

STURMINSTER MARSHALL PARISH COUNCIL

Minutes the Meeting of the Full Council on Thursday 3rd April 2025 at 7.30pm at the Memorial Hall

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

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

APOLOGIES – MEMBERS OF THE COUNCIL.

There were no apologies.

DECLARATIONS OF INTEREST

There were none.

POLICE REPORT

The Police will be attending the Open Meeting in May.

MINUTES

The minutes of the Full Council Meeting held on 6th March 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 –

There were no members of the public present.

AMENITIES AND FACILITIES

- i. Playground – All in good order. The ropes on the witch's hat will need checking for wear and tear. The inspection will take place in June.
- ii. Churchill Close Green –
 - a. To discuss Grass Pitch Maintenance Fund and associated Pitch Maintenance Agreement. The FA have been back out to test the pitch and have chased who would be applying for the funding. The Clerk has emailed to say that the most appropriate body to apply for the funding will be the Football Club as they hold the SLA with Dorset Council for pitch improvement works. This is a major decision for the Club and has been left with them to weigh up whether they would like to apply.
 - b. To discuss refurbishment of benches – Three quotes were sought with one decline to quote and one quote withdrawn. The third quote is for £1612.27 for the works to the 5 benches and installation of the litter posters. It was **RESOLVED** to approve the quote with all in agreement.
- iii. Noticeboards – a second quote has been received made of self-healing pin board. The cork was only put the board a year ago and is already failing. The cost of the quote is £960 for both the repair of the school noticeboard and the new Walnut Tree Noticeboard. It was **RESOLVED** to approve the quote with all in agreement.

	<p>Action: Cllr Steel to report disrepair of the roof of the noticeboard outside the Memorial Hall</p> <p>iv. Trees and Maypole – Clerk to chase tree works quote. It was ratified that the Maypole will be reduced in height by 3 metres at a cost of £360 on 4th April. The weathervane will be stored at Cllr Jones’ house. It was proposed that once the Maypole event is complete this year then the existing pole is removed and replaced in accordance with the report from Dorset Council. The metal weathervane may need to be cleaned, and powder coated before it goes back on the new Maypole. The Parish Council will undertake to clarify the age of the existing Maypole. When the new Maypole arrives then the old one will be removed and a JCB will be needed to erect the pole. The bench at the bottom may also be refurbished. The plans for May Day are going very well.</p> <p>Action: Cllr Jones to obtain quotes for powder coating</p> <p>v. Memorial Hall – The living descendant of the original trustee of the Hall is being located. The Hall will need to inform the Parish Council of any structural changes – and provide a structural survey. They should also provide a copy of their insurance and licences. The Parish Council should have a copy of the maintenance room key.</p> <p>vi. Silent Soldier – it was ratified that the silent soldiers were purchased at a cost of £350. The Parish Council will need someone to install them where the statue was previously. The area will need tidying up so the Parish Council will ask permission to do this and to maintain the area and sow wild poppies.</p> <p>Action: Clerk to contact Dorset Council to ask for permission to tidy up area opposite the war memorial.</p>
8	<p><u>ENVIRONMENT</u></p> <p>i. Climate Change Action Plan – EV Charge Point – all the paperwork has been submitted. The planned installation date is for April/May. The air ambulance bin may need moving slightly for the EV charge point.</p> <p>ii. Litter Pick – a thank you was given to everyone for volunteering for the litter pick.</p>
9	<p><u>TRAFFIC & TRANSPORT</u></p> <p>i. A31/A350 – the following points were discussed with Highways:</p> <ul style="list-style-type: none"> • Manhole at Millmoor - has been raised as a job • Cleaning of signs – street name plates can be cleaned by volunteers but not directional signs • Ditch at Mapperton - on the programme • A350 flooding - has been investigated but no defects found • Churchill Arms - Highways have objected to the stopping up of the highway • Wimborne Road – meeting pending • White lines - the job has been raised • Victorian Drain - on going. <p>There is a black car on the A350 which has been abandoned by the side of the road on private land.</p> <p>iii. Speeding on Mill Lane – a meeting took place with Highways and Cllr Chakawhata. It was suggested that the LTP team were contacted as the route was just off the National Cycle Route. A speed survey took place in October 2021 and the speeds were an average of 34 mph. Dorset Council are unlikely to consider any speed limit change based on this data. They will put SLOW signs near the new Cattle Signs. The Parish Council have asked to move the Welcome to Sturminster Marshall sign nearer to White Mill Bridge.</p> <p>Action: Cllr Cade to ask landowner for permission to relocate sign</p>

