

**MINUTES OF THE MEETING OF LOWER WINTERBORNE PARISH COUNCIL HELD ON
TUESDAY 16th SEPTEMBER 2025, COMMENCING 7PM, AT WINTERBORNE KINGSTON
VILLAGE HALL**

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

Chair: R Jessopp

Clerk: Mrs Alison Clothier

Also present: Cllr Parker, 6 members of public

Public Participation

The following points were raised:

- It was queried why were the 30mph signs not repainted when the 20mph signs were installed.
- A member of the public highlighted the Local Plan consultation, and particularly the scale of development suggested in the Plan. This Parish has not been allocated any sites however settlement boundaries for some villages are proposed to be removed.

1 Declaration of Interest and requests for dispensations

25.147 There were none.

2 Apologies

25.148 Cllr Luxford gave her apologies and these were accepted.

3 Minutes of the Meetings held on 15TH July 2025

25.149 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 Andrews and agreed unanimously. The Chair signed the minutes in the presence of the meeting.

4 Matters arising from those minutes for report only

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

Horse Riding Sign on Marsh Lane – Dorset Council have advised that there is no pole to attach the sign to, and have asked whether the Parish Council would consider a horse riding marking on the road instead. Councillors expressed that they would not like to see a road marking. It was suggested that a sign could be installed by the verge on the left-hand side towards the farm, rather than by the junction, which was not considered an appropriate location.

5 Dorset Councillors' Reports

25.151

- Local Plan consultation ongoing.

- Half of Plumbley Meadows bins were not emptied due to access issues relating to parking; residents encouraged to report.
- West Street due to be closed in both directions from 29th September-3rd October
- Disabled bay in Broad Close: Dorset Council confirmed that the land belongs to the Housing Association and that no works to remove the bay have been carried out by them. The Parish Council also confirmed that they had not removed the bay.

6. Finance

25.152 To confirm payment of accounts

The following payments had been requested:

Payments Requested for August 2025						
Date	Payee	Description	Chq No	Total Amount	VAT	Net
04.08.25	EON Next	July Hub Electricity charges	DD	£52.90	£2.52	£50.38
01.08.25	Rejuvenate	Email hosting July 2025	BACS 469	£14.83	£2.47	£12.36
04.08.25	BT	Hub alarm and broadband - July 2025	BACS 470	£66.12	£11.02	£55.10
05.08.25	Dorset Council	Waste collection July 2025	BACS 471	£15.61	£0.00	£15.61
04.08.25	Can I Cut It	Allotment Field maintenance	BACS 472	£150.00	£0.00	£150.00
04.08.25	MP Gardening	July WK Grass Cutting	BACS 473	£1,162.50	£0.00	£1,162.50
11.08.25	K Egan	Hub refund	BACS 474	£14.00	£0.00	£14.00
11.08.25	M Cowans	Hub refund	BACS 475	£30.00	£0.00	£30.00
11.08.25	Revive Theatre	Hub refund	BACS 476	£20.00	£0.00	£20.00
11.08.25	A Clothier	August 2025 wages, including mileage, phone,	BACS 477	£536.57	£0.00	£536.57
11.08.25	HMRC	PAYE August 2025	BACS 478	£125.80	£0.00	£125.80
11.08.25	DC Pension Fund	August 2025 pension contributions	BACS 479	£183.15	£0.00	£183.15
		Total requested from Precept		£2,371.48		

The total payments requested for August were £2,371.48

Payments Requested for September 2025							
Date	Payee	Description	Chq No	Total Amou	VAT	Net	Invoice Number
04.09.25	EON Next	August Hub Electricity charges	DD	£9.76	£0.46	£9.30	
11.08.25	BDO	External Audit	BACS 480	£378.00	£63.00	£315.00	INV-00723316
19.08.25	Water2Business	Water bill for tap at cemetery	BACS 481	£73.99	£12.33	£61.66	16365768
29.08.25	Secure Alarms	Alarm information for insurance	BACS 482	£87.60	£14.60	£73.00	41568
01.09.25	Rejuvenate	Email hosting August 2025	BACS 483	£14.83	£2.47	£12.36	28714
04.09.25	BT	Hub alarm and broadband - August 2025	BACS 484	£66.12	£11.02	£55.10	GP 00115840
05.09.25	Dorset Council	Waste collection July 2025	BACS 485	£15.61	£0.00	£15.61	2800464978
	Can I Cut It	Allotment Field maintenance	BACS 486	£150.00	£0.00	£150.00	
04.09.25	MP Gardening	August WK Grass Cutting	BACS 487	£1,162.50	£0.00	£1,162.50	Month 12
11.09.25	Ross Jessopp	Defib pads	BACS 488	£79.20	£13.20	£66.00	55713
11.09.25	Rejuvenate IT	Laptop repair	BACS 489	£228.00	£38.00	£190.00	28835
18.09.25	A Clothier	September 2025 wages (and backpay), including mileage, phone,	BACS 490	£687.00	£0.00	£687.00	
18.09.25	HMRC	PAYE September 2025	BACS 491	£149.20	£0.00	£149.20	
18.09.25	DC Pension Fund	September 2025 pension contributions	BACS 492	£217.31	£0.00	£217.31	
10.09.24	Hyper Build	New Tarmac Path to Hub and Gate	BACS 493	£11,520.00	£1,920.00	£9,600.00	223
12.09.25	Sturminster Marshall Par	Share of Clerk's SLCC membership	BACS 494	£47.50	£0.00	£47.50	
		Total requested from Precept					£14,886.62

