

TOLLER PORCORUM PARISH COUNCIL

Chair Neil Farmer

Clerk Clare Smith

Minutes of the Full Parish Council Meeting Wednesday 13 May 2026 at 7pm at Toller Porcorum Village Hall

Present:

Councillor Neil Farmer (NF)

Councillor Peter Crabbe (PC)

Councillor Debbie Billen (DB)

Councillor Jane Curry (JC)

Councillor Steve Hodson (SH)

Councillor Chris Wardle (CW)

In attendance:

Clare Smith (Clerk)

Dorset Councillor Neil Eysenck (NE) Members of the public: 1

Public Democratic Forum

The area's Police Community Support Officer (PCSO) attended as a member of the public to introduce themselves and explain their role. They requested that residents continue to report crime even if action cannot be taken as it helps build a picture for further investigation. Current issues are registration plate theft and scams. Everyone is encouraged to sign up to Dorset Alert.

Meeting opened at 7:15pm.

26/05-1. Election of Chair and signing of the acceptance of office

NF nominated for Chair and elected. NF accepted and signed an acceptance of office.

Resolved

26/05-2. Election of Vice Chair and signing of the acceptance of office

PC nominated for Chair and elected. PC accepted and signed an acceptance of office.

Resolved

26/05-3. Welcome by Chairman

26/05-4. To receive and accept apologies for absence

Apologies were received and accepted from Cllr Helen Jones.

26/05-5. To receive declarations of interest or any grants of dispensation

NF declared their non-pecuniary directorship of DAPTC. A dispensation was granted that NF can continue as the representative of DAPTC and take part in DAPTC discussions on the basis their knowledge is valuable to council, they will not, however, vote on DAPTC matters. The dispensation was granted for this meeting.

Signed by Chair: Date:

TOLLER PORCORM PARISH COUNCIL

Chair Neil Farmer

Clerk Clare Smith

**26/05-6. To receive councillors' commitment to review Register of Interests and update if required
Resolved.**

26/05-7. To accept the minutes of the Parish Council Meeting held 11 March 2026

The minutes of the previous meeting of the Parish Council were proposed and duly accepted as a true and accurate record of the meeting.

Proposed: CW

Seconded: PC

Accepted

26/05-8. Matters arising from minutes of the last meeting for information only

Letter about proposed Fire Station closures sent to Edward Morello MP and Leader of Dorset Council. Noted from Leader, reply from MP.

Debit card not applied for due to issues with banking platform.

26/05-9. Dorset Council report

NE reported on the electoral review that is underway and the proposed changes to Dorset Council (DC) ward boundaries. They will be discussed at full DC meeting, 14 May 2026. NE expressed frustration as a rural ward councillor that geographic size is not considered more. There will be more work to do for the review.

Work continues on the Trailway but there is no progress on Toller Porcorum to Maiden Newton. NE to take council's frustration to DC. Community Conversations Design Sessions for Communities for All, the name of neighbourhood governance for DC, have started.

NE will share dates for circulation of public sessions from Environment Agency and Wessex Water.

Supporting opposition to proposed Fire Station closures but difficult to influence as decisions are at a higher level. Being discussed at full DC meeting, 14 May 2026.

Likely to be chair of South West Planning Committee after full DC meeting. Council and NE to work together to ensure any applications discussed avoid any conflicts of interest or predetermination.

NE has raised queries about and is challenging DC's carriageway hierarchy which dictates speed of repair. He is pushing for faster repairs

Signed by Chair: Date:

TOLLER PORCORUM PARISH COUNCIL

Chair Neil Farmer

Clerk Clare Smith

and openness about process.

26/05-10. To approve the end of year accounts for 2025/26

Proposed: SH

Seconded: CW

Approved

26/05-11. To receive report from internal auditor and decide any actions

Four recommendations were received.

Update to Standing Orders to ensure match with Financial Regulations, dates of the Notice for the period for the exercise of public rights to be minuted and commitment to review Online Banking Protocol to be implemented later in the meeting.

Non-mandatory recommendation to update councillors' email addresses to match website address. Council to keep under review due to cost.

Received

26/05-12. To confirm there are no conflicts of interest with auditor BDO LLP

To the best of their knowledge, councillors have no conflicts of interest with BDO LLP. Statement signed and clerk to send to BDO LLP.

