


The Orchards' and Margaret Marsh Parish Council (Group)

Appendix A: Meeting 179: Clerk's Report.....	2
Appendix B: Meeting 179: Planning Applications	3
Appendix C: Meeting 179: Financial Report	4
Appendix D: Meeting 179: Local Government Pension Scheme	9

Appendix A: Meeting 179: Clerk's Report

Item 7: Full Council matters, up to and including meeting 178 (September 8th 2025)

Minute Number	Action points	Progress	Status
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. 2 nd round of reminders sent 28/11/25
14/25iii	Parish litter picks: Cllr Woodruffe volunteered to continue as the champion for parish Litter Pick	<i>Action: Cllr Woodruffe to report at the next meeting</i> <i>12/10/25Cllr Woodruffe attached a litter-picking set to the notice boards in Hartgrove and Margaret Marsh</i> 	ongoing
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.</i> <i>Margaret Marsh: Pond maintenance to be considered at future meeting.</i>	- Done '-Ongoing
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>	ongoing
May-25	Meeting 178		
34/25	The PC was asked for assistance in tidying the St Thomas Churchyard and met with the local Rector from the Shaftesbury team to discuss how they could help. The church is responsible for the maintenance. PC has submitted a request to DC Highways to investigate whether anything can be done to clear the layby. Cllr Somper will look to raise this with Highways as well	<i>On hold until more information provided by PCC</i>	ongoing
41.f/25	51/24 ii Clerk's computer: Proposals presented. 14/25i Clerk's computer: provision included I 25-26 budget for laptop, business software, and cloud storage. Clerk's computer: It was RESOLVED to APPROVE the recommendation to purchase a Parish Council Laptop.	<i>Action: RFO to obtain best value-quotes (new/refurbished) and implement purchase procedure in line with Financial Regulations and delegated authority.</i>	Complete
41.g/25	It was RESOLVED to APPROVE the recommendations for Parish Council to join LGPS.	<i>Action: RFO to add to Agenda for December 2025 Full Council meeting and post LGPS notice a minimum of 28 days before meeting</i>	See item 179/ 14.vii
41.h/25	To consider any recommendations for 2026-27 budget	<i>Action: All Cllrs to consider Aims and Actions that they would like to see addressed in the 26-27 budget.</i>	See item 179/ 14.viii
43/25	Social media and WhatsApp options were discussed/	<i>Action: Cllr Christensen to investigate local WhatsApp options</i>	complete
46/25	Cllr Tebbutt Russell asked about the Resilience planning process.	<i>Action: Clerk to undertake research into local parish resilience plans and update Cllrs.</i>	ongoing

Appendix B: Meeting 179: Planning Applications

Item 11: Planning Applications received January – November 2025

Date	Planning Application Number	Location	Proposal	PC Comments	PC Decision	DC Outcome
03/10/25	<i>P/CLE/2025/05892</i>	Highgate East Orchard Shaftesbury SP7 0LH	Certificate of lawfulness to confirm the existing use of the buildings and land as mixed agricultural and residential (comprising a bungalow, garage, 5 No. agricultural buildings and pastureland extending to approx. 16 acres).			Refused 12/11/2025
15/08/25	<i>P/HOU/2025/04898</i>	Belvedere Parsons Lane Hartgrove SP7 0LA.	Proposal: Erect a two-storey rear extension (demolish existing lean-to extension			Granted
01/07/25	<i>P/HOU/2025/04589</i>	Location: Belvedere Parsons Lane Hartgrove SP7 0LA.	Proposal: Erect single storey timber framed garden room.			Granted
07/04/25	<i>P/PAAC/2025/01917</i>	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	<i>P/PAAF/2025/01916</i>	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	<i>P/FUL/2025/01570</i>	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			Refused
06/03/25	<i>P/HOU/2025/01284</i>	The Old Chapel, Parsons Lane, Hartgrove, SP7 0LF	Erect redesigned enclosed porch to the rear door.	No objection	No objection	Granted
18/02/25	<i>P/PAPA/2025/00772</i>	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	<i>P/PABA/2025/00206</i>	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

Appendix C: Meeting 179: Financial Report

Item 14.i Bank Reconciliation 1st April to 30th November 2025

The Orchards and Margaret Marsh Parish Council (Group)

Bank Reconciliation 2025-2026

Prepared by _____ Date _____
Beverly Barker (RFO)

Approved by _____ Date _____
Cllr Christensen (Chair)

