

CHESELBOURNE PARISH COUNCIL

Dear Councillor

You are hereby summoned to attend a meeting of the Parish Council Meeting, which starts at **7.00 pm on Monday 1st July 2024** 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

cheselbourne@dorset-aptc.gov.uk

07855 396070

AGENDA

1. Declarations of interest.
2. Apologies.
3. Approve minutes of meeting held on 20th May 2024
4. Matters arising for report only
5. To receive the Dorset Councillor's Report – attached
6. To consider the PCSO's report - attached
7. Parish Councillors' reports
 - (a) Asset Management Report
 - (b) Highways
 - (c) Website and IT
8. Finance
 - (a) To approve the payments for June 2024
 - (b) To confirm the reconciliation of accounts and position against budget
 - (c) To receive and accept the Internal Auditor's Report – attached
 - (d) To confirm that there is no conflict of interest with BDO
9. Planning Applications
10. To receive an update on the Lyscombe Wildlife Reserve
11. To consider possible joint training opportunities: 14th September, 19th October, 16th November, 30th November
12. To consider the purchase of wildflower turf for the verge alongside the bus shelter
13. To consider repairs to the Chebbard corner fingerpost
14. To receive an update on PlusBus and to consider proceeding with the scheme
15. Date of next meeting – 4th September 2023

Jill Haynes, Dorset Council Chalk Valleys Ward
Report to the parish council May 2024

Dear Clerks, parish councillors and residents please find my rather brief report for May.

At the Dorset Council elections on 2nd May 2024 Councillors were elected to represent their ward for a 5 year term. (Future terms will revert to 4 years)

82 Councillors represent wards in the Dorset Unitary council and at this election there was a high number of new councillors (33) to the role. Each councillor represents roughly 3700 people.

There was also a change in administration with the Liberal Democrats taking the controlling majority on the council. Seats were taken as follows:

Liberal Democrats	42
Conservatives	30
Green party	4
Independents	4
Labour	2

The month of May has been a mass of induction and information meetings to get councillors up to speed not only on what the council does (some 360 service areas) but also for some completely new IT systems and ways of working remotely. As well there has been mandatory training in areas such as licensing and Planning. There has been a full council meeting to agree roles such a Chairman of full council and committees as well as members of Cabinet and their responsibilities. There have been no other formal committee meetings until training has been completed.

The budget for the first year of this new council was set and agreed by cross party support at the February 2024 full meeting of the council. It is possible that the new regime may have policy changes to bring forward which could make changes to the budget but these will have to go through a process of Overview Committee, Cabinet and possibly full Council, so any changes are not likely to happen until the Autumn. With no decisions being made I have nothing further to report at this time and apologise for the rather dry nature of my report.

Best wishes Jill

Dorchester Rural East Neighbourhood Policing Team Crime Report

JUNE 2024 (covers reports 01/06/2024 – 20/06/2024)

Dear Councillors,

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

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.

- 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:

19/06/2024 Report of parking issues. Complaints that garage parks vehicle in the road directly outside the business, sometime with cones around. In same report complaints of a big black car parking on the pavement on West Knighton Lane, this is causing people with double buggies etc, having to enter the road.

The issues relating to the cars from Prestige Sales is still causing problems in the village. Enforcement teams did attend the village and one van was clamped awaiting recovery. However, the clamp was removed and there was no evidence, for example CCTV or independent witnesses, who had stolen it. I am aware they are parking in the road directly outside the business and although this is opposite a junction, which is particularly difficult to exit, there is no enforcement that can be implemented. There are no double yellow lines, and parking opposite a junction is an advisory in the highway code. However, if an accident was to occur the owner of the vehicle may be liable to prosecution for causing the accident. The Neighbourhood Team are currently reviewing the problem and a multiple agency approach is required.

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

07/06/2024 Tincton – smashed rear windscreen of vehicle, while parked on private drive.

DFCB

Crossways Parish Council:

07/06/2024 Crossways – criminal damage, car keyed while parked on road.

13/06/2024 Crossways – damage to gate and fence – under investigation

I wanted to update on the male who has been sleeping in his van in Bingham's Road. While I was at the Community Contact Point, I received complaints about the male appears to be urinating outside his van (this is based on staining on the road by the side door) and leaving faeces in carrier bags on the side of the street. I have spoken to the male and passed words of advice regarding his behaviour. I have also consulted with Julian House (Homeless Support) and updated them on the situation. Finally, I have advised environmental health of the issues regarding urinating etc.

Osmington Parish Council:

06/05/2024 Osmington - report of abandoned vehicle – owner traced, and vehicle recovered.

