



**Minutes of the Meeting of Corfe Mullen Town Council held on Tuesday 24 January 2023  
at 19:00 in the main hall of the Village Hall**

**Present:**                   **Councillors**  
D Sowry-House (Chair)  
A Craven  
D Everett  
P Harrison  
A Holland  
P Holland  
B Honeyman  
S Jefferies  
J Lortie  
P Neil  
P Purvis  
J Stennett

**In Attendance:**       Catherine Horsley (Town Clerk & RFO)  
Rachel Virrill (Deputy Town Clerk – minute taker)

**Public Participation**

There was one member of the public present who did not wish to speak.

**TC 22/232    To Receive and Accept apologies for absence** (LGA 1972 s85 (1))  
Apologies for absence were received and accepted from Cllr Mattocks who was unwell and Cllr Howard who had personal commitments.

**TC 22/233    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.

**TC 22/234    Paper A – To Approve minutes of the Town Council meeting held on 10 January 2023** – LGA 1972, sch 12, para 41

The minutes of the meeting held on 10 January 2023 were **APPROVED**.

**TC 22/235    Paper B – To Approve Accounts for Payment**

Cllr Craven raised the following queries:

- Line 693: Did the cost relate to the recent traffic surveys in the Waterloo Valley. The Clerk confirmed it was.
- Line 691: Should there be an additional charge following the recent boiler service. The Clerk confirmed the recent leak was unrelated.

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

A handwritten signature in black ink, appearing to be 'JA'.

**TC 22/236 Paper C – To Approve Bank Reconciliation for December 2022**

Cllr Craven raised the following query:

- Line 551: What did the cost relate to. The Clerk confirmed the cost related to the re-routing of the allotment water pipes from the new plots.

It was **RESOLVED** to **APPROVE** the bank reconciliation for December 2022.

**TC 22/237 Paper D – To Note the already Approved minutes of Committees: -**

- Finance & Administration Committee held on 11 October 2022
- Planning Committee held on 22 November 2022
- Planning Committee held on 13 December 2022

The already approved minutes were **NOTED**.

**TC 22/238 Paper E – To Note Update and Approve work items for the Sports Pavilion, Corfe Mullen Recreation Ground**

The Clerk presented the report, advising quotes were being obtained from contractors to investigate and repair a roof leak, and maintenance of four radiators which worked intermittently.

Members thanked the Clerk and Deputy Clerk for their efforts in getting the Sports Pavilion safe for users to re-enter the building.

The update was **NOTED**.

It was **RESOLVED** to **APPROVE** appointment of Volts Electrical Services Ltd to disconnect redundant water pipework and produce schematic of water system to satisfy Legionella risk management at the Sports Pavilion at a total cost of £1788.54+VAT.

**TC 22/239 Paper F - To Note Update on Tennis Sports Provision at the Recreation Ground**

The Deputy Clerk presented the report. Consideration to be given to installing smart meters to understand the energy usage at the Sports Pavilion.

It was noted the March 2023 Link Magazine article should include promoting the tennis provision at the Recreation Ground.

It was **RESOLVED** to **APPROVE** a monthly fee of £200.00 for the hire of the tennis courts and Sports Pavilion for tennis coaching and holiday clubs, to be reviewed six monthly.

**TC 22/240 Paper G - To Consider Options for Play Equipment at Recreation Ground Play Area**

Members considered the options, noting the yellow fort was the only large piece of play equipment suitable for younger children. Due to the Recreation Ground play area being a hub for local families, removing the play equipment may deter families of mixed aged children from using the facility.

It was **RESOLVED** to obtain quotations for replacement play equipment for consideration at the next meeting, to include options for recycled plastic play equipment and other hardwearing and sustainable materials.

It was **RESOLVED** to explore options for filling the holes in the yellow fort tunnel to ensure the play equipment was safe to use whilst replacement options were being considered.

**TC 22/241 Paper H - To Consider and Approve Location for new 'Platinum Jubilee Fields' sign at the Recreation Ground**

It was **RESOLVED** to remove the Corfe Mullen Parish Council sign located on the wall by the public toilets at the Sports Pavilion.

It was **RESOLVED** to **APPROVE** the installation of the 'Platinum Jubilee Fields' sign in option one position, the grassed area in front of the wall by the public toilets at the Sports Pavilion.

**TC 22/242 Paper I - To Re-consider Quote for Office & Village Hall Porch**

It was **RESOLVED** to **APPROVE** the appointment of Contractor 3, GB Brickwork to carry out building works to enclose the porch area at the Council Office/Village Hall at a total cost of £10,796.00+VAT.

**TC 22/243 Paper J – To Consider and Approve Civic Event(s) during 2023**

Cllr Sowry-House presented the proposed civic events in 2023 with comments noted as follows:

- Thanks-giving service to be scheduled in May 2023 in conjunction with St Nicholas Church to celebrate those who gave their time, effort and expertise to helping others within the community.
- To promote the 'Big Lunch' initiative sponsored by the Eden Project Communities during the bank holiday weekend, 6-8 May 2023 to celebrate the coronation of King Charles III. Residents should be signposted to Dorset Council Highways to apply for any road closures to hold the 'Big Lunch' to enable communities to celebrate together.
- Consideration to be given to the costs of installing a commemorative bench and/or civic flagpole to mark the coronation of King Charles III to provide a legacy within the community.
- Remembrance Day parade and service at St Nicholas Church to follow the same format as 2022, albeit procurement of a marching band will be investigated.

