

The Orchards' and Margaret Marsh Parish Council (Group)

September 8th 2025 Meeting 178 REPORT PACK

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Appendix A: Clerks Report

Meeting 178: Clerk's Report

Full Council matters up to and including meeting 177, held on May 27th 2025

Minute Number	Action points	Progress	Status
Mar-25	Meeting 176		
51/24 ii	ii Clerk's computer: Proposals presented.	<i>On hold. Not included in 25-26 precept. It will be budgeted from Reserves if required.</i>	See 178/13 vi
63/24i 44/24	Communications: Cllr Woodruffe report on review of local social media groups. Child Oakford and other groups have been positively received.	<i>Action: Clerk to establish main PC FB page.</i>	See 178/15
2025 AGM	2024 minutes signed.	<i>2025 minutes drafted & added to website</i>	done
May-25	Meeting 177		
6/25iii	Two vacancies remain.		ongoing
12/25viii	Gov.uk domain for website and email confirmed - 1yr transition agreed	<i>Clerk to circulate new address to all Parish Council contacts.</i>	ongoing
14/25i	Clerk's computer: The budget for 25-26 includes provisions for a new laptop, business software, and cloud storage.	<i>Action: Clerk to prepare report to help identify the most cost-effective provision for this.</i>	See 178/13 - vi
14/25iii	Parish litter picks: Cllr Woodruffe volunteered to continue as the champion for parish Litter Pick a	<i>Action: Cllr Woodruffe to report at the next meeting</i>	See 178/8
17/25 53/24 40.c/24	To receive Parish updates: i - East Orchard: no actions required ii - Margaret Marsh: Pond maintenance to be considered at future meeting. iii - West Orchard: no actions required	<i>Litter bin placement secured by Margaret Marsh noticeboards. Margaret Marsh: Pond maintenance to be considered at future meeting.</i>	- Done '-Ongoing
20.e/25	Data Protection Fee. Registration APPROVED	<i>Action: Clerk to arrange payment for approval at next meeting</i>	See 178/12iv
21/25 59/24	Council Banking	<i>Action: Clerk and Cllr Woodruffe to complete required banking paperwork</i>	ongoing
22/25	Communications: 1 - Cllr Woodruffe to continue championing communication with Cllr Tebbett-Russell	<i>Action: Cllr Woodruffe and Cllr Tebbett-Russell to report on Communications at next meeting.</i>	See 178/15
23/25	Training: Non reported	<i>Clerk to send new Cllrs links to DAPTC training portal.</i>	ongoing

Appendix B: Planning Applications

Meeting 178: Planning Applications received January – August 2025

Date	Planning Application Number	Location	Proposal	PC Comments	PC Decision	DC Outcome
15/08/25	P/HOU/2025/04898	Belvedere Parsons Lane Hartgrove SP7 0LA.	Proposal: Erect a two-storey rear extension (demolish existing lean-to extension)			out to consultation
01/07/25	P/HOU/2025/04589	Location: Belvedere Parsons Lane Hartgrove SP7 0LA.	Proposal: Erect single storey timber framed garden room.			out to consultation
07/04/25	P/PAAC/2025/01917	Highgate, Village Road, Est Orchards, SP7 0LH	Change of use and conversion of 3 No. agricultural buildings into 3 No. dwellings (Class C3).	No comment needed	Prior Approval Not Required	Prior Approval Not PD
07/04/25	P/PAAF/2025/01916	Highgate, Village Road, Est Orchards, SP7 0LH	Change of use of 2 No. agricultural buildings to a Hotel (Class C1).	No comment needed	Prior Approval Not Required	Prior Approval Not PD
25/03/25	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 landscapingLocation			Refused
06/03/25	P/HOU/2025/01284	The Old Chapel, Parsons Lane, Hartgrove, SP7 0LF	Erect redesigned enclosed porch to the rear door.	No objection	No objection	Granted
18/02/25	P/PAPA/2025/00772	New House Farm, Marnhull Road, Margaret Marsh, SP7 0AZ	Renew vehicular access for agricultural use	No comment needed	Prior Approval Not Required	Prior Approval Granted
06/02/25	P/PABA/2025/00206	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	Prior Approval Not Required

