

PUDDLETOWN AREA PARISH COUNCIL

Minutes of the Puddletown area parish council meeting held on Tuesday 13th January 2026 in the Puddletown Village Hall. The meeting commenced at 7.00pm

PRESENT:

Cllr **Brown**, Cllr **Grazebrook**, Cllr **Green** (Vice Chairperson), Cllr **Oakley**,
Cllr **Ridout** (Chairperson), Cllr **Patterson** (Vice Chairperson) & Cllr **Redman**

ALSO PRESENT:

Mrs **Harrington** (Clerk) & Three Members of Public.

ABSENT:

Cllr Giancola

0126-105. APOLOGIES FOR ABSENCE

Apologies have been received from Cllr Giancola for personal reasons and accepted by all.

0126-106. DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

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

0126-107. PUBLIC SESSION

No members of public wish to speak.

Item 0126-112 was discussed due to member of the public interest.

0126-108. PREVIOUS MEETING MINUTES

Proposed: Cllr Brown

Seconded: Cllr Green

RESOLVED: The minutes from the full council meeting held on Tuesday 9th December 2025 were approved and signed as a correct record of the meeting.

0126-109. DORSET COUNCILLOR REPORT

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

0126-110. PCSO'S REPORT

It was noted no report had been received as agreed last month.

0126-111. CLERKS REPORT

a. Finance

1. Bank Balance as of 31st December 2025

Equals	£0.00 – Closed	Unity – Day to Day	£4,224.98
Unity – Savings	£186.90	Redwood	£67,273.79
Total	£71,685.67		

2. Monthly Expenditure

Proposed Cllr Grazebrook

Seconded Cllr Patterson

RESOLVED/ ACTION: To process payments totalling £34,024.34 in line with the payment schedule. (See Appendix A). Noting an income of £240.62

3. Equals Pre-paid Card

To note the Equals Pre-paid card has been cancelled due to a change in terms which now sees a £25 per month fee, up to a maximum of £250 per year.

RESOLVED/ ACTION: Clerk to investigate alternatives and report back.

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0126-114. PLANNING & LICENSING

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

- a. **Application No:** P/PAAC/2025/02462
Location: Southover Farm Tolpuddle DT2 7HE
Appeal Notice – Start Date 16th December 2025
Additional Comments Due: 20th January 2026
- b. **Application No:** P/LBC/2025/06870
Location: The Old Vicarage The Green Puddletown DT2 8SN
Proposal: Internal works to replace floor finishes in Bedroom 3, Bedroom 4, landing and bathroom, including installation of new carpet and oak flooring laid over chipboard to level existing surfaces. Repair and skim plaster to walls in Bedroom 3, Bedroom 4, landing and bathroom using like-for-like materials.
Comment: No Comment
- c. **Application No:** P/TRC/2026/00149
Location: 16 Mill Street Puddletown DT2 8SH
Proposal: T1 Weeping Willow - Fell
Comment Due: 2nd February 2026
Comment: Based on the information provided the tree is not diseased & there is no evidence to suggest that it is causing structural damage to property. The application states that the tree overflows the boundary & requires ongoing trimming, & that it is considered a nuisance due to maintenance requirements. However, these factors alone do not, in the PC's view, justify complete removal.
- A weeping willow, by its very nature, will produce long, drooping growth & will require periodic management. This characteristic is inherent to the species and should be addressed through appropriate arboricultural management rather than felling.
- The PC considers that works such as pollarding would significantly reduce branch spread & maintenance requirements while retaining this mature tree & its amenity value. The desire to "clear and tidy the space" or to replace the tree with a lower-maintenance alternative is not considered sufficient justification for the loss of a healthy, established tree.

RESOLVE / ACTION: Clerk to submit the comment as agreed above.

0126-115. FIRE RISK ASSESSMENT FOR PUDDLETOWN RECREATION PAVAILION

A copy of the external Fire assessment was submitted before the meeting, this was discussed.

ACTION: Clerk to investigate if the 1st floor is concrete slab or another material. Clerk to arrange the annual Landlords inspection with Cllr Ridout, Cllr Green & Clerk in attendance. Clerk to report back as and when with findings.

0126-116. ITEM FOR NEXT MEETING & DATE OF NEXT MEETING

Date: Tuesday 10th February 2026

Location: Tolpuddle Village Hall. Time 19:00

ACTION: Clerk to add Rights of Way agenda item to February agenda.

