

**MINUTES OF THE MEETING OF LOWER WINTERBORNE PARISH COUNCIL HELD ON
TUESDAY 18th NOVEMBER 2025, COMMENCING 7PM, AT WINTERBORNE KINGSTON
VILLAGE HALL**

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

Chair: R Jessopp

Clerk: Mrs Alison Clothier

Also present: Cllr Parker, 7 members of public

Public Participation

The following points were raised:

- Thanks were given to the Parish Council for the rebuild of the bus shelter, which is a positive addition to the village

1 Declaration of Interest and requests for dispensations

25.199 There were none.

2 Apologies

25.200 There were no apologies

3 Minutes of the Meetings held on 21st October 2025

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

4 Matters arising from those minutes for report only

25.202 The Clerk's Report was circulated in advance of the meeting.

- Litter bin – Cllr Parker to chase the replacement bin with Dorset Council
- West Street Roundel – Dorset Council suggesting waiting for 6-12 months to see how the 20mph zone beds in and then the Parish Council would need to commission a traffic survey

5 Dorset Councillors' Reports

25.203 The North Street/West Street junction has been reported to Highways for replacement white lines.

6. Finance

25.204 To confirm payment of accounts

The following payments had been requested:

| Payments Requested for November 2025 | | | | | | | |
|--------------------------------------|-----------------------------|--|----------|-----------|---------|-----------|-------------------|
| Date | Payee | Description | Chq No | Total Amo | VAT | Net | Invoice Number |
| 03.11.25 | EON Next | October Hub Electricity charges | DD | £9.76 | £0.46 | £9.30 | |
| 27.10.25 | HyperBuild | New Church Pathway | BACS 505 | £3,840.00 | £640.00 | £3,200.00 | 227 |
| 28.10.25 | Jurassic Coast Pest Control | Pest Control for Hub and Rec | BACS 506 | £792.00 | £132.00 | £660.00 | 7935 |
| 28.10.25 | Starboard Systems Limited | Scribe Accounts Set Up | BACS 507 | £656.40 | £109.40 | £547.00 | 13182 |
| 01.11.25 | Rejuvenate | Email hosting October 2025 | BACS 508 | £14.83 | £2.47 | £12.36 | 29374 |
| 01.11.25 | Starboard Systems Limited | Scribe Accounts Subscription | BACS 509 | £42.00 | £7.00 | £35.00 | 13180 |
| 05.11.25 | Dorset Council | Waste collection October 2025 | BACS 510 | £15.61 | £0.00 | £15.61 | 2800472618 |
| 12.11.25 | Can I Cut It | Allotment Field maintenance and rec ground repairs | BACS 511 | £308.50 | £0.00 | £308.50 | 377 |
| 04.11.25 | MP Gardening | October WK Grass Cutting | BACS 512 | £1,162.50 | £0.00 | £1,162.50 | Month 14 |
| 10.11.25 | AJH Design and Constructio | Construction of Bus Shelter | BACS 513 | £5,160.00 | £860.00 | £4,300.00 | |
| 16.11.25 | Gallagher | Parish Council Insurance 2025/2026 | BACS 514 | £2,037.21 | £0.00 | £2,037.21 | 2214482 |
| 17.11.25 | AG Jessopp Limited | Bricks for Bus Shelter | BACS 515 | £308.70 | £51.45 | £257.25 | TJF (Poole) |
| 18.11.25 | A Clothier | October 2025 wages , including mileage, phone, | BACS 516 | £552.40 | £0.00 | £552.40 | |
| 18.11.25 | HMRC | PAYE and NI November | BACS 517 | £170.53 | £0.00 | £170.53 | |
| 18.11.25 | DC Pension Fund | October 2025 pension contributions | BACS 518 | £188.98 | £0.00 | £188.98 | |
| | | Total requested from Precept | | | | | £15,259.42 |

The total payments requested for November were £15,259.42. A question was asked about the Hub BT bill and it was confirmed that this had been stopped for three months, however there would be further bills until the contract ends in February. The payments were proposed by Cllr Andrews and seconded by Cllr Luxford with all in agreement.

