

# 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 February 2019 at 7.45 p.m.

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

Mrs K M Blee  
Parish Clerk  
20 February 2019

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

## PUBLIC DISCUSSION PERIOD

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

1. To Record apologies for absence
2. To Record any Declarations of Interest
3. To Approve minutes of the Parish Council meeting held on 22 January 2019
4. To Receive, for information purposes only, the following committee minutes:

Planning	8 January 2019
Planning	22 January 2019
Community Services	13 November 2019
5. To Approve Accounts for Payment
6. To Approve Bank Reconciliation for the month ended 31 January 2019
7. To Receive the interim report of the Internal Auditor
8. To Approve the termination of use of manual cemetery registers from 1 April 2019
9. To Consider the purchase of allotments module for Epitaph software (*currently used for cemetery*)
10. To Consider purchase of civic brooches
11. To Approve contribution to glasses for member of staff under HSE Regulations
12. To Consider dog wardening contract
13. To Consider treatment of underspend on grant to Corfe Mullen Youth Trust
14. To Consider matters relating to the relocation of the allotments
15. To Consider Highways enhancements and receive update on other highway matters raised by the Parish Council
16. To Consider Correspondence received
17. To Receive verbal reports from County & District Councillors and other organisations (if any)

- a) Chairman's engagements
- b) County Councillor
- c) District Councillor
- d) DAPTC – Eastern Area
- e) DAPTC – Towns & Larger Parishes
- f) Beacon Hill Liaison Sub-Committee
- g) Sports Association

**18. To Consider minutes from the first meeting of the Enhancements Working Party**

**19. Items of Information and Matters for Forthcoming Agendas**

**20. CONFIDENTIAL ITEM: To Approve draft lease for the new allotments**

**21. CONFIDENTIAL ITEM: To Consider quotation for Councillor Training and Consultancy**

**22. CONFIDENTIAL ITEM: Complaint from staff member regarding a councillor**

**23. To Confirm date and time of next meeting as 26 March 2019 at 7.45 p.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 January 2019**

**4. CONFIDENTIAL ITEM: To Confirm Salaries from 1 April 2020**

**5. Items of Report and Matters for Forthcoming Agendas**

**6. Date and Time of the next meeting**

### ITEM 3 MINUTES OF LAST MEETING

**Minutes of the FULL COUNCIL held at the Village Hall, Corfe Mullen on Tuesday 22 January 2019 commencing at 7:45pm**

**Present:** Cllr Harrison - Chairman

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

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

#### **PUBLIC DISCUSSION PERIOD**

**There were two members of the public present.**

#### **18/311 Apologies for Absence**

Apologies for absence were received from Cllrs A. Holland and Jefferies.

#### **18/312 Declarations of Interest**

Cllr Dix declared an interest in item 18/319 as she is an allotment tenant.

#### **18/313 Minutes of Previous Meeting**

The minutes of the Parish Council meeting held on 8 January 2019 were approved.

Nem Con.

#### **18/314 Committee Minutes**

Minutes of the following committees were noted:

- a, Finance & Administration 9 October 2018
- b, Planning 11 December 2018

#### **18/315 Review of Grant Decisions**

An error in the total of grants recommended was discovered after the meeting on 8 January, meaning that the total grants awarded was £5650, £150 over the budget for the year.

Cllr Parkin proposed that the budget is increased by £150 to £5650 for both 2018-19 and 2019-20, this was seconded by Cllr Alexander.

Vote: Unanimous

#### **18/316 Review of Budget Decisions**

One of the items for decision at the Finance & Administration Committee on 8<sup>th</sup> January 2019 was to increase the budget for the refurbishment of Henbury Play Area to £35000, however the committee was unsure if this had already been agreed, which it had not. Cllr P Holland proposed that that the budget for the refurbishments be reset at £35000, this was seconded by Cllr Honeyman.

Voting: Unanimous

#### **18/317 Accounts for payment**

Subject to an amendment as a credit had been received from PPLPRS, the following accounts were authorised for payment:

<b>PARISH COUNCIL ITEMS</b>		
201167	Vision ICT - annual email account hosting for councillors	302.40
201168	K9 - annual keyholding and December security	1044.00
201169	Institute of Groundsmanship - J Case & Case annual membership	96.00
201170	Wellers Hedleys - professional fees for new nursery licence	480.00
201171	R Evetts - office window clean	9.00
201172	Fletchamooore - new compound gates at rec	1446.00
201173	M B Wilkes - topsoil for cemetery	29.16
dd 25.01.19	DWP - waste & recycling collections December	178.90
dd 21.01.19	UK Fuels - fuel	90.02
dd 20.01.19	S Electric - streetlight energy	49.82
dd 24.01.19	British Gas - office electricity usage December	194.34
dd 31.01.19	Vodafone - sim card rental g'staff building	9.84
card 02.01.19	Post Office - stamps	2.02
	<b>TOTAL</b>	<b>3931.50</b>

<b>VILLAGE HALL ITEMS</b>		
201175	ESPO - toilet cleaner	16.57
201176	PPLPRS (annual Music Royalties)	962.17
dd 20.01.19	BT - line rental Jan - Apr	59.97
dd 16.01.19	Dual Energy - December usage	251.03
dd 12.01.19	Gazprom - December usage	209.88
card 29.12.18	Amazon - rubber gloves	12.22
card 03.01.19	Amazon - new padlocks for bins	43.98
card 27.12.18	Dependable Trading - light bulbs	20.94
	<b>TOTAL</b>	<b>1576.76</b>

Nem Con.

