

# LOWER WINTERBORNE PARISH COUNCIL

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Members of the Lower Winterborne Parish Council are summoned to attend the Parish Council meeting which will take place at Winterborne Kingston Village Hall on Tuesday 16<sup>th</sup> April 2024 following the Winterborne Kingston Annual Village Meeting commencing 7.00pm

## AGENDA

- 1 Public Participation - members of the public are invited to air any concerns or raise matters of public interest relating to the Parish
- 2 Declaration of Disclosable Pecuniary Interests on items contained within the Agenda and to consider any written dispensation requests received
- 3 Apologies
- 4 Minutes the meeting held on the 19<sup>th</sup> March 2024
- 5 Matters arising from those minutes– see Clerk’s Report
6. Dorset Councillor’s Report
7. Finance
  - (a) To confirm payment of accounts – report attached
  - (b) To confirm the reconciliation of the end of year accounts and position against budget – report attached
  - (c) To agree the arrangement for the separation of finances for Winterborne Zelston
  - (d) To approve the Clerk’s annual salary increment increase.
  - (e) To note the key dates/timetable for approval and submission of the AGAR for the year ending 31<sup>st</sup> March 2024
  - (f) To review grass cutting contract for 2024
8. To receive the following reports:
  - (a) Community Speed Watch
  - (b) Hub – report attached
    - To discuss safeguarding policy/DBS checks
    - Appeal against non domestic rates bill
    - To discuss Hub alarm
  - (c) Flood Watch
  - (d) Play Area and Recreation Ground
9. Planning Applications & Tree Work Proposals  
TPO – Land at Recreation Ground, Broad Close.
10. Items for action and resolution
  - (a) To discuss progress on the Neighbourhood Plan
  - (b) To discuss the Winterborne Kingston bus shelter
  - (c) To discuss the upkeep of the Allotment Field
13. Parish Councillors' Reports on matters not covered in item 8
14. Correspondence receive since the agenda was set
15. Items for the May agenda

**Alison Clothier; Clerk to the Parish Council**

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## CLERK'S REPORT – April 2024

Minute Number	Action	Progress
23.217	Clerk to report erosion of footpath by Greyhound to Rights of Way	Awaiting photos.
24.11	Cllr Jessopp to investigate process of non domestic rate appeal.	Ongoing
24.19	Clerk to put meeting venues on the September agenda	Noted
24.36	Clerk to investigate the process of installing a sign for the Hub.	Ongoing
24.57	Clerk to calculate rate of inflation increase and inform tenant of the Paddock	Complete – rent increased to £552 per year.

Item 7 (a)

Payments Requested for April 2024							
Date	Payee	Description	Chq No	Total Amount	VAT	Net	Invoice Number
2.04.24	EON Next	Community Hub Energy	DD	£134.12	£0.00	£134.12	
20.03.24	PRS/PPL	Music licence for Community Hub	BACS 278	£415.36	£69.23	£346.13	SIN2668637
14.03.24	Dorset Council	Non Domestic Rates Bill April - Jan 25	BACS 279	£1,200.00	£0.00	£1,200.00	850051444
20.03.24	Dorset Planning C	Neighbourhood Plan work	BACS 280	£892.08	£148.68	£743.40	1059
20.03.24	Dorset Planning C	Neighbourhood Plan work	BACS 281	£898.56	£149.76	£748.80	1060
01.04.24	Rejuvenate	Email hosting April 2024	BACS 282	£14.83	£2.47	£12.36	23471
01.04.24	DAPTC	Annual Subscription	BACS 283	£293.72	£0.00	£293.72	1770
04.04.24	BT	Hub alarm - April 2024	BACS 284	£111.78	£18.63	£93.15	GP 00115840
05.04.24	DWP	Waste collection March 2024	BACS 285	£14.50	£0.00	£14.50	2800395652
14.03.24	Can I cut it	Grounds maintenance - April 2024	BACS 286	£1,340.00	£0.00	£1,340.00	
20.03.24	A Clothier	April 2024 wages, mileage and phone and Hub expenses	BACS 287	£525.28	£3.18	£522.10	
20.03.24	HMRC	PAYE April 2024	BACS 288	£119.00	£0.00	£119.00	
20.03.24	DC Pension Fund	April 2024 pension contributions	BACS 289	£173.25	£0.00	£173.25	
		<b>Total requested from Precept</b>					<b>£6,132.48</b>