25.205 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

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 Zetland | Precept - Winterborne Zetland | X | 2,575.00 | | 2,575.00 |
| 4 Community Hub (linked to desi | 28/04/2025 | | Current | | Hub Income - M Cowans | Hub Income - M Cowans | X | 15.00 | | 15.00 |
| 5 Cemetery (linked to designated | 06/05/2025 | | Current | | Grassby and Sons - Susan Webb | Grassby and Sons - Susan Webb | 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 (linked to desi | 08/05/2025 | | Current | | Hub income - A Wintborne | Hub income - A Wintborne | X | 28.00 | | 28.00 |
| 8 Community Hub (linked to desi | 14/05/2025 | | Current | | Hub Income M Clemens | Hub Income M Clemens | X | 10.00 | | 10.00 |
| 9 Cemetery (linked to designated | 25/05/2025 | | Current | | Haven Memorials - Morris | Haven Memorials - Morris | X | 141.00 | | 141.00 |
| 11 Account Interest | 02/06/2025 | | Savings | | Bank Interest | Bank Interest | X | 246.41 | | 246.41 |
| 10 Community Hub (linked to desi | 02/06/2025 | | Current | | Hub Income L Lufford | Hub Income L Lufford | 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 (linked to desi | 16/06/2025 | | Current | | Hub income - Revive Theatre | Hub income - Revive Theatre | X | 40.00 | | 40.00 |
| 14 VAT | 26/06/2025 | | Current | | VAT rebate | VAT rebate | X | | 2,773.27 | 2,773.27 |
| 15 Community Hub (linked to desi | 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 (linked to desi | 11/07/2025 | | Current | | Hub Income - M Cowans | Hub Income - M Cowans | X | 30.00 | | 30.00 |
| 18 Community Hub (linked to desi | 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 (linked to desi | 12/08/2025 | | Current | | Hub Income - Donation | Hub Income - Donation | X | 30.00 | | 30.00 |
| 21 Cemetery (linked to designated | 15/08/2025 | | Current | | PC douch and Sons - Welsh | PC douch and Sons - Welsh | X | 354.00 | | 354.00 |
| 22 Cemetery (linked to designated | 02/09/2025 | | Current | | Excalibur Stone - Welsh | Excalibur Stone - Welsh | X | 141.00 | | 141.00 |
| 23 Community Hub (linked to desi | 03/09/2025 | | Current | | Dorset Council - Hub Path Gra | Dorset Council - Hub Path Gra | 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 (linked to desi | 09/09/2025 | | Current | | Dorset Council - Hub rates reb | Dorset Council - Hub rates reb | X | 82.19 | | 82.19 |
| 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 (linked to designated | 28/10/2025 | | Current | | Grassby and Sons - Susan Webb | Grassby and Sons - Susan Webb | X | 990.00 | | 990.00 |
| 31 Community Hub (linked to desi | 03/11/2025 | | Current | | HESCOX | HESCOX | X | 308,274.50 | | 308,274.50 |
| 32 Rent | 07/11/2025 | | Current | | Tractor Shed Rent | Colin Pitman | Z | 65.00 | | 65.00 |

25.206 To approve the insurance quote for 2025/2026

The insurance quote from the brokers has been received at £2,037.21. This represents an increase of just under £400 compared with last year, due to an uplift following the Hub insurance claim and an increase in insured values. Obtaining the quote has been challenging this year because of the situation with the Hub; however, a more thorough review of providers will be undertaken next year to ensure best value for money. Acceptance of the quote was proposed by Cllr Knapp and seconded by Cllr Andrews, with all councillors in agreement.

25.207 To discuss budget proposals for 2026/27

Cllrs were asked for any proposals for the budget to inform the finance meeting later in November. It was requested that a budget allocation for the Hub be considered.

7. To receive the following reports

25.208 Hub

Leaflets have been produced for the village meeting on Thursday 11th December at 7pm in the Village Hall. These will be delivered to every household in the village. Posters will also be displayed, and the information will be shared on Facebook.

