

PUDDLETOWN AREA PARISH COUNCIL

Minutes of the Puddletown area parish council meeting held on Tuesday 12th May 2026 in the Puddletown Village Hall. The meeting commenced at 7.00pm

PRESENT:

Cllr **Brown**, Cllr **Giancola**, Cllr **Grazebrook**, Cllr **Green**, Cllr **Oakley**, Cllr **Ridout**, Cllr **Patterson** & Cllr **Redman**

ALSO PRESENT:

Mrs **Harrington** (Clerk) & One Members of Public

ABSENT:

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0526-1. ELECT A CHAIRMAN AND VICE CHAIRMAN

Proposed: Cllr Grazebrook

Seconded: Cllr Redman

RESOLVED: Cllr Ridout was elected as Parish Council Chairman for electoral year 2026-27

RESOLVED: Cllr Green was elected as Parish Council Vice-Chairman for Puddletown & Athelhampton for electoral year 2026-27

RESOLVED: Cllr Patterson was elected as Parish Council Vice-Chairman for Tolpuddle & Burleston for electoral year 2026-27

0526-2. APOLOGIES FOR ABSENCE

No apologise were received.

0526-3. 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.

0526-4. PUBLIC SESSION

No members of public wished to speak.

0526-5. PREVIOUS MEETING MINUTES

Proposed: Cllr Grazebrook

Seconded: Cllr Giancola

RESOLVED: The minutes from the full council meeting held on Tuesday 14th April 2026 were approved and signed as a correct record of the meeting.

0526-6. DORSET COUNCILLOR REPORT

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

0526-7. PCSO'S REPORT

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

0526-8. CLERKS REPORT

a. Finance

1. Bank Balance as of 30th April 2026

Unity – Day to Day £71,323.16

Unity – Savings £285.82

Redwood £17,530.84

Total £89139.82

2. Monthly Expenditure

Proposed Cllr Grazebrook

Seconded Cllr Giancola

RESOLVED/ ACTION: To process payments totalling £3,898.17 in line with the payment schedule. (See Appendix A). To note an income of £41,138.86 for April.

3. Bank reconciliation.
The Scribe bank reconciliation for April 2026 was submitted before the meeting, this was noted and signed by the Chairman.
4. Direct Debits and Standing order
A report was submitted before the meeting, listed all current bank Standing Orders and Direct Debits. This was noted and approved for financial year 2026-27.
5. Internal Audit Report
A copy of the internal audit report was submitted before the meeting, this was noted.
Cllr Oakley joined the meeting
- b. Parish Safety
1. Playparks:
 - a. Butt Close – Park will open soon.
 - 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. Action Log
A copy of the action log was submitted before the meeting, this was discussed. Actions discussed:
1. 40mph Speed Change request – It was noted the Parish Council has received seven emails of support from Tolpuddle / Burleston residents for the speed reduction between Tolpuddle and Puddletown.

0526-9. ELECT MEMBER TO WORKING GROUPS, LIAISON OFFICERS, AND REPRESENTATIVES ROLES FOR 26-27

Liaison Officer

- Orchard Meadow Play Park – remove due to inactivity
- Puddletown Rec Play Park – remove due to inactivity
- Butt Close – remove due to inactivity

Representative

- Dorset Association of Parish and Town Council (DAPTC)- Cllr Ridout
- Puddletown Rec Improvement and Development (PRIDE) – Cllr Brown & Cllr Ridout
- Puddletown Charity – Mr Alan Sheppard (Non-Council member) remove due to inactivity
- Puddletown Village Hall – Cllr Ridout
- Tolpuddle Village Hall – Cllr Giancola

Warden

- Flood – Cllr Green
- Tree – Cllr Ridout

Working Group

- Emergency Planning – Cllr Grazebrook, Cllr Oakley, Cllr Redman & Cllr Ridout
- Finance – Cllr Ridout, Cllr Patterson, & Cllr Green (Remove Cllr Grazebrook)

ACTION: Clerk to update the website with elected members to working groups, liaison officers and representatives' roles.

0526-10. THE ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) 2025/2026 PART 3

To approve the following sections of the Annual Governance & Accountability Return 2025/26 Part 3 for submission to the Council's External Auditor:

- a. Section 1 – Annual Governance Statement 2025/26
- b. Section 2 – Accounting Statements 2025/26
- c. Year End Finance Report
- d. Year End Bank Reconciliation
- e. Conflict of Interest
- f. Explanation of Significant Variance

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- g. Notice for the period of the exercise of public rights
- h. One off event
- i. Update Contact Details (Not included as an Appendix due to personal details held).

Proposed Cllr Green

Seconded Cllr Brown

RESOLVED/ ACTION:

1. Approval of Section1 of the AGAR and the Chairman and Clerk to sign.
2. Approval of Section 2 of the AGAR and the Chairman to sign.
3. The Year end finance report, bank reconciliation, where noted
4. No Councillors declared a conflict of interest with the external auditors
5. The explanation of significant variance was discussed and noted
6. The Notice for the period of the exercise of public rights was noted as announcement being made on 2nd June 2026, with the commencing date 3rd June 2026 ending 14th July 2026.
7. No one off events were recorded and contact details for BDO LLP where confirmed.

