



Minutes of the Annual Parish Council Meeting of Alderholt Parish Council held at 7pm on Monday 12th May 2025 in the Committee Room at Alderholt Village Hall.

Present: Cllr A Butler, Cllr S Butler, Cllr S Emberson, Cllr A Hibberd, Cllr G Logan, Cllr M Smethers, Cllr R Stone and Cllr D Tooke.

In Attendance: 1 member of the public and Nicky Ashton, Parish Clerk.

79/25 To Elect a Chairman for 2025/2026:

Members **RESOLVED** to elect Cllr A Butler as Chairman and Declaration of Acceptance of Office of Chairman was signed.

80/25 To Elect a Vice Chairman for 2025/2026:

Two proposals for the position of Vice Chairman were received – Cllr M Smethers and Cllr A Hibberd. As both Cllrs received four votes the Chairman exercised their casting vote and Cllr A Hibberd was elected as Vice Chairman.

81/25 To receive and accept apologies for absence:

There were no absences.

82/25 To receive declarations of interest and/or consider the granting of dispensations (and to confirm register of interests are up to date):

There were no declarations of interest or dispensation requests received. The Clerk pointed out that Cllrs should ensure their register of interests are kept up to date.

83/25 To confirm the minutes of the Ordinary Parish Council Meeting held on 14th April 2025 are a correct record of that meeting:

Members **RESOLVED** to approve the minutes as a correct record of the meeting.

84/25 Public Forum:

A member of the public raised the issue of the vandalism at the orchard. It was pointed out that this was not on the agenda so no decisions could be made. However, the issue will be placed on the Council's Facebook page to inform the community of the incident.

85/25 Representative Reports:

Village Hall – Cllr Logan:

The opening event of the new toilets went well. Work has been completed on outside terrace. Volunteers are needed to manage the market and to act as treasurer.

86/25 Clerks Report:

- Vandalism to trees at the orchard has been reported to police.
- Fencing has been installed by Pennyfarthings to prevent access between the site and the recreation ground. Confirmation has been received that they will be providing “gapping” planting but this won’t happen until the next native planting season.
- Pedestrian Crossing Requests - ADPV2 surveys have been requested for both of the locations requested and will be carried out in June/July before the schools break up for



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summer. Have been advised that once results received the ITS team will be in contact with the outcome.

- Letter received from Simon Hoare MP inviting a representative from the PC to a roundtable event in June. However, a subsequent email has been received to advise it will now be postponed to later in the year.
- At a previous meeting it was agreed to approach the company who complete the quarterly play inspections to ask about addressing the safety surfacing issued under the cableway. Response received stating that "would need to bring the sunk level of the worn area up to the same level as the grass mat surfacing. Could try digging the area in question out a bit, fill with a type one road stone, wacker plate it down, then apply topsoil over the stone. It may or may not work. Putting loose wood chip or loose rubber mulch would probably sink in the mud or get kicked out. Curing the issue would be to replace the surfacing".
- Highway maintenance works are to be carried out on Ringwood Road between 3rd and 8th July. The road will be closed daily, between the hours of 09:30 and 15:30, and will be re-opened to traffic overnight and at weekends.
- Pennyfarthing have emailed to invite Cllr David Tooke and Cllr Adrian Hibberd to the official opening of the play park at Oakwood Grove, Alderholt on Friday 13th June from 3pm - 5pm.
- Issue raised by MOP regarding road sign at Surplus Stores has now been resolved with a new sign having been put up to direct people to the properties next to the site.

87/25 To Review and Make Appointments for the Standing Committees, Other Committees and Working Parties as follows:

