

**Draft Minutes of the Chaldon Herring Parish Council Meeting held on Wednesday
15th January 2025 at Chaldon Herring Village Hall at 7.30pm.**

Present: Cllrs B Guthrie (Chair), J Selfe, P Harvey, D Clarke, J Ostler, T Watkins,

Also present: Mrs A Clothier (Locum Parish Clerk), Dorset Cllr M Baker

1. Apologies

Cllr Talbot

2. Declarations of Interest

There were none.

3. Minutes of the meeting held on the 6th November 2024 and 5th December 2024

It was **resolved** that the minutes held on 6th November 2024 and 5th December 2024 be confirmed and signed by the Chair as a true record

4. Matters arising from those minutes

All covered on the main agenda.

5. Public Participation - members of the public are invited to air any concerns or raise matters of public interest relating to the Parish

There were no members of the public

6. Matters ongoing

- a. To receive an update on the Defibrillator – the two new defibrillators have been delivered. The electrician will complete the installation work by the end of the month. The code for the cabinet will be put on the outside due to poor mobile phone reception
- b. To receive an update on the Stone bench – the bench has arrived and installation will be arranged shortly.

7. Dorset Councillors' Report

The Capital Leverage Fund was highlighted, with the current round having finished. However, another round will be available in the Spring. This fund can be used to provide 20% of the funding for any community project.

Devolution is moving forward, with the Wessex devolution plan currently involving the counties of Dorset, Somerset, and Wiltshire.

Regarding the Portland Incinerator, Dorset Council has written to the Government expressing concerns regarding the decision.

8. Finance

- (a) To confirm payment of accounts

Chaldon Herring Parish Council			
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Payments Requested - January 2025				
Date	Payee	Comments	Precept £	VAT
06.11.24	Gibbs Electrical Services	Installation of defibrillator	£201.60	
10.12.24	Paul Middlehurst	Grass Cutting Contract	£800.00	
10.12.24	London Hearts	2 new defibrillators	£1,500.00	
10.12.24	Cllr James Ostler	Stone Bench	£250.50	
10.12.24	Cllr James Ostler	Xmas lights and batteries	£48.59	£8.10
10.12.14	Alison Clothier	Salary and expenses for November	£140.17	
10.12.24	HMRC	PAYE	£28.40	
15.01.25	Alison Clothier	Salary and expenses for December	£132.41	
15.01.25	HMRC	PAYE	£28.40	
15.01.25	Chaldon Herring Village Hall	2025 rent of rooms	£100.00	
15.01.25	Barker Fox Associates	Interim Internal Audit	£100.00	
15.01.25	Weld 1994 Settlement	Rent of God's Pocket	£300.00	
15.01.25	Dorset Council	Election fees	£50.00	
		Total amount requested	£3,680.07	£8.10

The total amount requested is £3680.07. It was **resolved** to make the payments for Parish Council expenses and the cheques were duly signed. It was agreed that cheques for PAYE to HMRC could be pre signed as these have to be submitted on a monthly basis, or the Parish Council risks a fine.

- (b) To confirm the reconciliation of accounts, income and position against budget

The reports were noted.

- (c) To approve the risk assessment

The Risk Assessment was circulated prior to the meeting for review. A concern was raised regarding the reliance on insurance coverage. It was clarified that contractors would be required to have their own risk assessments in place. Additionally, an annual inspection of the Parish assets will be conducted, and the defibrillators will undergo regular checks. The Clerk was tasked with adding a point to the Risk Assessment regarding the need to check contractors' insurance.

The issue of grass cutting was also raised, specifically whether this was covered under the insurance. This will be discussed with the grass cutting contractor, with Cllr Clarke to make contact.

With these amendments, the Risk Assessment was approved.

Action: Clerk to produce a checklist of Parish Council assets for monitoring.

The bus shelter has been demoulded and needs treating. Cllr Harvey to coat the bus shelter to preserve it.

- (d) To discuss the outcomes of the interim internal audit

The recommendations from the interim internal audit report were reviewed and accepted. An Action Plan was circulated, outlining the steps to address each point raised in the report. It was agreed that efforts would continue to determine the whereabouts of the £30 petty cash.

- (e) To confirm the ear marked reserves

Currently, the Parish Council holds £4,500 for general assets and £1,500 for elections in earmarked reserves. Following a suggestion from the internal audit, it was noted that earmarked reserves could also be allocated for IT equipment and insurance excess, as these are currently included under general assets. The Parish Council will look further at identifying specific allocations for the ear marked reserves.

- (f) To approve the 2025/26 budget

The budget for 2025/26 was discussed in detail, with each budget line being carefully examined. The main increases in the budget were related to salary and expenses, rent, DAPTC subscription, insurance, and defibrillator maintenance.

The budget for grants was reduced, as it was felt that the previous year's allocation had been a one-off. After considering all factors, the budget for 2025/26 was approved at **£5,730.00**, which represents an increase of **£275** from the 2024/25 budget.

9. To approve the 2025/26 precept request

The precept request for 2025/26 was discussed, and it was noted that the precept request for 2024/25 was lower than the budget as it had been subsidised by general reserves. Due to higher expenditure in 2024/25, including costs for the defibrillators, the general reserves at the end of the year are expected to be lower than 6-12 months' worth of budgeted expenditure, which is best practice for ensuring financial stability.

Given this, it was agreed that it would be appropriate to precept for the full budget for 2025/26. As a result, the precept was set at **£5,730.00**, reflecting an increase of **9.35%** or **£5.12 per year** on an average Band D property. It was also clarified that the tax base had increased this year due to Council Tax being applied to second homes.

This proposed by Cllr Selfe and seconded by Cllr Clarke. The precept request was **RESOLVED** with all in agreement.

10. Planning / Tree works

P/PABA2/2025/00164 Northground Dairy, Main Road Through West Chaldon, West Chaldon
Erect an agricultural steel framed building
No Objection

11. **To receive an update on transport & highways issues** – It was noted that Dorset Council has put in a lot of effort towards gully clearance and potholes in the area have now been filled. The road diversion at Nutley Farm was particularly challenging to local residents.
12. **Correspondence receive since the agenda was set** – there was none
13. **Items for the next agenda**
14. **Date of next meeting** – Wednesday 26th March 7.30pm

The meeting closed at 20.37

Signed..... Date.....