

**MINUTES OF THE MEETING OF LOWER WINTERBORNE PARISH COUNCIL HELD ON  
TUESDAY 20<sup>th</sup> JANUARY 2026, COMMENCING 7PM, AT WINTERBORNE KINGSTON  
VILLAGE HALL**

**Present:** Cllrs H Andrews, R Allcock, S Hart, K Langdown, C Pitman, L Luxford

**Chair:** R Jessopp

**Clerk:** Mrs Alison Clothier

**Also present:** Dorset Cllr Parker, 4 members of public

**Public Participation**

There were no comments.

**1 Declaration of Interest and requests for dispensations**

26.001 There were none

**2 Apologies**

26.002 Apologies were receive from Cllrs D Knapp, K Langdown

**3 Minutes of the Meetings held on 18<sup>th</sup> November 2025**

26.003 A copy of the minutes had been issued to all members prior to the start of the meeting. Cllr Pitman proposed them to be a true and accurate representation of the meeting. This was seconded by Cllr Hart and agreed unanimously. The Chair signed the minutes in the presence of the meeting.

**4 Matters arising from those minutes for report only**

26.004 The Clerk's Report was circulated in advance of the meeting. Dorset Cllr Parker will chase the horse riding and child crossing signs

**5 Dorset Councillors' Reports**

26.005 West Street will be closed 16/17<sup>th</sup> March 2026 for work by Open Reach.

**6. Finance**

26.006 To confirm payment of accounts

The following payments had been requested:

| Payments Requested for December 2025 |                           |   |          |           |        |           |                  |
|--------------------------------------|---------------------------|---|----------|-----------|--------|-----------|------------------|
| Date                                 | Payee                     | Description                                     | Chq No   | Total Amo | VAT    | Net       | Invoice Number   |
| 02.11.25                             | EON Next                  | October Hub Electricity charges                 | DD       | £9.45     | £0.45  | £9.00     |                  |
| 20.11.25                             | Aubergine 262 Ltd         | Set up of new Parish Council website            | BACS 519 | £598.80   | £99.80 | £499.00   | AUB15058         |
| 01.12.25                             | Rejuvenate                | Email hosting November 2025                     | BACS 520 | £14.83    | £2.47  | £12.36    | 29723            |
| 01.12.25                             | Starboard Systems Limited | Scribe Accounts Subscription                    | BACS 521 | £42.00    | £7.00  | £35.00    | 13926            |
| 02.12.25                             | Dorset Council            | Waste collection November 2025                  | BACS 522 | £15.61    | £0.00  | £15.61    | 2800472618       |
| 04.12.25                             | BT                        | Hub - Broadband (contracted payment)            | BACS 523 | £66.12    | £11.02 | £55.10    | GP 0011 5840     |
| 15.12.25                             | Can I Cut It              | Allotment Field maintenance                     | BACS 524 | £150.00   | £0.00  | £150.00   |                  |
| 04.12.25                             | MP Gardening              | November WK Grass Cutting                       | BACS 525 | £1,162.50 | £0.00  | £1,162.50 | Month 16         |
| 15.12.25                             | Rejuvenate                | Support for .gov.uk domain                      | BACS 526 | £36.00    | £6.00  | £30.00    | 29878            |
| 04.12.25                             | Parish Online             | Neighbourhood Plan mapping                      | BACS 527 | £64.80    | £10.80 | £54.00    | 19UE070-0003     |
| 10.12.25                             | Epic Print                | Hub meeting leaflets                            | BACS 528 | £109.00   | £0.00  | £109.00   | 220487           |
| 16.12.25                             | A Clothier                | December 2025 wages , including mileage, phone, | BACS 529 | £552.60   | £0.00  | £552.60   |                  |
| 16.12.25                             | HMRC                      | PAYE and NI December                            | BACS 530 | £170.33   | £0.00  | £170.33   |                  |
| 16.12.25                             | DC Pension Fund           | December 2025 pension contributions             | BACS 531 | £188.98   | £0.00  | £188.98   |                  |
|                                      |                           | <b>Total requested from Precept</b>             |          |           |        |           | <b>£3,181.02</b> |

