

# CORFE MULLEN PARISH COUNCIL

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There is to be an Annual Meeting of the Parish Council at the Village Hall, Towers Way, Corfe Mullen on Tuesday 22 May 2018 at 7.45 p.m.

*K. Blee*  
**Mrs K M Blee**  
Parish Clerk  
16<sup>th</sup> May 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. **Election of Chairman for the municipal year 2018-19**
3. **Election of Vice-Chairman for the municipal year 2018-19**
4. **To Record any Declarations of Interest**
5. **To Approve minutes of the Parish Council meeting held on 24<sup>th</sup> April 2018**
6. **To Receive, for information purposes only, the following committee minutes:**

Planning	10 <sup>th</sup> April 2018
Planning	24 <sup>th</sup> April 2018
Community Services	13 <sup>th</sup> March 2018
Staffing Sub-Committee	1 <sup>st</sup> February 2018
7. **Recommendations from the Community Services Committee AND re-consideration of entering into Highways Together agency agreement**
8. **To Approve accounts for payment**
9. **To Approve the Bank Reconciliation for the month ended 30<sup>th</sup> April 2018**
10. **To Receive the final report of the Internal Auditor for the year ended 31<sup>st</sup> March 2018**
11. **To Approve the Annual Governance and Accountability Return for the year ended 31<sup>st</sup> March 2018**
12. **To Receive the management accounts and notes for the year ended 31<sup>st</sup> March 2018**
13. **To Make appointments to Committees and Sub-Committee for the Municipal Year 2018-19**

- 14. To Make appointments of representatives to outside bodies for the Municipal Year 2018-19**
- 15. To Review Standing Orders, Financial Regulations and Model Publication Scheme**
- 16. To Review the Council's and employees' memberships of other bodies**
- 17. To Consider Correspondence received**
- 18. 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. Sports Association (if any)
  - iv. DAPTC Towns & Larger Parishes (if any)
  - v. DAPTC Eastern Area Committee (if any)
  - vi. Beacon Hill Liaison Committee (if any)
- 19. Items of Information and Matters for Forthcoming Agendas**
- 20. To Confirm date and time of next meeting as 26 June 2018 at 7.45 p.m. (*time subject to change*)**
- 21. CONFIDENTIAL ITEM: PAVILION LEASE**

**MEETING WILL BE FOLLOWED BY A MEETING OF THE PARISH COUNCIL IN ITS CAPACITY AS SOLE TRUSTEE OF THE VILLAGE HALL.**

- 1. To Receive apologies for absence**
- 2. To Record any declarations of interest**
- 3. To Approve the minutes of the meeting held on 23<sup>rd</sup> January 2018**
- 4. CONFIDENTIAL ITEM: Pay Award 2018-2020**
- 5. Items of Report and Matters for Forthcoming Agendas**
- 6. Date and Time of the next meeting**

## ITEM 5 MINUTES OF PREVIOUS MEETING

### Minutes of the FULL COUNCIL held at the Village Hall, Corfe Mullen on Tuesday 24<sup>th</sup> April 2018 commencing at 7:30pm

**Present:** Cllr Harrison - Chairman

Cllrs	Alexander	Everett	Honeyman	Stennett
	Anderson	A Holland	Mattocks	Waterman
	Dix	P Holland	Parkin	

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

### **PUBLIC DISCUSSION PERIOD**

#### **17/384 Apologies for Absence**

Apologies were received from Cllrs Jefferies and Perry.

#### **17/385 Declarations of Interest**

There were no declarations of interest.

#### **17/386 Minutes of Previous Meeting**

The minutes of the Parish Council meeting held on 27<sup>th</sup> March 2018 were approved.

Nem Con.

#### **17/387 Committee Minutes**

Minutes of the following committees were noted:

- a) Planning 13<sup>th</sup> March 2018
- b) Planning 27<sup>th</sup> March 2018
- c) Finance & Administration 9<sup>th</sup> January 2018

#### **17/388 Accounts for payment**

The following accounts were authorised for payment:

<b>PARISH COUNCIL ITEMS</b>		
200986	K9 - recreation ground security for March	744.00
200987	ICCM - annual membership	90.00
200988	DAPTC - Annual conference Cllr Waterman	70.00
200989	B&Q - materials	49.06
dd 23.04.18	Gazprom - office electric usage March	134.44
dd 23.04.18	UK Fuels - annual card charge	30.00
dd 25.04.18	NatWest - charge for late autopay fax	10.00
dd 21.04.18	S Electric - streetlight energy March	44.55
dd 20.04.18	DCC - recycling collections April - June	37.20
dd 17.04.18	DCC - waste collections from rec for March	161.25
dd 01.05.18	PWLB - quarterly loan repayment	5141.90
dd 24.04.18	BT - office phone & broadband line rental bundle	481.46
dd 24.04.18	DCC - Remembrance Day stickers for road signs	21.60
dd 28.04.18	Vodafone - sim card rental g'staff building	9.50

dd 01.05.18	EDDC - office rates	360.00
dd 01.05.18	EDDC - cemetery rates	235.00
dd 08.05.18	Siemens - quarterly lease rental for copier	330.00
card 10.04.18	Radmore & Tucker - chainsaw workwear for g'staff	180.00
card 16.04.18	Screwfix - heavy duty hand wipes for g'staff	59.90
	<b>TOTAL</b>	<b>8189.86</b>

