

STURMINSTER MARSHALL PARISH COUNCIL

Minutes the Meeting of the Full Council on Thursday 6th February 2025 at 7.30pm at the Memorial Hall

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

Also in attendance: Mrs A Clothier (Parish Clerk)

1 APOLOGIES – MEMBERS OF THE COUNCIL.

Apologies were received from Dorset Cllr W Chakawhata and were accepted.

2 DECLARATIONS OF INTEREST

There were none.

3 POLICE REPORT

A drop in session was held with the PCSO on Saturday 1st February in the village. The write up had a report of a scam and it was agreed it would be helpful to establish details of this.

Action: Clerk to find out details of the scam from the PCSO.

4 MINUTES

The minutes of the Full Council Meeting held on 9th January 2025 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:

- i. Play Area
- ii. EV Charge Point

6 MEMBERS OF PUBLIC –

Two members of the public was present. The following points were raised

- The Silent Soldier has been damaged beyond repair. A member of the public will take it down.
Action: Clerk to include this matter on the agenda for the March meeting.
- Bramble Hedge at Alms House: It was raised that Cllr Chakawhata advised that the Parish Council should appeal the decision not to enforce the removal of the hedge. Extracts from the Conservation Area Appraisal and Neighbourhood Plan were read out highlighting issues regarding nature conservation and linking green corridors . It was clarified that bramble stems must exceed 15 cm in diameter to require permission for removal.
Action: Clerk to request that Cllr Chakawhata contacts the Conservation Team to question the decision.
- The issue of anti-social behaviour at the Fish and Chip Van was discussed. The vendors have expressed concerns about continuing their visits due to this problem. The Parish Council have spoken to the Police about the incidents. It was noted that the Police have not been in contact with Homewatch for the past five years.

7 AMENITIES AND FACILITIES

- i. Playground – there is still studding on the basketball net and should the sign be moved around. The timbers on the basket swing needs to be treated.

8	<p>ii. Churchill Close Green –</p> <ul style="list-style-type: none"> a. To discuss Grass Pitch Maintenance Fund and associated Pitch Maintenance Agreement. No response from the Football Club to date on whether they are going to progress with the grant application. It was noted that the Parish Council also need to approach the Football Club to renew the licence for Churchill Close Green. This will be on the basis of one year and same terms. b. To discuss request for outdoor animal service on Churchill Close Green – an email has been received from the PCC. There are No Dogs on the football pitches so Churchill Close would not be appropriate. Clerk to suggest Maypole Green, Stocks Green or Charborough Green. It was raised that there were concerns about hunt packs attending. Action: Clerk to go back to PCC to suggest alternative locations. c. To discuss refurbishment of benches – the refurbishment of the 4 benches were quoted at £300-£400. This quote was approved. The bench on the east side of the Green is not repairable. The bench needs to be removed and made safe. Clerk to ask contractor to remove bench. <p>iii. Noticeboards – A quote for a new noticeboard was received at £790.28. It was suggested that attaching the noticeboard to the gate might be a more cost-effective solution. Questions were raised about the sustainability of using oak. Action: Clerk to ask Rangers if a noticeboard could be attached to the gate of Walnut Tree.</p> <p>iv. Walnut Tree Field – Clerk to cut a spare copy of the key ask a neighbour of Walnut Tree Field to hold the other.</p> <p>v. Trees and Maypole – A quote for the tree survey was received at £109.80 and a survey of the Maypole was quoted at £275. Both quotes were agreed.</p> <p>vi. To discuss request for finger posts for the Church – The Parish Council discussed a request for fingerposts to direct visitors to the Church. It was noted that a previous request for a sign at Bailie Cross Crossroads for the school had been refused. The Council acknowledged that signs could be helpful for both the Church and the school. Action: Ask the Church where they would prefer the fingerposts to be placed and explore potential cost implications.</p> <p>vii. To discuss request to use Maypole Green for Mayday celebrations and request for meeting cost of road closures – Cllr Purtill (Chair of School Society) has spoken with Jamie Igoe from the Traffic Team at Dorset Council and they have agreed to progress this as a ‘ceremony’ which will be a cost for the road closure of £27. Road closure signs have been sourced. School Society has public liability insurance and will organise all the paperwork. It was RESOLVED with all in agreement to refund the road closure application.</p> <p>viii. Memorial Hall - O’Hara’s to contact Charity Commission to see if they have a copy of the Memorial Hall lease. A living descendant of the original trustees has to be found to legally appoint a new trustee.</p> <p><u>ENVIRONMENT</u></p> <ul style="list-style-type: none"> i. Climate Change Action Plan – EV Charge Point – A Memorandum of Understanding was proposed in order to give the Memorial Hall a share of the profits from the EV Charge point. It was agreed that this would be reviewed on a year-by-year basis when there would be more detail of how much income the charge point will generate. For the first year it was agreed to give 100% of the income to the Memorial Hall. The year will start when the EV charge point is installed. ii. Litter poster- It was agreed to order 6 A3 signs at an approximate cost of £200. The signs would be put up at Walnut Tree Field, outside both shops, Charborough Way, Churchill Close and the Trailway.
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9	<p><u>TRAFFIC & TRANSPORT</u></p> <ul style="list-style-type: none"> i. A31/A350 – flooding on A350. The Roundhouse roundabout works were delayed due to the weather. ii. Speeding on Mill Lane – the posts for the cattle sign are in place. iii. To discuss two new Speed Indicator Devices on the Blandford Road – scheduled to be installed in February. iv. Community Highways Officer – the following matters were discussed with at the Highways meeting: <ul style="list-style-type: none"> • Traffic lights on White Mill – unlikely to be supported by Highways. Cllrs to meet with Cllr Chakawhata and Highways about this site and Wimborne Road. • Sunken manhole at the end of Millmoor was reported. • Dorset Council will clean the road signs • Ditch at Mapperton – Highways are querying where the enforcement letter has been sent • A350 flooding – site visit to be arranged • School sign – CHO to speak to developer • Road sweeping – Clerk to ask again for road sweeping at half term • Yellow lines and bus stop to be repainted. • Drain at the end of Frog Lane is blocked. Wessex Water will come back to clear the drain.
10	<p><u>REPORTS</u></p> <p>To receive reports from representatives of the following:</p> <ul style="list-style-type: none"> i. Alms House Charity – meeting in February ii. Memorial Hall – Roof repairs have been completed, and door adjustments have been made, although a full refit remains unaffordable. A smart meter has been installed. The ash tree outside the hall is proposed to be removed and replaced with a smaller shrub. The Hall’s financial reserves are running low. An application for the position of secretary has been received, but no Chairperson has come forward. The Hall committee inquired about Youth Club funding and requested a grant from the Parish Council. The Youth Club plans to carry out fundraising activities, and children currently pay a £1 entrance fee. It was agreed to defer appointing a youth representative until May. iii. DAPTC – Planning Seminar on 4th March is being attended by Clerk, Cllr Palmer and Cllr Fookes. iv. Flooding – An email was received regarding sewerage problems in Reeves Orchard. The Flood Plan is being updated. Another flooding incident occurred in January. It was noted that the only way to close a road during flooding is by contacting the Police. Flood wardens expressed a desire to be kept informed about highways works. No buildings have flooded, but concerns were raised about whether the drains are merely soakaways, which fill up quickly. Additionally, the ditches at Back Lane are not draining properly. v. School – the Chair will attend the celebration assembly to present the book voucher on Friday 28th February. Cllr Fookes attended school mental health training. The focus is on marketing the school. Concerns were raised about the parking as it was flagged as dangerous. Parents are parking on the yellow zigzag lines and reversing out onto the main road. A police presence was requested. vi. Speedwatch – two new people were trained on 31st January. vii. Dorset Councillor – Cllr Chakawhata sent a report detailing a potential joint meeting about Mill Lane, flooding on A31 and the community meeting on 1st February.
11	<p><u>FINANCE</u></p> <ul style="list-style-type: none"> 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

