

OWERMOIGNE PARISH COUNCIL

Email: clerk@owermoigneparishcouncil.gov.uk

MINUTES OF THE EXTRAORDINARY PARISH COUNCIL MEETING OF OWERMOIGNE PARISH COUNCIL HELD ON WEDNESDAY 29th JULY 2026 IN THE VILLAGE HALL. THE MEETING COMMENCED AT 7.30 P.M.

Public Open Forum

An update was provided regarding HOP and its proposed use of approximately £5,000 of fundraising. The picnic table previously discussed was considered, including its positioning alongside the existing bench. The possibility of the Parish Council purchasing the table directly, with a contribution from HOP, was also noted.

The installation of an outdoor table tennis table was discussed as an alternative to the previously considered trampoline. HOP has approximately £4,000 available and a suitable supplier has been identified. A possible location near the roundabout was suggested.

It was noted that an outdoor table tennis table would be a good community asset. A quotation for supply and installation is to be obtained, and the Chairman will check whether planning permission is required.

The possibility of a community orchard and low-maintenance meadow was also discussed. It was noted that a five-year plan for the area had already been prepared, which could assist with developing an overall plan rather than progressing individual projects on a piecemeal basis.

It was AGREED:- That HOP would provide an updated Community Fund application.

The meeting opened at 7.45 p.m.

Attendance: Cllr Paul Warren (Chair), Cllr Andrew Buckingham, Cllr Jo Chilcott, Cllr John Chilcott and Emma Evans (Clerk).

Three members of the public.

1 Election of Vice-Chairman

It was proposed by Cllr Buckingham, seconded by Cllr John Chilcott and RESOLVED UNANIMOUSLY:- That Cllr Jo Chilcott be elected as the Vice-Chairman of Owermoigne Parish Council for 2026-27. The Vice-Chairman and Clerk signed the Acceptance of Office.

2 Apologies for absence

Apologies for her inability to attend the meeting were received from Cllr Kim House.

3 Declarations of Interest and Dispensation Requests

No declarations were made on this occasion.

4 Parish Council Committees

To appoint Lead Councillors [current lead councillor/s]:

DAPTC representative [KH], Emergency Planning [KH, PW], Environmental [JoC], Finance [JoC], Flooding [AB] Highways, HOP [JoC], Planning [PW], Rights of Way [PW], Rural & Agricultural [JC], Winfrith & Solar [AB], Younger People [JoC]

It AGREED:- That the Lead Councillor roles be allocated as stated above, subject to confirmation from Cllr Kim House regarding the roles allocated to her.

5 Planning Applications

To receive and consider all planning, licensing matters and consultations. N.B. Any application received after the agenda publication date may still be considered during the meeting. For an up to date list of applications please check Dorset Council's website

Planning application:

5.1 [P/HOU/2026/03651](#) Location: 2 Chilbury Gardens, Owermoigne DT2 8HR. Proposal: Raise the ridge of the roof, install rooflights and convert loft space to form bedrooms (*Comments until 28th July 2026 – extension to Council granted to 30th July 2026*)

Following discussion, it was AGREED:- That the Council submit the following comments to the Planning Officer:

The Parish Council has no objection in principle to the proposed development. However, it respectfully requests that the Local Planning Authority gives careful consideration to the proposal against Policy ENV16 (Amenity) of the West Dorset, Weymouth & Portland Local Plan, particularly in relation to the potential for overlooking and loss of privacy to neighbouring single-storey dwellings arising from the creation of first-floor accommodation and any new windows serving those rooms.

6 Governance and Compliance

Annual Governance and Accountability Return 2025-26

6.1 Internal Auditor report

To receive the Internal Auditor's Report, note its contents and recommendations, and agree any actions required by the Council.

The Internal Auditor's Report was received and its contents noted.

It was AGREED:- That the actions and recommendations contained within the report, including the establishment of a General Reserves Policy, be brought forward for consideration at a future Council meeting.

It was noted that the Internal Auditor would provide a Cashbook template for future use. Members also wished to seek clarification on how the Community Fund monies could be held separately so that they are not included within the Council's general funds.

The play area inspection would be added to the agenda for the next Council meeting for further consideration.

6.2 Asset Register

To review and approve the Asset Register as at 31st March 2026 and confirm that the value agrees with Box 9 of the Accounting Statements.

