



NOTICE OF NEXT COUNCIL MEETING

Meeting of...	TOWN COUNCIL
Time...	19.30
Date...	TUESDAY 23 MARCH 2021
Place...	ZOOM ONLINE

Join Zoom Meeting

<https://zoom.us/j/97399627924?pwd=MC9GdIIIMZUc4N3dySERWdU9oVWt6dz09>

Meeting ID: 973 9962 7924

Passcode: 305519

PUBLIC PARTICIPATION: In accordance with Standing Orders, a maximum of 30 minutes is set aside before the meeting commences to enable members of the public to bring issues relevant to the Agenda to the attention of Councillors. Up to 5 minutes is allowed for each person. Members of the public will only be permitted to speak during the Public Participation agenda item.

Councillors will be discussing all the items listed on the agenda below.

AGENDA

PAPER

TC 20/175	To Receive and Accept apologies for absence (LGA 1972 s85 (1))	
TC 20/176	To Record any declarations of interest Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)	
TC 20/177	To Approve minutes of meeting held on 23 February 2021 LGA 1972, sch 12, para 41	A
TC 20/178	To Note minutes of Committees: - <ul style="list-style-type: none">• Community Services held on 9 February 2021• Planning Committee held on 9 February 2021• Planning Committee held on 23 February 2021	B
TC 20/179	To Approve the Resolutions from Community Services Committee meeting held on 9 March 2021	C
TC 20/180	To Approve Accounts for Payment	D

TC 20/181	To Approve Bank Reconciliations <ul style="list-style-type: none"> • February 2021 	E
TC 20/182	To consider request from “Growing Compassion” in respect of Memorial Tree Planting	Verbal
TC 20/183	To Note the Update on Flooding Issues at the Allotment Site	F
TC 20/184	To Approve Cemetery Charges and Regulations for 2021/22	G
TC 20/185	To Approve Accounts Software Package	Verbal
TC 20/186	To Note the Update from the Council Representative to the Youth Trust – Cllr J Lortie	Verbal
TC 20/187	To Note Clerk’s Update	Verbal
TC 20/188	To Note Mayor’s Report	Verbal
TC 20/189	To Note Dorset Councillors’ Report	Verbal
TC 20/190	Matters for Forthcoming Agendas No decisions can be taken ¹	Verbal
TC 20/191	To Agree a date and time for the next meeting – the date of the next meeting will be at 19:30 on Tuesday 27 April 2021 via ZOOM.	
TC 20/192	Close of meeting	

¹ Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)

*Included on Accounts for Payment



Minutes of the meeting of Corfe Mullen Town Council
held on Tuesday 23 February 2021 at 19:30 via Zoom

Present:

Councillors
D Sowry-House (Chairman/Mayor)
M Barron
A Craven
D Everett
P Harrison
A Holland
P Holland
B Honeyman
T Howard
S Jefferies
J Lortie
D Mattocks
P Purvis
J Stennett

In Attendance: Nicola Gray (Town Clerk)
Catherine Horsley (Deputy Town Clerk) (minute taker)

Public Participation

There were 28 members of the public present.

The Chairman welcomed everyone to the meeting, noting three members of the public who wished to speak, relating to agenda item 20/163.

It was **RESOLVED** to move agenda item 20/163 to follow item 20/155 and to suspend Standing Orders to allow the public participation to take place before the item was formally discussed by members.

TC 20/152 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

There were no apologies for absence received.

TC 20/153 To Record any declarations of interest Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations).

A declaration of interest was made by Cllr Everett pertaining to agenda item 20/163 as a landowner.

TC 20/154 To Approve minutes of meeting held on 26 January 2021 LGA 1972, sch 12, para 41

The minutes of the meeting held on 26 January 2021 were APPROVED.

TC 20/155 To Note minutes of Committees

- Community Services held on 1 December 2020.
- Planning Committee held on 12 January 2021.
- Planning Committee held on 26 January 2021.

The minutes were NOTED.

TC 20/163 To Agree the response to the Dorset Local Plan and Consultation

I

The Chairman welcomed members of the public and noted three wished to speak to the agenda item, Mr Matthew Cox, Mr Nigel Jackson and Mr Ian Macklin. Mr Cox thanked the Chairman for the opportunity to speak and asked for consideration to be given to the consultation period of the draft Dorset Local Plan being extended, based on the following four points:

- The accessibility to publications and communications during the pandemic in relation to the consultation was extremely limited, leaving some residents unaware of the consultation until they received the Corfe Mullen Town Council Newsletter which had been recently distributed. This had been emphasised by a recent article in the Daily Echo.
- There was no evidence of a road traffic census having been undertaken, which would provide a better understanding of the impact of development given the already congested roads within the parish.
- The proposal of developing a new town which was discussed at the previous Full Council meeting may be viewed as a possible cause for a no Plan scenario, which was not an ideal solution.
- There was a distinct lack of consideration as to the current need for housing which had not been re-evaluated since Brexit.
- The Campaign to Protect Rural England (CPRE) were due to release a state of the Green Belt report which would provide evidence on the impact of building on Green Belt.

Mr Cox concluded by noting how refreshing it was to have the support of the whole community.

The Chairman thanked Mr Cox for his comments noting this was a Dorset Council plan not a Town Council plan, but the matters raised by Mr Cox were important and all residents were encouraged to respond to the consultation.

The Chairman invited Mr Nigel Jackson to speak, with key points noted as follows:

- The housing needs both in Dorset and nationally were clearly not proven. On checking the Office of National Statistics (ONS) it was not expected for national growth to continue at same level, therefore, the level of additional housing proposed in Corfe Mullen was not needed.
- The proposed Green Belt development went against the commissioned research and value of the Green Belt.

The Chairman thanked Mr Jackson for his comments.

Mr Macklin had left the meeting, and so the Chairman advised Mr Macklin could send his representation via email to the Clerk should he still wish to make comment.

The Chairman thanked the Clerk, Cllr's Howard and A Holland for preparing the draft response to the Plan on behalf of the Town Council, noting it was a good quality concise document which was easy to read whilst providing a measured view from the Town Council.

The Clerk invited councillors and members of the public to provide any photos they may have of the proposed development sites to reinforce and support the Town Council's response, as it had been suggested by Cllr A Holland that photos spoke a thousand words. The Clerk noted the draft response, if approved, would be submitted at some point in the following week to ensure it arrived ahead of the consultation closing date on 15 March 2021.

The Chairman noted Cllr Harrison and Cllr Barron's opinions of the Plan as Dorset Councillors, as they would be voting on the plan later in the year. Cllr Harrison stated he was against the draft plan in its current format, albeit he supported a plan being put in place, however his preference was for the development of a new town. Cllr Barron noted the Plan was not liked by most Dorset Councillors.