#### 18/318 **Bank Reconciliation**

The following bank reconciliation was approved:

Nat West current	30013.70
Scot Widows Business Deposit	500.80
Petty Cash	4.18
Cooperative current	
less unrec. payments	46315.17
Cooperative dep. a/c	2.84
Coop Charge Card	-149.02
Public Sector Deposit Fund	308255.18
<b>Total</b>	<b>384942.85</b>

Nem Con.

### **18/319 Update on the relocation of the allotments**

1. *Tenants are in process of clearing site, but either may not clear all items or there may be items they inherited which they will not remove. The Clerk, Assistant Clerk and Head Groundsman will survey the site shortly to ascertain whether any clearance by the council is required.*
2. *The water troughs can remain on site so they can be used on the new site.*
3. *The water supply contract at the allotments will be terminated.*
4. *A timetable for the construction of the new site is awaited.*
5. *Under the agricultural tenancy with Canford Estates, compensation may be payable to the Council under the notice to quit but is limited under the legislation.*
6. *A list of permanent plants is being collated to put forward to Savills.*
7. *In readiness for the new site the Council will have to consider rent levels, and whether to waive rent for an initial period whilst the plots are being improved by tenants. The Council could also consider providing manure for the first season to assist with this process.*
8. *It is also suggested that the Council takes the opportunity of moving to a new site to review its allotment tenancy agreement to ensure that it is fully up to date with best practice.*
9. *The Council will also have to decide on an inspection regime for the new site, and the Clerk suggests that inspections should be delayed for the first year whilst plots are being established.*
10. *The Clerk has raised the question of the S106 agreement failing to ensure a continuous provision of allotments in the parish with the Planning Department and await their response. It should, however, be noted that the allotments are non-statutory, and the Council could have been given notice at any time and faced with having to find alternative land itself.*
11. *The new site will be leased to the Council from Harry J Palmer Holdings Ltd and the Council's solicitor has raised initial queries on the draft.*
12. *A Non-material amendment to the outline planning application for the development site has been submitted to request permission for the development to be phased (first phase allotments and adjacent field, second phase the far field).*

*The update was noted.*

### **18/320 Christmas Tree Electricity**

*Following the last meeting the Clerk was asked to check with the electricity network company whether existing cabling could be used, and to also ask if there was any funding available.*

*It has now been confirmed that existing cabling cannot be used they are non-standard, and the quotation allows for connection to the nearest suitable mains cable.*

*The only grants programme run by SSE is their Communities Fund which only runs in certain locations of Scotland and England, and Dorset is not one of these.*

*Cllr Parkin proposed that the original quotation for connection of (£2847.76 + VAT) should be accepted. This was seconded by Cllr Honeyman*

*Voting: unanimous*

18/321 Correspondence Received

<b>DAPTC</b>	Details of annual conference. <b>It was agreed that the Clerk and Cllr Waterman will attend.</b> Nem Con.
<b>DAPTC</b>	Nominations invited for Royal Garden Party. <b>It was agreed that Cllr Harrison should be nominated.</b> Nem Con.
<b>Resident</b>	Request: a) put gate on to Public Right of Way at the recreation ground. <b>It was agreed that this application should be re-directed to Dorset County Council as the landowner. If agreed the Parish Council will allow an area the width of the site only to be cleared on the recreation ground side.</b>  Nem Con.
	b) reconsideration of decision not to cut back wild area at rear of the property. <b>Cllr Honeyman proposed that the original decision to retain this as a wildlife area should remain, this was seconded by Cllr Mattocks.</b> <b>Vote: 9 in favour 2 abstentions</b>  The Clerk will notify the resident of the Parish Council's decision.
<b>Dog Warden service</b>	Survey on ongoing provision. <b>It was agreed to object strongly to the potential withdrawal of this service in line with the Clerks suggested replies were agreed.</b>  Nem Con.
<b>Scouts Association</b>	Request for permission to hire out to a baby ballet session (not strictly allowed under the lease). <b>It was agreed that this could be allowed, but that the Clerk should seek advice from the Solicitor as how it can be done and to ask if there are any implications.</b>  Nem Con.
	The Scout Association requested to extend the Sunday morning fund-raising breakfast event until the end of March. <b>This was agreed.</b>  Nem Con.

18/322 Verbal Reports from County & District Councillors and other organisations

a) Chairman's engagements

The Chairman advised that invitations to the Chairman's Reception have been sent out. A local dance group will provide some of the entertainment and he asked for other suggestions. The Clerk had suggested a talk on the village's history and Cllr Parkin suggested a talk on the Roman Camp by Lake Gates.

