

## **STURMINSTER MARSHALL PARISH COUNCIL**

Minutes the Meeting of the Full Council on Thursday 5<sup>th</sup> September 2024 at 7.30pm at the Memorial Hall

**Present:** Chairman Cllr S Cade, Cllr M Steel, Cllr L Purtill, Cllr H Palmer and Cllr J Jackson

Also in attendance: Mrs A Clothier (Parish Clerk); Dorset Cllr W Chakawhata

1

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

Cllr H Fookes

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### **DECLARATIONS OF INTEREST**

There were none.

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### **POLICE REPORT**

There have been two crimes reported in Sturminster Marshall in the last two months. One criminal damage and one garage break in. There has been lots of anti-social behaviour issues in the Parish which has been reported to the Police. The Police held a well-attended community drop in session at the Memorial Hall in July. Incidents include; golf being played on the Green, damaging cars; other children have been threatened; doors are being kicked late at night and clothes have been put up exhaust pipes. The Police will come at night to do a patrol. The Clerk has contacted the Community Safety Officer and Dorset Council are considering CCTV near the Memorial Hall. One community consequence letter has been sent. There is a meeting with the Crime Prevention Officer arranged for late September.

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### **MINUTES**

The minutes of the Full Council Meeting held on 18<sup>th</sup> July 2024 were approved as true record of the meeting.

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### **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
- Play Area
- EV Charge Point

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### **MEMBERS OF PUBLIC –**

Two members of the public were present. There were no comments.

7

### **AMENITIES AND FACILITIES**

- i. Playground – A quote has been sought from Sutcliffe Play for the specialized playground repairs. Some work has been completed - the concrete, fencing and treds.
- ii. Churchill Close Green –
  - To report on progress with registration of land with Land Registry – following the Parish Council’s complaint about the length of time that this has taken and the retirement of the solicitor dealing with the case, a senior partner is now looking at the registration with the aim of completing this as soon as possible.
  - No Horses and No Golf signs – it was suggested that the Parish Council put up two big signs with all the restrictions for the Green. Clerk to take a picture of the one at Lytchett Matravers and bring back to the next meeting with a quote.
- iii. Footpaths – the sign is installed.
- iv. Youth – to discuss bench and bin at Memorial Hall – any proposal for this would need

	<p>to be discussed with all the Hall user groups as it may be intimidating with young people congregated by the door. The Hall Committee need to ask the Parish Council for permission to locate the seat around the Hall. There are already two litter bins in close proximity. It was RESOLVED that the Parish Council would not support a bench by the front door of the Hall.</p> <p><b>Action: Clerk to write a letter to the Hall to say that the bench by the door would not be supported.</b></p>
8	<p><b><u>ENVIRONMENT</u></b></p> <ul style="list-style-type: none"> <li>i) Drainage Ditches – Mr Selby to action the work</li> <li>ii) Climate Change Action Plan – ongoing <ul style="list-style-type: none"> <li>a) EV Charge Point – the outline of the Hall was examined (see <b>Appendix 2</b>) and it was, to the Parish Council’s knowledge, correct that this forms the boundary of the Hall. It was RESOLVED to APPROVE the map. There is a conflict as part of the land has been claimed by Dorset Council and this has been queried with them. There is a part of the car park that has been registered and the Parish Council has contacted Dorset Council to see if the charge point could be moved to this area in order to progress with this project.</li> </ul> </li> <li>iii) SGN – to discuss upcoming works to A350. Awaiting date</li> <li>iv) Bund at King Street – the EA visited the bund and reassured the Parish Council that everything is in order. The Parish Council noted that the spoil was put in the ditch and this has not been dug out again.</li> </ul> <p><b>Action: Clerk to arrange site visit with the Environment Agency</b></p>
9	<p><b><u>TRAFFIC &amp; TRANSPORT</u></b></p> <ul style="list-style-type: none"> <li>i A31/A350 – A31 two accidents near the Slip and Slide.</li> <li>iii. Speeding on Mill Lane – this has been chased with Dorset Council.</li> <li>iii. Bailie Gate Roundabout – Clerk has asked Dorset Council for permission for the artwork.</li> <li>v) To discuss proposal to fund two new Speed Indicator Devices on the Blandford Road. <ul style="list-style-type: none"> <li>- A SID that would alternate between the two sites would be the only option that would be allowed. The SID would be £2595 and a new post £500. In addition, we would need 2 solar panels at £225 each. The cost of moving the SID every 4 weeks would be £650 per year. There is £4100 in the 20mph budget which will be used for the purchase. It was RESOLVED to APPROVE the purchase of the SID devices.</li> </ul> </li> <li>vi) To discuss duck crossing signs – awaiting quote</li> </ul>
10	<p><b><u>REPORTS</u></b></p> <p>To receive reports from representatives of the following:</p> <ul style="list-style-type: none"> <li>i Alms House Charity – the next meeting is in November. The trustees are chasing up the roof repairers.</li> <li>ii Memorial Hall – The Hall have had a second quote to replace the lights in the Sports Hall which is more reasonable. They are still having issues with Anti-Social Behaviour. The Hall AGM is on 17<sup>th</sup> September.</li> <li>iii DAPTC - Clerks Conference in October. Eastern Area meeting detailed that the DAPTC want to change their legal status – this will give better protection to <del>Parish</del> Councils. Check AGM emails. AGM on 23<sup>rd</sup> November – Hilary and Maureen to attend. Cllrs seminar will focus on Planning on 4<sup>th</sup> March. The DAPTC will consult at the AGM on raising subscriptions.</li> <li>iv. Flooding – No report</li> <li>v. School – No report</li> <li>vi. Speedwatch – No report</li> <li>vii Dorset Councillor – See <b>Appendix 3</b></li> </ul>

