

## **STURMINSTER MARSHALL PARISH COUNCIL**

Minutes the Meeting of the Full Council on Thursday 9<sup>th</sup> January 2025 at 7.30pm at the Memorial Hall

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

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

1

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

Apologies were received from Cllr L Purtill and were accepted.

2

### **DECLARATIONS OF INTEREST**

There were none.

3

### **POLICE REPORT**

There was a spate of Anti-Social behaviour in December which had been reported to the Police and UKPAC. The Police have released CCTV of the person that broke into the Spar. Cllr Chakawhata has met with the PCSO and she is happy to come to a meeting to speak to the Parish Council.

4

### **MINUTES**

The minutes of the Full Council Meeting held on 5<sup>th</sup> December 2024 were consider and the following changes were made:

- i. Item 3) add that it will be reviewed after the year of free subscription
- ii. Item 6) add that the fire risk is to the Hall, local residents and garages
- iii. Item 11 ii) Memorial Hall – change low reserves to £13,000.

It was **RESOLVED** that the Clerk would recirculate minutes with these changes and the Chair to sign if all in agreement.

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:

- i. Play Area
- ii. EV Charge Point

6

### **MEMBERS OF PUBLIC –**

One member of the public was present. There were no comments.

7

### **AMENITIES AND FACILITIES**

- i. Playground – The quote has been confirmed with Sutcliffe Play and the parts have been ordered. No issues identified with the play ground  
**Action: Clerk to chase date for playground repairs**
- ii. Churchill Close Green –
- iii. To receive an update on the Land Registry application –the land was registered on the 12<sup>th</sup> December so this is now complete. The matter is closed.
- iv. To discuss Grass Pitch Maintenance Fund and associated Pitch Maintenance Agreement. O’Hara’s have confirmed that the Pitch agreement is acceptable with some minor modifications regarding wording about insurance and maintenance. It will also need to be set out that the licence is on a one-year basis at present. Clerk to go back to the FA and Football Club to ask if they are willing to sign up to the grant. It was suggested that the Clerk keep a diary of every communication with the FA and Football Club.

	<p>v. Noticeboards – three quotes for the noticeboard have been received. It was questioned whether a noticeboard would be the best way to communicate with the residents but concluded that it is important for some residents. It was agreed that Greenbarnes would be the preferred supplier, but it was asked whether the board could not have a door. <b>Action: Clerk to go back to the supplier to ask for a quote without a door.</b></p> <p>vi. Walnut Tree Field – to discuss holding of key for Walnut Tree Field. It was agreed that Clerk would hold the key for the time being and investigate options for key holding. It was also queried whether there is a life ring by the river. <b>Action: Clerk to investigate provision of life ring at Walnut Tree Field</b></p> <p>vii. Trees and Maypole – to discuss a tree survey including a survey of the Maypole. Clerk to contact Tree Officer at Dorset Council to ask for a tree survey and to ask if they can look at the Maypole.</p> <p>viii. Memorial Hall – registration of land. O’Hara’s have suggested that the Parish Council use the Charity Commission approved Village Hall lease as a basis for a Deed of Variation. This was agreed as a positive step forward. The Statement of Truth was looked at, and subject to minor corrections, it was <b>RESOLVED</b> to agree for the Clerk to sign the Statement of Truth.</p>
8	<p><b><u>ENVIRONMENT</u></b></p> <p>i. Climate Change Action Plan – EV Charge Point – To receive an update on the EV Charge Point installation – the Memorial Hall committee will be asked to jointly sign the licence with Mer and Joju. The Parish Council were asked to confirm that:</p> <p style="padding-left: 40px;">a. <i>that they do own the remainder of the car park up until the point the access way joins the public highway; and</i></p> <p style="padding-left: 40px;">b. <i>that they have been able to access the parking bays without objection from Synergy Housing Ltd for the duration of their ownership of the car park.</i></p> <p>It was <b>RESOLVED</b> to agree to the confirmation with all in agreement.</p> <p>ii. SGN – works now completed. <b>Action: Clerk to send letter of thanks to Susan Day from SGN for her excellent organisation of the gas works.</b></p> <p>iii. To decide the winner of the litter poster competition – all the submitted litter posters were looked at and one was picked out as a winner of the competition. The winning entrant will win a £15 book token.</p> <p>iv. Ditch at Mapperton – Dorset Council have sent an enforcement letter to the resident, however in the past they have completed the ditching work themselves. <b>Action: Clerk to query with Community Highways Officer</b></p>
9	<p><b><u>TRAFFIC &amp; TRANSPORT</u></b></p> <p>i. A31/A350 – flooding on A350. This is still ongoing and the Parish Council will meet with Highways to discuss. The sunken manhole cover on A350 was raised and this has been reported.</p> <p>ii. Speeding on Mill Lane – residents have asked for traffic lights to be installed at White Mill Bridge. A meeting is to be arranged with the Parish Council, Dorset Cllr Chakawhata, Dorset Highways and the Chair of Pamphill and Shapwick Parish Council. <b>Action: Clerk to arrange meeting about speeding on Mill Lane</b></p> <p>iii. To discuss two new Speed Indicator Devices on the Blandford Road – awaiting</p>

