

Clerks Report

All recommendations in this report are made by the Clerk / RFO unless stated otherwise.

a. Finance

1 Bank Balance as of 31st December 2025

Equals £0.00 - Closed

Unity – Day to Day £4224.98

Unity – Savings £186.90

Redwood £67,273.79

Total £71,685.67

2 Monthly Expenditure

To approve the below expenditure

Date	Net	VAT	Total	Description	Supplier	Bank	Tender	Power Used for Spend
31.12.2025	£6.00	£0.00	£6.00	Bank Fees	Unity Bank	Unity Trust	ONLINE	LGA 1972 s.111
31.12.2025	£4.12	£0.00	£4.12	Administration	Corfe Castle Parish Council	Unity Trust	ONLINE	LGA 1972 s.111
31.12.2025	£157.33	£0.00	£157.33	National Insurance & Income Tax	HMRC	Unity Trust	ONLINE	LGA 1972 s 112 (1)
31.12.2025	£167.48	£0.00	£167.48	Pension	NEST	Unity Trust	DIRDEBIT	Pensions Act 2008 s.3 &S33
31.12.2025	£535.32	£0.00	£535.32	Clerks Pay & Expenses	Wages - Staff	Unity Trust	ONLINE	LGA 1972 s 112 (1)
24.12.2025	£10.00	£0.00	£10.00	PAT Testing - Equipment	Corfe Castle Parish Council	Unity Trust	ONLINE	LGA 1972 s.111
24.12.2025	£25.00	£0.00	£25.00	Bank Fees	Equals Money	Equals	ONLINE	LGA 1972 s.111
24.12.2025	£2.10	£0.00	£2.10	Cleaning Products	Tesco	Unity Trust	ONLINE	LGA 1972 s.111
24.12.2025	£2.00	£0.00	£2.00	Cleaning Products	Waitrose	Unity Trust	ONLINE	LGA 1972 s.111
24.12.2025	£1.00	£0.00	£1.00	Cleaning Products	Waitrose	Unity Trust	ONLINE	LGA 1972 s.111
24.12.2025	£1.30	£0.00	£1.30	Cleaning Products	Sainsburys	Unity Trust	ONLINE	LGA 1972 s.111
24.12.2025	£33.68	£0.00	£33.68	Water Rates	Water 2 Business	Unity Trust	DIRDEBIT	LGA 1972, s.145
18.12.2025	£1,987.63	£397.53	£2,385.16	Grass Cutting	Lowther Forestry Group Ltd	Unity Trust	ONLINE	Public Health Act 1875, s.164
17.12.2025	£65.00	£13.00	£78.00	Caretaker Training - COSHH	St Johns Ambulance	Unity Trust	ONLINE	LGA 1972 s.111
17.12.2025	£65.00	£13.00	£78.00	Caretaker Training - Working at Heights	St Johns Ambulance	Unity Trust	ONLINE	LGA 1972 s.111
17.12.2025	£1.00	£0.00	£1.00	Phone Box Adoption	BT Payphones	Unity Trust	ONLINE	LGA 1972, ss.124, 126 & 127
3063.96		423.53	3487.49					

All invoices listed have been 'examined, verified and certified' by the RFO

Monthly Income: To note the below income

Date	Net	VAT	Total	Description	Customer	Bank
23.12.2025	£9.48	£0.00	£9.48	Insurance Refund	Clear Councils	Unity Trust
31.12.2025	£181.38	£0.00	£181.38	Interest	Redwood Bank	Redwood
31.12.2025	£49.76	£0.00	£49.76	Interest	Unity Bank	Unity Trust
	240.62	0	240.62			

3.

Equals Pre-paid Card

To note the RFO / Clerk has cancelled the Equals Pre-paid card account, as Equals Money have decided to start charging £25 per month up to a maximum of £250 a year for the privilege of holding a card. At present no further pre-paid cards have been identified, work will continue and a report will be submitted to Council in due course.

4.

Bank Reconciliation

To approve the bank reconciliations and the Chairman to sign.

b

Parish Safety

To note and discuss any Parish Safety issue. 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 – Note the Post Installation inspection was carried out on the 6th January and the report is due within the next 10 days.
- ii. Orchard Meadow – Noting new to report
- iii. Puddletown Rec. – Noting new to report

2.

Defibrillators

- i. Puddletown Library – Noting new to report
- ii. Martyrs Inns – Tolpuddle – Noting new to report

c

Lanyards

A request has been received from a member of staff, to have a personalised lanyard, so that when they are working in the parish especially the children's play park area, they have some identification they can show stating they are a member of staff and should be there.