<b>VILLAGE HALL ITEMS</b>		
dd 23.04.18	TalkTalk - broadband	42.88
dd 20.04.18	BT - line rental	60.32
dd 16.04.18	Dual Energy - electricity usage for March	190.21
card 16.04.18	Screwfix - light bulbs	8.99
card 28.03.18	GDPR Training Course for Clerk	5.00
	<b>TOTAL</b>	<b>307.40</b>

Nem Con

**17/389 Bank Reconciliation**

The following bank reconciliation was approved:

Nat West current		42337.10
Scot Widows Business Deposit		500.77
Petty Cash		7.37
Cooperative current	42816.38	
less unrec. payments	9356.13	
add unrec. Receipts	0.00	33460.25
Cooperative dep. a/c		2.84
Coop Charge Card		-147.58
Public Sector Deposit Fund		296987.45
<b>Total</b>		<b>373148.20</b>

Nem Con

**17/390 Calendar of Meetings for the forthcoming year.**

The Calendar of Meetings was approved.

Nem Con

**17/391 Parking issues opposite Cooperative Store in Towers Way**

Cllr Stennett provided a verbal report in respect of the ongoing problems with parking on the pavements and yellow lines. The incidents occur on both sides of the road and are causing congestion in that area. She has been dealing with the County Council on this issue since 2015 to try to find a solution. She feels bollards need to be installed on both sides of the road and would like the Parish council to contribute if necessary.

She has also been in correspondence with Michael Tomlinson M.P. who has advised that the Government is expected to make an announcement at some stage regarding pavement parking.

Cllr Harrison reported that he has also been in communication with the County Council and has been advised that enforcement action is difficult because of the limited time each vehicle is parked illegally. However, he has been provided with a telephone number so that any illegal parking can be reported as it happens, in case an officer is in the area and can attend to do an observation and issue a ticket if appropriate.

Following further discussion, it was confirmed that a ticket will be issued to vehicles parked on double yellow lines even if they have a blue badge, if the vehicle is causing an obstruction, either in the road itself or on the pavement.

At the last meeting, the Clerk was asked to find out if it would be possible to enter into a one-off agency agreement with DCC Highways should the Parish Council decide it would like to contribute to any agreed solutions here or at other locations previously identified. She has been advised that although this would not be possible the Council could enter into an agreement and then terminate it once the works it was contributing to are complete.

The Clerk has a meeting arranged with Susan Hetherington DCC Community Highways Officer on 4<sup>th</sup> May to discuss a way forward, therefore this matter was deferred to the next meeting.

#### 17/392 Correspondence Received

<b>Dorset Councils</b>	Notification that new Minerals & Waste Plan has been submitted to the Secretary of State: <b>Noted</b>
<b>Post Office</b>	Notification of proposed changes to Badbury View Road Post Office and survey to complete: <b>Noted</b>

#### 17/393 Verbal Reports from County & District Councillors and other organisations

a) In her absence the County Councillor reported as follows: -

- (i) *Local Government Re-organisation – The boundaries for Corfe Mullen remain unchanged and it will become a two-member division. To bring elections into line, next year's Parish Council elections will be for a 5-year term and then the following term will also be for 5 years. After that terms will revert to 4 years. Various voting methods are being discussed including Proportional Representation.*

17/156

- (ii) *Win on Waste Collection – This will take place in the Library once a month with the next two dates being Saturday 5<sup>th</sup> May and Saturday 9<sup>th</sup> June. This is to encourage residents to bring along small waste items that can be recycled by various local Charities. A poster will be displayed in the Parish Office.*

b) The District Councillor reported as follows: -

- (i) *Dorset Waste Partnership (DWP) – Has launched a new initiative to increase food waste recycling. All bins will be tagged to encourage residents to recycle food waste, it is anticipated the cost of the initiative will be £9000 with anticipated savings of £38,000.*
- (ii) *Neighbourhood Plans – There is a government fund available to assist communities with the renewal of Neighbourhood Plans. The funding is up to £9,000 plus technical support. In certain circumstances and additional £8000 may be available.*
- (iii) *Cllr Boyd Mortimer, District Councillor for Verwood has recently died and anyone wishing to attend his funeral on 3<sup>rd</sup> May should contact Cllr Spencer Flower. Cllr Steve Lugg, also a District and County Councillor and Ferndown parish councillor has been diagnosed with terminal cancer.*
- (iv) *Litter Pick – 40 volunteers attend a recent litter pick in the Rushcombe and Phelipps Road area and collected 12 black bags of rubbish. DWP has confirmed that these will then be sorted for any recyclable items.*

