash book)		22,282.24
B	Cash in hand per bank statements		
	Petty cash 5.8.22	0.00	
	Instant access Lloyds reserve 9.9.22	10,001.16	
	Lloyds Bank 5.9.22	22,282.24	
	Adjusted bank balance 5.8.22		32,283.40

Appendix C - Scheduled payments 12th July 2022 to 29.9.22

Presented Payments:

Date	Description	Type	Money (£) in	Amount (£) Out
5.8.22	Clerk Wages 27 th July to 26 th August 2022			477.70

Unpresented payments:

DAPTC		49.00	Training Inv 0974 Cllr. Pemberton
J Buddle		200.00	Grass cutting

Appendix D – 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?	

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:	
<input type="checkbox"/> Improve the wellbeing of the people of Winterborne St. Martin. <input type="checkbox"/> Manage the Council's assets and resources responsibly and transparently. <input type="checkbox"/> Manage the Council's services effectively to meet the needs of the communities we serve. <input type="checkbox"/> Work to become greener and cleaner in our activities as well as supporting our communities and partners to be as green as possible. <input type="checkbox"/> Promote opportunities for economic success of the area. <input type="checkbox"/> Strive for continuous improvement and service development. <input type="checkbox"/> 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	£
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:	£
Total CIL funds sought:	£
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 E – Action tracker Update

Action Tracker Updated

Blue – actions to be discussed at the 29.9.22 PC meeting

Action	Person/Group	Proposed completion date	Agenda Item number
Ensure all policies are updated	Clerk	Postponed to October 2022	22-5-07
Letter to Magna re residents' area and lighting issues	Clerk	August 2022 Sent - no reply as yet	28/7 – 12.5
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

			25/8 - 17
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	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.	25/8 -15
To speak to landowner to get approval for charges.	DR	August 2022	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
Clerk to review the grass cutting contract	Clerk	Update July 2022 Checked.	
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.	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	
CIL – look at how CIL is managed and set up a suitable procedure.	Clerk	Postponed from August 2022 PC meeting Look to approve CIL procedure and reporting at in September PC meeting	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	Cllr. Tarr	Ongoing	

to Dorset Councils move to 20mph through villages			
Send letters to riparian farm owners re stream clearing	Clerk/KD	September 2022 Letters sent	25/8 -11
Get quotes for stream clearing	Clerk / DF	September 2022 Letters requesting quotes sent August 2022	25/8 -11
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	25/8 - 9
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	25/8 – 10.1
MP to speak to Steven Slade re trustees' response regarding the reading room.	MP	September 2022 Awaiting feedback from Trustees meeting	25/8-16
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 September 2022	25/8 -18
Need for a quarterly audit of the cashbook and bank reconciliations as per our financial regulations.	DF	September 2022 Now completed	25/8 - 6
Advert for new Clerk	KD/Clerk	September	25/8-21