Resolved

26/05-13. To approve the Annual Governance and Accountability Return (AGAR) 2025/26

i. Approve and sign Certificate of Exemption – spend below £25,000

ii. Approve Annual Internal Audit Report

iii. Approve and sign Annual Governance Statement

iv. Approve and sign Accounting Statements 2025/26

Items i – iv approved together

Proposed: JC

Seconded: SH

Approved

v. Agree dates of Notice for the period for the exercise of public rights 2025/26

3 June - 14 July 2026.

Proposed: PC

Seconded: CW

Agreed

26/05-14. Finance

i. To approve the accounts for April 2026

SH carried out the checking of invoices, bank statements and bank reconciliations. Bank on 30 April 2026: £19,365.05

Signed by Chair: Date:

TOLLER PORCORM PARISH COUNCIL

Chair Neil Farmer

Clerk Clare Smith

Proposed: DB Seconded: JC **Approved**

ii. Approve the annual insurance renewal 2026/27

Proposed: PC Seconded: CW **Approved**

iii. Accept recommendations of Staffing Committee to increase the clerk's pay by one scale point

Proposed: CW Seconded: SH **Approved**

iv. Approve booking of data protection training for all and clerk

Proposed: DB Seconded: JC **Approved**

v. Approve bank mandates for DD, SO and contractual payments

Note: Appendix H shows ICO payment incorrectly, payment is £47.00, and not clear on clerk costs: clerk to be paid monthly from May 2026.

Proposed: JC Seconded: CW **Approved**

vi. To approve the payments due for May and June 2026

Total payments to be approved: £2,246.76

Payee	Reason	Net	VAT
Hugo Fox	Website	£9.99	£2.00
Countrywide Grounds Maintenance Ltd	Grass cutting	£116.67	£23.33
DAPTC	DP & GDPR training x 8	£112.00	£0.00
Lloyds	Service charge	£4.25	£0.00
PATAS	Internal audit	£175.00	£0.00
Gallaghers	Insurance	£597.46	£0.00
Dorset LGPS	Pension	£103.32	£0.00
Clare Smith	Salary & allowances	£413.28	£0.00
Hugo Fox	Website	£9.99	£2.00
DAPTC	Membership fee	£204.05	£0.00
Countrywide Grounds Maintenance Ltd	Grass cutting	£116.67	£23.33
ICO	Subscription	£47.00	£0.00
Lloyds	Service charge	£4.25	£0.00
Dorset LGPS	Pension	£67.20	£0.00
Clare Smith	Salary & allowances	£265.63	£0.00
Total:		£2,246.76	£50.66

Proposed: PC Seconded: JC **Approved**

vii. Consider and approve updated Risk Management Register

Addition of lone working risk to staff and councillors.

Proposed: SH Seconded: DB **Approved with change**

Signed by Chair: Date:

TOLLER PORCORM PARISH COUNCIL

Chair Neil Farmer

Clerk Clare Smith

viii. Consider and approve updated Asset Register

Proposed: CW

Seconded: JC

Approved

26/05-15. Policies

i. Consider and approve update to Standing Orders

Proposed: PC

Seconded: DB

Approved

ii. Approve Financial Regulations

Proposed: SH

Seconded: CW

Approved

iii. Approve Councillor Code of Conduct

Proposed: JC

Seconded: PC

Approved

iv. Approve the following policies: Publication Scheme, Press and Media policy, Recreation Ground policy and booking form, Safeguarding policy and forms

Proposed: SH

Seconded: JC

Approved

v. Consider and approve updates to Disciplinary Policy

Proposed: CW

Seconded: SH

Approved

vi. Consider and approve updates to Equality and Diversity Policy

Proposed: DB

Seconded: JC

Approved

vii. Consider and approve updates to terms of reference for Staffing Committee

Proposed: CW

Seconded: JC

Approved

viii. Agree to review the following policies in 2026/27: Environment and Sustainability policy, Online Banking Protocol, Training and Development policy, Health and Safety Policy