Recommendation: To purchase both Caretakers, Clerk and Councillors personalised lanyards at an approx. cost of £15 pp.

d.

Action Log Updates.

A copy of the action log is below. N.B. Any action updated after the agenda publication date will be reported verbally during the meeting.

1.

Phone Box Adoption.

In March 2025 PAPC received notification that Kiosk Number: 01305848201, Kiosk Address: O/S Puddletown Auto Telex Pco1 The Square Puddletown Dorchester, DT2 8SL, Kiosk Type: Listed K6 would have the phone removed. PAPC wished to adopt the box and moving forward turn it into a Community Asset. In December 2025 the lease agreement was received and signed, and we have now been asked to pay the £1 fee. Once the fee is paid, we will take on the lease, and the phone box will become our asset. To note the phone box is listed, so we will need planning consent to convert the box. We do not need planning consent to paint or repair, as long as repair is like for like.

Recommendation: To discuss the future use of the newly adopted phone box.

2. Systems to enhance hearing meetings.
After research it seems we would need an Omnidirectional microphone with noise cancelling technology. This could be plugged into a laptop, and we could an app like Google Live Transcribe could be showing the live transcript on a large screen. Cost is anywhere from £100 - £1000. Argos have one for £100 but the pick-up distance is unknown. Olympus does a Microphone ME-30W, this is a much high spec with higher noise cancelling ratings and a 3-5m pick-up range. This system can be extended with up to 6 microphones for larger meetings. £239.99 (inc. VAT) This is for 2 microphones, so we may be able to get it cheaper with just one mic.

Recommendation: To discuss and agree a way forward.

3. Actions updated since the publication of the agenda

Action Log

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)	Complete
1225-95	09/12/2025	Clerk	New Councillor	Clerk to request ROI from Dorset Council and set Cllr Oakley's gov.uk email.	16-12-25 Complete	Complete
1225-98 a2			Payments	Clerk to process payments	10-12-25 Complete	Complete
1225-98 c 1125-86 b5	11/11/2025	Clerk	Parish Action Plan	Clerk to produce a draft plan and distribute to Councilors. Add to a future agenda with the plan to release the Plan at the May Annual Meeting.	09-12-25 Physical copy taken to December meeting to Councillors to take away and let Clerk know feedback. 09-12-25 Councillors to look through draft Action Plan and feedback comments to Clerk	On-going
1225-100			Precept	Clerk to submit Precept request to Dorset Council	10-12-25 Complete	Complete
1225-102			Planning	Clerk to submit planning comments as approved.	10-12-25 Complete	Complete
1125-86 b4	11/11/2025	Clerk	Risk Register Risk Assessment	Clerk to investigate different systems to enhance meetings for the hard of hearing and report back to Council.	12-12-25. After research seems we would need an Omnidirectional microphone with noise cancelling technology. This could be plugged into my laptop, and we could then have an app like Google Live Transcribe which could be showing the live transcript on the screen. Cost is anywhere from £100 - £1000. Argos have one for £100 but the pick-up distance is unknown. We can try and return with Argos. Olympus doe a Microphone ME-30W, this is a much high spec with higher noise cancelling ratings and a 3-5m pick up range. This system can be	To Start

					extended with up to 6 microphones for larger meetings. £239.99 (inc VAT) This is for 2 microphones, so we may be able to get it cheaper with just one mic.	
1125-86 f1	11/11/2025	Clerk	Signage - Car Park	Clerk to have signage made to state terms of conditions for using the car park, which will include the Parish Council accept no liability for any loss or damage.	17-12-25 Signage sent to printers asking for quote	On-going
1125-86 i	11/11/2025	Clerk	Signage - Toilet Block	Clerk to arrange for signage to be placed in each area, informing users who to contact for maintenance issues.	17-12-25 Signage sent to printers asking for quote	On-going