Owermoine Parish Council:

17/06/2024 Owermoine – cyclist on carriageway at nighttime with no lights.

DFCC

Cheselbourne Parish Council:

12/06/2024 Cheselbourne – report of suspicious van, possibly linked to the unwanted door to door sales – Nottingham Knockers information below.

Dewlish Parish Council:

13/06/2024 Dewlish – report of man going door to door selling items. See Nottingham Knockers Information below.

Puddletown/Tolpuddle/Athelhampton/Burleston Parish Council:

05-06-2024 Tolpuddle – theft of Char Broil BBQ & gas cylinder.

DFCD

Buckland Newton Parish Council:

No Reports

Melcombe Bingham Parish Council:

No Reports

Piddle Valley Parish Council:

17/06/2024 Piddlehinton – fly-tipping. Name identified amongst the waste – under investigation.

17/06/2024 Piddlehinton – trailer appeared abandoned near Snowdrop corner, no vehicle registration attached. No reports of stolen trailer. Trailer was on side on the road and not blocking carriageway.

OTHER:

COMMUNITY CONTACT POINTS

The scheduled Contact Points are:

18/07/2024 Broadmayne – Corner House Stores 14:30 – 15:30

15/08/2024 Puddletown – Spar 14:30 -15:30

13/09/2024 Crossways – Crossways village hall – Oddfellows coffee morning 11:00 – 12:00

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.

There may be additional Community Contact Points over the next three months. Community Contact Points will be advertised by Dorchester Police on the Dorset Police website and the Dorchester Police Facebook Page.

NOTTINGHAM KNOCKERS

1. Please warn your neighbours, particularly elderly or vulnerable neighbours, not to open the door to strangers to buy on the doorstep. Some doorstep callers may offer poor quality goods at inflated prices and if a caller is not genuine, they may be gathering information for future crime. Please keep in mind that if cold callers do not get any sales in your area, they are less likely to return.

2. How they work

The sellers may say that they are on a “rehabilitation course” arranged by probation services or other organisations trying to find people work. This is not the case and often they are known criminals. Probation services do not run such schemes.

Usually, they are dropped in the area from a transit van and given a list of streets to work. An hour or so later they are collected and dropped off in another location. They often work from 9am to 9pm.

SOCIAL MEDIA COMMUNITY GROUPS

I am aware that incidents that would be of interest to the police are not being reported, but instead discussed on community social media groups. Although raising the issue on a community social media page is useful to the neighbourhood, it is also important to report incidents to the police. This can be done by calling 101 or completing the online reporting form on the Dorset Police Website, “Contact Us” section.

[Contact us | Dorset Police](#)

Dorset Police does not have the ability to monitor Community social media groups and valuable intelligence is 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 1st JULY 2024

PLAYPARK

Councillors Sewill, Walsh and I met with Robin Maslin and Claire Scott from the playpark steering group on Thursday 23rd May. The following was discussed and agreed:

- The playpark steering group is not intending to carry out any further significant fund raising activities. Any additional funds for the playpark are likely to come from events such as the village cafe, village fates etc.
- Members of the steering group will carry out regular (monthly?) inspections of the playpark equipment. Robin is developing an app for use by members of the steering group to record when these inspections take place and if any repairs or other work needs to be done. He will keep the PC updated.
- Roger and Claire are of the view that subject to the additional fund raising noted above, the parish council will pay for any maintenance or repairs needed to keep the equipment in good order. Councillors Sewill, Walsh and I noted that apart from the money currently held by the PC from previous fund raising (especially by Carol Byrom), any additional funds required by the playpark would have to be raised (with the PC's agreement) either by increasing the precept or from reserves.
- The maintenance manual for the new climbing equipment sets out, in broad terms, what needs to be done to ensure that it remains in good order. I contacted Copper Beach who have advised that the new equipment should have a uv protection oil applied to it on an annual basis and if they were to do this work, the cost would be approximately £1,500 plus VAT.

Two new picnic benches have been bought for the playpark and these are now in place - one has been placed by the swings and the other just outside the fenced off area.

GRASSCUTTING

I have spoken to Moses Smith of Dorset Tree and Garden Care about taking on the contract to cut the grass in the public areas around the village and the good news is that he has agreed to take this on. Further details about the contract will be available at the meeting.

VERGE FROM BROOK GREEN TO BUS SHELTER

In autumn 2023, wildflower seed was sown along the verge from Brook Green to the bus shelter. Unfortunately this seed has not taken. At the time of writing, I am obtaining a quote for laying wildflower turf along this verge and hopefully, I will be able to report further on this at the meeting. Undoubtedly, the cost of supplying and laying the turf will cost significantly more than we have left in our budget but further discussion can take place at the meeting.