c) DAPTC – Towns and Larger Parishes Group

*Cllr P Holland advised that the next meeting will take place on Friday 18<sup>th</sup> May and he will be attending and will report back to Full Council.*

d) *DAPTC – Eastern Area Committee*

*Cllr Waterman provided the following report: -*

*Ferndown Town Council: Ferndown Town Council has decided to discontinue its membership with DAPTC.*

*Annual Conference Feedback: The feedback received suggested that the recent Annual Conference was a positive and valuable experience for those who attended.*

*Travellers Encampment: An encampment has now moved on from Knowlton to Mannington.*

*Wimborne Joint Cemetery Committee had originally been set up incorrectly which has now been rectified.*

*The next DAPTC Eastern Area meeting will be on Wednesday 4<sup>th</sup> July.*

e) *CMSA – Cllr Jefferies in her verbal report stated that the CMSA committee is very disappointed that the Archery Group did not get sufficient support from the Parish Council to feel it was worth their while to continue.*

*Cllr Parkin also reported that a resident she had spoken to had been told the Parish Council had not supported the new archery activity.*

*Members present confirmed that the Parish Council had supported the proposal, subject to a risk assessment and public consultation, and this is reflected in the minutes. Members were asked to ensure that the facts are made clear to residents and the CMSA committee.*

*Burst pipes in the Pavilion have been dealt with and the new boiler appears to have almost halved the gas consumption.*

f) *Beacon Hill Liaison Committee - The next meeting will be on Wednesday 13<sup>th</sup> June.*

**17/394 Items of Information and Matters for Forthcoming Agendas**

*The Clerk reported on the following: -*

a) *Local Government Reorganisation: EDDC briefings: - The Clerk and Cllr Waterman recently attended the first of these briefings. There are further briefings scheduled and the Clerk plus 2 councillors are invited to attend each. Cllr. Waterman wishes to attend, and Cllr Honeyman requested that he attend the briefing in August. Other members were advised to liaise with the office should they wish to attend any of the scheduled briefings.*

b) *Girl Guides Poppy Seed Planting – A request has been received that to commemorate 100 years since WW1, the Corfe Mullen Girl Guide Group would like to sow poppy seeds in a community space and the recreation ground has been suggested. Members agreed to this in principle and the Clerk will liaise with the guides and the Head Groundsman to identify a suitable area and will report back to Full Council.*

c) *Skate Park - This project is due to begin on Monday 30<sup>th</sup> April and is expected to take between 8 and 12 weeks to complete.*

*The Clerk has agreed with the company that fitted the original park that they can remove it with a view to refurbishing it for reuse. If they can remove the whole structure the Parish Council will pay for the required security fencing. If he can only take part of the structure, then he will provide the fencing at his own expense. Bendcrete will then be invited to quote for the removal of any remaining structure.*

*It has also been necessary to flip the design to allow full tractor access. One tree lining the county field will need to be pruned. The Clerk will check if it is protected.*

*Signs will be put in place to advise of the works and to provide contact information.*

Cllr Parkin reported that some residents who have recently moved into the Sleight Lane/Blandford Road area had been advised that they can approach the Parish Council for assistance with the cost of having their hedge cut back as it is overhanging the road. It was confirmed that this was not the case.

Cllr Mattocks reported that the dog bins in the area behind Phelipps Road and at the entrance to Roman Road have not been emptied recently. He also asked the Clerk to investigate whether the dog bin that has been removed from the Henbury View Road area is going to be re-installed.

Cllr Harrison gave out details of a Skittles Evening in aid of the Carnival Fund and invited members to join in.

**17/395 Date and time of next meeting**

The date and time of the next meeting was confirmed as Tuesday 22<sup>nd</sup> May 2018 at 7.45pm (time subject to change).

The meeting closed at 8.48pm.

**ITEM 6 COMMITTEE MINUTES TO NOTE – see separate document**

**ITEM 7 RECOMMENDATIONS FROM THE COMMUNITY SERVICES COMMITTEE AND HIGHWAYS TOGETHER AGENCY AGREEMENT**

**Community Services Committee Recommendations**

The Committee had set up a working party to look at the Council's policy approach to requests for street furniture etc., and the following recommendations are made:

<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> <p><b>Recommendation: a set charge should be introduced to cover purchase, installation and maintenance of any new memorial bench rather than the donor undertaking maintenance. Cllr Alexander offered information on a similar scheme operated in Bournemouth.</b></p>
Additional dog bins	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
Additional litter bins	

	<p>staff have not reported any problems with either dog bins or litter bins not being sufficient.</p> <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> <p><b>Recommendation: when replacing bins consideration be given to the dual litter/recycling type.</b></p>
Requests for railings, signs, steps, lighting, bollards, disabled parking bays etc.	<p>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.</p> <p><b>Recommendation: these continue to be assessed on a case by case basis.</b></p>
<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> <p><b>Recommendation: a written policy on drones is drafted.</b></p>
Floodlights at the rec	<p>When replaced, CMSA should be asked to install more directional ones so that they impact less on surrounding residences.</p> <p><b>Recommendation: that the CMSA be requested as above when next replacing the lights.</b></p>
Electric car charging points	<p>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.</p> <p><b>Recommendation: the Parish Council should bear in mind the need for charging points in the future.</b></p>

<b>Non-Parish Council sites</b>	
<b>Item</b>	<b>Issues/Comment</b>
Fingerpost restoration/ replacement	<p>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.</p>

	<p><b>Full Council to be reminded that this is work it could authorise under an agency agreement.</b></p>
<p>Bollards Railings Seating Planters</p>	<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> <p><b>Recommendation: requests for bollards and railings be assessed on a case by case basis. It was not felt desirable for the Parish Council to install or maintain seats or planters.</b></p>
<p>Grit bins</p>	<p>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.</p> <p><b>Recommendation: the current policy of not providing grit bins should continue. Due to wider availability and lower prices the Parish Council no longer needs to offer an 'ice melt' type product at a discount.</b></p>
<p>Litter/dog bins</p>	<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> <p><b>Recommendation: that the above approach is taken on this issue.</b></p>
<p>Bus shelters</p>	<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> <p><b>Recommendation: any requests for additional bus shelters be assessed on a case by case basis with consideration to be given to future maintenance and replacement costs.</b></p>
<p>Christmas tree/lights</p>	<p>The Working Party did not look at these in detail, as Cllr Harrison and the Carnival Committee are working on this.</p>
<p>Verge cutting, street cleaning, extra gully cleaning (where DCC no longer do so regularly)</p>	<p>The Parish Council could consider contributing to these types of tasks under an agency agreement.</p> <p><b>Full Council to be reminded that that these works could be authorised under an agency agreement.</b></p>

'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. Cllr Harrison has agreed to speak to CM Gardening Club to suggest they gauge interest and contact other towns and parishes for information about the level of commitment involved.
Public Rights of Way	It was felt that the Parish Council should continue to periodically survey these and submit reports of any problems.  <b>Recommendation: that this practice continues.</b>
<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. <b>This issue to be highlighted to Full Council.</b>

### Highways Working Together agency agreement

In addition to items outlined in the recommendations above, the Council has previously identified that it may wish to contribute to highways repairs or improvements and the only legal way to do this is via an agency agreement with Dorset County Council. The agreement would encompass everything the Council *might* wish to contribute to, without any obligation to contribute to anything, but having the agreement in place would mean that the Council could draw on it from time to time.

**Recommended: that the Council enters into such an agreement with the County Council.**

**For decision.**

## ITEM 8 ACCOUNTS FOR PAYMENT

PARISH COUNCIL ITEMS		
201002	Rigby Taylor - 4 x nozzles for line marker	14.40
201003	Sorrels Caterers - catering for Chairman's Reception	770.10
201004	GLS - black sacks	230.28
201005	Logik Copying Systems - quarterly copy charge	72.76
201005	Logik Copying Systems - refund of overpayment re lease	178.80
201006	PSDF - invest excess funds	60000.00
201007	DAPTC - GDPR regs update course	25.00
201008	B&Q - materials	20.82
201009	Borough of Poole - grounds maintenance April	856.80
201010	J Fallon - repair to stand pipe at allotments	72.00
dd 25.05.18	NatWest - autopay charge	10.00
dd 19.05.18	S Electric - streetlight energy April	47.05
dd 16.05.18	DCC - April waste collections from rec.	133.20
dd 28.05.18	S Electric - cemetery electricity	35.43
dd 21.05.18	Gazprom - office electricity usage April	104.25
dd 01.06.18	EDDC - office rates	360.00
dd 01.06.18	EDDC - cemetery rates	235.00
card 01.05.18	Boots - sunscreen for g'staff	33.50
	<b>TOTAL</b>	<b>63199.39</b>

<b>VILLAGE HALL ITEMS</b>		
201011	BT Office Furniture - feet protectors for chairs	72.00
201012	Booker Construction - hedge clearance & new fence installation	7872.00
dd 15.05.18	Dual Energy - April electricity usage	142.87
card 01.05.18	Instanta - new PCB for auto water boiler	109.56
card 10.05.18	Amazon - new water jugs	23.04
	<b>TOTAL</b>	<b>8219.47</b>

**ITEM 9 BANK RECONCILIATION**

<b>Bank reconciliation 30.04.18</b>		
Nat West current		34891.23
Scot Widows Business Deposit		500.78
Petty Cash		3.18
Cooperative current	176049.54	
less unrec. payments	2103.06	
add unrec. Receipts	0.00	173946.48
Cooperative dep. a/c		2.84
Coop Charge Card		-804.09
Public Sector Deposit Fund		297095.26
<b>Total</b>		<b>505635.68</b>

**ITEM 10 INTERNAL AUDITOR'S REPORT**

**Do the Numbers Limited**  
 37 Upper Brownhill Road  
 Southampton, SO16 5NG  
 023 8077 2341  
 26<sup>th</sup> April 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 Internal Audit for 31 March 2018**

Please find below the list of matters arising from my visits today and earlier in the year. Overall I found the records and systems of the council to be in excellent order and that the visits went very well.

Control	Issue	Recommended Action
Quotes and tenders for work	When the council awards contracts for work following a quote or tender process, it does not always clearly name the winner and the amount of the contract.	As such items, when they are paid, are likely to be significant, care should be taken to ensure that the advance minute approval is clear.
Conflicts of interest	Members of the council should be very careful not to take part in decisions relating to outside bodies (including charities) where they have an interest.	Even where the interest is non financial, best practice is to disclose relationships with other bodies so that all council decisions are taken in a transparent and accountable manner.
Purchase ledger	The ledger contains several running balances relating to direct debit payments.	On a quarterly basis, officers should run the detailed creditors report and ensure that all payments have been correctly allocated.
Reserves	The reserves of the council are significantly higher than both guidance and best practice. General reserves should be between 3 and 6 months of revenue expenditure. Those of CMPC stand at over 12 months. Councils have no power to hold savings. Money taken from the taxpayer should be spent for their benefit.	The council should actively review its capital programme and bring projects forward to utilise the available funds and look at what facilities are needed for the community.

If either you or your councillors have any queries, please do not hesitate to contact me. Please find enclosed my invoice for the agreed fee. PKF will bill you £800 in due course.  
 Regards



Eleanor S Greene

eleanorgreene@thedunnefamily.co.uk

Registered in England No. 7871759

Director: Eleanor S Greene

**ITEM 11 APPROVAL OF ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN***Form to follow***ITEM 12 ANNUAL MANAGEMENT ACCOUNTS****CORFE MULLEN PARISH COUNCIL  
INCOME AND EXPENDITURE  
YEAR ENDED 31 MARCH 2018**

	Year Ended 31 March 2018	Year Ended 31 March 2017
<b>INCOME</b>		
Precept	294475	288205
Cemetery Fees	18619	10764
Bank Interest received	748	1516
Allotment Rents	32	38
Third Party Income (rechargeable)	59499	15387
Recycling/gritting sales	0	49
Recreation	1268	867
DVD/booklet sales	8	31
Other Income	185	-279
<b>Total Income</b>	<b>374834</b>	<b>316578</b>
<b>EXPENDITURE</b>		
Employees + staff travel exps	146113	129275
Recreation	39428	44878
Office Costs	9422	8562
Capital/exceptional expenditure	5264	36473
General administration	15147	16062
Cemeteries	6322	1706
PWLB loan interest	1538	1762
Vehicles & Plant	4473	3509
Grants/donations	29463	45412
Third party costs (rechargeable)	59499	15387
Street Lighting	487	470
Highways	81	5
Allotments	575	776
Amenity Planting	0	56
Community Orchard	7	23
Wildflower meadow	40	0
<b>Total Expenditure</b>	<b>317859</b>	<b>304356</b>
<b>Net surplus/deficit</b>	<b>56975</b>	<b>12223</b>

**CORFE MULLEN PARISH COUNCIL  
BALANCE SHEET ENDED 31 MARCH 2018**

	<b>Year Ended 31 March 2018</b>	<b>Year Ended 31 March 2017</b>
<b>CURRENT ASSETS</b>		
Sundry debtors	16284	1885
Prepayments	4143	19929
VAT recoverable	11334	2931
Funds on Deposit	296987	101277
Cash at bank/in hand	76161	240590
	<u><b>404909</b></u>	<u><b>366612</b></u>
 <b>CURRENT LIABILITIES</b>		
Sundry creditors	2344	13082
Accruals	7077	6272
	<u><b>9421</b></u>	<u><b>19354</b></u>
<b>NET CURRENT ASSETS</b>	<b>395488</b>	<b>347258</b>
 PWLB Loan	 52372	 61117
<b>NET ASSETS</b>	<u><b>343116</b></u>	<u><b>286141</b></u>
 <b>Represented by:</b>		
General Fund	278299	216891
Capital Fund - renewals	64817	69250
Capital Fund - new projects	0	0
Insurance Fund	0	0
	<u><b>343116</b></u>	<u><b>286141</b></u>

## NOTES TO ACCOUNTS YEAR ENDED 31 MARCH 2018

### Assets

At 31 March the following assets were held:	<b>£ cost</b>
Buildings	<b>378253</b>
Street furniture	<b>27495</b>
Play equipment	<b>201735</b>
General and Office contents	<b>23698</b>
Outside equipment	<b>16563</b>
Sports equipment	<b>3731</b>
Motor vehicles	<b>14550</b>
Land	<b>15004</b>

### Leases

At year end the following leases were in operation:

<b>Lessor</b>	<b>Purpose</b>	<b>Annual Lease Payable</b>	<b>Year of Expiry</b>
<b>Siemens</b>	<b>Photocopier</b>	<b>1100</b>	<b>2023</b>

### Borrowings

As at the close of business on 31 March, the following loan to the council was outstanding:

<b>Lender</b>	<b>£</b>
Public Works Loan Board (repayable until 2023)	52372

### Debts Outstanding

At year end debts of £27618 were outstanding and due to the council. The ages of these debts were all less than 3 months old.

### Grants received

There were no grants received during the year.

### Capital Reserve

<b>Movements on the Capital Reserves</b>	<b>£</b>
Opening balance	69250
Less	
Amounts used to finance capital expenditure	5264
<b>Balance at year end</b>	<b>63986</b>

The capital reserve represents the amount of money available within the council's fund balance that can only be used to finance capital expenditure.

### Earmarked Reserves

At 31 March the following earmarked reserves were held:

<b>Reserve</b>	<b>£</b>
Earmarked reserves for capital projects	63986

## Capital expenditure

A total of £5264.08 was spent on capital items throughout the year:

Item	£
Dog bin renewal	1460.00
Memorial for wildflower meadow	831.00
Line-marking machine	682.00
Contribution to Public of Right of Way (funded by County Councillor grant received in prior year)	1000.00
Renewal of and additional outside machinery	1042.50
Replacement lap-top	248.58
<b>Total</b>	<b>5264.08</b>

## Tenancies

During the year the following tenancies were held:

### Council as Landlord

Tenant	Date of expiry	Property	Rent p.a. £
Sports Assn	2020	Pavilion	1
Sports Assn	2020	Multi-purpose sports area	1
Guides Scouts	2084 2108	Land at Recreation Ground Land at Recreation Ground	1 1

### Council as Tenant

Tenant	Date of expiry	Property	Rent p.a. £
DCC	2012 – DCC has not yet renewed	Land at Recreation Ground (23 acres)	550 (to 2012)
EDDC	2085	Springdale Road Public Open Space (10.2 acres)	1
Canford Estates	Short-term tenancy	Allotments	205

## Grants

Grants paid during the year were as follows using the General Power of Competence:

Corfe Mullen Carnival	£600.00
Circle of Friends	£200.00
Corfe Mullen Runners (Fun Run)	£200.00
CM District Girlguiding	£200.00
CM Royal British Legion Poppy Appeal	£50.00
CM Royal British Legion Senior Section	£200.00
Corfe Mullen Women's' Institute	£200.00
Corfe Mullen Sports Association	£6000.00
East Dorset Citizens Advice Bureaux	£1250.00
East Dorset Beekeepers' Association	£150.00
Corfe Mullen Speed Watch	£300.00
Corfe Mullen Youth Trust – capital grant	£250.00
Corfe Mullen Youth Trust – revenue grant	£19762.87
Wimborne & ED Macular Degeneration Support Group	£100.00
<b>TOTAL</b>	<b>£29462.87</b>

### Grants in kind

An additional grant in kind was provided to Corfe Mullen Youth Trust by way of the Clerk's time given in assisting the Trust's office manager on finance and payroll. This amounted to £442.98.

### Advertising

There were no costs for advertising and publicity incurred during the year.

### Contingent Liabilities

The council's accounts for the year 2017-18 do not include provision for contingencies because they cannot yet be estimated, or it is uncertain that they will occur.

### Pensions

For the year of account, the Council's contributions equal 22% of employees' pensionable pay.

### Council as sole trustee

The Council is sole trustee of the Corfe Mullen Village Hall, a registered charity. The Council manages the hall partly with staff employed directly by the charity and partly with council staff.

## ITEM 13 COMMITTEE AND SUB-COMMITTEE APPOINTMENTS

Community Services Committee	8 Members	Currently Cllrs Alexander, Dix, Harrison, A Holland, P Holland, Honeyman, Jefferies and Mattocks
Finance & Administration Committee	8 Members	Currently Cllrs Alexander, Anderson, Harrison, Honeyman, Parkin, Perry, Stennett and Waterman
Planning Committee	8 members	Currently Cllrs Anderson, Everett, Harrison, A Holland, Jefferies, Mattocks, Stennett and Waterman

For decision.

## ITEM 14 APPOINTMENTS TO OUTSIDE BODIES

Beacon Hill Liaison Committee	up to 2 representatives	Currently Cllr Dix
Corfe Mullen Sports Association	up to 2 representatives	Currently Cllrs Honeyman and Mattocks. Cllr Mattocks as needs to be replaced as he has assumed the role of Vice-Chairman of the CMSA
DAPTC Eastern Area Committee	Up to 2 representatives	Currently Cllr Waterman
DAPTC Towns & Larger Parishes Committee	Up to 2 representatives	Currently Cllr P Holland

For decision.

The Council should also consider requesting that it has at least one councillor acting as an official Parish Council representative on the Corfe Mullen Youth Trust Committee.

For decision

**ITEM 15 REVIEW OF STANDING ORDERS, FINANCIAL REGULATIONS AND MODEL PUBLICATION SCHEME**

New model standing orders have only just been received from NALC, it is therefore recommended that this item be deferred to the June meeting.

For decision.

**ITEM 16 REVIEW OF MEMBERSHIP OF OUTSIDE BODIES – COUNCIL AND EMPLOYEES**

- a) The Council is a member of the Institute of Crematoria and Cemetery Management. This organisation provides advice and information for the running of the cemetery. Cost 2015 £90.
- b) The Clerk is a member of the Society of Local Council Clerks, the professional body for the role of Town/Parish Clerk. The Council pays the membership fee. The Society has split its professional and training function from a trades union function and the Clerk pays herself for membership of the latter
- c) The Head Groundsman and full time Assistant Groundsman are both members of the Institute of Groundsmanship which is the professional body for that sector. The Council pays the membership fees. Cost 2015 £96.00

No changes to current memberships are required.

To confirm.

**ITEM 17 CORRESPONDENCE**

<b>DAPTC</b>	Letter from Eastern Area Chairman asking for responses on services retention and local decision-making post Local Government Reorganisation. <b>To consider response.</b>
<b>DCC</b>	Outcome of Blythe Road petition regarding yellow lines. <b>To note.</b>



## Dorset Association of Parish & Town Councils

(Affiliated to the National Association of Local Councils)

Colliton Annexe  
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Dorset  
DT1 1XJ

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[www.dorset-aptc.gov.uk](http://www.dorset-aptc.gov.uk)

To all Chairman and Clerks  
DAPTC Member councils  
Eastern Area

30 April 2018

Dear Chairman/Clerk

### **DAPTC survey on LGR matters**

You will be aware by now that Dorset is moving to a new unitary authority for our area (with a separate authority to cover Bournemouth, Christchurch and Poole). This means that as of April 2019 the County Council and our District and Borough Councils will no longer exist.

The DAPTC is aware that this is causing concern for some of our members, particularly about the prospect of town and parish councils taking on services previously provided by the current principal councils. Given the very limited time available to create the new authority it is almost certain that the devolution of services (possibly together with assets) to parish and town councils will not occur by April 2019. The priority for establishing the new authority will be to make sure it is legally constituted and able to deliver safely its statutory responsibilities such as education and social care from day one.

As this is a new authority it will have new ways of operating and it will need, over its first couple of years existence, to decide how its discretionary services could be delivered and who by. It will also need to consider some form of local decision making given the large and diverse area it will cover. What is certain is that parish and town councils will still exist as the tier of local government closest to communities.

DAPTC believe it is important for its members that the association be involved at an early stage in the design of how and by who, services should be delivered and of the structure of local decision making. To this end the executive committee are working towards a vision of what town and parish councils would like to see in these areas under the new authority. One member is researching the local decision making in already established unitaries and others are attending the Dorset Area Joint Committee meetings and making sure that DAPTC are seen as important and willing partners in the process of establishing the new authority.

The purpose of this letter is threefold. Firstly, to re-assure you that you will not suddenly be expected to take on responsibilities handed down to you when the new unitary comes into being next year. Secondly, to update you on what your executive committee is doing to obtain the best possible outcome for its members – town and parish councils across Dorset. Thirdly, to ask you to identify what services you would like to see retained without worrying at this stage about who by and how they are financed – a realistic wish list - and also any views your council might have on how local decision making should operate under the new authority. From this information, the executive committee will formulate the basis of a vision of how life would look under the new authority and use this to make proposals during the design and construction of the new authority.

President: David Jenkins DL

Chairman: Cllr John Parker

Chief Executive: Mrs Hilary Trevorah BA (Hons) P Dip Marketing

It would be really helpful, if your council could respond by **20 May** giving the DAPTC office its views on:

- (a) What services you feel should realistically be retained – again no need to identify who would provide and pay for them**
- (b) How your council would like to see local decision making operate, including communications.**

There will clearly be some diversity in (a), for example town centre street cleaning would be mainly a concern for towns but your parish communities use the town facilities and shops. Feel free to include any services whether or not they affect your area directly.

