

# CORFE MULLEN PARISH COUNCIL

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## COMMUNITY SERVICES COMMITTEE

There is to be a meeting of the above Committee at the Village Hall, Towers Way, Corfe Mullen on Tuesday 8 May 2018 commencing at 7.45 p.m.

A handwritten signature in black ink that reads 'K. Blee'.

Mrs K M Blee  
Clerk to the Council  
2<sup>nd</sup> May 2018

**Members of the Committee:** Alexander, Dix, Harrison, Anne Holland, Paul Holland, Honeyman, Jefferies and Mattocks.

### 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.

### **AGENDA**

1. To Receive apologies for absence
2. To Record any declarations of interest
3. To Approve the minutes of the meeting held on 13<sup>th</sup> March 2018
4. To Approve Accounts for payment
5. Allotment inspections approach
6. To Note dog warden report for March and April
7. To Receive verbal updates (if any) on:
  - a) Community orchard
  - b) Provision of a Christmas tree at Windgreen.
8. Street furniture working party
9. Cricket pitch improvements
10. To Set date for annual tour of sites

### **EXCLUSION OF PRESS AND PUBLIC**

To resolve that: by reason of the confidential nature of the business to be transacted the press and public be excluded during consideration of the following item.

11. Confidential – pavilion lease
12. Items of Information and Matters for Forthcoming Agendas
13. To Confirm date and time of next meeting as 12<sup>th</sup> June 2018 at 7.45 pm. (*time subject to change*)

### ITEM 3 MINUTES OF PREVIOUS MEETING

**Minutes of the COMMUNITY SERVICES COMMITTEE held at the Village Hall, Corfe Mullen on Tuesday 13<sup>th</sup> March 2018 commencing at 7:15pm**

**Present:** - Chairman – Cllr. Harrison

Cllrs	Alexander	P Holland	Jefferies
	Dix	Honeyman	Mattocks

Officers in attendance: Katrina Blee (Clerk) and Claire Gamble (Assistant Clerk).

#### **PUBLIC DISCUSSION PERIOD**

There were no members of the public present.

#### **17/332 Apologies for Absence**

Apologies for absence were received from Cllr A Holland.

#### **17/333 Declarations of Interest**

There were no declarations of interest.

#### **17/334 Minutes**

The minutes of the meeting held on 13<sup>th</sup> February 2018 were approved.

Nem Con.

#### **17/335 Accounts for payment**

The following accounts were agreed for payment:

<b>PARISH COUNCIL ITEMS</b>		
200955	Circle of Friends	200.00
200956	CM Afternoon WI	200.00
200957	CM Carnival	600.00
200958	CM Carnival 5km & Junior 1-mile fun run	200.00
200959	CM Girl Guiding	200.00
200960	CM Royal British Legion - Senior Section	200.00
200961	Corfe Mullen Sports Association	1000.00
200962	Corfe Mullen Youth Trust	250.00
200963	CM Homewatch - Speed Watch	300.00
200964	ED Beekeepers Association	150.00
200965	East Dorset Citizens Advice	1250.00
200966	Wimborne & ED Macular Degeneration Support Group	100.00
200967	Longham Garden Machinery - Kubota ride on service	517.61
200968	K9 Security - recreation security for February	672.00
200969	HMRC - PAYE/NIC Month 12	1846.60
200970	DCPF - Superannuation Month 12	2672.80
autopay	Month 12	7389.00
dd 21.03.18	Chubb - fire ext. rental g'staff bldg.	16.92
dd 19.03.18	DCC - waste collections from rec for February	129.00

dd 19.03.18	S Electric - streetlight energy	48.55
	<b>TOTAL</b>	<b>17942.48</b>

17/132

<b>VILLAGE HALL ITEMS</b>		
dd 14.03.18	Dual Energy - electricity usage February	146.10
card 23.02.18	Asda - new crockery	25.50
card 20.02.18	Lockhart - new crockery	187.78
	<b>TOTAL</b>	<b>359.38</b>

Nem Con

**17/336 Repairs to the Gate and Fencing at Towers Way play area**

*It was agreed that Option 1 of the quotes provided by Sutcliffe Play was the preferable solution. As the budget was originally £2000 for these works the Clerk was delegated to negotiate the price down and confirm acceptance of the quotation.*

Nem Con

**17/337 Wheel Park Project**

*Following the comments received from the community engagement event a revised design has been submitted.*

*The revised design was agreed, in principle, subject to comments from those who attended the engagement event and the Clerk was asked also to pass to other young people for comment via the Youth Trust. Following a query, it was agreed to install the Wheel Park then assess if there is any area for a mobile catering facility.*

