

# **CHESELBOURNE PARISH COUNCIL**

**Clerk: Mrs A Crocker: Wardon Hill Farm, Long Ash Lane, Dorchester, DT2 9PW**

**Tel: 07855 396073 E-mail: [cheselbourne@dorset-aptc.gov.uk](mailto:cheselbourne@dorset-aptc.gov.uk)**

Dear Councillor

I hereby give notice that the Annual Parish Council Meeting will be held on completion of the Annual Parish Meeting, which starts at **6.30 pm on Monday 20<sup>th</sup> May 2024**. The council meeting will be held at the Cheselbourne Village Hall. All members of the council are summoned to attend 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.

## **AGENDA**

1. To receive apologies for absence
2. Election of the Chairman
3. Election of the Vice Chairman
4. Declarations of interest
5. To consider the co-option of a new Parish Councillor
6. Confirmation of the following Councillors' roles:
  - (a) Finance
  - (b) Planning
  - (c) Highways and Transport
  - (d) Asset Management (including playpark liaison & grass cutting)
  - (e) Flooding and Environment
  - (f) Website, social media and IT
  - (g) Emergency Planning, Risk Management and Liaison Support
  - (h) DAPTC Representative
7. Approve minutes of meeting held on 4<sup>th</sup> March 2024
8. Matters arising for report only
9. To receive the Dorset Councillor's Reports
10. Parish Councillors' reports
11. Finance
  - (a) To agree the bank reconciliation for the year ended 31<sup>st</sup> March 2024 – attached
  - (b) To confirm the position against budget at 31<sup>st</sup> March 2024
  - (c) To receive the annual accounts for financial year 2023-24 – reports attached
  - (d) To approve the payments for May 2024
  - (e) To approve the bank reconciliation and position against budget as at 20<sup>th</sup> May 2024
  - (f) To agree setting up all councillors as bank signing authorities
12. Annual Governance and Accountability Return 2023-2024
  - (a) To review and approve the external audit Certificate of Exemption
  - (b) To review and agree the Annual Governance statement for 2023-24

(b) To review and agree the Annual Accounting Statement for the year ending 31<sup>st</sup> March 2024

13. To review and confirm all policies and orders of the Parish Council:
  - (a) Standing Orders
  - (b) Financial Regulations
  - (c) Risk Assessment
  - (d) Data Protection
  - (e) Environmental Statement
  - (f) Equality & Diversity
  - (g) Safe Guarding
  - (h) Model Publication – on the understanding that this is subject to detailed review
  - (i) Resilience & Emergency Plan
14. To review and confirm the Asset Register
15. Council Insurance – to review and approve renewal of the council’s insurance policy
16. To consider planning applications  
P/FUL/2024/01787 Highdon House – Change of use & the siting of 2 chalets for ancillary staff accommodation with associated access and parking
17. To review and confirm the proposed meeting dates for 2024-25 – attached
18. To consider the grass cutting contract quotations
19. To receive an update on the Play Park
  - (a) to consider the purchase of benches for the play park
20. To agree membership of the DAPTC
21. Police, Traffic and Roads
  - (a) To agree the purchase of additional safety signage
22. To consider setting up .gov.uk email addresses for all members
23. To receive an update on PlusBus
24. Date of next meeting

Amanda Crocker  
Parish Council Clerk  
Tel: 07855 396073 Email: [cheselbourne@dorset-aptc.gov.uk](mailto:cheselbourne@dorset-aptc.gov.uk)

## Bank Reconciliation and Budget Position as at 31<sup>st</sup> March 2024

### Cheselbourne Parish Council Reconciliation of Accounts

### Year ending March 2024

Balance b/fwd	From 31.03.23	7760.79
Add:	Income year to date	23068.38
Less:	Expenditure to date	26831.72
<b>Balance as at 31st March 2024</b>		<b>3997.45</b>
<b>Funded by:</b>		
Deposit account	00127318	3569.74
Current account	00335425	427.71
		3997.45
<b>Add:</b> Uncleared Income		0.00
<b>Less</b> Uncleared cheques		0.00
		0.00
<b>Balance as at 31st March 2024</b>		<b>3997.45</b>
	Difference	0.00

