

**MINUTES OF THE MEETING OF LOWER WINTERBORNE PARISH COUNCIL HELD ON  
TUESDAY 21<sup>st</sup> OCTOBER 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:

- The proposed designation of the Riverside footpath (from the Greyhound to Stonneydown) as a Local Green Space was not supported by one of the landowners. The Chair explained that the Neighbourhood Plan is being progressed by a separate Steering Group and confirmed that these comments would be passed on to them.

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

25.175 There were none.

**2 Apologies**

25.176 There were no apologies

**3 Minutes of the Meetings held on 16<sup>th</sup> September 2025**

25.177 A copy of the minutes had been issued to all members prior to the start of the meeting. Cllr Hart 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**

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

- Small business rate relief – the claim has been successful and a refund expected from Dorset Council.
- Double yellow lines – As the proposed areas for double yellow lines did not meet the required threshold for progression, no further action will be taken at this stage. The waste depot will write to residents to request that they park considerately to allow refuse lorries to access properties.

**5 Dorset Councillors' Reports**

25.179 No matters to report.

## 6. Finance

### 25.180 To confirm payment of accounts

The following payments had been requested:

Payments Requested for October 2025							
Date	Payee	Description	Chq No	Total Amount	VAT	Net	Invoice Number
02.10.25	EON Next	September Hub Electricity charges	DD	£9.45	£0.45	£9.00	
01.10.25	Rejuvenate	Email hosting September 2025	BACS 495	£14.83	£2.47	£12.36	29040
03.10.25	Dorset Council	Waste collection September 2025	BACS 496	£15.61	£0.00	£15.61	2800468882
13.10.25	Can I Cut It	Allotment Field maintenance and playground repairs	BACS 497	£187.50	£0.00	£187.50	373
04.10.25	MP Gardening	September WK Grass Cutting	BACS 498	£1,162.50	£0.00	£1,162.50	Month 13
13.10.25	Rejuvenate IT	Remote Support	BACS 499	£19.20	£3.20	£16.00	26594
21.10.25	A Clothier	October 2025 wages , including mileage, phone, wreaths	BACS 500	£612.57	£10.00	£602.57	
21.10.25	HMRC	PAYE and NI October 2025	BACS 501	£170.33	£0.00	£170.33	
21.10.25	HMRC	NI Employers Contribution April - September 2025	BACS 502	£247.51	£0.00	£247.51	120PX003200912603
21.10.25	DC Pension Fund	October 2025 pension contributions	BACS 503	£188.98	£0.00	£188.98	
21.10.25	Sutcliffe Play Sou	Under payment from inv 7538	BACS 504	£80.16	0	80.16	
		<b>Total requested from Precept</b>					<b>£2,708.64</b>

The total payments requested for October were £2708.64. This included an underpayment to Sutcliffe Play from a July invoice.

Cllr Knapp proposed the payments are made. This was seconded by Cllr Andrews and agreed unanimously.

### 25.181 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 Income for the year 1st April 2025 to 31st March 2026													
Date	Description	Folio	Total	VAT	Rents	Misc Income	WK Hub	Pop In Receipts	Precept	Interest	Interment fees	Headstones	Purchases
07.04.25	Tractor Shed Rent		65.00		65.00								
25.04.25	Precept - WK and Anderson		21526.50						21526.50				
25.04.25	Precept - Winterborne Zelston (in error)		2575.00			2575.00							
28.04.25	Hub Income - M Cowans		15.00				15.00						
06.05.25	Grassby and Sons - Susan Webber		60.77									60.77	
07.05.25	Tractor Shed Rent		65.00		65.00								
08.05.25	Hub income - A Wintmore		28.00				28.00						
14.05.25	Hub Income M Clemens		10.00				10.00						
29.05.25	Haven Memorials - Morris		141.00									141.00	
02.06.25	Hub Income L Luxford		15.00				15.00						
02.06.25	Bank Interest		246.41							246.41			
09.06.25	Tractor Shed Rent		65.00		65.00								
16.06.25	Hub income - Revive Theatre		40.00				40.00						
26.06.25	VAT rebate		2773.27	2773.27									
07.07.25	Hub income - K Egan		14.00				14.00						
07.07.25	Tractor Shed Rent		65.00		65.00								
11.07.25	Hub Income - M Cowans		30.00				30.00						
31.07.25	Hub Income - Fundraising		2726.96				2726.96						
07.08.25	Tractor Shed Rent		65.00		65.00								
12.08.25	Hub Income - Donation		30.00				30.00						
15.08.25	FC douch and Sons - Welsh		354.00								354.00		
02.09.25	Excalibur Stone - Welsh		141.00									141.00	
03.09.25	Dorset Council - Hub Path Grant		10000.00				10000.00						
08.09.25	Tractor Shed Rent		65.00		65.00								
08.09.25	Interest		247.03							247.03			
09.09.25	Dorset Council - Hub rates rebate		82.19				82.19						
26.09.25	Precept		21526.50						21526.50				
07.10.25	Tractor Shed Rent		65.00		65.00								