Nem Con

**17/338 Dog Warden Report**

*The dog warden's report on his patrols of Parish Council sites for February 2018 was noted.*

*It was also agreed that an item should be included in the next newsletter asking dog owners to dispose of dog mess in the right way and not leave bags in hedges etc.*

*Cllr Dix reported that two of the new dog bins at the recreation ground are already showing signs of rust. The Clerk will investigate.*

Nem Con

**17/339 Verbal Updates**

- a) *Community Orchard – Cllr Dix provided an update on the condition of the trees.*
- b) *Provision of Christmas tree at Windgreen – Cllr Harrison advised that the Carnival Committee are investigating options with a view to sponsoring a Christmas tree and lights and will report back to Parish Council.*

**17/340 Consideration of a Kite Festival on the Recreation Ground**

*Cllr Harrison has done some investigation into holding an event and is currently liaising with CMSA as to what would be a suitable date. It was agreed that provided a suitable date can be established the event can proceed.*

*Nem Con*

**17/341 Items of Information and Matters for Forthcoming Agendas**

- a) *Litter Picking Events – Cllr Harrison reported that a recent event was well attended. He is currently borrowing equipment from Verwood Parish Council and he and the Clerk will investigate the possibility of purchasing equipment that would be a Parish asset using his District Councillor fund. It was also suggested that there is a possibility of borrowing equipment from DWP or SITA; Cllr Harrison will make enquiries and will liaise with the Clerk regarding purchasing equipment if unsuccessful.*
  
- b) *Condition of verges - Three areas of concern were identified as grass area at Windgreen outside BH Live, grass triangle by Lockyers School and bus stop on Springdale Road. It was agreed that the Clerk will liaise with DCC on remedial works and possible solutions and it was also agreed to recommend to Full Council that the Parish Council makes a financial contribution to such works.*

*Nem Con*

**17/342 Date and time of the next meeting**

*The date and time of the next meeting was confirmed as 8<sup>th</sup> May 2018 at 7:45pm (time subject to change).*

*The meeting closed at 8.00 pm.*

**ITEM 4 ACCOUNTS FOR PAYMENT**

<b>PARISH COUNCIL ITEMS</b>		
200990	Secure Alarms - annual maintenance for intruder alarm system g'staff building	159.48
200991	Sage - Sagecover Extra for CMPC Payroll	338.40
200992	Mr P White - reimburse for purchase of concrete slabs	30.31
200993	Corfe Mullen Village Hall - Grant for further improvements	15000.00
200994	R Evetts - office window clean	9.00
200995	Do the Numbers Ltd. - internal auditor's fee 17/18	750.00
200996	K9 Security - rec security for April	744.00
200997	Rigby Taylor - 2 x 10l Impact line marker	63.30
200998	HMRC - PAYE/NIC Month 2	1971.04
200999	DCPF - Superannuation Month 2	2907.73
autopay	Month 2	8137.10
dd 07.05.18	UK Fuels - fuel	106.51
dd 25.05.18	Chubb - fire extinguisher rental May	16.92
card 27.04.18	Co-op - wine & soft drinks for Chairman's reception	115.37
card 18.04.18	Lockhart catering - 3 packs tablecloths	120.72
card 27.04.18	Just Add Flowers - table centres for Chairman's reception	119.88
card 18.04.18	Amazon - disposable coveralls for groundstaff	13.20
card 17.04.18	Postage - meeting agendas	2.02
card 26.04.18	PC World - 3 x memory sticks	29.97
	<b>TOTAL</b>	<b>30634.95</b>

<b>VILLAGE HALL ITEMS</b>		
200100	CPS - repair to sound system	136.80
200101	Kingfisher Electrical - 2 x external lights - supply and fit	312.00
dd 23.04.18	Gazprom - March gas usage	170.38
	<b>TOTAL</b>	<b>619.18</b>

**ITEM 5 ALLOTMENTS INSPECTIONS 2018**

Staff require guidance from councillors as to how they should approach allotment inspections given the ongoing uncertainty regarding any move. Some allotment holders are happy to “carry on regardless” whilst others are reluctant to continue to cultivate their plot wholly under the circumstances.

The problem with untended plots is that the weed seeds and overgrowth impact on those trying to keep theirs cultivated and sends out a message that not many allotments are needed. In addition, any new tenants may not make a concerted effort if adjacent plots are untended.

The tenancy agreement is comprehensive and is included below for reference.