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

Description	2021/22 Budget	Actual	Balance
<b>Receipts</b>	-		
Account Interest		115.98	115.98
Precept	5,490.00	5,490.00	0.00
			0.00
Play park income		14,000.29	14,000.29
Donations		28.00	28.00
Grants		1,575.00	1,575.00
VAT refunded		1,859.11	1,859.11
<b>Total receipts</b>	<b>5,490.00</b>	<b>23,068.38</b>	<b>17,578.38</b>
			0.00
<b>Payments</b>			
DAPTC Subs. + other subs	180.00	127.24	52.76
Insurance	300.00	275.21	24.79
Training	200.00	57.00	143.00
Wages - Clerk	1,854.00	1,932.00	(78.00)
Mileage	60.00	77.04	(17.04)
Administration	220.00	638.89	(418.89)
Publications	0.00	0.00	0.00
Venue hire	72.00	72.00	0.00
Grass cutting	500.00	503.50	(3.50)
Play park	500.00	15,703.91	(15,203.91)
Christmas tree	60.00	0.00	60.00
Wreath	25.00	22.25	2.75
Defibrillator	220.00	126.00	94.00
Village maintenance	200.00	339.31	(139.31)
Grants	200.00	307.95	(107.95)
Environmental Services	100.00	0.00	100.00
Contingencies	200.00	1,235.38	(1,035.38)
Upgrade verges		1,950.00	(1,950.00)
CAG	500.00	54.00	446.00
General fund	100.00		100.00
VAT (refundable)		3,410.04	(3,410.04)
<b>Total payments</b>	<b>0.00</b>	<b>5,491.00</b>	<b>26,831.72</b>
			(21,340.72)
			0.00
Balance b/fwd from 31.03.22	7,760.79		Monies held in bank 3,997.45
Income	23068.38		
		30,829.17	
Earmarked Reserves			Add: Income not cleared
Climate Action Group	720.90		Less:
Play park improvement	1,296.38		Less: Chqs not cleared 0.00
DC Verge grant	(375.00)		
		1,642.28	Earmarked funds (1,642.28)
Expenses to date	26,831.72		
		<u>26,831.72</u>	
<b>General Reserve</b>		<b><u>2,355.17</u></b>	<b><u>2,355.17</u></b>

**Cheselbourne Parish Council**  
**Financial Statement as at 31.03.24**

**Receipts:**

Precept	5490.00	
Interest from accounts	115.98	
Grants	1575.00	
CIL		
Play park grants	14000.29	
Donations	28.00	
VAT recovered	1859.11	
		23068.38

**Less Payments:**

Clerk's wages	1932.00	
Mileage	77.04	
Subscriptions	127.24	
Training	57.00	
Administration	638.89	
Grass cutting	503.50	
S137 grants	307.95	
Venue hire	72.00	
Insurance	275.21	
Play park	15703.91	
Christmas tree	0.00	
CAG	54.00	
Wreath	22.25	
Defibrillator	126.00	
Village maintenance	339.31	
Environmental services	0.00	
Contingencies	3185.38	
Recoverable VAT	3410.04	
		26831.72

**Balance for the current year** **3763.34**

Monies b/fwd from 2022	7760.79	
Plus Income for the year	23068.38	
Less Expenses for the year	26831.72	
<b>Reserves c/fwd</b>	<b>3997.45</b>	

Monies held in bank	3997.45	
Plus income not yet cleared	0.00	
Less cheques not yet cleared	0.00	
	<b>3997.45</b>	
Difference		0.00

**Item 9 (d)****Payments requests - May 2024**

Date	Pay ref	Payee	Description	£
26.04.24	BACS047	Play Inspection	Post installation inspection	420.00
01.04.24	BACS048	DAPTC	Subs & email storage	196.65
22.04.24	DDR	Hugo Fox	Web hosting May 2024	11.99
06.04.24	BACS049	Dorset Tree & Garden	Crown lift overhanging trees	150.00
13.05.24	BACS050	HMRC	May 2024 PAYE	72.80
13.05.24	BACS051	A Crocker	March/April 2024 salary + expenses	457.14
<b>Total payments requested</b>				<b>1308.58</b>

**Item 9 (e)****Reconciliation of Accounts****Year ending March 2025**

Balance b/fwd		From 31.03.24		3997.45
Add:		Income year to date		4484.58
Less:		Expenditure to date		1308.58
<b>Balance as at 13th May 2024</b>				<b>7173.45</b>
<b>Funded by:</b>				
Instant Access	00127318		3577.51	
Treasurers Account	00335425		4892.53	
				8470.04
<b>Add:</b>	Uncleared Income			0.00
<b>Less</b>	<b>Uncleared cheques</b>			
26.04.24	Play Area Inspection Co	Post installation inspection	BACS047	420.00
01.04.24	DAPTC	Annual subscription	BACS048	196.65
	Dorset Tree & Garden			
21.03.24	Care	Crown lift overhanging trees	BACS049	150.00
13.05.24	HMRC	PAYE May 2024	BACS050	72.80
13.05.24	A Crocker	March/April 2024 salary + expenses	BACS051	457.14
				1296.59
<b>Balance as at 13th May 2024</b>				<b>7173.45</b>
		Difference		0.00