## 25.182 To consider approval of the Hub insurance settlement

The details of the insurance settlement were circulated in advance of the meeting. The settlement proposes to pay the following:

Buildings: £300,622.00,

Contents: £7,250.00,

Business Interruption: £652.50,

Gross Total: £308,524.50,

Excess: £250.00,

Net payable: **£308,274.50.**

The building insurance is the maximum amount payable under the policy. Cllr Knapp proposed that the settlement be accepted, and this was seconded by Cllr Luxford with all in agreement. It was **RESOLVED** to accept the insurance settlement of £308,274.50

## 25.183 To consider purchase of the Scribe accountancy package – It was explained that the Parish Council's accounts are currently managed using Excel spreadsheets.

Due to the forthcoming insurance payout, gross receipts will exceed £200,000 for the current financial year. The Parish Council will therefore move from Receipts and Payments to Income and Expenditure accounting, which operates on an accruals basis.

Given the increased complexity of the accounts, an accountancy package was recommended. A detailed quotation from Scribe was considered, with a cost of £547 one-off setup fee and £420 annual subscription. It was queried whether this would be a short- or long-term solution, but this will depend on future accounting needs.

The purchase of the Scribe accountancy package was proposed by Cllr Hart, seconded by Cllr Allcock, and agreed unanimously.

## 25.184 To approve the insurance quote for 2026 – The insurance quote has been delayed due to the complexity of the situation with the Hub. The Clerk has requested a 10-day extension to the existing policy to allow the matter to be considered at the November meeting.

**Action: Clerk to ensure that Gallagher are obtaining and comparing quotes prior to renewal.**

25.185 To arrange a date for the finance working group – the finance working group involves Cllr Jessopp, Cllr Allcock and Cllr Knapp  
**Action: Clerk to circulate potential dates**

25.186 To acknowledge receipt of accounts from Hub Committee

Following the disbanding of the Hub Committee, the bank balance raised from the Summer Fair and other fundraising events was transferred to the Parish Council. It was agreed that these accounts would be reviewed.

The Clerk has reconciled the bank balance handed to the Parish Council with the accounting records provided by the former Hub Committee. The bank statements match the invoices supplied, and the reconciliation is correct.

## 7. **To receive the following reports**

25.189 Hub

- To discuss future steps for rebuild of the Hub – The Parish Council discussed the next steps for the rebuild of the Hub. Concerns had been raised by the insurance company that the building may have been underinsured, although some of the calculations for rebuild costs were questioned. Companies that previously provided quotes have approached the Council again, offering updated estimates. Options considered included replacing the existing temporary building, constructing a more ambitious permanent structure, or not replacing the Hub at all. The Council also discussed the possibility of attracting grant funding, including National Lottery grants, as well as exploring potential Section 106 contributions. Any rebuild should be future-proofed to accommodate the village's growth and development, with careful consideration given to access and car parking arrangements.

A consultation with the village was suggested to gather input on priorities and ideas. This could take the form of a village meeting or a survey, with the option to leaflet the entire village. It was also noted that encouraging renewed use of the Recreation Ground would be beneficial. The availability of the village hall in early December will be checked to coordinate activities. A committee will be established to oversee the rebuild project and any associated funding applications.

**Action: Clerk to check availability of Village Hall in December**

- Security of the site –Herris fencing surrounds the site and this has been approved by Dorset Council Building Control

**Action: Clerk to ensure insurance company are aware of the security of the site.**

25.190 Flood Watch

- The Environment Agency have asked the Drax Estate to restore the works that they carried out to the River Winterborne.

