

CORFE MULLEN TOWN COUNCIL



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There is to be a meeting of the Town Council on 23rd June 2020 at 19:00 hrs to be held via Zoom. Connection details to be sent via email upon request, please contact office@corfemullen-tc.gov.uk or phone 01202 698600 prior to 2pm on Monday 22nd June.

A handwritten signature in purple ink, appearing to read 'N Gray'.

Miss N V Gray
Town Clerk
17th June 2020

Miss Nicola V Gray
Town Clerk
Corfe Mullen Town Council
Council Office
Village Hall
Towers Way
Corfe Mullen
Wimborne
Dorset
BH21 3UA

PUBLIC STATEMENTS

Any public statements received in accordance with the virtual meeting protocol for public representation will be read out at this point.

1. To Record apologies for absence
2. To Record any Declarations of Interest
3. To Approve minutes of the Town Council meeting held on 26th May 2020
4. To Retrospectively agree actions since the last meeting
5. To Approve Bank Reconciliation for the month ended 31st May 2020
6. To Consider recommendations from CS committee
7. To Consider funding the surveys required for the installation of Speed Indicator Devices
8. To Consider funding a traffic speed survey along Blandford Road
9. To Consider purchasing an additional second hand pick up for the grounds staff
10. To Consider a report from the Post-Covid-19 Operations Working Party
11. To Consider Annual Risk Assessment
12. Items of Information and Matters for Forthcoming Agendas
13. CONFIDENTIAL ITEM: To Consider a report on the arrangements for the filling of the part-time groundsman vacancy
14. CONFIDENTIAL ITEM: To consider the inspection and future of the Sports Pavilion
15. To Confirm date and time of next meeting as 23rd June 2020 at 19:00 hrs.

Meeting to be followed by a meeting of the Town Council in its capacity of sole trustee to the Village Hall

ITEM 3 MINUTES OF PREVIOUS MEETING

Minutes of the FULL COUNCIL held on Tuesday 26th May 2020 commencing at 19:00 hrs via ZOOM

Present: Cllr Sowry-House - Mayor

<i>Cllrs</i>	<i>Barron</i>	<i>A Holland</i>	<i>Jefferies</i>	<i>Stennett</i>
	<i>Craven</i>	<i>P Holland</i>	<i>Lortie</i>	
	<i>Everett</i>	<i>Honeyman</i>	<i>Mattocks</i>	
	<i>Harrison</i>	<i>Howard</i>	<i>Purvis</i>	

Officers in attendance: Katrina Blee (Clerk), Nicola Gray (Clerk), Claire Gamble (Assistant Clerk).

PUBLIC STATEMENTS

There were no public statements.

20/001 Apologies for Absence

There were no apologies for absence.

20/002 Declarations of Interest

There were no declarations of interest.

20/003 Minutes of Previous Meeting

The minutes of the Town Council meeting held on 25th February 2020 were approved.

Nem Con.

20/004 Committee Minutes

Minutes of the following committees were noted:

<i>Planning</i>	<i>11.02.20</i>
<i>Planning</i>	<i>25.02.20</i>
<i>Community Services</i>	<i>11.02.20</i>

20/005 Actions since last meeting

The actions taken since the last meeting (Appendix 1) were retrospectively agreed.

Nem Con.

20/006 Standing Order Addendum

An addendum to the Council's Standing Orders (Appendix 2) was agreed:

Nem Con.

20/007 Protocol for public representation at virtual meetings

A protocol for public representation at virtual meetings (Appendix 3) was agreed.

Nem Con.

20/008 Safeguarding Policy

The Safeguarding Policy (Appendix 4) was agreed.

Nem Con.

