

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

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# Appendix A: Meeting 180: Clerk's Report

## Item 8: Full Council matters, up to and including meeting 179 (December 8<sup>th</sup> 2025)

Minute Number	Action points	Progress	Status
<b>May-25</b>	<b>Meeting 177</b>		
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.
<b>September-25</b>	<b>Meeting 178</b>		
41.f/25	51/24 ii Clerk's computer: Proposals presented.	<i>Action: RFO to obtain best value-quotes (new/refurbished) and implement purchase procedure in line with Financial Regulations and delegated authority.</i>	See 179/59/25
	14/25i Clerk's computer: provision included I 25-26 budget		
41.g/25	Clerk's computer: It was RESOLVED to APPROVE the recommendation to purchase a Parish Council Laptop.	<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 179/61/25
	It was RESOLVED to APPROVE the recommendations for Parish Council to join LGPS.		
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 60.f/25
43/25	Social media and WhatsApp options were discussed/	<i>Action: Cllr Christensen to investigate local WhatsApp options</i>	See 179/52/25.ii
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
<b>Dec - 25</b>	<b>Meeting 179</b>		
52/25.i	Chair's report: St Thomas Church: open graveyard. PCC confirmed it is responsible for upkeep and contacting the owner. But indicated intention to transfer responsibility to PC in due course by changing status to closed churchyard. This should be transferred directly to Dorset Council, as maintenance commitment would be beyond the scope of the PC.	<i>Action: PC contacted Highways regarding the layby, which has been improved and continues to monitor</i>	ongoing
52/25.ii	The Chair has joined the 'Orchards and Beyond' WhatsApp group to communicate parish matters.		ongoing
54.b/25:	Margaret Marsh – Cllr Tebbutt Russell researched Marsh Pond, which could be made more attractive as an environmental asset. A working party could mow and trim.	<i>Action: Clerk to identify insurance issues in respect of a Parish Council-organised working group</i>	See 180/7
59/25	Scheme of Delegation 2025. Decision made 17th November 2025, for Clerk to take advantage of savings offered through Black Friday Deals and purchase PCI Laptop formally ratified.	<i>Clerk confirmed Parish laptop purchased + Microsoft 365 licence,</i>	done
60.f/25	It was RESOLVED to APPROVE the proposed budget for 2026-27 at £4584, 12% less than 2025-26.	<i>Action: RFO to publicise on website.</i>	done
60.g/25	It was RESOLVED to APPROVE the recommendation to the 2026-27 precept at £4584, which equates to a band-D equivalent charge of £31.75, a £1.10 increase over 2025-26.	<i>Action: RFO to publicise on website.</i>	done
61/25	It was RESOLVED Council would participate in Local Government Pension Scheme on behalf of the Clerk following the required notice period. It was RESOLVED to commence the Scheme on January 1st 2026.	<i>Action: Clerk to process</i>	done
64/25	Vision ICT is upgrading the PC email system over the next month	<i>Action: Clerk to confirm date</i>	See 180/7

## Appendix B: Meeting 180: Planning Applications

### Item 12: Planning Applications received to March 2026

Date	Planning Application Number	Location	Proposal	PC Comments	PC Decision	DC Outcome
09/09/25	<b><i>P/FUL/2025/04458</i></b>	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)			Under Officer Consideration
03/10/25	<b><i>P/CLE/2025/05892</i></b>	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
07/10/25	<b><i>P/FUL/2025/05069</i></b>	Buildings At Trapdoor Farm Village Road To Trapdoor And Henbury Farm - Access Road East Orchard SP7 OLG	Demolition of existing agricultural buildings and erection of 3no dwellings including landscaping, groundworks, access and parking	no objection		Granted
23/12/25	<b><i>P/LBC/2025/07616</i></b>	Mayfield House Bleax Close East Orchard SP7 OBA	Erect single storey rear extension, relocate front door and erect porch over, demolish gazed garden room and make good of historic fabric. Internal alterations to existing dwelling.			Out To Consultation
14/01/26	<b><i>P/FUL/2025/07433</i></b>	Pennyclose Farm Church Lane East Orchard SP7 OLP	Conversion of barn to 4 no. dwellings and associated works			Under Officer Consideration
28/01/26	<b><i>P/VOC/2026/00521</i></b>	Location: Woodbridge Meadow, Woodbridge Lane, Bedchester, SP7 OBF	Erect two storey extension and convert garage to form self-contained annexe and garden store (with variation of condition 3 of planning permission 2/2017/0561/FUL to allow the annex to be used as staff accommodation)	Fontmell Magna Parish		Under Officer Consideration

