

## Clerks Report

All recommendations in this report are made by the Clerk / RFO unless stated otherwise.

### 0225-146a Finance

1	Bank Balance							
	As of 31 <sup>st</sup> January 2025							
	Unity – Day to Day	£13,608.30		Unity - Saving	£5003.04			
	Redwood	£75,000.60		Equals Money	£200.00			
	Total	£93,811.94						

### 2 Monthly Expenditure

To approve the below expenditure

Date	Net	VAT	Total	Description	Supplier	Bank	Tender	Power Used for Spend
02.02.2025	£117.60	£0.00	£117.60	NI & Income Tax	HMRC	Unity Trust	ONLINE	Administration of the council - Local Government Act 1972 s 112 (1)
02.02.2025	£159.67	£0.00	£159.67	Pension	NEST	Unity Trust	DIRDEBIT	Pensions Act 2008 s.3 (employer contributions)
02.02.2025	£480.83	£0.00	£480.83	Salary	Staff	Unity Trust	ONLINE	Administration of the council - Local Government Act 1972 s 112 (1)
27.01.2025	£140.00	£0.00	£140.00	Play park Inspection	Ken Hussey	Unity Trust	ONLINE	Recreation - Local Government Act 1972, Sched. 14 para 27
27.01.2025	£5.37	£0.00	£5.37	Administration	Corfe Castle Parish Council	Unity Trust	ONLINE	Local Government Act 1972 s.111
23.01.2025	£35.00	£0.00	£35.00	Training	DAPTC	Unity Trust	ONLINE	Local Government Act 1972 s.111
23.01.2025	£99.99	£19.99	£119.98	Website hosting and support	Cloud Next	Unity Trust	ONLINE	Local Government Act 1972 s.111
	<b>1038.46</b>	<b>19.99</b>	<b>1058.45</b>					

### Monthly Income

To note the below income

Date	Net	VAT	Total	Description	Customer	Bank
31.01.2025	£260.31	£0.00	£260.31	Interest	Redwood Bank	Redwood
	<b>260.31</b>	<b>0</b>	<b>260.31</b>			

3. Annual Tree Maintenance – Orchard Meadow and Puddletown Rec.  
To note the annual quote for tree maintenance within Orchard Meadow and Puddletown Rec have been received. Totalling £2,560 – Puddletown Rec & £440 – Orchard Meadow

Puddletown car park and play park.

G1 - Car park roadside boundary hedge, from the end of car park to the start of the new fencing in the play park - Reduce the high of the hedge to approximately 7ft. G2 - Crown raise all play park trees to 2.5m.

Puddletown Recreation Area

G3 - Northern boundary hedge - Hedge cut both sides and reduce top down to approximately 6ft to help with ongoing management.

G4 - Hedge behind tennis court - Hedge cut inside face and reduce top down to approximately 6ft to help with ongoing management.

G5 - Roadside hedge cut the inside face. Brush chipped back into the hedgerow to help as mulch. Tractor and flail to be used where possible to increase efficiency and reduce manual handling. Track marks may be visible Site left tidy on completion of the works. This quote is based on the tractor/flail being able to access the Rec and the Lane behind the Rec ( to the North)

Tolpuddle Play Park

T1 - Hedge encroaching on the “Witches Hat” cut back to create 2.5m clearance from the apparatus.

G1 - Area behind the Swale and the area around the “Willow hedge” Strim brambles and mixed vegetation.

G2 - Prune Dogwood down to approximately 5cm from ground level.

Hedge cut the Spindle hedge down to approximately 0.5m (Located to the left of the dogwood)

Cuttings chipped and removed from site.

Site left tidy on completion of the works.

**b Parish Safety**

To note and discuss any Parish Safety issue. N.B. Any issue raised after the agenda publication date will be reported verbally during the meeting.

1. Playparks – Internal weekly inspections and external quarterly inspections.
- i. Butt Close - **ANNEX**
  - ii. Orchard Meadow - **ANNEX**
  - iii. Puddletown Rec. - **ANNEX**
- A request has been made to have “Toddler Zone” signage added to the gates of the toddler playing area in Puddletown Rec, with the view of discouraging teenagers from using the area.
2. Defibrillators
- i. Puddletown Library
  - ii. Martyrs Inns - Tolpuddle

c

**Correspondence**

1. To discuss any urgent correspondence received since the agenda publication

d

**Action Log Updates.**

A copy of the action log is below. N.B. Any action updated after the agenda publication date will be reported verbally during the meeting.

