

## **STURMINSTER MARSHALL PARISH COUNCIL**

Minutes the Meeting of the Full Council on Thursday 6<sup>th</sup> March 2025 at 7.30pm at the Memorial Hall

**Present:** Chair Cllr H Palmer, Cllr M Steel, Cllr H Fookes, and Cllr J Jackson

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

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

Apologies were received from Cllr S Cade, Cllr L Purtill, Cllr Jones and Cllr L Seare and were accepted.

### **DECLARATIONS OF INTEREST**

There were none.

### **POLICE REPORT**

There was nothing to report.

### **MINUTES**

The minutes of the Full Council Meeting held on 6<sup>th</sup> February 2025 were approved as true record of the meeting.

### **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. Memorial Hall Registration
- ii. EV Charge Point

### **MEMBERS OF PUBLIC –**

One member of the public was present. The following points were raised:

- Electric Charging Points – Concerns were raised about how much revenue the charging company would generate and the lack of a business plan. It was noted that the Parish Council is providing access to three of the Memorial Hall parking spaces for this initiative. Cllr Chakawhata highlighted the benefits of installing Electric Vehicle (EV) charge points, particularly in rural areas. The Council outlined that the project was fully funded and planned by Dorset Council and both the Parish Council and Memorial Hall committee had agreed the project.

**Action: Clerk to provide details on the benefits of EV charge points.**

### **AMENITIES AND FACILITIES**

- i. Playground – All in good order. The faults on the basketball swing have been fixed. A quote has been received for £235 for the treatment of the timber on the birds nest swing. It was RESOLVED to approve this quote with all in agreement.
- ii. Churchill Close Green –
  - a. To discuss Grass Pitch Maintenance Fund and associated Pitch Maintenance Agreement. The deadline for funding is 31<sup>st</sup> March, however the Football Club are considering whether they can apply for the grant.
  - b. To discuss refurbishment of benches – a site meeting was held with a local handyman - awaiting quote
  - c. To discuss request to use Churchill Close Green for VE day celebrations – it was RESOLVED to allow use of Churchill Close Green for VE day with all in

	<p>agreement.</p> <p>iii. Noticeboards – awaiting a second quote.</p> <p>iv. Trees and Maypole – The Clerk will obtain a quote for necessary tree maintenance. The test results for the Maypole have been received, indicating brown rot in the upper section. The recommendation is to reduce the height of the Maypole by 2–3 metres within three months. It was agreed that, in the short term, the Maypole should be reduced in height, with a longer-term plan to consider full replacement. The Council agreed to seek a quote from Dorset Council for reducing the Maypole’s height by 2–3 metres.</p> <p>v. Memorial Hall – O’Haras have sent a draft Deed of Variation. Parish Council to look at the draft lease and if agreed, send to the Memorial Hall</p> <p>vi. Silent Soldier – the current location has had some issues. Originally it was further towards the High Street. It was raised whether a silhouette of both sexes would be appropriate at £325. A different location was suggested as the foliage behind is black. <b>Action: Clerk to circulate the costs to all Cllrs.</b></p>
8	<p><b><u>ENVIRONMENT</u></b></p> <p>i. Climate Change Action Plan – EV Charge Point – the planned installation date is for April/May</p>
9	<p><b><u>TRAFFIC &amp; TRANSPORT</u></b></p> <p>i. A31/A350 – flooding on A350. A350 flooding - Dorset Council have not been able to find anything wrong with the drainage in this location. Clerk to copy Cllr Chakawhata in to complaint.</p> <p>ii. Speeding on Mill Lane – Clerk to arrange a meeting with Cllr Chakawhata.</p> <p>ii. To discuss two new Speed Indicator Devices on the Blandford Road – the SID has been installed.</p>
10	<p><b><u>REPORTS</u></b></p> <p>To receive reports from representatives of the following:</p> <p>i. Alms House Charity – Work on the roof is scheduled to begin in March.</p> <p>ii. Memorial Hall – A meeting was held last week, during which a new volunteer was identified to take over the Chair and Secretary roles. This appointment will be finalised at the AGM. While income for the year has increased, so has expenditure. The committee is exploring options to create additional storage space. The Hall Committee expressed appreciation for the income generated from the EV charge point. An abandoned car has been reported in the car park.</p> <p>iii. DAPTC – Planning Seminar on 4<sup>th</sup> March. Cllr Fookes gave a summary of the event which was well attended and well run. Key points included:</p> <ul style="list-style-type: none"> <li>• Dorset’s prescribed housing targets have significantly increased, posing challenges for the Council in meeting them.</li> <li>• Neighbourhood Plans continue to receive strong support.</li> <li>• An introduction to the Planning Team was given.</li> </ul> <p>iv. Flooding – The Flood Plan has been updated. During the last flood, warning signs were put out but were ignored.</p> <p>v. School – The Head has started to produce a newsletter which is distributed around the village. The intake for next Autumn was unknown.</p> <p>vi. Speedwatch – one new volunteer has come forwards.</p> <p>vii. Dorset Councillor – A new interim Chief Executive of Dorset Council has been appointed until a permanent replacement is confirmed.</p>

