



CORFE MULLEN TOWN COUNCIL
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**Minutes of the Community Services Committee held on Tuesday 13 June 2023 at 19:00
in the Small Hall of the Village Hall, Towers Way, Corfe Mullen**

Present: **Councillors**
A Craven (Chair)
A Holland
P Holland
B Honeyman
P Purvis
D Sowry-House

In Attendance: Catherine Horsley (Town Clerk)
Rachel Virrill (Deputy Town Clerk – Minute taker)

Public Participation

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

CS 23/01 To Elect a Chair for the Municipal Year 2023/24

Cllr Sowry-House proposed Cllr Craven as Chair of the Committee for the municipal year 2023/24. This was seconded by Cllr P Holland with all members voting in favour.

Cllr Craven accepted the position.

It was **RESOLVED** that Cllr Craven be elected as Chair of the Community Services Committee for the municipal year 2023/24.

CS 23/02 To Elect a Vice-Chair for the Municipal Year 2023/24

Cllr Craven proposed Cllr Jefferies as Vice-Chair of the Committee for the municipal year 2023/24. This was seconded by Cllr Sowry-House with all members voting in favour.

Cllr Jefferies was not present at the meeting to accept the position.

It was **RESOLVED** that Cllr Jefferies be elected as Vice-Chair of the Community Services Committee for the municipal year 2023/24.

CS 23/03 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllr Jefferies who was unable to attend due to family commitments.

CS 23/04 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.

CS 23/05 Paper A - To Approve minutes of meeting held on 11 April 2023 LGA 1972, sch 12, para 41

The minutes of the meeting held on 11 April 2023 were **APPROVED**.

CS 23/06 Paper B - To Approve Accounts for Payment

Cllr Craven raised the following queries:

- Line 172: Was the recreational income and allocated budget for pavilion utilities sufficient and/or covering the actual costs. The Clerk confirmed this was a balancing act, however, the utilities costs had reduced due to the recent hot weather and heating not required.
- Line 166: What was Adobe software used for. The Clerk explained the software was used to collate meeting papers and edit PDF documents.
- Line 148: What did the Dorset Council advertisement relate to. The Clerk confirmed the advertisement related to an assistant grounds person vacancy as a result of one full-time groundsman resigning to move to a role within Dorset Council with his last working day on 23 June 2023.

It was **RESOLVED** to **APPROVE** the Accounts for Payment, totalling £16,298.03.

CS 23/07 Paper C - To Consider and Approve Quotations for Streetlighting Works

The Clerk presented the report, noting quotations had been received to replace a damaged column outside the Council Office and to install timers on two columns at the Recreation Ground car park.

It was **RESOLVED** to recommend approval to Full Council as follows:

- Obtain quotation from Enerveo to remove the column on Towers Way outside the Council Office, due to sufficient lighting already in place.
- Obtain quotation from Enerveo for all of the Councils street lighting to be updated to LED with shields.
- Approve quotation from Enerveo to supply and install timers on two columns at the Recreation Ground car park at a total cost of £406.02+VAT.

CS 23/08 Paper D - To Note Update on Amenities

The Deputy Clerk presented the report, noting the following updates:

- The fallen tree from a property on Rectory Avenue into the picnic field at the Recreation Ground had been removed by the property owner.
- The fence at the Recreation Ground adjacent to Wimborne Road had been temporarily repaired, however further repairs and/or replacement fencing was required.
- The private land sign installed on the County Field at the Recreation Ground to be repositioned by contractors on behalf of Remus Management who were responsible for the Windgreen Gardens/Bellway development w/c 19 June 2023.

- Quotation for contractor to tidy up the pit area at the Recreation Ground would be presented to Full Council for approval on 27 June 2023.
- The 3 remaining grounds team members had worked hard w/c 5 June 2023, preparing the Recreation Ground for the Corfe Mullen Carnival, working alongside Carnival Committee members.

Cllr Sowry-House read out an email received from the Corfe Mullen Carnival Committee Chairman expressing his gratitude to the Town Council and its staff for their assistance with arrangements for setting up the Recreation Ground for the carnival and fun run ahead of the events on 10 June 2023 and 13 June 2023 respectively.

Members noted how the Town Council was one of the largest financial contributors of Corfe Mullen Carnival and how consideration should be given to the Council's presence and involvement within the events going forward.

