Sherborne St. John Parish Council
By Order of Alison Heward, Clerk ☎ 07399213133 :
clerk@sherbornestjohn-pc.gov.uk

Dear Councillor, you are hereby summoned to attend the
Sherborne St. John Parish Council
on **Wednesday 28th October 2026**
at **7:15pm**
at **The Chute Pavilion, Vyne Road, RG24 9HX**
To transact the following business.

The public and press are welcome to attend. Please note that this meeting will be recorded for administration purposes only.

AGENDA

114/26 **Apologies for Absence**

115/26 **Declarations of interest**

116/26 **Minutes**
To Approve as a correct record of the Minutes for Annual Parish Council meeting held on the Wednesday 23rd September 2026.

To Approve as a correct record of the Minutes **of Confidential Section 96/26** for Full Council Meeting held on the 23rd September 2026.

117/26 **To receive a report from PC – PCSO**

118/26 **To receive a report from Councillor Rhydian Vaughan (Hampshire County Council)**

119/26 **To receive a report from Councillor Jay Ganesh & Councillor Karl Rand (Basingstoke & Dean Borough Council)**

120/26 **Scheme of Delegation**
i) To ratify all decisions made under the Scheme of Delegation (adopted on 28 February 2024) since the last meeting of full council held on **23rd September 2026**:

REF:	ACTION:

121/26 **Planning -** To consider applications received and resolve on recommendations to be made to BDBC Planning Authorities.

1. Planning Applications

REF: 26/01960/HSE 19 Kiln Road, Sherborne St John, RG24 9HS
PROPOSAL: Two Storey side extension, incorporating hipped roof over new extension and new side entrance with a porch and include internal alterations to the existing dwelling.
OBSERVATION DATE: 21thOctober 2026.

REF: T/00427/26/T St Andrews Church, Church Lane, Sherborne St John
PROPOSAL: T2 Ash. Reduction of 2.5 meters final canopy spread of 7 metres & final height of 10 meters T3 Ash Removal, T4 Ash, Proposed reduction by 2.5 meters back to suitable growth points. T5 Ash, Pollard of tree down to a finished height of 4 meters.
OBSERVATION DATE: 16th October 2026.

REF: T/00469/26/TCA The Forge, 31 West End, RG24 9LE
PROPOSAL: T1 Holm Oak clear BT wire by 0.5m, T2 Turkish Hazel removed 4 x lowest branches growing towards outhouse.
OBSERVATION DATE: 28th October 2026.
BYond Homes Consultation Report – Update.

2. **BYond Homes Consultation Report –** Update.

122/26 **Financial Contribution towards Cranesfield Planning Appeal** – Save Our Greenfields Campaign Group

To consider a request from the Save Our Greenfields campaign group for a financial contribution towards costs incurred in commissioning technical assessments and professional advice to support its representations in relation to the Cranesfield planning application appeal.

To resolve:

1. To consider the request for financial support, including details of the technical work undertaken, costs incurred and supporting invoices or other evidence of expenditure.
2. To determine whether to approve a financial contribution towards these costs and, if approved, agree the amount and source of funding from the Parish Council's budget.
3. To authorise the Responsible Financial Officer (RFO) to arrange payment, subject to confirmation of the appropriate statutory spending power and compliance with the Council's Financial Regulations.

123/26 **Public Question Time**
Period of time designated for Public Participation in accordance with the Standing Orders. Members of the public are welcome to speak during this session.

124/26 **Speed Watch – To Ratify** the quotes provided by Speed Watch for the solar panel SID's and installation.

125/26 **Resolve to Approve the appointment of a Caretaker,** including the role, contracted hours, remuneration and recruitment arrangements.

126/26 **Correspondence, AOB, urgent matters**

127/26 **Chute Pavilion and Recreation Ground – Maintenance and Improvements**

1. **Playground Equipment** – **Repairs and Replacement**

To consider and resolve to approve a budget of up to £2,500 for essential playground equipment repairs, replacement of defective components and associated safety works at the Recreation Ground, including issues identified through inspections and concerns regarding the compliance of playground safety surfacing.

2. **Chute Pavilion** – **Deep Cleaning**

To consider and resolve to approve the appointment of a cleaning contractor and expenditure of up to £3,000 for a comprehensive deep clean of the Chute Pavilion, including the kitchen, toilets, main hall and associated facilities, to address outstanding hygiene and maintenance requirements.

3. **Chute Pavilion** – **Installation of Baby Changing Facilities**

To consider and resolve to approve the purchase and installation of two baby changing units at the Chute Pavilion, including associated fixtures, fittings and installation costs, within an agreed budget of £1,000.

4. **Chute Pavilion** – **Main Hall Floor Repairs**

To consider and resolve to approve expenditure of £680, in accordance with quotation 25161, for essential repairs to the Chute Pavilion main hall floor to address identified defects and maintain a safe environment for users.

