

CHESELBOURNE PARISH COUNCIL

Dear Councillor

30th June 2025

You are hereby summoned to attend a meeting of the Parish Council, which starts at **7.00 pm on Monday 7th July 2025** at the Cheselbourne Village Hall for the purpose of considering and resolving the business to be transacted at the Meeting as set out in the agenda. Apologies for absence should be submitted to the Clerk/Chairman prior to the meeting.

A Crocker

Amanda Crocker, Clerk

clerk@cheselbourneparishcouncil.gov.uk

07855 396070

AGENDA

Members are reminded that the Parish Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, religion, belief or disability), Crime & Disorder, Health and Safety and Human Rights.

All in attendance should be aware that filming, recording photography or otherwise may occur during the meeting.

1. Period of public participation
2. To receive apologies for absence
3. To receive declarations of interest and confirm any dispensation requests received
4. Approve minutes of meeting held on 6th May 2025 and the minutes of the Annual Parish Meeting
5. Matters arising for report only
6. To consider the PCSO's report - attached
7. Parish Councillors' reports
 - (a) Asset Management Report
 - To consider the replacement of the planter opposite the school
 - (b) Play Park
 - To consider the Play Area Inspection Report and review any work required
 - (c) Highways
 - (d) Website and IT
8. Finance
 - (a) To approve the payments for June and July 2025
 - (b) To confirm the reconciliation of accounts and position against budget
 - (c) To confirm the change of dates for the Exercise of public rights
 - (d) To receive and accept the Internal Auditor's Report – attached
9. Planning Applications
 - (a) *To consider the Planning Review Policy*
 - (b)
10. To receive an update *on the grass cutting contract*
11. To *confirm and accept the new model Standing Orders and Financial Regulations*
12. To receive an update on PlusBus
13. Date of next meeting – 1st September 2025

**Dorchester Rural East Neighbourhood Policing Team Crime Report
June 2025 (up to 24-06-2025)**

Dear Councillors,

Below is a breakdown of crimes/incidents that have occurred in your areas during the month of June.

N.B. Any crimes/incidents of a sensitive nature are not in this report, e.g., of a personal nature or which may identify individuals. Road traffic incidents are not included in this report.

- We continue to patrol all areas and are using social media to keep members of the public apprised of our actions.

Dorchester NPT website address is [Dorchester | Your area | Dorset Police | Dorset Police](#)

Our Face Book Page address is: www.facebook.com/DorchesterPolice/

Our Twitter Page is: <https://twitter.com/DorchesterPolice>

Our Instagram Page is: <https://www.instagram.com/dorchesterpolice/>

Dorset Alert messaging system registration to receive messages is:
<https://www.dorsetalert.co.uk/pages/2451/1/Register.html>

Contacting Dorset Police (non-emergency)

Do it Online: [Contact us | Dorset Police](#)

Telephone: 101 *(Calls to the **101** non-emergency number from both landlines and mobiles are free)

To report information to the police with 100% anonymity, contact the independent charity Crimestoppers online at www.crimestoppers-uk.org or call Freephone 0800 555 111

DFCA

Broadmayne Parish Council:

No Reports

Knightsford Parish Council (Tincton/West Knighton/West Stafford/Woodsford):

No Reports

DFCB

Crossways Parish Council:

04/06/2025 Youths being verbally aggressive to member of public.

15/06/2025 Young male lying in the road – ambulance called.

Osmington Parish Council:

No Reports

Owermoigne Parish Council:

No Reports

DFCC

Cheselbourne Parish Council:

09/06/2025 Report of male regularly seen in car – this is a homeless male who sleeps in his car and moves around different areas.

Dewlish Parish Council:

No Reports

Puddletown/Tolpuddle/Athelhampton/Burleston Parish Council:

03/06/2025 Fire attended to a small log fire at Puddletown Forest

07/06/2025 Fire lit in forest – evidence of three fires having been lit in the area.

DFCD

Buckland Newton Parish Council:

No Reports

Melcombe Bingham Parish Council:

No Reports

Piddle Valley Parish Council:

04/06/2025 Burnt out vehicle left in field on farm.

11/06/2025 Alton Pancras - Attempt theft of fuel = Wessex Water

16/06/2025 Piddletrenthide – dog on human bite

COMMUNITY CONTACT POINTS

A Community Contact Point is a pop-up event where you can speak to me to discuss an issue and receive crime prevention advice. You can also report a crime (incident) or discuss any issues affecting you or your community.