**Short / Medium term projects**

Action Number (year number / consecutive number)	When Initiated?	Who is Actioned?	Title	Details	Status (progress description plus colour code: Red - no progress; Amber - action in progress; Green - action completed)
0125-134 2a	14/01/2025	Clerk	Monthly Payments	Clerk to process payments	
0125-134 c1 1224-12c3	10/12/2024	Cllr's & Clerk	DC Survey Climate and Nature Support.	All Councillors to read through the survey and where necessary feedback comments to the Clerk to collate. Once collated the survey will be presented to the Parish Council for final approval before submission to Dorset Council. Add to February 2025 agenda	17-12-24 Emailed to Cllr's for input 14-01-25 • Clerk to amend Q18 to read yes Q19 to read yes noting Cllr Grazebrook, Cllr Hood & Cllr Ridout, would like to attend any face-to-face follow ups. • To submit completed form to Dorset Council. Clerk 15-01-25 Sent
0125-134 c2	14/01/2025	Councillors / Clerk	MHCLG Consultation on Standards and Conduct	Councillors were invited to complete and submit if they wished to submit an individual response. Plus, to email the Clerk any response they would like the Parish Council to submit as an official Council response. Clerk to add to February agenda.	
0125-134 d	14/01/2025	Councillors / Clerk	Annual Meeting	Councillors to email the Clerk with a list of local charities, societies and organisations who may be invited to have a table for the event. Clerk to add to the February agenda for further discussion.	15-01-25 Email sent to PVH & TVH. 15-01-25 PVH response stating they have pencilled in Wednesday 7th or 14th May 2025 from 5pm – 9pm, giving us time to discuss and confirm exact date.
0125-134 d	14/01/2025	Cllr Giancola	Annual Meeting	Cllr Giancola to consult with the Primary Care Network about attendance for the Parish Meetings.	
0125-134 e5	14/01/2025	Clerk	PRIDE Lease	Clerk to investigate lease options, to include sub-letting. Structure integrity due to equipment weight. Contributions towards grass cutting, and landlords building insurance.	23-01-25 Clerk emailed PRIDE representative asking they allow Cllr John Ridout and the Clerk access to the building. 23-01-25 Email received stating welcome most days. Email sent to Cllr Ridout asking for a list of dates.
0125-134 e1	14/01/2025	Clerk	Defib - Tolpuddle	Clerk to contact the Martyr's Museum to ask if they would be happy for us to install a defibrillator on the outside of their building. Noting electricity would be need for the cabinet.	23-01-25 Email sent to the museum general email
0125-135	14/01/2025	Clerk	Precept	Clerk to submit Precept request to Dorset Council.	15-01-25 Submitted
0125-136	14/01/2025	Clerk	Policies and RA's	Clerk to publish Risk Management Policy	23-01-25 Uploaded

0125-137	14/01/2025	Clerk	Planning	Clerk to submit comments	15-01-25 Submitted
0125-138	14/01/2025	Cllr Hood / Clerk	White Lines by Community Centre	Cllr Hood to take photograph of the area and send to the Clerk. Clerk then to register request for lines on the Dorset Council portal. Noting Community Centre users often struggle crossing the road, due to parked cars in from / covering the drop-down kerb	29-01-25 Clerk submitted request to Phil Goodland (Highways Officer) cc'ing in Emma Parker. 29-01-25 Email from Phil Goodland stating "I think the best initial step would be to use the online application for access protection lines by following this link: <ul style="list-style-type: none"> <li>• <a href="https://www.dorsetcouncil.gov.uk/roads-highways-maintenance/highway-licences-and-services/access-protection-markings-single-white-line-at-dropped-kerb-accesses.aspx">https://www.dorsetcouncil.gov.uk/roads-highways-maintenance/highway-licences-and-services/access-protection-markings-single-white-line-at-dropped-kerb-accesses.aspx</a></li> </ul> You can then highlight the key locations of the blocked dropped kerbs that affect some of the community centre users gain access." 29-01-25 Call from Phil Goodland In response to previous Email which had Stephen Mephram cc'ed into, Phil has received a call from Stephen to state he has some budget left for lining, and has accepted our request. We do not need to apply via the link.
0125-134 e 1224-12 b	14-01-25 10/12/2024	Cllr Giancola & Clerk	Defib Training	Cllr Giancola to investigate Defib training sessions for residents and report back to Council. Clerk to speak to Village Hall representative regarding the placement of a second defib on the outside of the village hall.	13-12-24 Clerk spoke to a village Hall representative and they stated it was likely the committee would support but clearly they would need to talk to the committee first and then come back to us. 14-01-25 Cllr Giancola & Cllr Brown to obtain a list of dates as to when each paramedic will be able to attend. Clerk then to consult with the appropriate village hall to book a suitable space and then advertise across the parish.
0125-134 e2 1224-125	10/12/2024	Cllr Hood	Butt Close Play Park	Cllr Hood to contact the First School to investigate running a project with them, to identify what items of equipment they may like to have in a new playpark area.	17-12-24 Email from Cllr Hood to school sent 14-01-25 Cllr Hood will try to catch up with the school representative to get the project underway and report back in February.
1124-104	12/11/2024	Clerk	Street names	Clerk to add Street name ratification for new development to agenda once information received form MOP regarding field names.	
0924-76	24/09/2024	Clerk	Benches	Clerk to add bench replacement to January 2025 agenda.	16-12-24 Postpone until bench survey carried out.
0924-79	24/09/2024	Clerk	Butt Close - Cat Issue	Clerk to purchase and Caretaker to install a grass mat under the toddler unit to deter cats using the area.	23-10-24 Contractor contacted for pricing 12-12-24 Grass Mat ordered 16-12-24 Matt arrived, Clerk to deliver to Caretaker 10-01-25 Matt delivered to Caretaker for installation
0824-612a	13/08/2024	Clerk	OM - Brambles	To approve Lowther Forestry to clear the ivy and brambles from the western entrance area of Orchard Meadow. Clerk to contact contractors	06-09-24 Contractor contacted, awaiting works to be carried out 23-10-24 Waiting for Dogwood and Hazel to be cut back before spraying (Feb 2025)

