

Minutes of the FULL COUNCIL held at the Village Hall, Corfe Mullen on Tuesday 27th March 2018 commencing at 7:30pm

Present: Cllr Harrison - Chairman

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

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

PUBLIC DISCUSSION PERIOD

There were 3 members of the public present. Dr Adrian Craven spoke in his capacity as Clerk to the PHELIPPS Trust in relation to the comments of the internal auditor and clarified that the Trust's governing document prevented spending of the capital sum. He added that the Trust recognised that annual accounts were outstanding which would be addressed without delay.

David Peden, Chairman of the Allotment Association requested an update if any on the current position regarding the move to the new site. He also requested whether consideration could be given to extending the notice period. The Clerk advised that there was no further update and that whilst the Parish Council sympathises with the tenants it is legally tied to extend the tenants notice period by only 3 months at a time. The Chairman added that the Parish Council is doing all it can and that when he and the Clerk had attended the Allotments Association's AGM he had been given the impression that most tenants present understood the difficult position the Council is in.

17/349 Apologies for Absence

Apologies for absence were received from Cllr Waterman.

17/350 Declarations of Interest

Cllrs Parkin and Perry declared an interest in item 17/356 as they are trustees of the PHELIPPS Trust and Cllrs Harrison, Honeyman and Jefferies declared an interest in item 17/358 as they are trustees of Corfe Mullen Youth Trust.

17/351 Minutes of Previous Meeting

The minutes of the Parish Council meeting held on 27th February 2018 were approved with an amendment to the District Councillor's report to state that the District Council had agreed to increase its council tax element by the maximum allowed by central government.

Nem Con

17/352 Committee Minutes

Minutes of the following committees were noted:

- | | | |
|----|--------------------|--------------------------------|
| a) | Planning | 13 th February 2018 |
| b) | Planning | 27 th February 2018 |
| c) | Community Services | 13 th February 2018 |

17/353 Recommendation from the Community Services Committee

At the last meeting Community Services Committee recommended that the Clerk investigate the possibility of liaising with DCC on remedial works and possible solutions to areas of concern in three locations: grassed area at Windgreen by BH Active and Renaissance buildings, the grassed triangle by Lockyers School and the bus stop on Springdale Road. It was also agreed to recommend to Parish Council that the Parish Council contribute if necessary.

The Clerk has liaised with the Community Highways Officer who had said that the County Council and the countryside team are responsible for maintaining verges however there may not be the budget to do more than the bare minimum, which is likely to be less than the Parish Council would like to see.

If the Parish Council wishes to financially contribute to highway works, following legal advice from DAPTC and NALC, this can only be done by entering into an agency agreement with DCC Highways. This is something the Parish Council had previously rejected because it was concerned that after entering into an agency agreement DCC would give the impression to its officers and members of the public that the Parish Council would be financing a wide range of highways works, rather than just those that the Parish Council had decided to contribute to. In addition, there were concerns that DCC would always turn to the Parish Council for a contribution rather than fund works itself.

The Clerk said that it is possible to enter into an agency agreement for specific areas of highway works and offered to check with Mike Westwood, DCC Community Highways Manager, if it is possible to have an agency agreement for specific one-off works.

Cllr Perry proposed that the Clerk investigate this possibility. This was seconded by Cllr Parkin.

Vote: In Favour: 12 Against 1

The proposal was therefore carried.

17/354 Accounts for payment

The following accounts were authorised for payment:

PARISH COUNCIL ITEMS		
200971	Vision ICT - email hosted accounts for councillors	302.40
200972	Town & Country Landscapes - painting of chapel window	198.00
200972	Town & Country Landscapes - work to doors of groundstaff building	418.80
200973	R Evetts - office window clean	9.00

200974	DAPTC - Clerk's course re new external auditor and limited assurance scheme	15.00
200975	ESPO - toilet rolls and stationery	43.63
200976	J G Fallon - repair pipe fittings at grounds staff building	36.00
200977	Corfe Mullen Village Hall - hall hire Apr-Jun quarter	489.60
dd 24.03.18	Gazprom - electricity usage February	107.80
dd 19.03.18	UK Fuels - fuel	128.81
dd 19.03.18	S Electric - streetlight energy	55.24
dd 28.03.18	DCC - 'Road Closed' stickers	97.20
	TOTAL	1901.48