11	<p><b><u>FINANCE</u></b></p> <ul style="list-style-type: none"> <li>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 <b>Appendix 4</b>. It was RESOLVED to agree the payments with all in agreement. Two payments were added £31.90 for tools and £829.44 for Neighbourhood Plan support</li> <li>ii) To receive the monthly bank reconciliation, budget report and quarterly summary – the reports were circulated before the meeting and were agreed.</li> <li>iii) To discuss change of Parish Council bank account – in process. Natwest in Poole were approached to see if the Memorial Hall Title Deeds could be found but they are not holding anything for the Parish Council.</li> <li>iv) To discuss the amendment to the grant offer for Sturminster Marshall Memorial Hall – the Memorial Hall have asked if they can put the money towards the lights rather than the door, boiler or roof. The boilers are working well. The Parish Council felt that the door was the priority and would prefer for it to be spent on the service and repair of the door. Clerk to hold payment until confirmation.</li> <li>v) To discuss closure of Sports Association and related assets and bank accounts – Parish Council to approach the Sports Association about the bank accounts and assets. <b>Action: Clerk to approach Sports Association about transfer of assets.</b></li> <li>vi) To discuss Clerk’s hours – due to the volume of work at present the Clerk’s hours will remain at 80 hours per month. This will be reviewed in six months.</li> <li>vii) To approve ordering the wreath for Remembrance Sunday – the vicar will carry out the service at the War Memorial. It was RESOLVED to APPROVE the purchase of the wreath. <b>Action: Clerk to purchase wreath</b></li> <li>viii) Domain addresses – Two quotes have been received including one from the website provider. It was felt that the larger mailbox size offered by Vision ICT would be the best option. Clerk to consult with local IT expert before bringing the item back to the Council for confirmation.</li> </ul>
12	<p><b><u>CALENDAR OF MEETINGS 2025</u></b></p> <ul style="list-style-type: none"> <li>i) To agree meeting dates for 2025. The dates were confirmed as follows:  Thursday 9<sup>th</sup> January  Thursday 6<sup>th</sup> February  Thursday 6<sup>th</sup> March  Thursday 3<sup>rd</sup> April  Thursday 1<sup>st</sup> May  Thursday 22<sup>nd</sup> May (Open Meeting)  Thursday 5<sup>th</sup> June  Thursday 17<sup>th</sup> July  Thursday 4<sup>th</sup> September  Thursday 2<sup>nd</sup> October  Thursday 6<sup>th</sup> November  Thursday 4<sup>th</sup> December.</li> </ul>
13	<p><b><u>EXTERNAL AUDITOR REPORT</u></b></p> <ul style="list-style-type: none"> <li>i) To receive and note the External Auditor Report and Certificate - The return was presented. It was noted that independence of the Internal Auditor was questioned due to the dual role of providing the internal audit and closing down the accounts. Moving forwards to resolve this the Clerk will close down the accounts the internal auditor will provide an independent check of the accounting. This will be confirmed with a letter of engagement outlining the audit process. The Clerk will sign up for accounts training. It was RESOLVED to APPROVE the External Auditor Report. The relevant information will be published on the Parish Council website and on the noticeboard.</li> </ul>