| Payments Requested for January 2026 |                   |  |          |           |        |           |                  |
|-------------------------------------|-------------------|--|----------|-----------|--------|-----------|------------------|
| Date                                | Payee             | Description  | Chq No   | Total Amo | VAT    | Net       | Invoice Nur      |
| 05.12.26                            | EON Next          | December Electricity Charges   | DD       | £9.76     | £0.46  | £9.30     |                  |
| 01.01.26                            | Rejuvenate        | Email hosting December 2025  | BACS 532 | £14.83    | £2.47  | £12.36    | 30052            |
| 01.01.26                            | Starboard Syster  | Scribe Accounts Subscription   | BACS 533 | £42.00    | £7.00  | £35.00    | 14708            |
| 05.01.26                            | Dorset Council    | Waste collection December 2025                                       | BACS 534 | £31.22    | £0.00  | £31.22    | 280079871        |
| 04.01.26                            | BT                | Hub - Broadband (contracted payment)                                 | BACS 535 | £66.12    | £11.02 | £55.10    | GP 0011 584      |
| 11.01.26                            | Can I Cut It      | Allotment Field maintenance and play park repairs                    | BACS 536 | £682.81   | £0.00  | £682.81   | 389              |
| 11.01.26                            | MP Gardening      | WK Grass Cutting   | BACS 537 | £1,162.50 | £0.00  | £1,162.50 | Month 17         |
| 20.01.26                            | J Claxton Service | Hub path electrical work   | BACS 538 | £2,525.00 | £0.00  | £2,525.00 |                  |
| 20.01.26                            | ICL Web Deisgn    | Domain name renewal  | BACS 539 | £12.00    | £0.00  | £12.00    | 954              |
| 20.01.26                            | A Clothier        | January 2025 wages , including mileage, phone, and recorded delivery | BACS 540 | £549.15   | £0.00  | £549.15   |                  |
| 20.01.26                            | HMRC              | PAYE and NI January  | BACS 541 | £170.53   | £0.00  | £170.53   |                  |
| 20.01.26                            | DC Pension Fund   | January 2026 pension contributions                                   | BACS 542 | £188.98   | £0.00  | £188.98   |                  |
|                                     |                   | <b>Total requested from Precept</b>                                  |          |           |        |           | <b>£5,454.90</b> |

The total payments requested for December were £3181.02 and the total payments requested for January were £5454.90. The payments were proposed by Cllr Luxford and seconded by Cllr Andrews with all in agreement.

26.007 To confirm the reconciliation of accounts, income and position against budget

A copy of the reports had been issued to members prior to the start of the meeting. There were no questions.

The reconciliation of accounts and position against budget were accepted.

