



Chideock Parish Council

MINUTES OF CHIDEOCK PARISH COUNCIL MEETING
held at CHIDEOCK VILLAGE HALL on 27TH MAY 2025 at 6PM

Initials	Councillors	Initials	Councillors
RB	(Chair for this meeting) Cllr Richard A Benjamin	PB	Cllr Paul Barnett
MD	Cllr Mick Downes	AB	Cllr Aidan Biggins
TC	Tan Cox (Clerk / RFO)		
Also Invited: Cllr S Christopher			

Ref	Agenda Item	Owner
1/2	DECLARATION OF PECUNIARY INTERESTS AND ELIGIBILITY: None APOLOGIES: Cllr P Barnett	
3	ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON FOR THE FULL COUNCIL AND FOR THE FINANCE AND GENERAL PURPOSES WORKING GROUP CHAIRMAN FOR FULL COUNCIL FOR 2025/26 Nomination forms indicated that Cllr Benjamin will stand as Chairman (Cllr Biggins and seconded by Cllr Barnett) IT WAS UNANIMOUSLY AGREED that Cllr Benjamin be elected Chair for 2025/26. His Declaration of Office has been signed and returned to the Clerk for posting to the parish council's website. CHAIRMAN FOR FINANCE AND GENERAL PURPOSES WORKING GROUP FOR 2025/26 Nomination forms indicated that Cllr Benjamin will stand as Chairman (Cllr Biggins and seconded by Cllr Barnett) IT WAS UNANIMOUSLY AGREED that Cllr Benjamin be elected Chair for 2025/26 and Cllr Biggins will be Vice Chair.	
4	ACTING CHAIRMAN'S REPORT Cllr RAB presented his report on the Parish Council's activities and achievements in the preceding year. A copy of this report has been posted to the parish council's website.	

Cllr Richard Benjamin

Minutes approved via email during June 2025

Ref	Agenda Item	Owner
5	MINUTES FOR FULL COUNCIL OF TUESDAY 29th APRIL 2025 The minutes of 29th April 2025, having been agreed via email during the month have been placed on the parish council website.	
6	RECEIVE REPORTS TO CHIDEOCK PARISH COUNCIL: Dorset Police - Alex Bishop was not present at the meeting to give his update. A precis of his written submission was read by Cllr AB. Ward Member for Dorset Council – Cllr Christopher spoke about a planning issue that has originated in Marnhull (nr Sturminster Newton), whereby a local man (Mr Crocker) has won a case at the Court of Appeal to develop 120 houses, offices and a retail unit in the village of Marnhull that currently has less than 2000 residents and is a quiet and unspoilt Dorset village. (see BBC Dorset website). Cllr Christopher recommended that both residents and councillors study the intricacies of the case which is based largely on the fact that Dorset Council does not have a valid 5 year land supply plan (specifying land earmarked for development within Dorset). Mr Crocker's case relied on this fact and the Planning Inspectorate agreed that 'there is a need for houses in Dorset'.	
	PUBLIC PARTICIPATION: It is at the Chair's discretion how long statements are based on the number of individuals attending the meeting. As a guide and in order to conduct all business on the agenda, this period should not exceed 15 minutes unless suggested by the Chair. Various issues were raised including the repayment of the £30 to Mr Hockey for car park use, the AGAR Exemption Form and the cycle path requesting a notice for visitors indicating the existence of the cycle path. Also raised were: the conduct of National Highways and our MP relating to the A35 and the need to put a timescale on the letter prior to sending, overhanging vegetation on the A35 and the difficulty envisaged obtaining cooperation from residents. WDLH and the planning application for permissions regarding the temporary toilet block.	
7	PLANNING: P/HOU/2025/02404 5 Carters Lane Morcombelake DT6 6SF A Neutral response has been made by the Clerk	
8	AGAR – EXEMPTION CERTIFICATE: The Exemption Certificate has been rejected by the External Auditor due to the expenditure of the council being in excess of £25,000. This means a full external audit will be carried out in July 2025. REJECTION OF THE AGAR EXEMPTION CERTIFICATE WAS NOTED To Consider: - AGAR - Annual Internal Audit Report (Appendix 1) - AGAR Section 1 - Annual Governance Statement 2024/25 (Appendix 2)	