Members discussed at length the health & safety concerns relating to the Recreation Ground play area requiring essential maintenance and repairs and the financial envelope available to carry out the work and/or purchase replacement play equipment. Members felt Council should consider the benefits of commencing public consultation regarding the future redevelopment of the Recreation Ground and sports pavilion as soon as possible.

It was **RESOLVED** to recommend approval to Full Council as follows:

- Revisit planting at Henbury View Play Area in Spring 2024 to allow time for regrowth of current planting.
- Approve purchasing of 4 replacement swing hanger bearings for the Recreation Ground play area at a total cost of £307.00+VAT.
- Close the Recreation Ground play area on 21 June 2023 to allow essential repairs and maintenance to take place.
- Retrospectively approve purchasing infant swing seat for the Towers Way play area at a total cost of £191.00+VAT.
- Establish a working party to agree next steps regarding commencing public consultation for the redevelopment of the Recreation Ground and sports pavilion.
- To progress the 2023/24 Parish Tour over the summer months at members convenience, with an aim to feedback comments at the Community Services Committee meeting scheduled on 12 September 2023:
 - Area 1 (Recreation Ground): Cllrs Honeyman, Sowry-House and Craven
 - Area 2 (Cemeteries & Allotments): Cllrs Craven and Purvis
 - Area 3 (Springdale Road Open Space and Henbury View Play Area): Cllrs A & P Holland
 - Area 4 (Towers Way Green Space, Play Area and Village Hall): Cllrs Sowry-House and Craven

CS 23/09 Paper E - To Note Update on Allotments

The Deputy Clerk presented the report, noting the Clerk and Chair of the Council were meeting with the Chair and Secretary of the Allotment Association on 20 June 2023, to discuss concerns raised relating to plot holders responsibility for the maintenance of grass paths adjacent to their individual plots and plot edging.

The Clerk reminded members that when Full Council met on 25 April 2023, it was resolved to:

- Review and update Tenancy Agreements to include additional clauses relating to plot holders responsibility for the maintenance of grass paths adjacent to their individual plots and plot edging, and
- Review annual allotment rents.

Under the Councils Standing Orders, no. 7 it states a resolution shall not be reversed within 6 months except by a special motion. Members felt strongly that the Council's decision relating to the responsibilities of plot edging and grass paths remained.

Members discussed the request from a plot holder seeking retrospective approval for the installation of fencing and gate on their plot. Members agreed to consider the request following the imminent Parish Tour of the allotment site.

CS 23/10 Paper F - To Note Update on the Cemeteries

The update was **NOTED**.

CS 23/11 Paper G – To Note Highways Update

The Clerk presented the report, noting the traffic survey results would be presented to note at the next Full Council meeting scheduled on 27 June 2023.

Cllr Purvis advised he would analyse the results ahead of the next Community Services Committee meeting scheduled on 11 July 2023.

The update was **NOTED**.

Standing Order 3x was suspended at 20:55 to allow the meeting to continue.

CS 23/12 Paper H – To Consider Recommendations from the Staffing Committee

The Clerk presented the report and provided an update of Grounds Team resources.

Members discussed the overall tasks of the remaining Grounds Team and their visual presence within the community along with the anti-social behaviours being experienced at Springdale Road Open Space and volume of littering and fly tipping. It was agreed to monitor the situation, as it was essential to maintain this site along with all Town Council sites.

Members thanked Cllr Purvis for his work in dealing with staffing related matters as Chair of the Staffing Committee.

It was **RESOLVED** to recommend approval to Full Council as follows:

- Priority tasks for the Grounds Team include sports pitch renovations, playground equipment maintenance and normal day to day tasks to maintain Town Council sites.
- Litter picking and emptying bins was vital to keep the village litter free.

- Investigate options for contracting out additional Grounds Team tasks to present to a future Community Services Committee meeting.
- Revisit purchasing of adhesive high visibility tape to attach to litter bins at the next Community Services Committee meeting scheduled on 11 July 2023.
- Progress a freedom of information request to Dorset Council to ascertain when weed killing and gully clearing was carried out across the parish.

CS 23/13 Matters for forthcoming agendas No decisions can be taken¹

There were no matters for forthcoming agendas.

CS 23/14 To Agree a date and time for the next meeting – Meeting to be held on Tuesday 11 July 2023 at 19:00 in the small hall of the Village Hall, Towers, Way, Corfe Mullen.

CS 23/15 Close of Meeting at 21:15.

Signed as a correct record of the meeting...  Date ..11/7/23.....

¹ 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)