VILLAGE HALL ITEMS		
200975	ESPO - toilet rolls and bleach	18.49
200976	J G Fallon - Replacement tap to toilets	60.00
200978	Thomas & Anca - bingo books & flyers	77.81
200979	CPS - repair to VGA plate for laptop projector use	168.00
dd 23.03.18	Gazprom - gas usage February	174.20
	TOTAL	498.50

Nem Con

17/355 Bank Reconciliation

The following bank reconciliation was approved:

Nat West current		49726.10
Scot Widows Business Deposit		500.77
Petty Cash		7.65
Cooperative current	23202.09	
less unrec. payments	5395.17	
add unrec. Receipts	0.00	17806.92
Cooperative dep. a/c		2.84
Coop Charge Card		-646.32
Public Sector Deposit Fund		321886.36
Total		389284.32

Nem Con

17/356 Interim Report from the Internal Auditor (Appendix 1 and Appendix 2)

The Report and the Comments for Clerk were noted, and the following items agreed:

- i) Grants to Charities: The comments from Mr Craven being noted, a grant application will be considered from the PHELIPPS Trust at a future Council meeting once annual accounts have been submitted. Cllrs Parkin and Perry did not take part in this item due to their declared interest.

- ii) Reports to council from other bodies: it was noted that written reports are provided when the representative is unable to be present, however verbal reports are also useful as they generate discussion better and are recorded in the minutes for absent members to peruse later.
- iii) Electronic payments: On balance members still felt that there would be opportunity for fraud with officer authorisation of bank transactions and resolved to maintain current arrangements.

The Clerk was asked to respond to the internal auditor on all points in her interim report as appropriate.

Nem Con

17/357 Proposal to run an Archery Business at The Recreation Ground (Appendix 3)

The Clerk provided a report regarding the request to run an Archery Business from the Recreation Ground (Appendix 3).

After discussion Cllr Parkin proposed that a professional risk assessment should be commissioned, and that the applicant is asked to make a 50% contribution towards this cost. If this risk assessment satisfied the Council that the operation of such an activity on the recreation ground was safe and appropriate, a six-month trial could be offered on terms to be agreed.

This was seconded by Cllr Perry

Voting: In Favour 2 Against 3 Abstentions 8

Cllr A Holland proposed an amendment, that public consultation also takes place prior to any permission being given.

This was seconded by Cllr Dix.

Voting: In Favour 10 Against 3

The amended proposal was therefore carried, and the Clerk was asked to contact the Council's Health & Safety Consultant in the first instance to arrange a full risk assessment.

It was highlighted that it will be necessary to clarify with the applicant before the risk assessment proceeds whether they are intending to erect temporary fencing, or whether they are just going to cone off the area.

The Clerk further referred members to the concerns from the Head Groundsman that the proposed siting of the range was in his opinion the worst location due to the high level of public activity in the vicinity. She asked if the risk assessment could also look at where might be the best possible location on the recreation ground, bearing in mind that a flat area is required. This was agreed.

Nem Con

The Clerk reminded members that the archery business had said in its presentation that it would require storage. The Parish Council was not able to offer any storage and this point appeared to be unresolved. Cllr Mattocks said he thought that the CMSA had agreed to offer storage facilities in the pavilion should

the range go ahead, and the Clerk was asked to clarify this with the CMSA Secretary.

17/358 Additional Revenue Funding to Corfe Mullen Youth Trust

Cllr Paul Holland was asked to chair this item as Cllr Harrison had declared an interest. Cllrs Harrison, Honeyman and Jefferies did not take part in this item due to their declared interest.

Members agreed to increase the revenue funding for the year by £514.80 to cover the cost of waste disposal which had been omitted from the Youth Trust 2018-19 budget.

