

CORFE MULLEN TOWN COUNCIL



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There is to be a meeting of the Town Council at the Village Hall, Towers Way, Corfe Mullen on Tuesday 14th January 2020 at 8.30 p.m.

K. Blee

Mrs K M Blee
Town Clerk
8th January 2020

Mrs Katrina M Blee
Town Clerk
Council Office
Village Hall
Towers Way
Corfe Mullen
Wimborne
Dorset
BH21 3UA

PUBLIC DISCUSSION PERIOD

Members of the public will have an opportunity to raise issues pertaining to this agenda before the meeting starts. Each member of the public will be limited to a 5 minute slot (30 minutes in total).

1. To Record apologies for absence
2. To Record any Declarations of Interest
3. To Approve minutes of the Parish Council meeting held on 10th December 2019
4. New bus shelter installation Wareham Road, by Corfe Road: to approve cost of hardstanding to facilitate this
5. To Consider recommendations from Finance & Administration Committee regarding grants:
 - a) Small grants programme 2019-20
 - b) Revenue funding for Corfe Mullen Youth Trust 2020-21
 - c) Capital funding for Village Hall 2020-21
6. To Consider recommendations from Finance & Administration Committee on Draft Budget and precept for the 2020-21 financial year
7. To Consider options for van replacement
8. To Confirm date and time of next meeting as 28th January 2020 at 7.45p.m. (*time subject to change*)

IMPORTANT NOTE

Please see the agenda for the Finance & Administration Committee immediately prior to this meeting to see information on grants, budget and van replacement. Any amended recommendations from the Committee will be presented verbally to the Council.

ITEM 3 MINUTES OF LAST MEETING

Minutes of the FULL COUNCIL held at the Village Hall, Corfe Mullen on Tuesday 10th December 2019 commencing at 7.15 p.m.

Present: Cllr Sowry-House - Chairman

Cllrs	Craven	A Holland	Howard	Purvis
	Everett	P Holland	Jefferies	
	Harrison	Honeyman	Lortie	

Officer in attendance: Katrina Blee (Clerk).

PUBLIC DISCUSSION PERIOD

The Chairman reminded everyone present that this meeting would be broadcast live to the internet and would be capable of repeated viewing.

There were two members of the public present. One member of the public asked questions about the change to a Town Council and also offered support for the sunflower lanyard scheme.

19/343 Apologies for Absence

Apologies for absence were received from Cllrs Barron, Mattocks and Stennett.

19/344 Declarations of Interest

There were no declarations of interest.

19/345 Minutes of Previous Meeting

The minutes of the Parish Council meeting held on 26th November 2019 were approved.

Nem Con.

19/346 Committee Minutes

Minutes of the following committees were noted:

Planning Committee 12.11.19
Climate Change Sub-Cor 15.10.19

19/347 Accounts for payment

The following accounts were authorised for payment:

PARISH COUNCIL ITEMS		
IB	CMYT - quarterly grant + rent reduction for 2nd quarter - rent for 30.12.19	9757.25
IB	Lockyers School - rent for Hub 30.12.19	30.00
IB	D J Andrews - repair to van	126.96
IB	AYS Skip Hire - skips at new allotment site	618.00
IB	Cllr Paul Holland - mileage expenses	72.45
IB	Dorset Council - annual licence fee Towers Way play area	1.00
IB	Month 9 Salaries	8637.03

IB	Month 9 HMRC PAYE/NIC	2488.71
IB	Month 9 DCPF	3195.25
IB	Vision ICT - biennial fee for .gov.uk domain renewal Feb 20 - Jan 22	66.00
IB	Vision ICT - website hosting & support Feb 20 - Jan 21	431.40
IB	Wessex Fabrications - replacement cricket net hanging posts 4 no.	336.00
dd 09.12.19	UK Fuels - fuel	132.89
dd 02.12.19	UK Fuels - fuel	75.04
dd 25.12.19	Chubb - fire ext. rental g'staff bldg.	17.42
dd 01.01.20	Dorset Council - office rates	368.00
dd 01.01.20	Dorset Council - cemetery rates	243.00
dd 30.12.19	Vodafone - sim card rental g'staff bldg.	10.08
card 29.11.19	Amazon - fire extinguisher for van	29.99
	TOTAL	26636.47

VILLAGE HALL ITEMS		
IB 28.12.19	Cllr Sowry-House - reimburse for stain for front office hatch work	16.00
card 02.12.19	Amazon - Christmas decs	22.58
	TOTAL	38.58

Nem Con.

19/348 Change to Town Council

The Clerk gave an overview of the following summary report:

This item is recommending that the Parish Council resolves that the parish of Corfe Mullen shall have the status of a town and thereupon the council shall bear the name Corfe Mullen Town Council, the Chairman and Vice-Chairman shall be entitled to be Mayor and Deputy Mayor and the Annual Parish Meeting shall be known as the Annual Town Meeting.

