

STURMINSTER MARSHALL PARISH COUNCIL

Minutes the Meeting of the Full Council on Thursday 18th July 2024 at 7.30pm at the Memorial Hall

Present: Chairman Cllr S Cade, Cllr M Steel, Cllr H Fookes; Cllr H Palmer and Cllr J Jackson

Also in attendance: Mrs A Clothier (Parish Clerk)

1 **APOLOGIES – MEMBERS OF THE COUNCIL.**

Cllr Purtill and Cllr L Seare gave their apologies and these were accepted. Dorset Cllr W Chakawhata gave his apologies.

Thanks were given to the parish councillors and clerk for the support that has been given over the past month in regard to the Football License

2 **DECLARATIONS OF INTEREST**

There were none.

3 **POLICE REPORT**

There has been recent damage to the Memorial Hall and this is being investigated. Following the Chair's letter to the Police and Crime Commissioner, there was a positive reply to try and resolve the situation. A productive meeting was held with PC Lawrence who encouraged the community to report any problems. There is no replacement PSCO in place. There is a process in place to deal with younger people who are given graduated warnings. The ASB officers at Dorset Council have been contacted to let them know about the issues. The Community Safety Officer will be contacted to come to the village to give advice on crime prevention.

Action: Clerk to contact Community Safety Officer and Hall Committee.

An engagement event has been arranged for 19th July at 3.30-4.30pm.

The Parish Council is signed up the Dorset Alert system.

4 **MINUTES**

The minutes of the Full Council Meeting held on 6th June 2024 were approved as true record of the meeting.

5 **MATTERS ARISING**

A report from the Clerk which had been circulated and is attached to these minutes as **Appendix 1**. Ongoing issues from the Clerks Report are:

- Churchill Close Green
- Neighbourhood Plan

6 **MEMBERS OF PUBLIC** – There was 1 member of the public present. It was queried whether the licence had been signed by the Football Club.

7 **AMENITIES AND FACILITIES**

- i Playground –to discuss a monthly update on the condition of the playground and playground inspection report. The inspection report had been received and there were a few issues which need to be resolved but all are low level. There are bolts sticking out of the equipment. Underneath the basketball net, the concrete has been dug out. This needs to be repaired and fenced off if necessary. It was noted that play equipment

	<p>needs to be fixed for the school holidays. Southern Playground could be asked to repair the equipment. There is also a broken bench that needs to be repaired. Sutcliffe Play are installing the new play equipment on 23rd and 24th July. A message to be posted on Social Media and on Council web page regarding closure of Play Park</p> <p>Action: Clerk to obtain quote for repairing the concrete – Sutcliffe Play</p> <p>Action: Cllr Steel to post on social media</p> <p>ii. Churchill Close Green –</p> <ul style="list-style-type: none"> • To confirm the signing of the Churchill Close Green licence – It was RESOLVED to agree to sign the licence with all in agreement and Cllr Cade and the Clerk signed the licence at the meeting. The Parish Council are awaiting confirmation that the Football Club have signed the licence. • To report the changes to the Dorset Council Service Level Agreement – the SLA previously covered both the grass cutting and the additional work paid for by the Football Club but this has now been split into two different SLAs. The Parish Council part is only for agreed grass cutting. It was RESOLVED to agree the proposed changes to the SLA with all in agreement. • To report on progress with registration of land with Land Registry – all paperwork completed. <p>Action: Clerk to chase progress with Farnfields solicitors.</p> <ul style="list-style-type: none"> • No Horses signs - Standard red triangle with 'No Horses' <p>Action: Clerk to order 4 No Horses signs.</p> <p>iii. Footpaths – the sign is being made. The vegetation needs to be cut back for the sign to go in. The sign is being installed the week beginning 29th July.</p> <p>Action: Clerk to ask Rights of Way to action</p> <p>iv. To discuss the letter from the North Dorset Trailway Committee – a positive meeting took place with the Trailway Committee and the Parish Council The committee are going to focus on parts of the trailway at a time.</p>
8	<p><u>ENVIRONMENT</u></p> <p>i) Drainage Ditches – Mr Selby to action the work</p> <p>ii) Climate Change Action Plan – ongoing</p> <p>a) EV Charge Point – the work on the Memorial Hall registration is now underway and all the documents that the Parish Council have on this matter have been passed to O'Hara's solicitors.</p> <p>iii) SGN – to discuss upcoming works to A350. Works on the southern part of A350 have taken precedence. Another meeting will be arranged.</p>
9	<p><u>TRAFFIC & TRANSPORT</u></p> <p>i A31/A350 – an email was received regarding reinstating the fingerpost at Jubilee Cross. There is a directional sign on Rushall Lane which says Jubilee Cross. The fingerpost was removed several years ago. The purpose of labelling the area as Jubilee Cross was questioned. It was concluded that the Parish Council will write to Dorset Council and try and trace the finial.</p> <p>Action: Clerk to trace location of Jubilee Cross finial.</p> <p>iii. Speeding on Mill Lane – this has been chased with Dorset Council.</p> <p>iii. Bailie Gate Roundabout – Clerk has asked Dorset Council for permission for the artwork.</p> <p>iv) Extra Verge Cut – to review quote for extra verge cut. The quote was £485 – there has been a small increase of £25 from 2023. It was RESOVLED to approve this work with all in agreement.</p> <p>v) To discuss proposal to fund two new Speed Indicator Devices on the Blandford Road. The VAS signs will be removed due to their age however Dorset Council have quoted for a SID sign, which the Parish Council have been told would not be appropriate in the</p>