# Appendix C: Meeting 180: Financial Report

## Item 15.i Bank Reconciliation 1<sup>st</sup> April to 30<sup>th</sup> – February 2026

### 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 28/02/2026

<b>A</b>	Cash in Hand 01/4/2024	<b>£2,293.87</b>
	<b>ADD</b>	
	Receipts 01/04/2024 to 28/02/2026	4511.88
	<b>SUBTRACT</b>	
	Payments 01/04/2024 to 28/02/2026	-3902.69
	<b>Cash in Hand at 28/02/2026</b>	<b>£2,903.06</b>
<b>B</b>	Cash in hand per Bank Statement	
	Unity Trust at 28/02/2026 <i>statement number 44</i>	2903.06
	Less unrepresented payments	0.00
	plus unrepresented payments	0
	<b>Adjusted Bank Balance</b>	<b>£2,903.06</b>
<b>A=B agreement</b>	<b>Formular (TRUE or FALSE)</b>	<b>TRUE</b>



End of year projections include claim for VAT on purchases made during the period 1 January 2025 – 28 February 2026

<b>The Orchards and Margaret Marsh Parish Council</b>						
<b>VAT Return for the 1 year period from 1st January 2025 to 28 February 2025</b>						
<b>Invoice Date</b>	<b>Suppliers</b>	<b>Description</b>	<b>Date Paid</b>	<b>Invoice Gross</b>	<b>VAT Paid</b>	<b>Invoice Net</b>
07/04/2025	Vision ICT Ltd	Registration of .gov.uk		£102.00	£17.00	£85.00
01/08/2025	Vision ICT Ltd	Website & Email hosting		£223.76	£37.29	£186.47
08/02/2026	Microsoft	microsoft licence		£138.24	£23.04	£115.20
18/11/2026	Dell	replacement PC laptop		£574.01	£95.67	£478.34
		<b>Total</b>		<b>£1,038.01</b>	<b>£173.00</b>	<b>£865.01</b>