11	<p>Two community drop-in sessions in Sturminster Marshall have taken place, with good attendance. Common concerns raised included flooding and speeding. The street cleaning schedule has been shared.</p> <p><b><u>FINANCE</u></b></p> <ol 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 to APPROVE</b> the payments with all in agreement.</li> <li>ii. To receive the monthly bank reconciliation, and budget report – all noted and agreed.</li> <li>iii. To discuss moving to Microsoft 365 business – two quotes have been received for migration to Microsoft Business 365. One monthly subscription is significantly less than the other so this will be checked to see whether the service is the same.</li> <li>iv. To approve the asset register – it was <b>RESOLVED</b> to approve the asset register with all in agreement.</li> <li>v. To approve the risk assessment and internal controls – the lone worker risk assessment and litter pick assessment were also looked at. It was <b>RESOLVED</b> to approve the with all in agreement.</li> </ol>
12	<p><b><u>POLICIES</u></b></p> <ol style="list-style-type: none"> <li>i. To adopt a Risk Management Policy - It was <b>RESOLVED</b> to approve the policy with all in agreement.</li> <li>ii. To adopt a Statement of Intent for Training - It was <b>RESOLVED</b> to approve the Statement with all in agreement.</li> <li>iii. To adopt a Publication Scheme - It was <b>RESOLVED</b> to approve the Scheme with all in agreement.</li> <li>iv. To adopt the 2025 Flood Plan It was <b>RESOLVED</b> to approve the Plan with all in agreement.</li> </ol>
13	<p><b><u>OPEN MEETING</u></b></p> <ol style="list-style-type: none"> <li>i. All groups that receive grants will be invited, along with the Police. It was suggested that a representative from Dorset Council’s Youth Services be invited to discuss anti-social behaviour. The Council will also consider inviting MP Vikki Slade or the Police and Crime Commissioner. To encourage participation, the event will be made less formal.</li> </ol>
14	<p><b><u>CORRESPONDENCE</u></b></p> <ul style="list-style-type: none"> <li>• Citizens Advice Bus – ceasing of visits to Sturminster Marshall</li> <li>• Active Travel Scheme – funding for the Trailway</li> </ul>
15	<p><b><u>PARISH MATTERS</u></b></p> <p><b><u>The Parish Council meeting was suspended at 8.40pm whilst the Planning Committee took place. See minutes 6<sup>th</sup> March 2025 for details.</u></b></p> <p><b><u>The Parish meeting re-convened at 9.07pm</u></b></p> <p><b><u>DATE AND TIME OF NEXT MEETING</u></b> – Thursday 3<sup>rd</sup> April 2025 at 7.30pm</p> <p>There being no other business the meeting closed at 21.07</p> <p>Signed _____ Chairman 3<sup>rd</sup> April 2025</p>

## Appendix 1 - Clerks Report 06.03.25

Minute Number	Topic	Action	Progress
18 <sup>th</sup> 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. The contractor has been asked to fix the basketball sign and treat the timber on the birds nest swing.
18 <sup>th</sup> 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. The football club are considering the implications as it is a big commitment.
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	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.  The licence has been signed and sent off to Dorset Council. The new air ambulance textile bank will be installed in March/April.
18 <sup>th</sup> July 2024 Minute 9 (ii)	Speeding on Mill Lane	Chase Sign Shop for progress	Cattle signs installed. ITEM CLOSED.
5 <sup>th</sup> September Minute 16	Correspondence	Clerk to ask Dorset Council for a new litter bin at Cliff Arch	Ongoing
3 <sup>rd</sup> October Minute 10 iii	Reports	Clerk to investigate Microsoft 365	A quote has been received from Rejuvenate which has been sent to our IT advisor to see if it meets our requirements. See main agenda.
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.  A second email has been sent and acknowledged.
5 <sup>th</sup>	Traffic and	Clerk to chase the progress on a	Meeting held with Community Highways officer on 30 <sup>th</sup> January.

