



MINUTES OF THE MEETING OF ARNE PARISH COUNCIL HELD ON
THURSDAY 20th FEBRUARY 2025
AT STOBOROUGH VILLAGE HALL COMMENCING AT 7.15PM

Present: Cllrs: I Church, I Duckworth, J Ives and M Sims

Chair: Cllr R Cranshaw

Clerk: Mr T Watton

Also Present: one member of the public

1. To receive apologies for absence

24.212 Cllr A Patrick and T Brodie-James.

2. PUBLIC PARTICIPATION:

24.213 There was none.

3. Declaration of Interests

24.214 There were none.

4. To confirm the minutes of the meeting held on 16th January 2025

24.215 A copy of the minutes had been circulated to all members prior to the meeting.

The minutes of the meeting of the Parish Council held on 16th January 2025 were agreed as a true and accurate representation of the meeting.

- Cllr Cranshaw wished to correct a comment made at the January meeting under minute 24.209 which had indicated that both the Maternity & Neonatal unit and the Major Trauma unit at Poole Hospital would be transferred to the Royal Bournemouth hospital in March 2025. In fact, the Major Trauma unit will not be transferred to Bournemouth until March 2026.
- Cllr Duckworth clarified a point made under minute 24.206 para 2(i) at the January meeting. It was understood that the Dorset Council Enforcement team have visited The Lookout and observed that there has been an increase in the number of sites for park homes. They have informed the proprietors that these cannot be sold / used as residential properties.

5. Matters arising not covered by the agenda – for report only

24.216 Arising from his Carbon Literacy Training which he had reported on at the last meeting, Cllr Duckworth drew attention to the link to a video which he had circulated by email to Council members on 5th February 2025 (featuring David Attenborough, on the subject of Climate Emergency). He encouraged members to view this video. Cllr Duckworth indicated that he is hoping to introduce something at the next Council meeting regarding climate action. He also indicated that he may circulate a further video.

6. Dorset Councillor's Report.

24.217 Cllr. Ezzard and Cllr Ryan were unable to be present. No DC report was provided in time for the meeting.

7. To confirm the payment of accounts for January 2025 and consider the banks reconciliation and position against budget for the year to date:

7(a) 24.218 The following payments were presented for approval:

INVOICE DATE	BACS number	PAYEE	DESCRIPTION	AMOUNT
Payments already made				
01/02/2025	DD	Starboard Systems Ltd	Scribe Allotments monthly subscription (INV-8838)	£21.60
Payments due				
20/02/2025	70/24	T Watton	Salary, Feb 25	£565.30
20/02/2025	71/24	HMRC	PAYE, Feb 25	£141.20
07/02/2025	73/24	Smart Garden Services	Regular grounds maintenance	£590.83
18/01/2025	74/24	Citizens Advice East Dorset and Purbeck	Grant contribution towards provision of service to residents of Arne Parish	£200.00
28/01/2025	75/24	DAPTC	Latest NPPF Revisions online training fee, 23/01/25 (INV-2323)	£35.00
TOTAL				£1,553.93

It was unanimously **RESOLVED** that the payments be approved and paid.

ACTION: THE CLERK

It was also **RESOLVED** to receive and note the bank reconciliation and position against the budget for the year to date. A copy of these documents is associated at **Appendix 1** to these minutes.

7(b) To consider a request for a grant from Arne Parish Council as a contribution towards the cost of youth club / youth worker provision at the Wareham Youth Centre.

24.219 After some discussion the Parish Council **RESOLVED** to award a grant of £500 for this purpose.

ACTION: THE CLERK

8. Governance matters

24.220 (a) Proposal to reappoint Paula Harding of Barker Fox as the Council’s Internal Auditor for the year ended 31 Mar 2025. RESOLVED to approve.

ACTION: THE CLERK

24.221 (b) To consider the annual review of the process of Internal Audit.

In advance of this meeting the Parish Clerk had circulated the Internal Audit checklist which had been used for the 2023/24 year. He explained that he had reviewed this against the Council’s current operations and activities and had no suggestions for changes to the checklist. In addition, no members wished to make any changes. It was therefore **RESOLVED** to accept this process of Internal Audit for 2024-25 year end.

