

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

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## February 17<sup>th</sup> 2025 Meeting 176 REPORT PACK

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## Appendix A: Clerks Report

### Meeting 176: Clerk's Report

#### Full Council matters up to and including meeting 175, held on Monday 9<sup>th</sup> December 2024

Minute Number	Action points	Progress
19.a/24	To research regulations and identify any differences between general hedge-cutting and the maintenance of roadside hedges and verges	Cllr Christensen updated meeting on general hedge-cutting and maintenance, which resolved many of visibility issues. Main hedges to be below 1.8m. Hedgerow-cutting ban from 1 March – 31 August (Management of Hedgerows (England) Reg 2024). <b>Complete</b>
19.c/24	Mower Lane bridle path bridging Manston to East Orchard Mower Lane currently impassible. Cllr Boid to liaise with Manston & Hamoon PC to agree shared approach, and follow up with the Senior Countryside Ranger (North Dorset, Graham Stanley) to see what assistance could be gained from DC regs.	Mower Lane bridle path: DC road department has accepted this as being theirs. They will place signs at the ends of Fishy Corner and Mower Lane to state that it is 'unsuitable for vehicles. <b>The aspect of flooding has not been addressed, and Cllr Boid has asked for an update on the next steps.</b>
23/24	Clerks' Conference 2024. Booking agreed	Booked, Attended, Invoiced & reconciled <b>Complete</b>
19.a/24	To research regulations and identify any differences between general hedge-cutting and the maintenance of roadside hedges and verges.	Cllr Christensen updated meeting: November round of general hedge-cutting and maintenance had resolved many of the visibility issues raised. Main hedges need to be below 1.8m with a hedgerow-cutting ban from 1 March – 31 August (Management of Hedgerows (England) Regulations 2024). <b>Complete</b>
27/24 34/24.iii	Aug'25: To get quotes for systems, software and laptops for the Clerk's Council work. Clerk to identify suitable options. Dec'25: Proposals presented, researched, and submitted for consideration. <b>Action: Cllrs will consider the next steps as a part of the 2025-26 budget processes.</b>	Budget Included in Precept. <b>Options still under discussion</b>
35/24	In line with DCs Statement of Community Involvement, they no longer send out neighbour notification letters for planning applications unless required by law. <b>Action: Clerk to add a planning applications page to the website.</b>	Planning Application page now on website. <b>Complete</b>
32/24.i	Flooding: It was noted that clearing the rivers is a challenge that can cause problems in other areas and involve the Environment Agency. <b>Action: Clerk to organise for DC Flood warning updates to be sent to Cllr Boid.</b>	<b>New Cllr to be delegated to receive flood warnings where appropriate</b>
32/24.ii	Cllr Somper noticed that DC is increasingly holding evening meetings that may clash with PC meetings. <b>Action: Clerk will coordinate meeting dates where possible.</b>	Dates for May, Aug & Nov 2025 circulated to all <b>Complete</b>
40.c/24	Budget Setting: <b>Action: Cllr Stokes to review the role &amp; responsibilities of Parish Wardens</b>	See meeting 176 - item 7
40.c/24	Budget Setting: <b>Action: Cllr Woodruffe to develop proposals for annual or biannual parish litter picks.</b>	See meeting 176 - item 7
40.c/24	Budget Setting: <b>Action: Cllrs will review the numbers, propose a 2025-26 budget, and precept at least 3 weeks before the DC deadline of January 31st, 2025.</b>	See meeting 176 - item 11
40.d/24	Asset Register: <b>Action: Cllrs to inspect the various assets and report on condition, value, and replacement costs</b>	See meeting 176 - item 12

	<b><i>before completing the risk assessment, AGAR, and insurance renewal.</i></b>	
41/24	Review of Policies: <b><i>Action: Clerk to update and circulate the 'Internal &amp; Governance schedule' and prepare additional policy reviews for the February 2025 meeting.</i></b>	See meeting 176 - item 13
43/24	Website: <b><i>Action: Clerk to confirm requirements for migration. Cllr Boid to explore options for websites</i></b>	See meeting 176 - item 7
44/24	Communications: <b><i>Action: Cllr Woodruffe to investigate local social media community groups. Clerk to ask web hosts for visitor numbers and add 'communications' to the agenda for the next meeting.</i></b>	See meeting 176 – item 14

## Appendix B: Planning Applications

# Meeting 176: Planning Applications received December – February 2025

Application No	Location	Proposal	PC Comment	DC Outcome
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 Not Required. 1 Oct 24
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
P/PABA/2024/05847	Location: Land At E 383210 N 117510 Village Road East Orchard	Proposal: Erect steel portal frame agricultural building for storage of fodder and machinery	Status: prior approval is not required	Prior Approval Not Required.
P/FUL/2024/06571	Field View Farm Fishey Lane East Orchard Shaftesbury SP7 0LQ	Conversion of agricultural building (with extant C3 consent) to one (Use Class C3) five bedroom dwellinghouse and associated landscaping	No objection	Granted
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.		