## Parish Council Income

### Lower Winterborne Parish Council

14 January 2026 (2025 - 2026)

#### RECEIPTS LIST

| Voucher Code        | Date       | Minute | Bank    | Receipt No | Description                    | Supplier                   | VAT Type | Net        | VAT      | Total      |
|---------------------|------------|--------|---------|------------|--------------------------------|----------------------------|----------|------------|----------|------------|
| 1 Rent              | 07/04/2025 |        | Current |            | Tractor Shed Rent              | Tractor Shed Rent          | X        | 65.00      |          | 65.00      |
| 2 Precept           | 25/04/2025 |        | Current |            | Precept - Wk and Anderson      | Precept - Wk and Anderson  | X        | 21,526.50  |          | 21,526.50  |
| 3 Miscellaneous     | 25/04/2025 |        | Current |            | Precept - Winterborne Zedston  | Precept - Winterborne Zeds | X        | 2,575.00   |          | 2,575.00   |
| 4 Community Hub     | 26/04/2025 |        | Current |            | Hub Income - M Cowans          | Hub Income - M Cowans      | X        | 15.00      |          | 15.00      |
| 5 Cemetery          | 06/05/2025 |        | Current |            | Grasby and Sons - Susan Web    | Grasby and Sons - Susan    | X        | 60.77      |          | 60.77      |
| 6 Rent              | 07/05/2025 |        | Current |            | Tractor Shed Rent              | Tractor Shed Rent          | X        | 65.00      |          | 65.00      |
| 7 Community Hub     | 08/05/2025 |        | Current |            | Hub income - A Wintmore        | Hub income - A Wintmore    | X        | 28.00      |          | 28.00      |
| 8 Community Hub     | 14/05/2025 |        | Current |            | Hub Income M Clemens           | Hub Income M Clemens       | X        | 10.00      |          | 10.00      |
| 9 Cemetery          | 29/05/2025 |        | Current |            | Haven Memorials - Morris       | Haven Memorials - Morris   | X        | 141.00     |          | 141.00     |
| 11 Account Interest | 03/06/2025 |        | Savings |            | Bank Interest                  | Bank Interest              | X        | 246.41     |          | 246.41     |
| 10 Community Hub    | 02/06/2025 |        | Current |            | Hub Incom L Luxford            | Hub Incom L Luxford        | X        | 15.00      |          | 15.00      |
| 12 Rent             | 09/06/2025 |        | Current |            | Tractor Shed Rent              | Tractor Shed Rent          | X        | 65.00      |          | 65.00      |
| 13 Community Hub    | 16/06/2025 |        | Current |            | Hub Income - Revive Theatre    | Hub Income - Revive Theatr | X        | 40.00      |          | 40.00      |
| 14 VAT              | 26/06/2025 |        | Current |            | VAT rebate                     | VAT rebate                 | R        |            | 2,773.27 | 2,773.27   |
| 15 Community Hub    | 07/07/2025 |        | Current |            | Hub income - K Egan            | Hub income - K Egan        | X        | 14.00      |          | 14.00      |
| 16 Rent             | 07/07/2025 |        | Current |            | Tractor Shed Rent              | Tractor Shed Rent          | X        | 65.00      |          | 65.00      |
| 17 Community Hub    | 11/07/2025 |        | Current |            | Hub Income - M Cowans          | Hub Income - M Cowans      | X        | 30.00      |          | 30.00      |
| 18 Community Hub    | 31/07/2025 |        | Current |            | Hub Income - Fundraising       | Hub Income - Fundraising   | X        | 2,726.96   |          | 2,726.96   |
| 19 Rent             | 07/08/2025 |        | Current |            | Tractor Shed Rent              | Tractor Shed Rent          | X        | 65.00      |          | 65.00      |
| 20 Community Hub    | 12/08/2025 |        | Current |            | Hub Income - Donation          | Hub Income - Donation      | X        | 30.00      |          | 30.00      |
| 21 Cemetery         | 15/08/2025 |        | Current |            | FC douch and Sons - Welsh      | FC douch and Sons - Welsh  | X        | 354.00     |          | 354.00     |
| 22 Cemetery         | 02/09/2025 |        | Current |            | Excalbur Stone - Welsh         | Excalbur Stone - Welsh     | X        | 141.00     |          | 141.00     |
| 23 Community Hub    | 03/09/2025 |        | Current |            | Dorset Council - Hub Path Gr   | Dorset Council - Hub Path  | X        | 10,000.00  |          | 10,000.00  |
| 25 Account Interest | 08/09/2025 |        | Savings |            | Interest                       | Interest                   | X        | 247.03     |          | 247.03     |
| 24 Rent             | 08/09/2025 |        | Current |            | Tractor Shed Rent              | Tractor Shed Rent          | X        | 65.00      |          | 65.00      |
| 26 Community Hub    | 09/09/2025 |        | Current |            | Dorset Council - Hub rates reb | Dorset Council - Hub rates | X        | 62.19      |          | 62.19      |
| 27 Precept          | 26/09/2025 |        | Current |            | Precept                        | Precept                    | X        | 21,526.50  |          | 21,526.50  |
| 28 Rent             | 07/10/2025 |        | Current |            | Tractor Shed Rent              | Tractor Shed Rent          | X        | 65.00      |          | 65.00      |
| 29 Miscellaneous    | 22/10/2025 |        | Current |            | Nash J                         | Nash J                     | X        | 39.98      |          | 39.98      |
| 30 Cemetery         | 28/10/2025 |        | Current |            | Grasby and Sons - Susan Web    | Grasby and Sons - Susan    | X        | 990.00     |          | 990.00     |
| 31 Community Hub    | 03/11/2025 |        | Current |            | Community Hub Insurance pay    | HESCOX                     | X        | 308,274.50 |          | 308,274.50 |
| 32 Rent             | 07/11/2025 |        | Current |            | Tractor Shed Rent              | Colin Pitman               | Z        | 65.00      |          | 65.00      |
| 33 Community Hub    | 18/11/2025 |        | Current |            | Hub business rates refund      | Dorset Council             | Z        | 2,317.81   |          | 2,317.81   |

