

Clerks Report - Update

a. Finance Matters

- Bank Balance as of 25th November 2025
 Unity Bank £22,099.01
 Santander £32,297.16
 Cambridge and Counties Bank as of 31st October 2025, £58,604.89
- Monthly Expenditure and Income
 Expenditure – Noting all invoices have been certified by the Clerk/RFO

Supplier	Cheque	Item / Service Supplied	Net	VAT	Total
Water2Business	DD	WM Toilet Block Water	15.60	1.24	16.84
Curry Group Ltd	FPO	Samsung A9+ Tablets (Qty 7)	1,349.88	269.97	1,619.85
SSE	DD	Electricity - WM Toilet Block	312.91	15.65	328.56
Accu Ltd	FPO	Playpark screws and locking nuts	40.23	8.05	48.28
Aubergine	FPO	Hosting org.uk 17th Jan (12mths)	199.00	39.80	238.80
Dorset Council	DD	WMCP Rates	180.00	0.00	180.00
Dorset Council	DD	HXCP Rates	105.00	0.00	105.00
Just Park	Source	Just Park Fees WM	138.35	27.12	166.48
		Just Park Fees HX	0.84	0.17	
A R Harris	FPO	PAT Testing & EICR	55.00	11.00	66.00
M Harrington	FPO	Salary	TBC		
M Harrington	FPO	Expenses	TBC		
HMRC	DD	NI & Income Tax	TBC		
NEST	DD	Pension	TBC		
JD Facilities	FPO	WM Toilet Block Cleaning	TBC		
ITB Gardening and Tree Care Ltd	FPO	WM VG	TBC		
Unity Trust Bank	DD	Bank Fees	4.84	0.00	4.84
Corfe Castle Parish Council		Printing (Qty 230 x 0.02p)	TBC		
			2,401.65	373.00	2,774.65
YTD			41,766.71	3,800.40	45,567.11

Income

Supplier	Folio	Type	Item / Service Supplied	N/C	Total
WMCP		Cash	Donation	3502	69.00
WMCP		Cash	Donation	3502	559.00
WMCP		Cash	Donation	3502	345.00
WMCP		FPO	Just Park	3504	1,904.52
HXCP		Cash	Donation	3506	58.24
					2,935.76
YTD					62,974.55

- Bank Reconciliations
 To approve / accept the latest bank reconciliation
- Christmas Tree Donation
 To discuss and agree a donation to each village hall in aid of a Christmas tree and decorations.

b. Policies.

To discuss and adopt the following policies.

- Health & Safety Policy –Annex
- Disciplinary Policy – Annex
- Grievance Policy - Annex

c. Risk Assessments.

To discuss and adopt the following risk assessments.

- 008 – HSE DSE Checklist – Annex

d. **Annual Parish Meeting**

To discuss and agree the 2026 Annual Parish Meeting format, and date.

Recommendation: To hold the Annual Parish Meeting Monday 20th April 2026 from 6pm. To invite local organisations and charities to exhibit, showing their services, at no cost. To supply tea, coffee and biscuits to all who attend free of charge. To advertise the event in the Dubber, and consider a leaflet drop.

e. **Electricity Supply**

The WMCP toilet block electricity supply is now out of contract. The tariff we are on:

Standing Charge: 284.508128 pence per day

Unit rate: 37.745834 p/kWh

Other providers:

Contractor	Standing (pence per day)	Unit rate (p/kWh)	Contract length
Current	284.508128	37.745834	N/A
Contractor 1	39.98	24.97	12 Months
Contractor 2	54.45	24.555	12 Months
Contractor 3 (one of the main 5)	60.00	25.10	12 Months

Please note the prices above are not fixed and may not be available when we come to fix the contract.

Recommendation: To discuss and approve a new electricity contract.

f. **External Meeting / Forum notes**

To note the following report / notes from meetings / forum's attended.

1. DAPTC A Fresh Start (30th October 2025)– Annex
2. ST&CP (26th November 2025) – Annex to follow

g. **Action Log**

A copy of the action log can be found at the end of the report.

