

# CORFE MULLEN PARISH COUNCIL



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There is to be a meeting of the Parish Council at the Village Hall, Towers Way, Corfe Mullen on Tuesday 26<sup>th</sup> June 2018 at 7.45 p.m.

Mrs K M Blee  
Parish Clerk  
20<sup>th</sup> June 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 five-minute slot (30 minutes in total).*

1. To Record apologies for absence
2. To Record any Declarations of Interest  
*Members are reminded that any disclosable pecuniary interests should be declared.*
3. To Approve minutes of the Parish Council meeting held on 12<sup>th</sup> June 2018
4. To Receive, for information purposes only, the following committee minutes:

Planning	08.05.18
Planning	22.05.18
Community Services	08.05.18
5. To Approve appointment of Chairman and Vice-Chairman of the Planning Committee for the municipal year 2018-19
6. To Approve Accounts for Payment
7. To Approve the Bank Reconciliation for the month ended 31<sup>st</sup> May 2018
8. To Review Standing Orders, Financial Regulations and Model Publication Scheme (*report to follow*)
9. To Consider Correspondence received
10. 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)
11. Items of Information and Matters for Forthcoming Agendas

- 12. CONFIDENTIAL ITEM: To Consider report on meeting with East Dorset District Council regarding community asset transfer** (*report to follow*)
- 13. To Receive a report on the relocation of the allotments** (*report to follow*)
- 14. To Confirm date and time of next meeting as at 24<sup>th</sup> July 2018 at 7.45p.m.** (*time subject to change*)

**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 22<sup>nd</sup> May 2018**
- 4. CONFIDENTIAL ITEM: To consider quotations for car park works** (to follow)
- 5. Items of Report and Matters for Forthcoming Agendas**
- 6. Date and Time of the next meeting**

### ITEM 3 MINUTES OF PREVIOUS MEETING

#### Minutes of the FULL COUNCIL held at the Village Hall, Corfe Mullen on Tuesday 12<sup>th</sup> June 2018 commencing at 8:30pm

**Present:** Cllr Harrison - Chairman

Cllrs	Alexander	A Holland	Jefferies	Stennett
	Anderson	P Holland	Mattocks	
	Everett	Honeyman	Perry	

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

Also in attendance: District Councillor Derek Burt.

#### **PUBLIC DISCUSSION PERIOD**

Cllr Derek Burt addressed the full council as a member of the public to urge them to consider the transfer of assets being offered by EDDC and in particular the land in the Towers Way area which he felt would be better managed at a local level.

#### **18/044 Apologies for Absence**

Apologies for absence were received from Cllrs Dix, Parkin and Waterman.

#### **18/045 Declarations of Interest**

There were no declarations of interest.

#### **18/046 Minutes of Previous Meeting**

The minutes of the Parish Council meeting held on 22<sup>nd</sup> May 2018 were approved.

Nem Con.

#### **18/047 Community Asset Transfer**

East Dorset Council's Cabinet (One Year Strategy) has agreed to recommend that some sites in Corfe Mullen should be made available as possible assets for transfer.

The recommended sites were discussed individually as follows:-

Corfe Mullen Public Convenience, Towers Way - It was agreed that further information should be sought regarding the possibility of improving the condition prior to transfer and that ongoing running costs should be carefully considered.

Land at Towers Way, incorporating the village hall, MUGA, play area and amenity land – It was agreed that the transfer of this asset should be investigated.

Pathway at Springdale Road (leased to East Dorset) - Clarification we be sought regarding the exact location, but unlikely to be suitable for Parish Council responsibility.

Play Area Victoria Close – It was felt important to retain a play area in the south of the Parish and therefore this is worthy of further investigation to clarify the ownership of both the land and the equipment and whether Aster Homes would be interested in taking on some responsibility. It was unclear who currently maintains the play area and the condition of the equipment is unknown.

Springdale Road Public Open Space - This needs further discussion given the specialist management required of a SSSI. The ownership status of the carpark as freehold to the District Council was queried.

North-East side of Blandford Road (around Cogdean and Hadrian Way area) – It was agreed that Parish Council would not express and interest in the transfer of this asset.

Cllr Harrison, Cllr A Holland and the Clerk will attend a meeting at EDDC on 21<sup>st</sup> June 2018 to discuss the transfer options and will report back.

Nem Con

**18/048 Date and time of next meeting**

The date and time of the next meeting was confirmed as Tuesday 26<sup>th</sup> June 2018 at 7.45pm (time subject to change).

The meeting closed at 9.20pm.

**ITEM 4 COMMITTEE MINUTES (SEE SEPARATE DOCUMENT)**

**ITEM 5 APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN OF THE PLANNING COMMITTEE**

The Planning Committee requests that Full Council suspends Standing Order 15 c) to allow Cllr Mattocks and Cllr Everett to serve for a third year as Chairman and Vice-Chairman of that committee respectively.

**ITEM 6 ACCOUNTS FOR PAYMENT**

PARISH COUNCIL ITEMS		
201024	Mr & Mrs Tocock - refund of ashes plot purchase	135.00
201025	K9 Security - recreation ground security for May	792.00
201026	Mrs C Gamble - reimburse for eye test	25.00
201027	Bendcrete Leisure - stage 1 invoice for Skatepark	53352.00
201028	Peter Best - remove hanging branch from oak at rec	120.00
201029	DAPTC - annual subscription	1246.52
201030	M B Wilkes - topsoil	29.99
201031	R Evetts - office window clean	9.00
201032	EDDC - annual dog wardening charge	3900.00
201033	Peter Best Treecare - cut up and remove large Oak from Springdale	320.00
201034	SSE Contracting - fixed wiring test	356.40
201035	Lockyer's Middle School - 1st half year Hub hire	4750.00
dd 21.06.18	S Electric - streetlight energy May	51.41
dd 19.06.18	DCC - waste collections from rec in May	133.20
dd 25.06.18	UK Fuels - fuel purchases	136.22
dd 01.07.18	EDDC - office rates	360.00
dd 01.07.18	EDDC - cemetery rates	235.00
card 05.06.18	Postage	5.35
card 15.06.18	Amazon - encrypted memory stick	22.18

	<b>TOTAL</b>	<b>65979.27</b>
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<b>VILLAGE HALL ITEMS</b>		
201034	SSE Contracting - fixed wiring test	340.20
dd	Gazprom - May gas usage	55.59
dd 17.06.18	Dual Energy - electricity usage May	144.69
card 11.06.18	replacement iPod cable	16.44
card 15.06.18	Amazon - encrypted memory stick	22.18
	<b>TOTAL</b>	<b>579.10</b>

#### **ITEM 7 BANK RECONCILIATION**

<b>Bank reconciliation 31.05.18</b>		
Nat West current		26744.13
Scot Widows Business Deposit		500.78
Petty Cash		2.18
Cooperative current	156068.14	
less unrec. payments	3195.25	
add unrec. Receipts	0.00	152872.89
Cooperative dep. a/c		2.84
Coop Charge Card		-321.06
Public Sector Deposit Fund		297222.57
<b>Total</b>		<b>477024.33</b>

#### **ITEM 8 REVIEW OF STANDING ORDERS, FINANCIAL REGULATIONS AND MODEL PUBLICATION SCHEME**

- a Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.

#### **13 Expenditure**

- a Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.
- b The Council's financial regulations shall be reviewed once a year.**
- c The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.**

#### **14 Execution and sealing of legal deeds**

*See also standing order 5(a)(xvi) above*

- a A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
- b In accordance with a resolution made under standing order 14(a) above, any two members of the Council, may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

## **15 Committees**

*See also standing order 1 above*

- a The Council may, at its annual meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall appoint and determine the term of office of councillor or non-councillor members of such a committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting;
  - iii. may in accordance with standing orders, dissolve a committee at any time.
- b Every Committee shall at its first meeting after the Annual Meeting of the Council before proceeding to other business elect a Chairman and vice-Chairman for the year.
- c Where a Member has served as Chairman or Vice-Chairman of a Committee for two consecutive years or parts thereof he or she shall not be eligible for nomination to that same office of the same Committee or its successor for a further period until at least one year has elapsed.

## **16 Sub-committees**

*See also standing order 1 above*

- a Unless there is a Council resolution to the contrary, every committee may appoint a subcommittee whose terms of reference and members shall be determined by resolution of that committee.
- b Every Sub-Committee shall at its first meeting after the Annual Meeting of the Council before proceeding to other business elect a Chairman and vice-Chairman for the year.
- c Where a Member has served as Chairman or Vice-Chairman of a Sub-Committee for two consecutive years or parts thereof he or she shall not be eligible for nomination to that same office of the same Committee or its successor for a further period until at least one year has elapsed.

## **17 Extraordinary meetings**

*See also standing order 1 above*

- a The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b If the Chairman of the Council does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two councillors, those two councillors may convene an extraordinary**

**meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.**

- c The Chairman of a committee (or a sub-committee) may convene an extraordinary meeting of the committee or sub-committee at any time.
- d If the Chairman of a committee (or a sub-committee) does not or refuses to call an extraordinary meeting within seven days of having been requested by to do so by two councillors, those two councillors may convene an extraordinary meeting of a committee (or a sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.

## **18 Advisory committees**

*See also standing order 1 above*

- a The Council may appoint advisory committees comprised of a number of councillors and non-councillors.
- b Advisory committees and any sub-committees may consist wholly of persons who are non-councillors.

## **19 Accounts and Financial Statement**

- a All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations.
- b The Responsible Financial Officer shall supply to each councillor as soon as practicable after 31 March, 30 June, 30 September and 31 December in each year a statement summarising the Council's receipts and payments for the each quarter and the balances held at the end of a quarter. This statement should include a comparison with the budget for the financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each councillor before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30 June.

## **20 Estimates/precepts**

- a **The Council shall approve written estimates for the coming financial year at its meeting before the end of January.**

## **21 Canvassing of and recommendations by councillors**

- a Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
- b A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a

written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

- c This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

## **22 Inspection of documents**

- a Subject to standing orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by councillors.

## **23 Unauthorised activities**

- a Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council, a committee or a sub-committee:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect;
  - ii. or issue orders, instructions or directions.

## **24 Confidential business**

- a Councillors shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.
- b A councillor in breach of the provisions of standing order 24(a) above may be removed from a committee or a sub-committee by a resolution of the Council.

## **25 General Power of Competence**

- a **Before exercising the power of General Competence a meeting of the Full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.**
- b **The Council's period of eligibility begins on the date that the resolution under standing order 25 (a) above was made and expires on the day before the annual meeting of the Council that takes place in a year of ordinary elections.**



- c **After the expiry of its preceding period of eligibility, the Council continues to be an eligible council solely for the purpose of completing any activity undertaken in the exercise of the power to promote well-being which was not completed before the expiry of the Council's preceding period of eligibility referred to in standing order 25(b) above.**

## **26 Matters affecting council employees**

- a All matters personal to a Council employee shall be referred to the relevant committee or sub-committee appointed to deal with such matters.
- b All grievance matters shall be dealt with in accordance with the Council's written grievance procedure.
- c Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.
- d The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.
- e Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.
- f Only persons with line management responsibilities shall have access to employee records referred to in standing orders 26(d) and (e) above if so justified.
- g Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 26(d) and (e) above shall be provided only to those persons with responsibility for the all or part of the management of Council employees.

## **27 Freedom of Information Act 2000**

- a All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the council committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer in respect of Freedom of Information requests set out under standing order 3(b)(x) above.

## **28 Relations with the press/media**

- a All requests from the press or other media for an oral or written statement or comment from the Council shall be referred to the Clerk in the first instance.

- b Only the Chairman of the Council shall in their official capacity, provide oral or written statements or written articles to the press or other media and this shall only be after referral to the Clerk for confirmation of the Council's position (as recorded in relevant minutes) on the matter to which the statement or article relates.

## 29 Liaison with District and County or Unitary Councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the councillors of the District and County Councils representing the parish.
- b Unless the Council otherwise orders, a copy of each letter sent to the District or County Council shall be sent to the District or County councillors as appropriate.

## 30 Financial matters

- a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the accounting records and systems of internal control;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments;
  - v. procurement policies (subject to standing order 30(b) below) including the setting of values for different procedures where the contract has an estimated value of less than £100,000.
- b Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £100,000 shall be procured on the basis of a formal tender as summarised in standing order 30(c) below.**
- c Any formal tender process shall comprise the following steps:
  - i. a public notice of intention to place a contract to be placed in a local newspaper;
  - ii. a specification of the goods, materials, services and the execution of works shall be drawn up;
  - iii. tenders are to be sent, in a sealed marked envelope, to the Proper Officer by a stated date and time;
  - iv. tenders submitted are to be opened, after the stated closing date and time, by the Proper Officer and at least one member of the Council;
  - v. tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.

- d Neither the Council, nor any committee, is bound to accept the lowest tender, estimate or quote.
- e **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time the Council must consider whether the Public Contracts Regulations 2006 (SI No.5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those regulations apply, the Council must comply with EU procurement rules.**

### **31 Variation, revocation and suspension of standing orders**

- a Any or every part of the standing orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.
- b A motion to permanently add to or to vary or to revoke one or more of the Council's standing orders not mandatory by law shall not be carried unless two-thirds of the councillors at a meeting of the Council vote in favour of the same.

### **32 Standing orders to be given to councillors**

- a The Chairman's decision as to the application of standing orders at meetings shall be final.
- b A councillor's failure to observe standing orders more than 3 times in one meeting may result in him being excluded from the meeting in accordance with standing orders.

**ITEM 9 CORRESPONDENCE**

<b>DAPTC</b>	Requesting a response on the Parish Council's view on local decision-making post Local Government Reorganisation in Dorset: are area boards the way forward?
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**ITEM 10 VERBAL REPORTS**

**ITEM 11 ITEMS OF REPORT**

**ITEM 12 DATE AND TIME OF THE NEXT MEETING**

**ITEM 13 COMMUNITY ASSET TRANSFER** (*confidential item*)

**ITEM 14 ALLOTMENTS RELOCATION**

The Clerk has been in communication with Simon Greenwood of Savills, agent for Canford Estates regarding the relocation of the allotments.

It is now likely that the development will be split with Harry J Palmer developing the western field, which they own, and a national housebuilder developing the Canford land being the allotment site and the field to the west of that. The parties will be co-operating closely to deliver the overall scheme. Solicitors are working on the relevant documentation and it is anticipated that the new allotments will be laid out in the late summer / early autumn. A contractor has been identified and quotes for this and laying out the SANG land are awaited. Canford Estate and the housebuilder are concerned to ensure that the migration of the allotments is managed sensibly to avoid issues of lost crops as much as possible. They will be working to be as sensitive as possible in relation to this aspect. Until the legal paperwork is finalised and exchanged Mr Greenwood is not able to provide a more detailed timetable. It should be noted the housebuilder will need to secure a reserved matters consent for their development before they start work on site.

The Clerk has communicated the above to allotment holders with the next three months' notice to quit, which was sent out on Friday 22 June and in addition has indicated that the move to the new site is now likely to happen before the end of 2018.

**To Note**