ACTION: THE CLERK

24.222 (c) To consider a review of the Council’s insurance cover.

It was **RESOLVED** that Cllr Cranshaw would work with the Parish Clerk to review current Asset Register and the current range and levels of insurance cover to ensure that they will be appropriate for the 2025-26 insurance renewal.

ACTION: THE CLERK and
CLLR CRANSHAW

24.223 (d) To consider a proposed revision of the Council’s Allotment Policy.

It was noted that a working group consisting of Cllrs Cranshaw and Duckworth and the Parish Clerk had reviewed and proposed updates to this document – a copy of which had been circulated to all members ahead of this meeting. It was **RESOLVED** to adopt the revised version. A copy is

associated at **Appendix 2** to these minutes. This will take effect from the date of tenancy renewals for 2025-26 (i.e. 1st October 2025)

ACTION: THE CLERK

24.224 (e) To consider a proposed revision of the Council’s Allotments Tenancy Agreement.

It was noted that a working group consisting of Cllrs Cranshaw and Duckworth and the Parish Clerk had reviewed and proposed updates to this document – a copy of which had been circulated to all members ahead of this meeting. It was **RESOLVED** to adopt the revised version. A copy is associated at **Appendix 3** to these minutes. This will take effect from the date of tenancy renewals for 2025-26 (i.e. 1st October 2025)

ACTION: THE CLERK

9. Parish Reports

225. Councillors’ Reports on meetings attended:

It was reported that Cllrs Cranshaw, Church and Duckworth, as well as the Parish Clerk visited the Arne Moors site for an update on progress and a visit onto the site itself on 23rd January 2025.

24.226 Reports from Stoborough Village Hall, Furzebrook Village Hall, Stoborough Meadow Residents Association, Ridge Residents Association and the Stoborough Primary School

Stoborough Village Hall – Mr Morgan reported that hall bookings remain good – with more regular bookings.

Furzebrook Village Hall – it was noted that the heating system is due to be replaced week commencing 3rd March 2025.

Stoborough Meadow Residents Association – Cllr Sims reported that at the Residents’ Association's recent Committee meeting reference was made to the matter of a small dog which had been taken ill last year after a visit to The Hayricks. When this matter was discussed previously (last autumn) the Council agreed to order some temporary signs which could be displayed to warn dog owners / dog walkers as and when any weed spraying is taking place. A quote has now been obtained for these signs.

Comment was also made about a property in Stoborough Meadow which is a multi-occupancy let and which appears to be in a very poor state of maintenance. It was noted that the Residents Association has written to Dorset Council to express concern that there may perhaps be some health risk to tenants. Cllr Sims asked for the Council members’ thoughts and suggestions regarding any other action which might be taken.

Ridge Residents Association - Nothing to report.

Stoborough Primary school – Nothing to report.

24.227 Hayricks:

Cllr Sims remarked on the following points:

Quote obtained for the temporary signs for use when weed spraying is taken place: 2 signs at £48.50 (exVAT) each. It was **RESOLVED** to approve this expenditure.

ACTION: THE CLERK

Quote obtained for removal of grass encroaching over the path: £448. It was **RESOLVED** to approve this expenditure.

ACTION: THE CLERK

Mr Smart will be asked to deal with a shrub which has been blown over.

ACTION: CLLR SIMS

Cllr Sims will chase the contractor who had quoted for the work to repair the concrete, to confirm whether or when he will do this work.

ACTION: CLLR SIMS

The agreed work to be done by Wareham Men's Shed to produce a new back-to-back bench is awaited. It is understood that they are currently moving location.

The tree work on FP11 is due to commence week commencing 24th Feb. Residents should be advised accordingly.

ACTION: CLLR SIMS

It had been agreed with Mr Smart to replace a dead Cherry tree. Cllr Sims to remind Mr Smart about this.

ACTION: CLLR SIMS

It was noted that a quote is still awaited for work to deal with a Field Maple encroaching on the garden of number 43 Stoborough Meadow.

24.228 SANG:

Nothing to report.

