

Wayne Lewin – Clerk to the Parish Council

CERNE VALLEY PARISH COUNCIL

13 Stileham Bank, Milborne St Andrew, Dorset, DT11 0LE

07419 136 735

cernevalley@dorset-aptc.gov.uk

Dear Councillor,

You are summoned to attend a Full Council meeting of the Cerne Valley Parish Council to be held on **Thursday 14th September 2023** starting at **7.00pm** in **Godmanstone Village Hall**
Please find a copy of the agenda below.

Councillors:

S. Beresford, F. Horsington, M. Keating, G. Muskett, G. Bishop, C. Crosbie, J. Bolt, C. Paul, L. Prowse, H. Brown, K. Burghart, and K. Marshall

AGENDA

1. Apologies for absence
2. Declarations of pecuniary and other interests
3. To confirm the minutes of the Parish Council Meeting held on **Thursday 13th July 2023**
4. Matters arising from previous meeting
5. Update from the Chair
6. Public Discussion Period
7. To receive a report from the Dorset Council

8. Financial update
 - a. Payments for authorisation

9. To receive committee reports and to agree action(s) in response to proposals and repairs
 - a. Allotments **(MK)**
 - b. Burial Ground **(SB)**
 - c. Car Park **(LP)**
 - d. Children's Play Park **(MK)**
 - e. Footpaths and Environment **(JB)**
 - f. Planning **(FH)**
Annex A

10. Procurement of Village Gateways **(GM)**
11. Internal audit report **(WL)**
12. Protocol and procedures for purchasing of goods and services for the Parish Council **(FH)**
13. Honorarium payment refund for grass cutting of Burial Ground extension **(FH)**
14. Purchase of unknown Tommy and/or wreath for Remembrance **(WL)**
15. EV charging point for Cerne Abbas **(LP)**
16. Raising the profile of the Parish Council **(LP)**
17. Items for the next meeting
18. Date(s) of next meeting

Full Council

Cerne Abbas Village Hall

12th October 23

Wayne Lewin

Parish Clerk

07th September 2023

Wayne Lewin – Clerk to the Parish Council

CERNE VALLEY PARISH COUNCIL

13 Stileham Bank, Milborne St Andrew, Dorset, DT11 0LE

07419 136 735

cernevalley@dorset-aptc.gov.uk

Minutes of Full Council held on 13th July 2023 at Cerne Abbas Village Hall

Councillors present:

F. Horsington, H. Brown, J. Bolt, S. Beresford, C. Crosbie, K. Burghart, C. Paul, G. Bishop. M. Keating, and K. Marshall

There were 10 members of the public present

1. Apologies for absence

Cllr's Muskett and Prowse sent apologies along with Cllr Haynes (DC).

2. Declarations of pecuniary and other interests

Cllr Horsington declared any matters to do with the allotment field.

Cllr Brown declared an interest in item 12.

3. To confirm the minutes of the Parish Council Meeting held on 08th June 2023

These were approved as a true and accurate record of the meeting.

4. Matters arising from previous meeting

The Clerk confirmed that the EA and DC confirmed that the planting by 'The Pond' on Abbey Street was not a matter for them. They recommended the local flood warden have a look.

The Clerk contacted him but had received no reply.

5. Update from the Chair

The Chair thanked the Cerne Abbas Traffic Management Group on their work so far.

Mr Bob Foulser and the team of openers and helpers for the Open Gardens were also thanked for an outstanding event.

The Clerk confirmed that **£3102.73** had been donated from the Open Gardens to the Charles North Charity.

6. Public Discussion Period

A question was asked on the locked gate to the burial ground extension and if it would be opened.

It was confirmed that the land (and gate) was not the property of the Parish Council and those decisions would be made once the purchase had been completed.

Members were also briefed on the history of the site.

7. To receive a report from the Dorset Council

A report had been received and distributed.

There were no matters for the Ward Councillor.

8. Financial update

a. Payments for authorisation

There were **15 payments (PV's 35-49)** totalling **£ 4712.29** that were approved and authorised for payment.

b. 1st quarter budget review

The Clerk confirmed that the budget spends sat at 23.47% at the end of the first quarter. The only concern was expenses, but this was likely to correct over the recess.

9. To receive committee reports and to agree action(s) in response to proposals and repairs

a. Allotments

Cllr Keating confirmed the taps had been replaced after the Wessex Water inspection and the shed had been painted.