| Voucher Code        | Date       | Minute | Bank    | Receipt No | Description                     | Supplier                    | VAT Type | Net    | VAT | Total  |
|---------------------|------------|--------|---------|------------|---------------------------------|-----------------------------|----------|--------|-----|--------|
| 35 Miscellaneous    | 19/11/2025 |        | Current |            | Grass Cutting Contribution - St | Winterborne Kingston Chur   | Z        | 100.00 |     | 100.00 |
| 34 Cemetery         | 19/11/2025 |        | Current |            | ERB Ashes Grave C20             | Roy Allcock                 | Z        | 253.00 |     | 253.00 |
| 30 Account Interest | 06/12/2025 |        | Savings |            | Interest                        | Berclays                    | Z        | 394.24 |     | 394.24 |
| 36 Rent             | 16/12/2025 |        | Current |            | Rent of Recreation Ground       | Lytchett Matravers Football | Z        | 40.00  |     | 40.00  |
| 37 Rent             | 07/01/2026 |        | Current |            | Tractor Shed Rent               | Colin Pitman                | Z        | 65.00  |     | 65.00  |

**Total**                    **372,803.89**                    **2,773.27**                    **375,577.16**

### 26.008 To consider the grass cutting contract

The Parish Council noted that now initial concerns have been resolved, the quality of work is high and the contractor has taken onboard all the improvements suggested.

The contractor has confirmed that they are happy to retain the current price. It was felt that an extension of contract would be the best solution to ensure consistency of work and good value for money.

It was agreed to confirm the contract for the coming year, and to explore whether the contractor would be willing to extend this arrangement for a further year.

Proposed by Cllr Allcock and seconded by Cllr Pitman and RESOLVED with all in agreement.

26.009 To appoint an independent internal auditor for 2025/26

Barker-Fox Associates have been used for the internal audit for the last few years and have provided a good quality and thorough audit report. It was confirmed that the company is independent of the Parish Council. The quote is £250.

The appointment of Barker-Fox Associates was proposed by Cllr Jessopp and seconded by Cllr Luxford and RESOLVED with all in agreement.

7. **To approve the 2026/27 budget and precept**

26.010 The draft budget was discussed (see Appendix 2, and it was concluded that all proposed increases — including salary costs (to account for employer National Insurance contributions), IT packages, insurance, cemetery/churchyard, and the Neighbourhood Plan — were realistic and necessary. This results in a total budget for 2026/27 of £49,495.

Income was then taken into account, bringing the precept requirement to £47,562, comprising £44,641 for Winterborne Kingston and £2,921 for Anderson.

The proposed precept equates to a 9.32% increase (£12.66) for an average Band D property in Winterborne Kingston, and a 17.4% increase (£9.04) for Anderson. It was noted that the higher percentage increase for Anderson is due to the low tax base.

The precept was proposed by Cllr Hart and seconded by Cllr Andrews. It was RESOLVED to set a precept of £47,562.

