

PUDDLETOWN AREA PARISH COUNCIL

Minutes of the Puddletown area parish council meeting held on Tuesday 10th June 2025 in the Tolpuddle Village Hall. The meeting commenced at 7.00pm

PRESENT:

CLlr **Brown**, CLlr **Green**, CLlr **Hood**, CLlr **Ridout** (Chairperson) & CLlr **Redman** (Vice Chairperson)

ALSO PRESENT:

CLlr **Parker** (Dorset Council), Mrs **Harrington** (Clerk) & One Members of Public

ABSENT:

CLlr **Grazebrook** & CLlr **Giancola**

0625-17. APOLOGIES FOR ABSENCE

Apologies have been received from CLlr Giancola due to ill health & CLlr Grazebrook for personal reasons and accepted by all.

0625-18. DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

- a. No declarations were made. NB this does not preclude any later declarations.
- b. No dispensation section 31(4) applications were received.

0625-19. PUBLIC SESSION

No members of public wish to speak.

0625-20. PREVIOUS MEETING MINUTES

Proposed: CLlr Hood

Seconded: CLlr Green

RESOLVED: The minutes from the full council meeting held on Tuesday 13th May 2025 were approved and signed as a correct record of the meeting.

0625-21. DORSET COUNCILLOR REPORT

Dorset Council newsletters were circulated before the meeting they were noted.

CLlr Parker asked for any incident of weed growth or debris in the highway gully's to be reported either directly to Dorset Council via the portal or to herself. This is due to resent information which has come to light regarding the Dorset Council strategy to control weed growth on highways with mechanical road sweeping.

0625-22. PCSO'S REPORT

A report was circulated before the meeting, this was noted.

0625-23. CLERKS REPORT

a. Finance

1. Bank Balance, as of 22nd May 2025

Equals	£171.01	Unity – Day to Day	£31,007.59
Unity – Savings	£3,034.22	Redwood	£75,650.80
Total	£109,863.62		

2. Monthly Expenditure

Proposed CLlr Brown

Seconded CLlr Hood

RESOLVED/ ACTION: To process payments totalling £4,138.81 in line with the payment schedule. (See Appendix A)

3.

A statement was submitted before the meeting, noting one of the Parish SID's was broken.

ACTION: Cllr Hood to investigate recruiting volunteers to re-establish a speed watch group in Puddletown. Once four volunteers found the Clerk will organise training

Seconded Cllr Green

RESOLVED/ ACTION: Clerk to purchase a new SID at a cost of £2,695 + VAT

4.

A statement including costs to replace a damaged shutter, and service all remaining shutters on the PRIDE building was submitted before the meeting.

Seconded Cllr Brown

RESOLVED/ ACTION: Clerk to instruct Wessex Industrial Doors to go ahead and replace the shutter at a cost of £2418 + VAT and whilst there carry out a service on all remaining shutters at a cost of £340 + VAT.

b.

1. Playparks: It was noted the internal weekly playground safety inspections were conducted with the following findings:

- a. Butt Close – No new findings
- b. Orchard Meadow – No new findings
- c. Puddletown Rec – No new findings

2. Defibrillators: It was noted both defibrillators had been checked with no new findings.

C.

A report was submitted before the meeting, noting the condition of all benches in the Puddletown recreation and play park area.

Seconded Cllr Green

RESOLVED/ ACTION: Clerk to purchase two picnic benches and two flat seats with backs for Puddletown Play Park, plus associated ground anchor bolts at a cost of £1840 + VAT.

d.

A copy of the action log was submitted before the meeting, this was discussed. A full copy can be found in Appendix B. Actions for discussion:

1.

A statement was submitted before the meeting, detailing neighbour responses. A discussion regarding next steps was held.

RESOLVED/ ACTION: Clerk to obtain quotes for a shelter and report back to Council.

2.

A statement was submitted before the meeting, noting permission has been granted by the Martyrs' Museum to install a defibrillator on their building.

Seconded Cllr Redman

RESOLVED/ ACTION: Clerk to make enquiries as to when the British Heart Foundation Defibrillator Grant Fund may be open again. If open within a few weeks, wait to apply. If fund closed permanently Clerk to order a new defibrillator at an estimated cost of £895 + Vat for a iPad SP1 Fully-Automatic Defibrillator, £440 +VAT for a cabinet + installation

3.

