

# 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 27<sup>th</sup> August 2019 at 7.15 p.m.

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

Mrs K M Blee  
Parish Clerk  
20<sup>th</sup> August 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**  
*Members are reminded that any disclosable pecuniary interests should be declared.*
3. **To Approve minutes of the Parish Council meeting held on 23<sup>rd</sup> July 2019**
4. **To Receive, for information purposes only, the following committee minutes:**

Planning	9 <sup>th</sup> July 2019
Planning	23 <sup>rd</sup> July 2019
Community Services	11 <sup>th</sup> June 2019
5. **To Approve accounts for payment**
6. **To Approve Bank Reconciliation for the month ended 31 July 2019**
7. **To Consider a recommendation from Community Services Committee: accessible track around the recreation ground**
8. **Relocated Allotments:**
  - a) To Receive an update on the construction of the new allotment site;
  - b) To Consider agreeing to completion of the lease of the land pending planting of orchard and hedging.
9. **To Consider arrangements for the installation of seats at the wheel park**
10. **To Recognise the global climate emergency and Consider how best the Parish Council can lead the way in promoting carbon neutral and related issues in the parish**
11. **To Receive verbal reports on Chairman's engagements and from Unitary Councillors and representatives to outside organisations**
12. **Items of Information and Matters for Forthcoming Agendas**
13. **To Confirm date and time of next meeting as 24<sup>th</sup> September 2019 at 7.45p.m. (time subject to change)**

### ITEM 3 MINUTES OF LAST MEETING

#### Minutes of the FULL COUNCIL held at the Village Hall, Corfe Mullen on Tuesday 23<sup>rd</sup> July 2019 commencing at 7:15pm

**Present:** Cllr Mattocks – Vice-Chairman

Cllrs	Barron	Harrison	Honeyman	Stennett
	Craven	A Holland	Jefferies	
	Everett	P Holland	Lortie	

Officers in attendance: Sheila Bird (Assistant Clerk) and Claire Gamble (Assistant Clerk).

#### **PUBLIC DISCUSSION PERIOD**

There were 4 members of the public present.

David Peden, Chairman of Corfe Mullen Allotment Association requested confirmation that soil at the new allotment site has been or will be prepared in accordance with the planning conditions. On her return the Clerk will email him and copy in all members.

#### **19/127 Apologies for Absence**

Apologies were received from Cllrs Howard and Sowry-House.

#### **19/128 Declarations of Interest**

There were no declarations of interest.

#### **19/129 Co-option of New Councillor**

Four candidates registered an interest in the vacancy and had provided a personal resume prior to the meeting. The candidates were interviewed individually, and members were able to ask and answer questions accordingly.

Cllr Harrison nominated Mr L Hardy, and this was seconded by Cllr Honeyman.

Cllr Jeffries nominated Mr P Purvis, and this was seconded by Cllr Everett.

Members were asked to vote, and the result was as follows: -

Mr L Hardy	3 Votes
Mr P Purvis	8 Votes

The motion was therefore carried that Phillip Purvis be co-opted as a member of Corfe Mullen Parish Council.

He was invited to observe the rest of the meeting as it is a requirement that an acceptance of office is signed by both him and the Clerk prior to him taking up his position as a Parish Councillor.

#### **19/130 Review of Committee Membership**

As Philip Purvis had indicated that he would be interested in becoming a member of the Finance & Administration Committee, this was agreed. All other committees to remain the same.

Nem Con

#### **19/131 Minutes of Previous Meeting**

The minutes of the Parish Council meeting held on 25<sup>th</sup> June 2019 were approved subject to the small amendment in item 19/101 e) Cllr A Holland is amended to Cllr P Holland.

Nem Con.

**19/132 Committee Minutes**

Minutes of the following committees were noted:

Planning	11 <sup>th</sup> June 2019
Planning	25 <sup>th</sup> June 2019
Finance & Administration	9 <sup>th</sup> April 2019

**19/133 Accounts for payment**

The following accounts were authorised for payment:

