

CHESELBOURNE PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON MONDAY 7TH JULY 2025, FOLLOWING THE ANNUAL PARISH MEETING AT CHESELBOURNE VILLAGE HALL

Present: Cllrs N Searle, D Walsh, R Hall, G Waters

Chair: Cllr A Taylor

Clerk: Mrs A Crocker

Also present: 0 members of the public

1. Period of Public Participation

25.027 No members of the public were present.

2. Apologies for absence

25.028 Apologies had been received from Dorset Cllr Jill Haynes (illness). The Chair informed the meeting that, due to the pressures of work and personal commitments, Cllr Roger Sewell has stepped down from the Parish Council. Our thanks are extended to him for all the work he did during his tenure as a Parish Councillor, and we wish him well for the future. This leaves us with another vacancy which will be advertised in the usual manner.

3. To receive Declarations of Interest and consider any Dispensations received

25.029 No interests were declared, and no dispensations had been requested.

4. Approve the minutes of the meetings held on 6th May 2025

25.030 A copy of the minutes for the Annual Parish Meeting and the Annual Parish Council Meeting had been issued to all members. Cllr Walsh proposed them to be a true and accurate representation of the meeting. This was seconded by Cllr Hall. The Chair signed the minutes in the presence of the meeting.

5. Matters arising from the minutes – for report only

25.031 20mph limit – It was noted that Dorset Council has advised that the 20mph limit is set to be put in place in October. Cllr Taylor suggested that a notice is put in the Village News for the 15th August informing residents that the speed limit reduction will be coming into effect. If Dorset Council have not been confirmed the date by then, a note will be included asking residents to watch the village social media for further information. Cllr Taylor will draft something and circulate it to all members.

6. To consider the PCSO's report

ACTION: CLLR TAYLOR

25.032 A copy of the report had been issued with the agenda. Cllr Searle has asked for more information regarding the person sleeping in his car and a response is awaited.

7. Parish Councillors' Reports

25.033 Asset Management Report: To consider a replacement planter opposite the school

A copy of the Asset Management Report had been issued with the agenda. Cllr Taylor had subsequently obtained a quote for the replacement planter opposite the school at £330. Cllr Searle

proposed we go ahead with the quote. This was seconded by Cllr Waters and agreed unanimously. Cllr Taylor will speak to John Lilley and ask him to go ahead.

ACTION: CLLR TAYLOR

Our thanks are extended to all those who maintain the flower boxes in the village. They are all looking magnificent.

25.034 Play Park Report: To consider the Play Area Inspection Report

A copy of the report had been issued upon receipt in June. All items raised were noted as being low or very low risk and have been noted in the past. Cllr Hall will follow up with Copper Beech regarding issues with the climbing frame. The swings need rubbing down and repainting. Volunteers from around the village would be welcome to assist with the work that needs undertaking. In the meantime, members will look for a local maintenance person and Cllr Taylor will speak to the school head teacher to see if a note can be sent out with the children asking for volunteers.

ACTION: CLLR TAYLOR

25.035 Highways

Cllr Searle reported that one of the 30mph sign by the Rivers Arms has been hit by a tractor, possibly when the hedge was being cut and the other is covered with foliage. Cllr Walsh offered to cut back the hedge to expose the undamaged sign.

Transport – Cllr Taylor attended a Dorset Transport Action Group meeting recently. Dorset Council are going to be undertaking a consultation regarding transport in and around Dorchester. Members are asked to look out for the survey once the consultation period begins.

25.036 Website and IT

The website is getting about 170 hits a month – more if there is planning application. The details regarding the household recycling centres have been included on the website with links to the Dorset Council site.

8. Finance

25.037 To approve the payment of accounts for June and July 2025

The following payments were requested:

Hugo Fox	Email hosting May 2025	DDR	20.99
DAPTC	Annual subscription	BACS096	197.15
Hugo Fox	Web hosting May 2025	DDR	11.99
A Crocker	June 2025 salary + expenses	BACS097	314.57
HMRC	June 2025 PAYE	BACS098	43.20
Barker-Fox	Internal audit 2024-25	BACS099	100.00
Cheselbourne VH	Hall hire July 25 to March 26	BACS100	60.00
HMRC	July 2025 PAYE	BACS101	43.00
A Crocker	July 2025 salary + expenses	BACS102	223.26

The total amount requested is £1,014.16. Cllr Taylor proposed the payments are made. This was seconded by Cllr Searle and agreed unanimously.

25.038 To approve the bank reconciliation and position against

A copy of the reports had been issued with the agenda. Cllr Hall proposed they were accepted. This was seconded by Cllr Searle and agreed unanimously.