24.229 Allotments:

Cllr Duckworth commented that two allotment holders have organised and undertaken a lot of work with a mini digger to dig out and rebuild the bank adjacent to Corfe Rd. They have also layered some trees. The Clerk is to remind those responsible that an invoice is awaited for the mini digger and handler.

It was noted that the son of another allotment holder has started to lay the hedge on the north side of the allotments.

The Parish Clerk reported that a letter has been sent to one tenant advising that the plot is to be recovered due to lack of keeping the plot in good order and non-payment of rent for 2024-25.

ACTIONS: PARISH CLERK

24.230 Resilience hub:

It was noted that an advertisement has been drafted for the sale of the 2-way radios.

24.231 Condition of towpath along the river:

Cllr Ives reported that he had received comments from a resident about the condition of the towpath / number of puddles along it. He wondered if the Parish Council should take any action on this matter. Cllr Cranshaw commented that on a previous occasion the Wareham and District Development Trust had arranged for the replacement of gravel along the path. She indicated that she would approach them to see if they are able to help again.

ACTION: CLLR CRANSHAW

24.232 Councillors Climate & Ecological Support Group: Cllr Duckworth commented that he had just received a communication which he would circulate to all members for information.

ACTION: CLLR DUCKWORTH

10. To consider Planning Applications received

24.233

There were none.

11. To consider a draft Statement Of Work for the manufacture and installation of the security cage for housing the generators at the Resilience Hub (circulated by email to members on 30th January 2025).

24.234 This document had been circulated to all members ahead of this meeting. The members present felt that it was thorough, and resolved to accept it. They noted however that a suggestion to replace the three current generators with a single large one will affect this. It was noted that Cllr Ives will prepare a SOW for a revised security cage if the change from three to one generator goes ahead.

ACTION: CLLR IVES



12. To consider a possible corporate response to the Town and Parish Council – Climate and Nature Survey issued by Dorset Council.

24.235 Cllr Duckworth referred to a draft version of the response document which had been circulated to all members ahead of this meeting. Each suggested response was discussed in turn and a corporate response agreed. The Parish Clerk is to submit this before the deadline of 28th Feb.

ACTION: PARISH CLERK

13. To consider the offer from Residents of Oval Gardens of a tree to be planted in Oval Gardens (email to all Councillors 7th Feb 2025).

24.236 It was **RESOLVED** to accept this kind offer. Parish Clerk to respond accordingly.

ACTION: PARISH CLERK

15. Correspondence received since the agenda was set:

24.237 The Parish Clerk referred to correspondence from a member of the Committee of the Redclyffe Yacht Club regarding public use of their rubbish bin to deposit dog waste. It was resolved to respond querying the level of use made by the public of this.

ACTION: THE CLERK

16. Additional items considered urgent by the Chairman for discussion only:

24.238 There were none.

There being no other business, the meeting was closed at 20:35

Date of next meetings:

Parish Council meeting Thursday, 20th March 2025, At 7:15pm Stoborough Village Hall.

Appendix 1

Bank reconciliation and accounts update.

See associated .pdf file

Appendix 2

Allotment Policy – revised February 2025.

Arne Parish Council

Allotments Policy

The purpose of the policy is to provide the rules that have been agreed by the Parish Council for the allocation of allotment plots, the continuance of tenancy for these plots, the obligation of tenants and the actions that will be taken in the event of any non-compliance of the tenancy agreement conditions.

1. Allocation of Plots.

Allotment plots are allocated, from the waiting list, on a first come first served basis for the residents of the Parish of Arne unless otherwise approved by the Council.

Notwithstanding the above residents-only policy, the Parish Council may accept applications from voluntary community groups or institutions for the tenancy of an allotment, e.g. the local Primary or Pre-school.

Priorities: (a) applicants who physically reside in the Parish (being on the electoral roll is not sufficient evidence)

(b) applicants who do not have allotments elsewhere and have limited facilities for growing produce

The waiting list is first come first served except if, and when, a resident fulfils the above criteria and others on the list do not, then that resident will be given preference above those on the waiting list.

Normally half size plots are offered to new tenants.