<b>PARISH COUNCIL ITEMS</b>		
201356	K9 - security at Rec. for June	720.00
201356	K9 - 6 months' keyholding service for g'staff building	300.00
201357	Edge IT Systems - annual support for Epitaph (including allotment software)	860.64
201358	CMVH - room hire councillors' training	152.00
201359	Booker Construction - concreting around g'staff building	2088.00
201360	Local Government Resource Centre - councillors' training day	1052.88
201361	Longham Garden Machinery - replacement machinery	1862.00
201361	Longham Garden Machinery - orange strimmer line	29.50
201362	BCP Council - grounds maintenance June (includes boulders Windgreen)	4190.40
201363	B&Q - materials	91.36
dd 22.07.19	UK Fuels - fuel	65.00
dd 19.07.19	S Electric - streetlight energy	47.05
dd 23.07.19	DWP - recycling & waste collections June	151.50
dd 23.07.19	BT - line rental & broadband	286.90
dd 25.07.19	British Gas - office electricity usage 12 June - 11 July	48.17
dd 31.07.19	Vodafone - sim card rental g'staff building	10.08
dd 01.08.19	Dorset Council - office rates	368.00
dd 01.08.19	Dorset Council - cemetery rates	243.00
dd 08.08.19	Siemens - quarterly lease rental for photocopier	330.00
card 11.07.19	Tesco - new 'phone for groundsman & top up	24.99
card 06.07.19	refreshments for councillors' training session	16.49
card 12.07.19	Displaysense - frame for new cemetery map	38.94
	<b>TOTAL</b>	<b>12976.90</b>
<b>VILLAGE HALL ITEMS</b>		
dd 20.07.19	BT - line rental	59.97
dd 24.07.19	TalkTalk - broadband	46.48
dd 15.07.19	Dual Energy - June electricity usage	182.22
dd 14.07.19	Gazprom - gas usage June	43.19

card 08.07.19	Co-op - tea, coffee and coffeemate for coffee morning supplies	11.00
card 27.06.19	Amazon (System Hygiene) - spray soap	59.85
	<b>TOTAL</b>	<b>402.71</b>

Nem Con.

**19/134 Bank Reconciliation 30.06.19**

The following bank reconciliation was approved:

Nat West current		52131.72
Scot Widows Business Deposit		500.82
Petty Cash		5.68
Cooperative current	79620.71	
less unrec. Payments	26485.33	
add unrec. Receipts	0.00	53135.38
Cooperative dep. a/c		2.84
Coop Charge Card		-151.49
Public Sector Deposit Fund		289307.88
<b>Total</b>		<b>394932.83</b>

Nem Con.

**19/135 Electronic Payments**

The following Electronic Banking Procedure recommended by Finance & Administration Committee was approved.

**Electronic Banking Procedure**

1. Council sets budget.
2. Meetings approve accounts for payment within budget.
3. Budget monitoring takes place at Finance & Administration Committee quarterly.
4. Additional expenditure must be agreed by Council and minuted prior to being included on Accounts for Payment.
5. Assistant Clerk schedules online payments for two days after the meeting at which they are to be authorised.
6. Clerk/RFO checks this online payment schedule against the Accounts for Payment schedule.
7. Day after the meeting the Clerk/RFO or in her absence, the Assistant Clerk confirms online payments set up after making any changes, should there be any.
8. After month end, Assistant Clerk undertakes bank reconciliations.
9. Clerk/RFO reconciles Accounts for Payment schedules authorised at a meeting against the bank statement.
10. Bank reconciliations verified as now by a councillor, checking trial balance bank balances against statement and reconciling these with the schedule of uncleared receipts and payments.

11. *A councillor verifies the Clerk's Accounts for Payment reconciliation.*
12. *Clerk/RFO and Assistant Clerks check bank balance daily on a rota basis.*

*Nem Con*

**19/136**

### **Updates**

- a) **Live Streaming at meetings:** *The Clerk has identified a system at reasonable cost through the company that provide sound system in the Village Hall. Cllr Craven and Cllr Lortie advised that they had tested an alternative less expensive system provided by Richard Lonsdale and that they felt it provided good quality.*

*Cllr Lortie proposed that the system being offered by Richard Lonsdale should be purchased at a cost of approximately £60, this was seconded by Cllr Harrison.*

*Vote: 9 in favour 2 abstentions*

*The motion was therefore carried.*

*Cllr Craven will ask Richard Lonsdale to contact the Clerk to provide details of the equipment to be purchased.*

*It was also noted that the policy regarding storage of recorded data still needs to be agreed.*

- b) **Social Media Presence:** *The Way Ahead Working Party had agreed to set up a closed Facebook Group which to date has 139 members.*

*The reasons for a closed group (outlined in the Working Party minutes of 4<sup>th</sup> June 2019) are not to restrict membership, any member of the public can join subject to FB rules and community standards. A small number of people have not been able to join as their account is not compliant with Facebook rules.*

*People wishing to join are asked to answer three simple questions so the Council can understand better why people are joining and what information would interest them.*

*Some requests are pending where people have not answered any or all three questions.*

*The group will continue to be a closed group and Full Council will review the success of the initiative in September.*

- c) **Councillor Surgeries:** *At the last Full Council meeting it was agreed that Parish Councillors should hold a monthly surgery represented by two Parish Councillors each month on a rota basis. Dorset Councillors already hold a monthly surgery in the Library on the 1<sup>st</sup> Saturday of the month, and they were asked if they felt it would be appropriate to combine these with the Parish Councillor surgeries. Both Dorset Councillors felt that this would be inappropriate as on occasions they are dealing with confidential items and it was noted that Dorset Council surgeries could have a political element.*