0824-58c,	09/07/2024	Clerk	Cricket Club Scoreboard	0724-40a Clerk to amend the Facilities Use Agreement. 0824-58c - Clerk to organise a representative from PRIDE and the Cricket club to sign the amendment.	16-07-24 Email sent to CC Rep stating FUA will be updated and presented to Council in August 20-07-24 FUA amendment sent to Cllr Ridout for initial checks, will present to Council in August 14-08-24 Amended FUA sent to Cricket Club (Charlotte) and PRIDE (Barry)
0624-23d	14/05/2024	Clerk	Bins around Parish	14-05-24 Clerk to contact Dorset Waste Partnership to gain a cost for moving the bin in Puddletown by St Mary's school to the side of the shelter, plus the bin in Tolpuddle opposite the Martyr's Museum, to the opposite end of the shelter	15-05-24 Clerk to contact Dorset Waste Partnership to gain a cost for moving the bin in Puddletown by St Mary's school to the side of the shelter, plus the bin in Tolpuddle opposite the Martyr's Museum, to the opposite end of the shelter & bin opposite Antique Book and Map shop to other side of road by bus shelter. 21-05-25 Email sent to Ian (Operations Manager of Poundbury Depo & Supervisor) 22-05-25 Email received from Ian explaining operative needs training hence delay. Once trained will be working through backlog. email cc'ed to Commercial Waste as they supply quote for work. Also suggest I contact Corinne Holbrook DC Highways Officer to ask for permission from Highways to move the bins. 22-05-25 Email sent to Corinne Holbrook asking for Highways permission to move bins. 30-05-24 Email received with permission from Highways. 31-05-24 Email from DWP with cost of £200 per bin to move. 11-06-24 Clerk to contact Dorset Council to book in the work as described above. 17-06-24 Email sent requested to book in work ASAP 09-08-24 email sent to chase booking in work. 24-10-24 Email received "I am afraid that when the crew went out today to risk assess all the bin locations when they scanned the Tolpuddle/Martyr's Museum Litter bin they found multiple cables situated underneath. This means that they are unable to move this bin without incurring significant cost and it would have to be relocated much further away than you originally requested. It is their advice, therefore, that this bin remains where it is. There are no issues with the other 2 bin locations in Puddletown. They are still hoping to get both completed today/tomorrow, but please be aware that the staff assigned are now off sick but they are trying to outsource as I type. If this fails they will be completed after half term. I just wanted to give

