

WINTERBORNE ST MARTIN PARISH COUNCIL

25TH April 2024 – 7:00PM – St Martins Church

DRAFT MINUTES

Present – Chair Cllr Mark Pemberton (MP), Cllr Karen Delafield (KD), Cllr David Read (DR), Cllr David Hutchings (DH), Clerk Victoria Badman

11 members of public

MEMBERS OF THE PUBLIC ARE INVITED TO SPEAK BEFORE THE MEETING COMMENCES, LIMITED TO 5 MINUTES PER PERSON.

- ❖ Cllr MP highlights this is the last meeting of this Council and would therefore like to address the three Councillors standing down – Cllr KD, Cllr DR and Cllr AD. He expresses his thanks and appreciation to each one for their contribution over the years.
- ❖ A parishioner would like to comment on item 7.2 of the agenda, regarding the grant application from Martinstown Garden and Craft Society. They highlight they are an independent non-profit organisation, which is run purely for the local parishioners. Due to covid, surplus funds were drained and therefore are seeking a grant to help re-start the event in September of this year. This would be a one-off grant as following the September event, they hope to be self-sufficient. Six members of the public in attendance are here to support this application. Cllr DR asks is an application has been made to waste watch, Parishioner answers no.
- ❖ A parishioner asks if we can sign the 'Acceptance of Office' form as they need to leave early – Clerk and parishioner sign.
- ❖ A parishioner would like to clarify some details on the budget but is happy to deal with it under the agenda item.

1) APOLOGIES

Received from Cllr Andy Daw – apologies approved and accepted.

2) DECLARATIONS OF INTEREST

- ❖ Cllr MP and his wife attended the meeting for the Garden and Craft Society.
- ❖ Cllr KD has submitted planning application P/LBC/2024/01016 and in line with that Cllr DH addresses the fact he is the neighbour to this property, therefore it will be debate whether or not Cllr DH can vote on this.

3) DC COUNCILLOR REPORT

Clerk confirms no report received.

Cllr MP received a phone call from Cllr Tarr asking him to attend a meeting with Wessex Water, however not enough notice was provided and therefore Cllr MP was unable to attend.

4) POLICE REPORT

Clerk confirms Aprils not received.

As most of the parishioners present are here to discuss the Grant Application, Cllr MP suggests we bring this item forward. All agreeable.

7.2 Grant Application from Martinstown Garden and Craft Society

Cllr KD asks to whom the cheque will be payable to? Parishioner confirms there is a dedicated bank account for 'Martinstown Garden and Craft Show'.

All agreeable that Cllr MP may vote.

Cllr MP proposes we pay the grant of £250. Seconder Cllr DH. All in favour 4 – 0.

5) MINUTES

To receive and approve the Minutes of the Full Council meeting held on Thursday 28th March 2024 (circulated).
Proposer Cllr DH. Seconder Cllr KD. All in favour 4 – 0.

6) MATTERS ARISING FROM THE MINUTES THAT ARE NOT COVERED ON THIS AGENDA

6.1 To receive a report from the Clerk regarding actions taken on the minutes of 28th March 2024.

Clerk confirms which actions have been completed. Incomplete actions are:

Set the date of the APM – **Cllr MP**

Clerk has provided the insurance renewal date – 4th June 2024. It has been highlighted that this must be put out to tender therefore action for Clerk to obtain three quotes for consideration at Mays meeting (as an agenda item). Cllr KD questions if the bus shelter is still on the policy, Cllr MP confirms this has been removed. Cllr KD also asks if the Reading Room should be added. This came to no conclusion after much debate. - **Clerk**

6.2 Any other matters

Cllr DR mentions he has posters belonging to Upwey Wishing Well. Clerk to contact them and organise collection and also request they stop fly-posting in the village – **Clerk.**

7) FINANCE

7.1 To approve the schedule of payments and bank reconciliation.

Cllr KD checks and signs. Proposer Cllr KD. Seconder Cllr DR. All in favour 4 – 0.

7.3 To receive the 4th Quarter/End of Year reconciliation.

Cllr KD checks and signs. Proposer Cllr KD. Seconder Cllr DR. All in favour 4 – 0.

7.4 To receive an update following Audit. Note - may include audit papers if they are received in time for publication pre-meeting.

Information not received so no update available.

7.5 To confirm responses to AGAR:

7.5.1 Certificate of Exemption

Typically, the certificate needs to be signed by the RFO and the Chair. As Cllr MP has been stand-in RFO for this financial year he is unable to sign both. Therefore, advice from the auditor is that the Clerk still signs as RFO but have it minuted that the figures produced are not that of the Clerk but in fact Cllr MP. Clerk happy with this. Clerk and Cllr MP sign. Proposer Cllr DH. Seconder Cllr DR. All in favour 4.0.

7.5.2 Annual Governance Statement

As published in meeting papers – Cllr MP reads out statements for all Cllrs to agree with responses.