The Chairman also noted it was his understanding that if enough Dorset Councillors did not vote in favour of the draft Plan, an alternative Plan would need to be drafted and consulted on, as not having any Plan in place was not an option. Both Cllr Harrison and Cllr Barron agreed. Cllr Harrison proposed the previously discussed wording in relation to a new town being developed as an alternative to the proposed development sites be included in the response, and Cllr Howard seconded this.

Cllr Howard noted that if several Parish and Town Councils in East Dorset collaborated to challenge the Plan with a possible action of requesting a judicial review, Dorset Council may be minded to reconsider and redraft the Plan. Taking this course of action would share any risk and strengthen the evidence.

It was **RESOLVED** the Clerk would draft additional wording relating to the development of a new town to be included in the final paragraph of the response, which would be circulated to members via email for approval, and to collaborate initially with other East Dorset Towns and Parishes to establish if there is any interest in moving forward with a group challenge of the Plan.

TC 20/156 To Approve the Resolutions from Community Services Committee meeting held on 9 February 2021 C

The Clerk noted there was a resolution missing within the report relating to minute no. CS 21/48 as follows:

'It was **RESOLVED** the Clerk would liaise with the Chairman of the Allotment Association to discuss the day-to-day management of the Allotments, compost bays and applying for a small grant for ongoing maintenance of the composting bays, and that all plot holders would be required to be members of the Allotment Association'.

It was **RESOLVED** to approve the resolutions from the Community Services Committee meeting held on 9 February 2021.

TC 20/157 To Approve Retrospective Items Verbal

It was **RESOLVED** to formally approve the following retrospective items which had been previously agreed by email circulated to members:

- Cost of Newsletter - £1,348.99+VAT (plus the postage costs, giving a total of £2,464.90 + VAT)
- Recreation Ground Height Barrier Repairs - £540+VAT
- Additional CCTV Camera - £215.54+VAT

TC 20/158 To Approve Accounts for Payment

Cllr Craven noted the costs incurred by the Town Council to publicise the Dorset Local Plan and whether consideration should be given to formally approaching Dorset Council informing them of the disappointing costs incurred to communicate their Plan to Corfe Mullen residents.

Cllr Howard proposed a letter to Dorset Council from the Mayor be written in respect of the failures of their consultation process, whereby communicating their Plan to ensure inclusivity of all residents had to be carried out by the Town Council at great expense. Cllr Howard said they should be asked to mitigate the costs already incurred and ensure this would not be repeated when the second part of the consultation process is undertaken.

Cllr A Holland asked why there was no K9 Security invoice included on the Accounts for Payment. The Clerk confirmed the invoice for the previous period had not yet been received.

It was **RESOLVED** to approve Accounts for Payment.

It was **RESOLVED** the Clerk would draft a letter from the Mayor in respect of the failures of Dorset Council's consultation process, whereby communicating their Plan to ensure inclusivity of all residents had to be carried out by the Town Council at great expense, and to ask if they would be prepared to mitigate the costs already incurred whilst reiterating this should not be repeated when the second part of the consultation process is undertaken.

TC 20/159 To Approve Bank Reconciliations

It was **RESOLVED** to approve Bank Reconciliations for January 2021.

TC 20/160 To Approve the review and amendments to Standing Orders

F

The item was deferred.

TC 20/161 To Approve CCTV Policy

G

Cllr Craven asked if the retention period of 12 months was long enough should there be any criminal proceedings. The Chairman confirmed once a crime was reported, the Police would take possession of the evidence. Cllr Purvis agreed and advised the Police would seize the original copy and make copies as evidence for the Courts at the time of reporting and that the retention period of 12 months was sufficient.

The Clerk confirmed the policy had been drafted using recommendations from the Information Commissioners Office (ICO), noting an annual fee was payable based on the number of employees and this was in addition to fee already paid relating to GDPR. It was noted the registration reference would be inserted into the policy once approved.

It was **RESOLVED** to approve the CCTV Policy.

TC 20/162 To consider the Update on Flooding Issues at the Allotment Site

H

Cllr Craven asked whether the costs involved to dig a trench along the top and right-hand side perimeter fences to the scrub area was known. The Deputy Clerk advised she would be investigating options along with costings to be presented to a future meeting.

The report was NOTED.

TC 20/164 To Note Clerk's Update

Verbal

The Clerk provided a verbal update, with the key points noted as follows:

- The errors encountered on the Town Council website by a resident and reported to Cllr Everett had been rectified.
- The Town Council's insurers had confirmed the progress of the personal injury claim at the Recreation Ground in August 2020 and was hopeful of defending the claim.
- As a result of the insurance claim, it has uncovered a number of policies and procedures which required review. This would be progressed when time allowed.
- An email had been received from Dorset Council on 23 February 2021, informing that a Community Governance Review would be carried out with a public consultation from the 5 August 2021 to 28 October 2021. Responses and recommendations would then be agreed at the Dorset Full Council in December 2021.
- There had been further vandalism to the guttering down pipes at the office over the weekend.
- There had been a number of positive emails and comments received relating to the distribution of the recent Newsletter.
- Some guidance had been received from NALC relating to the law for holding virtual meetings ceasing on 6 May 2021 and by Law, face to face meetings should recommence with effect from 7 May 2021, unless legislation was changed. It was noted NALC and SLCC were campaigning the Government to continue with the option to hold virtual meetings.
- Local schools have been approached relating to tree planting, but the schools had more pressing matters to deal with at the moment.
- The CCTV was up and running at the office, Village Hall, and Grounds Unit at the Recreation Ground with appropriate signage in place.

The report was NOTED.

TC 20/165 To Note Mayor's Report

Verbal

The Mayor advised he had received communications from two residents as follows:

- There appeared to be no provision for socially rented housing on the Bellway site, albeit there were Government backed discounted schemes to purchase some of the housing. The Mayor advised he had tried to make contact with Bellway, without success. However, he advised the relevant planning permission should be reviewed, prior to responding to the resident.
- The Mayor had received a complaint with accompanying photos relating to a pathway at Happy Bottom which had been blocked/closed. The Mayor asked the resident for further information relating to the landowner. Cllr Craven advised there was a steep embankment adjacent to the path, which he thought may have been closed due to the amount of rainfall recently and the safety of the path as a result.

- The Mayor congratulated the Clerk and office for the prompt preparation and distribution of the excellent Newsletter, which was clear and concise and well worth the expenditure. Cllr Craven agreed and noted the format was readable and engaging.

The report was NOTED.

TC 20/166 To Note Dorset Councillors' Report **Verbal**

Cllr Barron reiterated the Newsletter had been excellent and highlighted a number of residents who had been unaware of the Plan until they had received the newsletter. Cllr Barron also noted a number of his fellow Dorset Councillors were not content with the draft Dorset Local Plan.

Cllr Harrison asked if there was an update on the overhanging trees at the cemetery as mentioned at the previous meeting. The Clerk apologised for not following up due to her annual leave and agreed to check and provide an update following the meeting.

