

**Minutes of the Parish Council Meeting  
Held on Wednesday, 14<sup>th</sup> May 2025 at 7.00pm in  
Alweston Village Hall**

**Present:**

Cllr D.Crothers, Cllr S.Adams, Cllr D.Cuff, Cllr A.Harris, Cllr M.Crothers, Cllr M Lugg,  
Cllr T.Rolls

**In attendance:**

Cllr Robin Legg, Dorset Councillor  
Parish Clerk, Penny Pitcher

**Chair's Welcome**

Chair (Cllr D Crothers) welcomed all to the meeting.

**The Annual Parish Meeting**

**25.01 Public Discussion Period (30 minutes)**

None present.

**25.02 Chair's Report**

Chair read aloud his report on the year. The main points were:

- Cllr M Crothers had been co-opted onto the council.
- The clerk resigned and a new clerk appointed. Chair thanked Jo Ramsay for her work during the past year, and welcomed the new clerk.
- The main business of the council had been the maintenance of the playing field.
- The Council are still waiting for the title to the playground to be transferred.
- The council contact email address will be a dot gov address going forward.

**The Annual Meeting**

**25.03 To appoint a Chair and Declaration of Acceptance of Office**

Cllr David Crothers announced he was standing down as Chair.

Cllr David Cuff was nominated to be Chair by Cllr Crothers. **ALL IN FAVOUR.**

**25.04 To appoint a Vice Chair**

Cllr Stuart Adams was nominated to be Vice Chair by Cllr Cuff, seconded by Cllr Crothers.  
**ALL IN FAVOUR.**

**25.05 To receive and accept apologies for absence**

No apologies were received

**25.06 Declarations of pecuniary and other interests in relation to the agenda**

None were declared.

**25.07 To adopt the Standing Orders for the Council**

Cllr D Crothers proposed some sections of the Standing Orders were removed as they did not apply to small parishes. Cllr D Crothers proposed simplifying the Financial Controls. Cllr D Crothers to review both and pass to Clerk. **AGREED – ALL IN FAVOUR**

Chair.....Date.....

## **25.08 To confirm frequency of Full Council meetings and meeting dates**

It was agreed to hold six a year, bi-monthly. They are generally to be held on the second working Wednesday of the month in January, March, May, July, September and November. All starting at 1900 hours. The next meeting being Wednesday 9th July 2025.

## **25.09 To agree the Code of Conduct for Councillors (annual) (circulated in advance)**

Clerk advised that this Code of Conduct is an agreed version which has been approved for use by both Dorset Council and BCP Council, again to be reviewed annually. **AGREED – ALL IN FAVOUR**

## **25.10 To appoint a DAPTC representative**

Cllr David Cuff, as Chair, was nominated to be DAPTC representative. **ALL IN FAVOUR.**

## **Financial Matters:**

## **25.11 To appoint a Responsible Finance Officer**

Mrs Penny Pitcher was nominated to be Responsible Finance Officer by the Parish Council. **ALL IN FAVOUR.**

## **25.12 To appoint an internal auditor**

Ms Paula Harding had been appointed as internal auditor for 2024/25.

## **25.13 To approve the Annual Governance & Accountability Return (AGAR) for 2024/25**

The AGAR had been circulated prior to the meeting for review. The internal auditor will receive the AGAR for audit early June 2025. **The Annual Governance and Accountability Return FOR 2024/25 was APPROVED.**

## **25.14 To agree to self certify as an exempt council under the AGAR**

Clerk explained what this meant and as the Parish Council are under the £25,000 threshold, the Parish Council can self certify itself as exempt from external auditing, provided all documents are put onto the website for transparency. This was approved. **ALL IN FAVOUR.**

## **25.15 To approve the Financial Regulations and Risk Assessment Review (circulated in advance)**

- Financial Regulations are unchanged from previous year – **APPROVED**
- Risk Assessment Review is unchanged from previous year - **APPROVED**

## **Full Council**

## **25.16 To agree the minutes of the previous meeting on 12th March 2025 are a true and accurate record**

The minutes were agreed and signed as a true and accurate record of the meeting.