					<p>you the heads up on this as I am not in the office tomorrow to follow this through. Fingers crossed it will still go ahead. Obviously, the cost will now be £400 which will be invoiced when the works are completed." <a href="#">28-10-24</a> Email received "You may already be aware that due to bad weather the installations were cancelled last Thursday. Please be assured the depot are working to confirm a new date as a matter of urgency." <a href="#">15-11-24</a> Email received "I hope you are well. I am taking over the Litter Bins from Claire as she has moved in a more senior role within the team. I am following up on the progress of this job and will advise you as soon as I hear more. Robert Symes" <a href="#">29-11-24</a> Email sent chasing installation</p>
198c	09/04/2024	Clerk	SID Repairs (Puddletown)	To contact the Puddletown SID volunteer to request they provide a list of all issues we have had since purchasing the device. To contact the manufacturer to request they cover the cost of the investigation work. To add to a future agenda as and when required to report back.	<p>15-04-24 email received from Gary with a small list of errors. Believed to be too minor to request repair carried out FOC or at a reduced rate. Re-present to Council 21-05-24 Clerk to inform manufacturer do not wish to go ahead with repair and to request the SID be returned. <a href="#">22-05-24</a> Email sent to EDEN (Morelock) <a href="#">31-05-24</a> Email from Eden (Morelock) stating radars power supply had exploded, which they have never seen before. They sent to Germany and there will be no repair cost to us.</p>
166f	13/02/2024	Clerk	Puddletown Play Park Works	Clerk to obtain necessary quotes for remedial work as required within the annual and quarterly inspection report.	<p>19-04-24 3 contractors contacted (Benches) 14-05-24 Cllr Ridout to identify within Puddletown Play Park which benches are memorial benches and report back to Council.</p>
155	09/01/2024	Clerk & Cllr Green	Future flood prevention work	Clerk with Cllr Green to contact the Blue Vinney landowner and Dorset Council Highways to ask what ditch clearance work they have scheduled in for Summer / Autumn 2024, as they both have a responsibility to stop flooding on the highway and within residents' properties.	<p>14-01-25 Cllr Green is still working on this and will report back</p>
151	09/01/2024	Clerk	OM Play Park report	Clerk to investigate a repair / replacement next for the Orchard Meadow goal post.	<p><a href="#">29-01-24</a> Email sent to Ken Hussey <a href="#">06-06-24</a> Added to June 24 agenda</p>
0125-134 e5 148 a3	09/01/2024	Cl;r Ridout	PRIDE CCTV	Cllr Sheppard to speak to a representative of PRIDE regarding covering the electric cost of the light and to discuss them installing a camera as part of the CCTV system they are planning.	<p>14-01-25 Cllr Ridout to Discuss at next PRIDE meeting and report bac</p>

Long term projects

Action Number (year number / consecutive number)	When Initiated?	Who is Actioned?	Title	Details	Status (progress description plus colour code: Red - no progress; Amber - action in progress; Green - action completed)
0125-134 e 1224-122	14/05/2024	Clerk	Neighbourhood Plan	14-05-24 Clerk to contact the local Planning Consultant who helped put the original Puddletown Neighbourhood Plan together, regarding the review process. 12-11-24 Clerk to contact previous Consultant to enquiry about next steps. Clerk to set up and Extraordinary meeting if required for Council to discuss their desires for the Neighbourhood plan review.	<p>Email received. "In terms of the need for a review – the plan was officially 'made' in June 2021 so in theory should be given significant weight in decision-making for at least 5 years (rather than the 2 years which was the case until the NPPF was changed in December) – more if the Local Plan has a 5 year housing land supply. So this change gives you some degree of comfort to June 2026.</p> <p>The now agreed Local Plan LDS programme suggests the following (the bits in italic is where I have added a bit more explanation):</p> <ul style="list-style-type: none"> <li>• Scoping and Early Engagement [September 2024] – to define the scope of its local plan and set out how it will engage the local community and stakeholders.</li> <li>• Sustainability Appraisal Scoping Report [November 2024]</li> <li>• Project Initiation Document and Gateway 1 Assessment [November 2024] – identify and get feedback on up to five issues that pose a risk to the soundness and/or legal and procedural compliance of the local plan, from PINS or other technical expert (4 week turnaround, 6 max)</li> <li>• Visioning and Strategy Engagement (8 weeks) [May 2025] - mandatory eight-week consultation intended to allow stakeholders to comment on which issues an area is facing and how they should be tackled</li> <li>• Gateway 2 Assessment [December 2025] – as per Gateway 1</li> <li>• Draft Plan Engagement (6 weeks)</li> </ul>

[March 2026] - mandatory six-week consultation to allow the local community, statutory bodies and other stakeholders to comment on the draft local plan. The LPA should then resolve the issues raised during the consultation prior to submitting the local plan for examination.