This is a drop-in style event with no need to make an appointment.

17/07/2025 12:00 – 13:00 Chapel Stores Broadmayne

20/08/2025 16:00 – 17:00 Premier Stores Crossways

05/09/2025 16:30 – 17:30 Spar Puddletown

There may be additional Community Contact Point other than shown above, these will be advertised by Dorchester Police on the Dorset Police website and the Dorchester Police Facebook Page.

In addition, PCSO Donnison will be attending the following events:

17/07/2025 Broadmayne Coffee Morning

25/09/2025 St Marys Middle School Puddletown – Student Council (this is not a public event)

IMPORTANCE OF REPORTING INCIDENTS

Please report any incidents either via 101 or online via the Contact Us Section on the Dorset Police Website:

[Contact us | Dorset Police](#)

Dorset Police does not have the ability to monitor Community social media groups and valuable intelligence can be missed.

In addition, if there is an ongoing problem, for example anti-social behaviour, I am unable to seek support for additional police resources to address the issues.

Regards

PCSO 6500 Alison Donnison

Dorchester East Rural Neighbourhood Policing Team

ASSET MANAGEMENT REPORT

PARISH COUNCIL MEETING ON MONDAY 7th JULY 2025

GRASS CUTTING

As discussed and agreed at the May Parish council meeting, I signed the service level agreement (SLA) between the Parish Council (PC) and Dorset Council (DC). The SLA confirms that the grass in the public areas of the village:

1. With the exception of the main field in the playpark, will be cut (weather permitting) every two weeks from the beginning of June to October/November.
2. The main field in the playpark will be cut twice a year - once at the start of the growing season and again half way through the season.
3. Following the first cut, the grass will be collected and taken away.

The PC has not been entirely satisfied with the work carried out by DC grounds staff particularly in relation to the removal of grass following the first cut. In this regard I contacted DC by phone and email but I received no response. As a result, I spoke to Cllr Jill Haynes on 18th June who was very helpful and concerned at the service the PC was receiving. Following conversations with Cllr Haynes, I met with two representatives of DC (including the head groundsman) in the village on 23rd June.

During my meeting, it became clear quite quickly that the problems we were experiencing were principally as a result of misunderstandings and lack of communication within DC. I am hopeful that those misunderstandings are now resolved and that going forward, the PC should receive a service which (a) meets our expectations and (b) is the one we are paying for. This will be kept under close review.

FLOWER BOX

Cllr Searle, who maintains the flower box under the finger post by the school, recently noted that it is in a serious state of disrepair. I contacted John Lilley (who made the flower boxes at the entrances to the village) to ask if he could provide a quote to replace it. Following inspection, Mr Lilley told me that because of the concrete base which holds up the finger post, it is not possible to make a flower box which is exactly the same as those at the village entrances. He will however, provide a quote to make a flower box which is broadly the same design as the other flower boxes.

Item 8 (a)**Payments requests - June/July 2025**

06.05.25	DDR	Hugo Fox	Email hosting May 2025	20.99
13.05.25	BACS096	DAPTC	Annual subscription	197.15
22.05.25	DDR25/3	HugoFox	Web hosting May 2025	11.99
03.06.25	BACS097	A Crocker	June 2025 salary + expenses	314.57
03.06.25	BACS098	HMRC	June 2025 PAYE	43.20
08.06.25	BACS099	Barker-Fox	Internal audit 2024-25	100.00
31.05.25	BACS100	Cheselbourne VH	Venue hire July25 to March26	60.00
30.06.25	BACS101	HMRC	July 2025 PAYE	43.00
30.06.25	BACS102	A Crocker	July 2025 salary + expenses	223.26
				1014.16

Item 8 (b)**Reconciliation of Accounts****Year ending March 2026**

Balance b/fwd		From 31.03.25	3725.15
Add:		Income year to date	3871.48
Less:		Expenditure to date	2285.93
Balance as at 30th June 2025			5310.70
Funded by:			
	Deposit account	00127318	3116.82
	Current account	00335425	2620.14
			5736.96
Add:	Uncleared Income		0.00
Less	Uncleared cheques		
	Barker-Fox		
08.06.25	Associates	Internal audit fee 2024-2025	100.00
	Cheselbourne Village		
31.05.25	Hall	Venue hire July 25 to March 26	60.00
30.06.25	HMRC	July 2025 PAYE	43.00
30.06.25	A Crocker	July 2025 salary + expenses	223.26
			426.26
Balance as at 30th June 2025			5310.70
		Difference	0.00