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 – nothing to report ii Memorial Hall – looking into Youth Grants for the Youth Club. A burger van will be coming on Tuesday nights. iii DAPTC – an Eastern Area meeting was attended by Cllr Cade and Cllr Steel. There was about a report on devolution. Sturminster Marshall was not included in the initial consultation or meetings which was questioned. The Parish Council will now be included in the consultation process. Devolution was discussed and the possibility of further CGR. DAPTC are trying to get more recognition for Parish and Town Councils with Dorset Council. DAPTC changing to a company limited by guarantee. They are looking for people to put their names forward for the board. Membership of NALC was also discussed and this is being looked into. iv. Flood Wardens – nothing to report v. School – the school is dealing with falling rolls so is restructuring. There will be 2 classes from September. A coffee morning by Governors was held to show parents around the school. The school will consider doing open mornings/days from September. Marketing was thought be a positive way forwards particularly as many prep schools are closing. Further news will be shared when it is available. vi. Speedwatch – nothing to report vii Dorset Councillor – the meeting at White Mill Bridge was followed up with an email to the LTP team. Dorset Council have said the data does not support a level of investment. Cllr Chakawhata will respond and push the issue. Cllr Ireland and the Police have agreed to come to the Open Meeting. Parking at the shop has been reported – they cannot issue tickets or enforce parking at this location. They have noted that the double parking slows the traffic down. A parent has requested a road closure at school times which the Parish Council will be consulted on if it goes any further. Planning Enforcement – Churchill Arms site delivery times have been reported.
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 be printed out. See Appendix 2. It was RESOLVED to APPROVE the payments with all in agreement. ii. To receive the monthly bank reconciliation, and budget report – all noted and agreed. iii. To discuss moving to Microsoft 365 business – A subscription with Microsoft Business for the Clerk will be £115.20 per year. Councillors can then use a Microsoft 365 Basic at a cost of £19.99 per year. This is being queried with an IT expert before purchase.
12	<p><u>OPEN MEETING</u></p> <ul style="list-style-type: none"> i. Meeting to take place on Thursday 22nd May at 7.30pm. Cllr Ireland will be attending and will speak about general overview of Dorset Council. The Police and the Memorial Hall Committee will also be in attendance. Event will be advertised on Facebook, in the Bridge and on posters.
13	<p><u>CORRESPONDENCE</u></p> <ul style="list-style-type: none"> • Survey to review street lighting
14	<p><u>PARISH MATTERS</u></p> <p><u>The Parish Council meeting was suspended at 8.50pm whilst the Planning Committee took place. See</u></p>

15	<p><u>minutes 3rd April 2025 for details.</u></p> <p><u>The Parish meeting re-convened at 9.07pm</u></p> <p><u>DATE AND TIME OF NEXT MEETING</u> – Thursday 1st May 2025 at 7.30pm</p> <p>There being no other business the meeting closed at 21.02</p> <p>Signed _____ Chairman 1st May 2025</p>

Appendix 1 - Clerks Report

Clerks Report 03.04.25

Minute Number	Topic	Action	Progress
18 th July 2024 Minute 7 (i)	Play Area	Repair of playground equipment	The contractor will treat the timber on the birds nest 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. The football club are considering the implications as it is a big commitment.
18 th July 2024 Minute 8 (ii)	EV Charge Point	Progress registration of Memorial Hall Progress EV Charge Point near Air Ambulance Recycling	The draft lease is with the Memorial Hall Management Committee The licence has been signed and sent off to Dorset Council. The new air ambulance textile bank has been installed
5 th September Minute 16	Correspondence	Clerk to ask Dorset Council for a new litter bin at Cliff Arch	Ongoing – this is being monitored by Dorset Council
3 rd October Minute 10 iii	Reports	Clerk to investigate Microsoft 365	Two quotes have been received. There is also the option of buying directly from Microsoft which would be a cheaper alternative.
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. A second email has been sent and acknowledged.
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.
9 th January Minute 8 (iv)	Environment	Clerk to query Mapperton Ditch with Community Highways Officer	Queried to see where enforcement letter has been sent
9 th January Minute 9 (ii)	Traffic and Transport	Clerk to arrange meeting about speeding on Mill Lane	A meeting took place on 27 th March with Cllr Chakawhata and the

