

DEWLISH PARISH COUNCIL

WARDON HILL FARM, LONG ASH LANE, DORCHESTER, DORSET, DT2 9PW

Amanda Crocker, Clerk

Tel: 07855 396073

Email clerk@dewlishparishcouncil.gov.uk

Dear Councillor,

16th June 2025

You are hereby summoned to attend a meeting of Dewlish Parish Council on Monday 23rd June 2025 commencing 7.30pm at Dewlish Village Hall.

Amanda Crocker,
Clerk

AGENDA

1. Period for public participation
2. Apologies for absence
3. Declaration of pecuniary and other interests
4. To agree the Election of a Vice Chair
5. To agree the minutes of the Annual Parish Meeting and the Annual Parish Council Meeting dated 27th May 2025
6. Matters Arising from previous minutes for report only
7. Finance
 - (a) To authorise the payment of accounts - attached
 - (b) To confirm the reconciliation of accounts - attached
 - (c) To agree the position against budget - attached
 - (d) To accept the internal audit report – report attached
 - (e) To confirm the dates for the Exercise of Public Rights for the 2024/25 accounts
8. To receive reports on the following matters and to agree actions
 - (a) Planning – no plans were available when this agenda was drafted
 - (b) Police, Traffic and Roads –
 - (i) Police report June 2025
 - (ii) Update on the Milborne Wood traffic survey request
 - (c) Parish Amenities and Rights of Way
 - (i) To consider moving the bin by the bus shelter and undertake repairs to the shelter
 - (ii) Update on the fence at the Green
 - (iii) To consider the installation of planters at the village boundaries
9. To consider possible future village events
10. To receive reports from Parish Councillors
11. Date of Next Meeting

Item 7(a)

Payments Requested - June 2025

Date	Payee	Comments	Folio	Precept £
01.06.25	Lloyds	Charges 10/4 to 9/5/25	DDR7/25	4.25
03.06.25	PlusBus	Donation	BACS071	350.00
09.06.25	Barker-Fox	Internal audit fee 2024/25	BACS072	100.00
11.06.25	Lloyds	Account fees 10/5 to 9/6/25	DDR8/25	4.25
17.06.25	HMRC	June 25 PAYE	BACS073	43.20
17.06.25	A Crocker	June 25 salary	BACS074	225.15
Total amount requested				726.85

Item 7(b)

Reconciliation of Accounts

Balance b/fwd	From 31.03.25		19797.29
Add:	Income year to date		3658.98
Less:	Expenditure to date		1608.22
Balance as at 17th June 2025			21848.05
Funded by:			
Deposit account	00260298	481.75	
Current account	01230392	22088.90	
			22570.65
Add:	Uncleared Income		
			0.00
Less: Uncleared Expenditure			
	Donation towards cost of		
03.06.25	PlusBus	service	350.00
09.06.25	Barker-Fox	2024/25 audit fee	100.00
		Account fees 10.05.25 to	
11.06.25	Lloyds	09.06.25	4.25
17.06.25	HMRC	June 2025 PAYE	43.20
17.06.25	A Crocker	June 2025 salary	225.15
			722.60
Balance as at 17th June 2025			21848.05
	Difference		0.00

Item 7(c)

Budget Monitoring for the year ended 31st March 2026

Description	2024/25 Budget	Actual	Balance	
Receipts	-			
Account Interest	100.00	44.40	(55.60)	
Precept	6,300.00	3,150.00	(3,150.00)	
CIL receipts		0.00	0.00	
Misc income		99.39	99.39	
VAT refunded		365.19	365.19	
Total receipts	6,400.00	3,658.98	(2,741.02)	0.00
Payments				
DAPTC Subs. + other subs	175.00	190.00	(15.00)	
Insurance	760.00	0.00	760.00	
Training	100.00	18.75	81.25	
Wages - Clerk	2,715.00	646.20	2,068.80	
Clerk Expenses - mileage	60.00	44.55	15.45	
Bank Charges		12.75	(12.75)	
Office costs	250.00	31.27	218.73	
Postage	50.00	0.00	50.00	
Computer costs- web hosting	300.00	82.44	217.56	
Telephones		48.57	(48.57)	
Venue hire	200.00	0.00	200.00	
Grass cutting	250.00	0.00	250.00	
Audit fees	90.00	162.42	(72.42)	
Honorarium			0.00	
Defib Maintenance	130.00	0.00	130.00	
Contingencies	150.00	0.00	150.00	
Election costs		0.00	0.00	
Grants	500.00	350.00	150.00	
Bridge upgrade		0.00	0.00	
Asset maintenance	700.00	0.00	700.00	
VAT		21.27	(21.27)	
Total payments	0.00	6,430.00	1,608.22	4,821.78
Balance b/fwd from 31.03.25	19,797.29		Monies held in bank	22,570.65
Income to date	3658.98	23,456.27		
Earmarked Reserves			Add:	
Election costs	400.00		Income not cleared	
Training	181.25		Less:	
Venue hire	600.00			
Grass cutting	750.00			
Audit fee	2.58			
Telephone box maintenance	200.00		Cheques not cleared	(722.60)
Upgrade of The Green	5,099.39			
CIL receipts	2,390.01			
General asset maintenance	1,758.34	11,381.57	Earmarked funds	(11,381.57)
Expenses for current year to date	1,608.22			
		1,608.22		
Balance available not yet committed	10,466.48	General Reserve	10,466.48	0.00