If a tenant relocates out of the Parish the plot must be handed back to the Parish Council for a local resident on the waiting list to take on. Should there be no local residents on the waiting list, the Parish Council, in its discretion, may agree to allow the tenant to remain on a year by year basis.

2. Deposits.

The Council charges new tenants a deposit of £50 per half plot which is refundable at the end of the tenancy if the plot is returned in good order. The condition of the returned plot is determined by the Council.

3. Obligations of Tenant.

The basic obligations of the tenant are to pay the rent, to cultivate the land, to keep the land tidy and to observe the Tenancy Agreement rules, including the Allotment Bonfire Regulations. The tenant is subject to the terms of the Allotment Acts 1922 and 1950.

4. Non-Payment of Rent

The yearly rent is payable, in advance on the 1st day of October each year. If the rent has not been paid within one month of the invoice date, a reminder will be sent to the tenant requesting payment within 14 days. If at the expiry of that time no payment has been received, the Council may decide to terminate the tenancy on the grounds of breach of rental condition 2 – non payment of the rental charge. A letter of “Termination of Tenancy” will then be sent. The Tenant will be instructed in the termination letter to remove any personal items and rubbish from the plot being re-posessed within the one month’s notice period.

5. Non-Compliance with Tenancy Agreement Conditions.

If it appears to the Council that the tenant of an allotment plot has, not less than three months after the commencement of the tenancy, not complied with the conditions of the tenancy agreement a reminder will be sent to the tenant requesting that they rectify the matter within 28 days. If at the expiry of that time the matter remains outstanding, the Council may decide to terminate the tenancy on the grounds of breach of the relevant rental condition (e.g. condition 5 - reasonably free from weeds and noxious plants and otherwise maintain it in a proper state of cultivation.). A letter of “Termination of Tenancy” will then be sent. The Tenant will be instructed in the termination letter to remove any personal items and rubbish from the plot being re-posessed within the one month’s notice period.

Revised 20th February 2025



Appendix 3

Allotments Tenancy Agreement – Revised February 2025
Arne Parish Council

TENANCY AGREEMENT
FOR ALLOTMENT GARDENS
(FOR DOMESTIC CULTIVATION ONLY)

THIS AGREEMENT made on the [date] between Arne Parish Council c/o Honeysuckle Cottage, 15 Coles Lane, Milborne St Andrew, BLANDFORD FORUM DT11 0LG (hereinafter called the Council)

and [name and address of tenant] (hereinafter called the Tenant) by which it is agreed that the Council shall let to the tenant for him/her to hold as tenant from [start date of tenancy and end date of current tenancy year], the allotment(s) numbered [plot number] in the Council's register of allotments at a rent of [rental fee in accordance with plot size] payable on receipt of request. If the tenant has not observed the conditions herein contained the Council reserves the right to determine the tenancy.

The Tenancy is subject to the following conditions:

1. The Tenant, unless approved by the Council, shall reside within the Parish of Arne during the continuance of the tenancy.
2. The yearly rent shall be payable in advance on the 1st day of October each year. Preferred payment is by BACS (bank details are provided on the invoice). Exceptionally cheques will be accepted. These should be made payable to Arne Parish Council and posted to the Parish Clerk at the above address.
3. The Tenant shall not underlet, assign or part with the possession of the allotment or any part of it.
4. The Tenant shall use the plot as an allotment garden only as defined by the Allotments Act 1922, (that is to say wholly or mainly for the production of vegetable, fruit and flower crops for consumption or enjoyment by the Tenant and family) and for no other purpose.
5. The Tenant shall keep the plot free of hazards, eg. broken glass or scrap metal etc. and reasonably free from weeds and noxious plants and otherwise maintain it in a proper state of cultivation. No asbestos of any type or tyres are permitted on the allotment site and any present must be removed at the expense of the allotment holder.
6. The Tenant shall not obstruct or permit the obstruction of any of the paths on the allotment set out for the use of the tenants of the allotments.
7. The Tenant is responsible for keeping of any paths bordering their plot in proper order and properly trimmed, and shall not reduce the size of these paths in any way.
8. The Tenant shall not erect a shed, greenhouse or any building on the allotment. A low tool box NOT exceeding 76cm (30 inches) in height will be permitted as will composters of a height NOT exceeding 120 cm (48 inches).
9. No nuisance or annoyance shall be caused by the tenant to a tenant of any other part of the allotments or to any neighbouring residents.