			Highways team. If the Parish Council wish to pursue traffic lights then the LTP team will need to be contacted. It was also suggested to look into a speed survey on Mill Lane.
6 th February Minute 7	Noticeboards	Clerk to ask Rangers if a noticeboard could be attached to the gate of Walnut Tree.	Second quote received.
6 th March 2025 PP	PP	Clerk to provide details of EV Charge Point	Complete
6 th March Minute 7 (ii)	Churchill Close Green benches	Obtain quote for repair of benches	<ul style="list-style-type: none"> • One decline to quote • One quote withdrawn due to ill health • Third quote £1,612,27 to include benches, repair of noticeboard opposite school and putting up litter signs.
6 th March Minute 7 (vi)	Silent Soldier	Clerk to circulate the cost to all Cllrs	Complete and item ordered
6 th March Planning	Correspondence	Clerk to query the location of the highways stopping up	It was confirmed that the pavement outside the site would not be affected. Dorset Council Highways have objected.
Other			Litter pick took place on 29 th March and was very successful.

Training Completed

- Income and Expenditure Accounts
- Planning Seminar
- Dealing with difficult conversations

Upcoming Training

Appendix 2

Schedule of Payments	March payments ratified April					
Payments made						
Payee	Details	Gross	VAT	Net	Chq No.	Invoice number
Vodafone	March Phone Bill	£28.20	£4.70	£23.50	Direct Debit	
Royal British Legion Shop	Unknown Tommy and Women in War Statue Pair	£350.00	£58.34	£291.66	Transfer	126255
Alison Clothier	March Salary	£1,299.98	£0.00	£1,299.98	Standing Order	
		£1,678.18	£63.04	£1,615.14		
Payments to be made						
Payee	Details	Gross	VAT	Net	Chq No.	Invoice number
Alison Clothier	Mileage and expenses - zoom, printer cartridge	£80.65	£7.92	£72.73	Transfer	
Dorset County Pension Fund	Clerks Pension for March	£380.38	£0.00	£380.38	Transfer	
HMRC	National Insurance and Income Tax March	£203.63	£0.00	£203.63	Transfer	
Dorset Council	Supply and Install SID post	£552.00	£92.00	£460.00	Transfer	2800434582
Greenscape Countryside Services	Grass Cutting	£453.00	£0.00	£453.00	Transfer	INV 0523
ClIr Purtill	Reimbursement for Road Closure	£27.00	£0.00	£27.00	Transfer	
Sturminster Marshall Memorial Ha	Rent of Rooms	£42.75	£0.00	£42.75	Transfer	SMMH4945
ClIr Sonia Cade	Key Cutting - Walnut Tree Field	£5.00	£0.00	£5.00	Transfer	
		£1,744.41	£99.92	£1,644.49		

Sturminster Marshall Parish Council

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

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

A	Bank Reconciliation at 31/03/2025		
	Cash in Hand 01/04/2024		91,914.25
	ADD Receipts 01/04/2024 - 31/03/2025		63,406.13
	SUBTRACT Payments 01/04/2024 - 31/03/2025		155,320.38 60,500.60
	Cash in Hand 31/03/2025 (per Cash Book)		94,819.78
B	Cash in hand per Bank Statements		
	Petty Cash 31/03/2025	0.00	
	Natwest - Current Account 31/03/2025	100.00	
	Natwest - Business Reserve 31/03/2025	0.33	
	Barclays Current 31/03/2025	26,168.52	
	Barclays Savings 31/03/2025	70,247.59	
			96,516.44
	Less unrepresented payments		1,696.66
			94,819.78
	Plus unrepresented receipts		
	Adjusted Bank Balance		94,819.78
	A = B Checks out OK		