

Minutes of the FULL COUNCIL held at the Village Hall, Corfe Mullen on Tuesday 26 February 2019 commencing at 7:45pm

Present: Cllr Harrison - Chairman

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

Officer in attendance: Katrina Blee (Clerk) and Sheila Bird (Assistant Clerk).
Also in attendance: District Councillor Burns.

PUBLIC DISCUSSION PERIOD

There were two members of the public present observing.

District Councillor Burns urged the Parish Council not to claw back the Youth Trust underspend.

Cllr Perry spoke about the origins of the Corfe Mullen Parish Council crest.

18/348 Apologies for Absence

There were no apologies for absence.

18/349 Declarations of Interest

Cllrs Harrison, Honeyman and Jefferies declared an interest in Item 13 of the Agenda as they are Trustees of Corfe Mullen Youth Trust.

Cllr Dix declared an interest in Items 14 and 20 of the Agenda as she is an allotment holder.

18/350 Minutes of Previous Meeting

The minutes of the Parish Council meeting held on 22 January 2019 were approved subject to correction of minute 18/322 b) ii which should read 'St. Nicholas Church' and not 'Recreation Ground'.

Nem Con.

18/351 Committee Minutes

Minutes of the following committees were noted:

- | | | |
|----|--------------------|------------------|
| a) | Planning | 08 January 2019 |
| b) | Planning | 22 January 2019 |
| c) | Community Services | 13 November 2018 |

18/352 Accounts for payment

The following accounts were authorised for payment:

PARISH COUNCIL ITEMS		
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'staff	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'staff bldg.	9.84
card 07.02.19	Just Gloves - disposable gloves for g'staff	34.64
card 07.02.19	Screwfix - swarfega hand wipes for g'staff	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
	TOTAL	8945.63

VILLAGE HALL ITEMS		
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
	TOTAL	478.79

Nem Con

18/353 Bank Reconciliation

The following bank reconciliation was approved:

	Bank reconciliation 31.01.18	
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
Total		375496.28

Nem Con

18/354 Internal Auditor's Report

The Internal Auditor's interim report (Appendix 1) and the Clerk's comments (Appendix 2) were noted.

18/355 Termination of use of manual cemetery registers

It was agreed to terminate the use of the manual cemetery registers with effect from 1 April 2019.

Nem Con.

18/356 Allotments module purchase for Epitaph software

It was agreed to purchase an add-on module to the cemetery software for allotment management at a cost of £197.20 per annum under a five-year contract and an initial training cost of £140.

Nem Con.

18/357 Civic Brooches

Cllr. Everett proposed the purchase of a brooch for the Chairman's escort. Cllr Waterman seconded the proposal.

An amendment was proposed by Cllr P Holland to purchase brooches for the Chairman's escort, the Vice-Chairman of the Parish Council and also for the Chairmen of the Parish Council committees. However this was not seconded.

Cllr A Holland proposed an amendment to purchase brooches for the Chairman's escort and the Vice-Chairman.

This amendment was put to a vote: 8 were in favour, 5 were against and 1 abstained. Therefore the amendment was carried. The total cost will be £450 plus VAT for the design origination and £75 plus VAT for each brooch.

18/358 Staff Glasses

It was agreed to meet the cost of £48.75 for lenses of glasses required by a staff member for work use in line with HSE requirements for employers to assist users of Display Screen Equipment.

Nem Con

18/359 Dog Warden Contract

It was agreed to enter into a twelve-month contract for dog patrolling of Parish Council sites for five hours per week at a cost of £19 per hour, giving a total annual cost of £4940. The patrols will be undertaken by the same person who undertakes this work currently under the arrangement with East Dorset District Council, but as he is transferring to work for the new Bournemouth, Christchurch and Poole Council the contract will be with that authority.