Item 7 (b)

Income to date

**Lower Winterborne Parish Council**  
**Income for the year 1st April 2023 to 31st March 2024**

Date	Description	Folio	Total	VAT	Rents	Misc Income	WK Hub	Pop In Receipts	Precept	Interest	Interment fees	Headstones	Purchases
04.04.23	Hub Hire - Kate Break		20.00				20.00						
11.04.23	Hub Hire - B Guttridge		20.00				20.00						
17.04.23	Hub Hire - Hayley Mant		20.00				20.00						
19.04.23	Hub Hire - Mothers and Toddlers		35.00				35.00						
20.04.23	Harry Wellstead interment		140.00								140.00		
25.04.23	Hub Hire - Friends of Dunbury		20.00				20.00						
28.04.23	Precept		20611.00						20611.00				
02.05.23	Van Ameyde - bus shelter insurance settlement		4095.00			4095.00							
18.05.23	Contribution to Winterborne Zelston Coronation		500.00			500.00							
23.05.23	G Legg Internment		328.00								328.00		
30.05.23	VAT		978.87	978.87									
05.06.23	Interest		163.20							163.20			
06.06.23	G Legg Memorial Headstone		102.00									102.00	
07.06.23	Hub Hire - L Wood		20.00				20.00						
15.06.23	Hub Hire - C Parkes		10.00				10.00						
20.06.23	WK Coronation Event Money		3109.51			3109.51							
21.06.23	Hub Income A Woods		20.00				20.00						
22.06.23	Hub Income Mothers and Toddlers		22.00				22.00						
23.06.23	Hub Income Delta Education Group		45.00				45.00						
07.07.23	Hub Income H Mant		20.00				20.00						
14.07.23	Hub Income A Knott		20.00				20.00						
18.07.23	Hub Income L Guttridge		20.00				20.00						
19.07.23	Hub Income Mothers and Toddlers		18.24				18.24						
25.07.23	C Legg Transfer of Exclusive Rights		40.00								40.00		
03.08.23	Karl Hendry Memorial		131.00									131.00	
04.08.23	Hub Income Delta Education Group		30.00				30.00						
11.08.23	Hub Income H Mant		20.00				20.00						
22.08.23	H Barnett Grave Purchase		235.00								235.00		
22.08.23	S Gale Grazing Licence		450.00		450.00								
04.09.23	Interest		207.17							207.17			
15.09.23	Hub Income K Egan		20.00				20.00						
27.09.23	Precept		20611.00						20611.00				
04.10.23	Hub Income V Auger		20.00				20.00						
11.10.23	Heather Barnett Interment		328.00								328.00		
19.10.23	Hub income K Mace		20.00				20.00						
01.11.23	Reimbursment for wreaths		39.98			39.98							
16.11.23	Hub Income V Auger		15.00				15.00						
20.11.23	Hub Income H Mant		20.00				20.00						
24.11.23	Hub Income M Clemens		20.00				20.00						
30.11.23	Hub Income K Egan		10.00				10.00						
04.12.23	Interest		269.95							269.95			
05.12.23	Groundworks Neighbourhood Plan grant		3349.00			3349.00							
07.12.23	Hub Income Sasha S		20.00				20.00						
05.01.24	Hub Income K Harris		20.00				20.00						
09.01.24	Hub Income K Breakell		20.00				20.00						
16.01.24	Hub Income V Auger		10.00				10.00						
17.01.24	Hub Income K Arnold		20.00				20.00						
05.02.24	St Nicholas Church PCC - grass cutting		100.00			100.00							
07.02.24	Hub Income - BM Hoida		20.00				20.00						
13.02.24	Colin Close - ERB and burial for Mr Shaxson		753.00								753.00		
13.02.24	Hub Income - Trainmaster		20.00				20.00						
23.02.24	Hub income - G Hiscock		20.00				20.00						
27.02.24	Hub income - fund raising		93.99				93.99						
04.03.24	Interest		290.93							290.93			
07.03.24	Hub income - G Hiscock		20.00				20.00						
12.03.24	Hub income - electric payment		30.00				30.00						
18.03.24	Hub Income - V Auger		15.00				15.00						
18.03.24	Hub Income - D Pedder		20.00				20.00						
20.03.24	Hub income - Trainmaster		20.00				20.00						
22.03.24	Hub income - K Kidd		20.00				20.00						
			57686.84	978.87	450.00	11193.49	854.23	0.00	41222.00	931.25	1824.00	233.00	0.00
			57686.84									2057.00	



