



### **NOTICE OF NEXT COUNCIL MEETING**

Meeting of...	<b>COMMUNITY SERVICES COMMITTEE</b>
Time...	<b>18.45</b>
Date...	<b>TUESDAY 13 OCTOBER 2020</b>
Place...	<b>ZOOM ONLINE</b>

**Should members of the Public wish to observe the meeting, connection details should be requested from the Town Clerk on the above details no later than 1.30pm on Monday 12 October 2020, upon such request login details will be issued. All meetings are recorded and published on the Council Website the following day.**

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

**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.

### **AGENDA**

### **PAPER**

<b>CS 20/24</b>	<b>To Receive and Accept apologies for absence (LGA 1972 s85 (1))</b>	
<b>CS 20/25</b>	<b>To Record any declarations of interest</b> 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)	
<b>CS 20/26</b>	<b>To Approve minutes of meeting held on 8 September 2020</b> LGA 1972, sch 12, para 41	<b>A</b>
<b>CS 20/27</b>	<b>To Approve Accounts for Payment</b>	<b>B</b>
<b>CS 20/28</b>	<b>Update on the Parish Tour</b>	<b>C</b>
<b>CS 20/29</b>	<b>Allotment Compost Bays</b>	<b>D</b>
<b>CS 20/30</b>	<b>Consideration of the parking issues near the Recreation Ground –</b> Residents in Badbury View Road and Violet Farm Close have raised concerns with parking over the weekends and during busy periods. The Council is asked to consider any ways to assist with alleviating the issue.	<b>Verbal</b>

**CS 20/31 To Note Dog Warden Report for September 2020** **E**

**CS 20/32 Matters for forthcoming agendas** No decisions can be taken<sup>1</sup>

**CS 20/33 To Agree a date and time for the next meeting** – the date and time of the next meeting will be 7.45pm on Tuesday 1 December 2020 via Zoom.

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<sup>1</sup> 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 Community Services Committee held on Tuesday 8 September 2020 at 2.30pm on Zoom online**

**Present:** **Councillors**  
S Jefferies (Chair)  
M Barron  
P Holland  
J Lortie  
D Mattocks

**In Attendance:** Nicola Gray (Town Clerk)

**CS 20/13 To Receive and Accept apologies for absence (LGA 1972 s85 (1))**

Apologies were received and accepted from Cllr A Craven, Cllr P Purvis and Cllr Sowry-House.

**CS 20/14 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 interests.

**CS 20/15 To Approve minutes of meeting held on 11 August 2020** LGA 1972, sch 12, para 41

**A**

The minutes of the meeting held on 11 August 2020 were approved.

**CS 20/16 To Approve Accounts for Payment**

**B**

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

**CS 20/17 To Consider suggestions made in respect of the Parish Tour**

**C**

Members considered the report in respect of the suggestions received from the Parish Tour. Cllr Jefferies confirmed she had sent out a further update just before the meeting. The Clerk provided some updates on some of the items within the report and confirmed she would liaise with the Head Groundsman over the complete list of items and return to Community Services with information on budget and action taken. Cllr Jefferies noted she would like to meet with the Head Groundsman herself to specifically discuss the hedgerow at Towers Way.

Cllr Holland noted the lighting at the skate park and offered to carry out some scoping on requirements and costs.

Cllr Holland further noted the flooding issue at the cemetery.

It was **RESOLVED** that the Clerk and Head Groundsman would discuss the listed items and report back to Community Services with a progress update for further discussion by Community Services.

**CS 20/18 To Consider installing a Dog Drinking Fountain at The Recreation Ground Verbal**

The Clerk noted the consideration had been raised by Cllr Harrison and she had been in touch with the trustees of Slades Farm where it had been seen. No communication had been received yet.

It was **RESOVLED** the Clerk would provide a further update on the dog drinking fountain at a future Community Services Committee meeting.

**CS 20/19 To Note the Dog Warden Report for August 2020 D**

The report was noted.

**CS 20/20 To Resolve to exclude members of the press and public – Confidential Session**

**RESOLVED** that under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting as publicity would be prejudicial to the public interest because of the nature of the business to be transacted.