The allotment social was scheduled for Sunday 16th July.

b. Burial Ground

The Clerk confirmed that all legal and financial paperwork had been completed and were just waiting on the searches.

Members of the Burial Ground Working Group were concerned that they had not copied in on any correspondence.

The Clerk confirmed that this was only the paperwork to start the process and any decision matters will be forwarded.

It was asked if dog waste bags could be provided – all agreed that this was a Burial Ground Committee matter.

c. Car Park

It was confirmed that the children from the school had created and installed a bug hotel, Bee home and hedgehog highway.

The Clerk had thanked the school. All agreed it looked fantastic.

d. Children's Play Park

Cllr Keating confirmed the new fencing was now in place and that the holes had been repaired with wood chippings.

Cllr Keating confirmed he was stepping down from the committee.

Cllr Crosbie agreed to step up and chair the committee.

Cllr Marshall agreed to join the committee.

e. Footpaths and Environment

It was confirmed that the new noticeboard in 'Not the bus shelter' had been installed.

At the same time, the old wooden frames had been varnished and new signs put up.

The overgrow in the Snicket had been reported to DC.

The blocked gully at the Piddle Lane / Long Street junction had been reported to DC.

The overgrown hedge at Chescombe had been reported to DC.

The permissive path from Giants View to Casterbridge had been reported to the Parish Council as overgrown and then forwarded to Up Cerne estate.

The beech hedge on Chescombe would be cut in September.

It was requested that a note of thanks be given to road team for the excellent resurfacing of Abbey Street, Chescombe and Abbots Walk.

f. Planning

P/FUL/2023/02976

2 Abbey Street Cerne Abbas DT2 7JQ

Install handrails to the steps

The Parish Council supported this application.

P/HOU/2023/02618

5 Abbey Street Cerne Abbas DT2 7JQ

Re-roofing and extending two storey element, new rear single storey extension

The Parish Council supported this application subject to the Conservation Officers recommendations.

P/HOU/2023/03190

36 Long Street Cerne Abbas DT2 7JG

Installation of a solar array of 14no photo-voltaic panels to the southern elevation of the double garage

The Parish Council supported this application subject to the panels being of solid black design and not with silver linings.

P/HOU/2023/03073

5 Duck Street Cerne Abbas Dorset DT2 7LA

Erect carport and store. Replace rear veranda & over-clad side extension.

The Parish Council supported this application.

10. Procurement of Village Gateways

After a brief discussion, and in the absence of the project lead, members agreed to move this to the next agenda.

11. Grant request from Cerne Valley Cricket Club

Cllr Keating spoke for the cricket club and the upgrades they are wishing to make to the pitch and facilities. A £1000.00 grant suggested.

However, it was confirmed that only £ 752.52 was left in the grant pot.

It was unanimously agreed to allocate this to the cricket club on production of a completed grant request form.

12. Recycling opportunities in liaison with the Cerne Abbas Sustainability Group

Cllr Paul recommended that the project as outlined by the group was an excellent one.

Laurel Spooner spoke and confirmed that a couple of bins would be placed in 'Not the bus shelter' which would take products from ink cartridges to spectacles to batteries.

Members all agreed this was a great idea and unanimously approved.

13. Conflict of interests with BDO LLP (External Auditor)

Members declared there were no personal or professional conflicts of interest.

14. Resolution and correspondence powers over stand down period

Members were content for emails to trickle through and for Chairs of Committees to continue with delegated powers.

It was agreed that larger matters that needed a resolution, should in the first instance, be discussed via the Chair and Vice Chair as to the direction of travel.

15. Proposals from the Cerne Abbas Traffic Management Working Group

Speed Wires After much debate about the merits of speed wires in the village centre, it was agreed that the F&E committee would be the best place to continue this.

Parking Bay It was agreed in principle this was a good idea. The length would be about two cars' lengths, with waiting times limited to 20mins and delivery loading time restricted to 7am - 6pm.

Public Car Park Signs Members agreed that a couple of directional signs would help alleviate the congestion in the village centre.

It was also agreed for the Clerk to write to the New Inn to establish if they could make their Car Park more obvious to those wishing to use the facility.

Cones Councillors agreed that the cones could stay until other measures were put in place.