St Catherines Farm Old
Sherborne Road
Cerne Abbas
Dorset DT2 7SJ

E-mail: paulaharding@barker-fox.co.uk

Telephone: 01300 341912

Mobile: 07765 241914

8th June 2025

Dear Amanda

Dewlish Parish Council Internal Audit

Please find attached the internal audit report for April 2024 – March 2025. All the information I requested to look at this period was provided in a supporting paper file and via the website. I was able to confirm all the details I needed to from those documents.

There are 8 recommendations in total with a few carried forward or similar from last years audit. Most of the recommendations are administrative and easy to resolve. They do not detract from the overall financial position of the Council. Due to the lack of minutes regarding the public notice period I am unable to offer more than reasonable assurance.

Audit Opinion

I am able to offer **reasonable** assurance as most of the areas reviewed were found to be adequately controlled. Generally, risks are well managed but some systems require the introduction or improvement of internal controls to ensure the achievement of objectives

My overall Audit opinion is as follows:

The Audit Checklist Report, Recommendations and this letter should be copied to all Parish Council members so that they can fully understand the recommendations being made and the interim audit published on the website. As always, I am happy for any of the Parish Council to contact me personally if they wish to discuss any of the recommendations made, the tests carried out, or the overall opinion given.

Regards

Paula Harding (MAAT/AATQB)

Appointed Internal Auditor for Dewlish Parish Council

Summary of Audit Checklist Recommendations:

Recommendation 1:

That the agreed copies of the Financial Regulations and Standing Orders are uploaded to the website. (This was also a recommendation in 2023-24)

The documents online were agreed in 2019 and need to be replaced with the two documents agreed in September 24.

Recommendation 2:

That the correct Risk Assessment is uploaded to the website

There is no valid Risk Assessment available to be viewed by the public as the one on the website relates to another Council.

Recommendation 3:

That the insured amounts are reviewed to ensure that they are relevant to any replacement values rather than the asset register values which are based on purchase price

Asset Register values should be based on the purchase price for Parish Councils. There can however be a further column which shows the replacement value of the assets. Insurance policies should be based on replacement value and not the purchase price/value.

Recommendation 4:

That the Village Green is added to the asset register, if the Parish Council owns it. If not then there should be an agreement in place to show why the Parish Council is paying for the maintenance

There is a clear indication that the Parish Council is responsible for the upkeep of the Village Green, therefore it must own or lease it. If the Parish Council owns the green then it should be included in the asset register. If it leases it then it would be expected that there would be a statement to that effect on the website and a peppercorn rent paid or noted each year.

Recommendation 5:

That a CIL report is created and uploaded onto the website to show which applications the Levy funds have been received from, where they have been spent and against which receipt of funds. The report should also show the receipt and deadline date for the funds to be spent

It is a requirement of the CIL scheme that Councils give a clear report on all income and expenditure made relating to CIL funds. This is so that those affected in the area by any new development can see the investment to improve the infrastructure in the immediate vicinity. Reports should remain on the website even when all the funds from a particular application have been spent to maintain the financial audit trail.

Recommendation 6:

That the Clerks contract is updated to reflect the new hours and SCP rate.

This is to ensure that the correct details are confirmed by both parties. It is important that these details are part of the current contract in case of any employment disputes in the future.

Recommendation 7:

That the Asset Register is published on the website.

This is important so that the public can see which assets the Council owns and is responsible for. Promoting transparency and information in the event of a dispute.

Recommendation 8:

That the dates for the Public Rights Period are minuted at the same time as the agreement of the AGAR.

This is a requirement of the AGAR process and ensures that the dates agreed and advertised are recorded in the administration of the Council. This also allows anyone who cannot attend the meeting at which the AGAR is agreed or is not mobile to read the Council minutes on the website and know that they can exercise their rights to review the governance paperwork.