December Minute 10	Transport	flooding on A350	CHO to chase with flood risk team.
5 <sup>th</sup> December Minute 12	Finance	Clerk to write a letter to the Sports Association.	An email has been sent to the Sports Association to say that the mower will be taken off the Parish Council insurance. The Sports Association were not aware that the Parish Council insured the mower.
9 <sup>th</sup> January Minute 8 (iv)	Environment	Clerk to query Mapperton Ditch with Community Highways Officer	Queried to see where enforcement letter has been sent
9 <sup>th</sup> January Minute 9 (ii)	Traffic and Transport	Clerk to arrange meeting about speeding on Mill Lane	Awaiting meeting
6 <sup>th</sup> February Minute 3	Police Report	Clerk to find out details of the scam from the PCSO.	This was a general warning of scams and not one particular to Sturminster Marshall. ITEM CLOSED.
6 <sup>th</sup> February Minute 6	PP	Clerk to request that Cllr Chakawhata contacts the Conservation Team to question the decision on cutting back the brambles	The Tree Team responded to Cllr Chakawhata to say that the works undertaken did not need permission. ITEM CLOSED.
6 <sup>th</sup> February Minute 6	PP	Clerk to include Silent Soldier on the agenda for the March meeting.	Complete
6 <sup>th</sup> February Minute 7	Churchill Close Green	Clerk to go back to PCC to suggest alternative locations for animal service	Complete
6 <sup>th</sup> February Minute 7	Noticeboards	Clerk to ask Rangers if a noticeboard could be attached to the gate of Walnut Tree.	Dorset Council have approved this and Greenbarnes have been asked to requote.
6 <sup>th</sup> February Minute 7	Fingerposts	Ask the Church where they would prefer the fingerposts to be placed and explore potential cost implications.	Complete – awaiting response.
6 <sup>th</sup> February Minute 8	Litter poster	Clerk to order 6 A3 signs	Order with Ashley Press
Other			Litter pick equipment confirmed for 29 <sup>th</sup> March

			<p>Meeting held with handyman about a new quote for the benches on Churchill Close.</p> <p>Weeding of paperwork at Memorial Hall underway – metal storage cabinet complete.</p>
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### Training Completed

- Year End and Audit

### Upcoming Training

- Income and Expenditure Accounts
- Planning Seminar

### Appendix 2

<u>Schedule of Payments</u>	<u>February payments ratified March</u>					
<b>Payments made</b>						
Payee	Details	Gross	VAT	Net	Chq No.	Invoice number
Vodafone	February Phone Bill	£28.20	£4.70	£23.50	Direct Debit	
Alison Clothier	February 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>						
Payee	Details	Gross	VAT	Net	Chq No.	Invoice number
Alison Clothier	Mileage and expenses - zoom, printer cartridge and book token	£91.58	£7.91	£83.67	Transfer	
Dorset County Pension Fund	Clerks Pension for February	£380.38	£0.00	£380.38	Transfer	
HMRC	National Insurance and Income Tax February	£203.63	£0.00	£203.63	Transfer	
Dorset Council	Tree Inspection	£131.76	£21.96	£109.80	Transfer	<b>2800434215</b>
Dorset Council	Grass Cutting Churchill Close Green	£2,992.63	£498.77	£2,493.86	Transfer	<b>2800434199</b>
Dorset Council	Maypole Inspection (Lower)	£330.00	£55.00	£275.00	Transfer	<b>2800434296</b>
Dorset Council	Maypole Inspection (Phase Two)	£360.00	£60.00	£300.00	Transfer	<b>2800434581</b>
Sarum Tech	Domain name renewal for history site	£12.00	£0.00	£12.00	Transfer	<b>INV 244198</b>
Ashley Press	6 Litter signs	£129.60	£21.60	£108.00	Transfer	<b>23073</b>
Sutcliffe Play	Replacement parts and installation at play area	£1,711.20	£285.20	£1,426.00	Transfer	<b>7425</b>
DATPC	Planning Seminar	£210.00	£0.00	£210.00	Transfer	<b>INV 2414</b>
Memorial Hall	Rent of Rooms - February	£23.75	£0.00	£23.75	Transfer	<b>SMMH4922</b>
		<b>£6,576.53</b>	<b>£950.44</b>	<b>£5,626.09</b>		

## 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>Bank Reconciliation at 28/02/2025</b>		
	Cash in Hand 01/04/2024		91,914.25
	<b>ADD</b>		
	Receipts 01/04/2024 - 28/02/2025		63,403.73
			155,317.98
	<b>SUBTRACT</b>		
	Payments 01/04/2024 - 28/02/2025		56,555.76
<b>A</b>	<b>Cash in Hand 28/02/2025</b> (per Cash Book)		<b>98,762.22</b>
	Cash in hand per Bank Statements		
	Petty Cash	28/02/2025	0.00
	Natwest - Current Account	28/02/2025	100.00
	Natwest - Business Reserve	28/02/2025	0.33
	Barclays Current	28/02/2025	34,420.83
	Barclays Savings	28/02/2025	70,247.59
			<b>104,768.75</b>
	Less unrepresented payments		6,006.53
			98,762.22
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>98,762.22</b>
	<b>A = B Checks out OK</b>		