Meeting close: 21.03

Appendix A – Finance Expenditure

Expenditure

Date	Net	VAT	Total	Description	Supplier	Bank	Tender	Power Used for Spend
08.01.2026	£15.00	£0.00	£15.00	Old Chapel Rent	Tolpuddle Old Chapel Trust	Unity	ONLINE	Local Government Act 1972 s.111
08.01.2026	£38.00	£0.00	£38.00	TEN Newsletter Printing	Advantage Digital Print Ltd	Unity	ONLINE	Newsletters - LGA 1972 s.142
06.01.2026	£136.96	£0.00	£136.96	Refuse	DC Waste Services	Unity	ONLINE	Litter - Litter Act 1983, ss.5,
06.01.2026	£24,998.75	£4,999.75	£29,998.50	Play park Inspection	Playdale Playgrounds Ltd	Unity	ONLINE	Open Spaces Act 1906, ss. 9and 10
31.12.2025	£0.00	£0.00	£0.00	Electricity - OM	YU Energy	Unity	DIRDEBIT	LGA 1972, s.145
31.12.2025	£2.25	£0.00	£2.25	Cleaning Products	Waitrose	Unity	ONLINE	Local Government Act 1972 s.111
31.12.2025	£1.00	£0.00	£1.00	Cleaning Products	Poundland	Unity	ONLINE	Local Government Act 1972 s.111
31.12.2025	£1.00	£0.00	£1.00	Cleaning Products	Poundland	Unity	ONLINE	Local Government Act 1972 s.111
								Local Government Act 1972 s 112 (1), Local Government Act 1972 s.111 & Pensions Act 2008 s.3 (employer contributions) & s.33 (Employee)
31.12.2025	£1,061.94	£0.00	£1,061.94	Salary	Staff	Unity	ONLINE	
31.12.2025	£6.00	£0.00	£6.00	Bank Fees	Unity Bank	Unity	ONLINE	Local Government Act 1972 s.111
31.12.2025	£4.12	£0.00	£4.12	Administration	Corfe Castle Parish Council	Unity	ONLINE	Local Government Act 1972 s.111
24.12.2025	£10.00	£0.00	£10.00	PAT Testing - Equipment	Corfe Castle Parish Council	Unity	ONLINE	Local Government Act 1972 s.111
24.12.2025	£25.00	£0.00	£25.00	Bank Fees	Equals Money	Equals	ONLINE	Local Government Act 1972 s.111
24.12.2025	£2.10	£0.00	£2.10	Cleaning Products	Tesco	Unity	ONLINE	Local Government Act 1972 s.111
24.12.2025	£2.00	£0.00	£2.00	Cleaning Products	Waitrose	Unity	ONLINE	Local Government Act 1972 s.111
24.12.2025	£1.00	£0.00	£1.00	Cleaning Products	Waitrose	Unity	ONLINE	Local Government Act 1972 s.111
24.12.2025	£1.30	£0.00	£1.30	Cleaning Products	Sainsburys	Unity	ONLINE	Local Government Act 1972 s.111
24.12.2025	£33.68	£0.00	£33.68	Water Rates	Water 2 Business	Unity	DIRDEBIT	LGA 1972, s.145
18.12.2025	£1,987.63	£397.53	£2,385.16	Grass Cutting	Lowther Forestry Group Ltd	Unity	ONLINE	Public Health Act 1875, s.164
17.12.2025	£65.00	£13.00	£78.00	Caretaker Training - COSHH	St Johns Ambulance	Unity	ONLINE	Local Government Act 1972 s.111
17.12.2025	£65.00	£13.00	£78.00	Caretaker Training - Working at Heights	St Johns Ambulance	Unity	ONLINE	Local Government Act 1972 s.111
17.12.2025	£1.00	£0.00	£1.00	Phone Box Adoption	BT Payphones	Unity	ONLINE	LGA 1972, ss.124, 126 & 127
	£28,458.73	£5,423.28	£33,882.01					

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Appendix B – Action Log

Short / Medium term projects					
Action Number (year number / consecutive number)	Who is Actioned?	Title	Details	Status (progress description plus colour code: Red - no progress; Amber - action in progress; Green - action completed)	Complete
1225-95	Clerk	New Councillor	Clerk to request ROI from DC & 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	\clerk & Councillors	Parish Action Plan	Clerk to produce a draft plan and distribute to Councilors. Add to a future agenda with the aim to release the Plan at the May Annual Meeting.	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	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, & we could then have an app like Google Live Transcribe which could be showing the live transcript on the screen. Cost is from £100 - £1000. Argos have one for £100 but the pickup distance is unknown. Olympus does a Microphone ME-30W, this is 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)	To Start
1125-86 f1	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 07-01-25 Chase email sent 08-01-25 11 x 85mm x 55mm ID Cards: Printed one side on synthetic 365gsm board. £11.00 + vat 1 x 210mm x 250mm Butt Close Play Area Sign: Printed on vinyl, gloss laminated and mounted on 5mm foam	On-going

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1125-86 i	Clerk	Signage - Toilet Block	Clerk to arrange for signage to be placed in each area, informing users who to contact for maintenance issues.	board with holes in corners. £22.00 + vat 2 x 100mm x 210mm Toilet Maintenance Stickers: Printed on permanent adhesive vinyl and gloss laminated. £12.0 + vat 1 x 460mm x 210mm T and Cs Sign: Printed on vinyl, gloss laminated and mounted on 5mm foam board with holes in corners. £35.00 + vat 1 x 210mm x 250mm Caution Sign: Printed on vinyl, gloss laminated and mounted on 5mm foam board with holes in corners. £22.00 + vat	
1125-86 k3	Clerk	Shed Clearance	Clerk to clear shed once safe access possible.	Key to be retrieved	To Start
1125-89	Clerk	Fire Report	Clerk to add the fire and electrical report for the Pavilion to the December agenda.	Added to Jan agenda	Complete
0925-61	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	Clerk	Sherborne Transport Action Plan	Clerk to contact Sherborne Transport Action Group to investigate a project they ran some time ago, printing a foldable tameable for local transport services.	17-09-25 Email sent to Sherborne Transport Action Group (STAG)	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

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1125-86 16	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); 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	On-going
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				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 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	
0725-37 b1	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	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

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1025-69 c3 0825-50 c3 0625-d2 0125-134 e1	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. 10-06-25 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
1124-104	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,	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	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

0725-32	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 underground utilities. DWP looked into us moving the bin ourselves as they first suggested but since come back and stated we cannot 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"	On-going
0825-50 c4 0625-23 d10425-167 a	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 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 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
0125-134 e5 148 a3	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