The total payments requested for September were £14,886.62

Cllr Pitman proposed the payments are made. This was seconded by Cllr Hart and agreed unanimously.

25.153 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 Wrintmore		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 Incom 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						
07.08.025	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						

25.154 To receive and note the External Auditor Report and Certificate.

The return was presented and accepted by the Parish Council. The Parish Council noted the points raised however a submission had been made to the External Auditor to note that the items raised by the internal auditor about VAT and the Asset Register had been resolved. Reserve levels will be considered in the budgeting items later in the year. The relevant information is published on the Parish Council website and noticeboard.

25.155 To confirm insurance schedule

The insurance schedule was examined and the following will be fed back to the broker:

Premises

The Recreation Ground, Broad Close, Winterborne Kingston £300,622 - this property is subject to a current insurance claim following a fire. Once this is rebuilt, we will need to amend the insured for amount.

Contents Cover

Playground Equipment – increase to £150,000

The Parish Council is responsible for a cemetery and a closed churchyard this should be added to the cover.

Underwriting Information

Responsible for: Playground

The Parish Council have riparian responsibilities

At present the Parish Council also are responsible for an empty building (fire damaged) and buildings of non standard construction (Portacabin and tractor shed)

25.156 To receive and note the national Local Government pay rise.

The Local Government pay rise was noted.

7. To receive the following reports

25.157 Hub

- To discuss insurance claim – the building insurance claim is still being assessed. Contents have been settled at £7,250.00 and loss of income at £1,170. Further updates will be given when available.
- To discuss Hub path progress and electric works – this is complete. The quote for the path was agreed at the July meeting. Electrical ducting work was completed at the same time as the path at a cost of £1,680. This brings the cost of the project to £11,280, £10,000 of which is funded by the grant from Dorset council. Dorset Council were notified of the situation with the fire and confirmed they were happy for the path project to go ahead.
Action: Clerk to submit end of project form to Dorset Council.
- To confirm receiving fundraising money from Hub Committee – A total of £2,726.96 has been received. Part of this will be used to fund the remainder of the path project, with the balance retained in the Hub budget.
- To receive resolution of appeal with VOA on Hub Business Rates – Appeal accepted and rateable value reduced from £16,500 to £5,000.
Action: Clerk to submit application for small business relief

25.158 Flood Watch

Tree cuttings have been discarded in the river bed and will need to be cleared. Riparian letters have been issued and will be followed up with specific letters if necessary.

25.159 Play Area and Recreation Ground

It was noted that a couple of items of play equipment are available. A query was raised as to whether the small goal could be removed. While the equipment itself would be free, there would be a cost associated with removing the existing tarmac and installing the new equipment.

Action: Cllr Allcock to obtain quotes for next meeting.

8. Planning Applications

25.160 P/HOU/2025/04779 The Old Chapel, West Street, Winterborne Kingston
Erect single storey side extension and form new parking for 2no. cars

Support, however concerns were raised regarding the ownership of the entrance access. The Parish Council is not aware who owns this land and suggests this is looked into further.

9. To agree a response to the Dorset Council Local Plan and Local Transport Plan

25.161 The Local Plan was discussed. It was noted that there are no site allocations within the Parish. The proposed removal of the settlement boundary for Winterborne Kingston would allow developments of up to 30 homes adjacent to the settlement, unless a Neighbourhood Plan is in place. The Parish was also identified as suitable for medium-scale solar and wind turbine development.

The Council highlighted the need for improvements to the White Post junction and to North Street, suggesting North Street should be reclassified as a B road. Funding for traffic calming measures was also requested.