The Chairman is also discussing with Rev Burgess the possibility of a Civil Service and this has been provisionally booked for April.

b) The District Councillor reported as follows: -

- (i) The Shadow Council will meet on Thursday 24<sup>th</sup> January and an update will be provided at the next Full Council meeting.

- (ii) *A defibrillator training session will take place on Saturday 4<sup>th</sup> May at 10am at the Recreation Ground.*
  - (iii) *There has been a delay in respect of the Asset Transfer of the Towers Way area whilst details of right of way are resolved.*
  - (iv) *A Community Safety Awareness and Wellbeing event will take place on 23rd March 2019.*
  - (v) *He still has his Ward budget to allocate and asked members to let him know of any suggestions. He has already identified that litter picking hoops could be purchased for the monthly litter pick team. This will be done through the Parish Council.*
  - (vi) *He has been invited to a Holocaust Memorial Event being held at Wimborne Minster on Saturday 26<sup>th</sup> January.*
- c) *DAPTC – Towns and Larger Parishes Group*
- Cllr Waterman reported on a recent meeting that took place on Wednesday 16<sup>th</sup> January.*
- f) *Beacon Hill Liaison Committee*
- Cllr Dix reported that following the recent application by SITA there is a strong possibility that the DCC will not consider the application until the summer.*
- The next meeting of the Beacon Hill Liaison Committee will be in March.*

**18/323 Update from the Enhancements Working Party**

*Minutes of the first meeting were circulated, and Cllr Parkin said she would like the whole council to discuss these issues.*

*The Clerk suggested that an updated Parish Plan could inform the Council as to what enhancements the community wants.*

**18/324 Items of Information and Matters for Forthcoming Agendas**

- a) *The Clerk reminded members about the open morning on 9<sup>th</sup> February 2019 in the Small Hall at 10am till 12noon. This event is to provide information to any prospective new Councillors and all members were asked to attend, even if they are unable to commit to the full 2 hours.*
- b) *Following the sudden closure of the Post Office at Badbury View Road, the Clerk has received an email regarding the current position. Post Office Services advised that a temporary post master is being sought, but that it is unlikely that they would be able to use the current premises. The Clerk has replied to suggest that the office at the front of the Village Hall could be used to provide a temporary outreach service.*
- c) *Cllr Waterman reported that he has now given location details to the Community Highways Officer of ditch issues in the Red/Knoll/Brickyard Lane area.*

**18/325 CONFIDENTIAL: Quotations for the installation of air conditioning at the Parish Council offices**

**EXCLUSION OF PRESS AND PUBLIC**

***It was resolved 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.***

*Quotations were initially considered at December Full Council and the Council asked the Clerk to obtain costs for ongoing maintenance, which she had done, and these were noted.*

*Cllr Honeyman proposed that the quote from Company A for £2200+ VAT should be accepted, this was seconded by Cllr Harrison: -*

Vote: 9 in Favour 1 against 1 abstention

**18/326 Date and time of next meeting**

The date and time of the next meeting was confirmed as Tuesday 26 February 2019 at 7.45pm (time subject to change).

The meeting closed at 9.05pm.

**ITEM 4 MINUTES TO NOTE (ATTACHED SEPARATELY)**

**ITEM 5 ACCOUNTS FOR PAYMENT**

<b>PARISH COUNCIL ITEMS</b>		
201186	ESPO - stationery	83.84
201187	Sutcliffe Play - upper panel for MUGA Towers Way	545.20
201188	GLS - black sacks	182.30
201189	Ashley Security - callout re access control system at rec.	114.00
201190	Openings - groundstaff garage door service	90.00
201191	Logik Copying Systems - quarterly copy charge	64.58
201192	B&Q - materials for g'stuff	19.50
201193	Longham Garden Machinery x 5 - servicing of all equipment	539.92
201194	PHS - one box hand towels	21.84
201195	AYS Skip Hire - 6 yard skip for cemetery compound	264.00
201196	Fleet Line Markers - Pitchmarker Super C 10 ltr	384.31
201197	Glasdon - Ice melt 25 kg bag	373.06
201198	Bendcrete Leisure - retention re skatepark	3621.30
dd 05.03.19	DCC - bus stop hard standing Springdale Road	1516.80
dd 25.02.19	British Gas - office electricity usage 10 Jan - 11 Feb	253.33
dd 07.02.19	DWP - waste collections from rec January	151.80
dd 18.02.19	UK Fuels - fuel	69.72
dd 21.02.19	S Electric - streetlight energy	49.82
dd 01.03.19	Water2business - final bill for old allotment site	2.39
dd 28.02.19	Vodafone - sim card rental g'stuff bldg.	9.84
card 07.02.19	Just Gloves - disposable gloves for g'stuff	34.64
card 07.02.19	Screwfix - swarfega hand wipes for g'stuff	41.94
card 05.02.19	Post Office - stamps	67.00
card 19.02.19	Broxap - replacement for vandalised bin at Springdale	192.00
card 12.02.19	DVLA - annual vehicle tax for Ford Ranger	252.50
	<b>TOTAL</b>	<b>8945.63</b>