Nem Con

18/360 Corfe Mullen Youth Trust Grant Underspend

The Clerk explained that although there is an underspend, the Trust has also suffered reduced membership fees due to low Year 9 membership and also has seen fewer donations this year. The Trust is hoping to address both these issues in the coming financial year, and the Clerk stressed that this had been the Youth Club's first full year and clawing back the underspend would deplete the majority of the Trust's reserves.

Cllr Parkin proposed, and Cllr Everett seconded, that the Parish Council should not claw back the 2018-19 grant underspend of £7409. 10 were in favour and 1 abstained. Therefore the proposal was carried.

18/361 Relocation of Allotments

Cllr Parkin suggested that the allotment holders could perhaps use the chapel in the old cemetery on a temporary basis to store items until the new site became available. The Clerk explained that the old site had now been vacated and allotment holders had removed any items which they wished to keep, and no storage was required.

Compensation

The report from the Clerk outlining that the landlord had waived uninvoiced rent to the value of £1332.50 towards compensation.

Cllr A Holland proposed, and Cllr Alexander seconded, that the compensation level for those tenants with fruit bushes or trees should be set at £50 per plot.

Cllr Jefferies proposed an amendment, and Cllr Perry seconded, that the compensation level should be set at £100 per plot. 8 were in favour, 4 were against and 1 abstention. Therefore the amendment was carried.

Tenancy Agreement

The draft tenancy agreement prepared by the Clerk, which had been based on the NALC model, was considered together with suggested amendments from members. The Clerk was delegated to incorporate agreed changes and prepare a final template for use.

[Cllr Perry left the meeting at this point].

It was agreed to keep Clause 8 to allow for future regulations but that the additional rules already suggested by the Clerk be incorporated into the Tenancy Agreement with two amendments, the first that fruit trees may be allowed but only very dwarf rootstock or espalier trained, in both cases trees not to exceed 4' in overall height. The second amendment was that cars should be in the car park at all times except for loading as well as unloading at the tenant's plot.

Nem Con.

Plot allocation on new site

It was agreed that plots should be allocated by the Clerk, with special requests such as ease of access to be decided at her discretion. It was further agreed that tenants are restricted initially to one plot, this to be reviewed after twelve months.

Nem Con

Group Plots

It was agreed to allow local bona fide community groups to rent a plot if requested.

Nem Con

Rent

Cllr Everett proposed, and Cllr Waterman seconded, that the annual rent be set at £30 for the period to 29th September 2019.

Cllr A Holland proposed an amendment, and Cllr Parkin seconded, that no rent should be charged up to 29th September 2019 and that from 30th September the annual rent be set at £25 per plot. All were in favour.

It was further agreed that the rent should be reviewed annually in order for the Parish Council to assess the costs of running the new site.

Nem Con

Manure

The Clerk had suggested that in order to help allotment tenants improve the plots in the first year the Council could pay for a manure delivery. Members asked for more information on how much manure would be needed per plot and the cost and the item was deferred in order for the Clerk to make enquiries.

Nem Con

Inspections

It was agreed that during the first year, inspections are undertaken three months after the start of tenancy to ensure that the plot is being tended and then once more that season. It was further agreed that for subsequent seasons the Clerk will research best practice for inspections and report to a future meeting.

Nem Con

Treatment of empty plots

It was agreed that the grounds staff will regularly trim vacant plots and that if a tenant leaves items and other paraphernalia when vacating their plot they should be pressed to clear it and finally, if that fails, the Council arranges clearance and invoices them accordingly. It was agreed that this point should be incorporated into the tenancy agreement.

Nem Con.

Cllr Parkin voiced concerns about deer accessing the new allotments as their population is increasing and they have been known to either jump deer proof fencing or push it over to get into fields. It was agreed that this should be put on the next Community Services agenda for consideration.