Action: Clerk to write a response to the Local Plan based on these comments, to circulate for approval.

10. **Licence Application**

25.162 Big Dig Brewhouse LTD, North West Farm House, Winterborne Kingston

Support

9 Items for Action and Resolution

25.163 To discuss and approve funding arrangements for the continuation of the Neighbourhood Plan – The Government has withdrawn funding for Neighbourhood Plans. The Lower Winterborne Neighbourhood Plan is at an advanced stage and has already undergone two consultation processes. To complete the Plan, the Parish Council will need to provide funding. A sum has been set aside in the 2025/26 budget, and approximately £2,000 will need to be included in next year's budget. It was agreed that the Neighbourhood Plan is important and should be completed. This was proposed by Cllr Knapp, seconded by Cllr Andrews, and agreed unanimously.

25.164 To approve a quote for the repair of the churchyard path – the Parish Council is responsible for the path in the Church yard under Section 215 of the Local Government Act 1972. The path has been looked at and there are many trip points so it will need to be dug up and re-laid. Three quotes have been received Q1 £4755, Q2 £4520 Q £3200. It was questioned whether the Diocese would contribute but concluded that it was a Parish Council responsibility. Permission will be sought from the Diocese to do the work with a note to say that the Parish Council do not accept responsibility for trips and falls if this is a prolonged process. Cllr Allcock proposed to accept Quote 3 and this was seconded by Cllr Knapp with all in agreement.

Action: Clerk to write to the PCC to ask permission for the works

25.165 To discuss arrangements for Remembrance Sunday – the road closure form complete. 3 wreaths will be ordered.

Action: Clerk to order 3 poppy wreaths

25.166 To agree disposal of Community Speedwatch equipment – The Speedwatch group has now disbanded. The Parish Council, having originally purchased the equipment, will store it for 12 months in case another group wishes to take it up. It was suggested that the equipment could be returned to the Police if not required.

A query was also raised regarding whether the Speed Indicator Device (SID) could be changed to display 20mph.

Action: Clerk to contact Dorset Council regarding changing the SID.

25.167 To discuss progress on new bus shelter – this will be completed in September/October.

25.168 To discuss parking issues between Broad Close and Noah Henville – Residents have raised concerns that parking in this area is obstructing views and creating dangerous conditions. The Parish Council noted that it has the option to apply for double yellow lines to improve safety. It was thought this might be appropriate, particularly opposite junctions and in areas where parking is prohibited under the Highway Code, including sections near Plumbley Meadows.

Action: Clerk to investigate options for implementing double yellow lines and report back.

25.169 To agree completion of DAPTC Smaller Council's Survey

Action: Clerk to complete survey

25.170 To discuss progress on 20mph zones –Implementation of the 20mph zones comes into force on 19th September The use of a banner was discussed, with 2–3 banners to be ordered. It was also suggested to consider installing an additional roundel on West Street near Orchard Close.

Action: Clerk to enquire about additional roundel on West Street.

11. Parish Councillors' reports not covered by item 7

25.171 Cllr Pitman – Noah Henville – several trees have ash die back and are becoming dangerous.

Action: Clerk to write to Dorset Council Tree Officer

25.172 Cllr Andrews – A35 will be shut for 4 weeks.

25.173 Cllr Jessopp – there was an attempted break-in in the village and people were reminded to lock their front doors.

12. Correspondence received since the agenda was set

25.174 There was none

13. Items for the October agenda

- Hub

There being no further business, the meeting closed at 20.15

Reconciliation of Accounts - July 2025						
Balance b/fwd as at 31.03.25						£80,384.11
		Add:	Income to date			£27,704.95
		Less:	Expenditure to date			£14,167.45
Balance as at 09.07.25						£93,921.61
	Current Account			589446	£22,054.77	
	Business Saver Account			10002356	£74,424.78	
						£96,479.55
Add:	Uncleared income					
						0.00
Less:	Uncleared cheques					
03.07.25	EON Next	June Hub Electricity charges	DD		£56.58	
01.07.25	Rejuvenate	Email hosting June 2025	BACS 454		£14.83	
04.07.2025	BT	Hub alarm and broadband - June 2025	BACS 455		£66.12	
02.07.2025	Dorset Council	Waste collection June 2025	BACS 456		£15.61	
	Can I Cut It	Allotment Field maintenance and playpark fence post	BACS 457		TBC	
04.07.25	MP Gardening	May WK Grass Cutting	BACS 458		£1,162.50	
	Sutcliffe Play South West	Goal nets and 2 replacement cradle seats	BACS 459		TBC	
15.07.25	A Clothier	June 2025 wages, including mileage, phone, Hub expenses	BACS 460		£621.35	
15.07.25	HMRC	PAYE July 2025	BACS 461		£125.80	
15.07.25	DC Pension Fund	July 2025 pension contributions	BACS 462		£183.15	
30.06.25	Epic Print	Neighbourhood Plan printing	BACS 463		£312.00	
						£2,557.94
Balance as at 09.07.25						£93,921.61
			Difference check			£0.00