- Gateway 3 Assessment [October 2026] - to ensure that a local plan meets key requirements and is “ready to proceed to examination” PINS only, cannot pass if PINS say no.
- Examination [November 2026] – generally using shorted consultations (3 weeks) and only focused on main changes
- Adoption [May 2027]

So the equivalent 2024 point referenced in the NP is now May 2027, although the Parish Council would have a good understanding of what the Local Plan is likely to send up saying about Puddletown by early (January / February) 2026 - as the committee reports will have the full draft of the Local Plan that is due to go out to consultation at that stage. The time it takes to review a plan varies depending on whether you are looking at extending the plan period / requiring new sites. If you are worried about the possibility of the NP getting reduced weight after June 2026 when the 5 years is up, then you may wish to



think about starting a light touch review by the end of this calendar year to give sufficient time for the review to take place and the revised plan to be examined. If not, then starting after March 2026 would make more sense, with the aim of extending the plan period and possibly looking at additional sites should the Local Plan indicate that this may be needed." 10-12-24 Council approved light touch review. Clerk to contact Jo Dorset Planning consultant 11-12-24 Email sent to Jo asking for light touch review, plus to look to incorporate Tolpuddle, Burleston, Athelhampton. 18-12-24 Response from Jo "Things have progressed a little - not least the NPPF and Government's revised housing targets, as well as my workload – so I'm not in a position to start helping the PC straight away nor would it be prudent to until the dust settles a little on the housing uplift implications. I am expecting to hear more from Dorset Council re their initial thoughts on NP housing targets early in the new year – and I will be away for much of January and have my workload fairly full for the rest of this financial year.

So on this basis you may either wish to pause consideration until perhaps February, when I should have better clarity on the Dorset LP timescales and interim NP housing numbers, and touch base with me then to discuss whether I can help you April onwards (under the new grant), or if you do want to start sooner then you will need to find another consultant to help as unfortunately I cannot stretch to help you before then!" 14-01-25 Clerk to e-mail consultant in February to ask she undertake a review in the new fiscal year

198e	09/04/2024	Clerk	Land Registry	Clerk to carry out a Title deeds plan / register search, Application for an official search and Registration for Butt Close Play Park, Puddletown Recreation Area & Orchard Meadow.	29-04-24 Update on Parish Matters support paper for May meeting 29-04-24 Solicitor engaged fr Butt Close & Puddletown Rec 21-05-24 Clerk to advise solicitor to go ahead with the Puddletown Rec registration and asked for update on Butt Close 22-05-25 Email received stating Butt Close with land registry office. and confirming will start on Puddletown Rec
118	14/11/2023	Clerk & Cllr green	Flood Defence Storage	Clerk & Cllr Green to investigate a permanent storage solution for flood barriers and sandbags.	
45a10	11/07/2023	Clerk	Mechanical Road Sweep	Clerk to chase previous request for a mechanical road sweep through Tolpuddle and Puddletown. Plus, to add a link to the PAPC Facebook page on where to request a Mechanical Road Sweep.	18-07-23 Email sent to Kelly (old Clerk) as Facebook stating account registered to her personal address and has kicked my access. 12-09-23 During monthly meeting requested Cllr Parker come involved as not heard back 09-10-23 reported on DC portal for The Moor, & High Street Puddletown & Main Road Tolpuddle 12-09-23 During monthly meeting requested Cllr Parker come involved as not heard back. 25-10-23 Update requested from Emma. 29-10-23 update "I have raised all these concerns and have been assured they would be looked into, I would like to think that the bins will just be replaced, and the road sweeping would be done, happy to chase this again if this is not the case. I am struggling with the sign as it would seem no one really knows who is responsible for it." 14-01-25 Cllr Parker to chase

41a2	11/07/2023	Clerk	DWP Bin Puddletown Church	Contact Dorset Council Waste Partnership to request the bin by the Puddletown Church be replaced with a larger bin, due to the removal of a second bin, reducing current capacity by 50%	<p>12-04-23 Requested on DC portal DWPPLB507160623 @ 15:44 on 12-04-23.</p> <p>27-04-23 Email sent to Poundbury Depot</p> <p>11-07-23 Clerk to contact DWP to chase.</p> <p>17-07-23 Request sent to Cllr's for photographic evidence</p> <p>12-09-23 During monthly meeting requested Cllr Parker come involved as not heard back.</p> <p>25-10-23 Update requested from Emma.</p> <p>29-10-23 update "I have raised all these concerns and have been assured they would be looked into, I would like to think that the bins will just be replaced, and the road sweeping would be done, happy to chase this again if this is not the case. I am struggling with the sign as it would seem no one really knows who is responsible for it."</p> <p>2-11-23 Note from Emma "I have received a email to say the commercial waste team will be in touch regarding the two bins as apparently, they are paid for services. Once they have been in contact, I will let you know. I am on leave now but will be checking my emails daily but not between Tuesday 7th - Friday 17th."</p>
------	------------	-------	---------------------------	--	--