Roundabout Although the idea at first was treated with scepticism, everybody agreed that a mini painted roundabout would benefit both parking, speed, and traffic flow.

One Way System It was decided that a one-way system down Duck Street would not feasibly work and would not be pursued.

Yellow Lines An extension of yellow lines on Duck Street should be explored.

Weight Restrictions The idea of signage showing weight and length restrictions for large vehicles was rejected as being both impractical and not required.

Parking Enforcement Yellow lines without enforcement seems pointless and unnecessary. The Clerk was requested to contact Dorset Council parking enforcements team and request frequent visits.

Parish Notices

Cllr Burghart confirmed that the Boundary Commission had decided to leave Cerne Abbas in West Dorset.

Cllr Crosbie mentioned that the next Cerne Abbas litter picks were scheduled for 05th Aug and 02nd Sep.

16. Items for the next meeting

Procurement of Village Gateways

Feedback from Dorset Council on proposals for traffic management

17. Date(s) of next meeting

Full Council

Godmanstone Village Hall

14th Sept 23 7pm

There being no further business the meeting closed at 2054 hours.

Cllr Fred Horsington _____ **Chair of Cerne Valley Parish Council**

Report to the Parish Council August 2023
Councillor Jill Haynes Chalk Valleys Ward Dorset Council

Hello Councillors and Members of the public. August is traditionally a quiet month at the council as officers spend some time with their families during the school holidays. Therefore it is a short report this month.

Award of grants

One of the ways Dorset Council can make limited resources go further and reduce the need for local taxation is through active pursuit of external funding opportunities. These opportunities are often competitive processes require bidders to put forward ambitious ideas and demonstrate a commitment to delivery in accordance with the scheme criteria. Successfully bidding helps to accelerate and unlock improved outcomes for those that live, work and invest in Dorset. For the period 2020/21 to 2023/24 Dorset Council has received £101.3m of grant funding. In total we have been successful in more than 35 bids and some of the major wins are below:

- DSG Safety Valve £42m
- Levelling Up Fund (LUF) – Weymouth Regeneration £19.5m
- Public Sector Decarbonisation Scheme - Main Grant £18.8m
- DfT Transforming Cities Fund £14.2m

The council is proud to have won so many bids and will continue to explore all future grant opportunities.

Prevention by working in Partnership.

The government is pushing councils and health authorities to work more closely and more efficiently to give residents the care they expect by establishing Integrated Care Systems (ICS). Dorset's ICS was one of the first when it was created in 2018 and the drive towards a common approach to digital has dominated our partnership.

Dorset has one of the biggest health and social care challenges because of its demographics, with a much higher proportion of residents aged over 65 than regional and national averages. We have benefited from national funding to trial approaches to improving efficiency. Dorset Council has been working more closely with our local health partners in three main areas: by sharing data to understand population need, having common goals including a relentless focus on prevention and a shared approach to digital skills. We are beginning to see the benefits of this collaboration.

The award-winning Dorset Intelligence and Insight Service (DiIS) brings together millions of data records from health and social care across Dorset and makes them widely accessible

via interactive digital dashboards. This amalgamation of data is delivering better outcomes for local people in a fairer, more cost-effective and productive way. It links health and social care information, providing population health management information and enabling clinicians to design services based on what is required across the ICS.

“It’s clinically led. Clinicians tell us what they want to achieve and we get them all the data and information they need,” says Stephen Slough, chief digital information officer at NHS Dorset. 800,000 patient records are updated nightly across Dorset, with other feeds updating every 15 minutes. The focus now is on what we need to do to prevent illness, address inequalities and help communities manage their own health and wellbeing.

Making prevention the core of what we do will lead to better outcomes and quality of life, more personalised services and, vitally, will reduce the inequities across the county. Prevention is a real and long-lasting way to reduce the unsustainable load on our health and care services.

Dorset Council has been piloting digital inclusion approaches with Dorset NHS for several years and has extended its support programme to encompass health. As well as recruiting and supporting volunteer digital champions (VDC) to work in surgeries, around 100 of its nearly 940 embedded digital champions are from the NHS. These frontline workers help people in the moment, as they need to download an app onto their phone for example, or signpost them to other services for more in-depth help. The council also has device and data-giving projects to help people get online which can be extended to those who need it to access health applications.