**Budget Monitoring for the year ended 31st March  
2025**

Description	2024/2025 Budget	Actual	Balance
<b>Receipts</b>	-		
Account Interest		7.77	7.77
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
<b>Total receipts</b>	5,818.00	4,484.58	(1,333.42)
			0.00
<b>Payments</b>			
DAPTC Subs. + other subs	135.00	214.32	(79.32)
Insurance	300.00	0.00	300.00
Training	200.00	0.00	200.00
Wages - Clerk	2,600.00	364.50	2,235.50
Mileage	60.00	17.24	42.76
Administration	150.00	83.33	66.67
IT	300.00	54.99	245.01
Venue hire	72.00	0.00	72.00
Grass cutting	550.00	0.00	550.00
Play park	500.00	500.00	0.00
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	0.00	200.00
Grants	100.00	0.00	100.00
Environmental Services	50.00	0.00	50.00
Contingencies	100.00	0.00	100.00
Upgrade verges		0.00	0.00
Election Costs	50.00		
CAG	300.00	0.00	300.00
General fund	0.00		0.00
VAT (refundable)		74.20	(74.20)
<b>Total payments</b>	0.00	5,878.00	1,308.58
			4,519.42
			0.00
Balance b/fwd from 31.03.22	3,997.45		Monies held in bank
Income	4484.58		8,470.04
		8,482.03	0.00
Earmarked Reserves			Add: Income not cleared
Climate Action Group	746.90		Less:
Play park improvement	2,585.88		Less: Chqs not cleared
DC Verge grant			(1,296.59)
		3,332.78	Earmarked funds
			(3,332.78)
Expenses to date	1,308.58		
		1,308.58	
<b>Balance available not yet committed</b>	<b>3,840.67</b>		<b>General Reserve</b>
			<b>3,840.67</b>
			0.00

## Register of Asssets

Description	Date acquired	Date disposed	Location	Purchase cost
Bus Shelter			Village centre	2500.00
Playground equipment	Oct'02		Play ground	1700.00
2 x picnic benches			Play ground	0.00
Bench			Village green	250.00
Grit bins	Jan'10		No 3-48 Streetway Lane	113.00
	Mar'10		No 3-47 Drakes Lane, opp school	116.00
			No 3-152 Rectory Farm	
	Nov'10		(Community)	126.00
			No 3-171 bottom of Streetway	
	Oct'11		Lane	137.00
	Oct'19		No 3-46 Drakes Lane	99.00
Xmas lights/decorations	Dec'19		Mr Brian Bere, The Willows	69.00
Laptop	Jun'16	Aug'23	Clerk's house	
MS Office Software	Jun'16		Clerk's house	60.00
Laptop bag	Jun'16		Clerk's house	27.00
Wireless mouse	Jun'16		Clerk's house	13.00
Backup HDD	Jun'16		Clerk's house	45.00
Community Speedwatch equipment	Jan'18		Cllr J Pearce	281.00
Noticeboard	Jul'18		Rivers Arms	265.00
Noticeboard	Mar'20		School	748.00
CSW signs	Jul'18		Various locations in village	55.00
Commemorative Planters	Jan-22		Various locations in village	1280.00
Jubilee Plaques	May-22		Various locations in village	120.00
Commemorative Bench	Jun-22		Village green	300.00
Play Park Fence	Nov-22		Play ground	745.00
Acer Aspire 3 laptop	Aug-23		Clerk's house	529.00
Multi play equipment	Jan-24		Play ground	14500.00
<b>Total assets as at March 2024</b>				<b>24078.00</b>



All meetings are held every 2 months on Mondays at 7.00pm in the Village Hall, Cheselbourne and are open to all members of the public and press to attend.

May	-	20 <sup>th</sup> May 2024 (Annual Parish and Annual Parish Council meetings)
July	-	1 <sup>st</sup> July 2024
September	-	2 <sup>nd</sup> September 2024
November	-	4 <sup>th</sup> November 2024
2025		
January	-	6 <sup>th</sup> January 2025
March	-	3 <sup>rd</sup> March 2024
May	-	12 <sup>th</sup> May 2025 (Annual Parish and Annual Parish Council meetings)