The Orchards' and Margaret Marsh Parish Council (Group)

September 8th 2025 Meeting 178 REPORT PACK

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Meeting 178: Clerk's Report

Full Council matters up to and including meeting 177, held on May $27^{\text{th}}\,2025$

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

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/202 5/00772	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

A=B agreement

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

Prepai	red by		Date	
	Beverly Barker (RFO)			
Appro	ved by		Date	
		(Chair)		
Bank F	Reconcilliation as at	31.8.25		
Α	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
В	Cash in hand per Bank Sta	atement		
	Unity Trust statement number 44	at 31.8.25		2937.59
	Less unpresented payme	nts		0.00
	plus unpresented paymer Adjusted Bank Balance	nts		£2,937.59

Formular (TRUE or FALSE)

TRUE

2. 2025 YTD budget report April-August 2025 and end of year forecast

The Orchards and Margaret Marsh Parish Council

YTD and End-pf-Year Forecast 2025-26 @31Aug2025

Exp	Expenditure			2025-26		Г		Act	ual					cast	>						>			
Co	de	Iten	Description	Budget	VAT	ı	YTD	10	Apr	May	Jun	Jul	Aug	- 1	Sep	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Notes
1	Staff costs	1.1	Gross Salary costs	2400		Г	949.00	18	89.80	189.80	189.80	189.80	189.80	╗	225.63	193.63	193.63	193.63	193.63	193.63	193.63	2,336.41	£63.59	
		1.1	NI payment	0			94.06	9	4.06													94.06	-£94.06	Changes in NI threshold
			Pension Contributions	240			0												43	43	43	127.80	£112.20	
			Payroll Administration	0		L	0							\Box								0.00	£0.00	
2	Office costs	2.1	Office Expenses	60		L	0							_							60	60.00	£0.00	
			Web Site	205.26		L	102				102			_	223.76						0	325.76	-£120.50	.Gov. invoiced in 25 not 24
\perp			Hall Hire	72		┖	18	_				18		_	18			18			18	72.00	£0.00	
3			Cllr Expenses	100		L	0							_		25	25		25		25	100.00	£0.00	
\vdash			Parish Wardens	0		L	0							_							0	0.00	£0.00	
4			Insurance	250		┖	245	_			245			_								244.60	£5.40	
\vdash			Audit Fees	50		┖	60				60			_								60.00	-£10.00	
\vdash			Bank Charges	72		┖	30	_	6	6	6	6	6	4	6	6	6	6	6	6	6	72.00	£0.00	
\vdash			Data Protection	40		┖	0	_						4	56							56.00	-£16.00	
\vdash			DAPTC Subscription	197.15		┖	130	_			130			4								130.00	£67.15	managed to stay in band2
5			Clerk Training CiLCA & DAPT			┖	0	_						_							100	100.00	£455.00	
\vdash			Cllr Training	140		┖	0	_						4		120		120				240.00	-£100.00	new Cllr training
6			Asset Maintenance	100		┖	0	_						4							100	100.00	£0.00	
7			One off Grant Awards	0		┖	0							4								0.00	£0.00	
8		8.1	Election Costs	0		┖	0	_						4								0.00	£0.00	
SU	B TOTAL			£4,481.41	£34.21	L	£1,627.66	£2	89.86	£196	£732	£214	£196	4	£529	£345	£225	£338	£267	£242	£545	£4,118.63	£362.78	
fro	m Reserves		Laptop	700.00	116.67		0.00															700.00	0.00	PC to purchase from reserve
				0		L								_								0.00	£0.00	
Tot	tal Expenditure			£5,181.41	£150.88	L	£1,627.66	£	290	£196	£732	£214	£196	_	£529	£345	£225	£338	£267	£242	£545	£4,818.63	£362.78	
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3. 2025 Transactions report YTD

The Orchards and Margaret Marsh Parish Council

Transactions Report 2025-26 @31/8/25 Forecast Actual Net VAT Sep Oct Balance Date Transactions Туре May Aug Opening Balance
HMRC VTR £2,293.87 £2,293.87 £2,324.7 -94.06 2/4/25 B/P to: HMRC 0.00 -94.06 -£94 £2,230.69 2240.50 2240.50 £4,471.1 DORSET COUNCIL 0/4/25 Service Charge -£6 £4,465.19 £4,465.19 -£6 £4,459.19 /6/25 B/P to: DAPTO 197.15 -130.00 -£130 -130.00 £4,329.19 /6/25 B/P to: Community First 250.00 -244.60 -£245 -244.60 £3,982.59 189.80 189.80 /6/25 B/P to: Beverly Barker (May) 1.1 200.00 -189.80 BACS -£190 -189.80 mu £3,602.99 B/P to: N Phillips 50.00 £3,542.99 7/6/25 S/O to: Beverly Barker (June) 200.00 -189.80 -£190 -189.80 £3,353.19 -£6 £3,347.19 0/7/25 Hall Hire 18.00 -18.00 -£18 -18.00 £3,329.19 -£190 £3,139.39 Service Charge 6.0 £3,133.39 £3,133.3 1/7/25 -£6 -£6 -£190 S/O to: Beverly Barker (Aug) -189.80 £2,937.59 1/8/25 200.00 £2,937.59 -£224 -223.76 -£56 -56.00 -6.00 -18.00 -6.0 -£6 -£18 -£194 -£29 -193.63 -29.12 -193.6 /P to: Beverly Barker (Sept) -193.6 -193.63 -6.00 -193.63 -193.6 0.00 @22/8/25 -£282.05 -£6.00 -£1,112.00 -£213.80 -£195.80 -£526.51 -£199.63 ###### # # # -£282.05 -£106.06 -£1,218.06 -£1,431.86 -£1,627.66 -£100.06

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

	01-A	pr-24	01-A	pr-25	Scale ranges
SCP	£ 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

ayr	nents 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		
Payr	nents 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