

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

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## Section 1 : Meeting reports

### Appendix 1-A: Clerk's Report

## Meeting 177: Clerk's Report

Full Council matters up to and including meeting 176, held on March 20th 2025

Minute Number	Action points	Progress
27/24 34/24.iii 51/24 ii	Aug'25: To get quotes for systems, software and laptops for the Clerk's Council work. Dec'25: Proposals presented, researched, and submitted for consideration.	On hold. Provision included in budget for 25-26. Will be budgeted from Reserves if required
32/24.i	Flooding: It was noted that clearing the rivers poses a challenge that can cause problems in other areas and involves the Environment Agency.	<i>New Cllr to be delegated to receive flood warnings where appropriate</i>
40.c/24 53/24	Parish Wardens: <i>Action: Council to explore options for employing a village handyman and identify more opportunities to drive community engagement in maintaining the parishes</i>	Ongoing
53/24	Parish Litter Picks: <i>Action: Cllr Woodruffe to liaise with DC on possible locations for litter bins &amp; whether it is possible to secure additional bins for parish group, and explore options for organising &amp; promoting parish litter picks and where to store the three litter picker sets.</i>	Ongoing
59/24	Council Banking: Action: Clerk to complete required banking paperwork to remove Cllr Boid.	See item 21
60.a/24 [40.d/24]	Asset Register & Insurance: <i>Action: Cllr Christensen to confirm the final register of assets</i> <i>Action: Cllr Christensen &amp; Clerk to update the estimated insurance values of assets</i>	See item 20
60.b/24ii	Margaret Marsh Pond: Cllr Christensen assessed pond which is currently surrounded by a wire safety fence and is overgrown. <i>Action: Risk Assessment to be completed to accompany 2025 insurance review – Completed</i>	See item 20
60.b/24iii	Margaret Marsh Pond: <i>Action: Cllr Stokes to explore options for next steps relating to the pond</i>	Ongoing
62/24i	Internal Governance Schedule. <i>Action: Cllr Woodruffe to complete review on Code of Conduct for next meeting</i>	See item 10
62/24ii	Internal Governance Schedule. <i>Action: Cllr Woodruffe to complete Register of Interest</i>	Done
62/24iii	Internal Governance Schedule. <i>Action: Cllr Christensen to review risk assessment (RA), including new Pond RA in line with requirements for end-of-year reporting and insurance review</i>	See item 20
62/24iv	Internal Governance Schedule. <i>Action: Cllr Christensen to provide annual scrutiny for bank reconciliation and statements</i>	Done
63/24 [44/24]	Communications: Cllr Woodruffe report on review of local social media groups. Child Oakford and other groups have been positively received. <i>Action: Establish main PC FB page</i>	See item 22
63/24ii [44/24]	Communications: PC Website transition to the .gov.uk domain ongoing.	Done
51/241 [11.ii/24 19.c/24]]	Mower Lane bridle path bridging Manston to East Orchard often impassible. Cllr Boid liaised with Manston & Hamoon PC to agree a shared approach. Also followed up with Senior Countryside Ranger (North Dorset, Graham Stanley) to see what assistance could be gained from DC. DC road department accepted responsibility & to place signs at the ends of Fishy Corner/Mower Lane to state that it is 'unsuitable for vehicles'. Flooding not addressed. <i>Action: Cllr Christensen to follow up with DC on aspects of flooding</i>	<i>See item 17</i>