- To consider and review the Terms of Reference for the Committees and Working Parties including delegation arrangements:
Members **RESOLVED** to amend the membership of the Staffing Committee from 3 to 4 and the Finance Committee from 6 to 5.
- To consider and approve nominations for membership of the Committees and Working Parties:
 - i. Planning Committee (Standing Committee):
Members **RESOLVED** to appoint Cllr A Butler, Cllr S Butler, Cllr Emberson, Cllr Hibberd and Cllr Logan.
 - ii. Finance Committee (Standing Committee):
Members **RESOLVED** to appoint Cllr S Butler, Cllr Hibberd, Cllr Logan, Cllr Stone and Cllr Tooke.
 - iii. Staffing Committee (Standing Committee):
Members **RESOLVED** to appoint Cllr Hibberd, Cllr Logan, Cllr Smethers and Cllr Stone.
 - iv. Green Spaces Working Party:
Members **RESOLVED** to appoint Cllr A Butler, Cllr S Butler, Cllr Emberson and Cllr Hibberd. There needs to be four representatives from the community.
 - v. Fete Working Party:
Members **RESOLVED** to appoint Cllr A Butler, Cllr Emberson, Cllr Hibberd and Cllr Logan.
There are currently four members from the community who will continue as members.
- To elect a Chairman for each Standing Committee:



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Members **RESOLVED** to appoint the following Chairman for each committee:

- Planning – Cllr Logan
- Finance – Cllr S Butler
- Staffing – Cllr Smethers

88/25 To Consider and Approve Nominations for Parish Council Representatives:

- Village Hall Management Committee (1):
Members **RESOLVED** to appoint Cllr Logan.
- Recreation Association Committee (3):
Members **RESOLVED** to appoint Cllr Smethers, Cllr Stone and Cllr Tooke.
- Scouts Liaison (1):
Members **RESOLVED** to appoint Cllr Emberson.
- Plumley Wood Liaison (2):
Members **RESOLVED** to appoint Cllr A Butler and Cllr Logan.
- DAPTC (Eastern Area Committee) (2):
Members **RESOLVED** to appoint Cllr Hibberd and Cllr Logan.

89/25 To agree Councillor Responsibilities for 2025/2026:

Members **RESOLVED** to appoint the responsibilities as follows:

- Playground/Gym Equipment and Tree Inspections (2) – Clerk and Assistant Clerk
(previously agreed that this would no longer be a Councillor responsibility).
- Allotments (2) – Cllr Hibberd and Cllr Logan.
- Monitoring of Public Rights of Way (2) (responsibility of Dorset Council and Landowners)
– Cllr A Butler and Cllr Emberson (Cllr S Butler and Cllr Logan stated they were happy to
check some paths as well).
- Grit Bins/Winter Maintenance (1) – Cllr Hibberd.
- Community Transport (1) – Cllr Logan.
- Speed Indicator Devices (SIDs) (2) – Cllr S Butler and Cllr Hibberd.
- War Memorial (1) – Cllr Stone.
- Land at Sandleheath Road (1) – Cllr Hibberd.

90/25 To review and adopt amended Standing Orders:

Members **RESOLVED** to approve the amended Standing Orders.

91/25 To review and adopt amended Financial Regulations:

Members **RESOLVED** to approve the amended Financial Regulations.

92/25 To adopt IT Policy and Investment Strategy Policy:

Members **RESOLVED** to adopt both policies and for the Clerk to make enquiries about IT
training for Cllrs.

93/25 To review remaining policies and procedures (including Clerk/RFO Delegated Powers) and timescales for adoption:

The policies as listed in Standing Orders requiring review at the Annual Parish Council
Meeting have all been reviewed recently and no amendments are required. The Clerk is
currently reviewing the Staffing Policies and any amended policies will be presented to
the Staffing Committee for agreement prior to adoption by Full Council. It was agreed
the Clerk review all other policies and procedures and any amended policies be



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presented at the September meeting.

94/25 To approve meeting dates and venues for 2025/2026:

Members **RESOLVED** to approve the dates and venues.

95/25 To note the minutes of the Parish Council Planning Committee:

Members noted the minutes.

96/25 To agree the Council's annual membership of DAPTC And NALC and to approve the Clerk's annual membership of SLCC:

Members **RESOLVED** to approve all annual memberships.

97/25 To reappoint Fair Account as the Council's Internal Auditor For 2025/2026:

Members **RESOLVED** to reappoint Fair Account.

98/25 To review banking arrangements including signatories:

Members **RESOLVED** to keep arrangements the same including signatories.

99/25 To resolve to appoint a Councillor to conduct a quarterly review of the financial records in conjunction with the Parish Clerk/RFO in accordance with the Council's Financial Regulations:

Members **RESOLVED** to appoint Cllr Smethers again to conduct the reviews.