*Appendix C: Finance Report*

## Meeting 176: Financial Report

### 1. Bank Reconciliation April to January 2025

The Orchards and Margaret Marsh Parish Council		
Bank Reconciliation 2024-2025		
Prepared by		Date
Beverly Barker (Clerk)		
Approved by		Date
Cllr G Stokes (Chair)		
<b>Bank Reconciliation as at</b>	<b>31/01/2025</b>	
<b>A</b>	Cash in Hand 01/4/2024	£2,266.10
	<b>ADD</b>	
	Receipts 01/04/2024 to 31/01/2025	3284.00
	<b>SUBTRACT</b>	
	Payments 01/04/2024 to 31/01/2025	-1143.17
	<b>Cash in Hand at 31/01/2025</b>	<b>£4,406.93</b>
<b>B</b>	Cash in hand per Bank Statement	
	Unity Trust at 31/01/2025	4406.93
	statement number 47	
	Less unrepresented payments	0.00
	plus unrepresented payments	0
	<b>Adjusted Bank Balance</b>	<b>£4,406.93</b>
	A=B agreement	Formular (TRUE or FALSE)
		TRUE

### 2. Payments made and payments for invoices received

Date	To Whom	For What	Total	[VAT]	Net
18/2/25	Manston Village Hall	Hall Hire 9/12/2024	£ 18.00	£0.00	£18.00
18/2/25	DAPTC	CILCA mentor scheme	£ 259.00	£0.00	£59.00
18/2/25	Vision ITC	Website domain update	£80.00	xx	
18/2/25	Clerks	Clerk's salary	£1275.60	£0.00	£1275.60
18/2/25	HMRC	National Insurance	£232.20	£0.00	£232.20

**Appendix D: Budget updates**

**Meeting 176: Financial reports and budget updates**

**1. YTD budget 2024-25**

**The Orchards and Margaret Marsh Parish Council 2024-25**

**Forecasted Final Position 2024-2025**

Expenditure	Description	2024-25		<---- Forecast												2024-25	Variance	Assumptions	
		Original	YTD	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Forecast			
1	Insurance	200	227.88		227.88												227.88	-£27.88	
2	Audit Fees	60	50.00	50.00													50.00	£10.00	
3	Clerks Gross Salary	1050	1833.40	325.60									1507.80				1,833.40	-£783.40	
4	Clerks Expenses	120	96.36	36.36											60.00		96.36	£23.64	
5	Payroll Administration	180	0.00														0.00	£180.00	Self registration with HMRC
6	DAPTC Subscription	100	96.67	96.67													96.67	£3.33	
7	Parish Wardens	225	225.00										225.00				225.00	£0.00	
8	Hire of Manston Hall	72	72.00		18.00			18.00			18.00			18.00			72.00	£0.00	
9	Web Site	185	185.26					185.26							0.00		185.26	-£0.26	
10	Website Domain migration	90	90.00												90.00		90.00	£0.00	Gov.uk migration
11	Clr / Clerk Training	230	333.00							58.00				275.00			333.00	-£103.00	DAPTC CiLCA Mentorship
12	Clr Expenses	100	100.00												100.00		100.00	£0.00	
13	Asset Maintenance	100	0.00												0.00		0.00	£100.00	
14	Bank Charges	72	70.80		18.00			18.00	5.40	5.40	6.00	6.00	6.00	6.00	6.00		70.80	£1.20	
15	One off Grant Awards	250	0.00												0.00		0.00	£250.00	no grant applications anticipated
16	Election Costs	250	50.00									50.00					50.00	£200.00	DC election cost contribution
	<b>SUB TOTAL</b>	<b>£3,284.00</b>	<b>£3,430.37</b>	<b>£508.63</b>	<b>£245.88</b>	<b>£18.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£221.26</b>	<b>£5.40</b>	<b>£63.40</b>	<b>£24.00</b>	<b>£56.00</b>	<b>£2,031.80</b>	<b>£256.00</b>	<b>£3,430.37</b>	<b>-£146.37</b>		
	Contingencies		0																
	<b>Total Expenditure</b>	<b>£3,284.00</b>	<b>£3,430.37</b>	<b>£508.63</b>	<b>£245.88</b>	<b>£18.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£221.26</b>	<b>£5.40</b>	<b>£63.40</b>	<b>£24.00</b>	<b>£56.00</b>	<b>£2,031.80</b>	<b>£256.00</b>	<b>£3,430.37</b>	<b>-£146.37</b>		