Cllr Harrison asked if the appropriate signage had been displayed at the Recreation Ground following installation of CCTV. The Clerk confirmed signage had been displayed and the CCTV did not impact any of the organisations sited at the Recreation Ground.

The report was NOTED.

TC 20/167 To Agree the named Charity for the Town Council Amazon Smile Account **Verbal**

The Chairman advised he had investigated various options for nominated charities for the Town Council's Amazon Smile Account, and due to Amazon being an American company there were limited UK charities to choose from.

Members discussed various options for national and local charities and agreed on supporting Macmillan.

It was **RESOLVED** to nominate Macmillan as the Town Council's nominated charity on the Amazon Smile Account.

TC 20/168 Matters for Forthcoming Agendas **Verbal** *No decisions can be taken¹*

The Chairman advised, due to the current Covid-19 restrictions, it would not be technically possible to go ahead with the Annual Parish meeting scheduled on 17 March 2021. Although the meeting could be held virtually, it would exclude a lot of the parish residents and organisations who were invited, and therefore it was proposed to cancel the meeting.

It was noted the Annual Town Council meeting scheduled on 11 May 2021, would still go ahead in some form once the legal position on meetings was known.

It was **RESOLVED** to cancel the Annual Parish meeting scheduled on 17 March 2021.

Cllr Everett noted the Town Council notice boards around the Parish and asked if the notice board outside the Hillview Post Office was required as it displayed out of date papers. The Clerk confirmed the notice boards should be maintained and would arrange for a copy of the Newsletter to be displayed on all the notice boards.

¹ Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)

TC 20/169 To Resolve to exclude members of the press and public

It was **RESOLVED** to exclude members of the press and public in order that agenda item TC 20/170 to 20/174 be dealt with after the public (including the press) had been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted Public Bodies (Admissions to Meetings) Act 1960.

TC 20/170 To Consider Quotes for Chapel Tower Repairs and External Decorating

J

Members received the report to consider three quotes obtained to agree and approve a contractor to proceed with the work to repair the tower and external decorating at the Chapel in the Cemetery.

All three quotes were considered and it was agreed the quote provided by Mackenzie Construction (Bournemouth) Ltd was very comprehensive, providing a solution to the cracks in the towers. Cllr Craven proposed to proceed with the recommendation to appoint Mackenzie Construction (Bournemouth) Ltd as the preferred contractor to carry out the works.

The Clerk noted the quote was above the agreed budget for 2021/22. The Chairman noted the budget was set without the knowledge of the full work required, an expert's advice and there was now a better understanding of the work required which would result in being over budget. Therefore, seconded the proposal to appoint Mackenzie Construction (Bournemouth) Ltd.

It was **RESOLVED** to appoint Mackenzie Construction (Bournemouth) Ltd to carry out repairs to the tower and external decorating at the Chapel in the Cemetery as per the quote in appendix 1.

TC 20/171 To Consider Quotes for service and repair to roller shutter door at the Grounds Unit

K

Members received the report to consider four quotes obtained to agree and approve a contractor to proceed with the work to service and repair the roller shutter door to the Grounds Unit at the Recreation Ground.

The differences in quote amounts were discussed and both the Deputy Clerk and Clerk explained the ongoing costs if the repair was not carried out properly, which was the current issue resulting in regular repair bills. It was agreed the quote provided by Unique Fire & Security Ltd was very comprehensive and would once and for all resolve the issues experienced with the door following recent vandalism. Cllr Craven asked if there was sufficient budget for this work. The Clerk confirmed the cost would be allocated to the Recreation budget as an ongoing repair. Cllr Craven proposed to proceed with the recommendation to appoint Unique Fire & Security Ltd as the preferred contractor to carry out the works, which was seconded by Cllr Purvis.

It was **RESOLVED** to appoint Unique Fire & Security Ltd to carry out service and repairs to the roller shutter door to the Grounds Unit at the Recreation Ground as per the quote in appendix 2.

TC 20/172 Staffing Update

Verbal

The Clerk provided a general staff update noting a number of key points to bring members up to date with staffing matters.

Members discussed working time arrangements and visibility of the Grounds team to residents with consideration being given to the Grounds team and vehicles visibility across the Parish.

The update was NOTED.

TC 20/173 To Agree a date and time for the next meeting

The date of the next meeting would take place Tuesday 23 March 2021 at 19:30 via ZOOM.

TC 20/174 Close of meeting

The meeting closed at 21:45.

Signed *Date*

DRAFT



CORFE MULLEN TOWN COUNCIL
Towers Way, Corfe Mullen, Wimborne
Dorset, BH21 3UA
01202 698600
nicolagray@corfemullen-CS.gov.uk

**Minutes of the Community Services Committee held on Tuesday 9 February 2021 at
19:30 via Zoom online**

Present: **Councillors**
S Jefferies (Chair)
P Holland
J Lortie
D Mattocks
A Craven
P Purvis
D Sowry-House

In Attendance: Nicola Gray (Town Clerk)
Catherine Horsley (Deputy Clerk) (minute taker)

Public Participation

There was one member of the public present.

Cllr Jefferies welcomed everyone to the meeting and asked if the member of the public present wished to raise any issues pertaining to the agenda.

Cllr Howard as a member of the public advised he was observing the meeting and did not wish to raise any issues. Cllr Jefferies thanked him and opened the meeting.

CS 21/44 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllr Barron who was unable to attend due to personal reasons.

CS 21/45 To Record any declarations of interest Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

There were no declarations of interest.

CS 21/46 To Approve minutes of meeting held on 1 December 2020 LGA 1972, sch 12, para 41 **A**

The minutes of the meeting held on 1 December 2020 were APPROVED as a correct record of the meeting.

CS 21/47 Accounts for Payment **B**

Cllr Sowry-House noted the recent purchases from Amazon and asked if the Town Council's Amazon account was an Amazon Smile account where a percentage of

the spend was donated to a designated charity at no additional cost to the purchaser. The Clerk confirmed purchases from Amazon were generally for urgent items and noted should the Council wish to support a charity, albeit a nominal amount, this would require agreement of the Full Council. It was agreed Cllr Sowry-House would investigate options and the item would be included on the next Full Council agenda on 23 February 2021.

Cllr Craven asked why the Grounds team had not installed the key safe at the office. The Clerk confirmed the installation required specialist tools to ensure the key safe was properly secured to the office outside wall.

Cllr P Holland noted Screwfix also donated to designated charities by rounding spend up to the nearest pound, which may be worth investigating.

It was **RESOLVED** to approve the accounts for payment.