14	<p><b><u>POLICIES</u></b></p> <ul style="list-style-type: none"> <li>i. To update the Child Protection and Safeguarding Policy – it was RESOLVED to APPROVE the policy. Safeguarding Officer will be the Clerk and will attend a Safeguarding Course.</li> <li>ii. To take the Civility and Respect Pledge – it was RESOLVED to APPROVE the Parish Council signing up to the Civility and Respect Pledge.</li> <li>iii. Email Policy – Clerk to look for policy template for the October meeting.</li> </ul>
15	<p><b><u>NEIGHBOURHOOD PLAN</u></b></p> <ul style="list-style-type: none"> <li>i. To confirm the ‘made’ status of the Sturminster Marshall Neighbourhood Plan. The Sturminster Marshall Neighbourhood Plan was voted through at the referendum on Thursday, 29<sup>th</sup> August 2024. Out of a total electorate of 1525, 404 voted ‘Yes’ and 37 voted ‘No’ This is a turnout of 29%. The Parish Council can now use the policies from the Plan in commenting on planning applications.</li> </ul>
16	<p><b><u>CORRESPONDENCE</u></b></p> <ul style="list-style-type: none"> <li>• The Big Conversation Drop In Sessions -Cllr Cade and the Clerk attended a session.</li> <li>• Woodland Trust Free Packs – noted</li> <li>• Jubilee Cross – concerns raised were the pathway at Wimborne Road, speeding, safety of the bus stop and the boundary change. The Parish Council can action the bus stop. The speeding would need to be in conjunction with Lytchett Matravers Parish Council. <b>Action – Clerk to speak to More Bus</b></li> <li>• Litter bins at village green and Cliff Arch – the local refuse collection suggested a new litter bin at Cliff Arch. <b>Action: Clerk to ask DWP for a new litter bin at Cliff Arch</b></li> <li>• Letters to heaven – the proposal was outlined and locations were discussed. Near the book box was discussed as a potential location. Maintenance and monitoring would be an issue. The letters would be destroyed without being read. <b>Action: Clerk to ask Conservation Planners whether it would be suitable.</b></li> <li>• BBQ on the Green – a resident has asked if the music could stop at 11.30pm. <b>Action: Clerk to ask organisers.</b></li> </ul> <p><b><u>PARISH MATTERS</u></b></p> <ul style="list-style-type: none"> <li>• Parish Council Vacancies – separate advert in the Jottings</li> <li>• CAB – send poster to Bridge magazine.</li> </ul> <p><b><u>The Parish Council meeting was suspended at 9.03pm whilst the Planning Committee took place. See minutes 18<sup>th</sup> July 2024 for details.</u></b></p> <p><b><u>The Parish meeting re-convened at 10.13pm</u></b></p> <p><b><u>DATE AND TIME OF NEXT MEETING</u></b> – Thursday 3<sup>rd</sup> October 2024 at 7.30pm</p> <p>There being no other business the meeting closed at 22.13.</p> <p>Signed _____ Chairman 3<sup>rd</sup> October 2024.</p>