Bank Reconciliation as at 30/11/2025

A	Cash in Hand 01/4/2024	£2,293.87
	ADD	
	Receipts 01/04/2024 to 30/11/2025	4511.88
	SUBTRACT	
	Payments 01/04/2024 to 45991	-2517.82
	Cash in Hand at 30/11/2025	£4,287.93
B	Cash in hand per Bank Statement	
	Unity Trust at 30/11/2025	4287.93
	statement number 44	
	Less unrepresented payments	0.00
	plus unrepresented payments	0
	Adjusted Bank Balance	£4,287.93
	A=B agreement	Formular (TRUE or FALSE)
		TRUE

Item 14.ii 2025 YTD April-November 2025 and end-of-year forecast

The Orchards and Margaret Marsh Parish Council																										
YTD and End-pf-Year Forecast 2025-26																										
@30/11/25																										
Code	Expenditure	Item Description	2025-26 Budget	VAT	YTD	Actual-Gross -->												Forecast -->					GROSS TOTAL	VAT	Variance	Notes
						Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar									
1	Staff costs	1.1 Gross Salary costs	2400		1550.40	189.80	189.80	189.80	189.80	189.80	221.80	189.80	189.80	189.80	189.80	189.80	216.60	2,336.40		£63.60						
		1.1 NI payment	0		94.06	94.06												94.06		-£94.06	Changes in NI threshold					
		1.2 Pension Contributions	240		0.00										42	42	48	131.16		£108.84						
		1.3 Payroll Administration	0		0.00													0.00		£0.00						
2	Office costs	2.1 Office Expenses	60		0.00												60	60.00		£0.00						
		2.2 Web Site	205.26	94.21	325.76			102			224						0	325.76	94.29	-£120.50	Gov. invoiced in 25 not 24					
		2.3 Hall Hire	72		36.00				18		18			15			15	66.00		£6.00						
3	Councillor costs	3.1 Cllr Expenses	100		0.00										50		50	100.00		£0.00						
		3.2 Parish Wardens	0		0.00												0	0.00		£0.00						
4	Finance	4.1 Insurance	250		244.60			245										244.60		£5.40						
		4.2 Audit Fees	50		60.00			60										60.00		-£10.00						
		4.3 Bank Charges	72		48.00	6	6	6	6	6	6	6	6	6	6	6	6	72.00		£0.00						
		4.4 Data Protection	40		47.00						47							47.00		-£7.00						
		4.5 DAPTC Subscription	197.15		130.00			130										130.00		£67.15	managed to stay in band2					
5	Training	5.1 Clerk Training CILCA & DAPTC	555		0.00												100	100.00		£455.00						
		5.2 Cllr Training	140		0.00									40	50		50	140.00		£0.00	new Cllr training					
6	Asset management	6.1 Asset Maintenance	100		0.00												100	100.00		£0.00						
7	Grant Donations	7.1 One off Grant Awards	0		0.00												250	250.00		-£250.00						
8	Election	8.1 Election Costs	0		0.00													0.00		£0.00						
Sub-Total - Business as Usual			£4,481.41	£34	£2,535.82	£290	£196	£732	£214	£196	£517	£196	£196	£251	£338	£238	£895	£4,256.98	£54	£224.43						
		2.4 Laptop	700	116.67	689.01									689				689.00	114.83	£11.00	PC to purchase from reserve					
Total including Exceptions			£5,181.41	£151	£3,224.83	£290	£196	£732	£214	£196	£517	£196	£196	£940	£338	£238	£895	£4,945.98	£169	£235.43						

Item 14.iv: Payments already made

To be signed by the Chair at the meeting

Payments made						
	Date	To Whom	For What	Total	[VAT]	Net
	30/11/25	Service Charge	Unity Bank	6.00		
	1/12/25	Hall Hire - Child Oakford	Hall Hire	18.00		

Item 14.v: Payments for invoices received

Payments to be made						
	Date	To Whom	For What	Total	[VAT]	Net
	10/12/25	B Barker - Expenses for Laptop purchase	Office IT	574.01	95.67	478
	10/12/25	Microsoft subscription	Office IT	115.00	19.17	96
	30/12/25	S/O to: Beverly Barker (Dec)	Clerk Pay	189.80		
	31/12/25	Service Charge	Unity Bank	6.00		
	31/1/26	S/O to: Beverly Barker (Jan)	Clerk Pay	189.80		
	31/1/26	Service Charge	Unity Bank	6.00		
	28/2/26	S/O to: Beverly Barker (Feb)	Clerk Pay	189.80		
	28/2/26	Service Charge	Unity Bank	6.00		

