

CHESELBOURNE PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY 6TH MAY 2025, FOLLOWING THE ANNUAL PARISH MEETING AT CHESELBOURNE VILLAGE HALL

Present: Cllrs N Searle, D Walsh, R Sewell, R Hall

Chair: Cllr A Taylor

Clerk: Mrs A Crocker

Also present: 2 members of the public

1. Election of the Chair

25.001 Cllr Walsh proposed Cllr Taylor. This was seconded by Cllr Sewell and agreed unanimously. Cllr Taylor agreed to take the role of Chair for one more year and signed the Declaration of Acceptance of Office in the presence of the meeting.

2. Election of Vice Chair

25.002 Cllr Searle proposed Cllr Waters is re-elected to the role. Although not present, due to illness, Cllr Waters had expressed his willingness to stand for a further year. This was seconded by Cllr Hall and agreed unanimously. The Declaration of Acceptance of Office will be signed in due course.

3. Apologies for absence

25.003 Apologies had been received from Cllr Graham Waters (illness) and Dorset Cllr Jill Haynes (illness).

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

25.004 No interests were declared and no dispensations had been requested.

5. Confirmation of Councillors' roles for the coming year

25.005 Cllr Taylor proposed the following:

Finance – All councillors.

Planning – Cllr Walsh to take the lead although all councillors will receive notifications and will be able to submit comments.

Highways and Transport: Cllr Searle, supported by Cllr Waters.

Asset Management (including playpark liaison and grass cutting): Cllr Taylor supported by Cllr Hall.

Flooding and Environment: Cllr Waters, supported by Cllr Taylor.

Website, social media and IT: Cllr Walsh.

Emergency Planning, Risk Management and Liaison Support: Cllr Searle, supported by Cllr Waters.

DAPTC Representative: To be confirmed

6. Approve the minutes of the meeting held on 3rd March 2025

25.006 A copy of the minutes 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.

7. Matters arising from the minutes – for report only

25.007 It was noted that the planning application or the development of Lyscombe Farm, submitted by Mr Robin Smale, had been approved.

Cllr Waters had informed the Chair that he has heard from the Environment Agency and they have confirmed that they have no monitoring sites for water quality on the Cheselbourne Stream. If there are any pollution incidents, Councillors and residents are asked to report them by calling the incident hotline on 00800 807060.

8. To receive the Dorset Councillor's Report

25.008 A copy of the report had been issued with the agenda. It was duly noted.

9. Parish Councillors' Reports

25.009 Cllr Walsh informed members that the website is being kept up to date and now received regular hits, most notably concerning planning applications. The .gov.uk email addresses are now all up and running and seem to be going smoothly.

10. Finance

25.10 (i) Accounts for the year ended 31st March 2025

- (a) To agree the bank reconciliation for the year ended 31st March 2025 – A copy of the reconciliation had been issued with the agenda. Cllr Taylor proposed the reconciliation is accepted. This was seconded by Cllr Hall and agreed unanimously.
- (b) To confirm the position against budget as at 31st March 2025 – A copy of the report had been issued with the agenda. Cllr Taylor proposed this was accepted. This was seconded by Cllr Hall and agreed unanimously.
- (c) To confirm the Council meets the criteria for the General Power of Competence – Cllr Searle proposed that the Council meets the criteria. This was seconded by Cllr Taylor and agreed unanimously.

25.011 (ii) Accounts for the period 1st April to 5th May 2025

- (a) To agree the payments for May 2025 – The following payments had been requested:

Hugo Fox	Email hosting – March 2025	DDR	20.99
Community Heartbeat	Annual support cost	BACS087	151.20
A Crocker	March 2025 salary	BACS088	340.56
HMRC	March 2025 PAYE	BACS089	71.80
Hugo Fox	Web hosting April 2025	DDR	11.99

Village News	PlusBus advert Feb-July 2025	BACS090	40.00
Hugo Fox	Email hosting – April 2025	DDR	20.99
A Crocker	April 2025 salary	BACS091	229.73
HMRC	April 2025 PAYE	BACS092	43.00
Zurich	Insurance renewal	BACS093	595.04
HMRC	May 2025 PAYE	BACS094	43.00
A Crocker	May 2025 salary	BACS095	255.04

Total amount payable from the Precept: £1,823.34.

Cllr Taylor proposed the payments are made. This was seconded by Cllr Sewell and agreed unanimously.

- (b) To approve the bank reconciliation and position against budget as at 5th May 2025 – 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.
- (c) To agree the appointment of the internal auditor for the year 2025/26 – The current internal auditor is Paula Harding of Barker-Fox. Cllr Taylor proposed her appointment is renewed for the year to 31st March 2026 and this was unanimously agreed.