**Budget Monitoring for the year ended 31st March
2026**

Description	2025/26 Budget	Actual	Balance	
Receipts	-			
Account Interest		6.98	6.98	
Precept	7,729.00	3,864.50	(3,864.50)	
Play park income		0.00	0.00	
Donations		0.00	0.00	
Grants		0.00	0.00	
VAT refunded		0.00	0.00	
Total receipts	7,729.00	3,871.48	(3,857.52)	0.00

Payments

DAPTC Subs. + other subs	350.00	257.15	92.85	
Bank charges	54.00			
Insurance	630.00	595.04	34.96	
Training	400.00	0.00	400.00	
Wages - Clerk	3,000.00	861.60	2,138.40	
Mileage	100.00	81.72	18.28	
IT	400.00	167.43	232.57	
Administration	400.00	100.71	299.29	
Internal Audit	80.00	100.00		
Venue hire	80.00	60.00	20.00	
Grass cutting - village	550.00	0.00	550.00	
Play park	750.00	0.00	750.00	
Christmas tree	60.00	0.00	60.00	
Wreath	25.00	0.00	25.00	
Defibrillator	150.00	0.00	150.00	
Village maintenance	200.00	0.00	200.00	
PlusBis	500.00	40.00	460.00	
VAT (refundable)		22.28	(22.28)	
Total payments	0.00	7,729.00	2,285.93	5,409.07

Balance b/fwd from 31.03.23 3,725.15 Monies held in bank 5,736.96
Income 3871.48

7,596.63

Earmarked Reserves Add: Income not cleared
Climate Action Group 345.90 Less: Chqs not cleared (426.26)
Play park improvement 2,046.38
2,392.28 Earmarked funds (2,392.28)

Expenses to date 2,285.93

2,285.93

Balance available not yet committed

2,918.42

General Reserve

2,918.42

0.00

Cheselbourne Parish Council

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (EXEMPT AUTHORITY) ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

Local Audit and Accountability Act 2014 Sections 25, 26 and 27 The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE	NOTES
<p>1. Date of announcement <u>Monday 16th June 2025</u> (a)</p> <p>2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review. Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2025, these documents will be available on reasonable notice by application to:</p> <p>(b) <u>Amanda Crocker, Clerk</u> <u>clerk@cheselbourneparishcouncil.gov.uk</u></p> <p>commencing on (c) <u>Tuesday 17th June 2025</u></p> <p>and ending on (d) <u>Monday 28th July 2025</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> The opportunity to question the appointed auditor about the accounting records; and The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is:</p> <p>BDO LLP Arcadia House Maritime Walk Ocean Village Southampton SO14 3TL ✉ councilaudits@bdo.co.uk</p> <p>5. This announcement is made by (e) <u>Amanda Crocker, Clerk</u></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

St Catherines Farm Old
Sherborne Road
Cerne Abbas
Dorset DT2 7SJ

E-mail: paulaharding@barker-fox.co.uk

Telephone: 01300 341912

Mobile: 07765 241914

Dear Amanda,

6th June 2025

Cheselbourne Parish Council Internal Audit

Please find attached the internal audit report for April 2024 - March 2025.

All the information I required to carry out the Audit was included in the paper file and via the website. The audit file was inclusive and well presented.

There 6 recommendations in total, however they are minor and administrative and do not detract from the accuracy of the financial position. A number of them relate to the ease of finding key documents on the website, or where documents were missing.

Audit Opinion

I am able to offer ***substantial*** assurance as the areas reviewed were found to be adequately controlled. Internal controls are in place and operating effectively and risks against the achievement of objectives are well managed.

The Audit grades are Substantial, Reasonable, Partial and None.

The Audit Checklist Report, Recommendations and this letter should be copied to all Parish Council members so that they can fully understand the recommendations being made. As always, I am happy for any of the Parish Council to contact me personally if they wish to discuss any of the recommendations made, the tests carried out, or the overall opinion given.

Regards

Paula Harding

Appointed Internal Auditor for Cheselbourne Parish Council

Cheselbourne Parish Council Audit – 2024-25 Summary of Audit

Checklist Recommendations:

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.

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.

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.

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 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 Council owns is located on a fenced play area and that a bench that the Council owns is located on the Village Green. Neither of these areas is listed in the asset register. If the Council does not own these areas, then there should be some information on the website to show that the assets are licenced by agreement to be situated at those locations. This confirms who has responsibility for their upkeep and safety.

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.

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.