Nem Con

18/362 Highways Issues Update

<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. 10 bollards like those pictured left would cost £2559.30 + VAT. Cost of installation awaited.</p> <p>The cost of the bollards was agreed and it was further agreed that the cost of installation should be brought to the next meeting.</p> <p><i>Nem Con</i></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, although the Clerk is checking with the County Council that</p>

	<p>the number of boulders is sufficient as she feels more would be needed.</p> <p>It was agreed to proceed with these works in principle. It was further agreed to write to BH Live to request their co-operation to inform their users not to park on the verges.</p> <p><i>Nem Con</i></p>
Lockyers Triangle	<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>Cllr Honeyman proposed, and Cllr P Holland seconded that the Parish Council should go ahead with the feasibility study. 3 were in favour and 9 were against. Therefore the proposal was not carried.</p> <p>Cllr Parkin further proposed, and Cllr Alexander seconded, that the Parish Council should not go ahead with the feasibility study. 7 were in favour, 1 was against and 4 abstained. The proposal was therefore carried and the Clerk will inform DCC of the Parish Council's decision.</p>
Bus stop on Wareham Road by Corfe View Road	<p>In principle, the Community Highways Officer has no objection to this but needs to speak to 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>Noted – Clerk will chase.</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>Noted.</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>Noted.</p>
Gulleys by Windgreen	<p>Discovered major root infestation which has now been cleared.</p> <p>Noted. It was agreed that the Clerk should contact the County Council with concerns about procedures for leaving rubbish from blocked gulleys on the side of the road which means that this will be deposited back into the gully during heavy rainfall.</p> <p><i>Nem Con</i></p>
Wimborne Road by Lockyers School	<p>All hedges cut hard back.</p> <p>Noted.</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 and the problem has stopped, at least for the time being.</p> <p>Noted.</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"> • 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.

	<ul style="list-style-type: none"> • Add bands to existing SLOW signs on road surface • Add new SLOW signs and bands on road surface • Remove speed derestriction sign to discourage speeding up <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>Agreed.</p> <p><i>Nem Con</i></p>
Red/Knoll/Brickyard Lane ditches	<p>In hand.</p> <p>Noted.</p>

18/363 Correspondence Received

DAPTC	<p>Notification of 2019-20 subscription. This will be £1270.09 (current year £1229.52), an increase of 3.3%.</p> <p>Noted.</p>
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18/364 Verbal Reports from County & District Councillors and other organisations

a) Chairman's engagements: -

- (i) Cllr Harrison had attended a function at Lytchett Minster and Upton.

Cllr Harrison reminded members of the Chairman's Reception taking place on Friday 1st March at 7.30p.m.

b) The County Councillor reported as follows: -

- (i) The Shadow Authority had now set a balanced budget and council tax harmonisation is being implemented from April 1
- st
2019. This means that some areas will see a significant council tax increase, but for the East Dorset District the increase will be minimal at 0.29%, although it will vary according to the levels of parish and town precepts.

c) District Councillor Paul Harrison reported as follows: -

- (i) He had attended the Holocaust memorial service at Wimborne Minster.
- (ii) He had attended the Corfe Mullen Guides Thinking Day.
- (iii) He had attended the District Council Community Awards presentation.
- (iv) He will be meeting with the MD of More Bus regarding the recent national report about funding for bus services.

- (v) The new unitary authority has presented a balanced budget with no cuts and they are looking for contributors to their Voice Panel.
- d) Standing Orders were suspended to allow District Councillor Sarah Burns to make her report:
 - (i) She had attended the Holocaust memorial service at Wimborne Minster.
 - (ii) She had attended the Corfe Mullen Guides Thinking Day.
 - (iii) She is a dementia friendly champion and will give training on dementia to the Guides, Brownies and Scouts.
- e) DAPTC – Towns & Larger Parishes Group

Cllr P Holland gave the following report:

Local Councils are being established, Christchurch Town Council, Weymouth Town Council and Highcliffe and Walkford Community Council.

If well received, the February planning training can be repeated later in the year.