	<p>be printed out. See Appendix 3. It was RESOLVED to APPROVE the payments with all in agreement.</p> <ul style="list-style-type: none"> ii. To receive the monthly bank reconciliation, and budget report – all noted and agreed. iii. To discuss closure of Sports Association and related assets and bank accounts – the tractor will be removed from the insurance policy and the Clerk will write to the previous members of the Sports Association to let them know. iv. To discuss moving to Microsoft 365 business – Clerk to contact local IT expert. v. To discuss renewal of domain name for village history site – this has been renewed for another year.
12	<p><u>POLICIES</u></p> <ul style="list-style-type: none"> i. To adopt a Grievance and Disciplinary Policy ii. To adopt a Dignity at Work Policy. iii. To adopt a Privacy Notice iv. To adopt the Document Retention Policy <p>Cllr Steel proposed all the policies were adopted and this was seconded by Cllr Palmer. It was RESOLVED to ADOPT the above policies.</p>
13	<p><u>CORRESPONDENCE</u></p> <ul style="list-style-type: none"> • Royal British Legion – The thank you letter for the donation from the collection at Remembrance Sunday was reported • Memorial Hall front door – all were reminded to ensure that the door is locked when leaving. • Dog fouling patrols – These are to take place in February and March. Cllrs to let the Clerk know of any issues. Clerk to inform the Football Club.
14	<p><u>PARISH MATTERS</u></p> <ul style="list-style-type: none"> • Clerk to resend email regarding trees to Aster as they have told residents that they have not received it. <p><u>The Parish Council meeting was suspended at 9.17pm whilst the Planning Committee took place. See minutes 6th February 2025 for details.</u></p> <p><u>The Parish meeting re-convened at 9.37pm</u></p>
15	<p><u>DATE AND TIME OF NEXT MEETING</u> – Thursday 6th March 2025 at 7.30pm</p> <p>There being no other business the meeting closed at 21.37</p> <p>Signed _____ Chairman 6th March 2025</p>