1. Actions updated since the publication of the agenda.

Action Log

Ref	When Initiated	Who to Action	Title	Details	Status
1025-78	07/10/2025	`Clerk	Haycraft Junction improvements	07-10-25 Clerk to submit approved comment to DC. "Clerk to submit the following comment to Dorset Council: Worth Matravers Parish Council requests that the proposed refuge area be relocated further west, towards the bus shelter, where dropped kerbs already exist on both sides of the road. The Council notes that the brow of the hill presents manoeuvrability issues for vehicles exiting Foleys, and the currently proposed location poses a safety concern, noting drivers travelling west will have limited time to react if pedestrians are using the crossing area in the proposed area. The Parish Council also requests that a zebra crossing be incorporated into the refuge island to enhance pedestrian safety. Further queries and requests: • Please confirm whether the proposed yellow lining is single or double. • Can the double yellow lines be extended further down Tabbits Hill Lane? • Can the existing footpath be extended to provide a continuous, safe walking route for residents accessing the post office, shop, and garage? • Can the central white line be repainted or extended to more clearly define the two traffic lanes?" 08-10-25 email sent to DC	Complete
1025-79(a2)	07/10/2025	Clerk, Cllr Peacock Cllr Vosper	Finance	07-10-25 Clerk to process finance. Cllr Peacock and Cllr Vosper to authorise 08-10-25 Clerk processed awaiting Councillor authorisation	Complete
1025-79(a3)	07/10/2025	Clerk	Agenda item	Clerk to add to November 2025 agenda a discussion to be held regarding Tree Maintenance within the WM car park	Complete
1025-79((b)	07/10/2025	Clerk	Policies	07-10-25 Clerk to publish the newly approved Grant Award Policy and Safeguarding Policy 08-10-25 policies uploaded to new site.	Complete
1025-79(c.)	07/10/2025	Clerk	Supply of Device	Subject to available budget, the Council adopt a policy of supplying each councillor with a council-owned device configured to meet digital compliance requirements. Specification agreed Android tablet, wi-fi only, 128GB. Anti-Virus protection to be added to devices where Councillors access the bank. Clerk to investigate costs and report back. Professional advice sort on device specification and advised above specification OK except could reduce to 64GB. Cost £130 per device (One off cost) Anti Virus available at approx. £40 for 10 licences. 31-11-25 email sent to Wizzbits chasing quote to set up tablets with remove locking access. 17-11-25 Despatch note received	On-going
1025-79 (d4)	07/10/2025	Clerk	DAPTC Conference	Clerk to attend the DAPTC / DC A Fresh Start Forum 30-10-25 02-11-25 Report added to December agenda.	Complete
1025-80	07/10/2025	Clerk	Donation for Defib	A donate of £600.00 will be made. Clerk to process payment 08-10-25 email sent	Complete