A verbal update was given on the Youth Council project. Noting it is encouraging how many children attend sessions and the passion they show to have an input into the future of their community.

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0625-24. CORRESPONDENCE

No correspondence was presented.

0625-25. POLICIES, PROCEDURES, AND ASSESSMENTS FOR REVIEW

A copy of the Puddletown personalised NALC Financial regulations was submitted before the meeting.

Proposed Cllr Redman

Seconded Cllr Green

RESOLVED/ ACTION: To adopt the policy as presented. Clerk to publish the policy.

0625-26. PLANNING & LICENSING

A report was submitted before the meeting, this was discussed.

- a. Application No: P/HOU/2025/02851
Location: The Lodge Southover Farm Access Lane To West Farm Tolpuddle DT2 7HD
Proposal: Erect flat roof open porch with new entrance. Form new window to first floor landing.
Comment Due: 10th June 2025
Comment: No comment

0625-27. ITEMS FOR NEXT MEETING & DATE OF NEXT MEETING

Date: To be confirmed. Noting PRIDE AGM on the 8th July 2025. Possible date 15th July 2025.

Location: Puddletown Village Hall. Time 19:00

0625-28. PRIDE BUILDING INSPECTION REPORT - PART 2 CONFIDENTIAL ITEM

RESOLVED: Under the Public Bodies (Admission to meetings) Act 1960 s1(2), the press and public were excluded for the remainder of this agenda due to the confidential nature of the business to be discussed.

A discussion was held regarding the recent PRIDE landlord inspection.

Meeting close: 20.59

Appendix A – Finance Expenditure and Income

Expenditure

Date	Net	VAT	Total	Description	Supplier	Bank	Tender	Power Used for Spend
09.06.2025	£9.58	£0.00	£9.58	Administration	CCPC	Unity	ONLINE	Local Government Act 1972 s.111
31.05.2025	£6.00	£0.00	£6.00	Bank Fees	Unity Bank	Unity	ONLINE	Local Government Act 1972 s.111
09.06.2025	£202.85	£0.00	£202.85	Pension	NEST	Unity	DIRDEBIT	Pensions Act 2008 s.3
09.06.2025	£655.18	£0.00	£1,018.15	Salary	Staff	Unity	ONLINE	Local Government Act 1972 s 112 (1)
06.06.2025	£1.00	£0.00	£1.00	Cleaning Products	Waitrose	Unity	ONLINE	Public Health Act 1936, s. 87
06.06.2025	£1,175.00	£235.00	£1,410.00	Treeworks - Coombe	Hardy Tree Surgeons	Unity	ONLINE	Public Health Act 1875 s.164
15.05.2025	£28.99	£0.00	£28.99	APM Refreshments	Tesco	Equals Money	ONLINE	LGA 1972, s.145
05.06.2025	£35.14	£0.00	£35.14	Water Rates	Water 2 Business	Unity	DIRDEBIT	LGA 1972, s.145
05.06.2025	£291.90	£0.00	£291.90	NI & Income Tax	HMRC	Unity	ONLINE	Local Government Act 1972 s 112 (1)
05.06.2025	£0.00	£0.00	£0.00	Electricity - OM	YU Energy	Unity	DIRDEBIT	- LGA 1972, s.145
05.06.2025	£140.15	£0.00	£140.15	Refuse	DC Waste Services	Unity	ONLINE	Litter - Litter Act 1983, ss.5,
22.05.2025	£935.05	£0.00	£935.05	Membership	DAPTC	Unity	ONLINE	Local Government Act 1972 s.111
22.05.2025	£60.00	£0.00	£60.00	APM Leaflet printing	Octopress Printers	Unity	ONLINE	Newsletters - LGA 1972 s.142
	3540.84	235	4138.81					

Income

Date	Net	VAT	Total	Description	Customer	Bank
31.05.2025	£222.76	£0.00	£222.76	Interest	Redwood Bank	Redwood - Savings
	£222.76	£0.00	£222.76			

