

Puddletown Area Parish Council

Covering the Parishes of Athelhampton & Puddletown, and Burleston & Tolpuddle

MEMBERS OF THE PUBLIC AND THE PRESS ARE INVITED TO ATTEND ALL COUNCIL MEETINGS

(Public Bodies (Admission to Meetings) Act 1960)

Dear Parish Councillors,

You are hereby summoned to attend the following meeting to conduct the business overleaf. (LGA 1972 Sch 12, para 10(2)(b)).

A meeting of the: **Puddletown Area Parish Council**

On / at: **Tuesday 11th November 2025**

commencing at: **7:00pm**

In: **Puddletown Village Hall**

Yours respectfully



Michelle Harrington

Parish Clerk & Responsible Finance Officer

30th October 2025

AGENDA

1125-77. ATTENDANCE AND APOLOGIES FOR ABSENCE

To record members, present (Local Government Act 1972, sch 12) & receive apologies of absence. (Local Government Act 1972 s85 (1)).

1125-78. DECLARATIONS OF PRECUNYARY INTEREST AND DISPENSATIONS RELATING TO ITEMS ON THE AGENDA

- a. Members to declare any interests that are not currently entered in the Member's register of interest.. (Localism Act 2011 s26-37 and Sch 4 plus Code of Conduct).
- b. To consider any prior requests to the Clerk from members for Dispensations. (Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)).

1125-79. PUBLIC SESSION

An opportunity for members of the public to raise issues of concern or comment on agenda item. (Standing Orders 3e-k)¹.

1125-80. PREVIOUS MEETING MINUTES – APPENDIX

To resolve to approve the minutes from the last Council meeting as a correct record. (LGA 1972 sch 12, para 41(1)).

1125-81. VICE CHAIRPERSON ELECTION

- a. To accept the letter of resignation from Cllr Hood
- b. To discuss and elect a new Vice-Chairperson.
- c. To discuss and elect a new member to relevant working groups.

1125-82. DORSET COUNCILLOR LOCAL UPDATE

To discuss any item arising from Dorset Council Newsletters and receive a verbal report on any parish specific update from the Ward Councillor.

1125-83. PCSO REPORT

To discuss a report from the local PCSO.

1125-84. CLERKS REPORT - APPENDIX

- a. Finance
 - 1. Bank Balance - To note the previous end of month balance.
 - 2. Monthly Expenditure & Income - To authorise payments in accordance with the Payment Schedule, and to note the monthly income.

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3. Bank Reconciliation – To approve the latest bank reconciliation. – **ANNEX**

4. 2026-27 Budget – To discuss any submitted proposed future projects¹.

b. Parish Safety

To note and discuss any issue raised. N.B. Any issue raised after the agenda publication date will be reported verbally during the meeting.

1. Playparks – Internal weekly inspections

i. Butt Close

ii. Orchard Meadow

iii. Puddletown Rec.

2. Defibrillators

i. Puddletown Library

ii. Martyrs Inns – Tolpuddle

c. Action Log Updates

1. Actions updated since the publication of the agenda.

1125-85. CORRESPONDENCE

a. To discuss and agree a way forward regarding any correspondence received (excluding newsletters)

1. Speed Limit enquiry 22-10-25

b. To discuss any correspondence received since the agenda publication.

1125-86. POLICIES, PROCEDURES, AND RISK ASSESSMENT REVIEW

To discuss and approve the following policies and Risk Assessments.

a. Health and Safety Policy – **APPENDIX**

b. 001 – Risk Register Risk Assessment - **APPENDIX**

c. 002 – Hosting a Meeting Risk Assessment – **APPENDIX**

d. 003 – Speed Indicator Device Risk Assessment - **APPENDIX**

e. 004 – DSE Self-Assessment Risk Assessment - **APPENDIX**

f. 005 – Puddletown Recreation Parking Facilities Risk Assessment - **APPENDIX**

g. 006 – The Coombe Tree Management Risk Assessment - **APPENDIX**

h. 007 – River Clearance - Risk Assessment - **APPENDIX**

i. 009 – Toilet Block Risk Assessment - **APPENDIX**

j. 010 – Noticeboards Risk Assessment - **APPENDIX**

k. 011 – Store shed Orchard Meadow Risk Assessment - **APPENDIX**

l. 012 – Bus shelters Risk Assessment - **APPENDIX**

1125-87. PLANNING AND LICENSING MATTERS

To receive and consider planning and licensing application(s). N.B. Any planning application received after the agenda publication date will be discussed.

1125-88. EXTERNAL MEETING / FORUM NOTES

To note the following external meeting / forum notes.

a. DAPTC – A Fresh Start – Verbal Update from Cllr Ridout and the Clerk.

1125-89. ITEMS FOR NEXT MEETING.

To note any items for the next meeting and discuss the meeting dates. 9th December 2025 from 7pm at the Tolpuddle Village Hall

¹ N.B Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA 1972 Sch 12, para 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)

1125-90. STAFF PAY - PART 2 CONFIDENTIAL ITEM.

a. To resolve under the Public Bodies (Admission to meetings) Act 1960 s1(2), the press and public are to be excluded for the remainder of this agenda due to the confidential nature of the business to be transacted

b. To discuss staff, pay level, in preparation for budget setting.