0526-11. CORRESPONDENCE

- a. To discuss and agree a way forward regarding any correspondence received (excluding newsletters)
- 1. A Highways Notice for works on the Puddletown High Street from 24th August to 27th August between 9am – 4pm was noted.
- 2. It was noted correspondence was received raising a concern in relation to the short distance between the speed drop from 60mph to 30mph at the eastern end of Tolpuddle. This was noted.
- b. To discuss any correspondence received since the agenda publication.
No new item of correspondence has been received since the publication of the agenda.

0526-12. POLICIES, PROCEDURES, AND ASSESSMENTS FOR REVIEW

- a. A copy of the Grant Awarding Policy was submitted before the meeting, this was discussed.
RESOLVED/ ACTION: To adopt the Grant Awarding policy as submitted. Clerk to add to the website.

0526-13. PLANNING & LICENSING

It was noted no planning application or Treeworks application have been received.

0526-14. ITEM FOR NEXT MEETING & DATE OF NEXT MEETING

Date: Tuesday 9th June 2026

Location: Tolpuddle Village Hall. Time 19:00

Items for next month's agenda.

1. To look at meeting venues.
2. Puddletown Rec Sand Pit

ACTION: Clerk to add information about Operation Snap to monthly newsletter article.

Meeting close: 20.18

Appendix A – Finance Expenditure and Income

Expenditure

Date	Net	VAT	Total	Description	Supplier	Bank	Tender	Power Used for Spend
10.05.2026	£102.06	£20.42	£122.48	Stationary	Viking	Unity	ONLINE	LGA 1972 s.111
10.05.2026	£6.25	£0.00	£6.25	Lanyard	PCL Media Ltd	Unity	ONLINE	LGA 1972 s.111
10.05.2026	£55.82	£0.00	£55.82	Lanyard	Pixprint	Unity	ONLINE	LGA 1972 s.111
10.05.2026	£4.16	£0.83	£4.99	Screws	Toolstation	Unity	ONLINE	Public Health Act 1875, s.164
10.05.2026	£1.72	£0.00	£1.72	Cleaning Products	Tesco	Unity	ONLINE	Public Health Act 1936, s. 87
05.05.2026	£0.00	£0.00	£0.00	Bank Fees	Unity Bank	Unity	ONLINE	LGA 1972 s.111
05.05.2026	£36.00	£0.00	£36.00	Water Rates	Water 2 Business	Unity	DIRDEBIT	LGA 1972, s.145
05.05.2026	£4.57	£0.23	£4.80	Electricity - Orchard Meadow	YU Energy	Unity	DIRDEBIT	LGA 1972, s.145
05.05.2026	£1,569.09	£0.00	£1,569.09	wages	Staff	Unity	ONLINE	LGA 1972 s 112 (1)
05.05.2026	£144.90	£0.00	£144.90	Refuse	Dorset Council Waste Services	Unity	ONLINE	Litter Act 1983, ss.5,
30.04.2026	£7.00	£0.00	£7.00	Bank Fees	Unity Bank	Unity	ONLINE	LGA 1972 s.111
05.05.2026	£6.90	£0.00	£6.90	Stationary	Tesco	Unity	ONLINE	LGA 1972 s.111
05.05.2026	£100.00	£20.00	£120.00	Playpark Equipment - Fencing	Playdale Playgrounds Ltd	Unity	ONLINE	Open Spaces Act 1906, ss. 9and 10
05.05.2026	£38.00	£0.00	£38.00	TEN Newsletter Printing	Advantage Digital Print Ltd	Unity	ONLINE	LGA 1972 s.142
05.05.2026	£127.00	£0.00	£127.00	Audit	Jurassic Audits	Unity	ONLINE	LGA 1972 s.111
05.05.2026	£571.20	£114.24	£685.44	Scribe Subscription	Starboard Systems Ltd	Unity	ONLINE	LGA 1972 s.111
05.05.2026	£967.78	£0.00	£967.78	Membership	DAPTC	Unity	ONLINE	LGA 1972 s.111
£3,742.45 £155.72 £3,898.17								

Income

Date	Net	VAT	Total	Description	Customer	Bank
30.04.2026	£42.54	£0.00	£42.54	Interest	Redwood Bank	Redwood
30.04.2026	£1.00	£0.00	£1.00	PRIDE Rent	PRIDE	Unity
30.04.2026	£30,810.65	£0.00	£30,810.65	Precept	Dorset Council	Unity
16.04.2026	£0.00	£10,284.67	£10,284.67	HMRC Refund	HMRC	Unity
£30,854.19 £10,284.67 £41,138.86						