## 2. Forecast budget 2025-26

### The Orchards and Margaret Marsh Parish Council 2025-26

#### Forecasted Budget for 2025-26

Expenditure	Description	2025-26		Forecast													TOTAL	Variance	Basis for forecast
		Budget	VAT	YTD	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar			
Staff costs	Gross Salary costs	2400		0.00			600			600			600			600	2,400.00	£0.00	Incl. Pay award
	Pension Contributions	240		0.00			60			60			60			60	240.00	£0.00	Min 10%
	Payroll Administration	0		0.00													0.00	£0.00	Self registration with HMRC
Office costs	Office Expenses	60		0.00		15			15			15			15		60.00	£0.00	Mobile, stationary, etc
	Web Site	205.26	34.21	0.00						185.26		20				0	205.26	£0.00	Web & Email Maintainance
	Hall Hire	72		0.00					18			18			18		72.00	£0.00	Manston Village Hall charges confirmed
Councillor costs	Clr Expenses	100		0.00		25			25			25			25		100.00	£0.00	
	Parish Wardens	0		0.00	225											0	0.00	£0.00	Need decision on whether required
Finance	Insurance	250		0.00	250												250.00	£0.00	Est @10%
	Audit Fees	50		0.00	50												50.00	£0.00	confirmed
	Bank Charges	72		0.00	6	6	6	6	6	6	6	6	6	6	6	6	72.00	£0.00	
	Data Protection	40		0.00	40												40.00	£0.00	
	DAPTC Subscription	197.15		0.00	197.15												197.15	£0.00	Assuming Pop. Increase & DAPTC increase
Training	Clerk Training CILCA & DAPTC	555		0.00	450		35			35			35				555.00	£0.00	CILCA Reg and 3 DAPTC at £35
	Clr Training	140		0.00		35			35			35			35		140.00	£0.00	4xDAPTC
Asset management	Asset Maintenance	100		0.00												100	100.00	£0.00	
Grant Donations	One off Grant Awards	0		0.00													0.00	£0.00	
Election	Election Costs	0		0.00													0.00	£0.00	no elections anticipated
	<b>SUB TOTAL</b>	<b>£4,481.41</b>	<b>£34.21</b>	<b>£0.00</b>	£1,218	£99	£701	£6	£99	£886	£6	£119	£701	£6	£99	£766	<b>£4,481.41</b>	<b>£0.00</b>	
from Reserves	Laptop	700.00	116.67	0.00	700.00												700.00	0.00	Assume PC purchased from reserve
		0		0.00	0.00												0.00	£0.00	
<b>Total Expenditure</b>		<b>£5,181.41</b>	<b>£150.88</b>	<b>£0.00</b>	£1,918	£99	£701	£6	£99	£886	£6	£119	£701	£6	£99	£766	<b>£5,181.41</b>	<b>£0.00</b>	

## Meeting 176: Correspondence received to February 2025

### 1. Great British Spring Clean

KeepBritainTidy.org emailed the PC about this year's campaign, which runs from 21 March to 6 April. They provide a free, digital resource pack which contains an introduction to the campaign, a social media guide and assets, and templates. From February 14th, they will start promoting the campaign to the public. To support on social media, use the hashtags #LoveWhereYouLive and #GBSpringClean, and tag @KeepBritainTidy. Following receipt of the email, we have registered our support for Great British Spring Clean.



### 2. Dorset Council Vegetation Guide

Cllr Somper forwarded a useful guide to hedges and tree cutting that has been circulated to Cllrs.

### 3. Marnhull PC. Neighbourhood Plan Consultation

Marnhull PC has circulated a statutory consultation notice to the PC.

A copy of the Draft Plan, Conservation Area Appraisal, Design Codes and Guidance, SEA and other supporting documents have been circulated, as well as a link to the online Response Form is available on the Parish website at <https://marnhull-pc.org.uk/dra-neighbourhood-plan-for-consultaion/>

Copies of the draft Neighbourhood Plan can also be viewed at the Village Hall, Pharmacy, Robin Hill Stores, and Spar Shop, and there are drop-in events planned for at the Village Hall 22nd February 2025 from 14:30 to 17:00 and Friday 14th March 2025 from 16:30 to 18:30.

Any comments on the Draft Plan, Conserva on Area Appraisal, Design Codes and Guidance or SEA should be returned to us by 31st March. Marnhull PC would like people to use the online Response Form, as this will help make analysing the responses easier, although responses can be emailed to [clerk@marnhull-pc.org.uk](mailto:clerk@marnhull-pc.org.uk).