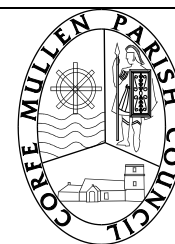


CORFE MULLEN PARISH COUNCIL



Telephone: 01202 698600

Email: katrinablee@corfemullen-pc.gov.uk

There is to be a meeting of the Parish Council at the Village Hall, Towers Way, Corfe Mullen on Tuesday 27 March 2018 at 7.30 p.m.

PLEASE NOTE EARLIER START TIME

K. Blee

Mrs K M Blee
Parish Clerk
21st March 2018

Mrs Katrina M Blee
Parish Clerk
Council Office
Village Hall
Towers Way
Corfe Mullen
Wimborne
Dorset
BH21 3UA

PUBLIC DISCUSSION PERIOD

Members of the public will have an opportunity to raise issues pertaining to this agenda before the meeting starts. Each member of the public will be limited to a 5-minute slot (30 minutes in total).

1. **To Record apologies for absence**
2. **To Record any Declarations of Interest**
3. **To Approve minutes of the Parish Council meeting held on 27th February 2018**
4. **To Receive, for information purposes only, the following committee minutes:**

Planning	13 th February 2018
Planning	27 th February 2018
Community Services	13 th February 2018
5. **To Consider recommendation from the Community Services Committee**
6. **To Approve accounts for payment**
7. **To Approve the Bank Reconciliation for the month ended 28 February 2018**
8. **To Consider the interim report from the Internal Auditor**
9. **Proposal to run an archery business. To:**
 - a) Receive further information on the implications of permitting an archery business on the recreation ground and
 - b) Agree whether to grant permission
10. **To Consider additional revenue funding to Corfe Mullen Youth Trust to cover the cost of waste collection**

Continued .../...

.../...Continued

11. To Consider correspondence

12. To Receive Verbal Reports from County and District Councillors and Parish Councillors appointed as representatives to outside organisations regarding any business or meetings since the last Full Council meeting:

- i. County Council business
- ii. District Council business
- iii. DAPTC Annual Conference

13. Items of Information and Matters for Forthcoming Agendas

14. To Confirm date and time of next meeting as 24 April 2018 at 7.45 p.m. (*time subject to change*)

ITEM 3 MINUTES OF PREVIOUS MEETING

Minutes of the FULL COUNCIL held at the Village Hall, Corfe Mullen on Tuesday 27th February 2018 commencing at 7.50pm

Present: Cllr Harrison - Chairman

Officer in attendance: Katrina Blee (Clerk) and Sheila Bird (Assistant Clerk).

Cllrs	Alexander	Honeyman	Parkin	Waterman
	Dix	Jefferies	Perry	
	P Holland	Mattocks	Stennett	

PUBLIC DISCUSSION PERIOD

17/314 Apologies for Absence

Apologies for absence were received from Cllrs Anderson, Everett and A Holland.

17/315 Declarations of Interest

There were no declarations of interest.

17/316 Minutes of Previous Meeting

The minutes of the Parish Council meeting held on 23rd January 2018 were approved.

Nem Con.

17/317 Committee Minutes

Minutes of the following committees were noted:

- | | |
|---------------------------|--------------------------------|
| a) Planning | 9 th January 2018 |
| b) Planning | 23 rd January 2018 |
| c) Community Services | 14 th November 2018 |
| d) Staffing Sub-Committee | 23 rd November 2016 |

17/318 Recommendations from the Community Services Committee

- a) **Request to set up an archery range at the recreation ground** This was discussed, and members agreed to await information from our insurers.

Nem Con.

- b) **Renewal of Pavilion lease with CMSA** It was agreed that Cllrs Alexander and P Holland together with the Clerk would negotiate a new lease with the CMSA.

Nem Con.

17/319 Clerk's Report

The Clerk's report was noted.