Clerks Report 06.02.25

Minute Number	Topic	Action	Progress
18 th July 2024 Minute 7 (i)	Play Area	New playground equipment	Most of the work has been completed but the contractors are waiting for parts from Huck to repair the rope swing.
18 th July 2024 Minute 7 (ii)	Churchill Close Green	Grass Pitch Maintenance Fund	Email sent to the FA and Football Club asking for the report on the condition of the pitches and whether the Football Club will apply for the grant.
18 th July 2024 Minute 8 (ii)	EV Charge Point	Progress registration of Memorial Hall Progress EV Charge Point near Air Ambulance Recycling	O'Hara's to contact Charity Commission to see if they have a copy of the Memorial Hall lease. A living descendant of the original trustees has to be found to legally appoint a new trustee. See Memorandum of Understanding on main agenda.
18 th July 2024 Minute 9 (ii)	Speeding on Mill Lane	Chase Sign Shop for progress	Awaiting cattle signs to be installed.
5 th September Minute 16	Correspondence	Clerk to ask Dorset Council for a new litter bin at Cliff Arch	Ongoing
3 rd October Minute 10 iii	Reports	Clerk to investigate Microsoft 365	Ongoing
3 rd 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 th December Minute 10	Traffic and Transport	Clerk to chase the progress on a flooding on A350	Meeting held with Community Highways officer on 30 th January. CHO to chase with flood risk team.
5 th December Minute 12	Finance	Clerk to write a letter to the Sports Association and ask to reply in 14 days.	Letter drafted. Advice to date would indicate that, without a constitution stating that the money and assets revert to the Parish Council, there are no powers to enforce this.
9 th January Minute 7 (v)	Amenities	Clerk to go back to the supplier to ask for a quote without a door	This has been received at a total of £790.28
9 th January Minute 7 (v)	Amenities	Clerk to investigate provision of life ring at Walnut Tree Field	Dorset Council do not have the resources to inspect a life ring
9 th January Minute 8 (ii)	Environment	Clerk to send letter of thanks to Susan Day from SGN for her excellent organisation of the gas works.	Letter sent
9 th January Minute 8 (iv)	Environment	Clerk to query Mapperton Ditch with Community Highways	Queried to see where enforcement letter has been sent

		Officer	
9 th January Minute 9 (ii)	Traffic and Transport	Clerk to arrange meeting about speeding on Mill Lane	Awaiting meeting
Other			<ul style="list-style-type: none"> • Quote sought and received for tree and maypole survey. • Met with local tradesperson on site to discuss repair of Churchill Green benches • Highways meeting covered: <ul style="list-style-type: none"> i. Hedges. King Street ii. Cleaning Signs iii. Ditch, Mapperton iv. A350 Flooding. Dip by Gas Sub Station v. School Sign vi. Road Sweeping vii. White Lines viii. Victorian Drain Church Street ix. Manhole Cover, A350 x. Bus Stop lines, Station Road xi. Drain at end of Millmoor

Training Completed

- Internal Controls

Upcoming Training

- Year End and Audit
- Income and Expenditure Accounts

Appendix 2

<u>Schedule of Payments</u>	<u>January payments ratified February</u>					
Payments made						
Payee	Details	Gross	VAT	Net	Chq No.	Invoice number
Vodafone	January Phone Bill	£28.20	£4.70	£23.50	Direct Debit	
Alison Clothier	January Salary	£1,299.98	£0.00	£1,299.98	Standing Order	
		£1,328.18	£4.70	£1,323.48		
Payments to be made						
Payee	Details	Gross	VAT	Net	Chq No.	Invoice number
Dorset Council	Election Charge	£50.00	£0.00	£50.00	Transfer	1801441791
Alison Clothier	Mileage and expenses - zoom and printer cartridge	£61.89	£7.91	£53.98	Transfer	
Dorset County Pension Fund	Clerks Pension for January	£380.38	£0.00	£380.38	Transfer	
HMRC	National Insurance and Income Tax January	£203.63	£0.00	£203.63	Transfer	
DAPTC	Internal Controls Training	£35.00	£0.00	£35.00	Transfer	2304
Scribe Accounts	Accounts Package Renewal	£792.00	£132.00	£660.00	Transfer	8648
Memorial Hall	Rent of Rooms - January	£23.75	£0.00	£23.75	Transfer	SMMH4899
		£1,546.65	£139.91	£1,406.74		

Appendix 3

3 February 2025 (2024 - 2025)

Sturminster Marshall Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/01/2025		
	Cash in Hand 01/04/2024		91,914.25
	ADD Receipts 01/04/2024 - 31/01/2025		63,156.14
			155,070.39
	SUBTRACT Payments 01/04/2024 - 31/01/2025		49,389.05
A	Cash in Hand 31/01/2025 (per Cash Book)		105,681.34
	Cash in hand per Bank Statements		
	Petty Cash 31/01/2025	0.00	
	Natwest - Current Account 31/01/2025	100.00	
	Natwest - Business Reserve 31/01/2025	0.33	
	Barclays Current 31/01/2025	37,295.66	
	Barclays Savings 31/01/2025	70,000.00	
			107,395.99
	Less unrepresented payments		1,714.65
			105,681.34
	Plus unrepresented receipts		
B	Adjusted Bank Balance		105,681.34
	A = B Checks out OK		