CS 21/48 Update on the Parish Tour and Amenities

C

The report was received with the following points noted:

- Dorset Wildlife Trust (DWT) had advised that replacement log bollards at Springdale open space car park should be sustainable wood and not stone as previously suggested. Cllr Craven asked if we could go back to DWT to suggest stones like those used on the grass verges outside BH Live, which were harder wearing than sustainable wood. It was agreed the Deputy Clerk would follow up with DWT.
- The replacement of the perimeter fencing at Henbury Play was required, which would be costly due to neglect over previous years. The Deputy Clerk to investigate options and costs.
- A suggestion from a resident and a volunteer for Corfe Mullen Juniors under 9's had been made for children to design a poster to raise awareness and encourage dog owners to pick up dog waste at the Recreation Ground. The Clerk suggested a competition for local schools and clubs to design a poster which could be used for permanent signage displayed on Town Council sites along with being digitalised and on social media.

Cllr Craven proposed the Town Council went ahead with a competition for local schools and clubs to design a poster, which was seconded by Cllr Jefferies. Members voted unanimously in favour.

The Clerk noted consideration should be given to a prize(s) being awarded alongside designs being turned into signage and displayed at Town Council sites. Cllr Sowry-House agreed to award the three successful designs, or part of with vouchers of £30 each, granted from the Chairman's Allowance budget.

It was **RESOLVED** for the Clerk to publicise a competition to the schools and clubs within Corfe Mullen to design a poster raising awareness and encouraging dog owners to pick up their dog's waste. Three successful designs would be awarded a voucher of £30 each granted from the Chairman's Allowance and used as signage to be displayed at various Town Council sites and on social media.

- Members discussed the progress on clearing paths and boundary shrubbery within the 'pit area' at the Recreation Ground. It was noted this had been ongoing for some time with a decision on how to proceed required due to the Town Council's responsibility to maintain the boundary with the neighbouring properties. It was noted clearing could not commence until September 2021 due to the bird breeding season which was from March to August.

Cllr Sowry-House suggested a wildlife area project throughout the summer for local schools and clubs to get involved by building bug hotels and bird boxes which could be installed by the Grounds team once the paths and boundary shrubbery had been cleared in the Autumn.

It was **RESOLVED** the Clerk would publicise the wildlife project to build bug hotels and bird boxes to be placed in the pit area at the Recreation Ground, which would run alongside the competition for schools and clubs raising awareness and encouraging dog users to pick up their dog's waste.

- Cllr Mattocks provided an update on the restoration of finger posts across the Parish, noting progress had been slow due to Covid-19. It was hoped work would speed up once the current restrictions were lifted.
- The Deputy Clerk confirmed the license to use the composting bays at the allotment site was now in place. BCP Contractors had provided a quote of £66 per visit to carryout mechanical turning every 4-5 weeks for 8 months of the year. Members discussed the management of the compost bays, agreeing that consideration should be given to the Allotment Association taking over the day-to-day management and ownership of the compost bays and whether a small grant could be provided to cover costs.

It was **RESOLVED** the Clerk would liaise with the Chairman of the Allotment Association to discuss the day-to-day management of the Allotments, compost bays and applying for a small grant for ongoing maintenance of the composting bays, and that all plot holders would be required to be members of the Allotment Association.

- It was noted replacing the rabbit proof fencing on the allotment site would not stop rabbits entering the site and therefore, it was agreed that replacing the fencing would not be progressed at this time.

CS 21/49 To Note the Dog Warden Report for November, December 2020 & January 2021

D

Members noted the dog warden had been working hard to raise awareness, educate, and encourage dog owners to be responsible and to comply with Dorset Council Dog Related Public Spaces Protection Order 2020. It was noted some of the Dorset Council signs displayed at Towers Way open space, Henbury play area and the Recreation Ground had been ripped down.

Cllr Sowry-House highlighted an item on the dog wardens report relating to a member of the public observed litter picking at Springdale open space car park due to the litter bins overflowing with rubbish. It was agreed to investigate whose responsibility it was to empty the bins and to follow up increasing frequency to ensure members of the public were able to dispose of litter appropriately.

Members asked for the dog warden to be thanked on their behalf for his work in enforcing the Dog Related Public Spaces Order.

The report was NOTED.

CS 21/50 Matters for Forthcoming Agendas No decisions can be taken¹

¹ Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sech 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)

To agree the named Charity on the Town Council's Amazon Smile Account at the Full Council meeting scheduled on 23 February 2021.

CS 21/51 **To Agree a date and time for the next meeting** – the date and time of the next meeting will be Tuesday 9 March 2021 at 19:30 via Zoom.

Signed as a correct record of the meeting..... Date



**Minutes of the Meeting of Planning Committee held
on Tuesday 9 February 2021 at 19:00 via Zoom**

Present: **Councillors**
A Holland (Chair)
D Everett
T Howard
D Mattocks
D Sowry-House
J Stennett

In Attendance: Nicola Gray (Town Clerk)
Catherine Horsley (Deputy Clerk) (minute taker)

Public Participation

There was one member of the public present.

Cllr A Holland welcomed everyone to the meeting and asked if the member of the public present wished to raise any issues pertaining to the agenda.

Cllr Jefferies as a member of the public noted her concern regarding the new premises license application at 1 Hadley Road. Cllr Jefferies advised she was not a neighbour, but she lived nearby and felt the area was not suited to commercial businesses due to delivery vehicles coming and going, which may be awkward for neighbouring properties. It was noted the road was narrow with an average sized driveway at the property, which would be difficult for delivery vehicles to use. As a result, they would park roadside, which may be disruptive to neighbouring properties.

Cllr A Holland thanked Cllr Jefferies for her comments and opened the meeting.

PC 20/66 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllr Barron and Cllr Honeyman who were unable to attend for personal reasons.

PC 20/67 To Record any declarations of interest Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

There were no declarations of interest.

PC 20/68 To Approve minutes of meeting held on 26 January 2021 LGA 1972, sch 12, para 41 **A**

The minutes of the meeting held on 26 January 2021 were APPROVED.

PC 20/69 To Note Planning Decisions Report

B

Cllr Holland noted the irony of planning application no. 3/20/1465/HOU, which had been refused due to the proposed single storey timber structure garden office not falling within the forms of appropriate development and was therefore an inappropriate development in the Green Belt. In line with NPPF paragraph 143, inappropriate development is by definition harmful to the Green Belt and should not be approved except in 'very special circumstances'. Yet the draft Dorset Local Plan had identified Green Belt land suitable for 400 properties in Corfe Mullen.

The report was NOTED.

PC 20/70 To Consider the following applications received from Dorset Council:

New Premises License application Applicant: Gemma Withemshaw	1 Hadley Way, Broadstone, BH18 9JF
The application is for off sales to enable applicant to fulfil online and telephone orders. There will be no on sales or access to the premises by the public. See attached application/plan. Dorset Council Contact - licensingteamc@dorsetcouncil.gov.uk	

C

Cllr Holland noted the application was for a new premises license for off sales only and did not include any planning development.