## Appendix 1

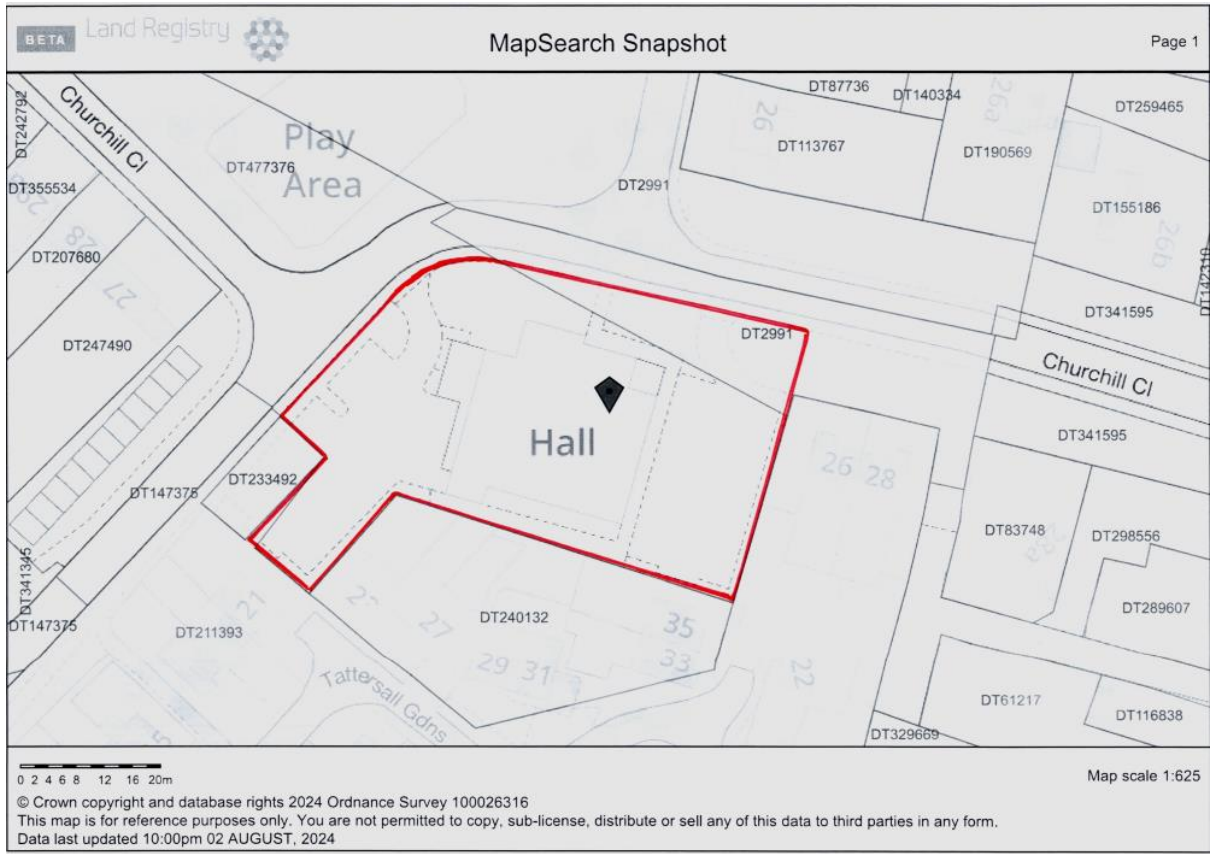
## Clerks Report 05.09.24

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<b>Minute Number</b>	<b>Topic</b>	<b>Action</b>	<b>Progress</b>
18 <sup>th</sup> July 2024 Minute 3	Police	Clerk to contact Community Safety Officer and Hall Committee.	We have requested the details for the Crime Prevention Officer so that we can arrange a meeting with the Memorial Hall. This will take place at the end of September.
18 <sup>th</sup> July 2024 Minute 7 (i)	Play Area	Clerk to obtain quote for repairing the concrete – Sutcliffe Play	A quote has been sought from Sutcliffe Play for the specialized playground repairs.
18 <sup>th</sup> July 2024 Minute 7 (i)	Play Area	Cllr Steel to post on social media regarding playground closure	Complete. The new play equipment is in place.
18 <sup>th</sup> July 2024 Minute 7 (ii)	Churchill Close Green	Clerk to chase Land Registry progress with Farnfields solicitors.	Farnfields have contacted the Parish Council to say that Land Registry have commented that the signature on the transfer should have been witnessed. We have obtained advice on this and the licence was signed correctly by the Chair and Clerk so we have asked Farnfields to query this with the Land Registry.
18 <sup>th</sup> July 2024 Minute 7 (ii)	Churchill Close Green	Clerk to order 4 No Horses signs.	On hold pending decision at Full Council meeting.
18 <sup>th</sup> July 2024 Minute 7 (iii)	Footpaths	Clerk to ask Rights of Way to action cutting back of Footpath 1 for the footpath sign	Complete. Sign installed
18 <sup>th</sup> July 2024 Minute 8 (i)	Drainage Ditches	Complete clearing of Moor Lane ditches	Ongoing
18 <sup>th</sup> July 2024 Minute 8 (ii)	EV Charge Point	Progress registration of Memorial Hall	An email has been received from the solicitor asking the Parish Council to confirm the boundary of the Hall land. There is a conflict as part of the land has been claimed by Dorset Council and this has been queried with them. There is a part of the car park that has