7.5.3 Accounting Statements

Cllr MP has restated the amounts that should have been in the columns last year, as they were incorrect. This is based on the auditors advice as the key thing was that 'having identified an anomaly – we had to correct it'. Clerk and Cllr MP sign. Proposer Cllr DH. Seconder Cllr DR.

7.6 To receive the Budget amended following the last meeting.

Cllr KD questions the income in the top box and whether or not it should go out in the CIL reserve in the bottom box to balance the operating expenses. Cllr KD also expresses concerns that the notes on the bottom aren't completely clear. Cllr MP happy to accept these changes. Subject to these changes all happy to receive. Proposer Cllr DH. Seconder Cllr DR. All in favour 4 – 0.

8) PLANNING

8.1 P/HOU/2024/01532 Proposal: Alteration of roof with rooflights; alterations to porch and conservatory; extension infill to north elevation with ramp access; addition of timber cladding to external walls; installation of solar panels to roof. Location: Black Down View, Blagdon Hill, Martinstown, Dorset, DT2 9HY. Extension granted until 29/04/24.

No objection. All in favour 4 – 0.

8.2 By exception – any planning applications submitted following publication of agenda.

P/LBC/2024/01016 Proposal: Alterations for repairs including removing render & repointing western gable end. Replacement of roof & solar panels to rear addition. Location: Washing Pool House Hillview, Martinstown, DT2 9LD

Cllr MP asks if all are happy for Cllr DH to comment – all happy. Cllr KD not included in discussions.

Council supports application. All in favour 3 – 0.

9) READING ROOM

To receive reports from Working Group as per ToR.

As Cllr DR is the key holder (on behalf of the PC) he expresses the fact he is happy to remain the key holder, if reinstated by the next RR WG.

Report received and uploaded. No further update.

10) REPORTS

To receive reports from representatives of the following:

10.1 Highways

Cllr MP talks about the X51 being reinstated. Following a phone call with DC, it would appear the potential start date will clash with the Hardys Half Marathon. It has also been identified that at various points on the route, trees/bushes etc need to be cleared/cut back to safely accommodate the height and width of the bus. DC will carry out the work but will require to seek consent then payment for the works, from the relevant landowners, therefore the task as it stands is to identify said landowners. It may be that some of these clearings belong to Highways authority.

10.2 RoW

A broken style behind Rylstone will be replaced by owners of Rylstone.

10.3 SID

Invoice has been paid for parts.

10.4 Flood and Riverbanks

No update

10.5 Washpool

No update

10.6 Grounds

As of 25th April 2024 - Gardener has resigned with immediate effect. He has provided two points of contact who may be interested in taking on the contract, but Cllr DR asks if we should receive three tenders? It was also debated whether this should be put out to tender prior to new council forming. Cllr DR suggests two parishioners who may be interested, but one will only communicate via WhatsApp so Cllr MP is happy to approach them, Cllr DR to provide Clerk with the other contact. It was then decided the Clerk is to contact all three and see if any interest. Cllr MP asks if the whole contract should be reviewed? Cllr KD suggests all councillors should review the contract. Cllr DH also agrees. This will be reviewed out of council with a view to bring a recommendation to the next meeting. Cllr DH suggests we approach a parishioner to cut the grass (village green) in the meantime. – **Clerk.**

Cllr DR has requested Allotments be included on future Agendas.

10.7 V+V

Due to a miscommunication on the deadline date, May's publication was missed. Cllr MP to do next months.
– **Cllr MP**

10.8 Garage / Door

Needs to be re-advertised.

11) WEBSITE STORAGE

Clerk confirms we have run out of storage within our Bronze package and asks if council would consider upgrading package. The alternative is to clear down uploads to free up some space. Cllr MP confirms the council have previously approved a budget to cover administration which could cover any additional costs. Cllr KD suggests it would be wrong to delete any uploads. Cllr MP requests Clerk finds out the cost to upgrade and to make a recommendation. All happy with this. – **Clerk**.

12) CORRESPONDENCE

12.1 Broken Bench

Cllr MP has previously tried to fix this. Owner of bench is happy to pay for a replacement bench, but Cllr MP has struggled with organising delivery and installation, as delivery company cannot narrow down a delivery time (6-hour window) to deliver it to site. Cllr DR volunteers to have it delivered to his home address and Cllr DH will help to deliver it to site on his trailer.

13) PARISH MATTERS

To include an open forum for 10 minutes.

- ❖ A parishioner wants to discuss the bus again as they are unclear if the trial is still going ahead. Cllr MP says he is unable to give a definitive answer, but again re-iterates the extent the council are going to, to try and get the go ahead.
- ❖ The same parishioner also questions the dates of the two upcoming meetings in May – AGM and the main meeting. Cllr MP confirms the Annual meeting of the council is already published as the 23rd May, but the APM is not yet published.

THE NEXT MEETING WILL TAKE PLACE ON 23RD MAY 2024 AT 7:00PM