Members discussed the inappropriateness of running a commercial business in a residential area due to the delivery of goods and movement of vehicles at the property, which may affect neighbouring properties.

Cllr Sowry-House noted he had visited the site and shared a photograph of the property with members, noting the following key points:

- The property had a modest garage and shared access driveway with the neighbouring property; therefore, delivery vehicles would need to park roadside and may obstruct access to the neighbouring properties.
- The security aspect for alcohol deliveries and storage in a residential garage with no indication of any security measures being taken to protect the stored goods.
- There is no indication of the type of alcohol being sold on the application.
- Licensed hours of operation until 20:00 would result in delivery vehicles coming and going in a residential area.
- The safeguarding of licensed premises and provision of alcohol sales in the local area.
- The application for change of use to run a business from the property had not been seen.
- The application notice displayed near the property was not obvious to residents.

It was **RESOLVED** to strongly object on the following basis:

- Inappropriate change of use of property in a residential area.
- Intermediaries deliveries and collections would be disruptive to neighbouring properties.

3/20/2121/HOU Applicant: Mr & Mrs Churchouse Agent: Mr Richards, Christchurch	Single storey side and rear extension. 7 Blythe Road
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<https://eastplanning.dorsetcouncil.gov.uk/plandisp.aspx?recno=117815&cuuid=CDGD276E-0632-4D17-BF8B-9E28FE8B7EE6>

It was **RESOLVED** there were no objections or issues to note.

3/21/0084/PNGD (NOTIFICATION OF PRIOR APPROVAL) Applicant: Mr H O Martin Agent: Martin Hanham, Corfe Mullen	Convert barn into one dwelling; convert calving shed into two dwellings; and convert milking parlour into one dwelling. Court Farm, Mill Street
https://eastplanning.dorsetcouncil.gov.uk/plandisp.aspx?recno=118089&cuuid=57668F41-8455-43FB-A664-01E96C084C98	

Cllr Holland noted there had been previous applications for an agricultural dwelling on the site and noted the permitted development rights brought in by the Government in 2014 (amended in 2018), whereby the maximum number of buildings which could be converted where they were no longer in use for animals had increased from 3 to 5. The application was to convert 4 buildings.

Members discussed the location and the high-water table in the area, which was subject to flooding, and expressed concern about mains drainage or septic tanks, along with the access being straight onto the busy A31 junction. Concern was also noted as to the development being on Green Belt land.

It was **RESOLVED** to object on the following basis:

- Access to properties via busy A31 junction and the need for consideration of this by Highways England.
- Development within the Green belt.
- Concern regarding possible flooding and drainage arrangements.

3/20/1926/HOU Applicant: Mr & Mrs M Damen Agent: Brian Nicholls Architects Ltd, Lytchett Minster	Single storey rear extension. Conversion of front side integral garage to habitable room and enlarge bedroom. 15 Maxwell Road
https://eastplanning.dorsetcouncil.gov.uk/plandisp.aspx?recno=117620&cuuid=243C5177-9BE6-4F7E-91BE-BB1C1A08AFC4	

It was **RESOLVED** there were no objections or issues to note.

PC 20/71 Matters for forthcoming agendas No decisions can be taken ¹

No matters for forthcoming agendas were noted.

PC 20/72 To Agree a date and time for the next meeting - the date and time of the next meeting will be on Tuesday 23 February 2021 at 19:00 via Zoom.

Signed as a correct record of the meeting..... Date.....

¹ Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)



**Minutes of the meeting of Planning Committee held
on Tuesday 23 February 2021 at 19:00 via Zoom**

Present: **Councillors**
A Holland (Chair)
M Barron
D Everett
B Honeyman
T Howard
D Mattocks
D Sowry-House
J Stennett

In Attendance: Nicola Gray (Town Clerk)
Catherine Horsley (Deputy Clerk) (minute taker)

Public Participation

There were 12 members of the public present.

Cllr A Holland welcomed everyone to the meeting and asked if any members of the public present wished to raise any issues pertaining to the agenda, advising that the Town Councils response to the Dorset Local Plan would be discussed at the following full Council meeting.

No members of the public indicated that they wished to speak, therefore, Cllr A Holland opened the meeting.

PC 20/73 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

There were no apologies for absence received.

PC 20/74 To Record any declarations of interest Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

There were no declarations of interest.

PC 20/75 To Approve minutes of meeting held on 9 February 2021 LGA 1972, sch 12, para 41 **A**

The minutes of the meeting held on 9 February 2021 were APPROVED.

The Clerk advised she had received an email from Dorset Council Licensing relating to the new premises license application 1 Hadley Road, Broadstone, which was discussed at the previous meeting. Dorset Council advised they had not been able to accept the

Town Councils strong objections as they did not specifically relate to any of the four licencing objectives, noting Planning at Dorset Council had responded with no objections.

PC 20/76 To Note Planning Decisions Report

B

The report was NOTED.

PC 20/77 To Consider the following applications received from Dorset Council:

3/20/2255/HOU Applicant: Mr & Mrs Summer-Watson Agent: Case Designs, Wimborne	Single storey rear extension, demolish existing conservatory, erect front porch, and internal alterations. 27 Phelipps Road
https://eastplanning.dorsetcouncil.gov.uk/plandisp.aspx?recno=117949&cuuid=F617582A-C6EE-4D28-8762-FED037ECD3BA	

It was **RESOLVED** there were no objections or issues to note.

3/20/2289/HOU Applicant: Mr & Mrs Parry Agent: mk3designs, Broadstone	Single storey front and rear extension. 26 Beech Close
https://eastplanning.dorsetcouncil.gov.uk/plandisp.aspx?recno=117983&cuuid=3FDF9561-B8C0-479E-A4B1-538F50D3BB68	

It was **RESOLVED** there were no objections or issues to note.

3/20/2115/HOU Applicant: Mr M Baker	Single storey side extension. 149 Hillside Road
https://eastplanning.dorsetcouncil.gov.uk/plandisp.aspx?recno=117809&cuuid=8FD0C010-46BE-4F67-AF60-C9100E7741BB	

It was **RESOLVED** there were no objections or issues to note.

3/20/2080/HOU Applicant: Mr & Mrs J Rous Agent: Castlemore Ltd, Christchurch	Two storey side extension; single storey rear extension. 18 Diana Way
https://eastplanning.dorsetcouncil.gov.uk/plandisp.aspx?recno=117774&cuuid=FEBA9188-ED64-4043-9DAA-55FA64F34DFD	

It was **RESOLVED** there were no objections or issues to note.

3/20/2096/HOU Applicant: Mr D Blackwell Agent: Mr P Beasley	Two storey front extension and replacement porch. 26 Rectory Avenue
https://eastplanning.dorsetcouncil.gov.uk/plandisp.aspx?recno=117790&cuuid=CB1CDB29-9F2C-4CF8-B751-BC1D56DB2D09	

It was **RESOLVED** there were no objections or issues to note.