## The Orchards and Margaret Marsh Parish Council

### Budget 2022-2026 4-year summary

Payments		2021-22	2022-23	2023-24	2024-25		2025-26		Variance	Commentary
		Actual	Actual	Actual	Budget	Actual	Budget	Forecast YTD		
1 Staff costs	1 Gross Salary costs		935.8	1077.44	1050	1833.4	£2,400.00	2430.46		Increased in line with LG pay awards & grade/spine point review.
	1 Pension Contributions				0	0	£240.00	135.71		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	0.00		Reduction anticipated due to the digitisation of processes.
	2 Website Hosting		224.86	182.86	185	185.26	£205.26	325.76		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	66.00		Confirmed with provider - no anticipated increase
3 Councillor costs	3 Cllr Expenses		31.92	31.02	100	0	£100.00	0.00		
	3 Parish Wardens		150	225	225	225	£0.00	0.00		Cancelled for 25-26 following review of Warden role.
4 Finance	4 Insurance		177.08	178.48	200	227.88	£250.00	244.60		Increase included for 25-26
	4 Audit Fees		50	50	60	50	£50.00	60.00		Confirmed with provider - no anticipated increase
	4 Bank Charges		72	72	72	71.4	£72.00	72.00		Confirmed with provider - no anticipated increase
	4 Data Protection				0	0	£40.00	47.00		Legal requirement to register with ICO
	4 DAPTC Subscription		88.02	92.24	100	96.67	£197.15	130.00		Increased. DAPTC inflation plus increase in Parish Electors numbers
5 Training	5 Training (Clerk)		157.75	45	230	333	£555.00	30.00		Funding towards CILCA qualification.
	5 Training (Cllr)			208	0	0	£140.00	90.00		Provision for new Cllr training
6 Assets	6 Maintenance		0	0	100	0	£100.00	100.00		Provision for maintenance
7 Grant Donations	7 One off Grant Awards		500	250	250	0	£0.00	250.00		No grant applications received 24-25. To be reviewed regularly.
8 Election	8 Election Costs		0	0	250	50	£0.00	0.00		No elections anticipated
<b>Total Standard Payments</b>		<b>£2,266.33</b>	<b>£2,687.15</b>	<b>£3,087.47</b>	<b>£3,284.00</b>	<b>£3,256.23</b>	<b>£4,481.41</b>	<b>£3,981.53</b>		Precept amount
9 Exceptions			£0.00	£75.00	£0.00	£0.00	£700.00	712.25		Possible capital expenditure to replace Council Laptop
<b>Total Exceptional payments</b>		<b>£0.00</b>	<b>£0.00</b>	<b>£75.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£700.00</b>	<b>£712.25</b>		
<b>Total Payments (including standard &amp; Exceptional payments)</b>		<b>£2,266.33</b>	<b>£2,687.15</b>	<b>£3,162.47</b>	<b>£3,284.00</b>	<b>£3,256.23</b>	<b>£5,181.41</b>	<b>£4,693.78</b>		

Receipts		2021-22	2022-23	2023-24	2024-25		2025-26		Variance	Commentary
		Actual	Actual	Actual	Budget	Actual	Budget	Forecast YTD		
Precept		£2,409	£2,488.00	£3,033.00	£3,284	£3,284.00	£4,481.00	£4,481		Precept to increase in line with annual increases in Clerks gross salary, DAPTC subscriptions and training. See Payment summary.
All other income		£196.00	£57.80	£99.49	£0.00	£0.00	£150.88	£203.88		Predicted increase in VAT related to capital expenditure.
<b>Total Receipts</b>		<b>£2,605.00</b>	<b>£2,545.80</b>	<b>£3,132.49</b>	<b>£3,284.00</b>	<b>£3,284.00</b>	<b>£4,631.88</b>	<b>£4,684.88</b>		

Payments, Receipts and Reserves	YT Mar-22	YT Mar-23	YT Mar-24	YT Mar-25	YT 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	£203.88
<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>£4,684.88</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>£4,693.78</b>
Balance carried forward at 1st April	£2,437.43	£2,296.08	£2,266.10	£2,293.87	£2,284.97
Plus unrepresented cheques from FY Less O/S banking (VAT)	£0.00 £0.00	£0.00 £0.00	£0.00 £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>£2,284.97</b>

**Item 15.iii: Payments already made**

To be signed by the Chair at the meeting

Payments made					
Date	To Whom	For What	Total	[VAT]	Net
20/3/26	Beverly Barker Pension (Jan)	Employee	10.44		
		Employer	41.78		
27/2/26	Service Charge	Unity Bank	6.00		

**Item 15.iv: Payments for invoices received**

Payments to be r					
Date	To Whom	For What	Total	[VAT]	Net
13/3/26	Hall Hire - Child Oakford	Hall Hire	15.00		
28/3/26	Service Charge	Unity Bank	6.00		
20/3/26	DAPTC	Training	30.00		
28/3/26	Beverly Barker (March)	Clerk Pay	183.81		
20/3/26	Beverly Barker Pension (Feb)	Employee	10.44		
		Employer	41.76		
20/3/26	Beverly Barker Pension (March)	Employee	11.91		
		Employer	47.65		

Signed Chair ..... Date .....