1025-80 (b)	07/10/2025	Clerk	Gladiator Events	07-10-25 Clerk to write to Gladiator events to confirm " To permit Gladiator Events to use the overflow car park on Saturday, 6 June 2026. The area may be barriered off on the Saturday, with set-up and take-down activities allowed on Friday, Sunday, and if necessary Monday. All equipment and event activities must be confined to the overflow grass car park; no equipment is permitted in the main gravel car park. In recognition of the potential loss of income, calculated at £3 per car for approximately 75 parking spaces, the Council requests a donation of £300 per day. This day rate applies to each day the car park is occupied for set-up, the event, or breakdown, meaning charges would apply for Friday, Saturday, Sunday, and Monday if all days are used." 08-10-25 email sent.	Complete
1025-80 (c.)	07/10/2025	Clerk	Memorial Bench	07-10-25 It was agreed that the request to install a memorial bench could not be approved. The Council noted that land owned by the parish already contains sufficient seating and that other areas are leased land, preventing the installation of permanent features beyond those agreed with the landlord. The Council suggested that the applicant may wish to contact the Church regarding their request. 08-10-25 email sent	Complete
1025-81(a)	07/10/2025	Clerk	DC Local Transport Plan	Clerk to submit response as approved	Complete
1025-81 (b)	07/10/2025	Clerk	DC Local Plan	Clerk to submit response as approved	Complete
1025-82	07/10/2025	Clerk	Planning	Clerk to submit response as approved	Complete
1025-84	07/10/2025	Clerk	Fingerposts	07-10-25 Clerk to work with Councillors to identify damaged fingerposts in the area and report back to Council 08-10-25 email sent to Cllr's asking for help to identify fingerpost locations. 04-11-25 Council agreed to report 7 fingerposts to DC asking for a repair. However to also contact the Wareham Men's Shed to ask for a price to repair. 07-11-25 Phone call from DC stating fingerposts will be moved to a project off of the portal. Also stated they would speak to Head Ranger to ask if DC could supply the wood to us, and then we arrange for the work to turn into a fingerpost. 14-11-25 Email sent to WMS after a phone conversation, showing the location of the 7 fingerposts, they are going to investigate if they can do the work to the right specification.	On-going
0825-47c 0625-24	03/06/2025	Clerk & Councillors	Winspit Road Property - Enforcement	Clerk to contact Planning Enforcement regarding the Winspit Road property. 04-06-25 email sent to JB asking for confirmation of house and work 04-06-25 Email sent to JB & IB confirming details of work for enforcement 03-07-25 email from DC "Your complaint this morning regarding The Old Quarry in Worth Matravers has as yet not been recorded on our system as we need much more information. To suggest 'Concern in respect of further development over and above planning permission granted' is simply not enough information for our team to be able to triage whether a breach of planning control has taken place. Please provide images of what is alleged to have happened as well as further information regarding what developments have, or indeed have not, happened. " 18-08-25 Response sent to Enforcement with photo's, and planning application drawings. 05-08-25 Councillors to email the Clerk with the following information: 1. Images of alleged building works. 2. Description of development. 3. Impact of development. 07-08-25 Email sent to Councillors. (Ian not included given interest) 18-08-25 After a couple of responses from Cllr's email sent to Enforcement with all info 20-08-25 Enforcement have taken on the case. Application EN/2025/00382	On-going
0825-48 c1	05/08/2025	Clerk	Website	Clerk to create new site with a new look.	On-going

