

**Minutes of the COMMUNITY SERVICES COMMITTEE held at the Village Hall, Corfe Mullen on Tuesday 12<sup>th</sup> June 2018 commencing at 7:30pm**

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

Cllrs	A Holland	P Holland	Jefferies
	Harrison	Honeyman (late)	Mattocks

Officers in attendance: Katrina Blee (Clerk) and Claire Gamble (Assistant Clerk).  
Also in attendance: District Councillor Derek Burt

**PUBLIC DISCUSSION PERIOD**

There were no members of the public present.

**18/031 Election of Chairman for Municipal Year 2018-19**

Cllr A Holland was nominated by Cllr Alexander and seconded by Cllr Harrison. As there were no other nominations Cllr A Holland was duly elected Chairman and took the Chair at this point. She asked for thanks to be recorded to Cllr Dix for her excellent Chairmanship.

*Nem Con*

**18/032 Apologies for Absence**

Apologies for absence were received from Cllr Dix.

**18/033 Election of Vice-Chairman of Municipal Year 2018-19**

Cllr Alexander was nominated by Cllr Harrison, however due to current work commitments he declined the nomination.

Cllr P Holland was nominated by Cllr Harrison, however, he declined as he was likely to be absent at the same meetings as the new Chairman Cllr A Holland.

Cllr Honeyman was nominated by Cllr Harrison and seconded by Cllr Alexander. As there were no other nominations Cllr Honeyman was duly elected Vice-Chairman.

*Nem Con*

**18/034 Declarations of Interest**

There were no declarations of interest.

**18/035 Minutes**

The minutes of the meeting held on 8<sup>th</sup> May 2018 were approved.

*Nem Con.*

**18/036 Accounts for payment**

The following accounts were agreed for payment, with the amount payable to P White amended to £10.00:-

<b>PARISH COUNCIL ITEMS</b>		
201014	M B Wilkes - topsoil x 2	79.11
201015	ESPO - bleach & copying paper	35.27
201016	Sutcliffe Play - Towers Way play area fence repairs & new gate	2610.00
201017	Rigby Taylor - rod assembly for line marking machine	37.18
201018	Longham Garden Machinery - 2 x Stihl 360 strimmers	1236.00
201019	Mr P White - reimburse for tyre disposal	10.00
201020	HMRC - PAYE/NIC Month 3	1988.77
201021	DCPF - Superannuation Month 3	2953.63
autopay	Month 3	8378.64
dd 25.06.18	Chubb - fire extinguisher rental g'staff building	16.92
dd 04.06.18	UK Fuels - fuel	70.59
dd 28.05.18	UK Fuels - fuel	134.47
dd 11.06.18	UK Fuels - fuel	70.03
23.05.18 card	Tesco - tippex	4.00
29.05.18 card	Agrigem - weed killer	111.12
29.05.18 card	Amazon - goal post wedges	19.20
29.05.18 card	Post Office - stamps	58.00
31.05.18 card	Truly PVC - downpipe brackets	9.13
	<b>TOTAL</b>	<b>17822.06</b>

<b>VILLAGE HALL ITEMS</b>		
201022	Booker Construction - extra work to car park area	1824.00
201015	ESPO - bleach and scourers	12.40
201023	ESPO - cleaning items	27.07
25.05.18 card	Lockhart - white teapots	46.08
29.05.18 card	Amazon - teapots & coffee pots	70.48
dd 26.05.18	Gazprom - gas usage April	96.91
	<b>TOTAL</b>	<b>2076.94</b>

*Nem Con*

**18/037 Dog Warden Reports**

The dog warden's reports on his patrols of Parish Council sites for May 2018 were received. It was commented that the dog warden had not spoken on site to dog walkers recently and also that he is patrolling the Parish Council sites at similar times when it would be better to vary the times. The Clerk was asked to give this feedback to the dog warden.

*Nem Con*

**18/038 Verbal update on the Wheel Park Project installation and consideration of official opening**

The Clerk reported that the installation is on course for completion at the end of June.