As far as (b) is concerned, please give your council's views on what decisions, IF ANY, will need to be taken on an area basis. Your council may wish to comment on how the areas for local decision making could be chosen and/or whether a local decision-making body should have an annual budget to for local purposes or perhaps whether local decision-making bodies might be able to bid by way of a business case to the unitary authority for development or service provision funds. Also where would DAPTC area committees sit in local decision making and would they be the same areas as present?

Your council's first thoughts on these areas would really help us develop a coherent proposal to put before the body given responsibility for the development of the new authority.

I would be very grateful if you could let DAPTC have your council's views on the two questions as early as possible on the forms provided and preferably by Wednesday 20 May in time for the DAPTC Executive Committee meeting on 2 June. If that is not possible then as soon as you are able would be appreciated.

I will report on the responses to this letter to the DAPTC area committee meeting following the Executive Committee. Please ensure that your council has appointed up to two representatives to attend.

Two forms are included for your replies:

1. A form showing a list of local government services
2. A form for views on local decision making

Yours sincerely

COUNCILLOR JANET WALLACE

Chairman  
DAPTC Eastern Area Committee

**RESPONSE TO DAPTC SURVEY - WHAT LOCAL GOVERNMENT SERVICES SHOULD BE REALISTICALLY RETAINED?**

NAME OF COUNCIL:

**Please put your Council's views by marking each service as follows:**

**A = Essential to retain    B = Preferable to retain    C = Not to be provided by the public sector**

	A/B/C		A/B/C
Allotments		Museum and arts	
Beaches and moorings		Maintenance of public rights of way	
Bus shelters		Parks and open spaces - sports grounds	
By-laws		Protecting and enhancing Dorset's environment	
Car parks		Public and community transport support	
Care and protection of children		Public conveniences	
Care for elderly people		Recycling	
Care for people with a disability		Refuse collection	
Cemeteries		Registration of births, marriages and deaths	
Coast protection		Road clearance - fly tipping	
Community safety		Road safety	
Concessionary travel and public transport support		Schools, school transport, adult education	
Conservation / listed buildings		Strategic planning for Dorset	
Council tax and business rate collection		Street cleaning and litter	
Country parks and countryside management		Street lighting and furniture	
Cycle routes		Theatres	
Electoral register		Tourism	
Emergency planning		Trading standards & consumer protection	
Environmental health - pest control, dog fouling		Traffic management and transport planning	
Estate management		Tree protection	
Highways maintenance		Village halls and community facilities	
Housing and housing benefit		Voluntary organisations - support	
Industrial and crafts units		War memorials	
Leisure centres and pools		Water courses	
Libraries and archives		Waste disposal and recycling	
Licensing - pubs, halls, entertainment, markets, taxis		Youth clubs	
Local economy support and development control		Any additional services (please put details in the box below)	
Local planning, building and development control			
Local land charges and searches			
Meals on wheels			
Minerals and quarries - planning			

Mr and Mrs C Parker  
26 Blythe Road  
Corfe Mullen  
Dorset  
BH21 3LR

**Date:** 9 May 2018  
**Your ref:**  
**My ref:**

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Dear Mr and Mrs Parker

**Petition outcome from meeting of 3 May – Blythe Road, Corfe Mullen**

I write to inform you of the outcome from our meeting regarding your petition requesting that the double yellow lines on Blythe Road be extended.

I am pleased to inform you that the panel of elected members unanimously agreed with your request for double yellow lines to be extended on Blythe Road.

As we discussed at our meeting, there are a large number of outstanding Traffic Regulation Order (TRO) requests. Each TRO request is scored and ranked accordingly with requests with the highest score being processed as a priority.

Whilst I am pleased to be able to support your request for an extension to the double yellow lines on Blythe Road, the request ranks close to the bottom and is therefore a low priority and I am not able to offer an estimated completion date at the moment. Should there be any relevant higher priority TRO request(s) in the Corfe Mullen area this could be an opportunity to include Blythe Road within the same process. I have asked the Regulation Team to consider this.

I understand that the TRO programme for 2018/19 does not include any TRO requests within the Corfe Mullen area but there may be opportunity for 2019/20 pending review of outstanding and new requests in the Autumn of this year.

I would like to take this opportunity to thank you for your efforts in arranging the petition and your time in attending the petition panel meeting.

Should you have any further questions please do not hesitate to get in touch.

Yours sincerely

**Daryl Turner**  
**Cabinet Member for Natural and Built Environment**



Daryl Turner: County Councillor for Marshwood Vale and Cabinet Member for Natural and Built Environment