<b>VILLAGE HALL ITEMS</b>		
201186	ESPO - cleaning items	11.47
201188	GLS - black sacks	47.98
dd 17.02.19	Dual energy - electricity usage January	91.62
dd 15.02.19	Gazprom - gas usage January	298.69
card 07.02.19	Screwfix - 6 x 28w 4 pin lamps	23.94
card 07.02.19	Amazon - fluorescent starters x 10	5.09
	<b>TOTAL</b>	<b>478.79</b>

**ITEM 6 BANK RECONCILIATION**

Nat West current		22159.81
Scot Widows Business Deposit		500.81
Petty Cash		4.18
Cooperative current	48164.84	
less unrec. payments	3564.74	44600.10
Cooperative dep. a/c		2.84
Coop Charge Card		-221.39
Public Sector Deposit Fund		308449.93
<b>Total</b>		<b>375496.28</b>

**ITEM 7 INTERIM INTERNAL AUDITOR'S REPORT**

The following interim report has been received from the internal auditor:

**Do the Numbers Limited**  
37 Upper Brownhill Road  
Southampton, SO16 5NG  
023 8077 2341  
19<sup>th</sup> January 2019

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

Dear Katrina,

**Subject: Review of matters arising from interim Internal Audit for 31 March 2019**

Please find below the list of matters arising from my visit this week. Overall I found the records and systems of the council to be in excellent order. The items below are areas for further improvement.

Control	Issue	Recommended Action
Cemetery works	Part of the capital expenditure on the cemetery is shown in general repairs and part in capital expenditure.	For clarity, all capital projects should be coded separately from running costs.
Transparency code	The asset register on the website only includes land and buildings rather than all assets.	When the register is approved at year end, the full document should be published to the website.
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. I will return to the office in May to complete the review.

Regards



Eleanor S Greene

Registered in England No. 7871759

[eleanorgreene@thedunnfamily.co.uk](mailto:eleanorgreene@thedunnfamily.co.uk)

Director: Eleanor S Greene

Clerk's comments:

<b>Cemetery works</b>	This has now been corrected.
<b>Transparency code ref asset register</b>	Noted for action.
<b>Purchase ledger</b>	This has been done yearly in the past, all have now been correctly allocated.
<b>Reserves</b>	<p>There is no prescribed level of general reserve and the general rule of thumb practiced by Clerks is 3-12 months of the precept. Parish and town councils work in accordance with the guidance document, 'Governance and accountability for Smaller Authorities in England' which states in relation to general reserves:</p> <p><i>As authorities have no legal power to hold revenue reserves other than those for reasonable working capital needs, or for specifically earmarked purposes, whenever an authority's year-end general reserve is significantly higher than the annual precept or rates and special levies, an explanation should be provided to the auditor.</i></p> <p>The Council must be mindful of this when setting the precept and agreeing the budget and should not make general provisions, such as those for devolved services, which stockpile cash which is often unused and increases the general reserve at the year end. Instead, if the Council were to take on additional services, it should precept for these at the next available opportunity, with any immediate mid-year costs being met from the general reserve.</p> <p>It is anticipated that at the year end the general reserve will be nearer the equivalent of 6-9 months' precept.</p>

**To note.**

#### **ITEM 8 CEMETERY REGISTERS**

The Council started using software for cemetery records in 2010. All historic burials have been inputted on the electronic system, and staff are currently entering memorial information. Since the software has been introduced, all new burials and memorials have also been entered in the manual registers, however it is now felt that the electronic database is established and that a dual manual/electronic system is no longer necessary.

The database is web-based and is also backed up to the Parish Council's cloud service. It is therefore recommended that manual registers cease to be used from 1 April 2019.

**For decision.**

#### **ITEM 9 ALLOTMENT SOFTWARE**

It is suggested that an add-on module to the software used for cemetery records is purchased for allotments management, to be started when the new site is open. The cost is £197.20 per annum under a five-year contract and an initial training cost of £140. To keep the cost down, as with the cemetery software this is for a one-user licence as it is not necessary for more than one member to access the software at the same time.

**For decision.**

#### **ITEM 10 CIVIC BROOCHES**

Following previous discussions, the Clerk has now obtained a quotation for a simpler civic brooch. This would be an oval die stamped badge with the Council's crest, and a scroll at the bottom cut and filled with a title, and a brooch-type safety catch for fixing. These would cost £75.00 each plus a one-off cost for the origination of the design of £450.

**For decision.**

#### **ITEM 11 PURCHASE OF STAFF GLASSES**

A member of staff requires glasses specifically for display screen use at work and does not wear them at any other time. Under the HSE Display Screen User Regulations 1992 the Council should provide glasses. Ellis Whittam, the Council's adviser, states that this is correct and in accordance with the Council's Health & Safety Policy.