EDDC has suggested a press release and the Clerk will liaise with both EDDC and the contractors to arrange an opening event. It will be important to stress the aim of deterring bikers from Upton Heath.

It was agreed that the Clerk will also liaise with Cllrs Harrison and Anne Holland regarding suitable wording and design for a sign at the new Wheel Park.

*Nem Con*

Following a question from Cllr Honeyman, the Clerk reminded members that the replacement of basketball facilities will be considered on the forthcoming tour.

The tennis courts were designed and funded to be multi-sports so if a court is required it should be provided there. In addition, the Council could consider funding a goal end similar to that at Towers Way.

**18/039 Policy on Street Furniture (Appendix 1)**

It was agreed that the policy as drafted should be adopted after the addition of the New Cemetery in the list of Parish Council sites.

*Nem Con*

**18/040 Policy on Adverse Weather Plan (Appendix 2)**

It was agreed that the policy as drafted should be adopted after the correction of one typo.

*Nem Con*

**18/041 Refurbishment of Henbury Play Area**

Having undertaken a site visit with the Head Groundsman, the Clerk recommended that consideration is given to a more comprehensive refurbishment than the planned 'mini-refurbishment'. This was agreed, and the Clerk will obtain quotations for consideration at a future meeting.

*Nem Con*

**18/042 Items of Information and Matters for Forthcoming Agendas**

The Clerk reported on the following: -

- a) *Verge outside BHLive* – The Clerk reported that the Community Highways Officer is investigating options to prevent parking at this location.
- b) *Bus Stop at Springdale Road* – DCC has advised that this would be a low priority item. If it is not possible to cut back vegetation to increase the hardstanding the Parish Council could consider funding it in full.
- c) *CMSA* - Has sent a letter thanking the Parish Council for the two grants made to them.
- d) *Move Catering* - Has requested a credit for 3 dates they did not trade due to minimal football activity. Members felt that as the company had signed up for specific dates a credit would not be appropriate, however agreed as a one-off to credit less 20% admin fee. The Clerk was asked to stress that this is an exception and that in future credits will only be made if the Parish Council cancels football due to extremely inclement weather.
- e) *Allotments* – The Clerks asked for clarification from the committee regarding toilet and mains water provision at the new allotment site. It was confirmed that both are required.
- f) *Community Service Tours* - These will take place as follows: -
  - i) Friday 15<sup>th</sup> June – 11am at the Recreation Ground to tour recreation ground and cemetery.
  - ii) Friday 22<sup>nd</sup> June – 11am at the Parish Office to tour all other sites.

**18/043 Date and time of the next meeting**

The date and time of the next meeting were confirmed as 14<sup>th</sup> August 2018 at 7:45pm (*time subject to change*).

The meeting closed at 8.15pm.

<b>Corfe Mullen Parish Council Policy on Street Furniture 2018</b>															
<b>On Parish Council sites</b> <i>NB for list of sites see overleaf</i>															
<b>Item</b>	<b>Policy Approach</b>														
Memorial seats	<p>Applications from individuals or organisations for the installation of memorial seats will be considered by the Council on a case by case basis.</p> <p>A charge will be payable to cover the cost of the seat, its installation and maintenance for the first ten years. The current charges are:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><b>New seat in new location</b></th> <th style="text-align: right;"><b>£</b></th> </tr> </thead> <tbody> <tr> <td>First ten years</td> <td style="text-align: right;">1500.00</td> </tr> <tr> <td>Subsequent ten years</td> <td style="text-align: right;">500.00</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <th style="text-align: left;"><b>Refurbishment in original location</b></th> <th style="text-align: right;"><b>£</b></th> </tr> <tr> <td>First ten years</td> <td style="text-align: right;">800.00</td> </tr> <tr> <td>Subsequent ten years</td> <td style="text-align: right;">500.00</td> </tr> </tbody> </table> <p>Charges will be reviewed annually.</p> <p>The Council will also consider requests for the Council to provide memorial seats at its own cost if there is clear wide community support for this.</p>	<b>New seat in new location</b>	<b>£</b>	First ten years	1500.00	Subsequent ten years	500.00			<b>Refurbishment in original location</b>	<b>£</b>	First ten years	800.00	Subsequent ten years	500.00
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Litter, recycling and dog foul deposits	<p>The Parish Council provides litter bins on all its sites.</p> <p>In addition, it provides dog bins on Corfe Mullen Recreation Ground.</p> <p>[NB Dog bins at Springdale Road are provided by East Dorset District Council].</p> <p>The Council also has signs at all sites informing people that they can also take their litter, recycling and dog foul deposits home to put in their own bins.</p> <p>To promote recycling, the Council will, when replacing litter bins, install dual-purpose bins where one part takes litter and dog foul deposits and the other part takes recyclable items.</p>														
Railings, signs, steps, lighting, bollards, disabled parking bays etc.	<p>The Council will consider requests for any such measures to be installed on its sites on a case by case basis.</p> <p>A clear need should be demonstrated as part of any request.</p>														