1125-86 16	11/11/2025	Clerk	COSH Regulations	Clerk to investigate COSHH regulations and report back to Council	17-12-25 Info found relating to employer duties: Key COSHH Duties That Affect You as an Employer 1. Identify Hazardous Substances Bleach and many common cleaning products are classed as hazardous. They may be: Corrosive Irritants Sensitisers Respiratory hazards Skin hazards Toxic if mixed (e.g., bleach + acid = chlorine gas) You must identify all hazardous chemicals used by your caretaker, including: Bleach Descalers Toilet cleaners Disinfectants Sprays that create mists 2. Obtain and Maintain Safety Data Sheets (SDS) For every cleaning product, you must keep an up-to-date Safety Data Sheet from the supplier. SDSs inform you about: Hazards Safe handling PPE requirements First aid measures Storage needs These form the basis of your risk assessments. 3. Carry Out COSHH Risk Assessments You must complete a COSHH assessment for each substance or cleaning process. The assessment should identify: What the product is and what hazards it poses Who may be exposed (caretaker, public, other staff) How exposure can occur (skin, eyes, inhalation of fumes or mists)	On-going
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					The control measures needed Emergency procedures Risk assessments must be reviewed regularly and whenever products or processes change. 4. Implement Control Measures You must reduce exposure “so far as reasonably practicable.” For cleaning chemicals, this usually includes: ➤ Safe use and handling Use ready-to-use dilutions when possible Follow manufacturer dilution instructions Avoid mixing chemicals Provide proper training ➤ Ventilation Ensure toilets have adequate ventilation to reduce fumes ➤ Personal Protective Equipment (PPE) Provide and enforce use of: Gloves (chemical-resistant) Eye protection if splashing is possible Aprons if needed PPE must be: Provided free of charge Suitable and maintained Replaced when needed ➤ Storage Store chemicals securely Keep incompatible chemicals separate (e.g., bleach and acids) Ensure proper labelling 5. Provide Training & Information You must train the caretaker on: Chemical hazards Safe use and dilution PPE use What NOT to mix How to clean safely without creating mists or splashes	
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					What to do in case of exposure or spillage Training must be recorded and refreshed. 6. Provide Appropriate Welfare & First Aid This includes: Immediate access to running water for eye/skin rinsing First aid procedures for chemical exposure Incident reporting procedures 7. Monitor and Review COSHH requires employers to: Check that controls and PPE are being used correctly Review assessments if an incident occurs or if products change Ensure ventilation and storage remain adequate ✓ In Short: Your Key Responsibilities Under COSHH, you must: Identify hazardous cleaning products Obtain Safety Data Sheets Carry out and review COSHH assessments Implement control measures (PPE, ventilation, storage) Train your staff Provide emergency and first aid arrangements	
1125-86 k3	11/11/2025	Clerk	Shed Clearance	Clerk to clear shed once safe access possible.		To Start
1125-89	11/11/2025	Clerk	Fire Report	Clerk to add the fire and electrical report for the Pavilion to the December agenda.	Postpond to January	To Start

1025-69 c3 0825-50 c3 0625-d2 0125-134 e1	10-06-25 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. Noting the BHF have currently closed their grant applications for defibs. It is due to open in Summer 25. 10-06-26 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 22-07-25 Defib applied for via BHF grant. Answer within 8 weeks. 13-08-25 Notice received unsuccessful in our grant, due to over subscription to grants and machines allocated to areas with a lack of current defibs. 14-10-25 Back on Agenda for discussion of purchase options. 14-10-25 Clerk to confirm agreement with the Martyr's Museum and then organise for installation. To purchase an iPad NFK 200 Defibrillator including Non lockable cabinet from Contractor 2 at a cost of £1,500 + VAT	On-going
1025-69 c6			Annual Meeting	To hold one Annual Parish Meeting in Puddletown Village Hall on Tuesday 19th May. To invite local charitable organisations to exhibit during the event. To print flyers, for Councillors to distribute around the parish, advertising the event. To offer free tea, coffee and cake refreshments. To ask the Middle School Choir to attend and open the event with a short performance 6.30pm start. Clerk to start organising event.	17-12-25 Chase email sent to VH booking sec to confirm date for 2026	On-going
0925-61	16/09/2025	Clerk	Neighbourhood Plan	To defer any future actions starting a review to the Puddletown Neighbourhood Plan, until more defined information has been released on the Dorset Local Plan. Clerk to add to Action log to monitor.	16-09-25 To defer any future actions starting a review to the Puddletown Neighbourhood Plan, until more defined information has been released on the Dorset Local Plan. Clerk to add to Action log to monitor.	On-going
0925-62b	16/09/2025	Clerk	Sherborne Transport Action Plan	Clerk to contact Sherbourne Transport Action Group to investigate a project they	17-09-25 Email sent to Sherborne Transport Action Group (STAG)	On-going