0825-48 d1 0725-36 c2 0525-11d1	06/05/2025	Cllr Peacock	CCTV	Cllr Peacock to investigate Solar powered CCTV for Harmans Cross Car Park 19-05-25 Email from Cllr Peacock showing a possible camera package valued at £40.00 (ARENTI 2K Solar Security Camera Outdoor Wireless,360° View Pan Tilt,5200mAh Battery,Night Vision,Spotlight,Siren,PIR Human Detection,2-Way Talk,IP65,Easy Set Up for Home CCTV) 23-06-25 Response from CCTV company who installed WMCP CCTV - "Regarding Worth Matravers CCTV system, I have copied Vania our service coordinator into this e-mail to contact yourself to book a convenient day for the Preventive maintenance to be carried out. I will order three spare cameras for the engineers to take with them just in case replacements are required. 01-07-25 Cllr Peacock to buy solar powered CCTV at a cost of approx. £40 and install in the Harmans Cross Car Park Regarding the Harmans Cross site, we unfortunately don't install Solar powered CCTV systems due to issues we have experienced in the past. Connecting the system at Worth Matravers to allow remote viewing and playback will require an internet connection on site for this to be carried out. Vania can you please call Michelle Harrington to arrange a convenient date for the maintenance to be carried out. Two engineers with cherry picker will be require. Three Hikvision DS-2CE19HOT-AIT3ZF-C cameras and three Hikvision DS-1280ZI-S camera junction boxes will needed to be ordered through Nathan before we attend site." 07-07-25 Email sent stating Camera's can be lowered down pole for maintenance, no cherry picker is needed. 05-08-25 Cllr Peacock to ask the Village Hall to proceed with Wi-Fi and lighting work at a cost of £312 paid for by the Parish Council 07-10-25 CCTV and safety light purchased ready to be installed. 26-10-25 camera installed	Complete
0825-49 a	08/05/2025	Clerk	Community Transport	Worth Matravers Parish Council work alongside Corfe Castle Parish Council and other invited Parish / Town Council's in respect of a new Community Transport Project. Clerk to join on behalf of Worth Matravers Parish Council. Councillors to email the Clerk with ideas on what they believe Worth Matravers and Harmans Cross residents would like to see in a Community Transport scheme. 07-08-25 Email sent 07-08-25 Cllr Peacock suggest B'mouth and Poole Hospital.	On-going
0825-54 0425-50	01/04/2025	Cllr Burden, Cllr Jeffery, Cllr Melville and Cllr Vosper	Duck Pond	Working group consisting of Cllr Burden, Cllr Jeffery, Cllr Melville & Cllr Vosper to clean the Duck Pond, Cllr Burden to organise waste tanker. 22-04-25 Postponed due to lack of water coming from natural sprint to re-fill pond 05-08-25 Cllr Burden to contract a local contractor to remove the fish at an approx. cost of £180. Council working party to then clean the pond. Cllr Burden to then contact a local contractor to put approx. 3000 gallons of water back into the pond at an estimated cost of £300. July 25 Meeting, Noted pond nearly empty due to high temperature and no water coming in through the spring. Cllr's agreed to clean and re-fill. 19-08-25 Fish removed, cleaning to take place on 23-08-25. 23-08-25 cleaning too place. Local tanker called in to remove slurry. In total 6 lorry loads at 600g per load. On the last load the lorry struggled to clear the slurry so a bigger more powerful tanker was called in. JB has not contacted a local contractor to refill the pond at this stage, given the amount of water needed and the associated cost being in the thousands. One the warmed weather has subsided, JB will organise for the pond to be filled. 04-11-25 It was noted the pond is naturally refilling and at a reasonable level	Complete
0725-40	01/07/2025	Cllr Melville	Playpark Repairs	Cllr Melville to investigate a mobile welder to repair the hole developing in the post near ground level. 02-09-25 Contact made with local welder however they are no longer mobile. Will keep investigating	On-going
0625-25c	03/06/2025	Clerk	EV Charging	Clerk to ask for permission for Harmans Cross Car Park from landowners and subsequently advise Dorste Council. 06-06-25 email sent to landowners enquiring about EV points in HXCP 18-08-25 Email sent asking for update.	On-going

0425-48	01/04/2025	Cllr Burden	Highways Condition	Cllr Burden to take photograph of the road condition now and again in a few weeks' time and report back to Council. W/C 05-05-25 Cllr Burden meet with DC Glenn Hanham. JB suggested the tarmac at the junction be changed to the tarmac used near Bovington Camp. 06-05-25 Cllr Wilson during meeting stated he would continue to chase DC for works to be carried out at this junction. 27-08-25 Update from JB, noting DC Highways are carried out some repairs however they were small and with the plant machinery going over them, the repairs lasted only a couple of days. Request that Cllr Wilson be asked to intervene 07-10-25 Update from Cllr Wilson Resurfacing works have been approved for the junction for Worth Matravers and B3069. The works are scheduled for Wednesday 12th of November 2025 for Two Days.Highways will lay 10-m S.M.A. (stone mastic asphalt) which is considered more robust than tarmac and should better suit the junction with heavy goods vehicles.	Complete
0125-8b	07/01/2025	Clerk	Just Park	Clerk to contact Just Park to initiate Just Park electronic payment facilities within the Harman's Cross Car Park. 20-01-25 Enquiry email sent 18-02-25 Email sent to JustPark with Onboarding information 18-04-25 Photo of Voluntary payment sign received and forwarded to Just Park. 15-05-25 Email received from Vicky Brickwood stating she has our onboarding and asking if we still want signage and if so she'll get a cost together and sent it over. 18-08-25 Email received from Nav Dari - Head of Commercial Operations, asking if recently query dealt with. 18-08-25 response sent, explaining wrong signage in Worth Matravers (Not Voluntary signage) and that we are still no further with HXCP. 07-10-25 new donation signs given to Cllr Peacock and Cllr Burden to be placed in relevant car parks.	Complete