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Appendix B – Action Log

Short / Medium term projects

Action Number (year number / consecutive number)	When Initiated?	Who is Actioned?	Title	Details	Status (progress description plus colour code: Red - no progress; Amber - action in progress; Green - action completed)
0525-3	13/05/2025	Clerk	Working Groups	Clerk to update working group list on website	14-05-25 Complete
0525-10 a1	13/05/2025	Clerk	Monthly Payments	Clerk to process payments	14-05-25 Complete
0525-11	13/05/2025	Clerk	AGAR	Clerk to submit AGAR	14-05-25 Complete
0525-12 a	13/05/2025	Clerk	Community Website	Clerk to send MOP who raised the idea a grant application form	14-05-25 Complete
0525-12 e	13/05/2025	Clerk	Weed Spraying	Clerk to reply to state the PC approve of their contractor carrying out weed spraying on the rec at their expense	14-05-25 Complete
0525-13 a	13/05/2025	Clerk	Policy Update	Clerk to publish the Allowance, Expenses and Reimbursement Policy	14-05-25 Complete
0525-13 b	13/05/2025	Clerk	Policy Update	Clerk to publish the Grant Award Policy	14-05-25 Complete
0525-14	13/05/2025	Clerk	Planning Comments	Clerk to submit the planning comments	15-05-25 Complete
0525-15 0125-134 e2 1224-125	10/12/2024	Cllr Hood	Butt Close Play Park	Cllr Hood to contact the First School to investigate running a project with them, to identify what items of equipment they may like to have in a new playpark area.	17-12-24 Email from Cllr Hood to school sent 14-01-25 Cllr Hood will try to catch up with the school representative to get the project underway and report back in February. 11-03-25 Cllr Hood report presented to Council. Verbal discussion only as not on agenda. Clerk to add to May agenda, 13-05-25 Cllr hood to compile equipment wish list and send to Clerk, for Clerk to obtain quotes and report back 22-05-25 Clerk forwarded list to 5 contractors

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0425-167 a	08/04/2025	Clerk	Bus Shelter - Tolpuddle East	Clerk to communicate with neighbouring properties asking for their feedback on a possible installation of a bus shelter.	01-05-25 letters hand posted through letter box of 60, 60a & 60b. 14-05-25 Clerk has meeting with the neighbours of the proposed shelter 14-05-25 Clerk spoke with immediate neighbour, and they have stated they would support a full glass and wooden shelter, They request it be placed as close to the street light as possible, to help improve visibility from their driveway. 15-05-25 A contract contacted for a estimate on the ideal shelter as mentioned by the resident. Also asking regarding installation and yellow lines etc. Info to be added to report. 10-06-25 added to June agenda for discussion
0425-167b	08/04/2025	Clerk	Letter regarding BOAT	Clerk to write a formal letter of complaint to Dorset Council, Environment Agency, and Natural England, stating the BOAT should be closed immediately to motorised vehicles.	09-04-25 Draft letter sent to Cllr and Simon for feedback. 10-04-25 Informed by Emma David A will be sending Simon a letter explaining background work taken place. Email sent to Cllr Ridout (Chairman) to ask for support not to send letter as may cause more harm than good. Agreed to wait till the following week to see DA letter and response. The re-write letter and send.
0425-16d1	08/04/2025	Clerk / Cllr Ridout	Youth Council - Footpaths	Clerk / Chairperson to speak to the Youth Council to ask if they would like to conduct a feasibility study regarding a footpath connecting Athelhampton and Puddletown. It was noted there are three farmers who own land between the two areas. One farmer has stated they would be willing to discuss access across their land.	13-05-25 Email sent to School Headmaster to start the process of working together
0325-156 d	11/03/2025	Clerk	Slurry Lagoon	It was noted the Liaison Committee had previously agreed to continue and report back to Council as and when meetings had taken place, which was expected to happen twice a year. Clerk to establish Committee members and see what action has been taken over the last 12-months.	13-03-25 Email sent to Matt Soul - Affpuddle Clerk
0325-156 e	11/03/2025	Clerk	Tree Works	Clerk to contact contractor as the quote from Rempstone Tree Management was accepted. Cost £720 over and above previous quote. Also contact DC for permission to cut verge and hedge	13-03-25 Chase email sent to David Ackerly cc'ed Stephen Mephram
0225-146 d7	11/02/2025	Clerk	Website	Clerk to redesign Council website with the aim for a May launch.	11-03-25 Clerk gave quick tour around new website (noting only half complete)