Signed Chair Date

Item 14.vi: Recommendations for 2026-27 budget

The Orchards and Margaret Marsh Parish Council

2026-27 Budget Estimate

@30/11/25

Expenditure	Item	Description	2025-26 YTD	2026-27 Forecast	VAT	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	2026-27 BUDGET	VAT	Yr on Yr Variance	Notes
1	Staff costs	1.1 Gross Salary costs	£2,336	#####		190	190	190	190	190	190	190	190	190	190	190	190	£2,280		£56.40	est LGA plus grade
		1.1 NI payment	£94	0.00														£0		£94.06	Changes in NI threshold
		1.2 Pension Contributions	£131	38.00		38	38	38	38	38	38	38	38	38	38	38	38	£456		#####	
		1.3 Payroll Administration	£0															£0		£0.00	
2	Office costs	2.1 Office Expenses	£60	30.00								30		120				£180		#####	incl MS license
		2.2 Web Site	£326	34.29				184		73							0	£257	42.83	£68.76	
		2.3 Hall Hire	£66						18		18			18				£72		-£6.00	
3	Councillor costs	3.1 Cllr Expenses	£100	25.00				25				25			25			£100		£0.00	
4	Finance	4.1 Insurance	£245				260											£260		-£15.40	est 5% increae
		4.2 Audit Fees	£60				70											£70		-£10.00	
		4.3 Bank Charges	£72	6.00		6	6	6	6	6	6	6	6	6	6	6	6	£72		£0.00	
		4.4 Data Protection	£47							47								£47		£0.00	
		4.5 DAPTC Subscription	£130				140											£140		-£10.00	est 5% increae
5	Training	5.1 Clerk Training DAPTC	£100									50			50			£100		£0.00	
		5.2 Cllr Training	£140	50.00				50				50			50			£200		-£60.00	
6	Asset management	6.1 Asset Maintenance	£100														100	£100		£0.00	
7	Grant Donations	7.1 One off Grant Awards	£250														250	£250		£0.00	
8	Election	8.1 Election Costs	£0														0	£0		£0.00	0
SUB TOTAL			£4,257	£54	#####	£234	£888	£327	£234	£372	£389	£234	£372	£359	£234	£602		£4,584	£43		0
	from Reserves	0 Exceptions	£689	114.84														£0		£689.01	
																				£0.00	
Total Expenditure			#####	£169	#####	£234	£888	£327	£234	£372	£389	£234	£372	£359	£234	£602		£4,584	£43	£361.99	0

Item 14.vii: Recommendations for the 2026-27 precept.

The Orchards and Margaret Marsh Parish Council

Precept for 2026-27

Items	2025-26		
	£'s Budget	Est Actual	+/- Variance
Clerks Gross Salary	£2,640.00	£2,561.62	£78.38
Payroll Administration	£0.00	£0.00	£0.00
Office Expenses	£60.00	£60.00	£0.00
Web Site	£205.26	£325.76	-£120.50
Hall Hire	£72.00	£66.00	£6.00
Cllr Expenses	£100.00	£100.00	£0.00
Insurance	£250.00	£244.60	£5.40
Audit Fees	£50.00	£60.00	-£10.00
Bank Charges	£72.00	£72.00	£0.00
Data Protection	£40.00	£47.00	-£7.00
DAPTC Subscription	£197.15	£130.00	£67.15
Clerk Training DAPTC	£555.00	£100.00	£455.00
Cllr Training	£140.00	£140.00	£0.00
Asset Maintenance	£100.00	£100.00	£0.00
One off Grant Awards	£0.00	£250.00	-£250.00
Election Costs	£0.00	£0.00	£0.00
Precept	£4,481.41	£4,256.98	£224.43
One off events	£700.00	£689.01	£10.99
Projects			
Precept	£5,181.41	£4,945.99	£235.42

Items	2026-27		
	£'s Budget	YTD	+/- Variance
Clerks Gross Salary	£2,736.00	£2,736.00	£0.00
Payroll Administration	£0.00	£0.00	£0.00
Office Expenses	£180.00	£180.00	£0.00
Web Site	£257.00	£257.00	£0.00
Hall Hire	£72.00	£72.00	£0.00
Cllr Expenses	£100.00	£100.00	£0.00
Insurance	£260.00	£260.00	£0.00
Audit Fees	£70.00	£70.00	£0.00
Bank Charges	£72.00	£72.00	£0.00
Data Protection	£47.00	£47.00	£0.00
DAPTC Subscription	£140.00	£140.00	£0.00
Clerk Training DAPTC	£100.00	£100.00	£0.00
Cllr Training	£200.00	£200.00	£0.00
Asset Maintenance	£100.00	£100.00	£0.00
One off Grant Awards	£250.00	£250.00	£0.00
Election Costs	£0.00	£0.00	£0.00
Precept	£4,584.00	£4,584.00	£0.00
One off events	£0.00	£0.00	£0.00
Projects	£0.00	£0.00	£0.00
Precept	£4,584.00	£4,584.00	£0.00