17/320 Accounts for payment

The following accounts were authorised for payment:

PARISH COUNCIL ITEMS		
200950	A1 Budget Skips - recreation ground	264.00
200951	B & Q - materials	242.24
200952	Total Window Repairs - repair to g'staff bldg. door	60.00
200953	J Fallon -office toilet repair	48.00
dd 19.02.18	S Electric - streetlight energy for January	40.97
dd 25.02.18	UK Fuels - fuel	89.08
dd 08.02.18	Siemens - copier quarterly lease rental & facility fee (£149 + VAT to be credited)	508.80
dd 24.02.18	Gazprom - office electricity usage January	126.49
dd 28.02.18	Vodafone - sim card rental g'staff building	9.50
card 06.02.18	Amazon - first aid items for groundstaff	86.90
card 08.02.18	DVLA - annual tax for Ford Ranger	242.50
	TOTAL	1718.48

VILLAGE HALL ITEMS		
200954	Southern Softflow - salt	100.00
200952	Total Window Repairs - repair to VH outside door	78.00
dd 23.02.18	Gazprom - usage for January	169.42
	TOTAL	347.42

Nem Con

17/321 Bank Reconciliation for month ended 31.01.18

The following bank reconciliation was approved:

Nat West current		57216.51
Scot Widows Business Deposit		500.77
Petty Cash		16.63
Cooperative current	25036.83	
less unrec. payments	193.00	
add unrec. Receipts	0.00	24843.83
Cooperative dep. a/c		2.84
Coop Charge Card		0.00
Public Sector Deposit Fund		321773.74
Total		404354.32

Nem Con

17/322 Correspondence Received

Mr J Goddard	Request for Council to consider and make a resolution regarding the parish's green belt. Members asked the Clerk to reply that the Council reaffirmed its commitment to green belt policy but recognised there may be a need for reviews of the green belt in the future which it would respond to. The Clerk was asked to agree wording of a suitable reply with the Chairman. Nem Con.
Dorset Great Heath Project	Request to erect new and improved signage visible from Springdale Road at the car park entrance. This would be at their expense, funded through the Great Heath Project, and they would like to install this by the end of March. See pictures below of indicative sign, they would like to put one up similar to the Holes Bay sign but with wooden posts like the Upton one. Agreed provided that the sign is maintained at their expense. Nem Con.
Dorset County Council	Asking if the Council supports the petition for the extension of double yellow lines at Blythe Road. Support of the petition was proposed by Cllr Harrison and seconded by Cllr Mattocks – all were in favour. Nem Con.
Allotments	Update received 11 th January 2018. Noted.

17/323 Verbal Reports from County & District Councillors and other organisations

Before taking verbal reports the Chairman reported on the Secretary of State's decision regarding reorganisation of local government. This is to be in place by May 2019.

a) The County Councillor reported as follows: -

- (i) The 2018-19 council tax will be increased by 5.99% which consists of a general 2.99% increase and 3% for adult social care.
- (ii) There is to be resurfacing of Wareham Road soon but the suggested diversion route (Rushall Lane and Knoll Lane) is unacceptable and so Cllr Jefferies has spoken to DCC which has agreed to change it.

b) The District Councillor reported as follows: -

- (i) A fellow councillor has made provision for community litter picks – one has already taken place and the others will be on 10 March and 21 April – all equipment provided.
- (ii) There will be defibrillator training taking place on 5 May.

e) CMSA

It was reported that it had been a good season so far with not too many missed matches.

f) Beacon Hill Liaison Committee

It was reported that Cell 13 has not been engineered. At a recent meeting Suez stated that they are submitting an application in September/October 2018 for a 10-year extension which

is not good news for residents. However, this would extend the time that grants are available from the Suez Communities Trust. Therefore, it would be possible to apply for funding for future Corfe Mullen projects. At the same meeting a presentation was given about the restoration of the site when it is capped and covered, and members asked the Clerk to contact the person responsible to come to a Full Council meeting to make the same presentation.