10. The Tenant shall not use radios or play music on the allotments at a level which may cause inconvenience to other tenants or neighbouring residents.
11. No ponds or play equipment are allowed on the allotment.
12. Bonfires – please refer to the Allotments Bonfire Regulations associated in the appendix to this document.
13. No livestock or poultry of any kind shall be kept on the allotment.
14. Any herbicides, insecticides or fungicides used by the tenant must be domestically available products only; and must not be allowed to contaminate other tenant’s plots.
15. Only dwarfing fruit or nut bearing trees, with a maximum height of 2 metres, may be planted on the allotment. No overhanging of paths or other plots will be allowed.
16. Any dog brought into the area of the allotments by the tenant or by anyone acting with their approval shall be kept on a lead at all times.
17. Only children accompanied and supervised by adults are permitted on the allotments. No ball games or other activities that could damage other tenants’ crops or property are allowed.
18. Any member of the Council shall be entitled at any time to enter and inspect the allotment.
19. The Council reserves the right, in the interests of safety or the general appearance of the site, to order the removal of any offending structure or item that it deems inappropriate.
20. The rent payable and conditions are subject to an annual review by the Council.
21. In the event of the death of a Tenant the Tenancy shall be determined after a reasonable interval.

Signature(s) Tenant

Signature..... Clerk to the Parish Council

Note (1): In the case of a joint tenancy agreement both tenants must be named and sign the agreement.

This agreement should be read in conjunction with the APC Allotment Policy and APC Allotment Bonfire Regulations. The policy sets out procedures for allocation of plots, tenants’ obligations and conditions of termination of the tenancy agreement, and signature of this agreement also confirms acceptance of the terms of the APC Allotment Policy.

The Clerk can be contacted at: arneparishcouncil@gmail.com

Appendix to tenancy agreement

ALLOTMENT BONFIRE REGULATIONS

This should be read as part of the Tenancy Agreement.

Please compost rather than burn. Many weeds and, in fact, almost any non-woody plant can be composted; provided that sufficient heat is generated composting will destroy weed seeds. However, pernicious weeds such as Japanese Knotweed and plants infected with fungal diseases like Club Root, Downey Mildew or White Rot should be burnt (when dry) or taken to an approved tip.

Please move all stored material (from April to end-September) to a new location prior to lighting your bonfire (October to end-March) to ensure that any no wildlife is present within it.

NO BONFIRES ARE PERMITTED FROM 1ST APRIL TO THE 30TH SEPTEMBER

Permissible burning times:

1st October to 31st March

Bonfires **must not be started before 10:00am** and must be extinguished, if not burnt out, by dusk.

- No material other than that produced on your plot is to be burnt on site
- Only burn when suitable weather conditions permit to avoid causing a nuisance to local residents
- Only organic matter such as wood, prunings and dry vegetable matter to be burnt. No burning of green or slow-burning vegetation is permitted
- Do not set fire to large piles of material, it is better to start your bonfire with a medium stack and then add more material when it is very hot
- Non-vegetable matter such as plastic, rubber, roofing felt or bitumen, carpet, etc. shall not be burnt. Flammable liquids such as sump oil shall not be burnt or used to light fires
- Extinguish the bonfire before leaving the site – do not let the fire smoulder after you have gone
- Only burn on your own plot, do not light fires for others
- In the event of a reasonable complaint to the plot holder from another tenant, or a member of the public, with regard to a nuisance being caused, the bonfire must be extinguished immediately.

Please note; Any violation of times or conditions will lead to a warning letter being sent to the tenant, informing them of the violation and, if the regulation is not adhered to, then the tenancy will be terminated in line with Clause 5 of the Allotments Policy.

Arne Parish Council will not accept liability for any loss, damage or nuisance caused to other plots or adjacent land, nor any injury caused by bonfires. Any such loss, nuisance or injury caused will be regarded as the responsibility of the person lighting the fire.