It was **RESOLVED** to hold the following civic events:

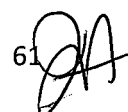
- Thanksgiving Service to be held in May 2023 at St Nicholas Church.
- Promote the 'Big Lunch' initiative sponsored by the Eden Project Communities during the bank holiday weekend, 6-8 May 2023 to celebrate the coronation of King Charles III.
- Obtain costs for consideration to install a commemorative bench, civic flagpole and eco-friendly beacon.
- Remembrance Day Parade and service to be held with community involvement.

**TC 22/244 Paper K – To Note Traffic Survey Results in the Waterloo Valley**

The report was **NOTED**.

It was **RESOLVED** to repeat the Dorset Highways traffic surveys in the same three locations in the Waterloo Valley at some time following the Easter break and prior to the May Day Bank Holiday 2023, to provide additional data analysis.

**TC 22/245 Paper L - To Retrospectively Approve the appointment of the Administrative Assistant**

61 

It was **RESOLVED** to retrospectively **APPROVE** the appointment of the Administration Assistant who joined on 2 January 2023 at SCP 9 (£23,194 pa) pro rata 20 hours per week, working Monday to Thursday 9am – 2pm.

**TC 22/246 Verbal – To Note any updates from Representatives to Outside Bodies**

Cllr Harrison agreed to follow up with colleagues at Dorset Council regarding progress with filling the final cell 13 at Beacon Hill and report back at the next meeting.

Cllr Jefferies, as a governor for Rushcombe First School shared the news that the school had achieved an OFSTED grading of 'Outstanding' in all areas, which was a great achievement for both the staff and pupils of the school.

It was **RESOLVED** for the Clerk to write a congratulatory letter to the Head of Rushcombe First School on behalf of the Council.

It was **RESOLVED** for the Clerk to contact the Corfe Mullen Sports Association (CMSA) to invite them to hold their Annual General Meeting in lounge at the Sports Pavilion following the re-opening.

**TC 22/247 Paper M – To Note the update from the Climate Change Working Party**

Cllr Neil presented the report, noting his positive meeting with the Community Projects Manager at Bridport Town Council relating to the implementation of their Climate Change Action Plan.

The update was **NOTED**.

It was **RESOLVED** for the Clerk to contact the Dorset Council Planning Officer for the new development in Sleight Lane, Corfe Mullen relating to drainage and flooding measures in place on the site and report back at the next meeting.

It was **RESOLVED** for the Clerk to follow up a response to the letter sent on behalf of the Council to Dorset Council Head of Planning on 6 September 2022 relating to green energy generation requirements in future planning applications.

It was **RESOLVED** for the Clerk to progress with the Freedom of Information Act request to Dorset Council relating to the Dorset Local Plan out of season survey reports.

It was **RESOLVED** for the Clerk to contact the Dorset Council Tree Officer regarding tree felling activity across the Parish.

**TC 22/248 Paper N – To Note the update from the Neighbourhood Plan Steering Group**

The Clerk advised she was unable to attend the next Steering Group meeting scheduled on 31 January 2023 at 18:30 in Corfe Mullen Library, due to annual leave.

The update was **NOTED**.

**TC 22/249 Verbal – To Note Clerk's Update**

None to note.

**TC 22/250 Verbal – To Note Mayor's Report**

The Mayor provided an update on recent events attended as follows:



- Weymouth Carol Service on 10 December 2022.
- Gillingham Carol Service on 18 December 2022.
- Due to attend Blandford Civic Day on 25 January 2023.

**TC 22/251 Verbal – To Note Dorset Councillor Report**

None to note.

**TC 22/252 Verbal – Matters for Forthcoming Agendas No decisions can be taken<sup>1</sup>**

There were no matters for forthcoming agendas.

**TC 22/253 To Agree a date and time for the next meeting –Tuesday 28 February 2023 at 19:00 in the Main Hall of the Village Hall, Towers Way, Corfe Mullen.**

**TC 22/254 To Resolve to exclude members of the press and public – to agree that agenda item TC 22/255 be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted under Public Bodies (Admissions to Meetings) Act 1960.**

The Chair suspended Standing Order 3x in order for the meeting to continue.

**TC 22/255 Verbal – To Note Update from recent Staffing Committee on 17 January 2023**

Cllr Purvis, Chair of the Staffing Committee provided an update from the recent Staffing Committee held on 17 January 2023.

It was **RESOLVED** for the Deputy Clerk to prioritise and provide a timescale for all grounds team outstanding tasks to be completed under the supervision of the Head Groundsman, ensure all tasks were allocated equally to all members of the grounds team and to meet with the Head Groundsman on a weekly basis to review and monitor progress.

It was **RESOLVED** to **APPROVE** request from a member of the Grounds team to take extended leave in September 2023.

It was **RESOLVED** to decline the second request from the Head Groundsman to reduce working hours due to the current workload and list of outstanding tasks and one full time team member being on long term sick leave leading to a reduction in working hours and full-time team members.

It was **RESOLVED** for the Clerk to send a welcome letter to the new Administration Assistant on behalf of the Council.

**TC 22/256 Close of meeting at 21:09.**

Signed as a correct record of the meeting  Date 28-2-23

<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)