100/25 To receive and approve the CIL report for 2024/2025:

Members **RESOLVED** to approve the report.

101/25 Finance – to discuss and agree the following:

- To approve the monthly payments as listed in the schedule (i) and agree to delegate an authorised Cllr for online banking payments:
Members **RESOLVED** to approve the payments and Cllr Hibberd was appointed as the authorised councillor for payments until the next meeting.
- To receive the April bank reconciliation:
Members received and noted the bank reconciliation.

102/25 To discuss Gym equipment repairs and agree any actions:

It was agreed that Cllr Emberson, Cllr Tooke and the Clerk will investigate the matter further and report back at a future meeting.

103/25 To receive an update on the Fete preparations and to agree any actions:

The stage provider and entertainers who attended last year's fete have been approached. The total costs could potentially exceed the budget set aside. Members **RESOLVED** to use funds from general reserves should the budget be exceeded. Cllr Emberson reported that he has approached the Fire Service to ask if they are able to attend again and is awaiting a response.

104/25 To agree attendance at the next Councillor surgeries on Saturday 17th May, 19th July and 16th August (there is no market in June):

It was agreed Cllr S Butler attend the May surgery, Cllr A Butler the July Surgery and the August surgery to be attended by either Cllr A Butler, Cllr S Butler or Cllr Hibberd.



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105/25 To agree Clerk attends the Town and Parish Council and Dorset Council Meeting on 15th May:

It was agreed for Clerk to attend the meeting.

106/25 To discuss the East Dorset Forest Plan consultation and to agree whether to respond:

Cllr Logan gave a report on the consultation pointing out that there would be no impact on Alderholt. Members **RESOLVED** to respond and for Cllr Logan to complete the consultation as discussed.

107/25 To receive a report on a meeting held with Highways regarding Ringwood Rd speed limit and to agree any actions:

Cllr Tooke and the Clerk met with Highways to discuss a request received by Highways to reduce the speed limit to 30mph. The road does not meet the necessary criteria to be able to change the speed limit but instead they will install new signage directing people to the footpath to the recreation ground so people don't walk on the road. The provision of other road signs stating pedestrians and horse riders on road was also discussed but the Highways budget would not allow these signs to be installed. A quote of £1302.00 (net) has been received from Dorset Council to produce and install these signs should the Parish Council decide to pay for them. Members **RESOLVED** to pay for the signs using CIL monies subject to confirmation being received from Dorset Council that CIL monies can be used for this purpose.

108/25 To discuss a letter received regarding request for roundabouts:

The installation of roundabouts is the responsibility of Dorset Council and not the Parish Council. The Clerk contacted Highways and it was believed that there is insufficient space to install roundabouts at the requested locations.

109/25 To discuss request received regarding allotment fencing repairs:

It was agreed that Cllr Hibberd and Cllr Logan would inspect the fencing and report back at the next meeting.

110/25 To approve the Shuttle Bus agreement for 2025/2026:

Members **RESOLVED** to keep the agreement the same as last year but to update the cost charged to APC per day and the start and end dates for the year.

111/25 To agree to renew Parish Online membership in order to obtain data required by Dorset Council for the Neighbourhood Plan:

Members **RESOLVED** to renew the membership at cost of £200.00 (net). Cllr Tooke will raise this matter with Dorset Council and ask for the cost to be reimbursed.

With no further business the Chairman closed the meeting at 8.45pm.

Date of next meeting – Monday 9th June 2025.



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(i) Schedule of Monthly Payments for Approval

Payable To	Amount	VAT	Total	Details
Dorset Council	1721.20	0.00	1721.20	Dog Bin Servicing
Cllr G Logan	4.05	0.00	4.05	Travelling Expenses (Bleak Hill Liaison Panel)
Staffing Costs	5375.26	0.00	5375.26	April Staffing Costs
Alderholt Parish News	14.00	0.00	14.00	May News Article
Receipts				
Precept Payment	51,918.85	0.00	51,918.85	1 st Precept Instalment
CIL Monies	7451.26	0.00	7451.26	CIL Monies