10	<p>village. Action: Clerk to request a meeting with the officer to discuss.</p> <p>vi) To discuss duck crossing signs – awaiting quote vii) School Crossing – it was suggested that a drop kerb be installed to make it obvious where people should cross and cars would expect pedestrians to cross.</p> <p>REPORTS</p> <p>To receive reports from representatives of the following:</p> <p>i Alms House Charity – Cllr Steel registered as a Trustee until Cllr Purtill returns from maternity leave. The roof work and electrical work are to be carried out in August. It was reported that the grass area in front of the cottage was rutted from cars driving over it. This land belongs to Dorset Council Highways.</p> <p>ii Memorial Hall – Lots of expensive repairs needed. Motorhome has been removed from the car park. Fun days are being organised on the Green – will need to apply to the Parish Council for permission.</p> <p>iii DAPTC - meeting on 7th August.</p> <p>iv. Flooding – A350 now floods on the side of the road where the SGN works have taken place but gullies have recently been cleared. Lunch and learn sessions will be attended.</p> <p>v. School – expected uptake in Reception is 10. Although numbers are low Dorset Council are reluctant to reduce capacity in case numbers increase again. The school want a sign on the A350 to indicate that the school is in the village. The sign will cost £4000-£5000. Dorset Council are not prepared to support a school crossing. Carey Camp will be shutting to mainstream schools after this school year.</p> <p>vi. Speedwatch – next session to be arranged. Post will go out about recruiting volunteers.</p> <p>vii Dorset Councillor – Cllr Chakawhata had chased democratic services regarding the progress regarding land registry and the Police on behalf of the Parish Council.</p>
11	<p>FINANCE</p> <p>i) Accounts for payment. To receive invoices and approve payments as per Schedule of payments. These invoices will be paid via bank transfer and the PDFs of the transfer will be printed out. See Appendix 2. It was RESOLVED to agree the payments with all in agreement.</p> <p>ii) To approve changes to the Parish Council budget lines. The new suggested budget lines were circulated in advance of the meeting. The changes had taken place so that the Parish Council budget was more in line with the requirements of the AGAR. Cllr Palmer proposed the changes were approved and this was seconded by Cllr Steel with all in agreement.</p> <p>iii) To receive the monthly bank reconciliation, budget report and quarterly summary – the reports were circulated before the meeting and were agreed.</p> <p>iv) To discuss change of Parish Council bank account – in process</p> <p>v) To discuss and approve grants for 2024/25 – all organisations' accounts were circulated before the meeting. The Memorial Hall accounts showed income and expenditure but not in the level of detail that has been presented in previous years. The treasurer is working very hard to resolve this. The Parish Council would like to grant the money but would like the money spent on a specific project. New Doors, the roof or a new boiler. Need a follow up to check how the money has been spent. An end of grant report would be beneficial. The following grants were proposed: Memorial Hall £1000 St Marys Church £350 Almer Church £350 CAB £500 TIC £300 It was RESOLVED to approve these grants with all in agreement.</p> <p>vi) To discuss Clerk's membership of SLCC – it was explained that membership of the SLCC</p>