**CS 20/21 To Consider and Approve quotes for work to the Communal Shed at the Allotments E**

The committee discussed the state of repair of the communal shed and considered the advice received from the companies who had quoted for repairs and noted the advice was to remove the shed due to its state of repair being potentially dangerous.

It was **RESOVLED** to disassemble the communal shed at the allotments for safety reasons and for further consideration to be given to the need for a replacement, including the budget requirement at a later meeting, with the allotment association to be informed.

**CS 20/22 Matters for Forthcoming Agendas No decisions can be taken<sup>1</sup>**

- An update on the road resurfacing within the parish.
- Consideration of provision of communal shed at the allotments.

**CS 20/23 To Agree a date and time for the next meeting – the date and time of the next meeting will be 6.45pm on Tuesday 13 October 2020 via Zoom.**

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

*Date* .....

<sup>1</sup> 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)



## COMMUNITY SERVICES COMMITTEE – REPORT

Meeting Date: 13 October 2020

Agenda Item: CS 20/27

Paper: B

<b>Subject:</b>	Accounts for Payment
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<b>Purpose of Report:</b>	To approve the accounts for payment as scheduled.
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TOWN COUNCIL ITEMS			
DATE	METHOD	DETAILS	£
17.09.20	IB	M B Wilkes - cemetery topsoil	43.40
16.09.20	IB	M B Wilkes - cemetery topsoil	88.71
01.10.20	IB	M B Wilkes - allotments topsoil	14.52
30.09.20	IB	M B Wilkes - allotments topsoil	60.47
22.09.20	IB	Amazon - cork board for office	6.99
22.09.20	IB	Came & Co. - motor insurance renewal	1919.38
03.09.20	IB	Came & Co. - annual insurance renewal 20-21	2956.20
24.09.20	IB	Amazon - bluetooth headsets for NG & CH	59.98
24.09.20	IB	Amazon - whiteboard cleaner	1.86
24.09.20	IB	Amazon - wipes for groundstaff	74.90
25.09.20	IB	Bloom Cleaning - rec toilets 31.08.20-27.09.20	663.40
28.09.20	IB	Amazon - dongles for NG & CH	24.47
09.09.20	IB	Longham Garden Machinery - helmet & orange line	65.50
28.09.20	IB	AJV Computing - new PC, monitors, stand & installation for DC	936.10
28.09.20	IB	Amazon - USB charger CG	22.48
30.09.20	IB	R Evetts - office window clean	9.00
04.10.20	IB	Scouts - electricity & water g'staff bldg. May - Sep 20	158.70
30.09.20	IB	K9 Security - security for September	720.00
02.10.20	IB	SLCC - ILCA Fees Deputy Clerk	118.80
05.10.20	IB	ESPO - office stationery	25.85
30.09.20	IB	Chubb - office fire extinguisher service	73.53
26.10.20	IB	DCPF - Superannuation Month 7	4325.61
23.10.20	IB	Month 7 Salaries	12209.29
06.11.20	IB	HMRC - PAYE/NIC Month 7	3423.72
25.10.20	IB	SWASFT - Defib for recreation ground	2160.00
03.10.20	IB	N Gray - Zoom for October	14.39
23.09.20	dd	Buzz- new handset for DC & user connection charge	84.00
01.10.20	dd	Buzz - monthly phone charge	35.82
02.10.20	dd	S Electric - streetlight September	61.00
14.09.20	dd	Chubb - fire ext. rental g'staff bldg. October	18.04
18.09.20	dd	S Electric - cemetery quarterly charge	25.62
23.08.20	dd	UK Fuels - fuel (August invoice)	46.35
13.09.20	dd	UK Fuels - fuel	131.36
27.09.20	dd	UK Fuels - fuel	219.74
23.09.20	card	Logmein Pro - annual licence	671.99
24.09.20	card	Just Gloves - groundstaff supplies	80.70
07.10.20	card	Post Office - stamps	26.40
<b>TOTAL</b>			<b>31578.27</b>

<b>VILLAGE HALL ITEMS</b>			
03.09.20	IB	Annual Insurance renewal - 20-21	1391.15
30.09.20	IB	Chubb - fire ext service & replacement item	308.58
03.09.20	dd	Smartest Energy - monthly electricity usage (August)	48.92
02.10.20	dd	Smartest Energy - monthly electricity usage (September)	92.87
<b>TOTAL</b>			<b>1841.52</b>

