

WINTERBORNE ST MARTIN PARISH COUNCIL

28th September 2023 - 7.00pm at St Martin's Church

*Summons for councillors to attend the Parish Council meeting.
The Public and Press are cordially invited to attend. Note: The meeting will
be recorded*

AGENDA

Preliminaries:

Public period for comments on issues on the agenda – 5 minutes per speaker

Report from Dorset Council Councillor – Nothing received by clerk.

Report from Police Liaison - *No reported crimes or incidents.*

24/8 - 1 To receive apologies for absence.

24/8 – 2 To receive declarations of personal and pecuniary interests or grants of dispensation.

24/8 - 3 To approve the minutes of the Parish Council meeting held on
27/07/2023 (amended) and
of 24/08/23.

24/8 – 4 Matters arising from the minutes that are not covered on this Agenda.

24/8 – 5 Responsibilities:

To seek volunteers for: Vice Chair and Highways.

24/8 – 6 Motion: that the Council Forms a Budget Group with ToR as attached to August's Agenda.
proposed MP Seconded AD.

24/8 – 7 Motion (subsequent to the above being approved): that the Council appoints DH (Volunteer) or another Councillor to the Budget Group. *Note: May not be necessary if there is a volunteer for Vice Chair and they are approved.*

24/8 - 8 Staffing Committee

To note that the Staffing Committee has elected Cllr Daw as Chair

To note that the Staffing Committee has reviewed it's ToR and found them fit for purpose.

At this point it is likely that the Chair will propose that due to the confidential nature of the business to be transacted that the press and public are excluded from the meeting under s.1(2) of the Public Bodies (Admissions to Meetings) Act 1960.

To consider the Staffing Committee report and any resulting actions.

24/8 – 9 Finance: -

- 9.1 To approve the schedule of payments and bank reconciliation. (attached)
- 9.2 To approve the first quarterly financial statement. (submitted at the August Meeting and on website)
- 9.3 **Motion:** that the Council agrees the expenditure of up to £500 (to note that £50 is committed at Chair's risk) to take advice from Worknest HR. **Proposed MP seconded DH**
- 9.4 Scribe Accounting / Finance Package – Deferred to February 2024
- 9.5 To discuss reappointing our Internal Auditor to include an interim Audit. Proposed MP
- 9.6 Tender information on Clerk's payroll administration and proposal to accept one of these.

Clerk advises that other accounting firms had been contacted locally but had either not replied or have advised they are not interested. Clerk suggests and confirms that Dawson Services has offered an extremely good value for money package and would recommend this be implemented.

- 9.7 Hugo Fox Website contract proposal to accept new contract as attached.

Clerk recommends that the best option is to continue with Hugo Fox on the basic package (see attached).

24/8 – 10 Active Planning Consultations.

- 10.1 P/LBC/2023/05066 - Replacement of front elevation windows and rear stable door.

Location: Westward Ho, Main Street

- 10.2 P/TRT/2023/05149 – For information only. Ash – Fell

Location: The Old Vicarage, Main Street

- 10.3 P/FUL/2023/00017 Erect agricultural building for the use as farm machinery workshop and the storage of farm machinery and straw. Demolish existing building

Location: Land and Buildings know as Manor Farm

- 10.4 P/FUL/2023/02833 Proposed new agricultural access

Location: Limbury Weymouth Road

24/8 – 11 Reading Room / Memorial Hall

Motion to accept the resignation of the trustees of the Reading room, and to sign and return the document to their solicitor so that we are then in possession of all papers relating to the reading room as required by our solicitor.

Proposed DR

Further updates from Working Group: DR, DH

24/8 – 12 Village Hall

To consider whether the Council wishes to nominate a Trustee for the and if it does to seek and confirm the nominee.

24/8 -13 Grounds Contract Update AD

13.1 Bus Stop at Mallards Green

13.2 flexibility in the contract - considering contractor declined to cut amongst the graves for H&S reasons.

24/8 14 Clerks Mailbox Account

MP

24/8 15 To receive report from Clerk on outstanding matters:

15.1 Access to one-drive -***Clerk advises that the laptop and all associated software need to have a complete overhaul to ensure that it is working/storing correctly.***

15.2 Request to publish Clerk's external Correspondence. ***Clerk advises that this is always received in email format and cc'd to councillors as standard.***

15.3 Brief on the Clerk's role at Meetings.

The parish council Clerk is the 'engine' of an effective parish council. He or she is its principal executive and adviser and, for the majority of smaller parish councils, is the officer responsible for the administration of its financial affairs. The Clerk is sometimes a council's only employee. The Clerk is required to give clear guidance to Councillors, including the Chair, before decisions are reached, even when that guidance may be unpalatable. The Clerk has a key role in advising the council, and Councillors, on governance, ethical and procedural matters. They must also liaise with the Monitoring Officer at the district/unitary council on ethical issues and the Councillors' Register of Interests.

15.4 Feedback from planning comment.

Clerk considers that it would be good practice to have a planning spreadsheet set up and maintained.

15.5 Confirm Validity of our Standing Orders.

Clerk advises that these are professionally compiled and are fit for purpose.

15.6 Brief on compliance with Standing Order 15.b.iv. MP requested

iv. facilitate inspection of the minute book by local government electors;

clerk advises all minutes are available on the WSMPC Website and also in hard copy format within the files currently held by the clerk.

24/8 – 16 Highways and Rights of Way

Update by Exception - DR

24/8 – 17 Flood and Riverbanks

The Clerk to provide a copy of the agreed tender to the Council and check with the Contractor if the agreement could be varied.

Clerk advised that this has not been located as yet.

24/8 – 18 Washpool

Update by Exception AD

24/8- 19 Armour & Embarkation - WW11 Military Vehicles - Sunday 23 June 2024

As organisers of the Armour & Embarkation event we wonder if the village of Martinstown would like to host our convoy again on Sunday, 23 June 2024. We hope the village will be keen to have us back in 2024 - we would certainly like to revisit - and if so we look forward to the planning of the event together over the coming months.

24/8 – 20 Coronation and Memorial Village Asset Purchase

Update by exception.

24/8 – 21 correspondence to be discussed and noted.

24/8 – 22 To consider urgent matters to report from members and items for the next meeting. To include an open forum 10 minutes.

24/8 – 23 The next meeting will take place at 7pm on Thursday 26th October 2023.

Signed by The Clerk

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