Nem Con

17/359 Correspondence Received

- i) DAPTC – Regarding DAJC Task & Finish Group invitation – **Noted**
- ii) EDDC Community Infrastructure Levy – **It was agreed to reply requesting earlier release of the Parish Council element of CIL receipts received to date.**

Nem Con

17/360 Verbal Reports from County & District Councillors and other organisations

- a) The County Councillor reported as follows: -

LGR – County Council is working hard towards the reorganisation although due to time constraints there is not anticipated to be any substantial changes. Any boundary changes are likely to be deferred for 5-6 years.

- b) The District Councillor reported as follows: -

- (i) LGR – Two briefings have already taken place and 2 more have been scheduled for later in the year.
- (ii) Energy Switch – The second rollout of this scheme has been very successful with many members of the public making substantial savings. The scheme is open to residents both in and outside of the District.

- c) DAPTC – Cllr Waterman attended the Annual Conference on 8th March and provided the following report for circulation at the meeting:

1st speaker: Oliver Letwin MP for West Dorset – He commented that he felt Parish and Town Councils are best placed to take on local services.

2nd speaker: Cllr Rebecca Knox, DDC Leader –the LGR Joint Committee is focussed on getting LGR up and running for April 2019 in a legal and safe manner, however, there is likely to be period where restructuring continues after April 2019.

3rd speaker: Dr Jonathon Owen, Chief Executive of NALC –NALC will press central government to ensure that the local council sector's interests are addressed.

Star Awards were given out for community projects and training.

4th speaker: Martin Underhill, Dorset Police and Crime Commissioner –300 posts, mainly police officers, have been lost to balance the budget. Despite this there has been a drop in crime.

5th speaker: Dr Forbes-Watson, Chairman of Clinical Commissioning Group - Regarding the transfer from Poole to Bournemouth.

6th speaker – Alan Clevett, Dorset Community Action Chairman. Can assist smaller parish councils with capacity building.

17/361 Items of Information and Matters for Forthcoming Agendas

- i) The Clerk reported that the second phase of street light replacement in the Parish is scheduled to start soon. Details of the streets affected are in the office and will be posted on the website.
- ii) The Clerk reported that a child had sustained some minor injuries following a fall caused by the large divots left in the grass outside the Parish Office by a reversing Co-op lorry. The matter was being dealt with by the Co-op's insurance company, but the Clerk will make the area safe and if necessary seek a recharge from the Co-op.
- iii) Cllr Honeyman advised that there were two Youth Club open evenings scheduled for 27th and 29th March for parents to sign up their children for the relaunch.
- iv) Cllr A Holland reported that there was a broken paving slab near the Village Hall bench and that the bench itself needs attention.
- v) Cllr Stennett advised that the Chairman has agreed that an item is added to the April Full Council to discuss requesting that DCC install bollards along the pavements outside the Co-op and on the other side of the road, with Parish Council funding if necessary. She is very concerned about the regular occurrence of vehicles blocking the pavements. Peter Jones, Corfe Mullen Dementia Friendly Community will be attending to explain the danger to dementia sufferers.
- vi) Before concluding the meeting, the Chairman presented Assistant Clerk Claire Gamble with a bouquet and a bottle of bubbly to celebrate her ten years' service with the council.

17/362 Date and time of next meeting

The date and time of the next meeting was confirmed as Tuesday 24th April 2018 at 7.45pm (*time subject to change*).

The meeting closed at 9.05 pm.

Do the Numbers Limited

37 Upper Brownhill Road
 Southampton, SO16 5NG
 023 8077 2341
 21st February 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 interim Internal Audit for 31 March 2018

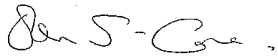
Please find below the list of matters arising from my visit today. Overall I found the records and systems of the council to be in excellent order and that the visits went very well. The matters listed below are areas for further improvement.