DAMAGED GRIT BIN NEAR THE ENTRANCE TO KINGCOME FARM

One of the new grit bins near the entrance to Kingcombe Farm has been badly damaged and is beyond repair. Whilst it's impossible to prove how this damage was done, I **suspect** it happened when the grass verge was cut. I have written to Velcourt to express our concern at this damage and the Parish Council's disappointment that this was not reported to us. I have directly asked Velcourt if, as a gesture of goodwill, they will pay for a new bin. At the time of writing this report, I await their response.

Report for Cheselbourne Parish Council Meeting

1 July 2024

Highways

Finger post damaged

A report of a damaged finger post at the junction of Dewlish Lane was raised by a resident.

Numerous enquiries have failed to uncover how the damage occurred although it is likely to have been hit by a vehicle some time over the winter months and not reported at the time.

A specialist heritage finger post repaired has been contacted and suggests that the post can be mended for in the region of £400 (not including transport) once further photos and emails have been supplied.

As the post is situated on the boundary of Cheselbourne and Dewlish Parishes, a suggestion has been made that the cost is split between the two parish councils to restore the finger post.

Agreement is sought to recover and restore the finger post and split the cost between the two parishes.

Grit bin damaged

The new grit bin at the top of Drakes Lane has been damaged, believed as a result of agricultural machinery movement/ hedge cutting.

A replacement will be required. It has been suggested that an approach to the farm concerned should be made for a replacement, prior to any purchase of a replacement.

Transport

Carol Eastment has been contacted regarding an update on the Plus Bus scheme, further information awaited.

Emergency Planning

No updates this meeting

Item 7 (c)

Website, social media and IT – Jul 24

Since the election and confirmation of roles on the Parish Council, former Councillor Colin Hampton provided a comprehensive handover on the administration of the website. To date, Councillor Walsh has uploaded the Parish Meeting Dates, Weekly Dorset Council News and the Notice concerning the Closure of Drakes Lane on the 6 Aug 24, this notice has also been placed on the Village WhatsApp Group and Councillor Searle intends placing it on the Village Facebook page. OneDrive permissions have been shared with Councillor Hall and the permissions for former Councillors Hampton and Byron have been withdrawn.

Item 8 (a)**Cheselbourne Parish Council
Payments requests - July 2024**

Date	Pay ref	Payee	Description	£	
22.05.24	DDR	Hugo Fox	Web hosting June 2024	11.99	
22.05.24	BACS052	Dorset Tree & Garden	Cut play area and green	200.00	
13.06.24	BACS053	Southern Picnic Tables	2 x picnic tables for play park	420.00	Paid 20.06.24
	BACS054	Zurich	Insurance renewal	585.22	Paid 20.06.24
29.05.24	BACS055	N Searle	Reimburse cost of litter picking signs	120.53	Paid 20.06.24
24.06.24	BACS056	A Crocker	May/June 2024 salary + expenses	427.96	
24.06.24	BACS057	HMRC	May/June 2024 PAYE	81.00	
22.06.24	DDR	Hugo Fox	Web hosting July 2024	11.99	
10.06.24	BACS058	Dorset Tree & Garden	Cut play area and green	100.00	
Total payments requested				1958.69	

Item 8 (b)**Reconciliation of Accounts****Year ending March 2025**

Balance b/fwd		From 31.03.23	3997.45
Add:		Income year to date	4488.66
Less:		Expenditure to date	3267.27
Balance as at 20th June 2024			5218.84
Funded by:			
Deposit account	00127318		3581.59
Current account	00335425		2446.21
			6027.80
Add:	Uncleared Income		0.00
Less	Uncleared cheques		
	Dorset Tree & Garden	Grass cutting - play area and green	
22.05.24	Care		200.00
24.06.24	A Crocker	May/June 2024 salary	427.96
24.06.24	HMRC	June 2024 PAYE	81.00
	Dorset Tree & Garden	Grass cutting - play area and green	
10.06.24	Care		100.00
			808.96
Balance as at 20th June 2024			5218.84
		Difference	0.00

