

## Clerks Report

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

### a. Finance

#### 1 Bank Balance as of 31<sup>st</sup> August 2026

|                    |                   |
|--------------------|-------------------|
| Unity – Day to Day | £6,373.62         |
| Unity – Savings    | £20,345.44        |
| Redwood            | £17,701.01        |
| <b>Total</b>       | <b>£44,420.07</b> |

#### 2 Monthly Expenditure

To approve the monthly expenditure noting a copy of the latest expenditure will be supplied before the meeting.

| Date           | Net       | VAT           | Total          | Description                     | Supplier    | Bank  | Tender   | Power Used for Spend                        |
|----------------|-----------|---------------|----------------|---------------------------------|-------------|-------|----------|---------------------------------------------|
| 03.09.2026     | £7.00     | £0.00         | £7.00          | Bank Fees                       | Unity Bank  | Unity | ONLINE   | LGA 1972 s.111                              |
| 03.09.2026     | £315.00   | £63.00        | £378.00        | External Audit                  | BDO LLP     | Unity | ONLINE   | LGA 1972 s.111                              |
| 03.09.2026     | £1,022.64 | £0.00         | £1,022.64      | Training                        | SLCC        | Unity | ONLINE   | LGA 1972 s.111                              |
| 31.08.2026     | £332.49   | £0.00         | £332.49        | National Insurance & Income Tax | HMRC        | Unity | ONLINE   | LGA 1972 s 112 (1)                          |
| 31.08.2026     | £295.59   | £0.00         | £295.59        | Pension                         | NEST        | Unity | DIRDEBIT | Pensions Act 2008 s.3 & S33                 |
| 31.08.2026     | £900.28   | £0.00         | £900.28        | Salary                          | Staff       | Unity | ONLINE   | LGA 1972 s 112 (1)                          |
| 21.08.2026     | £60.00    | £0.00         | £60.00         | New Cllr Training               | DAPTC       | Unity | ONLINE   | LGA 1972 s.111                              |
| 20.08.2026     | £4.57     | £0.00         | £4.57          | Electricity - OM                | YU Energy   | Unity | DIRDEBIT | LGA 1972, s.145                             |
| 20.08.2026     | £169.62   | £33.92        | £203.54        | Timber                          | Bradfords   | Unity | CARD     | Public Health Acts Amendment Act 1890 s.144 |
| 19.08.2026     | £49.98    | £10.00        | £59.98         | Defib Prep Kit                  | Defib Store | Unity | ONLINE   | LGA 1972 s.111                              |
| <b>3157.17</b> |           | <b>106.92</b> | <b>3264.09</b> |                                 |             |       |          |                                             |

#### Income

| Date         | Net    | VAT      | Total        | Cashed Date | Description | Customer                | Bank    |
|--------------|--------|----------|--------------|-------------|-------------|-------------------------|---------|
| 31.08.2026   | £42.63 | £0.00    | £42.63       | 31.08.2026  | Interest    | Redwood Bank            | Redwood |
| 19.08.2026   | £13.18 | £0.00    | £13.18       | 31.08.2026  | Printing    | Broadstone Town Council | Unity   |
| <b>55.81</b> |        | <b>0</b> | <b>55.81</b> |             |             |                         |         |

#### 3. Bank Reconciliation

To approve the bank reconciliations and the Chairman to sign. Noting the reconciliation will be distributed before the meeting.

#### 4. Tender – Grounds Maintenance.

We have received two tender responses. A document will be distributed before the meeting for reference.

#### 5. Annual Treeworks

To note the approved Treeworks contractor for Tolpuddle Play Park & Puddletown Play Park will be carrying out the annual Treeworks in October. Tolpuddle works include: Northern boundary hedge, both sides and top plus eastern boundary hedge, inside and top only (removing annual growth); Noting Dog wood hedge will be cut in February; Internal hedges inc. Willow tunnel, cut both sides and top; Area behind swale, strim. Cost £936

Puddletown Play Park works include: car park hedge, both sides and top; Play Park boundary hedge, both sides and top; Rec area, Northern boundary hedge and behind tennis court, top (down to 6ft) and sides; roadside hedge, both sides and top. Cost £2,160

- 5 South West Flood and Coastal Meeting - **ANNEX**  
See attached notes.