10	<p>installation of SIDs.</p> <p><b>REPORTS</b></p> <p>To receive reports from representatives of the following:</p> <ul style="list-style-type: none"> <li>i Alms House Charity – complaint received about the removal of brambles but this was checking with the Conservation Team and allowed. Dave Miller has been asked to move the Flood Stone back to Front Lane.</li> <li>ii Memorial Hall – Cllr Steel has stepped down from the Youth Club committee. The Chair and Secretary are standing down in May 2025. There has been an application for a new secretary. The roof needs repairs.</li> <li>iii DAPTC – no report</li> <li>iv. Flooding – The flood wardens are updating the Flood Plan.</li> <li>v. School – Focus this term on staff and pupil wellbeing. School is putting together a marketing plan. Dorset Council are monitoring the trees at the rear of the school. Traffic issues outside the school are still ongoing.</li> <li>vi. Speedwatch – next session will be end of January. Cllr Jones to be added to the WhatsApp Group.</li> <li>vii Dorset Councillor – <ul style="list-style-type: none"> <li>o Newton Road – Highway will check visibility of the 30mph repeater signs.</li> <li>o The signs for the school will be replaced.</li> <li>o Street sweepers will need to come back outside of term time.</li> <li>o Devolution was discussed as Dorset Council will join the ‘Heart of Wessex’ group with Somerset and Wiltshire.</li> </ul> </li> </ul>
11	<p><b>FINANCE</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 3</b>. It was <b>RESOLVED</b> to <b>APPROVE</b> the payments with all in agreement.</li> <li>ii. To receive the monthly bank reconciliation, quarterly report and budget report – all noted and agreed.</li> <li>iii. To note Election cost – an email had been received from Dorset Council to say there will be a £50 direct debit fee for the May 2024 elections but this has not been taken from the Parish Council bank account to date.</li> <li>iv. To discuss closure of Sports Association and related assets and bank accounts – a letter has been drafted however it is being investigated whether the money and assets should revert to the Parish Council. It was proposed that the Clerk speak to the Parish Council solicitor and this was <b>RESOLVED</b> with all in agreement.</li> <li>v. To approve appointment of independent Internal Auditor for 2024/25 – confirmation that a quote from Alan Breakwell had been received and accepted by the Parish Council as an independent auditor for the financial year. The auditor will use the scope set out in the JPAG Practitioners’ Guide.</li> <li>vi. To discuss moving to Microsoft 365 business – research into this is ongoing and will include a query into the number of Microsoft licences granted.</li> <li>vii. To note new email address for Parish Clerk – a new email address for the Clerk has been purchased and communications will gradually switch over to this new address from this point forwards.</li> <li>viii. To discuss review of internal financial controls – this needs to be reviewed for the financial year and the Clerk will attending a course to further understanding of the requirements.</li> </ul>
12	<p><b>BUDGET AND PRECEPT</b></p> <ul style="list-style-type: none"> <li>i. To adopt the proposal for the 2025/26 budget and precept. The budget for 2025/26 was agreed at £67,695.00. This is an increase of £8,101 from 2024/25 and includes: IT - Microsoft business and email addresses Salary - Employers NI increase and national pay rise New Defibrillators– replacement defib for Memorial Hall</li> </ul>