3/20/2148/HOU Applicant: Mr & Mrs Johnson Agent: David Lax, Poole	Additional first floor to form two storey dwelling. 2 Viewside Close
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<https://eastplanning.dorsetcouncil.gov.uk/plandisp.aspx?recno=117842&cuuid=4B113D15-0216-43EE-8680-D0702909AC82>

It was **RESOLVED** there were no objections or issues to note. However, it was requested the oak tree at the rear boundary be protected.

3/20/2126/HOU Applicant: Mr Richard Roberts	Replace front bedroom window with French doors and replace rear patio door and kitchen window with bi-fold doors. 20 Highfield Road
https://eastplanning.dorsetcouncil.gov.uk/plandisp.aspx?recno=117820&cuuid=2E90DB6A-EE14-4F39-8117-C4D2C0DDAEE2	

It was **RESOLVED** there were no objections or issues to note.

3/20/2196/HOU Applicant: Mrs Yvonne Roberts	Rear first floor balcony. 7 Laurel Close
https://eastplanning.dorsetcouncil.gov.uk/plandisp.aspx?recno=117890&cuuid=518A9E3F-9830-4E27-86EE-95E578005876	

It was **RESOLVED** there were no objections or issues to note.

3/20/2260/FUL Applicant: Mr N Briant	Demolish existing dwelling and erect replacement dwelling. Smugglers Hyde, 47 Brook Lane
https://eastplanning.dorsetcouncil.gov.uk/plandisp.aspx?recno=117954	

C

Cllr Holland provided some background, noting there had been numerous planning applications submitted over the years for this site, with the majority being objected to by the then Parish Council.

Members discussed the application, noting it was similar to previous applications. The application constituted an over development of the severed plot leading to an overlarge, cramped and congested development, which would overlook neighbouring properties and would be out of character for the area.

Cllr Everett noted he understood a restrictive covenant had been placed on the land for only one dwelling to be built on the site.

It was **RESOLVED** to object on the following basis:

- The application would result in over development of the severed plot leading to an overlarge, cramped and congested development which overlooked neighbouring properties and would be out of character with the area.

3/20/2298/FUL Applicant: Ameriz Developments Ltd Agent: Pure Town Planning, Bournemouth	Erection of 9 dwelling homes with associated access, parking and turning areas. Land adjacent to 112 Wimborne Road
https://eastplanning.dorsetcouncil.gov.uk/plandisp.aspx?recno=117993&cuuid=80CFD189-93C3-4AFA-B527-4ED739D064DD	

Cllr Holland noted the proposed development was on part of the old railway line which was also part of the Green Belt and some trees had already been cleared from the site.

Members discussed and agreed the proposed development did not meet the required legal criteria for building on Green Belt land as there was no exception to build. The application showed the properties in close proximity to each other which was not in keeping with similar developments in the area and there was no provision for affordable housing. There was also limited access via a busy road.

It was **RESOLVED** to strongly objection on the following basis:

- Proposed development did not meet the required legal criteria for building on Green Belt.
- The properties are in close proximity to each other which is not in keeping with similar developments in the area.
- No affordable housing within the development.
- Limited access onto a busy road.

3/20/2199/HOU Applicant: Mr Barry Waite	Convert existing outbuilding into habitable accommodation. 61 Wimborne Road
https://eastplanning.dorsetcouncil.gov.uk/plandisp.aspx?recno=117893&cuuid=C0A99572-9AC5-40DA-B0F2-0A344379B684	

Cllr Holland noted the application did not provide sufficient information and drawings relating to the purpose of the outbuilding and members agreed it was not a sufficiently informative application for a decision to be established which meant it was not possible to correctly comment.

It was **RESOLVED** to respond to the planning authority requesting that sufficient information be provided with the application to enable a decision to be established so that correct comment may be given. In particular, the purpose of the 'habitable accommodation' and full clear plans.

3/20/2033/HOU Applicant: Mr John Withey	Car port to the front of the house. 72 Blandford Road
https://eastplanning.dorsetcouncil.gov.uk/plandisp.aspx?recno=117727&cuuid=02430CF34A-473D-8F29-380FF63C1639	

It was **RESOLVED** there were no objections or issues to note.

PC 20/78 Matters for forthcoming agendas No decisions can be taken ¹

No matters for forthcoming agendas were noted.

PC 20/79 To Agree a date and time for the next meeting - the date and time of the next meeting will be on Tuesday 9 March 2021 at 19:00 via Zoom.

Signed as a correct record of the meeting..... Date.....

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CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 23 March 2021

Agenda Item: TC 20/179

Paper: C

Subject:	Community Services Resolutions
Purpose of Report:	To Approve the resolutions made at the Community Services Committee on 9 March 2021.
Background:	The Community Services Committee meeting was held on Tuesday 9 March 2021. The Community Services Committee does not hold delegated authority from the Full Council to make decisions, therefore all resolutions require approval by Full Council.
Key Points:	<ul style="list-style-type: none"> • CS 21/55 - It was RESOLVED to approve the accounts for payment. • CS 21/56 - It was RESOLVED not to proceed with replacement log bollards at Springdale Open Space at this time and to revisit should there be an issue and to tidy up the driveway area to remove the rotten log bollards. • CS 21/56 - It was RESOLVED to communicate and support the Allotment Association to seek small grant funding to part fund replacement shed within the permissions for the site, due to the Town Council's financial position and to explore other opportunities for grant funding from alternative sources. • CS 21/56 - It was RESOLVED to purchase the padlock chain and appropriate signage which was within the approval limit of the Clerk and Chairman. • CS 21/56 - It was RESOLVED to communicate with residents of the neighbouring properties to advise maintaining the adjacent footpaths and communal areas to access their properties was their responsibility. • CS 21/56 - It was RESOLVED to update the signage with additional wording relating to Town Councils responsibilities and liabilities and correct Town Council crest and contact details. The Deputy Clerk to look at the most cost-effective way to update the signage.
Implications:	None to note.
Recommendation:	To APPROVE the resolutions from the Community Services Committee