25.039 To confirm the change of dates for the Exercise of Public Rights

Due to holidays the original notice had not been issued at the required time. Therefore, a new notice had been raised and posted. The dates on the new notice run from Tuesday 17th June to Monday 28th July.

25.040 To receive and accept the Internal Auditor's report

A copy of the report had been issued with the agenda. Six recommendations had been made. These, together with the responses are listed below:

Recommendation 1: That the Council consider the amounts that their assets are insured for, currently they are insured for the purchase value, whereas, replacement value may be much more. The insurance policy should cover the replacement value of the assets rather than the purchase price. The purchase price is required for the AGAR. It is useful to the Council to have both values on the asset register.

Response: The assets are recorded in the manner recommended by the Audits Commission some years ago, ie at cost value. The recommendation here is that a second line is included showing the replacement value. This will be done and an amended Asset Register brought back to Council later this year.

Recommendation 2: That the Clerks contract is amended to include this increase in hours and SCP rate change and it is included in the audit file next year for checking. The Clerk hours have been increased and a pay increment awarded. Confirmation was seen in the audit file from the Chairman. The Clerks contract should be updated; this is to protect both the Clerk and Council in the case of any employment dispute.

Response: At present, any amendment is done by letter which is included with the contract. Going forward, these will be added as an addendum to the contract itself.

Recommendation 3: That the asset register is moved to either the Finance or the Policies part of the website, so it is easy to locate. It is important that parishioners can access information regarding the Councils assets via the website and although this information is published, it is not easy to find nor intuitive where it is located.

Response: The Asset Register will be set up as a separate tab on the website for ease of access.

Recommendation 4: That the Council adds the land that the Play area is located and the Village Green where a seat is sited to the asset register. If they are not owned by the Parish Council then details of who the Parish Council leases the land from should be included on the Website. It is clear from the asset register that the Play equipment that the Parish Council owns is located in a fenced play area and that a bench that the Parish Council owns is located on the Village Green. Neither of these areas is listed in the asset register. If the Parish Council does not own these areas, then there should be some information on the website to show that the assets are licensed by agreement to be situated at those locations. This confirms who has responsibility for their upkeep and safety.

Response: It was pointed out to the Auditor that we do not own either piece of land so they are not our assets. However, the Auditor has requested that the land should still be listed with an explanation relating to the lease regarding the play park and the general situation regarding the village green. This will be done when the Asset Register is updated.

Recommendation 5: That the correct completed and signed AGAR forms from 23-24 are uploaded. This includes the detailed audit report or recommendation list. The Council usually complete the AGAR which is for those under a £25,000 turnover. However last year the Council went over this

threshold and initially the wrong form was completed. A new form was signed and issued to the external auditor but this has not been uploaded to the website.

Response: This will be corrected and the website updated.

Recommendation 6: That the Public notice is published on the website and easily located. The notice was agreed and the dates minuted as expected. However, the notice cannot be found on the website as would be expected.

Response: The Notice for 2023-24 will be added to the website.

Cllr Taylor thanked the Clerk for all her work on the accounts and for getting the Parish Council through a successful audit.

9. To consider planning applications

25.041 To consider the Planning Review Policy

A copy of the draft policy had been issued with the agenda. Cllr Taylor felt it would be easier to read if it was set out as bullet points and perhaps more detail could be added. Standardising the procedure would be helpful. A flowchart may also help. It may also be useful to include the roles and responsibilities of the Parish Council, together with reference to pecuniary interests and the fact that the policy will be reviewed annually at the May meeting. Cllr Walsh will update the draft policy and this will be brought to the September meeting.

ACTION: CLLR WALSH

There were no planning applications at the time of the meeting.

10. To consider the grass cutting contract

25.042 Cllr Taylor advised that, during his meeting with representatives of Dorset Council regarding the grass cutting problems, it appeared to him that some of those problems arose due to a general misunderstanding at Dorset Council. Hopefully, these are now resolved. Cllr Taylor would like to extend our thanks to Cllr Haynes for her assistance in resolving the issues with the contract.

11. To confirm and accept the Standing Orders and Financial Regulations

25.043 A copy of both had been issued to members prior to the meeting. Cllr Walsh proposed they are accepted. This was seconded by Cllr Waters and agreed unanimously. They will both be added to the website.

12. To receive an update on PlusBus

25.044 Cllr Searle reported she and Cllr Taylor attended Tesco's in Blandford to collect a £1,000 cheque from their charities fund raising. Cllr Searle will write a report for the next Village News. Two more parish councils have come online to use the bus which reduces our contribution to £350. This means the bus can continue for another year.

13. Date of next meeting

25.045 The next meeting will be held on Monday 1st September 2025.

There being no further business, the meeting closed at 20.07pm.