	<p>Speeding resolutions – sinking fund for measures to reduce speeding  Public Art – sinking fund for Roundabout  Grants - taking into account rising costs for community groups  DAPTC subsidy – increasing by 30% this year  Grass/Hedge Cutting – to match rising costs  Play Area – repairs to grass matting</p> <p>It was noted that the Parish Council should publicise what the money is going to be spent on.</p> <p>The level of general reserves has been built up and the Parish Council felt that a small amount could be used to subsidise the increase in budget. The precept was agreed at £65,0000. This is a 6.47% increase or £4.68 per year for an average Band D property. The precept request was proposed by Cllr Seare and seconded by Cllr Palmer with all in agreement. It was <b>RESOLVED</b> to set the precept request at £65,000.</p> <p>13 <b><u>LITTER PICK 2025</u></b>  i) To agree date for 2025 litter pick – the date was agreed as Saturday 29<sup>th</sup> March 2025 at 2pm</p> <p>14 <b><u>CORRESPONDENCE</u></b>  i) Biodiversity email – regarding hedging and ditches on Moor Lane and the Golf Course. These are under private ownership, outside of the Parish Council remit. <b>Action: Clerk to respond.</b>  ii) Climate Change and Nature Action Support Group – Cllr Palmer or Cllr Jackson to attend.  <b>Action: Clerk to find out how long the meeting will last.</b>  iii) New Dorset Council contact number for Parish Council  <b>Action: Clerk to circulate</b></p> <p>15 <b><u>PARISH MATTERS</u></b>  i) Hedge at King Street – this is still overgrown. Clerk to chase with Dorset Highways.</p> <p><b><u>The Parish Council meeting was suspended at 8.48pm whilst the Planning Committee took place. See minutes 9<sup>th</sup> January 2025 for details.</u></b></p> <p><b><u>The Parish meeting re-convened at 9.27pm</u></b></p> <p>16 <b><u>DATE AND TIME OF NEXT MEETING</u></b> – Thursday 6<sup>th</sup> February 2025 at 7.30pm</p> <p>There being no other business the meeting closed at 21.27</p> <p>Signed _____ Chairman 6<sup>th</sup> February 2025</p>
--	--

## Clerks Report 09.01.25

<b>Minute Number</b>	<b>Topic</b>	<b>Action</b>	<b>Progress</b>
18 <sup>th</sup> July 2024 Minute 7 (i)	Play Area	New playground equipment	The quote has been confirmed with Sutcliffe Play and the parts have been ordered.
18 <sup>th</sup> July 2024 Minute 7 (ii)	Churchill Close Green	Clerk to chase Land Registry progress with Farnfields solicitors.  Grass Pitch Maintenance Fund	Churchill Close Green has now been registered.  O'Hara's have confirmed that the Pitch agreement is acceptable with some minor modifications regarding wording about insurance and maintenance. It will also need to be set out that the licence is on a one-year basis at present.
18 <sup>th</sup> July 2024 Minute 8 (ii)	EV Charge Point	Progress registration of Memorial Hall  Progress EV Charge Point near Air Ambulance Recycling	Draft Statement of Truth received.  The contractors are querying the ownership of the rest of the car park which is tied into the registration of the Memorial Hall. They have suggested a solution for the Memorial Hall committee be party to the licence and the Parish Council confirm that they own access to the site.
18 <sup>th</sup> July 2024 Minute 9 (ii)	Speeding on Mill Lane	Chase Sign Shop for progress on quotes	The Cattle Signs have been ordered
5 <sup>th</sup> September Minute 16	Correspondence	Clerk to ask DWP for a new litter bin at Cliff Arch	Ongoing
3 <sup>rd</sup> October Minute 10 iii	Reports	Clerk to investigate Microsoft 365	Ongoing
3 <sup>rd</sup> October Minute 14	Parish Matters	Clerk to write to Rob Smith at Aster about replanting trees	An email to Aster has been sent and acknowledged but no response given.
5 <sup>th</sup> December Minute 8	Amenities and Facilities	Walnut Tree Noticeboard	Dorset Council have given permission for the hedge to be cut back. Quotes have been sought for the noticeboard.
5 <sup>th</sup> December	Environment	Clerk to raise another request for street	Complete

Minute 9		sweeping for the Christmas holidays and report Wimborne Road.	
5 <sup>th</sup> December Minute 10	Traffic and Transport	Clerk to chase the progress on a flooding on A350	Chase in January Highways meeting
5 <sup>th</sup> December Minute 10	Traffic and Transport	Clerk to report overgrown vegetation on Roundhouse roundabout	Reported on 9/12/24
5 <sup>th</sup> December Minute 10	Traffic and Transport	Clerk to put road closures on website.	Added to Latest News section
5 <sup>th</sup> December Minute 11	Reports	Clerk to send Cllr Jones a link to the DAPTC website.	Complete
5 <sup>th</sup> December Minute 12	Finance	Clerk to write a letter to the Sports Association and ask to reply in 14 days.	Letter drafted. Seeking advice from DAPTC that the assets of the Sports Association should default to the Parish Council before sending.
Other			Reported Anti Social Behaviour on UKPAC