<b>Recommendation:</b>	To APPROVE the Accounts for Payment.
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Nicola Gray  
Town Clerk



## COMMUNITY SERVICES COMMITTEE – REPORT

**Meeting Date: 13 October 2020**

**Agenda Item: CS 20/28**

**Paper: C**

<b>Subject:</b>	Update on the Parish Tour
<b>Purpose of Report:</b>	To provide members with an update on the progress of items raised on the Parish Tour.
<b>Background:</b>	The Parish Tour was carried out over 3 tours and reported at the previous Community Services Committee meeting and discussed at Full Council. Updates to be provided at each meeting to ensure all items have been dealt with.
<b>Key Points:</b>	<ul style="list-style-type: none"> <li>• MUGA goal repairs – replacement parts are on order and are expected at the suppliers on 4 December 2020 and will hopefully be installed shortly after.</li> <li>• Cemetery flooding issue - Dorset Council/Highways/Wessex Water have all inspected and several works are due to be carried out to improve the situation. No timescale given, but markings have been put on the road in readiness. Thanks to Cllr Barron for meeting with Dorset to get them focused.</li> <li>• Signage – byelaws/dog/litter signs for all areas to be replaced over the coming months and will include the new crest and Town Council.</li> <li>• Weeding/cutting back – has commenced by the grounds team and is part of a planned cycle.</li> <li>• Communal shed at the allotments – is due to be dismantled in the next couple of weeks. The allotment association have asked that a replacement be sourced as a priority and it has been explained that this will be subject to budget restraints and will likely be in the next financial year.</li> <li>• Compost toilet – still being considered by the allotment association but is being used as a store by them at present.</li> <li>• Compost bays – now in place. There is a separate item on the agenda covering this.</li> </ul> <p>Other notable items:</p> <ul style="list-style-type: none"> <li>• The tree work on the boundary with Dorset Council land at the Rec has been completed and the field is now open.</li> <li>• Issues with vandalism and unsociable behaviour at the village hall/office entrance. A report will be submitted to Full Council in respect of completing the CCTV, security, and an enclosure.</li> <li>• Dog drinking fountain at the recreation ground – investigation on installation is ongoing.</li> </ul>
<b>Implications:</b>	All outside items are weather dependent. Cost of signage replacement.
<b>Recommendation:</b>	To NOTE the update.

Nicola Gray  
Town Clerk







## COMMUNITY SERVICES COMMITTEE – REPORT

Meeting Date: 13 October 2020

Agenda Item: CS 20/29

Paper: D

<b>Subject:</b>	Allotment Compost Bays
<b>Purpose of Report:</b>	To provide an update to members on the newly installed compost bays and consideration of ongoing requirements.
<b>Background:</b>	<p>A Composting scheme on allotment sites is regulated. To satisfy the Environment Agencies requirements under the Environmental Permitting (England and Wales) Regulations 2016, a licence, or an Exemption to operate the scheme should be applied for. Allotment Associations composting their old plants and trimmings should apply for a T23 exemption. The T23 exemption allows you to compost small volumes of vegetation and cardboard to spread on soil to add nutrients or improve the structure. You can store 80 tonnes of waste at any one time if you compost and use the waste in the same place it was produced. A key condition of the exemption is to ensure the treatment must produce a stable sanitised material that can be spread onto land to add nutrients or improve the soil structure. <a href="https://www.gov.uk/guidance/waste-exemption-t23-aerobic-composting-and-associated-prior-treatment#quantity-of-waste-you-can-treat">https://www.gov.uk/guidance/waste-exemption-t23-aerobic-composting-and-associated-prior-treatment#quantity-of-waste-you-can-treat</a>.</p> <p>There are two methods of composting as follows:</p> <ol style="list-style-type: none"><li>1. Cold or passive composting requires less effort, yet the decomposition takes substantially longer, up to a year or more and requires minimal turning for aeration.</li><li>2. Hot or active composting is the quickest way to produce rich garden compost. However, the temperature needs to be monitored, recorded, and maintained at 55-70c for 10-15 days. At the end of 15 days the material can be removed to a maturation bin for a couple of months. Every part of the compost needs to be heated up sufficiently to kill potential pathogens and weed seeds. This is achieved by layering and watering and should be aerated by turning every other week.</li></ol> <p>Turning can be completed by hand or mechanically within the solid bays by turning material from one bay to another. Sieving then transforms the compost which can be achieved by a hand or mechanical sieves.</p> <p>The National Allotment Society provide advice on the methods of composting and the types of materials for composting. <a href="https://www.nsalg.org.uk/growing-advice/composting/">https://www.nsalg.org.uk/growing-advice/composting/</a>.</p>