Work continues with other councils on a possible Devolution Deal which could bring considerable bespoke funding for things like transport links and supporting rural bus routes. The consultation on the new Housing Strategy is coming to a close and then the process of writing and approving the strategy will be completed this autumn. We are looking at ways to fund the new Digital Infrastructure strategy which will be vital to insure we have appropriate coverage for both broadband and mobile phone coverage going forward. In September we will start the really challenging process of setting the budget for next year. A bit like the schools it is back to the start of a new term in September with lots of work to do.

1. P/HOU/2023/04029
6 Abbey Street Cerne Abbas Dorchester DT2 7JQ
Erect rear single storey extension, window changes, installation of central heating & internal improvements

2. P/LBC/2023/04030
6 Abbey Street Cerne Abbas Dorchester DT2 7JQ
Erect rear single storey extension, window changes, installation of central heating & internal improvements

3. P/FUL/2023/03941
Land at 5 Duck Street Cerne Abbas Dorchester DT2 7LA
Conversion of stable building to create 1no. unit of residential accommodation

4. P/LBC/2023/03823
2 Long Street Cerne Abbas DT2 7JF
Erect two single storey and two first floor extension to rear. Alterations internal and external to re-position stairs and renew slate roof covering and install insulation.

5. P/HOU/2023/03822
2 Long Street Cerne Abbas DT2 7JF
Erect two single storey and two first floor extension to rear.

6. P/HOU/2023/04300
Farway Cottage 10 Wills Lane Cerne Abbas Dorset DT2 7JY
Erection of single storey rear extension (demolish existing conservatory)

Planning Services

County Hall, Colliton Park
Dorchester, Dorset, DT1 1XJ

☎ 01305 838336- **Development Management**

☎ 01305 224289- **Minerals & Waste**

🌐 www.dorsetcouncil.gov.uk

P - Cerne Abbas PC

Date: 18 August 2023

Ref: P/LBC/2023/04030

Support Officer: Tracey Webley

Area: Northern

☎ 01305 838336

✉ planningeast@dorsetcouncil.gov.uk

Dear Sir/Madam

Application No: P/LBC/2023/04030

Location: 6 Abbey Street Cerne Abbas DT2 7JQ

Proposal: Erect rear single storey extension, window changes, installation of central heating & internal improvements

The above application for, Listed Building Consent has been received.

The application can be viewed online. You will need to accept the terms and conditions to enter the online planning register.

**Any comments you wish to make must be made
Through the website using the link or qr code**

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=398270&cuuid=574BBA0C-D891-4BD3-8429-C4662132DCC7>



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Using the link ensures your comments are processed efficiently.

We can only consider material planning considerations, when assessing and determining the application'. We cannot accept anonymous comments and all comments received along with your name and address will be published on our website.

If i do not hear from you by the 8 September 2023 council will proceed to make a recommendation. Our decision will be published on our website.

Yours sincerely

**Tracey Webley
Technical Support Officer - Eastern Team**

Planning Services

County Hall, Colliton Park
Dorchester, Dorset, DT1 1XJ

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P - Cerne Abbas PC

Date: 18 August 2023

Ref: P/HOU/2023/04029

Support Officer: Tracey Webley

Area: Northern

📞 01305 838336

✉ planningeast@dorsetcouncil.gov.uk

Dear Sir/Madam

Application No: P/HOU/2023/04029

Location: 6 Abbey Street Cerne Abbas Dorchester DT2 7JQ

Proposal: Erect rear single storey extension, window changes, installation of central heating & internal improvements

The above application for, Householder Planning Permission has been received.

The application can be viewed online. You will need to accept the terms and conditions to enter the online planning register.

**Any comments you wish to make must be made
Through the website using the link or qr code**

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=398269&cuuid=A796691A-B520-4DB2-B694-99780BC32843>



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Yours sincerely

**Tracey Webley
Technical Support Officer - Eastern Team**

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📞 01305 224289- **Minerals & Waste**

🌐 www.dorsetcouncil.gov.uk

P - Cerne Abbas PC

Date: 2 August 2023

Ref: P/FUL/2023/03941

Support Officer: Amy Gould

Area: Northern

📞 01258 484244

✉ planningnorth@dorsetcouncil.gov.uk

Dear Sir/Madam

Application No: P/FUL/2023/03941

Location: Land at 5 Duck Street Cerne Abbas Dorchester DT2 7LA

Proposal: Conversion of stable building to create 1no. unit of residential accommodation

The above application for, Full Planning Application has been received.