*It was therefore agreed that a separate monthly surgery should be arranged for the 3<sup>rd</sup> Saturday of each month in Corfe Mullen Library. The effectiveness of this initiative will be reviewed after a 6-month trial period. Cllr Lortie will prepare a rota and will circulate it to members. She has already spoken to the librarian who has agreed that the 3<sup>rd</sup> Saturday is acceptable.*

*Nem Con*

- d) **Allotment Relocation Update:** The construction is almost complete but there is no date for completion on lease yet with the final site visit of the planning officer not believed to have been arranged yet. Wessex Water have still to connect the mains water, but the developers have offered to supply a temporary water supply if necessary.

**19/137 Correspondence Received**

The following correspondence was received:

<b>Dorset Council</b>	Review of polling stations: It was agreed that a response should be provided stating that the polling stations in Corfe Mullen are satisfactory although the Springdale Road Polling Station could be better lit during dark mornings and evenings. <b>Nem Con</b>
<b>Dorset Council</b>	Reply to Parish Council's response regarding electric vehicle charging points. <b>Noted</b>
<b>St Nicholas Church</b>	In reply to our question regarding VE Day activities, suggesting that the Church holds a service on Sunday 10 <sup>th</sup> May. Revd. Jane Burgess would also be happy to come along to any other events planned for the celebration weekend. <b>Noted.</b>
<b>Macmillan Bike Ride</b>	Thank you letter for use of the rec. 533 cyclists took park and the hope is to raise over £50,000. Next year's ride is on Sunday 5 <sup>th</sup> July 2020. <b>Noted.</b>

**19/138 Chairman's engagements and verbal reports**

- a) Dorset Councillor Barron reported as follows: -  
An update was provided for members on the current financial position of Dorset Council following a recent meeting he attended.
- b) Dorset Councillor Harrison reported as follows: -  
An update was provided on a Full Council meeting he recently attended.
- c) Corfe Mullen Youth Trust  
Cllr Lortie attended a recent meeting and was able to update members that the Youth Club continues to run smoothly.
- d) In Cllr Howard's absence the Chairman read out a report prepared by Cllr Howard following his attendance on behalf of the Parish Council at the AGM of the Dorset Clinical Commissioning Group.

**19/139 Items of Information and Matters for Forthcoming Agendas**

- a) Cllr Harrison reported that he will be organising another litter pick on Saturday 27 July.
- b) Cllr Harrison spoke about the Good Neighbours initiative and asked to be contacted if members become aware of anyone who needs assistance with transport to social events.

- c) *The Chairman and Clerk had recently attended a Restorative Justice panel with one of the young men who had daubed the skate park with graffiti. He will be carrying out some voluntary work for the Parish Council. There is another panel due to take place for the other young man on 8 August.*

**19/140 Date and time of next meeting**

*The date and time of the next meeting was confirmed as Tuesday 27 August 2019 at 7.45pm (time subject to change).*

**19/141 CONFIDENTIAL ITEM – Update regarding new allotment site lease and consideration of written undertaking**

**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.***

*Members were not inclined to agree to a letter of undertaking provided by the developer in order that the lease can be completed. It was felt that all items, including provision of water by Wessex Water, should be finalised before the lease can be signed.*

*There was further discussion regarding the entrance to the allotments. It was felt that sight lines were inadequate due to traffic having to emerge on to a road with a 60mph speed limit. It was also felt that that the verges and vegetation need to be cut back.*

*Standing orders were suspended in order for Philip Purvis to speak about the access which he feels can be improved upon.*

*Cllr Craven proposed and Cllr Lortie seconded that the Parish Council should not complete the lease until all agreed works have been carried out.*

*Nem Con*

**19/142 CONFIDENTIAL ITEM – Consider quotations for triennial tree works**

**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.***

*Members agreed with the Clerk’s recommendation of accepting the quote of £3037 plus VAT from Idverde and to seek a quotation from the same company to remove old stumps at the cemetery and recreation ground subject to a maximum of £300.*

*Nem Con*

***Meeting closed at 9.10pm.***

**ITEM 4 COMMITTEE MINUTES – see separate document**

**ITEM 5 ACCOUNTS FOR PAYMENT**

PARISH COUNCIL ITEMS		
IB	GLS - black sacks for groundstaff	91.15
IB	ELAS - audiometry tests for groundstaff	300.00
IB	Logik Copying - quarterly copy charge	27.53
IB	BCP Council - grounds maintenance July at Rec, cemeteries & Towers Way	1700.40

dd 29.08.19	British Gas - office monthly electricity	50.79
dd 19.08.19	UK Fuels - fuel	73.98
dd 01.09.19	Dorset Council - office rates	368.00
dd 01.09.19	Dorset Council - cemetery rates	243.00
card 07.08.19	Screwfix - hand wipes for groundstaff	27.96
card 07.08.19	Just Gloves - disposable gloves for groundstaff	36.30
	<b>TOTAL</b>	<b>2919.11</b>