20/009 Bank Reconciliations

The following bank reconciliations were approved:

Bank reconciliation 29.02.20		
Scot Widows Business Deposit		500.85
Petty Cash		0.18
Cooperative current	79298.79	
less unrec. Payments	200.00	
add unrec. Receipts	0.00	79098.79
Cooperative dep. a/c		2.84
Coop Charge Card		-438.21
Public Sector Deposit Fund		282108.15
Total		361272.60
Bank reconciliation 31.03.20		
Scot Widows Business Deposit		500.85
Petty Cash		0.18
Cooperative current	50131.95	
less unrec. Payments	200.00	
add unrec. Receipts	40.75	49972.70
Cooperative dep. a/c		2.85
Coop Charge Card		-985.02
Public Sector Deposit Fund		282280.49
Total		331772.05
Bank reconciliation 30.04.20		
Scot Widows Business Deposit		500.85
Petty Cash		0.18
Cooperative current	180066.53	
less unrec. Payments	200.00	
add unrec. Receipts	40.75	179907.28
Cooperative dep. a/c		2.86
Coop Charge Card		-24.61
Public Sector Deposit Fund		242280.49
Total		422667.05

20/010 Internal Audit Report

The Internal Auditor's report for the year ended 2019-20 (Appendix 5) was considered. Regarding the three issues raised, the following was noted:

Level of Reserves

The level of general reserve at 31 March 2020 is within the guidance followed for that accounting year. The guidance was updated in March 2020 and will be followed for future accounting years when the Council decides the level of precept required.

AGAR Wages calculation

The revised guidance (March 2020) is noted and the staff travelling expenses expenditure has been moved to 'other expenditure' (Box 6).

General Power of Competence

The Council has previously identified that it will be unable to start any new activity using the General Power of Competence after 30th June when the Clerk retires until the new Clerk is CiLCA qualified.

Nem Con.

20/011 Annual Governance Statement 2019-20 (Section 1 of the AGAR) (Appendix 6)

The Annual Governance Statement (Section 1 of the Annual Governance & Accountability Return (AGAR) was completed, approved and signed by the Clerk and Chairman.

Nem Con.

20/012 Accounting Statements 2019-20 (Section 2 of the AGAR) (Appendix 7)

The Accounting Statements (Section 2 of the AGAR), have previously been certified by the Clerk/RFO, were approved and the Chairman signed to confirm this.

Nem Con.

20/013 Management Accounts 2019-20

The management accounts for the year ended 31 March 2020 (Appendix 8) were noted. It was confirmed that the Carnival Committee had returned their grant due to the cancellation of the 2020 carnival due to the coronavirus pandemic.

20/014 New Bank Account signatory

It was resolved to add Nicola Gray, new Town Clerk/RFO as a signatory to all council bank accounts.

Nem Con.

20/015 Memorial seat request

Cllr Harrison proposed, and Cllr Sowry-House seconded, that, in line with the Clerk's recommendation, the request be granted in accordance with the policy and a location to be agreed between the Head Groundsman, Clerk and the applicant. The Clerk reported that the resident would like it to be somewhere near the top of the 'dog walking field' overlooking the meadow. The style of seat to be similar wooden traditional to previously approved seats.

Nem Con.

20/016 Items of Report and Matters for Forthcoming Agendas

- a) *The Mayor updated members on the allotments following its re-opening. Tenants are generally observing the Council's restrictions well. There are still a number of outstanding issues such as leaking water pipes and troughs which the Council's plumber contractor is addressing, and a date for the rotovation of plots is still awaited: it may be necessary to try to find an alternative contractor if this is not forthcoming.*
- b) *The Mayor also reported that although the recreation ground is busier since the car park re-opened, and there are peak times, it is generally manageable. The Clerk added however that the grounds staff had concerns about people not observing social distancing especially from staff.*
- c) *New Clerk Nicola Gray gave a brief report on the latest liaison meeting between Dorset Council and parish and town councils.*
- d) *Following a question from Cllr Howard about planning enforcement at Hope Farm, the Clerk confirmed that she would be chasing the Head of Planning on 26th May. Members stressed the need to keep pushing for action on this site. The Clerk was also asked to alert Dorset Council to the ex Charris Caravan site which has recently changed hands and where ground clearance works are being carried out.*

20/017 Council operations post Covid-19

The Council considered the following report from the Clerk:

Report to Council on Covid-19 risk

This report summarises the current position on operations and gives a brief overview of the steps the Council must take before easing any restrictions, paying careful attention to its responsibilities as an employer and obligations under health and safety guidance.

It is based on the latest (25th May) Government advice.

The Council needs to prioritise work in these areas over the coming weeks and months and ensure it involves all employees in the process.

Grounds staff operations

This is the area that needs priority for assessment and review. Up until Monday 11th May the grounds staff were instructed to only come in to work for the essentials – i.e. the rounds, where they check sites, empty bins and litter pick. They did some e-learning at home too.

From 11th May they were asked to work their normal hours in accordance with the Government's revised advice that you can go to work if you cannot work from home. This however needs to be monitored closely so that if general public numbers greatly increase, e.g. at the recreation ground, and they cannot work at a safe distance, this would need to be reviewed.

The grounds staff's operations are, however, hampered, in that with only one vehicle, and only one person can go in this at any one time, getting from a to b is a bit of a challenge.

In addition, in an ideal world, machinery would not be shared, but with a small team and limited plant and machinery this is not possible.

Action required: Full Council, in consultation with staff must continue to closely monitor and review the situation, and as soon as is practical proceed with the purchase of a second vehicle. A Covid-19 risk assessment should be completed in accordance with Government advice.

Resources available to the Council

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles>

Ellis Whittam, the Council's HR & H&S consultant also has some useful resources.

Village Hall

With the complex closed as per Government advice, all staff directly employed by the Hall (caretakers and cleaners) have been furloughed.

Action required: The Council needs to start planning now for how the Village Hall will operate once it is re-opened.

It will need to look at each type of booking, assess whether it is safe to run in its current format, or whether it needs to move to a larger hall, or reduce the number of attendees. Consideration will have to be given to what time gap is required between each different booking, so that the complex can be fully sanitised and that staff are kept safe. The Council may decide that for the time being some types of bookings cannot go ahead, and will have to identify criteria required to measure in the future whether they can proceed.

Resources available to the Council

As centres like the Village Hall are currently instructed to be closed, there is no specific guidance as yet but the Council will need to undertake a Covid-19 risk assessment in advance of re-opening, not just looking at bookings as outlined above, but also will need to assess the building to make sure it is safe (e.g. legionnaires checks, testing plumbing, electrical equipment and heating units) and decide whether social distancing taping and screens is required anywhere.

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>

Ellis Whittam also has some useful resources.

Office

All staff working from home and the office is closed. Much work has been done so that now 100% of tasks can be done at home. The phone is operational as normal, and the public can also contact the Council by email.

The Government advice still remains to work at home if you can, therefore home-working for the office will continue indefinitely until there is updated advice in this respect from the Government. The office will not need to re-open until it is re-opened to the public.

The Council will also need to start to plan what measures are needed when the office does eventually re-open, e.g. Perspex screens, social distancing taping, non-sharing of equipment by staff, possibly rota working etc. and prepare a Covid-19 risk assessment.

The Council should also include in its written risk assessment, the arrangements for office staff accessing other council sites, e.g. allotments and cemeteries.

Resources available

The advice remains to work from home if possible, which it is for the office staff, however there is some guidance available for organisations where they do need to remain open in some form or another, which can be drawn upon, and is likely to be used when offices re-open in due course.

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

Ellis Whittam also has some useful resources.

Ongoing monitoring

All the risk assessments and decisions taken must be under constant review, with clear criteria set out so that if there is a second wave, e.g. over the winter period, the Council can act quickly to re-impose restrictions in an effective manner.

How best to undertake these actions

The Governance & Accountability for Smaller Authorities in England clarified in 2019 what decisions cannot be delegated to a committee or sub-committee and must be fully considered at Full Council. This includes the annual risk assessment. Given the importance of the Covid-19 risk assessments, it is recommended that final consideration and decision on this is taken at Full Council.

The range of considerations span across the responsibilities of the Council's committees and Staffing Sub-Committee, therefore it might be better to appoint a working party to undertake the detailed assessments and make recommendations to Council. Given the importance of involving staff it is suggested that the Council appoints a working party, say, of three councillors supported by the Clerk (who can give input on the office), with the Head Groundsman and Village Hall Senior Caretaker asked to attend as appropriate for specific discussions.

After consideration, it was agreed to set up a working party as recommended, with Cllrs Honeyman, Jefferies, Purvis and Sowry-House serving on it.

Following a suggestion from Cllr P Holland, it was agreed to purchase a second vehicle for the grounds staff as soon as is practical.

Nem Con.

20/018 Date and Time of Next Meeting

The date and time of the next meeting was confirmed as Tuesday 23rd June 2020 at 19:00 hours.

The meeting closed at 19:43 hrs.

ITEM 4 RETROSPECTIVE APPROVAL OF ACTIONS

PLANNING APPLICATION COMMENTS

Members of the Planning Committee agreed via email to make the following comments to Dorset Council:

3/19/2416/CLE Applicant: Mr Henry Martin Agent: Mr S Mungroo	Use of brick barn building as a dwelling house. Court Farm, Mill Street Withdrawn
3/20/0190/HOU Applicant: Miss Charlotte Morton	Single storey flat roof rear extension. 27 Dalkeith Road No Objection
3/20/0342/FUL Applicant: Mr Reeves Agent: Asplan Associates, Poole	Sever plot and erect 1No. new dwelling 15 Croft Close Strongly Object: the Parish Council maintains that this is overdevelopment and out of scale and character with neighbouring properties. Croft Close is characterised by well-spaced properties in generous plots, in keeping with the adjacent Special Character Area in Central Avenue.

3/20/0415/HOU Applicant: Mr Peter Tuson	Adding pitched roof, bi-fold doors, windows and electrics to existing garage, building footprint will stay the same but height has changed due to roof. 14a Heckford Road No Objection
3/20/0445/HOU Applicant: Mr & Mrs Gordon Agent: A B Design, Broadstone	Single storey rear extension 24 Henbury Close No objection
3/20/0470/HOU Applicant: Mr & Mrs Baristow Agent: Ian Stanley, Poole	Single storey extension to link main dwelling and detached garage, convert garage into habitable living space and add dormer windows to the South elevation 69 Rectory Avenue No Objection
3/20/0560/HOU Applicant: Mr & Mrs Rowe Agent: Johnathan , Wimborne	Erect a detached double garage (demolish existing). Little Ash, Sleight Lane No Objection
3/20/0568/FUL Applicant: Mr & Mrs Tooley Agent: Planning Precision Ltd, Bournemouth	Plot severance and erection of dwelling. 15 Orchard Lane Object: The revised proposal will still result in a very cramped and congested development wedged into the corner and should be refused. Vehicle movements from the new property would be very close to the front elevation of no.15 resulting in loss of amenity to its occupants and it would still be difficult to manoeuvre when the car parking spaces for no.15 are in use. In addition the size of the dwelling would be out of keeping with neighbouring properties which are in the main well-spaced larger dwellings.

ACCOUNTS FOR PAYMENT 02.06.20

TOWN COUNCIL ITEMS			
DATE	METHOD	DETAILS	£
21.05.20	IB	AYS Skip Hire - exchange allotment skip on 22.05.20	396.00
21.05.20	IB	Logik Copying - quarterly copy charge	12.68
29.05.20	IB	AYS Skip Hire - exchange allotment skip on 01.06.20	396.00
01.06.20	IB	Mrs K Blee - reimburse postage	1.76
19.05.20	dd	Chubb - fire ext rental g'staff bldg.	18.04
08.05.20	dd	Siemens - quarterly lease for copier	330.00
01.05.20	dd	DCC - office rates	374.00
01.05.20	dd	DCC - cemetery rates	247.00
01.06.20	dd	DCC - office rates	374.00
01.06.20	dd	DCC - cemetery rates	247.00
28.05.20	dd	Vodafone - sim card rental g'staff bldg. alarm	10.33
01.06.20	dd	UK fuels - fuel	83.75
04.05.20	dd	S Electric - streetlighting	61.00
27.05.20	card	Amazon - wifi dongle for SB	21.97
22.05.20	card	Boots - sunscreen for groundstaff	29.50
19.05.20	card	Just Gloves - gloves for groundstaff	98.00
19.05.20	card	Just Gloves - hand sanitiser	43.98
19.05.20	card	Mercat (Amazon) - heavy duty hand wipes	79.90
TOTAL			2824.91

RESILIENCE VOLUNTEERS - SHOPPING REIMBURSEMENTS			
NB RESIDENTS HAVE ALL PAID THE TOWN COUNCIL FOR THEIR SHOPPING			
18.05.20	IB	Linda Courtney	41.59
18.05.20	IB	Linda Courtney	44.13
18.05.20	IB	Linda Courtney	38.41

18.05.20	IB	Martin Longley	62.20
19.05.20	IB	Amanda McIntosh	19.43
19.05.20	IB	Helen Allen	18.14
19.05.20	IB	Frances Downey	28.39
20.05.20	IB	Mr & Mrs Bean	37.79
20.05.20	IB	Kate Turnbull	52.92
20.05.20	IB	L Powell	18.68
20.05.20	IB	L Powell	27.15
21.05.20	IB	Annette Stabb	71.66
22.05.20	IB	Janet Vize	12.38
25.05.20	IB	Kate Turnbull	31.98
25.05.20	IB	Frances Downey	72.76
25.05.20	IB	Frances Downey	44.65
25.05.20	IB	Helen Allen	17.70
25.05.20	IB	Martin Longley	56.83
26.05.20	IB	Frances Downey	39.40
27.05.20	IB	Mr & Mrs Bean	25.65
27.05.20	IB	Sue Burriss	14.47
27.05.20	IB	Sue Burriss	9.58
28.05.20	IB	Frances Downey	29.97
28.05.20	IB	Amanda McIntosh	24.80
29.05.20	IB	Kate Turnbull	78.56
29.05.20	IB	Jill Powell	16.95
29.05.20	IB	Jill Powell	22.25
01.06.20	IB	Janet Vize	14.59
01.06.20	IB	Frances Downey	17.66
01.06.20	IB	Kate Turnbull	37.54
01.06.20	IB	Linda Courtney	48.04
01.06.20	IB	Martin Longley	38.45
TOTAL			1114.70
VILLAGE HALL ITEMS			
TOTAL			0.00

ACCOUNTS FOR PAYMENT 16.06.20

TOWN COUNCIL ITEMS			
DATE	METHOD	DETAILS	£
02.06.20	IB	Mendit Windows - board up office door window	33.00
01.06.20	IB	Sage - monthly charge for Accounts & Payroll	58.50
30.05.20	IB	Joe Fallon - repairing leaks at allotments & new tap at cemetery	792.00
31.05.20	IB	K9 - security for May	624.00
04.06.20	IB	idverde - tree work after February storm	270.00
04.06.20	IB	BCP Council - grounds maintenance April/May mowing	554.40
09.06.20	IB	GLS - black sacks for groundstaff	178.75
10.06.20	IB	ICCM - annual membership	95.00
25.06.20	IB	Month 3 Payroll	11497.04
26.06.20	IB	Month 3 Superannuation	3291.42
06.07.20	IB	Month 3 HMRC - PAYE/NIC	3698.39
10.06.20	IB	S Bird - reimburse for postage	3.70
15.06.20	IB	CiLCA Support Training - N Gray - Somerset Ass. Of Local Councils	275.00
10.06.20	dd	UK Fuels - fuel	29.33

31.05.20	dd	UK Fuels - fuel	52.05
01.06.20	dd	Buzz Networks - monthly charge	35.86
02.06.20	dd 19.06.20	S Electric - streetlighting May	62.98
04.06.20	dd 18.06.20	DWP - waste & recycling collections May	171.90
15.06.20	dd 29.06.20	British Gas - office electricity	21.80
03.06.20	dd	Water2business - cemetery water Dec - May	30.53
15.06.20	card	Amazon - alcohol wipes for office	22.99
10.06.20	card	Amazon - headset & USB bluetooth dongle for PC (CG)	49.86
08.06.20	card	Amazon - Squire padlocks x 4	86.15
12.05.20	card	Amazon - card reader batteries	10.19
09.06.20	card	Tesco Mobile - new phone for J Case	45.00
03.06.20	card	Amazon - padlock (ordered in error - will be refunded)	38.49
03.06.20	card	Amazon - headset & USB bluetooth dongle for PC (SB)	45.60
TOTAL			22073.93
RESILIENCE VOLUNTEERS - SHOPPING REIMBURSEMENTS			
NB RESIDENTS HAVE ALL PAID THE TOWN COUNCIL FOR THEIR SHOPPING			
02.06.20	IB	Amanda McIntosh	20.00
02.06.20	IB	Amanda McIntosh	15.65
02.06.20	IB	Helen Allen	25.06
02.06.20	IB	Annette Stabb	53.21
02.06.20	IB	Annette Stabb	51.58
02.06.20	IB	Frances Downey	59.30
02.06.20	IB	Frances Downey	26.29
03.06.20	IB	Mr & Mrs Bean	29.15
04.06.20	IB	L Powell	24.22
04.06.20	IB	L Powell	34.62
04.06.20	IB	Amanda McIntosh (mileage)	10.80
04.06.20	IB	Amanda McIntosh	26.68
08.06.20	IB	Janet Vize	13.09
08.06.20	IB	Janet Vize	12.38
08.06.20	IB	Kate Turnbull	64.83
08.06.20	IB	Kate Turnbull	52.69
09.06.20	IB	Martin Longley	63.67
09.06.20	IB	Nicola Hoar	58.10
10.06.20	IB	Mr & Mrs Bean	29.85
11.06.20	IB	Frances Downey	15.05
11.06.20	IB	Kate Turnbull	39.91
15.06.20	IB	Miss A Stabb	57.77
15.06.20	IB	Janet Vize	10.49
15.06.20	IB	Frances Downey	27.65
15.06.20	IB	Frances Downey	35.95
15.06.20	IB	Kate Turnbull	63.45
16.06.20	IB	Martin Longley	55.18
16.06.20	IB	Frances Downey	10.80
TOTAL			987.42
VILLAGE HALL ITEMS			
03.06.20	dd	Dual Energy - electricity for May	50.51
15.06.20	dd	Gazprom - usage for May	21.38

03.06.20	dd	Water2business - water charges Dec - May	366.19
01.06.20	IB	Sage - monthly charge for Accounts & Payroll	58.50
TOTAL			496.58

RELOCATION OF BUS SHELTER ON WAREHAM ROAD

The bus stop recently installed on Wareham Road was incorrectly positioned with the shelter being installed on the pavement. A complaint from a member of the public was received and confirmation was received from Dorset Council that the shelter had been agreed on the condition it was not installed on the footpath and it must be moved. A review of the correspondence as to its exact position was sufficiently vague enough to result in the error and therefore negotiations with the contractor took place to arrange for the shelter to be moved. The contractor has agreed to move the shelter and extend the hard standing accordingly at shared cost, with the Council contributing £1,000.

ALL ABOVE FOR RETROSPECTIVE APPROVAL.

ITEM 5 BANK RECONCILIATION 31.05.20

Scot Widows Business Deposit		500.85
Petty Cash		0.18
Cooperative current	160242.96	
less unrec. Payments	0.00	
add unrec. Receipts	562.26	160805.22
Cooperative dep. a/c		2.85
Coop Charge Card		-283.54
Public Sector Deposit Fund		242501.36
Total		403526.92

ITEM 6 RECOMMENDATIONS FROM THE COMMUNITY SERVICES COMMITTEE

Allotment sheds and greenhouses

Corfe Mullen Allotments Association had previously asked the Council if holders could erect, if they wished, either a shed or greenhouse on their plot. As the site lies within the green belt the Clerk sought advice from the Planning Department.

The advice received is that the Council could install sheds or greenhouses on plots under permitted development which is permissible as it is a local authority as defined in the Town & Country Planning Act. Alternatively, each individual plot holder would need to apply for planning permission for one on their plot, outlining its exact location.

If the Council chose the first option, the sheds and greenhouses would be installed at the Council's cost and would remain its property (and stay with the plot). This would obviously be very costly if done on all plots, however the cost would be reduced if the Council only put up a shed or greenhouse when requested.

A future tenant would have to accept that there is one on their plot. The Council could make the tenant responsible for the structure's maintenance, but any replacement would have to be at the Council's cost.

Under the second option, if tenants applied for planning permission for a shed or greenhouse on their plot, then when they vacate the plot, they would have to remove

the structure, or sell to the incoming tenant, if there is one.

The Community Services Committee felt that option 2 could be highly problematic and it was therefore agreed to recommend to Full Council that the provision of either a shed or greenhouse on individual plots is by request only. Any structure provided would be 6' x 4' and of the same style and on the same position in each plot. Due to the cost the Council would only be able to install these gradually, perhaps 10 per year, and a waiting list for requests would therefore need to be created.

For decision.

Tree Planting

It is recommended that a programme of tree planting, this will include commemorative planting as part of the VE day celebrations at The British Legion and the local schools. In addition, smaller whips could be planted in recognition of each child born in the parish, this would involve optional registration by the parents.