## **25.17 Issues arising from the last meeting – Clerks Report**

### Playground fence

Mr Williams had provided a quote to repair the playground fencing. This quote was accepted.

### Defibrillator

Clerk to investigate options for solar panel defibrillator, complete with cabinet.

Chair.....Date.....

# FOLKE PARISH COUNCIL

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## Flooding from farm

Cllr Crothers advised the ditches had been cleared by the farm to prevent further flooding.

## State of road signs

Mrs W Lugg had written independently to Dorset Council on this issue. She was concerned that signs were faded, covered with ivy, and unreadable. Cllr Legg will write to Roly Skeets of Dorset Council to discuss further.

## **25.18 To receive a report from Dorset Council**

Cllr Robin Legg gave a report from Dorset Council:

- Dorset Council newsletter from 9<sup>th</sup> May 2025 had been forwarded to councillors for interest and information.
- Cllr Legg advised of plans to encourage reporting of road traffic near misses / minor accidents, even when there is little damage and no police involvement. This information will inform Dorset Council where road improvements are needed.
- Atlas Tower Group have been liaising with Dorset Council to identify areas of Dorset who could benefit from improved mobile coverage. Bishops Caudwell and Holwell Parish Councils areas had been identified and were working with Atlas to improve the quality of service, which may also improve the mobile signal in Folke.
- Cllr Legg will be arranging engagement meetings with parishes to discuss flooding issues.

## **25.19 To receive reports from Councillors attending meetings on behalf of the Parish Council**

None to report.

## **25.20 To receive a finance report and to agree action in response to proposals and payment approvals**

Clerk confirmed the finances were running within the precept allowance.

Councillors noted the below payments made under delegated powers by bank transfer out of Council:

### **FROM FINANCIAL YEAR 2024/25:**

18/03/2025	Alweston Village Hall	Hire of hall x 5 sessions plus £100 waste	£250.00
18/03/2025	Lloyds service charges	Bank charges for account	£4.25
26/03/2025	HMRC	PAYE (Quarter 2 and 3 Payment July to September and October to December)	£199.67
28/03/2025	Hugo Fox	Website Provision	£11.99
28/03/2025	Microsoft	O365 Subscription Fee	£12.36

Chair.....Date.....

# FOLKE PARISH COUNCIL

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## FROM FINANCIAL YEAR 2025/26:

01/04/2025	Jo Ramsay	Clerk training re AGAR and end of year	£27.00
16/04/2025	DAPTC	Clerk training	£35.00
22/04/2025	Service charges	Bank service charge	£4.25
28/04/2025	Hugo Fox	Website Provision	£11.99
28/04/2025	Microsoft	O365 Subscription Fee	£12.36

Clerk requested that the above payments as listed be sanctioned. **ALL IN FAVOUR.**

### **25.21 To determine a response to any planning applications received.**

None received

**25.22 Adoption of dot gov email address**, provided by Hugo Fox – single email address for clerk, who will forward on as appropriate. **APPROVED**

### **25.23 Items of urgent nature subject to Chair's approval**

Two fires had been lit in the children's playground, causing damage. Cllr Lugg to provide photographs to PC Mark Jones.

Cllr Cuff thanked Cllr D Crothers for his work over the past years.

### **25.24 Confidential matters (public and press to leave the meeting)**

Discussion around car boot sale and amount of traffic through village waiting to enter field to set up. Chair to speak to organiser to discuss mitigation controls.

Junction from Folke has overhanging vegetation, making the junction unsafe. Chair to discuss further with interested parties.

### **25.25 Date of next meeting**

Wednesday, 9<sup>th</sup> July 2025 at 7.00pm

There being no further business to be transacted the meeting closed at 20:10 hours

Chair.....Date.....