Proposed: DB

Seconded: CW

Approved

26/05-16. To confirm councillor's role and responsibilities for 2026/27

i. Bank signatories – NF, PC and clerk

ii. Finance Working Group – NF, PC, JC, HJ and clerk

iii. Staffing Committee – NF, PC and JC

iv. Recreation Ground Working Group – SH, CW and DB

v. Highways – HJ

vi. Environment and Rights of Way – CW

vii. DAPTC – NF

viii. Community including Church and Village Hall – DB and JC

Signed by Chair: Date:

TOLLER PORCORUM PARISH COUNCIL

Chair Neil Farmer

Clerk Clare Smith

ix. Ammonite Patient Participation Group – CW

Items i – ix approved together

Proposed: PC

Seconded: JC

Confirmed

26/05-17. Consultations and surveys

i. Consider and agree response to Electoral Review of Dorset Council consultation

Proposed: CW

Seconded: PC

Agreed

ii. Consider and agree response to questions 19 and 21 of Community Emergency Response Plan (CERP) Survey and delegate authority to complete

Responses agreed and authority delegated to PC.

Proposed: SH

Seconded: CW

Resolved

iii. Delegate authority to collaborate with Village Hall Management Committee to complete National Allotment Survey

Authority delegated to JC.

Proposed: CW

Seconded: SH

Resolved

26/05-18. Review Action List 2025-26

Reviewed

26/05-19. Receive update on planning issues and decide any actions

Received

26/05-20. Environment including Rights of Way

i. Receive report about Asian Hornets

PC gave report as Asian hornets are present at Swyre and Ringstead. The village has two traps which are sufficient and residents are asked to be vigilant and report sightings to PC. Article to be published on council website.

Received

ii. Brief verbal report from representative and decide any actions

CW has reported fallen tree as has NF.

26/05-21. DAPTC

i. Resolve whether to support the Statement of Reasonable Expectations (SoRE)

Signed by Chair: Date:

TOLLER PORCORUM PARISH COUNCIL

Chair Neil Farmer

Clerk Clare Smith

ii. Review other documents for DAPTC AGM and instruct representative on voting

Items i and ii approved together

Proposed: PC

Seconded: SH

Resolved

iii. Brief verbal report from representative and decide any actions

Potential Community Governance Review next year which could affect boundaries of local councils in future.

26/05-22. To receive brief verbal reports from councillors representing the areas below and decide any actions:

i. Recreation Ground Working Group

Grass cutting contract has improved space. Wild area and orchard are blooming. Date to be arranged to repair fencing.

Clerk instructed to publish reminders of rules for Recreation Ground regarding dogs and model aircraft/drones on village Facebook and in Toller Times.

Proposed: CW

Seconded: SH

Resolved

The Chair proposed a motion to extend the meeting by 15 minutes at 9pm. Motion was carried.

ii. Highways

Junction of Toller Lane with A356 reported for grass/hedge cutting. Council discussed 3 priorities for DC: Powerstock bridge/Barrowland Lane, High Street bridge and roadside erosion on High Street and Barrowland Lane.

iii. Community including Church and Village Hall

Successful Bat Walk and talk at church and fundraiser event at Village Hall well supported.

iv. Ammonite Patient Participation Group

Upgrade finished at Maiden Newton and self blood pressure monitor to be installed.

PPG AGM to be held at Village Hall, 25 June, 4:30pm with GP aiming to attend.

Signed by Chair: Date:

TOLLER PORCORUM PARISH COUNCIL

Chair Neil Farmer

Clerk Clare Smith

26/05-23. To receive any correspondence received for noting

Response from Edward Morello MP and acknowledgment of receipt from Leader of Dorset Council to proposed Fire Station closures letter.

Email from resident about legality of model aircraft flying at Recreation Ground – clerk has responded.

26/05-24. To confirm arrangements for Parish Council meetings in 2026/27 and Annual Parish Assembly and Annual Meeting of Parish Council 2027/28

2026/27: 8 July, 9 September, 11 November, 13 January and 10 March.

2027/28: 14 April – Annual Parish Assembly, 12 May 2027 – Annual Meeting of Parish Council.

Dates to be published on website.

Proposed: PC

Seconded: CW

Confirmed

Meeting closed: 9:21pm

Public Democratic Forum - *no members of the public were present to comment at end of meeting.*

Signed by Chair: Date: