

# 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 28<sup>th</sup> January 2020 at 7.15 p.m.



Mrs K M Blee  
Town Clerk  
22nd 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 Town Council meeting held on 14<sup>th</sup> January 2020
4. To Receive, for information purposes only, the following committee minutes:

Planning	10.12.19
Finance & Administration	08.10.19
Climate Change Sub-Committee	27.11.19
5. To Approve the minutes of the Way Ahead Working Party held on 4<sup>th</sup> June 2019
6. To Approve accounts for payment
7. To Approve Bank Reconciliation for the months ended 30<sup>th</sup> November 2019 and 31<sup>st</sup> December 2019
8. To Re-consider decision to grant £200 to the Corfe Mullen Luncheon Club following receipt of its financial statement
9. To Approve a change to staff pay day
10. Climate Change Sub-Committee: to:
  - a) Receive an update on the work of the Sub-Committee;
  - b) Consider the suggestion of a Stakeholder Engagement Day and public information stalls;
  - c) Consider how to take the work of the Sub-Committee forward.
11. To Receive a general update on discussions with Corfe Mullen Sports Association regarding the future management of the pavilion and multi-use games area
12. To Receive an update on a meeting held with Dorset Council on S106 monies from the new development

13. To Review Town Councillor surgeries and Agree to continue them on a permanent basis

14. Policy Documents. To:

- a) Review standing orders
- b) Approve a media policy and social media policy

15. To Consider costs of additional allotment works

16. To Consider cost of updating site signage

17. To Confirm interview panel for the post of Town Clerk

18. To Consider correspondence received

19. To Receive verbal reports on Chairman's engagements and from Unitary Councillors and representatives to outside organisations

20. Items of Information and Matters for Forthcoming Agendas

21. CONFIDENTIAL: To Approve new licence for Henbury Play Area following Henbury first School's conversion to an academy

22. To Confirm date and time of next meeting as 25<sup>th</sup> February 2020 at 7.45p.m. (time subject to change)

### ITEM 3 MINUTES OF LAST MEETING

Minutes of the FULL COUNCIL held at the Village Hall, Corfe Mullen on Tuesday 14 January 2020 commencing at 9.26 p.m.

**Present:** Cllr Sowry-House - Chairman

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

Officer in attendance: Katrina Blee (Clerk) and Sheila Bird (Assistant 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 was one member of the public present.*

**19/373 Apologies for Absence**

*There was one apology of absence from Cllr Stennett.*

**19/374 Declarations of Interest**

*The following interests were declared in Item 19/377:*

*Cllr Craven Trustee of the Thomas Philipps Trust.*

*Cllr Harrison Trustee of the Corfe Mullen Youth Trust, member of the Carnival Committee, member of the Corfe Mullen Sports Association Committee and involved with the local Growing Compassionate Community group.*

*Cllr Howard Trustee of the Thomas Philipps Trust.*

*Cllr Jefferies Trustee of the Corfe Mullen Youth Trust and the Corfe Mullen Sports Association.*

Cllr Honeyman Trustee of the Corfe Mullen Youth Trust and member of the Corfe Mullen Sports Association Committee.

Cllr Mattocks Trustee of the Corfe Mullen Sports Association.

19/375

**Minutes of Previous Meeting**

The minutes of the Parish Council meeting held on 10 December 2019 were approved.

Nem Con.

19/376

**Bus Shelter Wareham Road**

Cllr Harrison proposed, and Cllr Lortie seconded that the quotation of £1250 + VAT to provide hardstanding on the grass verge to accommodate the bus shelter be accepted.

Voting: unanimous.  
Proposal carried.

19/377

**a) Small grants programme 2019-20**

Recommendations from Finance & Administration Committee as detailed were discussed.

<b>Organisation</b>	<b>Reason for Grant</b>	<b>£</b>
Broadstone Art Society	Tutor costs	0
Citizens Advice East Dorset	Contribution to running costs	1650
Corfe Mullen 5k run and children's fun run	First aid cover for the event	150
Corfe Mullen allotment association	Tools and equipment for borrowing among plot holders, table and a few chairs	300
Corfe Mullen Carnival	Health & Welfare costs	600
Corfe Mullen Girlguiding	New flags for the 3 Brownie units	150
Corfe Mullen Luncheon Club (Weds)	Contribution to running costs of providing meal and venue	200
Corfe Mullen Royal British Legion – Senior Section	Coach outing and Christmas lunch	300
Corfe Mullen Sports Association	Replacement of tennis nets	75
Corfe Mullen Sports Association	Replacement flooring to lounge/kitchen	750
East Dorset Tourist Information Centre	Contribution to revenue	500
Growing Compassionate Communities	Magic Table (sensory)	350
Legs & Company Legs Club – leg ulcer support group, partnership charity between NHS & community	Contribution to rent	500
Rushcombe First School	3 new docking stations for computer equipment	0
Thomas Phelipps Charity	Purchase of food vouchers for needy families at Christmas and throughout the year	400 subject to the Trust undertaking its own fundraising

		<i>in the coming year</i>
Vision Wimborne Dial a Ride	Contribution to running expenses	100
<b>SUB-TOTAL</b>		<b>6025</b>
Already donated RBL Poppy Appeal		50
<b>TOTAL</b>		<b>6075</b>

*Cllr P Holland proposed, and Cllr Sowry-House seconded that the recommendations of the Finance & Administration Committee should be accepted by Full Council, and the budget increased to £6075.*

*Voting: unanimous.  
Proposal carried*

**19/378**

**b) Revenue for Corfe Mullen Youth Trust 2020-21**

*Cllr Sowry-House proposed, and Cllr Purvis seconded that the recommendation from the Finance & Administration Committee to grant £36350 for 2020-21 to cover rent and salary costs, with a commitment to continued funding for these two items for the year 2021-22 be accepted.*

*Voting: unanimous.  
Proposal carried.*

**c) Capital funding for Corfe Mullen Village Hall 2020-21**

*Cllr Sowry-House proposed, and Cllr Purvis seconded that the recommendation from the Finance & Administration Committee to grant £15000 towards the next phase of building improvements at the Village Hall be accepted.*

*Voting: unanimous.  
Proposal carried.*

**19/379**

**Draft Budget and Precept for 2020-21 Financial Year**

*Cllr Harrison proposed, and Cllr Howard seconded that the recommendation put forward by the Finance & Administration Committee that:*

- a) The amended budget (Appendix 1) be approved and;*
- b) The precept for 2020-21 be set at £312253, an increase of 4.99%, and equivalent to £80.18 for an average Band D household (up from £79.61 in 2019-20).*

*Voting: unanimous.  
Proposal carried.*

**19/380**

**Van Replacement**

*Cllr Harrison proposed, and Cllr Craven seconded that the recommendation from the Finance & Administration Committee to delay the purchase of a van in this financial year but to include a provision of £25000 in the 2020-21 budget with a decision to be taken during that 12-month period be accepted.*

*Voting: unanimous.  
Proposal carried.*

**19/381**

**Date and time of next meeting**

The date and time of the next meeting was confirmed as Tuesday 14 April 2020 at 7.45p.m. (time subject to change). The meeting closed at 9.35p.m.

**For approval.**

**ITEM 4 COMMITTEE MINUTES** (see separate item)

**To note.**

**ITEM 5 MINUTES OF WAY AHEAD WORKING PARTY**

As this sub-committee has not met again yet, in order to ensure the 2019-20 municipal year minute book is complete, the Council is asked to approve the minutes.

Minutes of the WAY AHEAD WORKING PARTY held at the Village Hall, Corfe Mullen on Tuesday 4th June 2019 commencing at 7pm

Present: Cllr D Sowry-House - Chairman

Cllrs	Barron	Honeyman	Jefferies
	Craven	Howard	Lortie

Officers in attendance: Katrina Blee (Clerk).

**PUBLIC DISCUSSION PERIOD**

There were two members of the public present.

**19/55 Apologies for Absence**

There were no apologies for absence.

**19/56 Declarations of Interest**

There were no declarations of interest.

**19/57 Social Media Presence**

Full Council has delegated the Working Party with setting up a social media presence for a trial period, to be reviewed at September Full Council.

This would act as an electronic noticeboard complementary to the Council's current online presence in the shape of its website.

Some members present recalled that Full Council had decided that only staff would be able to post items but not that the administration of the site would be restricted to staff. The Clerk was asked to check the meeting recording and if necessary, this point can be clarified at the next Full Council meeting.

Members considered the various products and the social groups which use them. Both Twitter and Facebook were seen to be the most appropriate to reach the parish electorate, however Facebook was thought to be the most flexible in how it can be operated.

The difference between a Facebook page and group was explained. FB pages have traditionally suited businesses and organisations, and groups have been mainly used to date by specific interest groups, although they can have many members.

However there are limitations on what can be done on pages, such as limiting sharing etc., and some new tools have been made available to groups, such as scheduling tools, switching off

*comments at the point of posting, etc. This range of tools makes administration more streamlined.*

*Groups are open or closed. Users must apply to join a closed group and the administrator will approve this. Non-members can see the group page but cannot see any posts. Group posts cannot be shared outside the group on Facebook or elsewhere.*

*It was therefore felt that a closed group would be preferable.*

*It would be possible to include councillor profiles, meeting papers etc., as there is a facility to set up easily accessible folders for different types of information. Also, there would be a URL link to the Council website.*

*It was recognised that a social media presence would complement the other methods the Council already uses to engage and inform the community – website, office, hard copy information, door to door newsletter, councillors corresponding with electors and/or running surgeries and correspondence. People access information differently and a social media group is another way to reach those people who prefer engaging in this way.*

*The need to ensure that staff are fully conversant with administering the group was highlighted, and Cllr Sowry-House offered to do this, as he administers several groups of his own.*

*Following a proposal from Cllr Craven it was agreed that a closed Facebook group be used for the trial.*

*Nem Con.*

*A discussion followed on whether to turn off commenting on all posts, with some members feeling strongly that this should be the case and others suggesting that some posts could be appropriate for commenting. After discussion it was decided that the staff could keep commenting on some posts, and this will be reviewed when the trial is reviewed by Full Council in September.*

*There was also an explanation of how the staff would be able to manage members of the group should there be any need to and that this can be recorded in admin notes on the group's account page.*

*Cllr Sowry-House offered to set up the group in conjunction with the Clerk and set out group rules. Once the preparatory work is done the group would be made live and publicised. These points were agreed.*

*Nem Con.*

## **19/58 Live streaming of meetings**

*Full Council had asked the Working Party to look at the pros and cons, and the practicalities, of filming, recording and/or live streaming all meetings which are open to the public.*

*Cllr Sowry-House highlighted the fact that the law allows anyone to film or record meetings, and this would therefore just be taking this a step further and providing this automatically for the whole community.*

*It was agreed that Cllr Sowry-House would speak to a member of the public present who had knowledge of setting up filming and recording, and that Cllr Craven would also contact someone who is assisting another council on this matter. The Clerk added that she had also asked the Village Hall's audio-visual contractor for guidance. It was recognised that some minimal amplification may be needed in addition to a webcam or camera.*

*Nem Con.*

*It is anticipated that this information would be available in time for Full Council to consider on 25<sup>th</sup> June and if agreed, filming and recording would be trialed, possibly with different set ups, before proceeding to live streaming.*

The Council would need to enhance its current data policies with a broadcasting policy and Cllr Barron was asked to obtain Dorset Council's which could be used as a basis.

Nem Con

**19/59 Items of Information and matters for forthcoming Agendas**

- a) Cllr Howard queried why the Working Party had to be open to the public and the Clerk was asked to re-check this.
- b) Cllr Lortie suggested setting up a regular Parish Councillor surgery to be run on a rota basis. This will be referred to Full Council.
- c) Cllr Craven suggested that the Parish Council should have a greater role in the Carnival, possibly with a stall or helping out in other ways. The Clerk reminded that the Council has normally had a stall. This will be referred to Full Council.
- d) Cllr Howard asked if the Council could discuss the possibility of seeking a judicial review of the decision to grant planning permission for an exception site at the bottom of Pardys Hill. This will also be referred to Full Council.

**19/60 Date and Time of Next Meeting**

The next meeting will be held on 2<sup>nd</sup> July 2019 at 7 p.m..

The meeting closed at 9.18 p.m.

**For approval.**

**ITEM 6 ACCOUNTS FOR PAYMENT**

<b>TOWN COUNCIL ITEMS</b>		
IB	Sutcliffe Play South West - new gate Towers Way play area/mulch repair	738.00
IB	Town & Country Landscapes - repairs to office desking	84.00
IB	Gutter Cleaning Specialists - repair to vandalised gutter at office	90.00
IB	Ellis Whittam - E-Learning Site 11-15	788.40
IB	ESPO - stationery	33.49
IB	Idverde - tree works at Broadmoor Road allotments	864.00
IB	R Evetts - office window clean	9.00
IB	AYS Skip Hire - exchange allotment skip	396.00
IB	Dorset Council - job advertisement for Clerk	238.80
dd 23.01.20	BT - quarterly office broadband	36.65
dd 29.01.20	British Gas	95.14
card 09.01.20	Councillors' tea/coffee/milk	8.32
card 20.01.20	indeed - Clerk's replacement advertising	117.87
card 21.01.20	Amazon - plasters for groundstaff	6.50
	<b>TOTAL</b>	<b>3506.17</b>
<b>VILLAGE HALL ITEMS</b>		
dd 17.01.20	Gazprom - gas usage December	243.57

card 10.01.20	Coffee for coffee morning	4.00
	<b>TOTAL</b>	<b>247.57</b>

**For approval.**

**ITEM 7 BANK RECONCILIATIONS**

<b>Bank reconciliation 30.11.19</b>		
Scot Widows Business Deposit		500.84
Petty Cash		0.68
Cooperative current	67325.8	
less unrec. Payments	200.00	
add unrec. Receipts	0.00	67125.80
Cooperative dep. a/c		2.84
Coop Charge Card		-67.97
Public Sector Deposit Fund		356465.24
<b>Total</b>		<b>424027.43</b>
<b>Bank reconciliation 31.12.19</b>		
Scot Widows Business Deposit		500.84
Petty Cash		0.68
Cooperative current	41778.33	
less unrec. Payments	200.00	
add unrec. Receipts	0.00	41578.33
Cooperative dep. a/c		2.84
Coop Charge Card		-213.90
Public Sector Deposit Fund		356667.49
<b>Total</b>		<b>398536.28</b>

**For approval.**

**ITEM 8 CORFE MULLEN LUNCHEON CLUB**

At its last meeting Full Council resolved to grant £200 to the luncheon club under the small grants programme, based on the fact that the Club has limited reserves. The Clerk has since been given further financial information from the Club which shows reserves of £7314.28, therefore it is recommended to not award a grant this year.

**For decision.**



## **ITEM 9 STAFF PAY DAY**

Currently the staff are paid on the 4<sup>th</sup> Tuesday of the month which can be anything from 22<sup>nd</sup> to 28<sup>th</sup> which some staff find inconvenient for cash flow management. It is recommended therefore that the pay day is changed to a static 25<sup>th</sup> of the month.

**For decision.**

## **ITEM 10 CLIMATE CHANGE SUB-COMMITTEE**

The Climate Change Sub-Committee has concentrated on two main areas:

a) What can the Council do internally to reduce its carbon footprint.

Using a spreadsheet obtained from Low Carbon Dorset, the Clerk and one member of the Sub-Committee is working through analysing the Council and Village Hall's usage to highlight where changes can be made which will then be the subject of a report to Council.

**To note.**

b) Conference for Saturday 23<sup>rd</sup> May

The idea is to bring members within the community together and to have speakers and workshops at an event held in the Village Hall. It is also recommended that a second public event is held later in the summer with information and trade stalls plus activities for children.

**For consideration.**

In addition, the Sub-Committee has asked that the Council considers setting a date by which it would wish to be carbon neutral.

**For consideration.**

## **ITEM 11 PAVILION AND MULTI-USE GAMES AREA**

At September Full Council formed a small task group comprising Cllrs Holland, Purvis and Sowry-House plus the Clerk were asked to progress the issues surrounding the future management of the sports facilities at the recreation ground, following a request from the sports association for an early renegotiation of the leases on a different basis, and flesh out the options that the previous Council had set out.

The task group met for an initial discussion and felt it was important for the Council to look at all options in order to maximise the potential of these Council assets and provide for the community going forwards. The task group also identified that if the sports association were to continue to lease the facilities it was necessary to find out what its aspirations and ambitions are for them and for sports provision in the parish.

The task group then met with four officers of the sports association: Cllr Mattocks, Chairman, Cllr Jefferies, Vice-Chairman, Sharon Bargewell, Secretary and John Long, Treasurer. The sports association would be prepared to look at different options but would prefer to renew on the same basis as now. The association would wish to continue with the current sports of football, cricket and tennis, although the lease does not limit the association to this and its charitable objects are *'the promotion of, and provision for, community participation in healthy recreation and sport.'*

Having met the association and toured the pavilion building, it is clear that there are issues surrounding the maintenance of the building, some aspects of which are in poor

repair. There was limited ambition expressed to develop the facilities or promote different sports, whether at the recreation ground or elsewhere in the parish. There is also concern about the capacity of the association's management, with at least one officer wishing to stand down this coming summer. One option would be for the Council to take back management of the sports facilities, either by not renewing the lease, or becoming sole trustee of the Association, should this be agreeable to the trustees.

The pavilion and the multi-use games area are two major assets of the Council. The multi-use games area is currently operated solely as tennis courts, contrary to the multi-use it is supposed to have and received public and lottery funding for. The task group feels that ensuring the current and future needs of residents by maximising the potential of the facilities should be the overarching concern for the Council when considering whether or not to renew the leases. All options should be looked at, for example, there is a need for better public toilet facilities, a home for the youth club, a wider range of activities and inside play facilities. These and other ideas need to be explored and may mean an extension of the pavilion or alternatively a new pavilion.

In conclusion, the task group felt that renewing the lease under the same terms was not in the Council or the community's best interest.

Looking at the recreation ground generally, there is a need to reorganise it to better suit today's needs, and mindful of this and the points above, and the fact that there will be some S106 monies available, the task group recommends that the Council employs the services of an architect to undertake a scoping exercise and report back to the Council on possible options, this to include looking at a pavilion extension or new pavilion.

The pavilion lease expires in December 2020 and the hardstanding lease in January 2021, therefore there is some time to explore all options.

It is therefore recommended to employ an architect as outlined above.

**For decision.**

## **ITEM 12 SECTION 106 MONIES**

The Mayor and Clerk recently met representatives of Dorset Council to establish the S106 benefit to the Town Council of the new development on Wimborne Road.

Following a planning application to phase the site, with the two Canford Estates fields being developed before the Harry J Palmer field, the Section 106 has been varied to state that £123,214.00 is to be paid upon commencement of Phase 1 and a further £76,786.00 to be paid on the commencement of Phase 2. These monies will then be passed on to the Town Council to spend.

These comprise the 'Open Space Contribution' and must be used to fund the provision and/or the improvement of open space, recreation and sports facilities in the parish of Corfe Mullen.

Dorset Council will invoice Phase 1 (if not already done) and as soon as the £123,214.00 is paid this will be passed to the Town Council. The Clerk/RFO will arrange for the monies to be held in an earmarked reserve to be used for the purposes of the Section 106 agreement. The monies must be spent within 10 years.

**To note.**

### **ITEM 13 COUNCILLOR SURGERIES**

The Council agreed to trial monthly surgeries at the library. To date four have been held which were reasonably well attended and well-received. It is therefore proposed to continue the surgeries on a permanent basis.

**For decision.**

### **ITEM 14 POLICY DOCUMENTS**

- a) The Clerk was asked to review the standing orders, which are based on the NALC model, to ensure that they are gender neutral. A draft is included below.
- b) Following recent concerns about councillor activity on social media, it is suggested that a media policy and social media policy are adopted.

Drafts have been prepared [*to follow separately*].

**For decision.**

### **ITEM 15 ALLOTMENT WORKS**

Our grounds maintenance contractor can undertake the following works which are subject to approval by planning that these can go ahead:

1. Construct ditches and install carrier pipe under track and top up track levels £960
2. Install geogrids to create stable slope leading to raised beds, remove wood chip covering and 100mm soil and install type 1 aggregate base and 6mm to base limestone surface £3250 or with tarmac surface £4970.
3. Construct additional parking at top of site to specification discussed with a 6mm to dust limestone surface £3670.

Above costs are plus VAT and assume all excavated materials remain on site.

**For decision.**

### **ITEM 16 SITE SIGNAGE**

If the Council did wish to update the recently replaced site signs with 'Town Council' these can be done at a cost of £ 151.72 plus VAT by way of vinyl overlay.

The Council may also wish to consider whether to obtain a cost for the vinyl overlay for signs not recently replaced (village signs and the signs at the office).

**For decision.**

### **ITEM 17 TOWN CLERK PANEL**

LGRC recommend that three of the Staffing Sub-Committee undertake this role. Cllrs Sowry-House, Lortie and Jefferies are happy to do this. They would undertake shortlisting, interview the candidates, make a decision on the appointment which will then be recommended to Full Council when it meets on 24<sup>th</sup> March 2020. All councillors are asked to be available for an informal lunch in the village hall on the recruitment day, and possibly to tour the candidates individually around the Town Council sites.

**For decision.**

**ITEM 18 CORRESPONDENCE**

Bournemouth Airport	Consultation on proposed decommissioning of redundant technology for landings and use new satellite navigation technology instead. Further details here:  <a href="https://consultations.airspacechange.co.uk/bournemouth-international-airport-ltd/rnav-acp/">https://consultations.airspacechange.co.uk/bournemouth-international-airport-ltd/rnav-acp/</a>  <b>To decide whether to respond.</b>
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**ITEM 19 VERBAL REPORTS - verbal item**

**ITEM 20 ITEMS OF REPORT AND MATTERS FOR FORTHCOMING AGENDAS – verbal item**

**ITEM 21 CONFIDENTIAL ITEM: HENBURY PLAY AREA LICENCE**

**ITEM 22 DATE AND TIME OF NEXT MEETING**

The date and the time of the next meeting will be Tuesday 25<sup>th</sup> February 2020 at 7.45 p.m. (*time subject to change*).