

# **The Orchards' and Margaret Marsh Parish Council (Group)**

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## **March 20<sup>th</sup> 2025 Meeting 176 REPORT PACK**

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## Meeting 176: Clerk's Report

**Full Council matters up to and including meeting 175, held on Monday 9<sup>th</sup> December 2024**

Minute Number	Action points	Progress
19.a/24	To research regulations and identify any differences between general hedge-cutting and the maintenance of roadside hedges and verges	Cllr Christensen updated meeting on general hedge-cutting and maintenance, which resolved many of visibility issues. Main hedges to be below 1.8m. Hedgerow-cutting ban from 1 March – 31 August (Management of Hedgerows (England) Reg 2024). <b>Complete</b>
19.c/24	Mower Lane bridle path bridging Manston to East Orchard Mower Lane currently impassible. Cllr Boid to liaise with Manston & Hamoon PC to agree shared approach, and follow up with the Senior Countryside Ranger (North Dorset, Graham Stanley) to see what assistance could be gained from DC regs.	Mower Lane bridle path: DC road department has accepted this as being theirs. They will place signs at the ends of Fishy Corner and Mower Lane to state that it is 'unsuitable for vehicles. <b><i>The aspect of flooding has not been addressed, and Cllr Boid has asked for an update on the next steps.</i></b>
23/24	Clerks' Conference 2024. Booking agreed	Booked, Attended, Invoiced & reconciled <b>Complete</b>
19.a/24	To research regulations and identify any differences between general hedge-cutting and the maintenance of roadside hedges and verges.	Cllr Christensen updated meeting: November round of general hedge-cutting and maintenance had resolved many of the visibility issues raised. Main hedges need to be below 1.8m with a hedgerow-cutting ban from 1 March – 31 August (Management of Hedgerows (England) Regulations 2024). <b>Complete</b>
27/24 34/24.iii	Aug'25: To get quotes for systems, software and laptops for the Clerk's Council work. Clerk to identify suitable options. Dec'25: Proposals presented, researched, and submitted for consideration. <b>Action: Cllrs will consider the next steps as a part of the 2025-26 budget processes.</b>	Budget Included in Precept. <b><i>Options still under discussion</i></b>
35/24	In line with DCs Statement of Community Involvement, they no longer send out neighbour notification letters for planning applications unless required by law. <b>Action: Clerk to add a planning applications page to the website.</b>	Planning Application page now on website. <b>Complete</b>
32/24.i	Flooding: It was noted that clearing the rivers is a challenge that can cause problems in other areas and involve the Environment Agency. <b>Action: Clerk to organise for DC Flood warning updates to be sent to Cllr Boid.</b>	<b><i>New Cllr to be delegated to receive flood warnings where appropriate</i></b>
32/24.ii	Cllr Somper noticed that DC is increasingly holding evening meetings that may clash with PC meetings. <b>Action: Clerk to coordinate on meeting dates where possible.</b>	Dates for May, Aug & Nov 2025 circulated to all <b>Complete</b>
40.c/24	Budget Setting: <b>Action: Cllr Stokes to review the role &amp; responsibilities of Parish Wardens</b>	See meeting 176 - item 9
40.c/24	Budget Setting: <b>Action: Cllr Woodruffe to develop proposals for annual or biannual parish litter picks.</b>	See meeting 176 - item 10
40.c/24	Budget Setting: <b>Action: Cllrs will review the numbers, propose a 2025-26 budget, and precept under the Scheme of Delegation, at least 3 weeks before the DC deadline of January 31st, 2025.</b>	See meeting 176 - item 13

40.d/24	Asset Register: <b>Action: Cllrs to inspect the various assets and report on condition, value, and replacement costs before completing the risk assessment, AGAR, and insurance renewal.</b>	See meeting 176 - item 16
41/24	Review of Policies: <b>Action: Clerk to update and circulate the 'Internal Governance schedule' and prepare additional policy reviews for the February 2025 meeting.</b>	See meeting 176 - item 18
43/24	Website: <b>Action: Clerk to confirm requirements for migration to .gov domain. Cllr Boid to explore options for websites</b>	See meeting 176 - item 19
44/24	Communications: <b>Action: Cllr Woodruffe to investigate local social media community groups. Clerk to ask web hosts for visitor numbers and add 'communications' to the agenda for the next meeting.</b>	See meeting 176 – item 19

## Meeting 176: Planning Applications received December – March 2025

Application No	Location	Proposal	PC Comment	DC Outcome
P/HOU/2025/ 01284: .	Location: The Old Chapel Parsons Lane, Hartgrove, SP7 OLF	Proposal: Erect redesigned enclosed porch to the rear door		
P/FUL/2024/ 06571	Field View Farm Fishey Lane East Orchard Shaftesbury SP7 OLQ	Conversion of agricultural building (with extant C3 consent) to one (Use Class C3) five bedroom dwellinghouse and associated landscaping	No objection	Granted
P/PABA/2024/ 05847	Location: Land At E 383210 N 117510 Village Road East Orchard	Proposal: Erect steel portal frame agricultural building for storage of fodder and machinery	Status: prior approval is not required	Planning Not Required.
P/PABA/2025/ 00206	Location: Land At Keybrook House Lane, East Orchard Erect Agriculture Building	This is not a planning application but a request for the Council to determine whether or not Prior Approval is required.	No comment needed	Prior Approval Not Required
P/PAPA/2024/ 05472	Hartgrove Farm Parsons Lane, Hartgrove, SP7 OJY	Form agricultural track.	This track proposal is within the farm and well away from road so no requirement to comment.  No comment needed	Prior Approval Granted
P/RES/2024/ 05703	Location: Mansfield Farm West Orchard Shaftesbury SP7 OLJ	Proposal: Erection of agricultural workers' dwelling (reserved matters application to determine appearance, landscaping and scale following the grant of outline planning permission number P/OUT/2023/06248)		Granted

## Meeting 176: Financial Report

### 1. Bank Reconciliation April to 28 February 2025

The Orchards and Margaret Marsh Parish Council		
Bank Reconciliation 2024-2025		
Prepared by	Date	
Beverly Barker (Clerk)		
Approved by	Date	
Cllr G Stokes (Chair)		
Bank Reconciliation as at 28/02/2025		
<b>A</b>	Cash in Hand 01/4/2024	£2,266.10
	<b>ADD</b>	
	Receipts 01/04/2024 to 28/02/2025	3284.00
	<b>SUBTRACT</b>	
	Payments 01/04/2024 to 28/02/2025	-1149.17
	<b>Cash in Hand at 28/02/2025</b>	<b>£4,400.93</b>
<b>B</b>	Cash in hand per Bank Statement	
	Unity Trust at 28/02/2025	4400.93
	statement number 47	
	Less unrepresented payments	0.00
	plus unrepresented payments	0
	<b>Adjusted Bank Balance</b>	<b>£4,400.93</b>
	A=B agreement	Formular (TRUE or FALSE)
		TRUE

### 2. Payments made and payments for invoices received

Payments made						
	Date	To Whom	For What	Total	[VAT]	Net
	14/3/25	HMRC	National Insurance	£232.20	£0.00	£232.20
	14/3/25		Clerk’s salary	£1275.60	£0.00	£1275.60
Payments to be ma						
	Date	To Whom	For What	Total	[VAT]	Net
	20/3/25	I Faulkner	Parish Warden	£75	£0.00	£75
	20/3/25	N McCombe	Parish Warden	£75	£0.00	£75
	20/3/25	V Stokes	Parish Warden	£75	£0.00	£75
	20/3/25	Manston Village Hall	Hall Hire 18/2/25	£ 18.00	£0.00	£18.00
	20/3/25	DAPTC	CILCA mentor scheme	£ 275.00	£0.00	£275.00
	20/3/25	Manston Village Hall	Hall Hire 20/3/2025/	£ 18.00	£0.00	£18.00
	20/3/25	B Barker	Clerks Expenses	£57.26	£0.00	£57.26
	20/3/25	Vision ITC	Website domain update	£90.00	£15.00	£75.00


## Appendix D: Budget updates

# Meeting 176: Financial reports and 2025-26 budget

## 1. YTD budget 2024-25

### The Orchards and Margaret Marsh Parish Council 2024-25

Forecasted Final Position 2024-2025 @ 20-3-2025

2024-25 Expenditure			Actual														Est	Forecast		
	Description	Original	YTD	VAT	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Commentry	
Staff costs	Gross Salary costs	1050	£1,833.40		326										1507.80		£1,833.40	-£783.40	Incl. Pay award	
	Pension Contributions		£0.00														£0.00	£0.00	Min 10%	
	Payroll Administration	180	£0.00														£0.00	£180.00	Self registration with HMRC	
Office costs	Office Expenses	120	£36.36		36.36											57.26	£93.62	£26.38	Mobile, stationary, etc	
	Web Site	185	£185.26	£30.88						185.26							£185.26	-£0.26		
	Web updates	90	£90.00	£15.00												90	£90.00	£0.00	Gov.uk migration	
	Hall Hire	72	£72.00			18				18				18	18	18	£90.00	-£18.00	Manston Village Hall charges confirmed	
Councillor costs	CLlr Expenses	100	£0.00													0	£0.00	£100.00		
	Parish Wardens	225	£225.00												225		£225.00	£0.00	Need decision on whether required	
Finance	Insurance	200	£227.88			227.88											£227.88	-£27.88	Est @10%	
	Audit Fees	60	£50.00		50.00												£50.00	£10.00	confirmed	
	Bank Charges	72	£65.40				18			18	5.40	6	6	6	6	6	£71.40	£0.60		
	Data Protection		£0.00														£0.00	£0.00		
	DAPTC Subscription	100	£96.67		96.67												£96.67	£3.33	Assuming Pop. Increase & DAPTC increase	
Training	Training (Clerk)	230	£333.00									58			275		£333.00	-£103.00	DAPTC CiLCA Mentorship	
	Training (CLlrs)		£0.00														£0.00	£0.00		
Assets	Maintenance	100	£0.00														£0.00	£100.00		
Grant Donations	One off Grant Awards	250	£0.00														£0.00	£250.00	no grant applications received	
Election	Election Costs	250	£50.00											50			£50.00	£200.00	DC election cost contribution	
	SUB TOTAL	3284	£3,264.97	£45.88	£509	£246	£18	£0	£0	£221	£5	£64	£6	£74	£2,032	£171	£3,346.23	-£62.23		
Contingencies		0	£0.00	£0.00													£0.00	£0.00		
from Reserves		0	£0.00	£0.00	0.00												£0.00	£0.00		
Total Expenditure			£3,264.97	£45.88	£509	£246	£18	£0	£0	£221	£5	£64	£6	£74	£2,032	£171	£3,346.23	-£62.23		

## 2. Forecast budget 2025-26

### The Orchards and Margaret Marsh Parish Council 2025-26

#### Forecasted Budget for 2025-26

Expenditure	2025-26				<--- Forecast --->													TOTAL	Variance	Basis for forecast
	Description	Budget	VAT	YTD	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar				
Staff costs	Gross Salary costs	2400		0.00			600			600			600			600	2,400.00	£0.00	Incl. Pay award	
	Pension Contributions	240		0.00			60			60			60			60	240.00	£0.00	Min 10%	
	Payroll Administration	0		0.00													0.00	£0.00	Self registration with HMRC	
Office costs	Office Expenses	60		0.00		15			15			15			15		60.00	£0.00	Mobile, stationary, etc	
	Web Site	205.26	34.21	0.00						185.26		20				0	205.26	£0.00	Web & Email Maintainance	
	Hall Hire	72		0.00		18			18			18			18		72.00	£0.00	Manston Village Hall charges confirmed	
Councillor costs	CIlr Expenses	100		0.00		25			25			25			25		100.00	£0.00		
	Parish Wardens	0		0.00	225											0	0.00	£0.00	Need decision on whether required	
Finance	Insurance	250		0.00	250												250.00	£0.00	Est @10%	
	Audit Fees	50		0.00	50												50.00	£0.00	confirmed	
	Bank Charges	72		0.00	6	6	6	6	6	6	6	6	6	6	6	6	72.00	£0.00		
	Data Protection	40		0.00	40												40.00	£0.00		
	DAPTC Subscription	197.15		0.00	197.15												197.15	£0.00	Assuming Pop. Increase & DAPTC increase	
Training	Clerk Training CiLCA & DAPTC	555		0.00	450		35			35			35				555.00	£0.00	CiLCA Reg and 3 DAPTC at £35	
	CIlr Training	140		0.00		35			35			35			35		140.00	£0.00	4xDAPTC	
Asset management	Asset Maintenance	100		0.00												100	100.00	£0.00		
Grant Donations	One off Grant Awards	0		0.00													0.00	£0.00		
Election	Election Costs	0		0.00													0.00	£0.00	no elections anticipated	
	SUB TOTAL	£4,481.41	£34.21	£0.00	£1,218	£99	£701	£6	£99	£886	£6	£119	£701	£6	£99	£766	£4,481.41	£0.00		
from Reserves	Laptop	700.00	116.67	0.00	700.00												700.00	0.00	Assume PC purchased from reserve	
		0		0.00	0.00												0.00	£0.00		
Total Expenditure		£5,181.41	£150.88	£0.00	£1,918	£99	£701	£6	£99	£886	£6	£119	£701	£6	£99	£766	£5,181.41	£0.00		