The public meeting will have an open agenda, covering the available options for the Hub, volunteer involvement, and the potential way forward.

A refund of £2,317.81 has been received from Dorset Council for the small business rates relief.

25.209 Flood Watch

A good supply of sand bags are available. The River Winterborne is flowing down to Zelston. The flood wardens are keeping a watching brief on the boreholes.

The blocked drains on Noah Henville and North Street need to be reported.

Action: Clerk to report blocked drains

25.210 Play Area and Recreation Ground

There are moles on the recreation ground and pest control has been contacted. Grass cutting was completed last week. The Hub path lights are scheduled to be installed in December.

8. **Planning Applications**

25.211 P/HOU/2025/06750. The Old Forge, Church Lane, Winterborne Kingston
Erection of two storey side extension and first floor rear extension

SUPPORT

9 **Items for Action and Resolution**

25.212 To discuss progress on the Neighbourhood Plan

There is a delay in the Neighbourhood Plan due to the withdrawal of one of the potential sites. This is being discussed and an update will be provided in January.

25.213 To consider arrangements for the 2026 summer fayre

Cllr Knapp proposed agreement of the date of the fayre for 4th July 2026 and this was seconded by Cllr Hart with all in agreement. Plans are going well and a further update will be provided in January.

25.214 To discuss football matches on Winterborne Kingston Recreation Ground

Parking was an issue during the first weekend of matches, but this has now been resolved. Other teams have enquired about using the pitch and Lytchett have confirmed they have no objection to another team using the pitch.

It was agreed that football teams must contact the Clerk to book the pitch. Other teams will be charged £20 per day, as Lytchett Matravers Football Club are undertaking the pitch maintenance. This was proposed by Cllr Pitman and seconded by Cllr Knapp with all in agreement.

It was noted that there is less dog mess on the football pitch.

25.215 To discuss moving to a.gov.uk website

The reasons for moving to a .gov.uk website were discussed, including compliance with Assertion 10 requirements, the recommendation to use a .gov.uk domain, and the ability to maintain the website in-house. It was noted that booking forms for the Hub could also be added once the facility is operational.

Four quotes were considered, with setup fees ranging from £149 to £1,200 and annual costs from £149 to £360. Aubergine and Hugo Fox were reviewed in more detail, and it was felt that although Aubergine is more expensive, it would be the better option for the Parish Council. Other Parish

Council websites using this company were looked at and it was considered these worked very well on both computers and phones.

Cllr Knapp proposed using Aubergine at a set up cost of £499 and annual fee of £299, and Cllr Pitman seconded, with all in favour.

11. Parish Councillors' reports not covered by item 7

25.216 Cllr Andrews – Open Gardens would like to use the Recreation Ground for parking on Sunday 21st June. This was approved.

12. Correspondence receive since the agenda was set

25.217 There was none

13. Items for the January agenda

- Precept
- Summer Fayre
- Hub

There being no further business, the meeting closed at 19.33

| | | | |
|----------|---|------------|-------------------|
| A | Bank Reconciliation at 12/11/2025 | | |
| | Cash in Hand 01/04/2025 | | 80,384.11 |
| | ADD Receipts 01/04/2025 - 12/11/2025 | | 372,407.11 |
| | SUBTRACT Payments 01/04/2025 - 12/11/2025 | | 452,791.22 |
| | | | 48,964.74 |
| | Cash in Hand 12/11/2025 (per Cash Book) | | 403,826.48 |
| B | Cash in hand per Bank Statements | | |
| | Petty Cash 12/11/2025 | 0.00 | |
| | Current 12/11/2025 | 341,759.68 | |
| | Savings 12/11/2025 | 74,671.81 | |
| | | | 416,431.49 |
| | Less unrepresented payments | | 12,605.01 |
| | | | 403,826.48 |
| | Plus unrepresented receipts | | |
| | Adjusted Bank Balance | | 403,826.48 |
| | A = B Checks out OK | | |