**Lower Winterborne Budget Year to 31st March 2024**

Mar-24									
	2023/24								
	Budget	Actual	Committed	Balance					
<b>Receipts</b>									
Cemetery	500.00	2057.00		1557.00					
Community Hub		854.23		854.23					
Miscellaneous Income	100.00	11193.49		11093.49					
Account interest	10.00	931.25		921.25					
Grazing Licences	450.00	450.00		0.00					
Pop In		0.00		0.00					
Precept	41222.00	41222.00		0.00					
Vat recovered		978.87		978.87					
<b>Total Income</b>	<b>42282.00</b>	<b>57686.84</b>	<b>0.00</b>	<b>15404.84</b>	<b>0.00</b>				
<b>Payments</b>									
Clerk's wages	6948.52	7021.68		-73.16	Balance b/fwd from 31.03.23		80617.29	Monies held in bank	£81,670.13
Pension	1528.68	2043.36		-514.68					
Clhrs Expenses	100.00	0.00		100.00	Income to date for current year	57686.84		Add:	
Training	400.00	212.50		187.50	<b>Balance</b>		<b>138304.13</b>	Income not cleared	£0.00
Clerk's mileage	100.00	168.66		-68.66	Less:				
Hall hire	200.00	132.50		67.50					
Stationery	200.00	13.33		186.67	<b>Earmarked Funds:</b>				
Postage	50.00	33.95		16.05	Playground Repair/replacement Fund	1457.98		Less:	
Telephone	200.00	180.00		20.00	Fingerpost repairs	2420.00		Cheques not cleared	£0.00
Computer	300.00	946.05		-646.05	<b>Winterborne Kingston</b>				
Subscription fees	390.00	365.92		24.08	River Maintenance	550.00			
Insurance	1800.00	1613.52		186.48	Mower Service/repairs	2223.08			
Audit fees	450.00	290.79		159.21	Mower Replacement fund	2500.00			
Advertising	50.00	0.00		50.00	Cemetery Maintenance	6505.10			
Finger posts	300.00	0.00		300.00	Grass cutting	0.00			
Contingencies	1000.00	0.00		1000.00	Hedge cutting	1000.00			
Electoral Expenses				0.00	Q90 Birthday	1343.53			
<b>Winterborne Kingston</b>				0.00	Refurb bus shelter	4228.00			
General Asset Maintenance	1800.00	11603.03		-9803.03	Dog bins	450.00			
Water	300.00	201.04		98.96	Best Kept Village awards	292.50			
Pest Control	680.00	400.00		280.00	Electoral expenses	1500.00			
Grass cutting and hedge cutting	12000.00	12000.00		0.00	Pest Control	2300.00			
Hedge cutting				0.00	Village gates	4000.00			
Rec Ground Maint	2000.00	3002.02		-1002.02	Diamond Jubilee balance	3128.71			
Mower fuel		0.00		0.00	Speed Watch	418.77			
Repairs + parts replacement		0.00		0.00	Replacement SID	3285.00			
Replacement mower				0.00	Village contingency fund	1072.45			
Play area inspection	60.00			60.00	Poor weather contingency	-431.24	38868.30		
Play equipment repairs/repl	1500.00	2986.02		-1486.02	Neighbourhood Plan	4502.40			
Community Hub	2000.00	5723.94		-3723.94	<b>Winterborne Zelston</b>				
Notice board replacement	500.00	0.00		500.00	General asset maintenance	1459.52			
Village contingency fund	625.00	430.30		194.70	WZ contingency fund	893.63			
Jubilee		149.99		-149.99					
Poor weather contingency	100.00	539.09		-439.09	Poor weather contingency	500.00			
Community Speed Watch	100.00	0.00		100.00	Grasscutting	2786.29			
Village gates	1000.00			1000.00	Diamond Jubilee balance	715.00	6554.44		
Dog bins	100.00			100.00	Best Kept Village awards	200.00			
Cemetery Maintenance	500.00	0.00		500.00	<b>Anderson</b>				
Speed Indicator Device	1000.00	475.00		525.00	Village contingency fund	1000.00			
Neighbourhood Plan	1000.00	1846.60		-846.60	Poor weather contingency	500.00			
<b>Winterborne Anderson</b>				0.00	The Hub	11761.47			
Village contingency fund	250.00	0.00		250.00			62562.19	Earmarked funds	-62562.19
Poor weather contingency	100.00	0.00		100.00	Pop In Accounts		56634.00		
<b>Winterborne Zelston</b>				0.00					
Poor weather contingency	100.00	0.00		100.00	Expenses for current year to date		56634.00		
Hedge maintenance(laurels)	500.00			500.00					
Village contingency fund	250.00	205.97		44.03					
Grass cutting	1000.00	0.00		1000.00					
General Asset Maintenance	800.00	0.00		800.00					
Pop In		401.90		-401.90					
Recoverable VAT		3646.84		-3646.84					
<b>Total Payments</b>	<b>42282.20</b>	<b>56634.00</b>	<b>0.00</b>	<b>-14351.80</b>	<b>0.00</b>	<b>Balance available not yet committed</b>			<b>0.00</b>
<b>Income less expenses</b>	<b>-0.20</b>	<b>1052.84</b>	<b>0.00</b>	<b>29756.64</b>					