8. **To receive the following reports**

26.011 Hub

The Hub path project is nearly complete and a cable has been put in for a defibrillator. The BT contract is cancelled.

26.012 Flood Watch

There has been a significant amount of rain however boreholes remain below average. No significant problems at this point.

26.013 Play Area and Recreation Ground

The roundabout in the play area was faulty and this has been repaired. The new climbing frame will be installed within the next few weeks. The independent playground inspection has taken place and the report identified no significant issues.

No issues were raised associated with the football matches.

9. **Planning Applications**

26.014 An emergency Tree Preservation Order (TPO) has been placed on the churchyard at St Nicholas Church. The Parish Council has objected to the TPO on the basis that any works within the churchyard are already subject to approval by the Diocese, the Parochial Church Council (PCC), and the Parish Council, and that the TPO would introduce an additional administrative burden.

It was noted that this has arisen due to a member of the public reporting a yew tree as being under threat. This was noted as a possible misunderstanding due to the work on the church path.

## **10 Items for Action and Resolution**

### 26.015 To discuss progress on the Neighbourhood Plan

This has been delayed due to sites being withdrawn from the process. Another Steering Group meeting is due and an update will follow.

### 26.016 To consider arrangements for the 2026 summer fayre

Deferred to the February meeting

### 26.017 To discuss community survey and next steps for Hub project

A draft survey had been circulated in advance of the meeting. A local resident was thanked for their assistance in helping to develop the questionnaire.

Minor amendments were identified to the set up of the multiple-choice questions. It was suggested that a flyer containing a QR code be produced and delivered to every household to promote the survey.

### 26.018 To approve Dorset Council tree survey

A survey of Parish Council owned trees is now due. A quotation has been received from Dorset Council for £260 plus VAT. The survey is required to ensure public safety and to meet insurance requirements.

The proposal to proceed was made by Cllr Hart and seconded by Cllr Luxford and was **RESOLVED**, with all in agreement.

### 26.019 To adopt an IT policy

The policy was circulated in advance of the meeting. All in agreement to adopt the IT Policy.

### 26.020 To note progress on new website

The new website is progressing well and drone footage will be obtained when the weather improves.

## **11. Parish Councillors' reports not covered by item 7**

26.021 Cllr Andrews – two representatives from the Parish Council were invited to the Village Hall 50<sup>th</sup> Anniversary a party.

The fencing at the bus shelter is still in place and needs to be removed.

A 30mph sign remains in the 20 mph zone

26.022 Cllr Jessopp – a letter received about field opposite Bush Park re dog fouling. There is a dog waste bin in place nearby but it is private land and therefore the action the Parish Council can take is limited. It was suggested the issue be reported to the dog warden.