## Meeting 177: Planning Applications received December – May 2025

Application No	Location	Proposal	PC Comment	DC Outcome
P/FUL/2025/ 01570	Barn At E 383165 N 116080, Fishey Lane, East Orchard,	Erect 1 no. dwelling, change of use of land from agricultural to residential and carry out hard and soft landscaping (demolish existing agricultural building). Demolition of agricultural building (with extant consent for Use Class C3 dwelling) and the erection of one five-bedroom dwellinghouse, change of use from agricultural to residential land, and hard and soft landscaping		No decision
P/HOU/2025/ 01284	The Old Chapel, Parsons Lane, Hartgrove, SP7 0LF	Erect redesigned enclosed porch to the rear door.		Granted
P/PAAC/2025/ 01917	Highgate, Village Road, East Orchards, SP7 0LH	Change of use and conversion of 3 No. agricultural buildings into 3 No. dwellings (Class C3).	Full list of points reported. Overall, OMM PC has concerns over the plans for the site and does not support the application.	Prior Approval Not PD
P/PAAF/2025/ 01916	Highgate, Village Road, Est Orchards, SP7 0LH	Change of use of 2 No. agricultural buildings to a Hotel (Class C1).		Prior Approval Not PD
P/PABA/2024/ 05847	Land At E 383210 N 117510 Village Road East Orchard	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 0JY	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/PAPA/2025/ 00772	New House Farm, Marnhull Road, Margaret Marsh, SP7 0AZ	Renew vehicular access for agricultural use		Prior Approval Granted
P/RES/2024/ 05703	Location: Mansfield Farm West Orchard Shaftesbury SP7 0LJ	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 177: Financial Report

### 1. Bank Reconciliation 1<sup>st</sup> – 30<sup>th</sup> April 2025

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

**Bank Reconciliation 2025-2026**

Prepared by \_\_\_\_\_ Date \_\_\_\_\_  
Beverly Barker (Clerk)

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
..... (Chair)

Bank Reconciliation as at 31/4/25

<b>A</b>	Cash in Hand 01/4/2024	£2,293.87
<b>ADD</b>		
Receipts 01/04/2024 to 31/4/25	2271.38	
<b>SUBTRACT</b>		
Payments 01/04/2024 to 31/4/25	-100.06	
Cash in Hand at 31/4/25	£4,465.19	
<b>B</b>		
Cash in hand per Bank Statement		
Unity Trust at 31/4/25	4465.19	
statement number 44		
Less unrepresented payments	0.00	
plus unrepresented payments	0	
Adjusted Bank Balance	£4,465.19	
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
	22/4/25	HMRC	National Insurance	94.06		
	30/4/25	Service Charge	Service Charge	6.00		
Payments to be made						
	Date	To Whom	For What	Total	[VAT]	Net
	2/6/25	B Barker	Clerk Pay April	189.80		
	2/6/25	Vision ICT	Transfer to .gov.uk	102.00	17.00	85.00
	2/6/25	DAPTC Subs	Annual Subscription	130.00		
	2/6/25	CF Insurance	Insurance	244.00		
	2/6/25	B Barker	Clerks Pay May	189.80		
	2/6/25	N Phillips	Audit Fee	60.00		
	27/7/25-30/3/26	B Barker	10 monthly payments by standing order	189.90		

## ***Appendix 1-D: Correspondence***

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### **Meeting 177: Correspondence received to May 2025**

Nothing to report

## Section 2 : Supplementary Reports

### Appendix 2-A: Chairs Report to the Annual Parish Meeting 2025

## Meeting 177: Copy of Chair's Report to Annual Parish Meeting May 2025

### 1.1 Financial Year April 2024-March 2025:

The budget approved in November 2023 was £3,284, with a final expenditure was £3,256.23.

Plans included a sum provisioned for elections costs (£250) and a budgeted one-off grant award of (£250).

Variances against the budget are shown below.