<b>List of Parish Council sites</b>	
Recreation Ground (whole site)	Off Badbury View Road, Corfe Mullen, Wimborne, Dorset, BH21 3HU
Old Cemetery – includes Chapel, War Memorial and War Graves	Off Newtown Lane, Corfe Mullen, Wimborne, Dorset, BH21 3EY
Allotments	Wimborne Road (opposite number 38), Corfe Mullen, Wimborne, Dorset, BH21 3DS

Springdale Public Open Space (Parish Council manages the area from Springdale Road up to Corfe Lodge Road)	Springdale Road, Corfe Mullen, Wimborne, Dorset, BH21 3JT
Henbury Play Area	Hillside Road (adjacent to Henbury View First School, Corfe Mullen, Wimborne, Dorset, BH21 3TR
Towers Way Play Area	Off Towers Way, Corfe Mullen, Wimborne, Dorset, BH21 3UA
Towers Way Multi-Use Games Area	Off Towers Way, Corfe Mullen, Wimborne, Dorset, BH21 3UA
Village Hall (managed by the Parish Council as sole managing trustee)	Off Towers Way, Corfe Mullen, Wimborne, Dorset, BH21 3UA
Parish Council Offices	Off Towers Way, Corfe Mullen, Wimborne, Dorset, BH21 3UA

<b>Corfe Mullen Parish Council</b>	
<b>Policy on Street Furniture 2018</b>	
<b>On the highway or other non-Parish Council sites</b>	
<i>NB Any installations on the highway or other non-Parish Council sites would be subject to the permission of the relevant highways authority and/or landowner</i>	
<b>Item</b>	<b>Policy Approach</b>
Bollards Railings Seating Planters	Requests for bollards and railings will be assessed on a case by case basis.  Requests for the Parish Council to install seats or planters will not be supported.
Grit bins	The Council will not provide grit bins around the parish. Residents are instead encouraged to organise community self-help, for example by way of appointing street monitors to coordinate volunteers to grit their own roads and pavements.  Due to its wider availability at reasonable price, the Council no longer offers an 'ice melt' type product at a discount.
Litter/dog bins	The Parish Council will consider whether to support requests made to the relevant highways authority to provide additional litter or dog bins or make representations where it agrees a removed bin should be reinstated.
Bus shelters	The Parish Council is currently responsible for two bus shelters: one at Windgreen and one near the Lambs Green Inn.  Requests for additional bus shelters will be assessed on a case by case basis.  <i>NB Should any requests be supported, the installation of a bus shelter would be subject to consultation by, and permission from, the highways authority. Not all bus stops are suitable for bus shelters due, for example, to width restrictions or visibility issues.</i>

## **Corfe Mullen Parish Council Adverse Weather Plan**

Corfe Mullen Parish Council does not have the resources or equipment to clear large areas of snow and ice.

The Parish Clerk will liaise with the Head Groundsman and the Chairman regarding staff attendance or the need to send staff home and close operations. Parish Council sites may be closed for safety reasons.