**Item 8 (a)**

**Speed Watch**

Only 2 sessions since the last meeting due to the inclement weather.

The session we did on 20 March was a special Day of Action across the county. During the session we were joined by David Sidwick the Dorset Police & Crime Commissioner, by Maria Attwood, the main Speedwatch coordinator for Dorset and by a Special Constable. It made our time much more interesting.

The note below was received from David shortly after the event.

‘Just this week, I’ve had the pleasure of meeting Community Speed Watch teams from across the county during a special Day of Action. I was delighted to have the opportunity to personally thank them for the work they are doing. Our roads are safer thanks to the work of these selfless volunteers. Their work enables our officers and staff to ensure repeat offenders and high-risk drivers are targeted and if appropriate, taken off the roads. Each section of our road policing operation is critical to ensuring our casualty figures continue to fall, as they have consistently over the past few years.’

Annual Report Winterborne Kingston Hub 16/04/2024

It was during April last year that we had our first meeting of the hub committee. An informal committee with no main structure but just a coming together of a group of people monthly to plan and organise activities at the hub and support with the upkeep and on-going updating of the building.

We are hoping to move forward with this during the coming year and formalise the running of it and gain access to the youth bank account that has been dormant for the past few years since the closing of the youth club. I had in the past tried to re-open a youth club at the hub but had little success due to lack of help and when I canvassed the local children and young adults, I didn't get enough response to have a regular youth club meeting.

We have found during the last year a selection of one-off events for all, covering the young and middle range age and a separate youth evening for the teenagers works well. We have had excellent response to all our events. It started with our Halloween and followed on with our Narnia Christmas and last week our Easter party. We have also held a craft fair and breakfast mornings, all well attended. We had had a First aid course take place with an overview of using a defibrillator. This was given free of charge and proved very popular.

Our regular bookings have increased in the last 12 months, and we also have people hiring the hall for children's parties and family get togethers.

After the original Mothers and Toddlers group finished in September two of the committee members have started a monthly mothers and toddlers meeting for local families. This is going well and may lead to more frequent meetings.

We have worked hard on improvements to the building and have painted one the main halls and had new flooring and blinds to complete the room. We are currently painting the toilets. Also, some maintenance to the outside pathways around the hub and the garden is planned in the next month. We hope to be working with the PC to have a new pathway laid from the main gate to the hub garden with hopefully some lighting in the next few months.

We have had internet installed and this has been received well by all using the hub. Our music licence is now in place. Fire exits and other signage has been renewed and working effectively now.

Future Plans:

During the coming year we hope to complete the redecorating needed and have a user-friendly pathway to the hub. with lighting and make the little garden more appealing by relaying patio slabs already there and adding borders for plants. We would like to expand on the activities we offer and involve more families in the village. We need to look carefully over the next 12 months at the finance needed for the running of the hub and look at how fund raising, and grants could help with this in the future.

There is a need for the hub in the village and it's an excellent resource for all to use and does not take anything away from the village hall already in place. We can work alongside each other giving the village alternatives for how they socialise.

Lynn Luxford