Item 14.vii: Recommendations for the 2026-27 precept showing 4yr summary

The Orchards and Margaret Marsh Parish Council

Budget 2022-2027 4-year summary

Payments		2022-23	2023-24	2024-25	2025-26			2026-27	Commentary
		Actual	Actual	Actual	Budget	Est	'+/-'	Budget	
1 Staff costs	1 Gross Salary costs	935.8	1077.44	1833.4	2400	2,430.46	-30.46	£2,280.00	Increased with LG pay & grade review
	1 Pension Contributions			0	240	131.16	108.84	£456.00	PC pension
2 Office costs	2 Payroll Administration	90	475.36	0	0	0.00	0.00	£0.00	Payroll in-house via HMRC portal
	2 Office Expenses	127.72	110.07	93.62	60	60.00	0.00	£180.00	
	2 Website Hosting	224.86	182.86	185.26	205.26	325.76	-120.50	£257.00	
	2 Hall Hire	82	90	90	72	66.00	6.00	£72.00	
3 Councillor costs	3 Cllr Expenses	31.92	31.02	0	100	100.00	0.00	£100.00	
	3 Parish Wardens	150	225	225	0	0.00	0.00	£0.00	
4 Finance	4 Insurance	177.08	178.48	227.88	250	244.60	5.40	£260.00	Increase included for 26-27
	4 Audit Fees	50	50	50	50	60.00	-10.00	£70.00	
	4 Bank Charges	72	72	71.4	72	72.00	0.00	£72.00	
	4 Data Protection			0	40	47.00	-7.00	£47.00	DD registered with ICO
	4 DAPTC Subscription	88.02	92.24	96.67	197.15	130.00	67.15	£140.00	Increased. DAPTC inflation
5 Training	5 Training (Clerk)	157.75	45	333	555	100.00	455.00	£100.00	Provision for Clerk conference
	5 Training (Cllr)		208	0	140	140.00	0.00	£200.00	
6 Assets	6 Maintenance	0	0	0	100	100.00	0.00	£100.00	Provision for maintenance
7 Grant Donations	7 One off Grant Awards	500	250	0	0	250.00	-250.00	£250.00	To be assessed in Q4
8 Election	8 Election Costs	0	0	50	0	0.00	0.00	£0.00	No elections anticipated
Total Standard Payments		£2,687.15	£3,087.47	£3,256.23	£4,481.41	£4,256.98	£224.43	£4,584.00	Precept amount
9 Exceptions		£0.00	£75.00	£0.00	£700.00	689.01	10.99	£0.00	
Total Exceptional payments		£0.00	£75.00	£0.00	£700.00	£689.01	10.99	£0.00	
Total Payments (including standard & Exceptional payments)		£2,687.15	£3,162.47	£3,256.23	£5,181.41	£4,945.99	235.42	£4,584.00	

Receipts		2022-23	2023-24	2024-25	2025-26			2026-27	Commentary
		Actual	Actual	Actual	Budget	Est	'+/-'	Budget	
Precept		£2,488.00	£3,033.00	£3,284	£4,481	£4,481	£0.00	£4,584.00	
All other income		£57.80	£99.49	£0.00	£150.88	£200.01	£49.13	£42.83	VAT
Total Receipts		£2,545.80	£3,132.49	£3,284.00	£4,631.88	£4,681.01	£49.13	£4,626.83	

Payments, Receipts and Reserves		YT Mar-23	YT Mar-24	YT Mar-25		YT Mar-26		YT Mar-27	
Balances brought forward 1st April		£2,437.43	£2,296.08	£2,266.10		£2,293.87		£2,028.88	
Precept		£2,488.00	£3,033.00	£3,284.00		£4,481.00		£4,584.00	
Other income		£57.80	£99.49	£0.00		£200.01		£42.83	
Total Receipts		£2,545.80	£3,132.49	£3,284.00		£4,681.01		£4,626.83	
Less Total Payments		£2,687.15	£3,162.47	£3,256.23		£4,945.99		£4,584.00	
Balance carried forward at 1st April		£2,296.08	£2,266.10	£2,293.87		£2,028.88		£2,071.72	
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	
Balance per bank statement		£2,296.08	£2,266.10	£2,293.87		£2,028.88		£2,071.72	

Appendix D: Meeting 179: Local Government Pension Scheme

Item 15: Resolution to participate in the Local Government Pension Scheme

The Orchards' and Margaret Marsh Parish Council (Group)

Notice of Parish Council Meeting

The next meeting of the Parish Council will on :

Date: December 9th 2025

Time: 6:45pm

Place: Child Okeford Community Centre, Dorset, DT11 8EL

At this meeting, the Council will consider passing a statutory resolution to enable eligible employees of the Parish Council to join the Local Government Pension Scheme (LGPS).]

Members of the public are welcome to attend.

Dated: 1st November 2025

Signed: B Barker, Clerk to The Orchards & Margaret Marsh Parish Council Group.