17/324 CONFIDENTIAL ITEM: Recommendations from the Staffing Sub-Committee

The recommendations of the Staffing Sub-Committee regarding pay scale increments were agreed.

Nem Con.

17/325 Items of Information and Matters for Forthcoming Agendas

- a) *Cllr Parkin requested an item on the next agenda regarding possible future funding for a new pavilion/youth club from the Suez Communities Trust.*
- b) *Cllr Parkin reported that the poor quality patched repairs carried out on Slight Lane were now coming apart and that the road is in a very bad condition. She will report this. Cllr Waterman reported that Red Lane is in a similar condition.*
- c) *Cllr P Holland reported that gritting had recently taken place on Henbury View Road.*
- d) *Cllr Mattocks reported that Corfe Mullen Homewatch had recently been voted 'Best in Dorset' and the Chairman had been presented with an award of a silver platter. The Clerk asked Cllr Mattocks if he could obtain a photograph of this for the newsletter.*
- e) *Cllr Jefferies reported that the agreement for the Lockyers community building has now been signed.*
- f) *Cllr Jefferies gave an update on the recent Corfe Mullen Speedwatch sessions. It was thought that it would be a good idea to publish quarterly statistics in the newsletter and on the website.*
- g) *Cllr Harrison asked whether the Clerk had received a report from the police on crime statistics which had been agreed would be presented at Full Council meetings regularly.*

17/326 Date and time of next meeting

The date and time of the next meeting was confirmed as Tuesday 27th March 2018 at 7.45pm (time subject to change).

The meeting closed at 9.00pm.

ITEM 4 COMMITTEE MINUTES TO NOTE – enclosed separately

ITEM 5 RECOMMENDATION FROM THE COMMUNITY SERVICES COMMITTEE

The Committee expressed concern regarding the condition of verges in three locations: grassed area at Windgreen by BH Active and Renaissance buildings, the grassed triangle by Lockyers School and the bus stop on Springdale Road. It was agreed that the Clerk will liaise with DCC on remedial works and possible solutions and suggest that Parish Council is prepared to contribute if necessary.

The Clerk is liaising with the Community Highways Officer and if the Parish Council were to fund works over and above what the County Council would do, this would mean entering into an agency agreement with Highways now that the legal position of Parish Council powers has been clarified.

For decision.

ITEM 6 ACCOUNTS FOR PAYMENT

PARISH COUNCIL ITEMS		
200971	Vision ICT - email hosted accounts for councillors	302.40
200972	Town & Country Landscapes - painting of chapel window	198.00
200972	Town & Country Landscapes - work to doors of ground staff building	418.80
200973	R Evetts - office window clean	9.00
200974	DAPTC - Clerk's course re new external auditor and limited assurance scheme	15.00
200975	ESPO - toilet rolls and stationery	43.63
200976	J G Fallon - repair pipe fittings at grounds staff building	36.00
200977	Corfe Mullen Village Hall - hall hire Apr-Jun quarter	489.60
dd 24.03.18	Gazprom - electricity usage February	107.80
dd 19.03.18	UK Fuels - fuel	128.81
dd 19.03.18	S Electric - streetlight energy	55.24
dd 28.03.18	DCC - 'Road Closed' stickers	97.20
	TOTAL	1901.48

VILLAGE HALL ITEMS		
200975	ESPO - toilet rolls and bleach	18.49
200976	J G Fallon - Replacement tap to toilets	60.00
200978	Thomas & Anca - bingo books & flyers	77.81
200979	CPS - repair to VGA plate for laptop projector use	168.00
dd 23.03.18	Gazprom - gas usage February	174.20
	TOTAL	498.50