	<p>(Society of Local Council Clerks) gives the Clerk access to training and advice as well as networking events. This is at a cost of £250 per year. It was RESOLVED to approve a year trial of membership.</p> <p>vii) To discuss publication of Councillor's details – it was proposed to take addresses and phone numbers off the website and just have the Parish Council number and email address. The Parish Council will also investigate taking the Clerk's postal address off the minutes. New.gov.uk email addresses for all Cllrs will be investigated.</p> <p>Action: Clerk to obtain a quote for .gov.uk email addresses.</p> <p>viii) To discuss Microsoft Office 365 package – the Parish Council Microsoft Office package will need upgrading to a business version. Clerk to obtain price for this.</p>
12	<p><u>NEIGHBOURHOOD PLAN</u></p> <p>i) To approve the Sturminster Marshall Neighbourhood Plan for referendum – it was RESOLVED to approve the Sturminster Marshall Neighbourhood Plan for referendum.</p>
13	<p><u>CORRESPONDENCE</u></p> <ul style="list-style-type: none"> • Letter regarding verges – the Dullar Lane crossroads have been reported as overgrown. • Corfe Mullen and Wimborne Minster joint working group – safer routes for pedestrians and cyclists – it was concluded that the Parish Council would not send a representative. • Save the Date – Corfe Mullen Carol Service. • Letter from resident of Front Lane regarding speed surveys – this was noted.
14	<p><u>PARISH MATTERS</u></p> <ul style="list-style-type: none"> • Parish Council Vacancies – article in the Bridge for September • Road sign overgrown by sign into village on A350, Bailie House. <p><u>The Parish Council meeting was suspended at 9.24pm whilst the Planning Committee took place. See minutes 18th July 2024 for details.</u></p> <p><u>The Parish meeting re-convened at 9.40pm</u></p>
15	<p><u>DATE AND TIME OF NEXT MEETING</u> – Thursday 5th September 2024 at 7.30pm</p> <p>There being no other business the meeting closed at 21.55</p> <p>Signed _____ Chairman 5th September 2024.</p>

Appendix 1

Clerks Report 18.07.24

Current Matters

AMENITIES AND FACILITIES

- **Churchill Green** – the licence has been finalised and O’Hara’s solicitors are corresponding with the Football Club for signing. Cllr Chakawhata chased Dorset Council on the Land Registry forms and these have now been completed and submitted and should be finalised shortly.
- **Play Area** – the annual play area inspection has been completed.
- **School Council** – a letter was sent back to the School Council addressing their concerns with littering, drain art and Climate Change.

- **Trailway** – a positive meeting took place with the Trailway Committee, the Parish Council and Mr Gerry. The committee are going to focus on parts of the trailway at a time and Mr Gerry has agreed to help progress this with them.

ENVIRONMENT

- **Electric Car Charge Points** –the work on the Memorial Hall registration is now underway and all the documents that the Parish Council have on this matter have been passed to O’Hara’s solicitors.

TRAFFIC AND TRANSPORT

- **SGN** – the Parish Council is awaiting a meeting with SGN on the closure at the Dullar Lane crossroads.
- **Speeding on Mill Lane** – the quote for the signs has been chased with Dorset Council
- **Bailie Gate Roundabout** – Dorset Council have been written to, to see what permissions would be necessary for the art work.
- **Community Speed Watch** – session on 2nd July was cancelled.
- **Duck Crossing** – awaiting quotes for signs from Dorset Council
- **School Crossing** – this was raised again with Dorset Highways and would need to be looked into further with the school crossing team.
- **Other Highways actions** – the following have been reported: 30mph sign on Kings Street, Give Way sign on Straight Mile, overgrown hedge at Walnut Tree, street sign at Churchill Close, street sweeping at Kings Street, fallen tree and overgrown vegetation at gate on Footpath 1.