**For consideration and decision on guidance to staff.**

*AN AGREEMENT made this day of BETWEEN the Parish Council of Corfe Mullen in the County of Dorset (hereinafter called “the Council”) of the one part and*

Of (hereinafter called "the tenant") of the other part

WHEREBY:

The Council agree to let, and the tenant agrees to take on a yearly tenancy from the day of the allotment numbered in the register of allotments kept by the Council at the notified yearly rent, payable yearly on the first day of October.

1. The tenant hereby agrees with the Council as follows: -

- (a) to pay the rent hereby reserved without deduction otherwise than allowed by statute yearly on 1 October in each year the first of such payments being due on the next rent day after the commencement of the Agreement.
- (b) to use the allotment as an allotment garden and for no other purpose
- (c) to keep the allotment free from weeds and well manured and otherwise maintained in a good state of cultivation and condition and to keep any pathway or track included therein or abutting thereto reasonably free from weeds
- (d) not to cause or permit any nuisance or annoyance to the occupier of any other allotment or obstruct or encroach on any path or roadway set out by the council for the use of the occupiers of the allotments
- (e) not to underlet assign or part with the possession of the allotment or of any part of it without the written consent of the Council
- (f) not without the written consent of the Council to cut or prune any timber or other trees or take sell or carry away any mineral gravel sand earth or clay
- (g) to keep every hedge that forms part of the allotment properly cut and trimmed all ditches properly cleaned and keep in repair any fences and any gates on the allotment
- (h) not to use barbed wire for a fence adjoining any path or track set out by the Council for use of the occupiers of the allotment
- (i) not without written consent of the Council erect any building on the allotment
- (j) not to deposit or allow other persons to deposit on the allotment any refuse or other decaying matter (except manure and compost in quantities reasonable for use in cultivation of the allotment) or place any matter in the hedges or ditches situate in the allotment field or the adjoining land
- (k) not to keep any animals or livestock of any kind upon the allotment
- (l) not to erect any notice or advertisement on the allotment
- (m) that any case of dispute between the tenant and any other occupier of an allotment shall be referred to the Council whose decision shall be final
- (n) that the tenant shall inform the Council forthwith of any change of his address
- (o) that the tenant shall yield up the allotment at the determination of the tenancy hereby created in such condition as shall be in compliance with the agreements herein contained
- (p) that any officer or agent of the Council shall be entitled at any time when so directed by the Council to enter and inspect the allotment
- (q) That no trees be allowed apart from those with a dwarf root stock (M27 or smaller). (Current plot holders with existing trees outside of these guidelines will not be required to remove them, however, they may be required to prune them, and when they relinquish their plot, the council will remove any tree before re-letting.)

2. This tenancy shall determine on the half-yearly rent day next after the death of the tenant. This tenancy may also be determined in any of the following matters: -

- (a) by either party giving to the other twelve months previous notice in writing expiring on or before 31<sup>st</sup> March or 30<sup>th</sup> September in any year
- (b) by re-entry by the Council at any time after giving three months' notice in writing to the tenant on account of the allotment being required (i) for any purpose (not being the use of the same for agriculture) for which it has been appropriated under any statutory provision or (ii) for building mining or any other industrial purpose or for roads or sewers necessary in connection with any of those purposes
- (c) by re-entry by the Council at any time after giving one month's previous notice in writing to the tenant: -
  - (i) if the rent or any part thereof is in arrears for not less than forty days whether legally demanded or not or
  - (ii) if it appears to the Council that there has been a breach of the conditions and agreement on the part of the tenant herein contained and provided that if such breach be of the conditions affecting the cultivation of the allotment at least three months have elapsed since the commencement of the tenancy or
  - (iii) if the tenant shall become bankrupt or compound with his creditors

3. Any notice required to be given by the Council to the tenant may be signed on behalf of the Council by the Clerk of the Council for the time being and may be served on the tenant personally or by leaving

it at his last known place of abode or by registered letter sent by the recorded delivery service addressed to him there or by fixing the same in some conspicuous manner on the allotment comprised herein. Any notice required to be given by the tenant to the Council shall be sufficiently given if required by the tenant and sent in a prepaid post letter to the Clerk of the Council  
 AS WITNESS whereof the present Clerk of the Council on their behalf and the tenant the said have set their hands hereto the day and year first above written.