It is recommended that the Council meets at least the cost of the lenses, which is £48.75 and considers a contribution to the frames.

**For decision.**

#### **ITEM 12 DOG WARDEN CONTRACT**

Following strong representations from all the East Dorset Clerks which pay for dog warden hours, an arrangement has been arrived at between the two new shadow authorities to offer a twelve-month contract using the current post-holder (who is going to BCP unitary) at a rate of £19 per hour (up from £15 per hour). This Council currently has five hours per week for its sites, but this can be varied. Five hours currently costs £3900 per annum, under the new contract this would increase to £4940.

**For decision.**

#### **ITEM 13 CORFE MULLEN YOUTH TRUST GRANT UNDERSPEND**

The revenue grant to the Youth Trust is set at the level of shortfall after other income has been accounted for. In 2017-18, the first year of the grant, the Parish Council clawed back any underspend in full. This was a part-year operation for the Trust due to the delayed re-opening of the Youth Club.

For 2018-19, there will be an estimated underspend of £7409, however the Trust has not achieved the levels of other income expected, mainly relating to membership fees, coffee bar and contributions to trips and the total estimated reduced income is £8369, a difference of £960. Technically the Parish Council should claw back £7409 in full however Members may wish to consider clawing back a reduced amount equal to this difference (£6449) to protect the Trust's reserves.

Please note the above figures are estimates, the exact figures will not be known until after the year end.

**For consideration.**

## ITEM 14 RELOCATION OF THE ALLOTMENTS

There are a number of decisions the Council must make in respect of the relocation of the allotments.

### Compensation

The Parish Council occupied the existing allotment site under the auspices of the tenancy dated 14<sup>th</sup> February 1941. That included inter alia the provision that the Landlord has "*the right at any time or times upon giving two months' notice to quit to enter and resume possession of and determine the tenancy as to or grant any easement wayleave or other right in respect of any part or parts of the land hereby demised for building, road making, improvements and alterations, or for any purpose other than agricultural in which case the Landlord shall make reasonable compensation to the tenant for growing crops (if any) and for the unexhausted manure and allow a proportionate reduction of rent.*"

The notice to quit from the Council's landlord was given in December so there were little or no seasonal crops to compensate for, and it is noted that the compensation is for crops not plants. However, a number of tenants did have fruit bushes or trees and as no plants are to be transferred to the new site, and the new site was not ready before vacating the current site, the Council may wish to consider offering some compensation towards these. Tenants were asked to provide details of their fruit bushes or other 'permanent' plants'. Most have provided this information, although this has not been verified.

The landlord has offset outstanding rent of £1332.50 which can be used for compensation purposes and the Council could consider adding an additional amount to this from the provision it made for the new site. Members are reminded that tenants have not paid any rent since 2016 due to the uncertainty surrounding the relocation and in addition later in this report it is recommended that no rent is charged in the first year.

It is suggested that the simplest way to compensate tenants is to give an equal amount per plot which was occupied at the time of the notice to quit, rather than try to quantify amounts payable in respect of individual plants. There is a total of 65 plots, most half plots (56), some quarter or under-sized plots (9), and some tenants currently have more than one plot so would receive compensation per plot they rented (total of 55 tenants). It is recommended that the compensation should be paid at £50 per half plot, £25 per quarter or undersized plots. The total compensation payable would be £3025, with the Council meeting £1692.50 of this.

**For decision.**

## Tenancy Agreement

It is recommended that the following tenancy agreement is used, this is the recommended template from the National Association of Local Councils with some minor changes and the addition of a ban on bonfires.

### **CORFE MULLEN PARISH COUNCIL TENANCY AGREEMENT FOR AN ALLOTMENT GARDEN**

*THIS AGREEMENT made on the [insert date] day of [insert month] 20 [complete] between Corfe Mullen Parish Council*

*of Council Offices, Towers Way, Corfe Mullen, Wimborne, Dorset, BH21 3UA ('the Council') and [insert full name of tenant]*

*of [insert tenant's address] ('the tenant') by which it is agreed that:*

1. *The Council shall let to the tenant the Allotment Garden situated at [insert full postal address] and referenced as [insert number] in the Council's Allotment Register ('the Allotment Garden') [outlined in red for identification purposes only on the plan attached].*

2. *The Council shall let the Allotment Garden to the tenant for a term of one year commencing on the [insert date] day of [insert month] 20[complete] [and thereafter from year to year] unless determined in accordance with the terms of this tenancy.*

3. *The tenant shall pay a yearly rent at a level determined by the Council which shall be payable in four instalments as follows:*

a) *In the first year of tenancy, if this starts on any other date apart from 30<sup>th</sup> September:*

*Instalment one: Upon commencement of the tenancy at a pro rata rate to the next normal instalment date:*