Control	Issue	Recommended Action
Bank reconciliation	It is good practice for the members of the council, in rotation, to check the bank reconciliation back to the original statements on a regular basis.	This was being done monthly until late last year. It should restart.
Grants to charities	The Council has been requested to provide a grant to a charity which would appear to have 40 years of expenditure in reserves and has not provided a proper financial statement.	All grants to external bodies should be based on proven need and clear benefit to the community. Financial Statements which comply with Charity Commission regulations can be seen here
GDPR	Changes in Data Protection legislation take effect in May this year which will impact on members using personal email accounts for council business.	All members should be provided with – and use – specific council email addresses. An example of where personal use of emails conflicts with data protection can be seen here .
Use of recreation ground by businesses	It appears that the Council has been approached to allow an Archery business to make use of the recreation ground.	Any such high risk use of open access public space should be fully cleared with Council's insurers in advance. It may be necessary to consult with all users of the space before such and 'exclusive' activity is permitted on publicly owned land.

Grant applications	It appears that an additional grant was made to an external group without an additional grant application form.	The council must take care to ensure that all grants to external bodies are made on the same transparent terms and that members associated with those bodies correctly declare any interests – even non pecuniary.
Reports to council from other bodies	Where possible it is best to avoid verbal reports – as written reports allow members to formulate appropriate questions when the agenda comes out.	Written reports can be appended to the minutes and allow all members of the council equal access to information.
Purchase ledger	The ledger contains several running balances relating to direct debit payments.	These should be reconciled as far as possible in advance of the year end.
Electronic payments	The controls of the council are such that changing from cheques to electronic payments would probably assist the management of the council.	Under the "Safeguarding Public Money" guidance, all of the 'dual signature' authorisation remains within the council and the bank processing can be handled by officers.

If either you or your councillors have any queries, please do not hesitate to contact me. I will return to the office on April 26th to complete the review of the systems and controls.

Regards



Eleanor S Greene

Comments from Clerk:

Bank Reconciliation	This was an oversight by a member of staff and has now been rectified.
Grants to Charities	<p>This is about a request from Phelipps Charity to submit a late grant application. The Internal Auditor's point is that grants from public funds should only be issued based on whether the grant is needed by the organisation. She has calculated that the Phelipps Charity has sufficient reserves for several years to continue to give out to individuals as it has done in the past. In addition, the Council must ensure that all applicants are treated equally, and this includes a requirement to submit the latest financial statement. She has provided a link in her report for the minimum requirements of a charity of the size of Phelipps Trust. This is the link:</p> <p>https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/585967/CC16a.pdf</p>
General Data Protection Rules (GDPR)	<p>The Clerk is due to attend training by DAPTC on 26th March and in addition has received a toolkit from NALC which has been circulated to all councillors. This toolkit will need to be worked through as a priority to achieve compliance. The Council's website provider has created email addresses for all councillors and Members are strongly advised to use these for all council matters. The Internal Auditor has provided a link to a recent case which demonstrates that if necessary a councillor's private email address and all its messages could be searched or made public. This the link:</p> <p>https://ico.org.uk/media/action-weve-taken/decision-notices/2017/2014862/fs50654957.pdf</p>
Use of recreation ground by businesses	This relates to the request to run an archery business on the recreation ground. The advice is that all users of the ground should be consulted, and it made clear that this is a commercial venture. For more information and advice on this request see Item 9.
Grant applications	This point relates to the additional grant awarded to the Sports Association of £5000. In future the Council should consider in the same way as other applications and require a fresh application form so that this and the organisation's accounts can be scrutinized afresh.
Reports to Council from other bodies	This seems to be good practice. A minor alteration to the Standing Orders would be required.
Purchase Ledger	This will be undertaken as part of the pre-year end process.
Electronic Payments	<p>The Internal Auditor's view is that dual authorization at the internet banking stage is not required because the Council has already authorized the expenditure by way of:</p> <ol style="list-style-type: none"> a) Agreeing budget at budget meeting or b) Agreeing additional expenditure at a meeting and this has been minuted c) Verifies that no additional payments have been made when checking the bank reconciliation (this is rotated among available councillors) <p>It works in other parish and town councils and could be re-considered. All of the processes above would have to be followed to ensure compliance.</p>

ARCHERY RANGE ON THE RECREATION GROUND

The Parish Council asked for further information before deciding on whether to allow an archery range business to operate at the recreation ground. This further information is outlined below.