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0325-156 f1 0125-134 d	14/01/2025	Councillors / Clerk	Annual Meeting	Councillors to email the Clerk with a list of local charities, societies and organisations who may be invited to have a table for the event. Clerk to add to the February agenda for further discussion. 11-03-25 Clerk to have printed and Councillors to distribute.	15-01-25 Email sent to PVH & TVH. 15-01-25 PVH response stating they have pencilled in Wednesday 14th May 2025 from 5pm – 9pm, giving us time to discuss and confirm exact date. 07-02-25 TVH not able to offer Wednesday's can asked to look into Tuesday 17th June 11-02-25 dates confirmed Puddletown 14-05-25 (Wed), Tolpuddle Tuesday 24-06-25. Clerk to finalise bookings, advertise both events; contact possible stall holders and schools. Clerk to update the Council flyers for the Community Speed Watch and join the Council in readiness for the event. 18-02-25 Email sent to Middle School and First School inviting them to open event and for PFTA's to have a stall. 19-02-25 Email sent to potential stall holders Parish Mag, Scouts, Community Cafe, Cricket Club, Library, DC, Puddletown RFC, Pride, Friends of Puddletown church, Girl guides, Ukulele Group, Short Mat Bowles, DP 13-03-25 Clerk emailed Octopress printers for quote to print flyer. Cllrs agreed to distribute but Clerk to also look into cheap leaflet distribution alternatives (Scouts) - Puddletown Stalls: Guide Dogs (with pup); Citizens Advice; Cottage Garden Society; Puddletown Library; PCC; Dorset Police; Puddletown VH (Yoga & Posture flex Pilates); Possible National Trust, Puddletown Patience Group. Tolpuddle Stalls Dorset Police; Guide Dogs; Cottage Garden Society; Puddletown Library, National Trust; possible Tolpuddle Old Chapel Trust, Puddletown Patience Group
0125-134 d	14/01/2025	Cllr Giancola		Cllr Giancola to consult with the Primary Care Network about attendance for the Parish Meetings.	22-05-25 Email from Stefan "The Lantern (massive mental health charity for us locally) would be keen to know more/attend one of the events" 24-06-25 The Lantern due to attend Tolpuddle
0125-134 e1	14/01/2025	Clerk	Defib - Tolpuddle	Clerk to contact the Martyr's Museum to ask if they would be happy for us to install a defibrillator on the outside of their building. Noting electricity would be need for the cabinet. 08-04-25 MOP offered to contact a museum representative on our behalf	23-01-25 Email sent to the museum general email 14-04-25 Clerk stopped by the Museum and spoke to the Manager. Permission was given to install a defibrillator at this venue.
0125-134 e 1224-12 b	14-01-25 10/12/2024	Cllr Giancola & Clerk	Defib Training	Cllr Giancola to investigate Defib training sessions for residents and report back to	13-12-24 Clerk spoke to a village Hall representative, and they stated it was likely the committee would support but clearly, they would