<p><b>Key Points:</b></p>	<ul style="list-style-type: none"> <li>• Currently the compost bays will be taped off until guidance and signage have been provided to allotment holders.</li> <li>• A T23 exemption will be applied for through the Environment Agency.</li> <li>• Consideration of the method of composting used needs to be determined.</li> <li>• To determine who is responsible for the management and monitoring of the compost bays.</li> <li>• When turning is required, to determine method and responsibility, whether this is the Town Council ground staff team, Allotment Association, or an outsourced provider.</li> <li>• The Allotment Association have advised they have expertise and knowledge within the allotment holders of composting.</li> </ul>
<p><b>Implications:</b></p>	<p>Should the Town Council take responsibility for the management and monitoring of the compost bays, there will be a cost implication on the labour time of the ground staff team and purchasing and/or hiring of relevant equipment required or outsourcing.</p>
<p><b>Recommendation:</b></p>	<p>The following is recommended to members as follows:</p> <ul style="list-style-type: none"> <li>• To encourage the Allotment Association to get involved and take responsibility for the management and monitoring of compost bays, whilst providing ownership of the waste, commitment, and sustainability.</li> <li>• A T23 exemption to operate the scheme under the Environmental Permitting (England and Wales) Regulations 2016 will be applied for once responsibility has been determined.</li> <li>• Follow the cold or passive composting method as it requires less effort.</li> <li>• Follow the advice on the National Allotment Society website (link provided above) on the types of materials for composting, noting all materials should be from the allotment site and not materials brought on site.</li> <li>• The Deputy Town Clerk to produce guidance on usage of compost bays and types of material to be used to allotment holders and put up signage as appropriate.</li> </ul>

Catherine Horsley  
Deputy Town Clerk

## Dog Warden Patrol Report

**Month:       SEPTEMBER 2020**

**Parish:       CORFE MULLEN**

**Total Hours:     20**

<b>Date</b>	<b>Time Started</b>	<b>Time Finished</b>	<b>Comments</b>
2/9/2020	8.30	11.30	Patrolled Springdale. 13 MOP seen with dogs, of which 5 were seen to pick up.
3/9/2020	10.30	12.30	Patrolled the Rec. 17 MOP seen with dogs, of which 9 were seen to pick up.
4/9/2020	8.30	10.00	Patrolled Springdale.11 MOP seen with dogs, of which 4 were seen to pick up.
7/9/2020	13.00	15.00	Patrolled the Rec. 15 MOP seen with dogs, of which 6 were seen to pick up.
8/9/2020	13.00	15.00	Patrolled Springdale.13 MOP seen with dogs, of which 6 were seen to pick up.
9/9/2020	16.00	17.30	Patrolled the Rec. 17 MOP seen with dogs, of which 10 were seen to pick up.
10/9/2020	12.00	13.30	Patrolled Springdale.9 MOP seen with dogs, of which 4 were seen to pick up.
21/9/2020	12.15	13.45	Patrolled the Rec. 15 MOP seen with dogs, of which 7 were seen to pick up.
22/9/2020	13.00	14.30	Patrolled Springdale. 7 MOP seen with dogs, of which 3 were seen to pick up.
23/9/2020	11.45	12.45	Patrolled the Rec. 11 MOP seen with dogs, of which 5 were seen to pick up.
28/9/2020	13.45	15.15	Patrolled the Rec. 18 MOP seen with dogs, of which 13 were seen to pick up.
30/9/2020	16.15	17.15	Patrolled Springdale. 11 MOP seen with dogs ,of which 4 were seen to pick up.