#### Training Completed

- SLCC Networking Event

#### Upcoming Training

- Internal Controls
- Year End and Audit
- Income and Expenditure Accounts

<b>Schedule of Payments</b>	<b>December payments ratified January</b>					
<b>Payments made</b>						
<b>Payee</b>	<b>Details</b>	<b>Gross</b>	<b>VAT</b>	<b>Net</b>	<b>Chq No.</b>	<b>Invoice number</b>
Vodafone	December Phone Bill	£28.20	£4.70	£23.50		Direct Debit
Alison Clothier	December Salary	£1,299.98	£0.00	£1,299.98		Standing Order
		<b>£1,328.18</b>	<b>£4.70</b>	<b>£1,323.48</b>		
<b>Payments to be made</b>						
<b>Payee</b>	<b>Details</b>	<b>Gross</b>	<b>VAT</b>	<b>Net</b>	<b>Chq No.</b>	<b>Invoice number</b>
Vision ICT	New Cllr emails	£92.00	£15.33	£76.67	Transfer	<b>19342</b>
Alison Clothier	Mileage and expenses - zoom	£28.71	£2.60	£26.11	Transfer	
Dorset County Pension Fund	Clerks Pension for December	£380.38	£0.00	£380.38	Transfer	
HMRC	National Insurance and Income Tax December	£203.63	£0.00	£203.63	Transfer	
Community Heartbeat Trust	Annual Support Mapperton Defibrillator	£162.00	£27.00	£135.00	Transfer	<b>24389</b>
Community Heartbeat Trust	Annual Support Memorial Hall Defibrillator	£151.20	£25.20	£126.00	Transfer	<b>24868</b>
Memorial Hall	Rent of Rooms - December	£23.75	£0.00	£23.75	Transfer	<b>SMMH4871</b>
		<b>£1,041.67</b>	<b>£70.13</b>	<b>£971.54</b>		

Appendix 3

### Sturminster Marshall Parish Council

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

<b>A</b>	<b>Bank Reconciliation at 31/12/2024</b>		
	Cash in Hand 01/04/2024		91,914.25
	<b>ADD</b> Receipts 01/04/2024 - 31/12/2024		62,388.49
			154,302.74
	<b>SUBTRACT</b> Payments 01/04/2024 - 31/12/2024		46,357.82
	<b>Cash in Hand 31/12/2024</b> (per Cash Book)		<b>107,944.92</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash	31/12/2024 0.00	
	Natwest - Current Account	31/12/2024 100.00	
	Natwest - Business Reserve	31/12/2024 0.33	
	Barclays Current	31/12/2024 38,897.86	
	Barclays Savings	31/12/2024 70,000.00	
			<b>108,998.19</b>
Less unrepresented payments			1,053.27
			107,944.92
Plus unrepresented receipts			
	<b>Adjusted Bank Balance</b>		<b>107,944.92</b>
	<b>A = B Checks out OK</b>		



## Quarterly Report October-December 2024

---

- There was a bank balance of £107,944.92 at the end of December 2024.

### Administration

- This area is within budget at present with 45% of the budget spent, however there are several larger payments to be made on professional fees and IT services as well as further training payments to be made.

### Community Infrastructure Levy

- £897 is left within the CIL budget due to the payment for the new playground equipment.

### Designated Reserves

- 23% of the designated reserves budget for 2024/25 has been spent however much of this allocation is for sinking funds for new or replacement assets.

### Employees and Governance

- £7891.01 remains in the budget for salaries which will cover costs to the end of the year.

### Grants and Subscriptions

- 43% of the budget on grants and subscriptions has been spent, however the bus subsidy has to be awarded.

### Maintenance and Services

- 65% of the maintenance and services budget has been spent however further invoices are expected from Greenscape and Dorset Council for grass cutting which may take this cost code over budget. The bi-annual tree survey will take place in the Spring. There is £973.41 allocated for repairs to the play area, however the play area repairs are forecast to cost more than this so the reserves will be used.

### Reserves

Reserve	Opening Balance	Spend	Current Balance
<b>New Playground equipment</b>	5481.00		5481.00
<b>Defibrillators</b>	177.00	135	42
<b>Election</b>	3,000.00		3,000.00

<b>20 mph zone</b>	4,100	2695	1405.00
<b>Neighbourhood Plan</b>	5,753.00	691.20	5061.80
<b>New Office Equipment</b>	375.00		375.00
<b>Play Area Repairs</b>	4,507.77	26.59	4481.18
<b>Posts and Signage</b>	4,882.00	500.00	4382.00
<b>Trees</b>	5,577.25		5,577.25
<b>Events</b>	564.00		564.00
<b>CIL</b>	8,894.00	7997.00	897.00
<b>General Repairs</b>	5348.92		5348.92
<b>Assets</b>	4,445.00		4,445.00
<b>Total Earmarked</b>	53104.94	12,044.79	41,060.15

Total Reserves: £41,060.15