				ran some time ago, printing a foldable tameable for local transport services.		
0725-32	15/07/2025	Clerk	Youth Council - Footpath	Clerk to contact Dorset Council to request they: 1. Cut back the vegetation along the path, (side and top) 2. Level the footpath. (Step area, northern end of path and in general) 3. Add a salt bin to the location (northern end of path by slope) 4. Add a litter bin by the school gates or the northern end of the path. (Move current bin on land opposite school entrance.) 5. Add some railing on the southern end of the path near the school, as there is a steep slope down to the road. 6. Install lighting along the path, as in the middle of winter at the end of the day, students do not feel safe walking along the path as it is so dark. If lighting is not possible could the trees and vegetation at least be cut to a level so that more natural light was able to light up the area.	16-07-25 response from Highways to state covered by Road safety. Team. 23-07-25 call from Commercial waste, stating depo will investigate and respond, however very long backlog so may be a while before hearing anything. (Back log issue due to teams not being trained to move bins and test for under ground utilities. DWP looked into us moving the bin ourselves as they first suggested but since come back and stated we can not move them ourselves. 01-08-25 Chase email sent to RoW and Road Safety. 01-08-25 email from Highways to say RoadSafety response due soon. 17-09-25 Chase email sent 18-09-25 Email received "Just to provide an update: we're currently developing a junction improvement scheme at the Whitehill Junction mouth and the stepped access to the school gates. The scheme is in its early design stages, but an engineer has now been assigned to take it forward. Once the drawings have progressed, I'll be able to share them more widely. As part of this scheme, we're also reviewing some of the great ideas that came out of your work with the school pupils. We've visited the site with our engineers and are now awaiting feedback on the potential costs of the proposed improvements. One of the more feasible options we're looking into is levelling the steps along the path parallel to Coombe Road, but we just need to see if the engineers can work with the levels. I'll keep you updated as things progress. Please don't hesitate to get in touch if you have any questions"	On-going
0725-37 b1	15/07/2025	Clerk	Playpark - Football goal netting	Clerk to order a replacement goal netting, plus arrange installation.	22-07-25 Email sent to Ken Hussey as approved contractor. November Complete	Complete
0725-37b2	15/07/2025	Clerk	Car Park Surface	Clerk to contact M& R Construction to ask they go ahead in October half term.	16-07-25 Email sent . 24-07-25 October date unlikely due to prior commitments.	On-going

0725-41 0525-15 0125-134 e2 1224-125	10/12/2024	Cllr Hood & Clerk	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. Clerk to contact possible contractors	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 02-06-25 first revised quote received. 06-06-25 Contractor 2 responded not able to quote as items on list they'd don't cover 15-07-25 Discussion held in council meeting. between two contractors. Contractor 4 overall chosen, however asked to re-quote with the removal of the fence, and with a different climbing frame. 16-07-25 Contractor 2 contacted the Clerk to find out results of discussion, explained they were not successful, and they offered to re-quote without fence, given this contractor had the bubble dome, asked they re-quote to have as a comparison. 12-08-25 Clerk to add Butt Close Play Park update to the next meeting agenda. 14-10-25 • Clerk to organise for a sign to be displayed once the playpark has been installed to thank the first school for their input into the design of the playpark. • Clerk to investigate grant options. • Clerk to accept the quote from contractor 1 (Playdale) at a cost of £49,997.50.	On-going
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0825-50 c4 0625-23 d10425-167 a	08/04/2025	Clerk	Bus Shelter - Tolpuddle East	08-04-25 Clerk to communicate with neighbouring properties asking for their feedback on a possible installation of a bus shelter. 10-06-25 Clerk to obtain quotes for a shelter and report back to Council.	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 form 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 21-07-25 email sent to contractor asking for confirmed prices. Bushby shelter, installation inc creation of concrete base, and toughened glass. 23-07-25 email received "Looking at the mark up, the shelter appears to be right in the middle of where the existing streetlight is. We would need to move the positioning of the shelter across a bit to avoid this. 09-09-25 Contractor 1 has returned a quote of £13,921.20 for a new wooden / glazed shelter. Due to distance, we would likely subcontract the installation work so it may take us a little longer to get a price back to you. As soon as I have the costings, I will be in touch with a quote. I will quote for our standard 6.4mm laminated glazing and also our upgraded 15mm toughened glazing." 14-10-25 Back on Agenda for discussion of purchase options.	On-going
1124-104	12/11/2024	Clerk	Street names	Clerk to add Street name ratification for new development to agenda once information received form MOP regarding field names.		To start
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)	On-going

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	On-going
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 bac	To start