The application can be viewed online. You will need to accept the terms and conditions to enter the online planning register.

**Any comments you wish to make must be made
Through the website using the link or qr code**

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=398173&cuuid=9256C05E-4322-4798-B8ED-64058576B518>



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If i do not hear from you by the 23 August 2023 council will proceed to make a recommendation. Our decision will be published on our website.

Yours sincerely

Amy Gould
Planning Technical Support Officer - Northern Team

Planning Services

County Hall, Colliton Park
Dorchester, Dorset, DT1 1XJ

📞 01305 838336- **Development Management**

📞 01305 224289- **Minerals & Waste**

🌐 www.dorsetcouncil.gov.uk

P - Cerne Abbas PC

Date: 19 July 2023

Ref: P/LBC/2023/03823

Support Officer: Janet Dobbins

Area: Northern

📞 01258 484243

✉ planningnorth@dorsetcouncil.gov.uk

Dear Sir/Madam

Application No: P/LBC/2023/03823

Location: 2 Long Street Cerne Abbas DT2 7JF

Proposal: Erect two single storey and two first floor extension to rear.
Alterations internal and external to re-position stairs and renew
slate roof covering and install insulation.

The above application for, Listed Building Consent has been received.

The application can be viewed online. You will need to accept the terms and conditions to enter the online planning register.

**Any comments you wish to make must be made
Through the website using the link or qr code**

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=398026&cuuid=341234BB-2690-4B5D-92B6-689A8DF29C2C>



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If i do not hear from you by the 16 August 2023 council will proceed to make a recommendation. Our decision will be published on our website.

Yours sincerely

Janet Dobbins

Planning Technical Support Officer - Northern Team

Planning Services

County Hall, Colliton Park
Dorchester, Dorset, DT1 1XJ

📞 01305 838336- **Development Management**

📞 01305 224289- **Minerals & Waste**

🌐 www.dorsetcouncil.gov.uk

P - Cerne Abbas PC

Date: 19 July 2023

Ref: P/HOU/2023/03822

Support Officer: Janet Dobbins

Area: Northern

📞 01258 484243

✉ planningnorth@dorsetcouncil.gov.uk

Dear Sir/Madam

Application No: P/HOU/2023/03822

Location: 2 Long Street Cerne Abbas DT2 7JF

Proposal: Erect two single storey and two first floor extension to rear.

The above application for, Householder Planning Permission has been received.

The application can be viewed online. You will need to accept the terms and conditions to enter the online planning register.

**Any comments you wish to make must be made
Through the website using the link or qr code**

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=398025&cuuid=F487E645-4A9F-4FA4-9D6E-3C7CCDB9B7D6>



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If i do not hear from you by the 9 August 2023 council will proceed to make a recommendation. Our decision will be published on our website.

Yours sincerely

Janet Dobbins

Planning Technical Support Officer - Northern Team

Planning Services

County Hall, Colliton Park
Dorchester, Dorset, DT1 1XJ

☎ 01305 838336- **Development Management**

☎ 01305 224289- **Minerals & Waste**

🌐 www.dorsetcouncil.gov.uk

P - Cerne Abbas PC

Date: 3 August 2023

Ref: P/HOU/2023/04300

Support Officer: Nicola Matthews

Area: Northern

☎ 01258 484247

✉ planningnorth@dorsetcouncil.gov.uk

Dear Sir/Madam

Application No: P/HOU/2023/04300

Location: Farway Cottage 10 Wills Lane Cerne Abbas Dorset DT2 7JY

Proposal: Erection of single storey rear extension (demolish existing conservatory)

The above application for, Householder Planning Permission has been received.

The application can be viewed online. You will need to accept the terms and conditions to enter the online planning register.

**Any comments you wish to make must be made
Through the website using the link or qr code**

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=398591&cuuid=B03B435D-591E-4C84-B70B-9B4B2E6B6A8E>



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If i do not hear from you by the 24 August 2023 council will proceed to make a recommendation. Our decision will be published on our website.