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				Council. Clerk to speak to Village Hall representative regarding the placement of a second defib on the outside of the village hall. - Defib not suitable outside village hall. 11-02-25 Date set for May 10th, 2025, between 10-4pm. Clerk to finalise booking and advertise the event. Cllr Giancola to confirm date and time with trainer.	need to talk to the committee first and then come back to us. 14-01-25 Cllr Giancola & Cllr Brown to obtain a list of dates as to when each paramedic will be able to attend. Clerk then to consult with the appropriate village hall to book a suitable space and then advertise across the parish. 11-03-25 Tolpuddle booked for 31st May 2025 Cllr Brown working on date for Puddletown
1124-104	12/11/2024	Clerk	Street names	Clerk to add Street name ratification for new development to agenda once information received from MOP regarding field names.	
0924-76	24/09/2024	Clerk	Benches	Clerk to add bench replacement to January 2025 agenda.	16-12-24 Postpone until bench survey carried out. 07-05-25 Clerk carried out a bench audit in Puddletown Rec. Report to be submitted to June meeting
0824-58c,	09/07/2024	Clerk	Cricket Club Scoreboard	0724-40a Clerk to amend the Facilities Use Agreement. 0824-58c - Clerk to organise a representative from PRIDE and the Cricket club to sign the amendment.	16-07-24 Email sent to CC Rep stating FUA will be updated and presented to Council in August 20-07-24 FUA amendment sent to Cllr Ridout for initial checks, will present to Council in August 14-08-24 Amended FUA sent to Cricket Club (Charlotte) and PRIDE (Barry)
166f	13/02/2024	Clerk	Puddletown Play Park Works	Clerk to obtain necessary quotes for remedial work as required within the annual and quarterly inspection report.	19-04-24 3 contractors contacted (Benches) 14-05-24 Cllr Ridout to identify within Puddletown Play Park which benches are memorial benches and report back to Council.
155	09/01/2024	Clerk & Cllr Green	Future flood prevention work	Clerk with Cllr Green to contact the Blue Vinney landowner and Dorset Council Highways to ask what ditch clearance work they have scheduled in for Summer / Autumn 2024, as they both have a responsibility to stop flooding on the highway and within residents' properties.	14-01-25 Cllr Green is still working on this and will report back. 01-05-25 Cllr Green spoke to landlords happy to investigate
0125-134 e5 148 a3	09/01/2024	Cllr Ridout	PRIDE CCTV	Cllr Sheppard to speak to a representative of PRIDE regarding covering the electric cost of the light and to discuss them installing a camera as part of the CCTV system they are planning.	14-01-25 Cllr Ridout to Discuss at next PRIDE meeting and report back

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Long term projects

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0125-134 e 1224-122	14/05/2024	Clerk	Neighbourhood Plan	14-05-24 Clerk to contact the local Planning Consultant who helped put the original Puddletown Neighbourhood Plan together, regarding the review process. 12-11-24 Clerk to contact previous Consultant to enquiry about next steps. Clerk to set up and Extraordinary meeting if required for Council to discuss their desires for the Neighbourhood plan review.	Email received. "In terms of the need for a review – the plan was officially ‘made’ in June 2021 so in theory should be given significant weight in decision-making for at least 5 years (rather than the 2 years which was the case until the NPPF was changed in December) – more if the Local Plan has a 5 year housing land supply. So this change gives you some degree of comfort to June 2026. The now agreed Local Plan LDS programme suggests the following (the bits in <i>italic</i> is where I have added a bit more explanation): • Scoping and Early Engagement [September 2024] – to define the scope of its local plan and set out how it will engage the local community and stakeholders. • Sustainability Appraisal Scoping Report [November 2024] • Project Initiation Document and Gateway 1 Assessment [November 2024] – identify and get feedback on up to five issues that pose a risk to the soundness and/or legal and procedural compliance of the local plan, from PINS or other technical expert (4 week turnaround, 6 max) • Visioning and Strategy Engagement (8 weeks) [May 2025] - mandatory eight-week consultation intended to allow stakeholders to comment on which issues an area is facing and how they should be tackled • Gateway 2 Assessment [December 2025] – as per Gateway 1 • Draft Plan Engagement (6 weeks) [March 2026] - mandatory six-week consultation to allow the local community, statutory bodies and other stakeholders to comment on the draft local plan. The LPA should then resolve the issues raised during the consultation prior to submitting the local plan for examination. • Gateway 3 Assessment [October 2026] - to ensure that a local plan