Background

Corfe Mullen has the 9th largest population in the whole of the Dorset Council area. Several parishes with smaller populations are Town Councils such as Sherborne, Swanage, Shaftesbury, Upton, Wimborne and Wareham.

The Council is already increasing its role in areas such as highways, youth centre funding, and it is likely that its range of services and responsibilities will develop further.

Although parish and town councils both have exactly the same legal status, it has become clear that where there is funding to be spent, it is often the town councils that are looked at first, and Corfe Mullen would therefore benefit from having town council status in this respect.

Resolving to have town status will not change the nature or character of Corfe Mullen but instead it will mean that the Council is best placed to protect and

enhance the parish to ensure that it continues to thrive and responds positively to future challenges.

Cost

There will be inevitably be some cost to rebranding to Town Council, but this can be kept to a minimum. Letterhead, invoices and other stationery are drafted in-house and printed as needed. The main area will be signage, but it is hoped that in the short-term 'Parish' can be replaced with 'Town' by way of a sticker over existing signs.

The Clerk stressed that any change would not mean that Corfe Mullen can no longer be viewed as a village.

Members offered their views. Cllr Harrison proposed that the item be deferred in order for costings to be better understood and to enable the Council to communicate to residents what it is trying to do and why. There was no seconder for this proposal.

Cllr Sowry House proposed, and Cllr Lortie seconded, that the parish of Corfe Mullen shall have the status of a town and thereupon the council shall bear the name Corfe Mullen Town Council, the Chairman and Vice-Chairman shall be entitled to be Mayor and Deputy Mayor and the Annual Parish Meeting shall be known as the Annual Town Meeting. When moving to a vote, Cllr Harrison requested a recorded vote.

Voting:

<i>For</i>	<i>Against</i>
<i>Cllr Craven</i>	<i>Cllr Harrison</i>
<i>Cllr Everett</i>	
<i>Cllr A Holland</i>	
<i>Cllr P Holland</i>	
<i>Cllr Honeyman</i>	
<i>Cllr Howard</i>	
<i>Cllr Jefferies</i>	
<i>Cllr Lortie</i>	
<i>Cllr Purvis</i>	
<i>Cllr Sowry-House</i>	

The proposal was therefore carried. The Clerk will post a statement on the website and Facebook to communicate to residents why this change is taking place.

19/349

Health and Safety Visit

The Clerk reported on the annual Health & Safety visit. There were a number of actions for the Council, however the consultant had been concerned with a number of issues to do with the pavilion. The Clerk will forward these to the Council's tenant, the Sports Association for action.

The consultant has recommended that instead of issuing guidance on various aspects to staff, which is current practice, that the Council pays for access to e-learning for all staff. This would enable staff to be trained in up to 63 areas including manual handling, COSHH, hand/arm vibration, workplace safety, working at height, winter weather awareness, stress management, slips, trips and falls, legionella, fire safety, personal protective equipment etc. It is important that staff are trained in appropriate areas and any training recorded.

The cost for up to 12 staff is £657 per annum on a three-year contract, making it a very cost-effective way to ensure the Council's staff training regime is compliant.

Cllr Harrison proposed, and Cllr Howard seconded that the Council proceed with the e-learning contract for staff.

This was agreed.

Nem Con.

19/350 Scams training

Cllr Jefferies explained that she has been approached by a local person who would be willing to run a 45-minute long training session for the Council on how to recognise and deal with scams. It was agreed that the Council should take up this offer with a view to setting a January date for this.

Nem Con.

It was thought such advice would be of great use to the wider community and Cllr Harrison is hoping to plan another Safety Awareness Event and will ask if information on scams could be included in this. It was also thought important to include something in the Council newsletter, website and Facebook.

19/351 Sunflower lanyards

The Council has been asked by the Growing Compassionate Community in Corfe Mullen for its views on introducing the use of sunflower lanyards alternatively a wrist band, which can indicate that a person has a hidden disability, mental health issues or special needs. If supportive, the Council is asked to suggest ways of how this might be introduced in the parish.

Whilst members thought this idea was interesting, and some supported it, it was felt that it could stigmatise those with hidden disabilities or advertise their vulnerability which could put them at risk. If the scheme is to be introduced, it would be important to understand how it would work and who it would be aimed at, also how would shops, businesses, organisations and the general public get to know and understand what the lanyards mean? How would it be coordinated within the community? The education and awareness-raising were thought to be crucial to the success of a project such as this. It was also noted that the sunflower is used by other charity campaigns which might cause confusion. The Clerk was asked to feed in these views to the Growing Compassionate Community before they decide whether to progress this project.

Cllr Harrison mentioned that Council staff could receive refresher training in dementia awareness which the Clerk was happy to arrange.

If the project can be introduced in a coordinated way, Cllr Harrison offered to raise it with Dorset Council with a view to promoting the idea Dorset-wide.