The Parish Council will strive to keep the cemetery drives and pathways clear of snow and ice to allow booked burials to proceed. It will not be possible to clear snow off the grassed areas.

**Burials may have to be cancelled if the site is assessed as unsafe or staff cannot get into work.**

The Parish Council sites are:

- Old and New Cemetery, Newtown Lane
- The whole of the Corfe Mullen Recreation Ground, Badbury View Road
- Springdale Road Public Open Space (car park and path up to Corfe Lodge Road)
- Corfe Mullen Village Hall, off Towers Way
- Corfe Mullen Parish Council office, off Towers Way
- Corfe Mullen Allotments, Wimborne Road
- Henbury Play Area, adjacent to Henbury View First School, Hillside Road
- Towers Way Play Area, off Towers Way
- Towers Way Multi-Sports goal facility, off Towers Way

It may be necessary to cancel any village hall bookings, sports other events at the recreation ground and guides/scouts meetings.

**Please note that in some instances it may not be possible to close sites. This could be because staff cannot get into work or the sites are unsafe to access. The public are asked to please be vigilant, take care and use common sense in snowy or icy weather. Please heed Met Office weather warnings and stay at home if the warnings are Amber or Red and only go out if necessary if the warning is Yellow.**

### **Roads and Footpaths**

The Parish Council is not responsible for clearing roads and footpaths. This is the responsibility of Dorset County Council in most instances. For details of which roads are gritted see <https://www.dorsetforyou.gov.uk/406309>

### **Grit Bins**

Dorset County Council does not provide grit bins in Corfe Mullen and the Parish Council is unable to meet the high number of requests for these. Instead, the Parish Council promotes community self-help by asking people in each street to get together to clear their own footpaths or roads.

### **Clearing snow and ice from pavements yourself**

There's no law stopping you from clearing snow and ice on the pavement outside your home or from public spaces. It's unlikely you'll be sued or held legally responsible for any injuries on the path if you have cleared it carefully. Follow the snow code (see overleaf) when clearing snow and ice safely.

## The Snow Code

### Tips on clearing snow and ice from pavements or public spaces

#### Prevent slips

Pay extra attention to clear snow and ice from steps and steep pathways - you might need to use more salt on these areas.

If you clear snow and ice yourself, be careful - don't make the pathways more dangerous by causing them to refreeze. But don't be put off clearing paths because you're afraid someone will get injured.

Remember, people walking on snow and ice have responsibility to be careful themselves. Follow the advice below to make sure you clear the pathway safely and effectively.

#### Clear the snow or ice early in the day

It's easier to move fresh, loose snow rather than hard snow that has packed together from people walking on it. So, if possible, start removing the snow and ice in the morning. If you remove the top layer of snow in the morning, any sunshine during the day will help melt any ice beneath. You can then cover the path with salt before nightfall to stop it refreezing overnight.

#### Use salt or sand - not water

If you use water to melt the snow, it may refreeze and turn to black ice. Black ice increases the risk of injuries as it is invisible and very slippery. You can prevent black ice by spreading some salt on the area you have cleared. You can use ordinary table or dishwasher salt - a tablespoon for each square metre you clear should work. Don't use the salt found in salting bins - this will be needed to keep the roads clear.

Be careful not to spread salt on plants or grass as it may cause them damage. If you don't have enough salt, you can also use sand or ash. These won't stop the path icing over as well as salt but will provide good grip under foot.

#### Take care where you move the snow

When you're shovelling snow, take care where you put it, so it doesn't block people's paths or drains. Make sure you make a path down the middle of the area to be cleared first, so you have a clear surface to walk on. Then shovel the snow from the centre of the path to the sides.

#### Offer to clear your neighbours' paths

If your neighbour will have difficulty getting in and out of their home, offer to clear snow and ice around their property as well. Check that any elderly or disabled neighbours are alright in the cold weather. If you're worried about them, contact your local council.

**Corfe Mullen Parish Council**  
**May 2018**