25.191 Play Area and Recreation Ground

Nothing to report

## 8. **Planning Applications**

## 9 Items for Action and Resolution

### 25.192 To discuss progress on the Neighbourhood Plan

A draft Plan is expected to be ready for the November Parish Council meeting, after which it will be issued for public consultation. The Plan is anticipated to be adopted in 2026.

### 25.193 To discuss progress on new bus shelter

The project is anticipated to be completed before Christmas.

### 25.194 To consider approving permission for the 2026 summer fayre

The Parish Council considered a request for permission to host the 2026 Summer Fayre, as well as a request for the remaining funds raised for the Hub path project to be applied to the event. It was noted that these funds cannot be provided to the committee at present, as the Hub path project is not yet complete. However, a donation may be considered in the future, as the Council wishes to support and encourage the event. A definitive cost for the Fayre would be helpful for consideration at the next meeting. It was also agreed that a Parish Councillor should be involved in the committee, with Cllr Knapp acting as the point of contact.

### 25.194 To consider a request to host football matches on Winterborne Kingston Recreation Ground –

Cllr Pitman and the Clerk met with Lytchett Matravers Football Club, who expressed an interest in using the Recreation Ground for youth football on weekends. The Club is willing to prepare the pitch to a usable state, although one goalpost would need to be reinstated. They anticipate holding up to three games per weekend. It was hoped that this may help discourage dog fouling on the pitch. Parking arrangements were discussed, with the use of the hardstanding by the old Clubhouse needed. It was agreed by the Club that toilet facilities would not be required. A suggested charge of £10 per day of use was proposed, with funds to contribute towards new nets when needed. A hire agreement will note that no facilities are provided, and the Club will provide a copy of their insurance. Other expectations include use of a gate code and maintaining a litter-free site. The proposal was proposed by Cllr Knapp and seconded by Cllr Hart with all in agreement.

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

25.195 Cllr Pitman – A gate post and a gate have been damaged at the allotment field. Two second hand metal gates have been sourced at a cost of £85 and will be installed free of charge. It was agreed that the Parish Council will meet the cost of the second hand gates.

25.196 Cllr Andrews – 20 mph speed limit – the banners have been put up.

**Action: Clerk to chase roundels on West Street**

25.197 Cllr Allcock – Church pathway has been started and should be finished on 22<sup>nd</sup> October.

## 12. Correspondence received since the agenda was set

25.198 Website requirements – to be discussed at the November meeting.

## 13. Items for the November agenda

- Budget
- Hub
- Website

- Neighbourhood Plan
- Village Fair

There being no further business, the meeting closed at 19.46

Reconciliation of Accounts - October 2025					
Balance b/fwd as at 31.03.25					£80,384.11
		Add:	Income to date		£63,037.63
		Less:	Expenditure to date		£36,279.57
<b>Balance as at 15.10.25</b>					<b>£107,142.17</b>
	Current Account		589446	£35,098.84	
	Business Saver Account		10002356	£74,671.81	
					£109,770.65
<b>Add:</b>	Uncleared income				
					0.00
<b>Less:</b>	Uncleared cheques				
02.10.25	EON Next	September Hub Electricity charges	DD	£9.45	
01.10.25	Rejuvenate	Email hosting September 2025	BACS 495	£14.83	
03.10.25	Dorset Council	Waste collection September 2025	BACS 496	£15.61	
13.10.25	Can I Cut It	Allotment Field maintenance and playground repairs	BACS 497	£187.50	
04.10.25	MP Garder	September WK Grass Cutting	BACS 498	£1,162.50	
13.10.25	Rejuvenate	Remote Support	BACS 499	£19.20	
	Gallagher	Parish Council Insurance 2025/26	BACS 500	TBC	
21.10.25	A Clothier	October 2025 wages , including mileage, phone, wreaths	BACS 501	£612.57	
21.10.25	HMRC	PAYE and NI October 2025	BACS 502	£170.33	
21.10.25	HMRC	NI Employers Contribution April - September 2025	BACS 503	£247.51	
21.10.25	DC Pension	October 2025 pension contributions	BACS 504	£188.98	
					£2,628.48
<b>Balance as at 15.10.25</b>					<b>£107,142.17</b>
			Difference check		£0.00