ITEM 7 BANK RECONCILIATION

Nat West current		49726.10
Scot Widows Business Deposit		500.77
Petty Cash		7.65
Cooperative current	23202.09	
less unrec. payments	5395.17	
add unrec. Receipts	0.00	17806.92
Cooperative dep. a/c		2.84
Coop Charge Card		-646.32
Public Sector Deposit Fund		321886.36
Total		389284.32

ITEM 8 INTERIM INTERNAL AUDIT REPORT

Do the Numbers Limited
37 Upper Brownhill Road
Southampton, SO16 5NG
023 8077 2341
21st February 2018

Katrina Blee, Clerk
Corfe Mullen Parish Council,
Council Office, Towers Way
Corfe Mullen,
Wimborne,
Dorset BH21 3UD

Dear Katrina,

Subject: Review of matters arising from interim Internal Audit for 31 March 2018

Please find below the list of matters arising from my visit today. Overall I found the records and systems of the council to be in excellent order and that the visits went very well. The matters listed below are areas for further improvement.

Control	Issue	Recommended Action
Bank reconciliation	It is good practice for the members of the council, in rotation, to check the bank reconciliation back to the original statements on a regular basis.	This was being done monthly until late last year. It should restart.
Grants to charities	The Council has been requested to provide a grant to a charity which would appear to have 40 years of expenditure in reserves and has not provided a proper financial statement.	All grants to external bodies should be based on proven need and clear benefit to the community. Financial Statements which comply with Charity Commission regulations can be seen here
GDPR	Changes in Data Protection legislation take effect in May this year which will impact on members using personal email accounts for council business.	All members should be provided with – and use – specific council email addresses. An example of where personal use of emails conflicts with data protection can be seen here .
Use of recreation ground by businesses	It appears that the Council has been approached to allow an Archery business to make use of the recreation ground.	Any such high risk use of open access public space should be fully cleared with Council's insurers in advance. It may be necessary to consult with all users of the space before such and 'exclusive' activity is permitted on publicly owned land.

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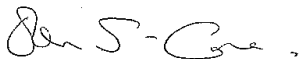
eleanorgreene@thedunnefamily.co.uk

Director: Eleanor S Greene

Grant applications	It appears that an additional grant was made to an external group without an additional grant application form.	The council must take care to ensure that all grants to external bodies are made on the same transparent terms and that members associated with those bodies correctly declare any interests – even non pecuniary.
Reports to council from other bodies	Where possible it is best to avoid verbal reports – as written reports allow members to formulate appropriate questions when the agenda comes out.	Written reports can be appended to the minutes and allow all members of the council equal access to information.
Purchase ledger	The ledger contains several running balances relating to direct debit payments.	These should be reconciled as far as possible in advance of the year end.
Electronic payments	The controls of the council are such that changing from cheques to electronic payments would probably assist the management of the council.	Under the "Safeguarding Public Money" guidance, all of the 'dual signature' authorisation remains within the council and the bank processing can be handled by officers.

If either you or your councillors have any queries, please do not hesitate to contact me. I will return to the office on April 26th to complete the review of the systems and controls.

Regards



Eleanor S Greene

Comments from Clerk:

Bank Reconciliation	This was an oversight by a member of staff and has now been rectified.
Grants to Charities	<p>This is about a request from Phelipps Charity to submit a late grant application. The Internal Auditor's point is that grants from public funds should only be issued based on whether the grant is needed by the organisation. She has calculated that the Phelipps Charity has sufficient reserves for several years to continue to give out to individuals as it has done in the past. In addition, the Council must ensure that all applicants are treated equally, and this includes a requirement to submit the latest financial statement. She has provided a link in her report for the minimum requirements of a charity of the size of Phelipps Trust. This is the link:</p> <p>https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/585967/CC16a.pdf</p>
General Data Protection Rules (GDPR)	<p>The Clerk is due to attend training by DAPTC on 26th March and in addition has received a toolkit from NALC which has been circulated to all councillors. This toolkit will need to be worked through as a priority to achieve compliance. The Council's website provider has created email addresses for all councillors and Members are strongly advised to use these for all council matters. The Internal Auditor has provided a link to a recent case which demonstrates that if necessary a councillor's private email address and all its messages could be searched or made public. This the link:</p> <p>https://ico.org.uk/media/action-weve-taken/decision-notice/2017/2014862/fs50654957.pdf</p>
Use of recreation ground by businesses	This relates to the request to run an archery business on the recreation ground. The advice is that all users of the ground should be consulted, and it made clear that this is a commercial venture. For more information and advice on this request see Item 9.
Grant applications	This point relates to the additional grant awarded to the Sports Association of £5000. In future the Council should consider in the same way as other applications and require a fresh application form so that this and the organisation's accounts can be scrutinized afresh.
Reports to Council from other bodies	This seems to be good practice. A minor alteration to the Standing Orders would be required.
Purchase Ledger	This will be undertaken as part of the pre-year end process.
Electronic Payments	<p>The Internal Auditor's view is that dual authorization at the internet banking stage is not required because the Council has already authorized the expenditure by way of:</p> <ol style="list-style-type: none"> a) Agreeing budget at budget meeting or b) Agreeing additional expenditure at a meeting and this has been minuted c) Verifies that no additional payments have been made when checking the bank reconciliation (this is rotated among available councillors) <p>It works in other parish and town councils and could be re-considered. All of the processes above would have to be followed to ensure compliance.</p>

ITEM 9 ARCHERY RANGE ON THE RECREATION GROUND

The Parish Council asked for further information before deciding on whether to allow an archery range business to operate at the recreation ground. This further information is outlined below.

Council's Insurers

The Council's insurer has confirmed that the Council's policy will respond to deal with any claims for injury or damage due to a defect with the recreation ground and the Council is found to be legally liable. However, the archery group should have their own Public Liability Insurance to cover their activities on the land. We recommend the Council obtain proof of this cover before use of the land is granted.

However, the Parish Council could face a negligence claim if it were found to have allowed an unsafe activity to take place. It is therefore crucial that:

- a) the archery organisers provide proof of their insurance and
- b) most importantly, the Parish Council is completely satisfied that they will run the activity in a safe manner.

If there is any doubt over these issues being resolved to the satisfaction of the Parish Council, the insurer recommends that permission is refused.

The insurer also suggested that the Council contacts Archery GB for any guidance.

Council's Health & Safety Consultant

The Council's Health & Safety Consultant had some initial observations:

1. The Archery GB website doesn't list a Level 3 coaching qualification, yet it is stated that one of them has this qualification.
2. The business would have to have full professional indemnity insurance.
3. As they are not a club – are they going to charge a fee, if so what level?
4. The proposed area would have to be fully assessed for suitable disabled access to the area as they specify they want to cater for disabled archers.
5. Setting up and tearing down each time may require vehicles to drive on to the area, this would not always be possible when the ground is wet and would impact on public safety.
6. Although the range layout itself accords with Archery GB's specifications it does not consider the physical context of public access to the area, so there would be little to stop people wandering onto the range. If they cannot guarantee that the range area remains clear of people, the activity should not go ahead.

Internal Auditor

The Internal Auditor's comments are contained in her report above. In addition to the safety/insurance question, she is concerned that recreation users should be consulted on the introduction of such an activity at the recreation ground.

Head Groundsman

As previously reported, the Head Groundsman's view is that the proposed location is the worst possible location on the recreation for such an activity due to the high volumes of public that access this area. Members of the public let dogs off the lead or let children go on ahead once off the car park but because of the buildings either side would not know that archery is taking place.

Members of the public have picked up from the Council minutes that archery is being considered and several have expressed concern to the Head Groundsman. This

illustrates why a consultation exercise would be necessary. Public perception is a factor in addition to whether the range could operate safely or not.