	- BDO LLP Conflicts declaration (Appendix 3)	
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Ref	Agenda Item	Owner
8	IT WAS UNANIMOUSLY AGREED that Full Council APPROVE the AGAR Annual Internal Audit Report and the AGAR Section 1 Annual Governance Statement. <u>FINANCE AND BUDGET</u> PAYMENTS FROM 23RD APRIL 2025 to 20TH MAY 2025: (The payments for the period are noted at Appendix 4) BUDGET AND CASH FLOW 2025/26 Full Council APPROVED the Budget and Cash Flow Statement (Appendix 5) Clerk to post all approved documents to the parish council's website.	Clerk
9	TO CONSIDER RECOMMENDATIONS FROM COMMITTEES AND WORKING GROUPS OF CHIDEOCK PARISH COUNCIL: <u>FINANCE & GENERAL PURPOSE</u> The Parish Council has formed a Finance & General Purpose Working Group with no direct responsibilities. Its role is to provide advice, support and recommended actions to the Main Committee. Also see Terms of Reference and Minutes of the FGP Meetings on the Parish Council website. THE FINANCE AND GENERAL PURPOSE GROUP RECOMMENDATIONS from the Meeting on 20th MAY 2024 Trampoline: A meeting was arranged by NW from DAPTC with representatives of Clapps Mead (x2) and two councillors (RAB/AB) to resolve outstanding issues relating to the trampoline. A report was produced and disseminated to councillors, no matters were arising, and the report was accepted together with its recommendations including agreeing to DAPTC contacting our insurers. FULL COUNCIL UNANIMOUSLY APPROVED the report and recommendations including agreeing that DAPTC contact the parish council's insurers. Foss Orchard: The Clerk had received an email from Martin Hockey complaining that he had not been able to find a parking space despite having bought a season ticket. Mr Hockey argued that he wanted the ticket for overnight parking – which is not chargeable. FULL COUNCIL UNANIMOUSLY AGREED the refund of £30 to Mr Hockey.	

	Average Speed Camera on A35: Despite several letters and chaser emails to National Highways no response has been received by the parish council.	
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Ref	Agenda Item	Owner
9	THE FINANCE AND GENERAL PURPOSE GROUP RECOMMENDATIONS from the Meeting on 20th MAY 2024 (Cont.) FULL COUNCIL AGREED that a letter to be sent to National Highways and Edward Morrello MP inviting them to a meeting to ascertain why these issues have not been addressed. See parish council website for more information. Cllr MD suggested a meeting that was inclusive of residents living in the village. This action was agreed. Fingerpost – Sea Hill Lane and bottom of Pettycrate Lane (which is missing the sign to Seatown): There has been an offer from a resident to repair both signs free of charge (material costs only) FULL COUNCIL AGREED to ask the local resident to carry out the repairs, and FULL COUNCIL AGREED TO APPROVE the payment for materials from reserves. Chideock News – June 2025: With reference to the state of the pathways and their inaccessibility due to overhanging (prickly) bushes. FULL COUNCIL AGREED to ask residents to cut back their overhanging vegetation via the Chideock News in June. Councillors to prepare a piece for the Clerk to submit.	Cllrs / Clerk Cllrs
10	CORRESPONDENCE • Letter to National Highways • Annual Village Meeting invites CORRESPONDENCE IN THE PERIOD WAS NOTED.	
	The meeting ended at 7pm.	

Date of the next Parish Council Meeting will be 24th June 2025 at Chideock Village Hall, 6PM

Previous council minutes and correspondence from the parish council can be found at www.chideockparishcouncil.com

External Organisations - Acronyms:

WATAG – West Dorset – Western Area Transport Action Group
 BLAP – Bridport Local Area Partnership
 DAPTC – Dorset Association of Town and Parish Councils
 NALC – National Association of Local Councils
 WRAG – Winniford River Action Group

External Organisations – Cllr representatives:

BLAP – Vacant

Benjamin

APPENDIX 1

Annual Internal Audit Report 2024/25

CHIDECK PARISH COUNCIL

www.chideockparishcouncil.com

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

07/05/2025

Name of person who carried out the internal audit

Clifford Allen

Signature of person who carried out the internal audit



Date

08/05/2025

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

APPENDIX 2

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

CHIDEOCK PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*For any statement to which the response is ‘no’, an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

27/05/2025

and recorded as minute reference:

8

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

R A Benjamin
CL

Information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.	Yes	No
	✓	

www.chideockparishcouncil.com

APPENDIX 3

CONFLICT OF INTEREST WITH BDO LLP

To be completed annually and minuted at a meeting of the smaller authority.

Name of Smaller Authority	CHIDEOCK PARISH COUNCIL
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☒

I confirm that there are no conflicts of interest with BDO LLP.

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I confirm the following conflicts of interest (please detail below:

Chair of the Chideock Village Hall.

This was confirmed and minuted at the following meeting:

Date of Meeting	Minute Reference
27 TH May 2025	8

Signed (Clerk/RFO)

Print Name TAN COX

Richard A Benjamin
Signed (Chair)

Print Name CLLR RICHARD A BENJAMIN

APPENDIX 4

Payments from 23rd April 2025 to 27th May 2025

Payee	Amount
John Bright Fencing	2638.00
Computer hardware	7.95
Grounds Maintenance	499.20
Chideock Village Hall	34.00
Printing	3.70
CAB Grant	400.00
Printing Cartridges	25.99
Printing Cartridges	58.10
Friends of Clapps Mead	985.00
DAPTC Subs	319.85
BLAP Contribution	79.34
Insurance	621.57
Bank Service Charge	4.25

APPENDIX 5

CASH FLOW / BUDGET 2025/26

Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		Spend to date	Budget total
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Projection Date 2025/2026

Operating Income

Precept	12,650					12,650								12,650	25,300
Foss Orchard Season Ticket	30		120		120		120							30	390
Electric Charging Rental*	0													0	0
Parking Ticket Income	0	55	55	55	55	55	55	55	55	55	55	55		0	605
Environment Agency Flow Meter	0	187												0	187
VAT	1,339													1,339	1,339
Other	0													0	0
Total Operating Income	14,019	242	175	55	175	12,705	175	55	55	55	55	55	55	14,019	27,821

Operating Costs

Staff Costs															14,370
Overheads														0	
Hall Hire	68	34	34	34	34	34	34	34	34	34	34	34		68	442
Training	0	100	100			100	100			50				0	450
Printing, Postage and Stationery	4	30	40	30	30	30	30	30	40	30	30	30		4	354
Subscriptions and Memberships	0	80	200		85									0	365
Computer & Website	8	50	30	50	30	50	30	50	30	50	30	50		8	458
Clerk & Councillor Expenses	98	40	30	26	30	26	30	26	30	26	30	26		98	418
Insurance	0		600											0	600
Other Miscellaneous	4	150	50	150	50	75	50	80	50	50	50	50		4	809
Open Spaces Maintenance														0	
Grounds Maintenance Contract	499	499	499	499	499	499	499	499	499	499	499	499		499	5,988

Clapps Mead (exc. contract)	2,638		400		400		400		400				2,638	4,238
Foss Orchard Car Park	0												0	0
War Memorial (inc. wreath)	0												0	0
Bus Shelters	40		50		40		50		40		50		40	270
Other Costs & / Or Projects	0				805								0	805
Grants Out	1,150		1,000	250		850						750	1,150	4,000
Miscellaneous Expenses	0		355									1500	0	1,855
Total Operating Costs	4,509	983	3,388	1,039	2,003	1,664	1,223	719	1,123	739	723	1,439	4,509	35,422
Less VAT													0	0
Operating Cash Flow	9,510	-741	-3,213	-984	-1,828	11,041	-1,048	-664	-1,068	-684	-668	-1,384	9,510	-7,601
Adjustments	0												0	0
Cash Flow	9,510	-741	-3,213	-984	-1,828	11,041	-1,048	-664	-1,068	-684	-668	-1,384	9,510	-7,601
Bank Balance less staff costs	11227	20,737	19,996	16,783	15,799	13,971	25,012	23,964	23,300	22,232	21,548	20,880	11,227	
Net Cash Position	20,737	19,996	16,783	15,799	13,971	25,012	23,964	23,300	22,232	21,548	20,880	19,496	20,737	19,496

VAT Expectation in 2025/26

66

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NOTES

LIST OF REGULAR PAYMENTS FOR APPROVAL AT START OF YEAR

	2025	2026	2027	
Martin & Co	240	250	260	(exc VAT)
Derek Smith Grounds Maintenance	4995	5194	5401	(exc VAT)
Clerk Salary and On Costs	14370	14657	14950	

LIST OF POTENTIAL DONATION AND GRANTS

Winniford River Group	1000
Chideock Village Hall	1000
PCC Grass Cutting	750
CAB	400
Other	850

*electric charging paid twice by SWARCo in 2024/25