**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 inspection reports.
  - i. Butt Close
  - ii. Orchard Meadow
  - iii. Puddletown Rec
2. Defibrillators
  - i. Puddletown Library
  - ii. Martyrs Inns – Tolpuddle

Noting the Defib prep kits have been added to each unit.

**c. Action Log Updates.**

1. Waste bin quote update  
The Clerk contacted 3 possible waste collection providers. I stated they were not interested in the work as we were too far away from any other work they had. 1 is yet to respond, and the other quoted but where double the cost of our current contractor.

**Recommendation:** to remain with the current contractor.

- 2.. Any action updated after the agenda publication date.

## Action Log

### Short / Medium term projects

| Action 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 |
|---------------|-----------------|----------------------------|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|----------|
| 0726-31       | 14/07/2026      | Clerk                      | Fly-Tipping                  | Clerk to prepare a draft letter to Simon Hoare MP regarding the ongoing issue of fly-tipping. Clerk to work with the member of public to encourage additional local farmers to support the concerns before the letter is sent.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 27-07-26 Draft letter sent to resident helping with the issue                                                           | On-Going |
| 0726-35 a1    | 14/07/2026      | Clerk                      | Payments                     | Clerk to process monthly expenditure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 15-07-26 Complete                                                                                                       | Complete |
| 0726-35 a4    | 14/07/2026      | Clerk                      | T.E.N. Funding               | To approve funding of up to £550 per annum to support the printing of the Tolpuddle Events Newsletter every other month, including A3 folded editions where required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 15-07-26 Complete                                                                                                       | Complete |
| 0726-35 b1    | 14/07/2026      | Clerk                      | Waste Bin                    | Members discussed the possible installation of an additional litter bin, subject to considering its proximity to neighbouring properties. Clerk to investigate servicing arrangements with other waste collection providers.<br>Members discussed the limited provision of recreational facilities for older children and teenagers within the Butt Close area. It was agreed to establish a working group at the next meeting to explore opportunities to improve youth provision. This will include undertaking a community consultation to better understand the needs and aspirations of local residents.<br>The working group will investigate options for additional youth facilities, including the provision of a youth shelter and the feasibility of developing a skate park, either at Puddletown Recreation Ground or at another suitable location within the parish. This may include exploring the potential transfer of land or assets from Dorset Council. Indicative costs will be obtained to inform future budget discussions. | 21-07-26 need to do bin audit and find out when contract runs until                                                     | On-Going |
| 0726-35 b2    | 14/07/2026      | Cllr Redman                | Defib - Bleed kit & prep kit | Cllr Redman to compile a report on the possible provision of a bleed kit and Defibrillator prep kit for consideration at a future meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 27-07-26 Added to August agenda for verbal update                                                                       | On-Going |
| 0726-35 b2    | 14/07/2026      | Cllr Giancola & Cllr Brown | Defib Training               | Cllr Brown, Cllr Giancola and the Clerk to liaise in respect of arranging defibrillator training to be held in Puddletown.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                         | To Start |

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|-------------------------------------|------------|---------------------|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 0726-36 a1                          | 14/07/2026 | Clerk               | SW Ambulance Grant Request   | To consider including a contribution within the 2027/28 budget, with the matter to be added to the November agenda.                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                 | To Start |
| 0726-36 a2                          | 14/07/2026 | Clerk               | Small Animal Crossing Sign   | Clerk to contact Dorset Council regarding permission to install small animal warning signs and to obtain indicative costs.                                                                                                                                                                                                                                                                                                               | Email sent to S Mephram                                                                                                                                                                                                                                                                         | On-Going |
| 0726-36 b1                          | 14/07/2026 | Clerk               | The Coombe                   | Clerk to add a standing item to future agendas to monitor pedestrian safety matters in the area, including access along New Street, safe crossing arrangements between White Hill and St Mary's School, the existing stepped footpath entrance and the proposed ramp access improvements. The condition of the footpath, including vegetation and tree clearance required to improve light levels and visibility, will also be reviewed. | 27-07-26 Added                                                                                                                                                                                                                                                                                  | Complete |
| 0726-37                             | 14/07/2026 | Clerk               | Code of Conduct - Policy     | Clerk to publish.                                                                                                                                                                                                                                                                                                                                                                                                                        | Uploaded                                                                                                                                                                                                                                                                                        | Complete |
| 0726-40                             | 14/07/2026 | Clerk               | The Coombe                   | To accept the quotation from Hardy Tree Surgeons (£5,610) to undertake various works required within the Coombe. It was further agreed to obtain quotations for adding fencing, signage and replacement saplings. Clerk to action plus arrange a meeting with Cllr Ridout and a representative from Hardy Tree Surgeons to discuss future works required.                                                                                | 27-07-26 Contact made to accept quote and arrange a meeting                                                                                                                                                                                                                                     | On-Going |
| 0726-43                             | 14/07/2026 | Clerk               | Tender - Grounds Maintenance | To amend the tender document by retaining the previous grass cutting requirements and removing the clause requiring the contractor to maintain the grass at a specified sward length. Clerk to amend and publish.                                                                                                                                                                                                                        | Complete                                                                                                                                                                                                                                                                                        | Complete |
| 0626-27                             | 09/06/2026 | Clerk & Cllr Brown  | Community Engagement         | Clerk to investigate Cllr Brown and Clerk attending local groups to discuss the work of the Parish Council and to encourage people to stand as Councillors but also be engaged with the work that we do.                                                                                                                                                                                                                                 | 11-06-26 email sent to Cllr's asking for Community group info and attendance info                                                                                                                                                                                                               | On-Going |
| 0426-152 c                          | 14/04/2026 | Clerk               | Phone Line                   | Clerk to enter into an agreement with Vodafone for a mobile phone with unlimited data, text and calls.                                                                                                                                                                                                                                                                                                                                   | 17-04-26 Email sent to Vodafone to start process <a href="#">22-05-26</a> Chase email sent To Vodafone <a href="#">04-06-26</a> Chase email to Vodafone                                                                                                                                         | On-going |
| 0326-142<br>1225-98 c<br>1125-86 b5 | 11/11/2025 | Clerk & Councillors | 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. <a href="#">09-12-25</a> Councillors to look through draft Action Plan and feedback comments to Clerk 10-03-26 Add to April Agenda 10-03-26 Clerk to add Action Plan to April meeting | On-going |
| 0326-143                            | 10/03/2026 | Clerk               | Verge Cutting                | Clerk to obtain a quote for verge cutting between Tolpuddle and Puddletown.                                                                                                                                                                                                                                                                                                                                                              | 12-03-26 Email sent to 2 contractors <a href="#">06-05-26</a> Due to personal changes                                                                                                                                                                                                           | On-going |

|                         |            |                              |                                     |                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |          |
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|                         |            |                              |                                     |                                                                                                                                                                                                                                                                             | within DC, chase email sent today. 22-05-26 Chase email sent again 11-06-26 Chase email sent again.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |          |
| 0426-152 e2<br>0326-144 | 10/03/2026 | Clerk                        | 40mps Speed<br>Change request       | Clerk to contact Dorset Council Road safety team to make initial enquiries about making the road between Tolpuddle and Puddletown 40mph along the length. Email to be copied to Cllr Parker.                                                                                | 12-03-26 Email sent to DC asking for initial investigation help 17-03-26 Email received "thank you for your email. I have forwarded this one to our Road Safety inbox, where one of my colleagues will pick it up. They will be better placed to respond to all the issues you are raising." 25-03-26 Email received "I can see you've probably already read this link - Our approach to setting speed limits - Dorset Council. I can see we do have some limited speed/flow data on this stretch of road which was obtained in 2018 and 2022. If you do decide to formally request a reduction it maybe that additional surveys would be required to complete the analysis against the other criteria." 26-03-26 Email sent asking for costs 26-03-26 received "from 1st April our surveys costs will be £310+VAT for the first site, then £210+VAT for any other surveys monitored at the same time in the same area." 14-04-26 Clerk to confirm speed survey requested with DC. 17-04-26 Email sent to DC | On-going |
| 0226-128                | 10/02/2026 | Clerk                        | Structural<br>Engineers Report      | Clerk to organise for a structural engineer's report in respect of the first-floor usage. Clerk to organise for the landlord's inspection to be carried out, and once both reports are received to add to the following agenda for discussion in connection with the lease. | 18-02-26 2 Contractors contacted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | On-going |
| 0226-129                | 10/02/2026 | Clerk                        | Climate &<br>Emergency              | The Clerk is to look to incorporate acknowledgement of the DC Climate and Emergency status across all policies.                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | On-going |
| 0126-113                | 13/01/2026 | Cllr<br>Patterson &<br>Clerk | Strategic Risk<br>Management Policy | Clerk to add a future agenda item, to discuss adopting a Strategic Risk Management Policy. Noting Cllr Patterson to investigate other SRMP's and send to the Clerk.                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | To Start |