*Remaining instalments at the appropriate date in b) below up to the 30<sup>th</sup> June instalment.*

b) *In subsequent years:*

*Instalment one: 30<sup>th</sup> September*

*Instalment two: 31<sup>st</sup> December*

*Instalment three: 31<sup>st</sup> March*

*Instalment four: 30<sup>th</sup> June*

4. *The tenant shall use the Allotment Garden only for the cultivation of fruit, vegetable and flowers for use and consumption by [him/herself] and [his/her] family.*

5. *The tenant shall not sell or undertake a business in respect of the cultivation and production of fruit, vegetable and flowers in the Allotment Garden.*

6. *The tenant shall reside within the parish of Corfe Mullen during the tenancy.*

7. *During the tenancy, the tenant shall:*

- a) *keep the Allotment Garden clean and in a good state of fertility and cultivation;*
- b) *not cause a nuisance or annoyance to the owners or occupiers of land adjoining the Allotment Garden;*
- c) *not keep livestock or poultry in the Allotment Garden other than reasonable numbers of hens or rabbits which shall not be kept for a business or a trade;*
- d) *not bring to or keep animals in the Allotment Garden except those referred to in (c) above without first obtaining the Council's written consent;*
- e) *not assign the tenancy nor sub-let or part with the possession of any part of the Allotment Garden;*
- f) *except for buildings or structures which are reasonably necessary for the keeping of hens and rabbits referred to in (c) above and which may be subject to the tenant first obtaining planning permission, the tenant shall not erect a shed, greenhouse or other building or structure, including fruit cages, on the Allotment Garden without first obtaining the Council's written consent and if appropriate planning permission;*
- g) *not to erect a gate, fence or hard landscaping on the Allotment Garden without first obtaining the Council's written consent;*
- h) *maintain and keep in repair any gate, fence or hard landscaping or gate permitted under the above Clause 7g);*

- i) *not to install any grassed areas on the Allotment Garden*
  - j) *trim and keep in decent order all hedges forming part of the Allotment Garden;*
  - k) *not plant any tree, shrub, hedge or bush without first obtaining the Council's written permission;*
  - l) *not cut, lop or fell any tree growing on the Allotment Garden without first obtaining the Council's written consent and if appropriate planning permission;*
  - m) *be responsible for ensuring that any person present in the Allotment Garden with or without the tenant's permission does not suffer personal injury or damage to his property;*
  - n) *permit an inspection of the Allotment Garden at all reasonable times by the Council's employees or agents;*
  - o) *not obstruct or permit the obstruction of any of the paths or roads which provide a means of access to and from the Allotment Garden or the Allotment Garden of another tenant;*
  - p) *Not light any bonfires or other fires at any time.*
8. *The tenant shall observe additional rules that the Council may make or revise for the regulation and management of the Allotment Garden and other allotment gardens let by the Council. These will be issued to the tenant upon the start of the tenancy and any changes during the tenancy will be sent in writing to the tenant by the Council.*
9. *The Council shall pay all rates, taxes, dues or other assessments which may at any time be levied or charged upon the Allotment Garden.*
10. *The tenancy may be terminated by the Council serving on the tenant not less than twelve months' written notice to quit expiring on or before the 6th day of April or on or after the 29th day of September in any year.*
11. *The tenancy may be terminated by the Council by service of one month's written notice on the tenant if:*
- a. *the rent is in arrears for 40 days or;*
  - b. *three months after the commencement of the tenancy the tenant has not observed the rules referred to in clause 8; or*
  - c. *the tenant moves outside the parish of Corfe Mullen.*
12. *If the tenant shall have been in breach of any of the foregoing clauses or on account of the tenant becoming bankrupt, the Council may re-enter the Allotment Garden and the tenancy shall thereupon terminate but without prejudice to any right of the Council to claim damages for any such breach or to recover any rent already due before the time of such re-entry but remaining unpaid.*
13. *The termination of the tenancy by the Council in accordance with clause 12 or after re-entry by the Council in pursuance of its statutory rights, shall not prejudice the tenant's statutory rights to compensation.*
14. *The tenancy may be terminated by the tenant by serving on the Council not less than two months' written notice to quit.*
15. *On the termination of the tenancy, the tenant shall remove any structure erected together with any other items and general paraphernalia in the Allotment Garden unless the Council agrees otherwise which shall be confirmed in writing to tenant.*
16. *Any written notice required by the tenancy shall be sufficiently served if sent by Royal Mail Signed For post to or left at the parties' address. Any notice to be served by the tenant shall be addressed to the Parish Clerk.*

Signed by

.....  
The tenant

and

..... [signature of the Council's Proper Officer]  
[insert name and job title in capital letters]  
For and on behalf of the Council

**For decision**

## **Recommended Policies under Clause 8**

1. No more than 20% of the plot to be used for access paths, tool chests, compost bins, water butts, and other paraphernalia associated with growing. A full 80% should be cultivated.
2. Access paths within plots to be boarded and of bark or wood chippings.
3. No fruit trees allowed, fruit bushes only.
4. Vehicles to be parked in the car park at all times apart from unloading to plots.