			been registered and I have contacted Dorset Council to see if the charge point could be moved to this area in order to progress with this project.
18 <sup>th</sup> July 2024 Minute 8 (iii)	SGN	Clarify details of upcoming works to gas network.	A meeting was held with SGN to discuss the upcoming works on the A350. They have been advised that Bailie Gate Warehouse will cease trading as this may affect the road closure.
18 <sup>th</sup> July 2024 Minute 9 (i)	Traffic and Transport	Clerk to trace location of Jubilee Cross finial.	I have contacted a number of people in Dorset Council and they recommended speaking to the finger post restoration team in case the finial had been sent there, but it had not.
18 <sup>th</sup> July 2024 Minute 9 (ii)	Speeding on Mill Lane	Chase Sign Shop for progress on quotes	This has been done several times but still awaiting a quote.
18 <sup>th</sup> July 2024 Minute 9 (iii)	Bailie Gate Roundabout	Chase for progress regarding artwork	This is with Mark Adams for approval.
18 <sup>th</sup> July 2024 Minute 9 (iv)	Speed Indicator Devices	Clerk to request a meeting with the officer to discuss.	On main agenda. A SID that would alternate between the two sites would be the only option that would be allowed. The SID would be £2595 and a new post £500. In addition we would need 2 solar panels at £225 each. The cost of moving the SID every 4 weeks would be £650 per year.
18 <sup>th</sup> July 2024 Minute 9 (v)	Duck Crossing Signs	Chase cost of duck crossing signs	Ongoing
18 <sup>th</sup> July 2024 Minute 10 (ii)	Bank Account	Clerk to set up a Barclays Bank Account	Ongoing
18 <sup>th</sup> July 2024 Minute 10 (vii)	Email addresses	Clerk to obtain a quote for .gov.uk email addresses.	On main agenda. Two quotes have been received including one from the website provider.
18 <sup>th</sup> July 2024 Minute 10 (viii)	Microsoft Package	Clerk to establish whether the Parish Council should move to a Microsoft Business Package.	DAPTC recommend remaining with the existing package

## Appendix 2



### Appendix 3

### Appendix 4

<u>Schedule of Payments</u>	<u>July/August payments ratified September</u>					
Payee	Details	Gross	VAT	Net	Chq No.	Invoice number
Alison Clothier	Salary and Expenses for July including zoom subscription	£1,296.16	£2.60	£1,293.56	Transfer	
Alison Clothier	Salary and Expenses for August including zoom subscription and anti-virus software	£1,333.21	£6.77	£1,326.44	Transfer	
Dorset County Pension Fund	Clerks Pension for July	£366.74	£0.00	£366.74	Transfer	
Dorset County Pension Fund	Clerks Pension for August	£366.74	£0.00	£366.74	Transfer	
HMRC	National Insurance and Income Tax July	£183.41	£0.00	£183.41	Transfer	
HMRC	National Insurance and Income Tax August	£183.41	£0.00	£183.41	Transfer	
Greenscape Countryside Ltd	Village Grass Cutting	£483.00	£0.00	£483.00	Transfer	INV 0467
DAPTC	Changing Chairs training	£35.00	£0.00	£35.00	Transfer	INV 2008
DAPTC	Planning training x 2	£60.00	£0.00	£60.00	Transfer	INV 2034
SMMH	Rent of rooms June 2024	£45.00	£0.00	£45.00	Transfer	SMMH4737
SMMH	Rent of rooms July 2024	£45.00	£0.00	£45.00	Transfer	SMMH4765
O'Haras Solicitors	Legal support for Football Club Licence	£1,475.00	£240.00	£1,235.00	Transfer	10154
Matt Turner	Manufacture and install finger post	£500.00	£0.00	£500.00	Transfer	501A
Sutcliffe Play South West	Pivot Seesaw and tumble bars	£9,596.40	£1,599.40	£7,997.00	Transfer	7211
The Play Inspection Company	Annual playground inspection	£177.00	£29.50	£147.50	Transfer	70721
SLCC	Annual joining fee	£200.00	£0.00	£200.00	Transfer	MEM250145-1
BDO	External Audit	£378.00	£63.00	£315.00	Transfer	INV-00576195
Sturminster Marshall Memorial Ha	Annual Grant	£1,000.00	£0.00	£1,000.00	Transfer	
St Marys Church, Sturminster Mars	Annual Grant	£350.00	£0.00	£350.00	Transfer	
Almer Church	Annual Grant	£350.00	£0.00	£350.00	Transfer	
Citizens Advice Bureau	Annual Grant	£500.00	£0.00	£500.00	Transfer	
Tourist Information Centre	Annual Grant	£300.00	£0.00	£300.00	Transfer	
Dorset Planning Consultant	Neighbourhood Plan Support	£829.44	£138.24	£691.20	Transfer	1091
Cllr J Jackson	Reimbursement for tools to fix play area	£31.90	£5.31	£26.59	Transfer	
		<b>£20,085.41</b>	<b>£2,084.82</b>	<b>£18,000.59</b>		