SIGNED by \_\_\_\_\_  
 KATRINA M BLEE, CLERK OF CORFE MULLEN PARISH COUNCIL ON THIS BEHALF  
 DATE \_\_\_\_\_

SIGNED by \_\_\_\_\_  
 the said  
 DATE \_\_\_\_\_

**ITEM 6 DOG WARDEN REPORT**

**Month: MARCH 2018**  
**Parish: CORFE M ULLEN**  
**Total Hours: 14.5**

<b>Date</b>	<b>Time Started</b>	<b>Time Finished</b>	<b>Comments</b>
1/3/2018	9.00	11.30	Patrolled Springdale, 12 MOP seen with dogs, of which 5 were seen to pick up.
5/3/2018	10.00	12.00	Patrolled the Rec. 15 MOP seen with dogs, of which 9 were seen to pickup.4 DFD observed and 2 dog poo bags left on the ground.
7/3/2018	6.30	8,30	Patrolled Springdale. 9 MOP seen with dogs, of which 4 were seen to pick up.
9/3/2018	10.30	11.30	Patrolled the Rec. 14 MOP seen with dogs, of which 8 were seen to pick up, 2 DFD observed.
26/3/2018	12.45	14.15	Patrolled Springdale, 9 Mop seen with dogs of which 5 were seen to pick up.
27/3/2018	12.00	13.30	Patrolled the Rec. 11 MOP seen with dogs, of which 7 we3r seen to pick up, 2 DFD observed.
28/3/2018	16.00	18.00	Patrolled Springdale, 13 MOP seen with dogs of which 6 were seen to pick up.
29/3/2018	13.00	14.00	Patrolled the Rec, heavy rain, only 5 MOP seen with dogs, of which 3 were seen to pick up, 2 DFD observed.

**Month: APRIL 2018**  
**Parish: CORFE MULLEN**  
**Total Hours: 20**

<b>Date</b>	<b>Time Started</b>	<b>Time Finished</b>	<b>Comments</b>
3/4/2018	14.00	16.00	Patrolled Springdale. 11 MOP seen with dogs, of which 5 were seen to pick up.
4/4/2018	10.45	12.45	Patrolled the Rec. 16 Mop seen with dogs, of which 9 were seen to pick up.
5/4/2018	12.45	14.45	Patrolled Springdale. 12 MOP seen with dogs, of which 5 were seen to pick up.
9/4/2018	9.30	11.30	Patrolled the Rec. 12 MOP seen with dogs, of which 7 were seen to pick up.
10/4/2018	13.00	14.00	Patrolled Springdale. 7 MOP seen with dogs, of which 4 were seen to pick up.
11/4/2018	10.00	11.30	Patrolled the Rec. 16 MOP seen with dogs, of which 9 were seen to pick up.

13/4/2018	10.30	12.39	Patrolled Springdale, 6 MOP seen with dogs, of which 4 were seen to pick up.
16/4/2018	11.00	12.00	Patrolled Tower park and secured NO DOGS allowed sign in play area. Patrolled the Rec, 9 MOP seen with dogs, of which 5 were seen to pick up.
18/4/2018	11.30	13.00	Patrolled Springdale, 10 MOP seen with dogs, 6 were seen to pick up.
23/4/2018	12.00	13.30	Patrolled the Rec, 11 MOP seen with dogs, of which 7 were seen to pick up.
24/4/2018	15.45	17.15	Patrolled Springdale, 6 MOP seen with dogs, of which 4 were seen to pick up.
25/4/2018	11.00	12.00	Patrolled the rec. 16 MOP seen with dogs, of which 9 were seen to pick up, 3 DFD observed.
26/4/2018	12.30	14.00	Patrolled Springdale, 9 MOP seen with dogs, of which 4 were seen to pick up.
30/4/2018	12.00	13.00	Patrolled the Rec. 12 MOP seen with dogs, of which 7 were seen to pick up.

**ITEM 7 VERBAL UPDATES**

**ITEM 8 STREET FURNITURE WORKING PARTY REPORT**

A small working party was set up to look at this issue with a view to formulating a policy to refer to when receiving requests for new installations.

The working party looked at the following areas:

<b>On Parish Council sites</b>	
<b>Item</b>	<b>Issues/Comment</b>
Requests for memorial seats	<p>Issues are future maintenance, style of seat etc. and whether there should be criteria to decide whether to grant permission or not.</p> <p>Other parishes' practices were researched. A lot of other parish councils stipulate the make and style of the seat and it becomes the Parish Council's, which then maintains it.</p> <p>This Parish Council however, although stipulating the seat style within reason, allows the seat (and therefore any maintenance) to remain with whoever requests it. Generally, this has worked well, and there is no reason to change this at this time. It was however felt that a written agreement should be drafted to cover future responsibility and set out a maintenance/inspection schedule.</p> <p>It was felt difficult to prescribe some set criteria, and that the Council will have to decide requests on a one by one basis. It was however thought that requests should not be granted if these have only been submitted by one or two residents.</p>
Additional dog bins	<p>The Parish Council has litter bins at all play areas, the recreation ground, the cemeteries and Springdale Road POS. It was noted that people have their favourite locations, especially for dog bins, but that does not necessarily mean that there are insufficient on the whole site. Grounds staff have not reported any problems with either dog bins or litter bins not being sufficient.</p>
Additional litter bins	