FINANCE

- **AGAR** – all documents submitted to BDO and published.
- **Bank account** – all bank forms have been submitted to Barclays.
- **Scribe** – following a meeting with the internal auditor, the budget lines have been reviewed. See main agenda.

NEIGHBOURHOOD PLAN

- See main agenda – Plan to go to referendum at the end of August.

OTHER

- **Police** – Cllr Cade wrote to The Police and Crime Commissioner regarding the lack of police presence in the village. This has resulted in two meetings being arranged – one with the PC Lawrence and one open meeting with the PCSO.
- **Rushall Land Noticeboard** – Greenscape have been asked to cut back the vegetation at the noticeboard.

Schedule of Payments	June payments ratified July					
Payee	Details	Gross	VAT	Net	Chq No.	Invoice number
Alison Clothier	Salary and Expenses for June including zoom subscription	£1,320.86	£3.80	£1,317.06	Transfer	
Alison Clothier	Reimbursement for marking paint	£8.41	£1.40	£7.01	Transfer	
Dorset County Pension Fund	Clerks Pension for June	£366.74	£0.00	£366.74	Transfer	
HMRC	National Insurance and Income Tax	£173.80	£0.00	£173.80	Transfer	
Greenscape Countryside Ltd	Village Grass Cutting	£791.00	£0.00	£791.00	Transfer	INV 0456
DAPTC	Year end and audit training	£30.00	£0.00	£30.00	Transfer	INV 1684
DAPTC	Annual Subscription and mailbox hosting	£764.27	£0.00	£764.27	Transfer	INV 1818
SMMH	Rent of rooms April-May 2025	£115.00	£0.00	£115.00	Transfer	SMMH4712
Vision ICT	Website Hosting and Support	£161.26	£26.88	£134.38	Transfer	18619
		£3,731.34	£32.08	£3,699.26		

Appendix 3

Quarterly Report April-June 2024

- There was a bank balance of £115,307.24 at the end of June.

New Budget Headings

Due to the start of the new accounting package the Clerk and Internal Auditor have been working towards a new budget system. This brings the budget headings in line with the AGAR and should make the precept setting process more straightforward as headings are now grouped into areas.

Administration

- This area is within budget at present, however the solicitor's fee for the licence negotiations has not been finalised. There will also be a cost of £800 for the registration of the memorial hall so the £1400 on professional fees will be unlikely to be adequate. Less was spent on insurance than expected (£643) but funds may still need to be transferred to this area.

Community Infrastructure Levy

- £8894 is available in funds from CIL. The new play equipment will cost £7997.

Designated Reserves

- £475 has been spend on speed surveys from this area. A final bill for the Neighbourhood Plan consultant is expected. Funds will need to be considered in next year's budget for a replacement defibrillator for the Memorial Hall.

Employees and Governance

- This area is on budget at present – the national pay award is still to be negotiated.

Grants and Subscriptions

- £3500 is available for the Parish Council to give in grants.

Maintenance and Services

- This area is on budget at present with invoices expected for environmental works (ditches), posts and signage and defibrillator maintenance.

Reserves

Reserve	Opening Balance	Spend	Current Balance
New Playground equipment	5481.00		5481.00
Defibrillators	177.00		177.00
Election	3,000.00		3,000.00
20 mph zone	4,575.00	475.00	4,100.00
Neighbourhood Plan	5,753.00		5,753.00
New Office Equipment	375.00		375.00
Play Area Repairs	4,507.77		4,507.77
Posts and Signage	4,882.00		4,882.00
Trees	5,577.25		5,577.25
Events	564.00		564.00
CIL	8,894.00		8,894.00
General Repairs	5348.92		5348.92
Assets	4,445.00		4,445.00
Total Earmarked	53579.94	475.00	53104.94

General Reserves: £35,750