Council's Insurers

The Council's insurer has confirmed that the Council's policy will respond to deal with any claims for injury or damage due to a defect with the recreation ground and the Council is found to be legally liable. However, the archery group should have their own Public Liability Insurance to cover their activities on the land. We recommend the Council obtain proof of this cover before use of the land is granted.

However, the Parish Council could face a negligence claim if it were found to have allowed an unsafe activity to take place. It is therefore crucial that:

- a) the archery organisers provide proof of their insurance and
- b) most importantly, the Parish Council is completely satisfied that they will run the activity in a safe manner.

If there is any doubt over these issues being resolved to the satisfaction of the Parish Council, the insurer recommends that permission is refused.

The insurer also suggested that the Council contacts Archery GB for any guidance.

Council's Health & Safety Consultant

The Council's Health & Safety Consultant had some initial observations:

1. The Archery GB website doesn't list a Level 3 coaching qualification, yet it is stated that one of them has this qualification.
2. The business would have to have full professional indemnity insurance.
3. As they are not a club – are they going to charge a fee, if so what level?
4. The proposed area would have to be fully assessed for suitable disabled access to the area as they specify they want to cater for disabled archers.
5. Setting up and tearing down each time may require vehicles to drive on to the area, this would not always be possible when the ground is wet and would impact on public safety.
6. Although the range layout itself accords with Archery GB's specifications it does not consider the physical context of public access to the area, so there would be little to stop people wandering onto the range. If they cannot guarantee that the range area remains clear of people, the activity should not go ahead.

Internal Auditor

The Internal Auditor's comments are contained in her report above. In addition to the safety/insurance question, she is concerned that recreation users should be consulted on the introduction of such an activity at the recreation ground.

APPENDIX 3 (Continued)**Head Groundsman**

As previously reported, the Head Groundsman's view is that the proposed location is the worst possible location on the recreation for such an activity due to the high volumes of public that access this area. Members of the public let dogs off the lead or let children go on ahead once off the car park but because of the buildings either side would not know that archery is taking place.

Members of the public have picked up from the Council minutes that archery is being considered and several have expressed concern to the Head Groundsman. This illustrates why a consultation exercise would be necessary. Public perception is a factor in addition to whether the range could operate safely or not.

Archery GB

The Clerk has spoken at length to both the insurance department at Archery GB and to their club developer. Archery GB supports the provision of additional archery facilities and the safety requirements are very high. It was also pointed out that the Council should properly assess the proposed range for safety so as not to discriminate against one sport over more traditional sports such as cricket and football. However, the minimum outdoor archery range standards recommended by Archery GB are:

1. A grass sports field at least 113.75m long and 37.62m wide, where a back-stop net is not used. Where a back-stop net is used at least 40m and 20m wide.
2. Grass that is flat not sloped, short, well-kept and well drained. The grass should be no longer than 5cm high.
3. A field that does not allow access to the public except at specific and defined points. Access must not be allowed other than at specific defined points. Normally, sites with a public right of way should be avoided.
4. A fully accessible changing room, or club house which has toilets. This should be heated.
5. A notice board or sign post where the archery club can advertise their activities.

Point 3 is of particular concern because not only is there a Public Right of Way across the recreation ground but the whole ground is a Public Open Space allowing free access. Archery GB, although keen to see an additional facility, felt that it could be a struggle to operate the range safely with just a coned off area, given the free and open public access. The range would not fall under any jurisdiction of Archery GB as it is being run as a business not a club.

Other considerations

There are six archery facilities located within between 7.3 and 12.5 miles of the recreation ground: it might be worth the company undertaking some market research on the likely take-up therefore.

For decision

The Council will need to make a balanced decision based on all the information available. If the Council wishes to offer the facility to this company, it is strongly recommended that a full public consultation exercise of recreation ground users takes place first and if this comes back positive, the Council commissions an independent assessment of the safety of allowing the range