**For decision.**

### **Plot allocation on the new site**

The new site is yet to be laid out but there are likely to be approximately 83 125m<sup>2</sup> plots available. At the time of writing take-up is as follows:

Existing tenants wanting a plot	47
Previous tenants wanting a plot	4
Waiting list	<u>13</u>
Total	64

It is recommended that:

- a) plots are allocated on a random basis by the Clerk;
- b) tenants are restricted to one 125m<sup>2</sup> plot initially, to be reviewed after 12 months.

**For decision.**

### **Group plots**

The Council has been approached to consider the letting of a plot to a local group (Dementia Friendly Charity). The Council is asked to confirm that it is happy to let groups in this way.

**For decision.**

### **Rent**

In anticipation that the new site is available within the next few months, it is recommended that the rent for the period up to 29<sup>th</sup> September 2019, be set at £25 per annum, but that no rent is charged for this period. The rent from 30 September 2019 will be chargeable and will increase by the CPI rate three months' earlier, and annually on this basis.

**For decision.**

### **Assistance in the first season**

It is recommended that in the first year, the Council agrees to purchase a load of manure for use at the new site, to help tenants establish the site.

**For decision.**



## Inspection regime

It is recommended that:

- a) in the first year of the new site, inspections are undertaken three months after the start of the tenancy to check that the plot is being tended and once more that season;
- b) for subsequent seasons, an inspection regime is agreed, the Clerk to research best practice in this regard.

**For decision.**

## Treatment of empty plots


It is recommended that:

- a) the grounds staff regularly trim vacant plots;
- b) if a tenant vacates their plot and efforts to press them to clear it of items and general paraphernalia fails, that the Council arranges clearance and bills the tenant.

**For decision.**

## ITEM 15 HIGHWAYS ISSUES UPDATE

The Clerk recently met the Community Highways Officer and the Area Highways Manager to discuss issues of concern to the Parish Council and a summary of the discussion is included below:

<p>Towers Way/Wareham Road junction</p> 	<p>County Council would agree to the Parish Council installing 5 bollards on each side of Towers Way to prevent parking here.</p> <p>10 bollards like those pictured left would cost £2559.30 + VAT plus £ + VAT for installation.</p> <p><b>For decision.</b></p>
<p>BH Live verges</p>	<p>Having discussed all the pros and cons with the Highways Officers, the best option seems to be to install Purbeck stone boulders. Our own grounds maintenance contractor can install these for £1550+VAT to include reinstatement of the verge and re-seeding.</p> <p><b>For decision.</b></p>
<p>Lockyers Triangle</p>	<p>The Parish Council is asked to confirm that it wishes to pay for a feasibility study to see what might be possible here at a cost of approximately £1000 + VAT. There are no guarantees that any change would be recommended.</p> <p><b>For decision.</b></p>
<p>Bus stop on Wareham Road by Corfe View Road</p>	<p>In principle, the Community Highways Officer has no objection to this but needs to speak to</p>

	<p>colleagues about the process as the County Council will need to consult on the installation of a shelter in this location. She will investigate.</p> <p><b>To note/in hand.</b></p>
Albert Road resurfacing	<p>Both the Community Highways Officer and the County Councillor are pushing for this to be done but ultimately down to Asset Management Team and it can always get overtaken by higher priority works.</p> <p><b>To note.</b></p>
Candys Lane flooding	<p>This only happens in very heavy rain. DCC gulleys and ditches being cleared, and they can also take enforcement action on private ditches if necessary.</p> <p><b>To note.</b></p>
Gulleys by Windgreen	<p>Discovered major root infestation which has now been cleared.</p> <p><b>To note.</b></p>
Wimborne Road by Lockyers School	<p>All hedges cut hard back</p>
Blandford Road junction of Brog Street – water ingress, constant flow	<p>This has been an ongoing issue for many years. DCC has been unable to establish whether it is ground water or surface water, however a pipe has been installed in the BT Open Reach duct where the water is collecting and is being diverted into the Wessex Water line where roots infestation has been cleared.</p> <p><b>To note.</b></p>
Blandford Road – please drive carefully signs	<p>Several measures are suggested (pictures to be available at the meeting):</p> <ul style="list-style-type: none"> <li>• Drive carefully sign – words can be varied but limited to five words. 'Corfe Mullen' may not be necessary as we already have gateway signs on parish boundaries. The location of the sign could be changed from that suggested.</li> <li>• Add bands to existing SLOW signs on road surface</li> <li>• Add new SLOW signs and bands on road surface</li> <li>• Remove speed derestriction sign to discourage speeding up</li> </ul> <p>The County Council will arrange and pay for all the above measures, once it is confirmed that the Parish Council is happy with these suggestions.</p> <p><b>For decision.</b></p>
Red/Knoll/Brickyard Lane ditches	<p>In hand.</p> <p><b>To note.</b></p>

## ITEM 16 CORRESPONDENCE

<b>DAPTC</b>	Notification of 2019-20 subscription. This will be £1270.09 (current year £1229.52), an increase of 3.3%. <b>To note.</b>
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## ITEM 17 VERBAL REPORTS – verbal item