## **12. Correspondence receive since the agenda was set**

26.023 There was none

**13. Items for the February agenda**

There being no further business, the meeting closed at 19.30

**Lower Winterborne Budget Year to 31st March 2027**

|  | 2025/26         | Actual to        | 2026/27         |            |  |
|--|-----------------|------------------|-----------------|------------|--|
|  | Budget          | date             | Proposal        | Difference | Comments                                   |
| <b>Receipts</b>                                      |                 |                  |                 |            |  |
| Cemetery   | 500.00          | 1686.77          | 500.00          |            |  |
| Rents  | 1332.00         | 520.00           | 1332.00         |            |  |
| Hub  |                 | 321265.65        |                 |            |  |
| Account interest                                     | 100.00          | 493.44           | 100.00          |            |  |
| Misc income  |                 | 2614.98          |                 |            |  |
| Precept  | 43053.00        | 43053.00         |                 |            |  |
| VAT  |                 | 2773.27          |                 |            |  |
| <b>Total Income</b>                                  | <b>44985.00</b> | <b>372407.11</b> | <b>1932.00</b>  |            |  |
| <b>Payments</b>                                      |                 |                  |                 |            |  |
| Clerk's wages  | 7800.00         | 5520.96          | 8500.00         | 700.00     | Employees NI now payable - 3% pay increase |
| Pension  | 1700.00         | 1625.86          | 2250.00         | 550.00     |  |
| Cllrs Expenses                                       | 100.00          | 0.00             | 100.00          |            |  |
| Training   | 400.00          | 0.00             | 300.00          | -100.00    |  |
| Clerk's mileage                                      | 200.00          | 127.62           | 200.00          |            |  |
| Stationery   | 250.00          | 0.00             | 250.00          |            |  |
| Postage  | 60.00           | 29.54            | 60.00           |            |  |
| Telephone  | 200.00          | 120.00           | 200.00          |            |  |
| Computer   | 500.00          | 1037.59          | 1100.00         | 600.00     | Email, new website, Scribe                 |
| Subscription fees                                    | 390.00          | 429.34           | 500.00          | 110.00     | DAPTC, SLCC                                |
| Insurance  | 1800.00         | 2037.21          | 2000.00         | 200.00     |  |
| Hall hire  | 200.00          | 0.00             | 200.00          |            |  |
| Audit fees   | 450.00          | 465.00           | 500.00          | 50.00      |  |
| Advertising  | 50.00           | 0.00             | 50.00           |            |  |
| Finger posts   | 50.00           | 0.00             | 50.00           |            |  |
| Contingencies  | 1000.00         | 2575.00          | 1000.00         |            |  |
| Electoral Expenses                                   |                 |                  |                 |            |  |
| Neighbourhood Plan                                   | 1000.00         | 315.00           | 2000.00         | 1000.00    | To complete Plan                           |
| River Maintenance                                    |                 |                  |                 |            |  |
| <b>Winterborne Kingston</b>                          |                 |                  |                 |            |  |
| General Asset Maintenance                            | 1800.00         | 147.88           | 1800.00         |            |  |
| Village gates  | 0.00            | 0                | 0.00            |            |  |
| Cemetery/Churchyard                                  | 0.00            | 3200.00          | 1000.00         | 1000.00    | Includes churchyard                        |
| Water  | 300.00          | 61.66            | 300.00          |            |  |
| Pest Control   | 0.00            | 660.00           | 0.00            |            |  |
| Dog bins   | 0.00            | 0.00             | 0.00            |            |  |
| Grass cutting/Rec Ground Mainte                      | 15000.00        | 9300.00          | 15000.00        |            |  |
| Play area inspection                                 | 60.00           | 0                | 60.00           |            |  |
| Play equipment repairs/repl                          | 3500.00         | 2288.15          | 3500.00         |            |  |
| Defibrillators                                       | 1000.00         | 66.00            | 1000.00         |            |  |
| Community Hub  | 3000.00         | 11231.19         | 3000.00         |            |  |
| Notice board replacements                            | 500.00          | 0.00             | 500.00          |            |  |
| Village/Poor weather contingency                     | 725.00          | 0.00             | 725.00          |            |  |
| Community Speed Watch                                | 100.00          | 0.00             | 0.00            | -100.00    | Not operating                              |
| Speed Indicator Device                               | 0.00            | 0.00             | 0.00            |            |  |
| Bus Shelter  | 0.00            | 4557.25          | 0.00            |            |  |
| Tree Maintenance                                     | 500.00          | 400.00           | 1000.00         |            |  |
| Allotment Field                                      | 2000.00         | 1234.99          | 2000.00         |            |  |
| <b>Winterborne Anderson</b>                          |                 |                  |                 |            |  |
| Grit bin   |                 |                  |                 |            |  |
| Village contingency fund                             | 250.00          | 0.00             | 250.00          |            |  |
| Poor weather contingency                             | 100.00          | 0.00             | 100.00          |            |  |
| <b>Total Payments</b>                                |                 |                  |                 |            |  |
| <b>LOWER WINTERBOURNE PC 2025/26</b>                 | <b>44985.00</b> | <b>47430.24</b>  | <b>49495.00</b> |            |  |
| <b>Income less expenses(Precept SIGNED required)</b> | <b>0.00</b>     | <b>324976.87</b> | <b>47563.00</b> |            |  |