19/352 Retirement of Clerk

The Clerk has written to the Chairman announcing her intention to take early retirement on 30th June 2020. Allowing for outstanding annual leave, her last working day will be Friday 12th June 2020.

The Clerk had previously indicated to the Council her intention to retire in 2020 which has enabled the Council to take initial steps to recruit a successor. Following a special Full Council on 29th October, the Staffing Sub-Committee met with a consultant from the Local Government Resource Centre on 26th November and a tentative timetable has been set, with the post being advertised in January and interviews planned for mid to late February.

This was noted.

19/353

Verbal reports

- a) *Beacon Hill Liaison Committee – Cllr Jefferies reported that the next meeting due to be held on 11th December has been cancelled as there is still no news on the planning application to extend operations in order to fill the last cell.*
- b) *The Chairman reported that he had been to the East Dorset Scouts Presentation Evening, Verwood Town Council and Colehill Parish Council receptions and Portland Civic Carol Service.*

19/354

Items of Information and Matters for Forthcoming Agendas

- a) *Cllr Honeyman reported on a letter in the local press saying that speed reductions would only be considered on a parish by parish basis.*
- b) *Cllr Harrison reminded members that there is a Community Litter Pick this Saturday.*
- c) *Cllr A Holland reported that she had asked the Highways Agency to remove the weeds at Lake Gates roundabout island and this had been done.*
- d) *The Clerk reported that she had received an email from Cllr Peter Wharf at Dorset Council about the Town Council's response to the draft Dorset Plan to confirm that this is a high-level plan and that further detailed plans for each service will be developed in 2020. He took the point about sustainable transport being omitted which will be addressed when the Plan is reviewed at the end of the consultation.*
- e) *The Clerk reported that repeat weed spraying had been undertaken across the parish and it is hoped that road sweeping would follow soon.*
- f) *Dorset Council would be prepared to undertake a feasibility assessment, then full assessment survey for the pedestrian crossing on Lockyers Road, but need to know if we are wanting the second crossing near Cogdean roundabout or the existing one near Windgreen roundabout moved. Members felt that the current crossing is dangerous but recognised that children from Cogdean estate would want to cross there and walk up Wimborne Road to school, so a second crossing cannot be ruled out. A site visit is needed with Dorset Council to discuss the existing crossing and observe pedestrians first, the Clerk will report back. Once any request has been surveyed it then is ranked and added to a list for prioritisation and funding, but this can take several years.*
- g) *Dorset Council has advised that if the Council wishes to help fund footway (pavement) repairs the cost is £5 per square metre*
- h) *Hillview Road roundabout – Dorset Council now accepts that the roundabout roundel was moved and is in the wrong place, rectification will require a design and safety audit first which they say will take both time and budget.*
- i) *Traffic calming measures in quieter lanes in the parish are still under discussion.*

19/355

Exclusion of Press and Public

Pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it was resolved that the press and public be excluded from the items below due to the confidential nature of the business to be transacted.

Nem Con.

19/356

Newsletter printing quotes

Three quotes had been received for printing in full colour. The Clerk reported that one company had reduced their quotation.

It was agreed to accept the quotation from Leafletfrog at £239 per issue. This will start with the April 2020 issue.

19/357 Bus shelter quotes

The Council has previously agreed to install a bus shelter on the Wareham Road by Corfe View Road junction. Three quotations have been received, there may be an additional cost if hardstanding has to be installed. The Clerk will check on this with highways and will also request that the shelter is installed with its back fronting the Wareham Road to shelter those waiting for a bus.

It was agreed to accept the quotation from Externiture Ltd.

Nem Con.

19/358 Date and time of next meeting

The date and time of the next meeting was confirmed as Tuesday 14th January 2020 at approximately 8.30pm (following Planning and Finance Committees). This will be a special meeting to discuss the budget only.

Members are asked to attend the Finance Committee to listen to the debate as this will help inform the budget discussion.

The next normal meeting of the Council will be on Tuesday 28th January 2020 at 7.45 p.m. (time subject to change).

The meeting closed at 9.10 p.m.

ITEM 4 BUS SHELTER HARDSTANDING

Due to the need not to restrict the pavement depth at this location it is necessary to install hardstanding on the grass verge to accommodate the shelter. This will be at a cost of £1250 +VAT.

For decision.

ITEM 5 GRANTS

The Council is asked to consider grants to outside organisations in accordance with the recommendations in the Finance & Administration Agenda, as amended verbally after the deliberations of that committee which meets immediately prior to this meeting.

For decision.

ITEM 6 BUDGET AND PRECEPT

The Council is asked to consider the budget and precept in accordance with the recommendations in the Finance & Administration Agenda, as amended verbally after the deliberations of that committee which meets immediately prior to this meeting.

For decision.

ITEM 7 VAN REPLACEMENT

The Council is asked to consider options for a van replacement in accordance with the recommendations in the Finance & Administration Agenda, as amended verbally after the deliberations of that committee which meets immediately prior to this meeting.

For decision.