Lower Winterborne Budget Year to 31st March 2026									
Oct-25									
	2025/26								
	Budget	Actual	Committed	Balance					
<b>Receipts</b>									
Cemetery	500.00	696.77		196.77					
Community Hub		12991.15		12991.15					
Miscellaneous Income	100.00	2575.00		2475.00					
Account interest		493.44		493.44					
Rent	1332.00	455.00		-877.00					
Precept - Winterborne Kingston and Anderson	43053.00	43053.00		0.00					
Vat recovered		2773.27							
<b>Total Income</b>	<b>44985.00</b>	<b>63037.63</b>	<b>0.00</b>	<b>15279.36</b>	<b>0.00</b>				
<b>Payments</b>									
Clerk's wages	7800.00	4831.03		2968.97	Balance b/fwd from 31.03.25			80384.11	
Pension	1700.00	1436.88		263.12					
Cllrs Expenses	100.00	0.00		100.00	Income to date for current year	63037.63			
Training	400.00	0.00		400.00	<b>Balance</b>			<b>143421.74</b>	
Clerk's mileage	200.00	109.62		90.38	Less:				
Hall hire	200.00	0.00		200.00					
Stationery	250.00	0.00		250.00					
Postage	60.00	29.54		30.46	<b>Earmarked Funds:</b>				
Telephone	200.00	90.00		110.00	River Maintenance	550.00			
Computer	500.00	443.23		56.77	Fingerpost repairs	2470.00			
Subscription fees	390.00	444.34		-54.34	<b>Winterborne Kingston</b>				
Insurance	1800.00	0.00		1800.00	Playground Repair/replacement Fund	7124.01			
Audit fees	450.00	465.00		-15.00	Allotment Field	1000.01			
Advertising	50.00	0.00		50.00	Cemetery Maintenance	9229.77			
Finger posts	50.00	0.00		50.00	Grass cutting	6862.50			
Defibrillators	1000.00	66.00		934.00	Village Events	4472.24			
Contingencies	1000.00	2575.00		-1575.00	Refurb bus shelter	4228.00			
Electoral Expenses	0.00	0.00		0.00	Dog bins	450.00			
<b>Winterborne Kingston</b>				0.00	Best Kept Village awards	292.00			
General Asset Maintenance	1800.00	74.38		1725.62	Electoral expenses	1500.00			
Water	300.00	61.66		238.34	Pest Control	2320.00			
Pest Control	0.00	0.00		0.00	Village gates	2600.00			
Grass cutting and hedge cutting	15000.00	8137.50		6862.50	Speed Watch	613.77			
Allotment Field	2000.00	999.99		1000.01	Replacement SID	4285.00			
Play area inspection	60.00	0.00		60.00	Village contingency fund	2239.09			
Play equipment repairs/repl	3500.00	2207.99		1292.01	Neighbourhood Plan	4694.80			
Community Hub	3000.00	11206.28		-8206.28	The Hub	15080.44			
Notice board replacement	500.00	0.00		500.00	<b>Anderson</b>				
Bus Shelter	0.00	0.00		0.00	Village contingency fund	340.06			
Village contingency fund	725.00	0.00		725.00	Poor weather contingency	700.00			
Village Events	0.00	0.00		0.00					
Community Speed Watch	100.00	0.00		100.00	TOTAL			71051.69	
Village gates	0.00	0.00		0.00					
Dog bins	0.00	0.00		0.00					
Cemetery Maintenance	0.00	0.00		0.00			36279.57		
Speed Indicator Device	0.00	0.00		0.00					
Neighbourhood Plan	1000.00	315.00		685.00	Expenses for current year to date				
Trees	500.00	400.00		100.00				36279.57	
<b>Winterborne Anderson</b>				0.00					
Village contingency fund	250.00	0.00		250.00					
Poor weather contingency	100.00	0.00		100.00	<b>General Reserves</b>			<b>36090.48</b>	
Recoverable VAT		2386.13		2386.13					
<b>Total Payments</b>	<b>44985.00</b>	<b>36279.57</b>	<b>0.00</b>	<b>13477.69</b>	<b>0.00</b>				
<b>Income less expenses</b>	<b>0.00</b>	<b>26758.06</b>	<b>0.00</b>	<b>1801.67</b>					