The Woodland Trust can donate some trees and in addition £1200 has already been budgeted for tree planting. Suitable areas would need to be identified and in respect of highways the Town Council would remain responsible for the trees.

For decision.

Living Christmas Tree at Windgreen

It is agreed to recommend to Full Council that the provision of a 3.5-4m permanent Christmas tree costing approximately £1000 plus delivery and installation subject to agreeing species and exact location with Dorset Council's tree officer.

For decision.

ITEM 7 SID SURVEYS

In addition to the costs agreed in February 2020, it has now been clarified that the Town Council must also fund the surveys. These are charged at £250 for the first location and £175 for subsequent locations (plus VAT).

For decision.

ITEM 8 BLANDFORD ROAD SPEED SURVEY

A resident has been in touch with concerns about traffic speeding on Blandford Road near the British Legion building and asking the Town Council to consider funding traffic calming measures. If the Council is minded to support this, the first step would be to undertake a traffic speed survey, if done alongside the SID surveys in the previous item, this would cost £175 plus VAT.

For decision.

ITEM 9 ADDITIONAL VAN

With four grounds staff and only one two-seater van, it is increasingly inefficient to get teams from a to b and back again from different sites with equipment. The Council has agreed to appoint a 5th role from October 2020 which will further exacerbate the problem.

One of the important areas of keeping workplaces Covid-safe relates to minimising sharing of vehicles, so to purchase an additional van is now even more pressing.

The Council previously considered possible electric or hybrid replacements for the existing van, but the range available is not suitable, the second best is a Euro VI diesel engine, which are relatively plentiful.

The following is therefore recommended:

- a) Keep existing van which can eventually be replaced with an electric/hybrid;
- b) Purchase a second-hand Euro VI or above diesel pick up as a second vehicle.

Due to the exceptionally low mileage it is usually not worth purchasing new.

A target price for the second vehicle is £18-20k and it is recommended that the Clerk be delegated to search and purchase a suitable vehicle, consulting the Mayor and Head Groundsman as appropriate.

For decision.

ITEM 10 POST COVID-19 SAFETY AND OPERATIONS

The Council set up a working party to ensure that the Council's workplace, employees and public areas are safe as the lockdown restrictions ease.

The office has reopened and both the Clerk and Assistant Clerks are back working in accordance with a full risk assessment in place. The office remains closed to visitors.

Risk assessments are being drafted for the grounds staff operations, controls already in place and been reviewed and enhanced.

However, there remain concerns about some key areas:

- a) Whether the public toilets at the recreation ground can be re-opened safely both for public and staff safety. All Dorset Town Council toilet facilities were requested to be opened 2 weeks ago, however the electronic door closures on the toilets at the recreation ground are broken and require an electrician to repair. In addition, cleaning of the toilets to the required Covid-19 standard is required* and therefore consideration should be given as to whether a cleaning contract should be sought to provide the required cleaning of 3 times per day whilst the facilities are open (7 days per week).
- b) Some members of the public do not practice social distancing effectively, including around members of the grounds staff team;
- c) Input from Ellis Whittam will be sought in respect of the final risk assessments to ensure full compliance.

As landlord, the Council must also satisfy itself that the CMSA, as tenant of the pavilion, has taken all measures to make this Covid-safe, and how it is going to operate once sports fixtures recommence.

*In accordance with the British Toilets Association Toilet Cleaning guidance which meets all statutory requirements.

ITEM 11 ANNUAL RISK ASSESSMENT EXERCISE

To consider the Annual Risk Assessment report which has seen little change since the last annual review in 2019, with those changes being highlighted and an additional report specifically relating to Covid-19.

ITEM 12 ITEMS OF REPORT AND MATTERS FOR FORTHCOMING AGENDAS – verbal item

ITEM 13 CONFIDENTIAL ITEM: PART TIME ASSISTANT GROUNDS OPERATIVE REPLACEMENT

Please see separate confidential report.

ITEM 14 CONFIDENTIAL ITEM: INSPECTION AND FUTURE OF SPORTS PAVILLION

Please see separate confidential report.

ITEM 15 DATE AND TIME OF NEXT MEETING

To confirm the date and time of the next meeting as Tuesday 28th July 2020 at 19:00 hrs via Zoom.