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				meets key requirements and is “ready to proceed to examination” PINS only, cannot pass if PINS say no. • Examination [November 2026] – generally using shorted consultations (3 weeks) and only focused on main changes • Adoption [May 2027] So the equivalent 2024 point referenced in the NP is now May 2027, although the Parish Council would have a good understanding of what the Local Plan is likely to send up saying about Puddletown by early (January / February) 2026 - as the committee reports will have the full draft of the Local Plan that is due to go out to consultation at that stage. The time it takes to review a plan varies depending on whether you are looking at extending the plan period / requiring new sites. If you are worried about the possibility of the NP getting reduced weight after June 2026 when the 5 years is up, then you may wish to think about starting a light touch review by the end of this calendar year to give sufficient time for the review to take place and the revised plan to be examined. If not, then starting after March 2026 would make more sense, with the aim of extending the plan period and possibly looking at additional sites should the Local Plan indicate
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					that this may be needed." 10-12-24 Council approved light touch review. Clerk to contact Jo Dorset Planning consultant 11-12-24 Email sent to Jo asking for light touch review, plus to look to incorporate Tolpuddle, Burleston, Athelhampton. 18-12-24 Response from Jo "Things have progressed a little - not least the NPPF and Government's revised housing targets, as well as my workload – so I'm not in a position to start helping the PC straight away nor would it be prudent to until the dust settles a little on the housing uplift implications. I am expecting to hear more from Dorset Council re their initial thoughts on NP housing targets early in the new year – and I will be away for much of January and have my workload fairly full for the rest of this financial year. So on this basis you may either wish to pause consideration until perhaps February, when I should have better clarity on the Dorset LP timescales and interim NP housing numbers, and touch base with me then to discuss whether I can help you April onwards (under the new grant), or if you do want to start sooner then you will need to find another consultant to help as unfortunately I cannot stretch to help you before then!" 14-01- 25 Clerk to e-mail consultant in February to ask she undertake a review in the new fiscal year 31-01-25 Email sent to Jo 17-04-25 Chase email sent to Jo
198e	09/04/2024	Clerk	Land Registry	Clerk to carry out a Title deeds plan / register search, Application for an official search and Registration for Butt Close Play Park, Puddletown Recreation Area & Orchard Meadow.	29-04-24 Update on Parish Matters support paper for May meeting 29-04-24 Solicitor engaged for Butt Close & Puddletown Rec 21-05-24 Clerk to advise solicitor to go ahead with the Puddletown Rec registration and asked for update on Butt Close 22-05-25 Email received stating Butt Close with land registry office. and confirming will start on Puddletown Rec 13-03-25 Email sent to chase
118	14/11/2023	Clerk & Cllr green	Flood Defence Storage	Clerk & Cllr Green to investigate a permanent storage solution for flood barriers and sandbags.	

45a10	11/07/2023	Clerk	Mechanical Road Sweep	Clerk to chase previous request for a mechanical road sweep through Tolpuddle and Puddletown. Plus, to add a link to the PAPC Facebook page on where to request a Mechanical Road Sweep.	18-07-23 Email sent to Kelly (old Clerk) as Facebook stating account registered to her personal address and has kicked my access. 12-09-23 During monthly meeting requested Cllr Parker come involved as not heard back 09-10-23 reported on DC portal for The Moor, & High Street Puddletown & Main Road Tolpuddle 12-09-23 During monthly meeting requested Cllr Parker come involved as not heard back. 25-10-23 Update requested from Emma. 29-10-23 update "I have raised all these concerns and have been assured they would be looked into, I would like to think that the bins will just be replaced, and the road sweeping would be done, happy to chase this again if this is not the case. I am struggling with the sign as it would seem no one really knows who is responsible for it." 14-01-25 Cllr Parker to chase
41a2	11/07/2023	Clerk	DWP Bin Puddletown Church	Contact Dorset Council Waste Partnership to request the bin by the Puddletown Church be replaced with a larger bin, due to the removal of a second bin, reducing current capacity by 50%	12-04-23 Requested on DC portal DWPPLB507160623 @ 15:44 on 12-04-23. 27-04-23 Email sent to Poundbury Depot 11-07-23 Clerk to contact DWP to chase. 17-07-23 Request sent to Cllr's for photographic evidence 12-09-23 During monthly meeting requested Cllr Parker come involved as not heard back. 25-10-23 Update requested from Emma. 29-10-23 update "I have raised all these concerns and have been assured they would be looked into, I would like to think that the bins will just be replaced, and the road sweeping would be done, happy to chase this again if this is not the case. I am struggling with the sign as it would seem no one really knows who is responsible for it." 2-11-23 Note from Emma "I have received a email to say the commercial waste team will be in touch regarding the two bins as apparently, they are paid for services. Once they have been in contact, I will let you know. I am on leave now but will be checking my emails daily but not between Tuesday 7th - Friday 17th."