11. Annual Governance and Accountability Return 2024-2025

25.012 To review and approve the external audit Certificate of Exemption

The proposed Exemption Certificate had been issued to members prior to the start of the meeting. Cllr Searle proposed this is accepted. This was seconded by Cllr Hall and agreed unanimously. The Certificate was signed by the Chairman in the presence of the meeting.

25.013 To review and agree the Annual Governance Statement for 2024-25

A copy of the Statement had been issued to all members prior to the start of the meeting. Each of the assertions was considered and accepted. Cllr Taylor proposed the Statement is signed. This was seconded by Cllr Searle and agreed unanimously. The Chair and Clerk signed the Statement in the presence of the meeting.

25.014 To review and approve the Annual Accounting Statement for the year ending 31st March 2025

A copy of the Accounting Statement had been issued to all members prior to the start of the meeting. Cllr Hall proposed the Annual Accounting Statement is accepted. This was seconded by Cllr Walsh and agreed unanimously. The Chair signed the Statement in the presence of the meeting.

25.015 To confirm the dates for the Notice of the Exercise of Public Rights

It is a requirement for the period of Public Rights to cover the first 10 days of July. As the internal audit is taking place during the week of the 12th May, the Public Rights period will be from Tuesday 3rd June to Monday 14th July 2025.

12. To review and confirm all policies and orders of the Parish Council

25.016 A copy of the new model Standing Orders and Financial Regulations had been issued to all members prior to the start of the meeting. Neither had been reviewed or personalised specifically for Cheselbourne at this point.

Cllr Taylor proposed that the Standing Orders and Financial Regulations are reviewed in detail by himself and the Clerk and brought back to the July meeting. As all other policies remain unchanged, they are accepted. This was seconded by Cllr Sewell and agreed unanimously.

ACTION: CLLR TAYLOR/CLERK

13. To review and confirm the Asset Register

25.018 The report was noted with one amendment; the Community Speed Watch signs are located at Cllr Searle's residence. The report will be amended accordingly.

14. Council Insurance – to review and approve renewal of the council's insurance policy

25.019 Councillors approved the retention of Zurich Insurance for the coming year.

15. To consider planning applications

25.020 (a) P/HOU/2025/01454 Eastfield House – erect timber carport, store & parking area
No objections had been raised and the application has been granted.

(b) To set up a Working Party to draw up a Planning Policy for submission at the July meeting

Cllrs Walsh and Hall, together with the Clerk will draw up a policy to bring to Council at the July meeting.

ACTION: CLLRS WALSH & HALL; CLERK

17. To consider the grass cutting contract

25.021 Cllr Taylor reported that he had been in touch with Dorset Council regarding the grass cutting contract. A service level agreement has subsequently been received for consideration. It is suggested by Dorset Council that the grass is cut fortnightly between March and October at a cost of £2,150 - approximately £113 a cut. It would be necessary to have an initial cut at a cost of £286.70 which includes the removal of the grass clippings. Cllr Taylor will contact Dorset Council to see if this charge can be reduced by having less frequent cuts. Cllr Hall suggested that it might not be necessary to cut the grass outside the play park area but cut a path through to the play area. It was further suggested that perhaps volunteers could be used to cut the village green area. After further discussion, it was agreed that the village green should be cut regularly to keep it neat and tidy. Cutting would take place from April to October. Cllr Taylor will contact Dorset Council to discuss this further. Councillors will be kept up to date with any developments.

ACTION: CLLR TAYLOR

18. To receive an update on the Play Park

25.022 To consider maintenance required – Cllr Hall reported that one of the small uprights on the back of the framework of the new equipment has split – a small repair needs to be undertaken which he is happy to do. However, the equipment should still be under warranty and Cllr Taylor will forward the company details to enable Cllr Hall to follow up on this. Volunteers are available to help paint the equipment.

ACTION: CLLRS HALL & TAYLOR

19. To agree membership of the DAPTC

25.023 Cllr Taylor offered to stand as the Parish Council representative for the time being.

20. To receive an update on the 20mph request

25.024 As a result of Cllr Taylor’s telephone calls requesting information on this, an email had been received from Tony Burden, Road Safety Manager, Highways, Dorset Council which had been sent to all Councils that have submitted a 20mph request. There are currently 29 applications in the pipeline, all of which have been prioritised in order of date received. Cheselbourne is one of five schemes to have received the necessary legal powers and will be delivered as part of *Stage 3, Making the Order*. Although it is good news that we are in the first five that will be moved forward, no date for implementation can be provided at this time.

21. To receive an update on PlusBus

25.025 Cllr Searle reported that she had attended the six-monthly review meeting in March, together with two other interested parties. There is not sufficient money in the budget to enable the payments from the parish councils to be reduced at the moment. However, Winterborne Whitechurch and Milborne St Andrew have been approached to see if they are willing to be involved and the Clerk reported that Dewlish have agreed to join the scheme.

22. Date of next meeting

25.026 The next meeting will be held on Monday 7th July 2025.

There being no further business, the meeting closed at 8pm.