## ITEM 18 ENHANCEMENTS WORKING PARTY

One meeting has been held so far, and the following notes have been provided:

*Present: Cllr Parkin (Chairman)  
Cllr Stennett*

*During the last six months I have asked and made enquiries of how Corfe Mullen differs from most villages and small towns and what our inhabitants would like to see and how improvement could be made:*

*I precis the comments: -*

- 1. It is quite obvious that our office facilities are better than most and have probably more staff than most. It is felt they cope well with most enquiries and the office staff are very polite and helpful.*
- 2. In the last ten years the larger proportion of the available funds have been spent on the Village Hall/Office complex. This is not always appreciated by the largest part of the community as they never have a need to avail themselves of these facilities.*
- 3. Most have a feeling Corfe Mullen is a ribbon development with a few or no amenities and would like to see some visible enhancement or an increase in amenities.*
- 4. They also feel that the parish should be more active in gaining assets from the developers when building the larger developments.*
- 5. They feel the recreation ground could have a more pleasing aspect of planting e.g. flowers etc – many used Broadstone recreation ground as an example.*
- 6. The pound could be enhanced; it has space and a marvellous view.*
- 7. Also, there should be a small provision for industry. We have an area already zoned next to the county ground at the top of Brog Street that could be used. We must highlight this to the planners.*
- 8. As the development in Corfe Mullen will be in the North, we should be giving thoughts to what we want from the developers and put our case to the planners before any plans are achieved, then at least the planners would be able to interpret the wishes of the parish at an early part of the planning process. We are very shy of flexing our muscles, other parishes are more active in this field and as a result are often very successful.*
- 9. The pavilion should be enlarged and enhanced.*
- 10. Any historic aspect should be supported and used to our advantage. We should engage with Bournemouth University with their ongoing project into the Roman Camp.*
- 11. The loss of the allotments is not appreciated. Wimborne with a far smaller population has far better provision.*

12. *Small workshops to provide start-ups and provision for the more specialised trades e.g. cabinet makers, silversmiths, soft furnishers etc – this could go to the Brog Street area as mentioned.*
13. *The largest disquiet is the lack of thought to traffic management relating to the larger developments as we have some possibly planned this should be stressed now.*

*I think this covers what was discussed at our preliminary meeting.*

**Cllr Susanne Parkin**

**Clerk's initial observations:**

1. There are more staff than some small and medium parishes, who use contractors rather than employees. Some larger parishes, such as Verwood, also use contractors rather than employees for outside work but have 4 office staff. We have similar staff levels to parishes who choose to employ their own staff.
2. This statement is inaccurate. Firstly, the Village Hall is a charity and a separate organisation and not funded by the Parish Council (bar for any capital grants and administration costs for day to day running of the facility) which is used by several thousand local residents.

Secondly, looking at the last ten years the proportions of expenditure (both revenue and capital) are in reality as follows:

Staff Costs - covers all activities including V Hall		1,280,110
Recreation, play and open spaces		700,634
General Administration – covers all activities including V Hall and democratic services		181,199
Grants to local organisations		180,878
Office		98,818
Cemetery, chapel and war memorial		42,406
Highways/rights of way		17,406
Allotments		9,468
<b>Total</b>		<b>2510919</b>

The vast majority of the Council's expenditure has always been on recreation, play and open spaces, with all staff employed being involved with this area of the Council's work to a greater or lesser extent. Expenditure on the office is relatively modest at less than £10,000 per annum.

- 4-13. These may well be opinions and aspirations of some, and there are some good ideas here, however the working party has not undertaken any work to evidence that these opinions are wholly representative of the parish, and there may well be other issues and ideas. The best way to ensure that the Council is spending its money and time where its residents wish it to be spent is to update the Parish Plan so that there is up to date evidence on what people in the village think. If this is not possible due to lack of volunteers for this vast piece of work an alternative would be to consult on a major project (e.g. enlargement of the pavilion) to ensure that the Council is in touch with the thinking within the parish.

Smaller enhancements have tended to be done on a need by need basis, e.g. bollards and other highway improvements, usually initiated by an approach from residents.

The allotments have not been lost, they are being replaced.

These issues really come within the scope of the Community Services Committee, therefore the Council may wish to task that Committee with taking on the work of the Enhancements Working Party.

**For consideration.**

**ITEM 19 ITEMS OF REPORT – verbal item**

**ITEM 20 CONFIDENTIAL ITEM: LEASE AT NEW ALLOTMENTS**

**ITEM 21 CONFIDENTIAL ITEM: QUOTATION FOR COUNCILLOR TRAINING AND CONSULTANCY**

**ITEM 22 CONFIDENTIAL ITEM: COUNCILLOR COMPLAINT**

**ITEM 23 DATE AND TIME OF NEXT MEETING**

To confirm the date and time of the next meeting as Tuesday 26<sup>th</sup> March 2019 at 7.45 p.m. (*time subject to change*)