NALC successfully lobbied for parish and town councils to be exempt from the referendum principles for high council tax precept increases, this is the second year of the three-year exemption.

Council tax precept is being harmonised for the Dorset Council area at the £1629.75 for a Band D household (excluding precepts for parishes, police and fire).

Time is needed to consolidate planning application on the web, the EDDC system will continue for the present time. Planning committee meetings will alternate between Wimborne and Wareham.

A request for a direct access number for Clerks and Councillors is likely to be low on the list of priorities. The new Dorset Council intends to be a 'Digital Access Council'!

All meetings of Dorset Council will be in the daytime except for Full Council.

Request for 20mph speed limits in Okeford Fitzpaine was too vague and was sent back to the parish council for clarification. Parish and town councils may need to pay for these sort of things in the future.

The DAPTC Chief Executive made a representation to the Shadow Dorset Council for parish and town councils to be part of the process for planning applications. This was successful and as a result the constitution has been amended.

The above issue highlights the situation where the Shadow Dorset Council has not engaged with parish and town councils, leaving them not knowing what will be expected of them and unable to plan for the future. As a result a motion of no confidence in the leader of the Shaw Dorset Councils will be debated at a special in March.

Next meetings are 14 June; 6 September and 22 November.

[As Standing Orders states a maximum meeting length of two hours, the Chairman asked if members were happy to continue. Cllr Alexander left, and all others remained.]

18/365 Enhancements Working Party

Members noted the report of the first meeting of the working party and the Clerk's notes to these. It was agreed that most of the items would be more appropriately addressed by an updated Parish Plan. It was agreed to ask the new Parish Council after the elections to facilitate a public meeting to set up a new Parish Plan Steering Group in order to undertake this work.

Nem Con

18/366 Items of Information and Matters for Forthcoming Agendas

- a) The Clerk updated members on recent anti-social behaviour and criminal damage around the village. Two windows had been smashed at the Village Hall (on two separate occasions) and the Springdale Road litter bin was vandalised. There has been other damage around the parish and the police are dealing with the situation
- b) The Clerk reported that one of the Assistant Groundsmen has given notice and that an advertisement has been placed for his replacement.
- c) The Clerk reported that she had heard from East Dorset District Council's solicitor that the transfer deed for the land at Towers Way has now been agreed and the transfer should complete before 1st April.

[Standing Orders were suspended so that a member of the public could address the meeting with comments about the new allotment site.]

She had a number of queries regarding the set-up of the new site which were answered.

18/367 CONFIDENTIAL: Lease at new allotments

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.

The draft lease was agreed in principle, subject to the Clerk seeing and agreeing the plan which had not been sent with the draft.

Nem Con

18/368 CONFIDENTIAL: Quotation for Councillor training and consultancy

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.

It was agreed to accept the quote given by LGRC for the one-day post-election Council training at a cost of £800 plus VAT, £70 for materials and a maximum of £125 plus VAT for expenses.

The remaining parts of the quotation were deferred for consideration at the next meeting.

Nem Con

18/369 CONFIDENTIAL: Informal complaint

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.

Cllr Harrison reported that this complaint was primarily being made towards the Council as a whole. This was due to the Council's inaction to sanction inappropriate comments made by a particular councillor about staff.

It was agreed to defer this item as Cllr Harrison is awaiting further clarification on procedure from the Monitoring Officer.

18/370 Date and time of next meeting

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

The meeting closed at 10.10p.m.

INTERNAL AUDITOR'S INTERIM REPORT

Do the Numbers Limited

37 Upper Brownhill Road
 Southampton, SO16 5NG
 023 8077 2341
 19th 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

INTERNAL AUDITOR'S INTERIM REPORT: Clerk's comments

Cemetery works	This has now been corrected.
Transparency code ref asset register	Noted for action.
Purchase ledger	This has been done yearly in the past, all have now been correctly allocated.
Reserves	<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>