	<p>Noted that DWP are moving to replacing bins with dual purpose bins, one side recycling and the other for litter/dog waste. This should be considered for the Parish Council sites going forwards.</p> <p>Also, PC should consider erecting signage encouraging people to take dog litter and ordinary litter home etc.</p>
Requests for railings, signs, steps, lighting, bollards, disabled parking bays etc.	In a similar way to memorial seats, it was felt that these should continue to be considered on a case by case basis, e.g. we have in the past erected railings and steps in the cemetery for easier accessibility to graves and have erected railings at the rec to prevent 'wheelies' on the grass.
<b>Other issues on Parish Council sites which the Working Party considered:</b>	
Drones	<p>As these are increasing, advice has been sought from Ellis Whittam. Some would come under the definition of 'model aircraft' which cannot land or take off on Parish Council sites. Permission therefore needs to be sought from the Parish Council for events such as the Carnival if drones are going to be used.</p> <p>Drone operators – the CAA has restrictions and regulations on the flying of drones which includes these not being flown near to people or crowds.</p> <p>As always though enforcement is an issue and of course malfunctioning is also possible.</p>
Floodlights at the rec	When replaced, CMSA should be asked to install more directional ones so that they impact less on surrounding residences.
Electric car charging points	These will be required in the coming years and the Parish Council should give consideration as to whether it wants to site any on its sites and what it would charge.

<b>Non-Parish Council sites</b>	
<b>Item</b>	<b>Issues/Comment</b>
Fingerpost restoration/ replacement	The County Council no longer restores or replaces the traditional finger posts and may also stop replacing other discretionary signage. There is general support among councillors for the Parish Council to undertake fingerpost restoration. This could only be done under an agency agreement with DCC, this is currently under consideration by Full Council.
Bollards Railings Seating Planters	<p>This would have to be considered on a case by case basis, and of course the highways authority (usually DCC) would have to assess requests. Again, an agency agreement would be required.</p> <p>The issue of maintenance would need to be considered, e.g. the Parish Council may find itself having to maintain seats and planters.</p>
Grit bins	The Working Party felt that the Parish Council's policy of not providing grit bins should continue. There would be so many requests and these may also be in locations where it would be difficult for DCC to fill up anyway. The Parish Council should continue to promote community self-help such as street monitors.

Litter/dog bins	<p>It was felt that this is an area that the Parish Council should not consider for itself.</p> <p>The Parish Council can continue however to make representations where it agrees additional bins are needed, or to ask for one to be put back.</p> <p>It was noted that local authorities are moving towards dual bins as replacements (recycling and litter/dog waste sections).</p>
Bus shelters	<p>There are now only two which the Parish Council is responsible for (1 at Windgreen and 1 near the Lambs Green). However, grounds staff are not trained to work on the highway, so it would be better to use a DCC agency agreement for maintenance of these.</p> <p>If consideration is given to the provision of additional shelters, cost, maintenance and future replacement would have to be considered. DCC or other highways authority as appropriate would have to approve any proposed installations.</p>
Christmas tree/lights	The Working Party did not look at these in detail, as Cllr Harrison and the Carnival Committee are working on this.
Verge cutting, street cleaning, extra gully cleaning (where DCC no longer do so regularly)	The Parish Council could consider contributing to these types of tasks under an agency agreement.
'Corfe Mullen in Bloom'	The Working Party felt that this could only be progressed if there was someone prepared to champion it in the community and drawn together a group wanting to run it.
Public Rights of Way (footpaths and bridleways)	It was felt that the Parish Council should continue to periodically survey these and submit reports of any problems.
<b>Other issues for the future</b>	
Electric car charging points	These will be required in the coming years and the Parish Council should give consideration as to where it might request they are located.

**For consideration and decisions.**

**ITEM 9 PITCH IMPROVEMENTS**

The Committee has previously decided that the works done to the football pitches did not see enough significant improvement to warrant a repeat of the process, however, having inspected the ground with the Head Groundsman, the Clerk recommends that consideration is given to undertaking similar improvement works to the cricket pitch early next Spring, as it is extremely compacted.

**For decision.**

**ITEM 10 TOUR DATE – Verbal item**