Catherine Horsley
Deputy Town Clerk



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 23 March 2021

Agenda Item: TC 20/180

Paper: D

Subject:	Accounts for Payment
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Purpose of Report:	To approve the accounts for payment as scheduled.
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Accounts for Payment 23.03.21			
TOWN COUNCIL ITEMS			
DATE	METHOD	DETAILS	£
03.03.21	IB	Zoom - monthly charge	14.39
15.02.21	IB	Grounds Management Assoc. - annual membership J Case	48.00
11.03.21	IB	Wessex Fabrications - repair to Springdale height barrier	540.00
11.03.21	IB	M B Wilkes - topsoil	11.90
29.10.20	IB	SSE - repair to Column 4, Pine Road (inv. not received in Oct)	89.52
01.03.21	IB	B&Q - various groundstaff materials	31.06
24.02.21	IB	B&Q - various groundstaff materials (inc timber £21.37 for allotment sheds (not Town Council expense))	152.62
16.03.21	IB	Microsoft - monthly invoice	45.12
16.03.21	IB	R Evetts - Office Window Clean	9.00
11.03.21	IB	B&Q - various groundstaff materials	82.01
07.03.21	dd 22.03.21	UK Fuels - fuel	56.99
02.03.21	dd 19.03.21	S Electric - streetlight energy February	57.35
08.03.21	dd 22.03.21	DWP - waste & recycling collections February	185.40
15.03.21	dd 29.03.21	British Gas - monthly office electricity usage	160.64
17.03.21	dd 16.03.21	BT - monthly mobile sim card rental Head Groundsman	8.40
17.03.21	dd 30.03.21	Vodafone - sim card rental g'staff alarm	10.14
08.03.21	card	Screwfix - swarfega hand wipes for groundstaff	66.40
05.03.21	card	SLCC - virtual Regional Training seminar NG	54.00
TOTAL			1622.94
VILLAGE HALL ITEMS			
03.03.21	IB	Olivers Heating - VH boiler - new lagging and ESI RF stat	730.56
03.03.21	dd 15.03.21	Smartest Energy - February electricity usage	72.90
TOTAL			803.46
Recommendation:		To APPROVE the Accounts for Payment.	

Nicola Gray
Town Clerk



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 23 March 2021

Agenda Item: TC 20/81

Paper: E

Subject:	Bank Reconciliation																														
Purpose of Report:	To approve bank reconciliation for February 2021																														
Background:	Bank reconciliation provides the Town Council with details of bank statements and working balances																														
Key Points:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="background-color: #cccccc;">Bank reconciliation 28.02.21</th> </tr> </thead> <tbody> <tr> <td style="width: 60%;">Scot Widows Business Deposit</td> <td style="width: 20%;"></td> <td style="width: 20%; text-align: right;">500.89</td> </tr> <tr> <td>Petty Cash</td> <td></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Cooperative current</td> <td style="text-align: right;">26987.88</td> <td></td> </tr> <tr> <td>less unrec. Payments</td> <td style="text-align: right;">0.00</td> <td></td> </tr> <tr> <td>add unrec. Receipts</td> <td style="text-align: right;">25.00</td> <td style="text-align: right;">27012.88</td> </tr> <tr> <td>Cooperative dep. a/c</td> <td></td> <td style="text-align: right;">2.86</td> </tr> <tr> <td>Coop Charge Card</td> <td></td> <td style="text-align: right;">-720.84</td> </tr> <tr> <td>Public Sector Deposit Fund</td> <td></td> <td style="text-align: right;">347216.94</td> </tr> <tr> <td>Total</td> <td></td> <td style="text-align: right;">374012.73</td> </tr> </tbody> </table>	Bank reconciliation 28.02.21			Scot Widows Business Deposit		500.89	Petty Cash		0.00	Cooperative current	26987.88		less unrec. Payments	0.00		add unrec. Receipts	25.00	27012.88	Cooperative dep. a/c		2.86	Coop Charge Card		-720.84	Public Sector Deposit Fund		347216.94	Total		374012.73
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Public Sector Deposit Fund		347216.94																													
Total		374012.73																													
Implications:	Where figures do not tally, accounting errors may be the cause.																														
Recommendation:	To recommend approval of bank reconciliation for February 2021.																														

Nicola Gray
Town Clerk



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 23 March 2021

Agenda Item: TC 20/183

Paper: F

Subject:	Update on Allotment Site Flooding
Purpose of Report:	To provide members with an update on the flooding issues at the allotment site.
Background:	At the Town Council meeting held on 15 December 2020, the Deputy Clerk provided members with an update on the flooding issues at the allotment site to enable members to consider what action should be taken. At the meeting it was RESOLVED to pause discussions until the publication of the Dorset Local Plan and to regularly revisit the allotment flooding issue at future meetings to consider the latest position.
Key Points:	<p>At the Community Services Committee meeting held on 9 March 2021, members discussed the possibility of drainage trenches being dug along the top perimeter fence running down the right-hand side of site to the scrub area. The Deputy Clerk had liaised with Judith Proctor, Secretary to the Allotment Association who felt this was not a good idea as the trenches would become gullies which would erode over time due to the amount of water experienced on the site. Judith felt dealing with the flooding at the lower end of the site would be more beneficial and suggested installing perforated drainage pipes in trenches 2-3ft underground on a 1 in 100 gradient and infilled with pea shingle to drain into the scrub area, like the quotation previously received from BCP Contractors and rejected by members.</p> <p>The footpaths and car park require attention due to the woodchip being washed away into the lower car park, leaving the weed membrane exposed and a trip hazard and the car park having considerable potholes requiring infilling. Judith felt grass paths and reducing the width of the paths may be more beneficial and suggested a trial on some of the paths at the top end of the site.</p> <p>The Community Services Committee agreed to defer making any decisions on how to proceed following a review of flooding experienced on site during the recent bad weather.</p> <p>Work has commenced by the Grounds team to install 9 sheds on the allotment site as previously agreed. It should be noted flooding on the site has hindered progress with a large amount of drainage aggregate being used to ensure suitable drainage under the base of each shed.</p>
Implications:	<p>The Town Council will incur costs which have not been budgeted for in the current 2020/21 financial year and would add to the already overspend.</p> <p>A nominal amount has been included in the 2021/22 budget for maintenance, but this is not significant enough to rectify this issue.</p>

	<p>Consideration of the Dorset Local Plan and the Neighbourhood plan policies could ensure that any development which takes place around the allotments includes proper land drainage solutions, which could go some way to help alleviate this problem. However, this potential solution is some years away.</p> <p>Consideration should be given to allotment holders who have suffered sustained damage to their crops, particularly those who have tried to take evasive action themselves but have still been flooded.</p>
Recommendation:	Members to consider options in terms of drainage solutions, the footpaths and car park and to note report.