Yours sincerely

Nicola Matthews

Planning Technical Support Officer - Northern Team

J.A.C.S. UK Limited
Unit 16 Hercules Way
Bower Hill Industrial Estate
MELKSHAM
Wilts SN12 6TS



Tel: 01225 700202
Fax: 01225 700152
Website:
www.jacsuk.com
Email: info@jacsuk.com

Quotation

To:	Gary Muskett	Company	Cerne Abbas Parish Council
From:	Jeff Payne	Date:	11 August 2023
Re:	Quotation	Our Ref:	9602-J- Cerne Abbas Parish Council rev 2

Dear Gary

Further to your recent enquiry, we have pleasure in quoting you the following prices:

<i>Item</i>	<i>Qty</i>	<i>Description</i>	<i>Unit price</i>	<i>Total price</i>
1	1	Name Board Village Gateway. Consisting, 1 x Std White Oxford Style Village Gateway Feature 2000mm wide x 1300mm above ground	£1137.39	£1137.39
2	1	1 x Front sign, white background, black boarder & lettering. Welcome to Cerne Abbas Historic & picturesque village Home of the Cerne Giant. Church logo 300mm dia 30mph roundel at top.	£0.00	£0.00
3	1	1 x Rear sign, white background, black boarder & lettering. Thank you for driving carefully through our village.	£100.00	£100.00
2	1	Delivery	£140.00	£140.00



Delivery is ex-works unless stated otherwise.

Our quotation is valid for **30 days** from the date of this quotation and prices are fixed for the delivery period quoted.

Prices are NETT (exclude VAT) and this offer is subject to the Conditions of Sale as detailed in this quotation and the quantity stated.

I hope this quotation meets with your approval and if you have any further queries please do not hesitate to contact us on 01225 700202.

Regards

FORMING THE FUTURE



Jeff Payne.
Engineering Director.

Scale 1:14



NOTE: THIS SIGN MEETS THE MINIMUM
REQUIREMENTS OUTLINED BY THE DfT & TSRGD

Gateway overall dimensions:

Height: 1800mm

Width: 2000mm

Ornate sign dimensions:

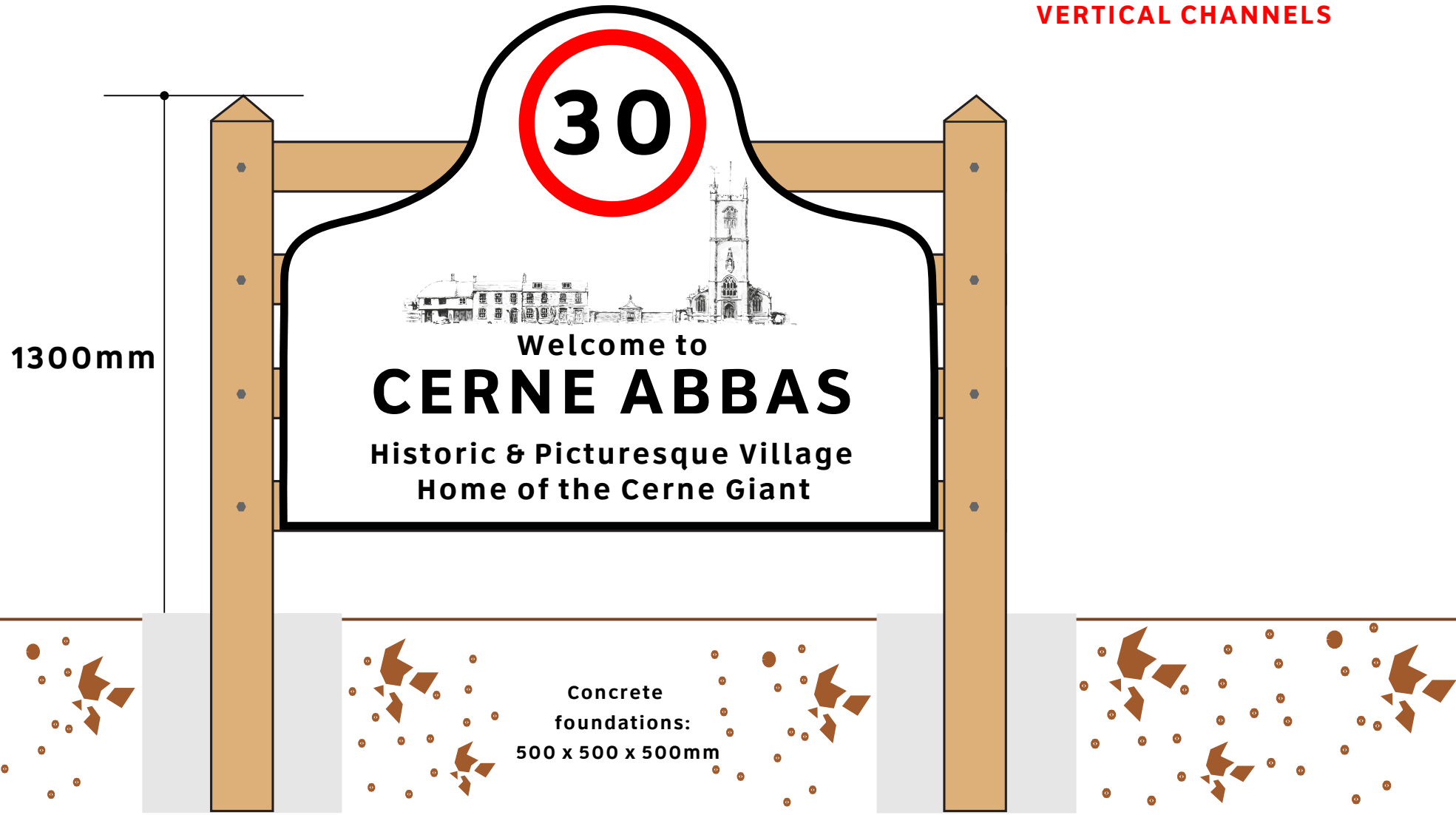
Height: 1320mm

Width: 1650mm

30mph roundel dimensions:

Diameter: 600mm

VERTICAL CHANNELS



Cerne Valley Parish Council Audit – 2022/23

Summary of Audit Checklist Recommendations:

Recommendation 1:

That minute references are made for expenses PV 63-69 which are missing from the September minutes.

The minutes show payment references up to PV 62 and from PV 70. Therefore, the amount in the September minutes for payments made needs to be reviewed as does the referencing.

This is to ensure that the corporate records are correct for the payments that month.

**Action taken in September 23 minutes to reflect correct authorisation, that being: 21 payments (PV's 49-69) totalling £ 6846.92.
Reason likely to be that payments were added after agenda pack sent out.
Minute 11 – Sep 23**

Recommendation 2:

That the re-write of the standing orders is completed and that the financial regulations are cross-checked in case any changes also require changes in that document.

It is understood from the Clerk that this was undertaken in the 23-24 financial year. The Council need to ensure that any agreed to the Standing orders have been cross-reference to the financial regulations to ensure there is consistency across all policy and procedure documents.

Action taken at AGM – April 23

Recommendation 3:

That the minor error on VAT calculation is rectified

There is a minor error on the VAT showing on the Cashbook relating to voucher 19a. This is less than £1 and therefore not material, but needs amending for accuracy

Amendment made in VAT return for 23/24

Recommendation 4:

That the council continues to explore removing the Charles North charity from its reserves.

The recommendation from external audit is that the Charles North charity funds should be removed from the Parish Council reserves. At the time of audit this had not been done as a Treasurer and Secretary were not in post. The Council should continue to try to achieve this movement of funds.

**Requests have been made to the public and members.
To be discussed at September 23 meeting.**

Recommendation 5:

That a working paper is produced detailing the income from each CIL payment and allocations against each set of income.

It is understood from the Clerk that a document similar to this had existed previously but that he was currently unable to locate it.

This document will assist the Clerk in the future to answer questions to the CIL team about how funds have been allocated and provide evidence to show that funds have been allocated to a variety of projects.

Completed

Recommendation 6:

That the Clerks hours are reviewed as agreed to ensure that 52 hours a month is the correct average

The Council made a decision to review the clerk's monthly hours log after a period of six months to ensure that the number of hours being paid was correct. If this has been undertaken it has not been minuted so there is no corporate record of the review nor the outcome. As at March 2023 the Clerk was still being paid 52 hours a month.

Hours worked sent to Chair and Vice Chair

Recommendation 7:

That the AGAR is amended to reflect the amount showing on the Asset Register dated 31st March 2023 showing on the website.