**Budget Monitoring for the year ended 31st March
2024**

Description	2024/25 Budget	Actual	Balance	
Receipts				
Account Interest	- 60.00	11.85	(48.15)	
Precept	5,818.00	2,909.00	(2,909.00)	
			0.00	
Play park income		85.88	85.88	
Donations		0.00	0.00	
Grants		0.00	0.00	
VAT refunded		1,481.93	1,481.93	
Total receipts	5,878.00	4,488.66	(1,389.34)	0.00
Payments				
DAPTC Subs. + other subs	135.00	214.32	(79.32)	
Insurance	300.00	585.22	(285.22)	
Training	200.00	0.00	200.00	
Wages - Clerk	2,600.00	769.50	1,830.50	
Mileage	60.00	40.01	19.99	
IT	300.00	74.97	225.03	
Administration	150.00	159.49	(9.49)	
Publications	0.00	0.00	0.00	
Venue hire	72.00	0.00	72.00	
Grass cutting - village	550.00	150.00	400.00	
Play park	500.00	1,070.00	(570.00)	
Christmas tree	60.00	0.00	60.00	
Wreath	25.00	0.00	25.00	
Defibrillator	126.00	0.00	126.00	
Village maintenance	200.00	85.44	114.56	
Grants	100.00	0.00	100.00	
Environmental Services	50.00	0.00	50.00	
Contingencies	100.00	0.00	100.00	
Election costs	50.00	0.00	50.00	
CAG	300.00	0.00	300.00	
General fund			0.00	
VAT (refundable)		118.32	(118.32)	
Total payments	0.00 5,878.00	3,267.27	2,610.73	0.00
			Monies held in bank	
Balance b/fwd from 31.03.23	3,997.45			6,027.80
Income	4488.66			
		8,486.11		
Earmarked Reserves			Add: Income not cleared	
Climate Action Group	731.78		Less:	
Play park improvement	812.26		Less: Chqs not cleared	(808.96)
		1,544.04	Earmarked funds	(1,544.04)
Expenses to date	3,267.27			
		<u>3,267.27</u>		
Balance available not yet committed	3,674.80		General Reserve	3,674.80
				<u>0.00</u>

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

E-mail: paulaharding@barker-fox.co.uk
Telephone: 01300 341912
Mobile: 07765 241914

08th June 2024

Dear Amanda,

Cheselbourne Parish Council Internal Audit

Please find attached the internal audit report for April 2023 - March 2024.

Overall, the files were well presented and the recommendations are minor in nature and very easily rectified, they are mainly administrative errors and no reflection on the processes or procedures of the Council. I would suggest however that you rectify the VAT amounts on the Councillors reimbursement before sending the accounts to the External auditor.

With regard to the Annual Return, I have signed off the Internal Audit section for the accounts with compliance for all except the Petty Cash and Trust sections which are Not Applicable.

I have also included a Letter of Engagement which a number of Councils are asking for this year, especially if they are having to undertake an internal audit.

My overall Audit opinion is as follows:

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 and published on the website. 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 (MAAT/AATQB)
Appointed Internal Auditor for Dewlish Parish Council

Cheselbourne Parish Council Audit – 2023-24
Summary of Audit Checklist Recommendations:

Recommendation 1:

That the current standing orders are reviewed by the Parish Council using the new model set issued in 2022

The Council minuted that it would like to review the current Standing orders in line with the new model issued in late 2022. There is no evidence in the minutes that this was carried out and as the Standing orders are not on the website, I was unable to check further.

Recommendation 2:

That the financial regulations and standing orders are uploaded to the Policies section of the website.

It is important that all the policies of the Council are showing on the website so that members of the public can understand the regulations and hold the Council to account if required. It also helps assist transparency.

Recommendation 3:

Revisit the expenses reimbursement claims from C Byrom and identify the additional VAT that can be claimed

Some of the invoices which C Byrom has reclaimed (e.g. Gardening Naturally) clearly have Cheselbourne PC on the invoice but the VAT has not been identified on the cashbook.

Not all reclaims are affected but it would be worth revisiting all to ensure that all the correct claims have been made. This should be carried out before the accounts are signed off and sent for External audit.

Recommendation 4:

Consider whether the insurance sum insured for play equipment should be increase to match the Asset Register.

It is advised that all sums on the insurance schedule match those on the asset register. The new play equipment was purchased in Jan 24 so it is possible that the figures have been adjusted already but that the new coverage has not been add to the audit file.

Paula Harding
Internal Auditor

CONFLICT OF INTEREST WITH BDO LLP

To be completed annually and minuted at a meeting of the smaller authority.

Name of Smaller Authority	
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I confirm that there are no conflicts of interest with BDO LLP.

I confirm the following conflicts of interest (please detail below):

This was confirmed and minuted at the following meeting:

Date of Meeting	Minute Reference

Signed (Clerk/RFO)
Print Name

Signed (Chair)
Print Name