Archery GB

The Clerk has spoken at length to both the insurance department at Archery GB and to their club developer. Archery GB supports the provision of additional archery facilities and the safety requirements are very high. It was also pointed out that the Council should properly assess the proposed range for safety so as not to discriminate against one sport over more traditional sports such as cricket and football. However, the minimum outdoor archery range standards recommended by Archery GB are:

1. A grass sports field at least 113.75m long and 37.62m wide, where a back-stop net is not used. Where a back-stop net is used at least 40m and 20m wide.
2. Grass that is flat not sloped, short, well-kept and well drained. The grass should be no longer than 5cm high.
3. A field that does not allow access to the public except at specific and defined points. Access must not be allowed other than at specific defined points. Normally, sites with a public right of way should be avoided.
4. A fully accessible changing room, or club house which has toilets. This should be heated.
5. A notice board or sign post where the archery club can advertise their activities.

Point 3 is of particular concern because not only is there a Public Right of Way across the recreation ground but the whole ground is a Public Open Space allowing free access. Archery GB, although keen to see an additional facility, felt that it could be a struggle to operate the range safely with just a coned off area, given the free and open public access. The range would not fall under any jurisdiction of Archery GB as it is being run as a business not a club.

Other considerations

There are six archery facilities located within between 7.3 and 12.5 miles of the recreation ground: it might be worth the company undertaking some market research on the likely take-up therefore.

For decision

The Council will need to make a balanced decision based on all the information available. If the Council wishes to offer the facility to this company, it is strongly recommended that a full public consultation exercise of recreation ground users takes place first and if this comes back positive, the Council commissions an independent assessment of the safety of allowing the range.

ITEM 10 CORFE MULLEN YOUTH TRUST FUNDING

The cost of waste disposal was erroneously omitted from the Youth Trust 18-19 budget. The cost of this is £514.80 and the Parish Council is therefore asked to increase the revenue funding for the year to accommodate this cost.

For decision.

ITEM 11 CORRESPONDENCE

DAPTC	Regarding DAJC Task & Finish Group invitation. To note.
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Dear Clerks

Please can you pass on the following message from the DAPTC Chairman, Vice-Chairman and Chief Executive to the members of your council.

Some of you will be aware of an invitation sent on behalf of the 'working with community partners' task and finish group of the Dorset Area Joint Committee (DAJC). The DAJC is currently responsible for the design and legal governance issues for the new authority to cover the area of Dorset excluding Bournemouth, Poole and Christchurch.

The invitation was sent to the chairman and/or secretaries of our area committees requesting each one to select three representatives from their area to attend an initial 'round table' meeting to look at the potential possibilities for working with the new authority.

This invitation was not discussed in advance with our Chief Executive or Executive Committee. Understandably, some of our members have raised issues such as the process of selecting the 3 representatives, what might be discussed etc.

These issues were to be raised at the DAPTC Executive Committee meeting scheduled for 3 March which, unfortunately, had to be cancelled due to the bad weather.

The Chairman, Vice Chairman and Chief Executive have expressed these concerns to the Chairman and other members of the DAJC and most particularly with the appointed LGR Programme Director.

It is our understanding that there is work being done to co-ordinate the workings of the task and finish groups and a paper is due to be presented to the DAJC on Wednesday 21 March. Accordingly, we are advising our area chairmen to wait until the outcome of this issue is resolved.

While it would need to be agreed by the DAPTC Executive Committee, the general feeling from those members of the committee who have expressed a view, is that the association would like a fairer and more measured process for getting the representative views of our town and parish council members, possibly via the use of engagement workshops.

While we are aware of the limited timescale for the delivery of a legally sound new authority safely delivering its statutory responsibilities, we feel it would be more constructive to have a well thought through and properly discussed approach on how parish and town councils will work with the new authority that will result in a committed way of working on all sides.

We give you our assurance that we will continue to work on your behalf in order to achieve the best outcome for our members.

Kind regards

Hilary Trevorah
Chief Executive