Meeting 178: Financial Report

1. Bank Reconciliation 1st April to 31st August 2025

The Orchards and Margaret Marsh Parish Council (Group)

Bank Reconcilliation 2025-2026

Prepared by _____ Date _____
Beverly Barker (RFO)

Approved by _____ Date _____
..... (Chair)

Bank Reconcilliation as at 31.8.25

A	Cash in Hand 01/4/2024	£2,293.87
	ADD	
	Receipts 01/04/2024 to 31.8.25	2271.38
	SUBTRACT	
	Payments 01/04/2024 to 31.8.25	-1627.66
	Cash in Hand at 31.8.25	£2,937.59
B	Cash in hand per Bank Statement	
	Unity Trust at 31.8.25	2937.59
	statement number 44	
	Less unrepresented payments	0.00
	plus unrepresented payments	0
	Adjusted Bank Balance	£2,937.59
	A=B agreement	Formular (TRUE or FALSE)
		TRUE

4. Revision to Clerks' hourly rate of pay in line with NJC

The National Joint Council for Local Government Services (NJC) has reached an agreement on rates of pay applicable from 1 April 2025 to 31 March 2026. These should be retrospectively applied from 1 April 2025. Hourly rates have been calculated using the NJC-agreed formula: annual salary divided by 52.143 weeks (which is 365 days divided by 7) divided by 37 hours (the standard working week).

<https://www.nalc.gov.uk/resource/local-government-services-pay-agreement-2025-26.html>

SCP	01-Apr-24		01-Apr-25		Scale ranges
	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
5	£24,790	£12.85	£25,583	£13.26	Below LC Scale (for staff other than clerks)
6	£25,183	£13.05	£25,989	£13.47	LC1 (below substantive range)
7	£25,584	£13.26	£26,403	£13.69	LC1 (substantive benchmark range)
8	£25,992	£13.47	£26,824	£13.90	LC1 (substantive benchmark range)
9	£26,409	£13.69	£27,254	£14.13	LC1 (substantive benchmark range)
10	£26,835	£13.91	£27,694	£14.35	LC1 (substantive benchmark range)
11	£27,269	£14.13	£28,142	£14.59	LC1 (substantive benchmark range)
12	£27,711	£14.36	£28,598	£14.82	LC1 (substantive benchmark range)
13	£28,163	£14.60	£29,064	£15.06	LC1 (above substantive range)
14	£28,624	£14.84	£29,540	£15.31	LC1 (above substantive range)
15	£29,093	£15.08	£30,024	£15.56	LC1 (above substantive range)
16	£29,572	£15.33	£30,518	£15.82	LC1 (above substantive range)

Calculation of Clerk/RFO backpay

18 weeks @ 3 x £14.82 = £800.28, 4 weeks @ 3 x £15.06 = £180.72 = £981.00

Actual paid to date £949 equating to £32.00 backpay

Calculation for monthly pay for 7 months, September 2025 – March 2026

30 weeks @ 3 x £15.06 = £1355.40 equating to £193.63 per month

5. Payments made and payments for invoices received

To be signed by the Chair at the meeting

Payments made						
	Date	To Whom	For What	Total	[VAT]	Net
	30/6/25	Service Charges	Unity Bank	6		
	10/7/25	Manston VH	Hall Hire	18		
	31/7/25	Service Charges	Unity Bank	6		
	31/8/25	Service Charges	Unity Bank	6		
Payments to be made						
	Date	To Whom	For What	Total	[VAT]	Net
	16/9/25	Vision ICT	Hosting Oct-Sept 2026	223.76	37.29	186.47
	16/9/25	ICO	Data Protection charges	56		
	30/9/25	PCC M M	Hall Hire	18		
	30/9/25	B Barker	Clerk Pay September	193.63		
	30/9/25	B Barker	Clerks Back pay	32		
	30/9/25	Service Charges	Unity Bank	6		
	30/10/25	B Barker	Clerk Pay October	193.63		
	30/10/25	Service Charges	Unity Bank	6		
	30/11/25	Service Charges	Unity Bank	6		
	30/11/25	B Barker	Clerk Pay November	193.63		

Signed Chair Date