The Asset Register on the website is dated 31st March 2023 and shows a rounded purchase figure of £68397.00 The figure declared on the AGAR for 22-23 is £65094.00

The discrepancy between these two documents needs to be corrected. Either by the AGAR showing the Asset Register figure or the Asset Register being updated to show the AGAR figure if this has been calculated correctly.

AGAR amended to read £ 68397.00

Recommendation 8:

That the internal audit report for the 21-22 financial year is added to the website.

This is to comply with the transparency regulations and publication requirements

Uploaded to website

Paula Harding
Internal Auditor



RBLI Remembrance 2023 Statue Order Form

Royal British Legion Industries Ltd | Hall Road | Aylesford | Kent | ME20 7NL | Tel: 08081 969505 | Email: shop@rbli.co.uk

Please complete the order form below and follow the payment instructions at the bottom to order your products, before sending this form to:

RBLI Shop, Royal British Legion Industries Ltd, Hall Road, Royal British Legion Village, Aylesford, Kent ME20 7NL.

RBLI is delighted to supply a range of Remembrance decorations and statues for the 2023 Remembrance period.

All products are made or fulfilled by veterans supported by RBLI.

1. YOUR ORDER- Tommy Remembrance Statues

Please select the message to feature at the base of your statue:

A. 'Lest We Forget' B. 'We Remember' C. 'Time To Reflect' D. Blank (no message) E. Bespoke message (+£10)

STATUE	PRICE	QUANTITY	MESSAGE	TOTAL PRICE
<i>e.g. Unknown Tommy Silhouette Statue</i>	<i>e.g. £200 each</i>	<i>e.g. 2</i>	<i>A</i>	<i>£400</i>
Unknown Tommy Silhouette Statue <i>Right Facing</i>	£200 each			
Unknown Tommy Silhouette Statue <i>Left Facing</i>	£200 each			
Unknown Tommy Silhouette Statue <i>Pair (left and right facing)</i>	£350 for pair (£50 discount)			
Women in War Silhouette Statue <i>Right Facing</i>	£200 each			
Women in War Silhouette Statue <i>Left Facing</i>	£200 each			
Women in War Silhouette Statue <i>Pair (left and right facing)</i>	£350 for pair (£50 discount)			
6ft Outline Steel Tommy Statue <i>Right Facing</i> <i>'Lest We Forget'</i>	£650 each			
6ft Outline Steel Tommy Statue <i>Right Facing</i> <i>'We Will Remember Them'</i>	£650 each			
6ft Outline Steel Tommy Statue <i>Right Facing</i> Blank- no wording	£650 each			
Subtotal: £ _____				

3. YOUR BESPOKE STATUE DETAILS (+£10)

If you have chosen to customise your statue with a bespoke message (message **E**), please fill in the box below. Please write in upper case and ensure all spellings are correct as we will create your statue exactly as it is written.

Bespoke Message (max 25 characters including spaces):

If you wish to include a logo or crest on your statue, please tick here
Please email a high-resolution image of your logo/ crest to shop@rbli.co.uk stating your name and postcode for reference no later than 2 days after submitting this form.

I agree to add £10 onto the total cost of my order to pay for the creation of my bespoke artwork

4. DELIVERY DETAILS

Name: _____

Postal Address: _____

Post Code: _____ Contact Number: _____

Email Address: _____

From time to time, we'd love to keep you updated with RBLI news, new products, and other ways to get involved via email. If you'd like to receive these communications from us, please tick this box.

5. PAYMENT DETAILS

Cheque:

I enclose a cheque payable to 'Royal British Legion Industries' to the value of £_____ in payment for the above order.

Cheque address:

RBLI Shop, Royal British Legion Industries Ltd, Hall Road Royal British Legion Village, Aylesford, Kent, ME20 7NL.

Bank Transfer:

I have made a bank transfer to the value of £_____ on ____/____/____ in payment for the above order.

Bank details:

Account Name: Royal British Legion Industries Ltd, **Account No.** 30201014, **Sort Code** 20-54-29

Reference: 'SHOP' + Delivery Postcode

6. SEND YOUR FORM

Please send your completed form and cheque to:

RBLI Shop, Royal British Legion Industries Ltd, Hall Road, Royal British Legion Village, Aylesford, Kent, ME20 7NL.

If payment is to be made by bank transfer, this form can also be emailed to

shop@rbli.co.uk