Catherine Horsley
Deputy Town Clerk



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 23 March 2021

Agenda Item: FC 20/184

Paper: G

Subject:	Cemetery Charges and Regulations for 2021/22
Purpose of Report:	To review and approve the revised charges and regulations for the Cemetery in 2021/22.
Background:	<p>The cemetery charges and regulations should be agreed by the burial authority (Corfe Mullen Town Council) and reviewed annually.</p> <p>There has been no historical resolution of the Council agreeing and approving these charges and regulations, with the previous Clerk implementing such charges and regulations and they saw fit.</p>
Key Points:	<p>It is expected that this review would normally be considered at the Finance and Administration Committee and recommended to Full Council. However, because this matter has only just come to light, the timing for the charges coming into force this year do not enable the Finance and Administration Committee time to review, and therefore any future annual review will be considered at the January meeting of Finance and Administration Committee.</p> <p>Under the Local Authorities' Cemeteries Order 1977, a burial authority must keep and make available a table of the nature and amount of every fee or charge payable. The charges should also include any maintenance agreements (regulations).</p> <p>The Council should consider the amendments in red to the existing fees and regulations for approval, to take effect from 1 April 2021.</p> <p>Previously there was no access information or disclaimer, which has been incorporated into the new regulations.</p>
Implications:	<p>Increased costs of labour and materials for maintaining the cemetery being absorbed by Council reserves if charges are not reviewed and moderately increased.</p> <p>Clarity for members of the public and funeral directors.</p>
Recommendation:	To review and approve the Cemetery charges and regulations set out in the attached paper for 2021/22.

Nicola Gray
Town Clerk



Corfe Mullen Town Council

Cemetery Charges and Regulations with effect from 1st April 2021

If you require any clarification regarding these charges or regulations, please contact the Town Council office

Charges	£	£
Exclusive right of burial in earthen grave		Residents
Full burial grave 2m x 1m	840.00 832.00	210.00 208.00
Cremated remains grave 1 m x 1m	460.00 448.00	115.00 112.00
Interment in a grave in respect of which exclusive rights of burial has been granted		
Body of a still-born child, or of a child whose age at the time of death did not exceed one month	80.00	20.00
Body of a child whose age at the time of death exceeded one month but did not exceed 12 years	120.00	30.00
Body of a person whose age at the time of death exceeded 12 years	520.00 504.00	130.00 126.00
Non-viable foetus	80.00	20.00
Cremated remains	312.00 302.00	78.00 75.50
Scattering ashes in cemetery (permission required)	No charge	No charge
Memorials, monuments, gravestones, tablets & inscriptions		
For the right to erect or place on a grave in respect of which exclusive rights of burial has been granted:		
A headstone	400.00 391.00	100.00 97.75
A kerb or border stone (old cemetery only)	400.00 391.00	100.00 97.75
A vase	100.00 99.00	25.00 24.75
Each additional inscription on any of above	172.00 166.00	43.00 41.50

These charges should be read in conjunction with the regulations overleaf.

Corfe Mullen residents are entitled to a 75% discount on the above fees. Where a Corfe Mullen resident has moved elsewhere into residential care, the resident charge shall apply.

All relevant forms available on our website: www.corfemullen-tc.gov.uk

NB: All Charges are applied according to the residency of the deceased or, in the case of pre-purchase of burial rights, the residency of the person for whom the grave is intended to be used.

Other Charges	£
Grave/Burial Search	5.00 NIL
Renewal of burial right*	40.00 39.00
Transfer of burial right*	85.00 84.00

(The same charge applies to both residents and non-residents)

Should a burial right renewal involve a transfer of burial rights both charges will apply.

Regulations

Exclusive Right of Burial in an Earthen Grave

1. A right of burial may be purchased in advance or at the time of the first interment.
2. A right of burial will be granted for the period of 50 years (renewable upon application to the Council).
3. A plot for full burial is 2 m x 1m
4. A plot for cremated remains burial is 1m x 1m

Interment in a grave in respect of which exclusive rights of burial has been granted

1. An interment may only take place upon application by the grave right holder or, if deceased, by their executor or next of kin.
2. There must be a transfer of the right if the grave right holder is deceased. This can be done after the interment: please contact the Council for assistance.
3. Notice of an interment must be made by application on the relevant form which must be submitted at least TWO days prior to the proposed interment.
4. The green Certificate for Burial or the pink Certificate of Cremation must be enclosed with the burial application form if available: if not available the certificate must be forwarded at the earliest opportunity and in any event PRIOR to the interment taking place.
5. The date of the proposed interment must be booked with the Council before any arrangements are made with officiant, funeral director etc.
6. The digging of graves must be pre-booked with the Council who will identify the grave and mark it.
7. Full burial graves must be dug to a depth of 7ft.

Memorials, monuments, kerb or border stones, tablets & inscriptions

1. All memorials, monuments, kerb or border stones, tablets and inscriptions must be approved in advance by the Council.

2. Application must be made by the grave right holder or, if deceased, by their executor or next of kin.
3. There must be a transfer of the right if the grave right holder is deceased before any memorial is approved: please contact the Council for assistance.
4. The design of any memorial must be approved by the Council, whose decision is final.
5. Memorials must be within the following dimensions:

Base (including foundation slab unless fitted at or below soil level) (h) 75mm, (w) 700 mm), (d) 600 mm

Headstone: (h) 1 metre

6. All parts of the memorial must be contained within the footprint of its base. All memorials must be installed to NAMM standards as must any memorials being reinstated following maintenance or additional inscriptions.
7. The grave right holder is the owner of the memorial and therefore responsible for its maintenance, repair and safety. It is recommended that consideration be given to taking out insurance: stonemasons should be able to offer advice on this.
8. Any intended work to a memorial (installation, lifting, reinstallation etc.) must be booked in advance with the Council.
9. The Council reserves the right to remove or lay flat any memorial which it perceives may be dangerous and will attempt to contact the grave right holder in this instance.

Adornments

1. Any adornment on a grave must be contained within the footprint of the grave.
2. All adornments must be easily removed for grass maintenance.
3. No permanent planting is permitted and will be removed by the Council.
4. The Council reserves the right to remove dead plants, flowers, pots and containers and will attempt to contact the grave right holder in this instance.
5. The Council reserves the right to remove any adornment deemed inappropriate and will attempt to contact the grave right holder in this instance.

Access

1. The cemetery is always open for pedestrian access; however, Corfe Mullen Town Council reserves the right to close the cemetery where it may be necessary for repair, emergencies or in the interests of public safety.
2. No dogs (accepted assistance dogs) are permitted in the cemetery.
3. Any person(s) committing a nuisance or disturbance to others attending a funeral or grave, or wilfully destroying, damaging or defacing any property of the Town Council or any memorial will be reported to the police for prosecution

Disclaimer

1. The Town Council cannot be held responsible for any damage caused by an act of god or third party to any memorial or any personal property taken into the cemetery unless acting under the direction of the Town Council.
2. If any damage is caused to the Town Council's land or premises by the bringing in of any materials, gravestones, or monument, the person or persons causing such damage will be held responsible for the same and the Town Council may recover the cost of repairing such damage from such persons and may take further action under Article 18 of the Local Authorities Cemeteries Order 1977.

Contact Details

Corfe Mullen Town Council
 Council Office, Towers Way, Corfe Mullen, Wimborne, Dorset, BH21 3UA.
 Telephone: 01202 698600
 Email: office@corfemullen-tc.gov.uk
 Website: www.corfemullen-tc.gov.uk