5. **Chute Pavilion** – **Kitchen Maintenance and Replacement Works**

To Ratify the following essential kitchen maintenance and replacement works at the Chute Pavilion:

- Replacement of defective kitchen floor tiles – quotation 25157, £444.58
- Repair or replacement of kitchen cupboard hinges and locks – quotation 25155, £512.76

6. **Chute Pavilion – Replacement of Kitchen Worktops**

To consider and resolve to approve expenditure of **£1,416.95**, in accordance with the quotation received, for the removal and replacement of the existing kitchen worktops at the Chute Pavilion.

The proposed works include the supply and installation of new worktops to the kitchen island, sink area and boiler area, together with the temporary removal and subsequent reinstatement of the two existing stainless-steel sinks, reconnection of water supplies and waste pipework, and all associated sealing and finishing works.

Total proposed expenditure: £3,054.29 subject to confirmation of the quotations and any additional costs.

7. **Chute Pavilion – Disabled Toilet Compliance Works**

To consider and resolve to approve essential alterations and improvements to the disabled toilet at the Chute Pavilion, to address identified accessibility and compliance deficiencies, including consideration of quotations received and approval of expenditure up to £1,000 subject to the agreed specification of works.

128/26 Finance & Governance

1. **To resolve to approve** the Cash Flow Report and payments – October 2026.
2. **To resolve to approve** the Bank Reconciliation prepared by the RFO and signed off as correct by Members of the Council. To receive and approve the Bank Reconciliation Reports for October 2026, and to note the current financial position against the approved budget.

3. **Appointment of Internal Auditor – Financial Year 2026/27.**
   To consider and resolve to confirm the appointment of an internal auditor for the financial year ending 31 March 2027, following consideration of the proposed appointment and the written responses provided by the Responsible Financial Officer (RFO) to questions raised by councillors at the previous Parish Council meeting and subsequently circulated by email.

4. **Approval and Adoption of Standing Orders**

   To consider and resolve to approve and formally adopt the Council's revised Standing Orders, following consideration of questions raised by councillors at the previous meeting and the subsequent written responses and clarifications provided by the RFO.

5. **Emergency Expenditure**

   To receive and note any emergency expenditure authorised by the Clerk under delegated authority since the previous meeting, including the purpose, amount and reason for urgency, and to confirm that such expenditure was incurred in accordance with the Council's Financial Regulations.

6. **Approval and Adoption of Financial Regulations and IT Policy**

   To consider and resolve separately to approve and formally adopt:

   The Council's revised Financial Regulations, including provisions relating to financial authorisation and payment controls.

   The Council's revised IT Policy.

   Both documents have been subject to questions raised by councillors at the previous meeting, with subsequent written responses and clarifications provided by the RFO.

   Update from Councillor CD on quotes for IT improvements as per previous meeting 22 July 2026, item 96/26 vi) and quotes for laptops for councillors, meeting 23rd September 2026 item 113/26.

129/26 Clerks Reports – Clerk has conducted one to one meetings and update of contracts to be arranged for all staff. Clerk to update on caretakers cover.

130/26 Councillors Report.
1. Chair to continue to have a one to one and update contact with the Clerk on a regular basis.
2. Chair update on future meetings

131/26 Date of next meeting - Resolve & Approve the date of the next Sherborne St. John Parish Council Meeting will take place on **Wednesday 24th November 2026** in **The Chute Pavilion, Vyne Road, at 7:15pm**

1. **To approve Full Council Meeting for Budget preparation** date of meeting **11th November 2026, 7.15pm at the Chute Pavilion**
2. **Reminder** December meeting will fall on 23rd December 2026, therefore will be held on 16th December 2026.
3. **To Resolve and Approve** monthly meetings for 2027, being the fourth Wednesday of each month.

Chair to close public meeting and all members of the public to leave the meeting room.

132/26 Confidential Section.

1. **Exclusion of Press and Public**

   To resolve, pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, to exclude the press and public from consideration of this item due to the confidential nature of the staffing and employment matters to be discussed.

2. **Introduction to proposed Responsible Financial Officer.**

3. **Appointment of Responsible Financial Officer**
   Following completion of the recruitment process agreed by the Parish Council at its previous meeting, **to Consider and Resolve to Approve** the appointment of Council's Responsible Financial Officer (RFO), including agreement of the terms of appointment, remuneration, contracted hours and commencement date.

4. **Proposed Resolution.**

   That the Parish Council approves the appointment of Responsible Financial Officer, following completion of the previously agreed recruitment process, on the terms and conditions presented to the Council, and authorises the necessary arrangements to formalise the appointment.

5. **Confidential Item – Resignation of Caretaker**

   To receive an update on the resignation of The Chute Pavilion Caretaker, including the circumstances and effective date of resignation, any outstanding employment or contractual matters, and arrangements for the handover of responsibilities.

   To consider and agree any necessary actions arising from the resignation.

6. **Proposed Resolution:**

   That the Parish Council notes the resignation of Terry Buller and agrees any necessary actions to ensure an appropriate handover and continuity of Council operations.