#### The Orchards and Margaret Marsh Parish Council

##### Actual vs Budget 2024-25 Variance Report

		2024-25 Budget	2024-25 Actual	Variance £	Commentary
Precept		3033.00	3284.00		Precept increased for Clerks salary, DAPTC subscriptions and training.
All other income		99.49			
Total Receipts		£3,132.49	£3,314.88		
1 Staff costs	1 Gross Salary costs	1050.00	1833.40	783.40	Increased in line with New contract, LG pay awards & grade/spine point review
2 Office costs	2 Payroll Administration	180.00	0.00	-180.00	24-25 payroll pre paid in 2023-24
	2 Office Expenses	120.00	93.62	-26.38	Ongoing reductions due to the digitisation of processes.
	2 Website Hosting	185.00	185.26	0.26	
	2 Website updates	90.00	0.00	-90.00	Upgrade to .gov.uk undertaken in May 2025
	2 Hall Hire	72.00	90.00	18.00	5 meetings booked
3 Councillor costs	3 Cllr Expenses	100.00	0.00	-100.00	No expenses claimed
	3 Parish Wardens	225.00	225.00	0.00	
4 Finance	4 Insurance	200.00	227.88	27.88	Increase charged by Insurance provider
	4 Audit Fees	60.00	50.00	-10.00	
	4 Bank Charges	72.00	71.40	-0.60	Change from quarterly to monthly billing
	4 DAPTC Subscription	100.00	96.67	-3.33	
5 Training	5 Training (Clerk)	100.00	333.00	233.00	Funding towards CILCA qualification.
	5 Training (Cllr)	230.00	0.00	-230.00	No training undertaken. Transferred to Clerk's CILCA training
6 Assets	6 Maintenance	100.00	0.00	-100.00	Provision for maintenance
7 Grant Donations	7 One off Grant Awards	250.00	0.00	-250.00	No grant applications received 24-25
8 Election	8 Election Costs	250.00	50.00	-200.00	Election contribution to Dorset Council
Total Standard Payments		£3,384.00	£3,256.23		
9 Exceptions		-	-		
Total Exceptional payments		£0.00	£0.00		
Total Payments		£3,384.00	£3,256.23		

### 1.2 Financial Year April 2025-March 2026:

The precept approved in December 2024 was £4,481, with a possible final expenditure of £5,181 if reserves are used to purchase a new council laptop, business software and cloud storage. Key variances include the increase in full-year cost for the Clerk, and increases in DAPTC subscription fees.

#### The Orchards and Margaret Marsh Parish Council

##### Budget 2022-2026 4-year summary

Payments		2021-22	2022-23	2023-24	2024-25		2025-26	Commentary
		Actual	Actual	Actual	Budget	Actual	Budget	
1 Staff costs	1 Gross Salary costs		935.8	1077.44	1050	1833.4	£2,400.00	Increased in line with LG pay awards & grade/spine point review.
	1 Pension Contributions				0	0	£240.00	PC now opted in to pension provider.
2 Office costs	2 Payroll Administration		90	475.36	180	0	£0.00	Payroll to be handled in-house via HMRC portal
	2 Office Expenses		127.72	110.07	120	93.62	£60.00	Reduction anticipated due to the digitisation of processes.
	2 Website Hosting		224.86	182.86	185	185.26	£205.26	Increase based on website provider estimates for 2025-26
	2 Website updates		0	0	90	0		
	2 Hall Hire		82	90	72	90	£72.00	Confirmed with provider - no anticipated increase
3 Councillor costs	3 Cllr Expenses		31.92	31.02	100	0	£100.00	No increase anticipated
	3 Parish Wardens		150	225	225	225	£0.00	Cancelled for 25-26 following review of Warden role.
4 Finance	4 Insurance		177.08	178.48	200	227.88	£250.00	Increase included for 25-26
	4 Audit Fees		50	50	60	50	£50.00	Confirmed with provider - no anticipated increase
	4 Bank Charges		72	72	72	71.4	£72.00	Confirmed with provider - no anticipated increase
	4 Data Protection				0	0	£40.00	Legal requirement to register with ICO
	4 DAPTC Subscription		88.02	92.24	100	96.67	£197.15	Increased. DAPTC inflation plus increase in Parish Electors numbers
5 Training	5 Training (Clerk)		157.75	45	230	333	£555.00	Funding towards CILCA qualification.
	5 Training (Cllr)			208	0	0	£140.00	Provision for new Cllr training
6 Assets	6 Maintenance		0	0	100	0	£100.00	Provision for maintenance
7 Grant Donations	7 One off Grant Awards		500	250	250	0	£0.00	No grant applications received 24-25. To be reviewed regularly.
8 Election	8 Election Costs		0	0	250	50	£0.00	No elections anticipated
Total Standard Payments		£2,266.33	£2,687.15	£3,087.47	£3,284.00	£3,256.23	£4,481.41	Precept amount
9 Exceptions			£0.00	£75.00	£0.00	£0.00	£700.00	Possible capital expenditure to replace Council Laptop
Total Exceptional payments		£0.00	£0.00	£75.00	£0.00	£0.00	£700.00	
Total Payments (including standard & Exceptional payments)		£2,266.33	£2,687.15	£3,162.47	£3,284.00	£3,256.23	£5,181.41	

### 1.3 Reserves in the Bank

The parish council will review the reserves policy in line with the last asset review to ensure that reserves are built up over the next 3-4 years to pay for replacement noticeboards or seats should they be needed.

Payments, Receipts and Reserves	YT Mar-22	YT Mar-23	YT Mar-24	YT Mar-25	Est Mar-26
Balances brought forward 1st April	£1,259.57	£2,437.43	£2,296.08	£2,266.10	£2,293.87
Precept	£2,409.00	£2,488.00	£3,033.00	£3,284.00	£4,481.00
Other income	£1,035.19	£57.80	£99.49	£0.00	£150.88
<b>Total Receipts</b>	<b>£3,444.19</b>	<b>£2,545.80</b>	<b>£3,132.49</b>	<b>£3,284.00</b>	<b>£4,631.88</b>
<b>Less Total Payments</b>	<b>£2,266.33</b>	<b>£2,687.15</b>	<b>£3,162.47</b>	<b>£3,256.23</b>	<b>£5,181.41</b>
Balance carried forward at 1st April	£2,437.43	£2,296.08	£2,266.10	£2,293.87	£1,744.34
Plus unrepresented cheques from FY	£0.00	£0.00	£0.00	£0.00	£0.00
Less O/S banking (VAT)	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Balance per bank statement</b>	<b>£2,437.43</b>	<b>£2,296.08</b>	<b>£2,266.10</b>	<b>£2,293.87</b>	<b>£1,744.34</b>

### 1.4 Conferences and Training Attended

The Clerk attended the Clerks' Conference and started on DAPTC training to gain CiLCA status.

### 1.5 Planning Matters

Eighteen planning applications were received, which can be viewed on the Orchards and Margaret Marsh website.

### 1.6 Footpaths:

- Mower Lane bridle path bridging Manston to East Orchard Mower Lane: Discussions and meetings are ongoing with Manston & Hamoon PC and DC Countryside Rangers as the path has been impassable on several occasions. Countryside Ranger, North Dorset, Graham Stanley, is reviewing to see what assistance could be gained from DC.
- All observations or repairs can be reported to Dorset Council on their website:  
<https://www.dorsetcouncil.gov.uk/>

### 1.7 Councillors and Co-option of Councillor:

- Cllr D Woodruffe joined the Parish Council at the December 2024 meeting
- Cllr I Boid resigned from the Parish Council before the February 2025 meeting

### 1.8 Change of Payroll Provider:

Payroll has been taken in-house and will be processed through the HRMC payroll software on a monthly basis

### 1.9 Section 137 Grant Awards:

The grants and donations policy has been updated, and a new grant application form provided on the website. Any applications for grants or considerations for donations will be reviewed at the February 2026 meeting in light of the YTD forecast at that stage.

### 1.10 Parish Wardens:

The Parish Wardens scheme has been halted for 2025-26 due to complications with volunteering, tax, insurance liability, etc. Cllr Woodruffe is working with Dorset Council who have donated additional litter bins and provided litter picking bags, etc., which will be available for parishioners to organise community litter picks.

I should like to thank all Councillors for the work they have done for this community over the past year.

Cllr Gary Stokes

Chair The Orchards' and Margaret Marsh PC

May 2025