Lower Winterborne Budget Year to 31st March 2026																				
Jul-25																				
	2025/26																			
	Budget	Actual	Committed	Balance																
Receipts																				
Cemetery	500.00	201.77		-298.23																
Community Hub		122.00		122.00																
Miscellaneous Income	100.00	2575.00		2475.00																
Account interest		246.41		246.41																
Rent	1332.00	260.00		-1072.00																
Precept - Winterborne Kingston and Anderson	43053.00	21526.50		-21526.50																
Vat recovered		2773.27																		
Total Income	44985.00	27704.95	0.00	-20053.32	0.00															
Payments																				
Clerk's wages	7800.00	2517.48		-5282.52		Balance b/fwd from 31.03.25		80384.11	Monies held in bank											£96,479.55
Pension	1700.00	829.44		-870.56																
Clhrs Expenses	100.00	0.00		-100.00		Income to date for current year	27704.95		Add:											
Training	400.00	0.00		-400.00		Balance		108089.06	Income not cleared											£0.00
Clerk's mileage	200.00	60.84		-139.16		Less:														
Hall hire	200.00	0.00		-200.00																
Stationery	250.00	0.00		-250.00																
Postage	60.00	1.70		-58.30		Earmarked Funds:			Less:											
Telephone	200.00	45.00		-155.00		River Maintenance	550.00		Cheques not cleared											-£2,557.94
Computer	500.00	200.15		-299.85		Fingerpost repairs	2470.00													
Subscription fees	390.00	396.84		6.84		Winterborne Kingston														
Insurance	1800.00	0.00		-1800.00		Playground Repair/replacement Fund	8871.33													
Audit fees	450.00	150.00		-300.00		Allotment Field	1600.01													
Advertising	50.00	0.00		-50.00		Cemetery Maintenance	8734.77													
Finger posts	50.00	0.00		-50.00		Grass cutting	10350.00													
Defibrillators	1000.00	0.00		-1000.00		Village Events	4472.24													
Contingencies	1000.00	2575.00		1575.00		Refurb bus shelter	4228.00													
Electoral Expenses	0.00			0.00		Dog bins	450.00													
Winterborne Kingston				0.00		Best Kept Village awards	292.00													
General Asset Maintenance	1800.00			-1800.00		Electoral expenses	1500.00													
Water	300.00			-300.00		Pest Control	2320.00													
Pest Control	0.00			0.00		Village gates	2600.00													
Grass cutting and hedge cutting	15000.00	4650.00		-10350.00		Speed Watch	613.77													
Allotment Field	2000.00	399.99		-1600.01		Replacement SID	4285.00													
Play area inspection	60.00			-60.00		Village contingency fund	2239.09													
Play equipment repairs/repl	3500.00	460.67		-3039.33		Neighbourhood Plan	4694.80													
Community Hub	3000.00	1043.99		-1956.01		The Hub	12373.58													
Notice board replacement	500.00			-500.00		Anderson														
Bus Shelter	0.00			0.00		Village contingency fund	340.06													
Village contingency fund	725.00			-725.00		Poor weather contingency	700.00													
Village Events	0.00			0.00																
Community Speed Watch	100.00			-100.00		TOTAL		73684.65	Earmarked funds											-73684.65
Village gates	0.00			0.00																
Dog bins	0.00			0.00																
Cemetery Maintenance	0.00			0.00																
Speed Indicator Device	0.00			0.00			14167.45													
Neighbourhood Plan	1000.00	315.00		-685.00		Expenses for current year to date														
Trees	500.00	400.00		-100.00				14167.45												
Winterborne Anderson				0.00																
Village contingency fund	250.00			-250.00																
Poor weather contingency	100.00			-100.00		General Reserves		20236.96												20236.96
Recoverable VAT		121.35		121.35																0.00
Total Payments	44985.00	14167.45	0.00	-30817.55	0.00															
Income less expenses	0.00	13537.50	0.00	10764.23																