|                                                    |                        |       |                   |                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |          |
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| 1025-69 c3<br>0825-50 c3<br>0625-d2<br>0125-134 e1 | 10-06-25<br>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 | <p>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</p> | On-going |
|----------------------------------------------------|------------------------|-------|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|

|          |            |       |              |                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |          |
|----------|------------|-------|--------------|--------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 1124-104 | 12/11/2024 | Clerk | Street names | <p>Clerk to add Street name ratification for new development to agenda once information received from MOP regarding field names.</p> | <p>14-07-26 Email received from MOP in regard to history of the field where planning permission has just been granted for Wyatt Homes. "A brief history of the land associated with the Athelhampton Road development is as follows. I hope it might be of some use in selecting appropriate road and street names on the new Wyatt Homes site.</p> <p>28.01.1824<br/>Lease granted on 'Athelhampton Farm' (156 acres) for £330 pa from Squire John Gould ffloyer to Farmer William Ayers.</p> <p>01.04.1826<br/>Further leases from Squire Floyer of 'Adminstone' to Thomas Green. Firstly for five years at £350, then five years at £315.</p> <p>09.02.1836<br/>New tenancy to Thomas Green who died soon after.</p> <p>1837<br/>Tenancy to William Bartlett.</p> <p>1842 to 1848<br/>Tenancy to John Payne, also known as 'Paine'.</p> <p>1845<br/>Extensive new model farm and house, known as 'Admistone Lodge' built to replace farm buildings close to Athelhampton Hall. Materials re-used from the demolished east wing of Athelhampton.</p> <p>23.03.1872<br/>142 acres of Adminstone Farm purchased by the trustees of Mr John Brymer for £6631</p> | On-Going |
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1872 - 1940

Land let to various tenants including Hands and Burden. Farm varies in size from 142 acres to 331 acres (exceptionally large for Dorset at this time), suggesting it was parcelled to other local farmers as determined by rent tendering and rental requirements. Farm becomes very run down and dilapidated during 1920s to 1930s.

1940

Dorset War Agricultural Executive Committee (the War Ag Committee) award the tenancy to Thomas Ralph Banfield (b. 1901, d. 1982), overriding previous landlord and tenant arrangements. This committee had powers to take possession of under-productive land and order farmers to increase food production as part of the war effort.

'T R Banfield' was a Puddletown butcher, and at various times a Dorchester Borough Councillor, a Chairman of Puddletown Parish Council, and Churchwarden of St Mary's Church. Buried in Puddletown.

October 1968

'Admiston Farm' tenancy awarded to Ashley John Banfield from the Ilsington Estate, who then went entered into a Farming Partnership with the Brymer family to run four other farms on their estate up until 1992. 'A J Banfield' (b. 1927, d. 2022), also at various times a Puddletown Parish Councillor, an independent West Dorset District Councillor for Puddletown and Tolpuddle, and Chairman of Puddletown Group Parish Council during the planning and construction of the Puddletown Bypass.

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|-----------|------------|--------------------|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 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.                                                                                                                    | <a href="#">16-07-24</a> Email sent to CC Rep stating FUA will be updated and presented to Council in August <a href="#">20-07-24</a> FUA amendment sent to Cllr Ridout for initial checks, will present to Council in August <a href="#">14-08-24</a> 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 |