It was noted that the Asset Register had been amended to reflect the addition of the new laptop.

It was proposed Cllr Jo Chilcott, seconded by Cllr Buckingham and RESOLVED UNANIMOUSLY: That the Asset Register as at 31st March 2026 be approved and that the value be confirmed as agreeing with Box 9 of the Accounting Statements.

6.3 To approve the following sections of the Annual Governance & Accountability Return 2025/26 Part 2 for submission to the Council's External Auditor:

6.3.1 Section 1 – Annual Governance Statement 2025/26

Members considered Section 1 of the AGAR.

It was proposed by Cllr Buckingham, seconded by Cllr Jo Chilcott and RESOLVED UNANIMOUSLY: That Section 1 – Annual Governance Statement 2025/26 be approved. The Chairman and the Clerk were authorised to sign the Statement.

6.3.2 Section 2 – Accounting Statements 2025/26

Members considered the Accounting Statements for the year ended 31st March 2026. It was proposed the Chairman, seconded by Cllr John Chilcott and RESOLVED UNANIMOUSLY: That Section 2 – Accounting Statements 2025/26 be approved. The Chairman was authorised to sign the Accounting Statements.

6.3.3 Certificate of Exemption

Members noted that the Council could apply for exemption due to its income not exceeding £25,000. It was proposed by Cllr Buckingham, seconded by Cllr Jo Chilcott and RESOLVED UNANIMOUSLY: That the Certificate of Exemption 2025/26 be approved. The Chairman was authorised to sign the Certificate of Exemption.

6.4 Year End Finance Summary

It was proposed by Cllr Jo Chilcott, seconded by Cllr Buckingham and RESOLVED UNANIMOUSLY: That the Year End Finance Summary be approved.

6.5 Bank reconciliation – year end

To receive, approve and sign the year end bank reconciliation

It was proposed by Cllr Buckingham, seconded by the Chairman and RESOLVED UNANIMOUSLY: That the year-end bank reconciliation be approved and signed.

6.6 Notice of Public Rights & Publication of Unaudited Annual Governance & Accountability Return

The proposed dates for the Exercise of Public Rights were considered.

It was proposed by Cllr Buckingham, seconded by Cllr Jo Chilcott and RESOLVED UNANIMOUSLY: That the proposed dates be approved.

6.7 Conflict of interest – for BDO

To confirm that there are no conflicts of interest with the Council's External Auditor

Members considered whether there were any conflicts of interest with the Council's appointed External Auditor.

It was proposed by Cllr Jo Chilcott, seconded by Cllr John Chilcott and RESOLVED UNANIMOUSLY: That the Council confirms there are no conflicts of interest with the External Auditor.

6.8 Explanation of significant variance

To approve the explanation of significant variance

It was reported that the explanation of significant variance was not required for AGAR Form 2

6.9 One off event

To note and sign the one off event document

It was reported that the one off event document was not required for AGAR Form 2

6.10 Update contact details

To note and sign the contact details document (Due to personal details this form is not available to the public)

It was noted that the contact details had been updated for the Clerk, the details were correct, and the form was signed.

6.11 Register of Interest – To note all Members will need to complete a new ROI

It was noted that the online form required the personal email to be used to access the ROI form not the gov.uk email address.

7 Finance

7.1 Invoices - to approve payments

Supplier	Invoice Number	Description	Amount £	Due Date	Status	Payment Ref/Cheque No	Notes
Emma Evans	N/A	Salary	405.12	03/08/2026	Unpaid	BACS	
HMRC – Payments to year end 31 st March 2026 and payments to date – Clerk to provide report	N/A	Tax and NI	Circa £1000 for year end 2026 and £400 year to date		Unpaid		

It was proposed by Cllr Buckingham, seconded by Cllr Jo Chilcott RESOLVED UNANIMOUSLY: That the payments noted above be approved.

It was further noted that the Clerk had completed circa 20 hours overtime in July and Council agreed this would be paid.

The invoice for the internal audit had been received at the previously agreed total of £145.00 as per Minute No 13.3 of the meeting held on 21st January 2026 and the payment was approved.

8 Date of next Parish Council meeting: Wednesday 16th September 2026 at 7.30 p.m.

Meeting closed at 9.00 p.m.