



Chideock Parish Council

AGENDA

28TH JANUARY 2025

CHIDEOCK VILLAGE HALL AT 10AM

CHIDEOCK PARISH COUNCIL

FROM: CLERK – Tan Cox

EMAIL: chideockparishcouncil@gmail.com

To: ALL PARISH COUNCILLORS		
Chair: Cllr. Caroline Parkins	Vice Chairman: Cllr. Richard A Benjamin	
Cllr. Aiden Biggins	Cllr. Paul Barnett	
COPY TO DORSET COUNCILLOR: Cllr. Simon Christopher		

Dear Councillor,

You are summoned to a meeting of Chideock Parish Council, this will be held on **28th January 2025** at 10am. The venue is the **Chideock Village Hall**. The meeting will consider the items set out below:

Ref	Agenda Content	Owner	Papers
1.	CHAIR'S OPENING REMARKS	Chair	
2.	TO CONSIDER ANY DECLARATIONS OF INTEREST OR REQUESTS FOR DISPENSATIONS		
3.	CONSIDER ANY APOLOGIES FOR ABSENCE		
4.	MINUTES FOR FULL COUNCIL ON TUESDAY 26TH NOVEMBER 2024 The minutes of Tuesday 26 th November, having been agreed by email have been uploaded to the parish council's website.		
5.	RECEIVE REPORTS TO CHIDEOCK PARISH COUNCIL: <ul style="list-style-type: none">Dorset PoliceWard Member for Dorset Council		

Ref	Agenda Content	Owner	Papers
6.	<p>PUBLIC PARTICIPATION:</p> <p>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.</p>	Chair	
7.	<p>PLANNING:</p> <p>Consider the following planning applications</p> <p>All planning applications are sent to councillors on the date they are received by the Clerk. Councillors respond and the corporate view is provided to Dorset Council via their Planning Portal).</p> <p>PLANNING APPLICATION P/FUL/2024/06951 Seahill House Pettycrate Lane To Sea Hill Lane Seatown DT6 6JT</p> <p>The parish council left a neutral response.</p>	https://www.dorsetcouncil.gov.uk/planning-buildings-	<p>Councillors are asked to review applications via</p> <p>All present via email as and when they arrive from Dorset Council</p>
8.	<p><u>FINANCE AND BUDGET</u></p> <p>The Clerk has provided an appendix of payments made by the parish council during this period, this is shown at Appendix 1.</p>	Clerk	
9.	<p>TO CONSIDER RECOMMENDATIONS FROM COMMITTEES AND WORKING GROUPS OF CHIDEOCK PARISH COUNCIL:</p> <p><u>GENERAL PURPOSE</u></p> <p>The Parish Council has formed a General Purpose Working Group with no direct responsibilities. Its role is to provide advice, support and recommended actions to the Main Committee. Also see ToRs and Minutes of the GP Meetings on the Parish Council website.</p> <p>THE GENERAL PURPOSE GROUP RECOMMENDATIONS from the Meeting on 12th December 2024:</p> <p>CONSIDER AND ACCEPT THE FOLLOWING RECOMMENDATIONS:</p> <p><u>2025 / 26 PRECEPT:</u></p> <p>See Appendix 2 for further detail on 2025/26 precept.</p> <p>IT IS RECOMMENDED THAT:</p> <p>Full Council agree to an increase in precept of 49.84%. The Clerk to make the necessary claim from Dorset Council.</p>	Clerk	

Ref	Agenda Content	Owner	Papers
9.	<p><u>CLAPPS MEAD: Playground Inspection</u></p> <p>Further detail at Appendix 3.</p> <p>IT IS RECOMMENDED THAT: Full Council consider the recommendations of Cllr AB and RAB's report, in particular to seek quotations for the replacement of the play area perimeter fence.</p> <p><u>GROUNDS MAINTENANCE CONTRACT</u> <u>START DATE 1ST JANUARY 2025:</u></p> <p>The commencement date of 1st January was very close, and councillors instructed the Clerk to notify the cheapest contractor (Derek Smith Gardening Services) of his success. Both contractors submitted a 'one-off' price for the clearance of the site ready for the commencement of the contract. Again, the quote from Derek Smith was the cheapest and the clerk will ask for this work to begin as soon as practicable. The Tender Evaluation Document is at Appendix 4.</p> <p>IT IS RECOMMENDED THAT: Full Council consider the retrospective approval to instruct Derek Smith Garden Services to carry out the village grounds maintenance for a period of 3 years in accordance with the Specification contained within the Tender Documents.</p> <p>THE GENERAL PURPOSE GROUP RECOMMENDATIONS from the Meeting on 21st January 2025:</p> <p>CONSIDER AND ACCEPT THE FOLLOWING RECOMMENDATIONS:</p> <p><u>CLAPPS MEAD: Grounds Maintenance – Fencing:</u></p> <p>The clearing and removal of brambles and undergrowth within the play area has revealed that the existing fence had fallen down and had been covered by soil from when the trampoline was installed. Cllrs RAB & AB have put up temporary hazard fencing.</p> <p>The parish council has approached three contractors to quote for the fencing and the work will be carried out as soon as possible as an emergency health and safety hazard. Details of the quotes appear at Appendix 5.</p>	Clerk	See Parish Council website for GP minutes

Ref	Agenda Content	Owner	Papers
9.	<p>IT IS RECOMMENDED THAT:</p> <p>Full Council agree to the replacement fencing (retrospectively if this work takes place prior to the 28th January 2025). The most cost effective quote will be accepted.</p> <p><u>VILLAGE BUS SHELTER – REPAIR:</u></p> <p>The Clerk confirmed that she had approached three separate companies asking for quotes to repair the bus shelter after it was vandalised during Christmas.</p> <p>The details of these appear at Appendix 6 below.</p> <p>IT IS RECOMMENDED THAT:</p> <p>Full Council agree to the repair being carried out (retrospectively if this work takes place prior to the 28th January 2025). The most cost effective quote was Roman Glass £372.78.</p>	Clerk / Cllr RAB	
10.	<p><u>CORRESPONDENCE</u></p> <p>Letters to:</p> <ul style="list-style-type: none"> • Letters x 2 AD regarding Air Quality • Letter to ‘Countrywide’ regarding grounds maintenance contract • Letter to ‘Derek Smith Landscaping’ regarding grounds maintenance contract • Letter to GD regarding Village Hall grant • Letter to National Highways regarding A35 • Letter to Play Inspections Ltd regarding play equipment inspections • Letter to Roman Glass regarding bus shelter • Letter to SWARCO regarding error in previous years • Letter x 2 VH regarding St Giles’ Clock 		See Website

Date of the next Parish Council Meeting: 25th February 2025 at Chideock Village Hall, 10am

Previous council minutes and correspondence from the parish council can be found at

www.chideockparishcouncil.com

APPENDIX 1

Payments from 26th November 2024 to 27th January 2025

Date	Gross	VAT	Payee
14 th Nov 24	8.95	1.49	Print & Stationery
14 th Nov 24	17.94	2.99	Print & Stationery
14 th Nov 24	34.74	5.78	Print & Stationery
14 th Nov 24	33.12	5.52	Print & Stationery
27 th Nov 24	32.00		Chideock Village Hall
27 th Nov 24	15.74		Sandisk USB
29 th Nov 24	72.00	12.00	Martin & Company
15 th Dec 24	156.00		DAPTC X 3
30 th Dec 24	10.00		Chideock Village Hall
12 th Jan 25	50.00		Dorset Council
21 st Jan 25	44.98	7.49	Print & Stationery
21 st Jan 25	84.16	14.03	Temporary Fencing – Clapps Mead

APPENDIX 2

2025 / 26 PRECEPT:

The deadline for submitting the parish council's request for precept to Dorset Council is end of January 2025. Discussions took place around the various options for the parish council to consider, the primary objective being to have enough income and precept to meet its debts and payments as they fall due.

The precept will need to increase by 49.84% (39.74% actual) which equates to £19.79 increase in council tax in the year (Band D) or £1.65 per month.

Explanation of why this increase in precept necessary:

The previous parish council has kept the precept as low as possible in past years, preferring to use volunteers for essential works. From 2024 a new parish council has been formed which has not, as yet been able to retain or recruit volunteers, the work therefore has needed to be outsourced to private contractors. A new clerk was also appointed.

The increase in precept means the parish council will be subject to an internal audit by external auditors appointed by the Audit Commission – these fees are likely to be £300-£400 per annum. Legal fees are expected to be incurred either on the trampoline issue and/or Clapps Mead.

The newly appointed clerk costs have risen in line with current trends and pay awards. The clerk does not claim expenses other than the statutory allowance of £26.00 per month. The parish council has also instructed a payroll bureau to administer the clerk's employment transactions at £240 per annum.

All new councillors have needed to attend DAPTC training courses at between £30 - £50 per councillor / per session – estimated in 25/26 to be approximately £600. The 24/25 budget showed training costs as 0.00.

Clapps Mead play area has needed to be inspected by a professional inspection company who have identified works to the perimeter fencing, chain bridge, swing bridge / slide and other play equipment, some of which will need to be replaced. The perimeter fence and gates are rotten and non-compliant with health and safety legislation and must be replaced urgently.

The parish council has also created a new website.

2025/26 BUDGET

Operating Income

Percentage Increase	49.84%	65.83%	77.08%	
Precept	25300	28000	29900	
Other Income	2500	2500	2500	Est
VAT	500	500	500	Est
	28300	31000	32900	

01.4.24 C/F Balance 20,981.57

Operating Costs

Clerk Costs	14,370	14,370	14,370	
General Overheads	3500	3500	3500	Est
Clerk & Cllr Expenses	350	350	350	Est
Open Spaces Maintenance*	8100	8100	8100	Est
Donation / Grants	4000	4000	4000	
Other Costs**	1500	1500	1500	Est
BLAP Contribution	80	80	80	Est
	31900	31900	31900	
Shortfall	3600	900		
Add: from Cash Reserves	3600	900	(1000)	

*Open Space Maintenance		
Grounds Maintenance Contract	6000	
Bus Shelter	160	
Contingency	1940	
		8,100

**Other Costs		
Audit Fees (Internal & External)	1000	Est
Contingency	500	
		1500

Commentary

A percentage increase of 49.84% (39.74% actual) is £19.79 increase in council tax (Band D) per year or (£1.65 per month). Appendix 4

A percentage increase of 65.83% (54.65% actual) is £27.22 increase in council tax (Band D) per year or (2.27 per month). Appendix 5

A percentage increase of 77.08% (65.14% actual) is £82.26 increase in council tax (Band D) per year or (6.85 per month). Appendix 6

Increases / % change

	24/25	25/26	Inc. £	Inc %
Clerk Costs	6250	14370	8120	130
General Overheads	2470	3500	1030	42
Clerk / Councillor Expenses	50	350	300	600
Open Spaces Maintenance	6875	8100	1225	18
Audit / Legal Fees	60	1000	940	1567
Donations & Grants	3835	4000	165	4



Town & Parish Councils
Taxbase & Precept Toolkit 2025/26

1) Select Town or Parish Council

Chideock

Taxbase Information

Band D Equivalents

2024/25 339.0 2025/26 363.5

Increase/(Decrease) Year on Year 24.5

% Increase/(Decrease) 7.23%

Precept Modelling

Actual Precept 24/25 & Proposed Precept 25/26

2) Enter Target Precept

2024/25 £ 16,885.00 2025/26 £ 25,300.00

Increase/(Decrease) Year on Year £ 8,415.00

% Increase/(Decrease) 49.84%

Band D Equivalent Charge

Precept Divided By Taxbase

2024/25 £ 49.81 2025/26 £ 69.60

Increase/(Decrease) Year on Year £ 19.79

% Increase/(Decrease) 39.74%

APPENDIX 3

RECOMMENDATIONS FOLLOWING REVIEW OF PLAYGROUND INSPECTIONS REPORT DATED 7TH OCTOBER 2024

1. Perimeter Fencing

- Remove and replace the perimeter fencing to address issues such as multiple rotten sections and un-compliant gate closures.

2. Chain Bridge

- Remove and replace the chain bridge due to the deteriorating condition of the chains and the supporting timbers, which are deemed recommended as actions

3. Swing Bridge/Slide

- Remove and replace the swing bridge/slide entirely, as the inspector identified all aspects of this equipment as damaged and presenting a moderate risk.

4. Toddler Swing Seat

- Replace the toddler swing seat and shorten the chain to ensure safety and proper functionality.

5. Spring Car/Seat

- Treat and repair corroded metal components under the spring car/seat to prevent further degradation and ensure safety.

6. Signage Repositioning

- Reposition all signage, consolidating it onto a noticeboard so that all communication is clear and visible to visitors.

Additional Recommendations

- **Grant Funding:**
 - Seek available grants to support the parish council in funding the necessary replacements and repairs.
- **Community Engagement:**
 - Consult with the community to gather ideas for replacement equipment to better meet the needs and preferences of local users.

These actions aim to prioritise safety, functionality, and community involvement in improving the play area.

APPENDIX 4

GROUNDS MAINTENANCE TENDER EVALUATION

NAMES AND DETAILS OF TENDERERS

Name	Annex C	Date Rec'd	Insurance £5m	Method Statement	Risk Assessment	References	Price £	
Derek Smith's Gardening Serv's (inc. all items in Annex B) + one off quote for initial clearing - £720	✓	11 TH Nov 2024	✓	✓	✓	✓	2025 2026 2027	4995 5194 5401
Countrywide Grounds Maintenance + see below additional one off quote.	✓	28 TH Nov 2024	✓	✓	✓	✓	2025 2026 2027	6000 6240 6490
Bridport Town Council				Declined to Quote				

APPENDIX 5

CLAPPS MEAD – REPLACEMENT FENCING

Option 1

Timber fence

The fenced should cover the length of the temporary fence, the height should be approximately 2.0m above the ground with a gap of a 100mm to allow strimming without damaging the fence suitable treated timber should be used for the posts, cross rail, and up-right boards. The posts should 100mm x100mm posts the up-right palings should be a minimum of 75mm x25mm with a minimum space between of 89mm and maximum of 100mm the cross rails I would leave to you. We would be interest to know if you would consider metal feet for the posts going into the ground as a worthwhile investment.

Option 2

Chain-link fence

The fence to cover the same area as above and to be between 1.2 and 1.5m height and supported on metal post suitably supported along the fence deemed necessary.

General Information

Playground fencing should comply with EN/BS 1722 and the minimum space between the up-right palings is 89mm. There is a concern with the stability of the ground for both these options.

APPENDIX 6

BUS SHELTER – REPLACEMENT POLYCARBONATE PANEL

NAMES AND QUOTE DETAILS

Name	Date Rec'd	Price £
Roman Glass Weymouth	3 rd Jan 2025	372.78
Bridport Glass Tiles & Bathrooms	6 th Jan 2025	416.40
Heavers	2 nd Jan 2025	Declined to Quote