<b>VILLAGE HALL ITEM</b>		
dd 15.08.19	Gazprom - monthly gas usage	23.48
	<b>TOTAL</b>	<b>23.48</b>

## **ITEM 6 BANK RECONCILIATION**

Nat West current		43597.69
Scot Widows Business Deposit		500.82
Petty Cash		4.68
Cooperative current	41165.76	
less unrec. Payments	11542.80	
add unrec. Receipts	0.00	29622.96
Cooperative dep. a/c		2.84
Coop Charge Card		-110.17
Public Sector Deposit Fund		289475.35
<b>Total</b>		<b>363094.17</b>

## **ITEM 7 ACCESSIBLE TRACK**

The Council has previously discussed the possibility of installing an accessible track around the recreation ground to make it easier for wheelchair users in all weathers. A provisional sum of £25000 has been included in the capital programme for 2020-21.

The Community Services Committee looked at the idea again on this year's tour and also met one wheelchair user who felt that it would be so expensive and that she is quite happy with not being able to go the rec for the few worst months of the year. That is of course only one view.

The main problem is that the Parish Council only rents the 'county field' which could be taken back by Dorset Council at any time (it could still be used for a new school in the longer term) and even if Dorset Council allowed the installation of a track it would be very significant expenditure on an area which is not owned by the Parish Council.

The Committee also discussed whether a smaller track could be installed but there would not be space around the cricket boundary and the middle field has drainage issues, also the route around the county field is the most popular circular route.

In conclusion, the Committee decided to ask Full Council to reconsider whether to proceed with this project or not.

**For decision.**



## **ITEM 8 ALLOTMENTS**

The Clerk attended a third site visit on 14<sup>th</sup> August. The planning officer was on leave, but the Clerk was informed that the Non-Material Amendment application had been agreed and all planning conditions have been discharged by her. In addition the Reserved Matters for the new development on the old site has been approved.

May Palmer had an issue with one of the boundaries which is going to be rectified.

I asked for a timber retention board to be put up on the entrance to the access path at the rear of the materials pad to prevent the wood chippings spilling onto the pad. Also outstanding is a notice giving instructions for the compost toilet.

The only other outstanding items are:

1. Planting of 6 fruit trees in the south east corner of the site.
2. Planting of a hedge on the southern boundary
3. Connection of the mains water

The planting of the trees and hedging cannot be undertaken until October when the weather conditions will be suitable.

Bellway Homes has paid for the water connection but does not have a date for this, it is hoped that this will be done sometime in September.

At the last Council meeting, contrary to the Clerk's suggestion, the Council resolved not to complete on the lease until all works have been completed. This not only delays allotment holders being allowed on to the site to start on their plots but will also mean that by the time they did, much of the work done on the plots will be undone and the weeds will have grown back substantially.

In addition, Bellway Homes are unable to start on the new development until the allotment lease is completed, meaning a delay in the provision of much-needed affordable homes.

In light of this additional information, the Clerk is asking the Council to consider completing on the lease, subject to the water connection and planting of the hedging and trees. Given the further delay following the Council's decision at the last meeting, it is now thought that a bowser on a temporary basis would not be necessary, as the dry weather is coming to an end.

Should the Council still decide that completion must await all works to be completed, the completion date would be likely to be sometime in October at which point the Council will have to decide whether to let the plots then or wait until the Spring.

**For decision.**

## **ITEM 9 WHEEL PARK SEATING**

At Full Council on 26<sup>th</sup> March 2019, the Council rejected the Clerk's recommendation regarding the provision of concrete pads to enable the new seating to be installed at the wheel park and instead resolved that this work should be done in-house.

To date this work has not been done, the grounds staff have simply not had the time to do this. The Clerk is therefore asking the Council to reconsider using a contractor to install the concrete pads. After being let down by numerous contractors, only two quotes had been secured, Company A for £1800 to include seat installation and

Company B for £650, with the Clerk recommending that Company B's quote be accepted.

Alternatively the Council can wait for the grounds staff to find the time to do the hardstanding. Please note that the advice from the manufacturer is that the seats cannot be installed on tarmac as this causes movement.

**For decision**

**ITEM 10 CLIMATE EMERGENCY**

Councillor Harrison has requested this item and will lead verbally on it.

**11,12&13 VERBAL ITEMS**