Name of Smaller authority: Dewlish Parish Council

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF
ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN
(EXEMPT AUTHORITY)**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

**Local Audit and Accountability Act 2014 Sections 25, 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement <u>Tuesday 24th June 2025</u> (a)</p> <p>2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review.</p> <p>Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2025, these documents will be available on reasonable notice by application to:</p> <p>(b) <u>Amanda Crocker, Clerk</u> <u>clerk@dewlishparishcouncil.gov.uk</u></p> <p>commencing on (c) <u>Wednesday 25th June 2025</u></p> <p>and ending on (d) <u>Tuesday 5th August 2025</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> The opportunity to question the appointed auditor about the accounting records; and The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is:</p> <p>BDO LLP Arcadia House Maritime Walk Ocean Village Southampton SO14 3TL ✉ councilaudits@bdo.co.uk</p> <p>5. This announcement is made by (e) <u>Amanda Crocker, Clerk</u></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

Dorchester Rural East Neighbourhood Policing Team Crime Report

May 2025

Dear Councillors,

Below is a breakdown of crimes/incidents that have occurred in your areas during the month of May.

N.B. Any crimes/incidents of a sensitive nature are not in this report, e.g., of a personal nature or which may identify individuals. Road traffic incidents are not included in this report.

We continue to patrol all areas and are using social media to keep members of the public apprised of our actions.

Dorchester NPT website address is [Dorchester | Your area | Dorset Police | Dorset Police](#)

Our Face Book Page address is: www.facebook.com/DorchesterPolice/

Our Twitter Page is: <https://twitter.com/DorchesterPolice>

Our Instagram Page is: <https://www.instagram.com/dorchesterpolice/>

Dorset Alert messaging system registration to receive messages is:

<https://www.dorsetalert.co.uk/pages/2451/1/Register.html>

Contacting Dorset Police (non-emergency)

Do it Online: [Contact us | Dorset Police](#)

Telephone: 101 **(Calls to the 101 non-emergency number from both landlines and mobiles are free)*

To report information to the police with 100% anonymity, contact the independent charity

Crimestoppers online at www.crimestoppers-uk.org or call Freephone 0800 555 111

DFCA

Broadmayne Parish Council:

03/05/2025 Retrospective report of several poaching incidents in April in a field near Broadmayne

Knightsford Parish Council (Tincleton/West Knighton/West Stafford/Woodsford):

No reports

DFCB

Crossways Parish Council:

06/05/2025 Report of Anti-social driving with a high level of noise. (Referred to Dorset Road Safe)

09/05/2025 Van parked in Berrylands – no mot/tax. Advised to report to DVLA, the police can only intervene if being driven.

12/05/2025 Recovery of stolen vehicle, containing potentially stolen tools.

13/05/2025 Report of gunshots – confirmed military shots.

29/05/2025 Old Hangers – group of girls seen heading to area where anti-social behaviour has previously taken place. Attended area and people present.

Old Hangers ASB – the farmer has now installed fencing around the old hanger but while on patrol it was noted that the fencing has been damaged and pulled away allowing possible access to the hanger. The farmer has been updated. Regular patrols are conducted in the area, but no persons have been present at the time of patrols.

Osmington Parish Council:

No Reports

Owermoigne Parish Council:

No Reports

DFCC

Cheselbourne Parish Council:

18/05/2025 Cows on road – members of public returned 20 cows to a field for safety

Dewlish Parish Council:

No Reports Made

Puddletown/Tolpuddle/Athelhampton/Burleston Parish Council:

11/05/2025 Report of possible rave in Puddletown Forest. Area Search, No Trace. No further calls.

DFCD

Buckland Newton Parish Council:

04/05/2025 Removal of scrubland, potentially endangering wildlife. Investigated and points to prove have not been met. (reported again on 06/05/2025)

Melcombe Bingham Parish Council:

No Reports

Piddle Valley Parish Council:

02/05/2025 Piddletrenthide – Romance Scam reported – safeguarding visit and advice passed to victim.

COMMUNITY CONTACT POINTS

A Community Contact Point is a pop-up event where you can speak to me to discuss an issue and receive crime prevention advice. You can also report a crime (incident) or discuss any issues affecting you or your community.

This is a drop-in style event with no need to make an appointment.

The event in Tolpuddle, is linked in with the Parish Council's Parish Meeting.

There will be other local organisations and charity there to reflect what is available in the parish.

There will be a small presentation from the Council on the work they are planning for this year, they will be asking those present if there is anything they would like to see the Parish Council achieve.

24th June 2025 18:30 Tolpuddle Village Hall in conjunction with the Tolpuddle Parish Meeting

There may be additional Community Contact Point other than shown above, these will be advertised by Dorchester Police on the Dorset Police website and the Dorchester Police Facebook Page.

IMPORTANCE OF REPORTING INCIDENTS

Please report any incidents either via 101 or online via the Contact Us Section on the Dorset Police Website:

[Contact us | Dorset Police](#)

Dorset Police does not have the ability to monitor Community social media groups and valuable intelligence can be missed.

In addition, if there is an ongoing problem, for example anti-social behaviour, I am unable to seek support for additional police resources to address the issues.

Regards

PCSO 6500 Alison Donnison

Dorchester East Rural Neighbourhood Policing Team