### 3. Precept Request 2025-26



**Local Government Act 1972  
Town and Parish Precept Request 2025/26**

Name of Parish/Town Council: **The Orchards & Margaret Marsh Parish Council (Group)**

	£
<b>(A)</b> Precept (Amount to be charged to council tax payers)*	£4481.00

The above precept amount (A) is to be paid in two equal instalments on the 30th day of April and on the 30th day of September. If either of those dates falls on a weekend the payment will be made on the last working day of the relevant month.

	£
<b>*(B)</b> If precept is greater than £140,000 please provide your budgeted gross expenditure for 2025/26	

**AUTHORISED** at a Meeting of the Parish/Town held on the:

.....8<sup>th</sup> .....day of.....December.....2025..

Signed.......... Dated.....28<sup>th</sup> January .2025.....

Designation.....Parish Clerk RFO.....Telephone No...07956 832952...  
(The Officer appointed for this purpose)

Email Address: ...Clerk@TheOrchardsandMargaretMarsh-PC.org.uk

**Please advise us of any changes in name or bank details since the last Precept payment.**

**New name of Parish/Town:**

**Bank Name:**

**Account:**

**Sort Code:**



### **Meeting 176: Correspondence received to February 2025**

#### **1. Great British Spring Clean**

KeepBritainTidy.org emailed the PC about this year's campaign, which runs from 21 March to 6 April. They provide a free, digital resource pack which contains an introduction to the campaign, a social media guide and assets, and templates. From February 14th, they will start promoting the campaign to the public. To support on social media, use the hashtags #LoveWhereYouLive and #GBSpringClean, and tag @KeepBritainTidy. Following receipt of the email, we have registered our support for Great British Spring Clean.



#### **2. Dorset Council Vegetation Guide**

Cllr Somper forwarded a useful guide to hedges and tree cutting that has been circulated to Cllrs.

#### **3. Marnhull PC. Neighbourhood Plan Consultation**

Marnhull PC has circulated a statutory consultation notice to the PC.

A copy of the Draft Plan, Conservation Area Appraisal, Design Codes and Guidance, SEA and other supporting documents have been circulated, as well as a link to the online Response Form is available on the Parish website at <https://marnhull-pc.org.uk/dra-neighbourhood-plan-for-consultaion/>

Copies of the draft Neighbourhood Plan can also be viewed at the Village Hall, Pharmacy, Robin Hill Stores, and Spar Shop, and there are drop-in events planned for at the Village Hall 22nd February 2025 from 14:30 to 17:00 and Friday 14th March 2025 from 16:30 to 18:30.

Any comments on the Draft Plan, Conservation Area Appraisal, Design Codes and Guidance or SEA should be returned to us by 31st March. Marnhull PC would like people to use the online Response Form, as this will help make analysing the responses easier, although responses can be emailed to [clerk@marnhull-pc.org.uk](mailto:clerk@marnhull-pc.org.uk).