



Minutes of the Meeting of Corfe Mullen Town Council
held on Tuesday 25 July 2023 at 19:00 in the Small Hall of the Village Hall

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

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

Public Participation

There were no members of the public present.

The Chair congratulated the Town Clerk on behalf of the Town Council on successfully completing her CILCA qualification, which was a great achievement.

TC 23/77 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllr Everett who was recovering from a hospital procedure.

TC 23/78 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 23/79 Paper A – To Approve minutes of the Full Council meeting held on 27 June 2023 – LGA 1972, sch 12, para 41

The minutes of the meeting held on 27 June 2023 were **APPROVED**.

TC 23/80 Paper B - To Approve Accounts for Payment –

Cllr Craven raised the following queries:

- Line 260: concern with the level of work required for the MOT and service bearing in mind the truck was less than 6 years old and low mileage along with the office procuring the parts. The Clerk agreed to follow up with the Nissan dealership.
- Line 272: would the repairs to the Platinum Jubilee bench located in Towers Way green space ensure the bench was safe for users and should consideration be given to procuring more robust benches in the future. The Clerk confirmed the street furniture policy would be revisited and where appropriate, updated to ensure all recommended street furniture was fit for purpose.
- Line 283: what does DC stand for. The Clerk confirmed the USB stick was purchased for the Deputy Clerk (DC).

It was **RESOLVED** to **APPROVE** the Accounts for Payment totalling £16,839.22.

TC 23/81 Paper C – To Approve Bank Reconciliation for June 2023

Cllr Craven raised the following queries:

- Line 149: what does the cost relate to. The Clerk confirmed the cost related to the recent traffic surveys in the Waterloo Valley.
- Lines 211/212: why were there two water utility charges for the Pavilion. The Clerk confirmed the lounge, and the changing rooms were on separate meters and therefore invoiced separately.

It was **RESOLVED** to **APPROVE** the bank reconciliation for June 2023.

TC 23/82 Paper D – To Note the already Approved minutes of Committees:

- Community Services – 13 June 2023
- Planning Committee – 13 June 2023
- Planning Committee – 27 June 2023

The already approved minutes were **NOTED**.

TC 23/83 Paper E – To Approve the Recommendations from the Community Services Committee

It was **RESOLVED** to **APPROVE** the resolutions from the Community Services Committee held on the 11 July 2023 as follows:

- Approve the quotation from Enerveo to remove the damaged column outside the Council office at a total cost of £856.27+VAT.
- Investigate a more cost-effective way to update remaining columns in Towers Way to LED whilst carrying out the removal of column outside Council office. The quotation to be revisited at a Full Council meeting for approval ahead of the next Community Services Committee meeting scheduled on 12 September 2023.
- Clerk to write to the Scout and Girl Guide leaders to provide the rationale for fires not being permitted on any of the Town Council sites including health & safety and the effect on climate change.

- Approve the repositioning of Glasstiger Café from the car park by the skate park at the Recreation Ground to the car park adjacent to the Sports Pavilion.
- Investigate costs to repair or replace the broken 'springy' bike at the Recreation Ground play area.
- Investigate quotations to supply and install outdoor gym equipment at the Recreation Ground ahead of the 2024/25 budget setting.
- Clerk to write to Julia's House requesting visitors and staff to park considerately on Springdale Road as a result of concerns raised by a resident in Springdale Road.

TC 23/84 Paper F - To Approve the Salary Increase to the Clerk in Accordance with Contractual Obligation in Respect of Training Qualification

It was **RESOLVED** to **APPROVE** an SCP increase from SCP 37 to SCP 38 to the Clerk following successful completion of the CILCA qualification, an increase of £1,023 per annum, effective from 3 July 2023.

TC 23/85 Paper G –To Review and Approve Health & Safety Policy

It was **RESOLVED** to **APPROVE** the Health and Safety policy.

TC 23/86 Paper H – To Consider locations in Corfe Mullen to be registered as Community Assets

Members discussed various locations to be nominated as Assets of Community Value (ACV) within Corfe Mullen.

Cllr Craven proposed to delegate to the Clerk to progress completion of nomination forms for the 7 locations discussed to be submitted to Dorset Council ahead of the next municipal year. Cllr Lortie amended the motion to commence with the Lockyer's School and Royal British Legion sites in the first instance.

It was **RESOLVED** to nominate Lockyer's School and the Royal British Legion, both on Blandford Road, Corfe Mullen as Assets of Community Value in the first instance and to delegate to the Clerk to progress remaining locations ahead of the next municipal year.

TC 23/87 Paper I – To Approve Expenditure relating to Legal Advice on 'the Pound', Corfe Mullen

It was **RESOLVED** to **APPROVE** appointment of Coles Miller LLP to provide initial legal advice on next steps relating to unregistered land known as 'the Pound', Corfe Mullen at a total cost of £250+VAT.

TC 23/88 Paper J – To Consider Request to hold an Event at Corfe Mullen Recreation Ground

The Deputy Clerk presented the report, noting the risks and liabilities to the Council of holding an event on Town Council land.

It was **RESOLVED** to **APPROVE** the request to hold small gender reveal party in the Community Orchard at Corfe Mullen Recreation Ground on Saturday 12 August 2023 from 4pm as follows:

- erect a gazebo as shelter during the event.
- £50.00 refundable damage deposit payable to ensure the area was left clear of any rubbish.
- Evidence of Public liability insurance in place to be shared with the Council office ahead of the event.

TC 23/89 Verbal – To Note any updates from Representatives to Outside Bodies

Cllr Jefferies and Cllr Harrison provided an update on the Beacon Hill Landfill site, noting Dorset Council was negotiating with Suez regarding aftercare of the site and s.106 obligations.

The update was **NOTED**.

TC 23/90 Paper K - To Note the update from the Climate Change Working Party – Cllr P Neil

Cllr Neil presented the report, noting 36% of homeowners would not know how to go about making their homes more environmentally friendly.

Residents should be signposted to the Residential Retro-fit Standard (RICS) published draft framework within which RICS members can provide professional advice on energy efficiency for home improvements.

The update was **NOTED**.

TC 23/91 Paper L - To Note the update from the Neighbourhood Plan Steering Group

No report was received ahead of the meeting. However, the Clerk provided a verbal update on behalf of the Steering Group as follows:

- Locality grant funding had re-opened. The Planning Consultant to progress grant funding application on return from annual leave.
- The Chair of the Steering Group had agreed to stay in post with other members taking on additional tasks to support her.
- 'Biodiversity' and 'Getting Around' workshops to be scheduled early September 2023. Cllr Neil to confirm the dates to the Clerk in order to book space in the Village Hall.

Members discussed some good examples of neighbourhood plans produced by neighbouring parishes including Sturminster Marshall Parish Council and Shaftsbury Town Council.

The update was **NOTED**.

TC 23/92 Verbal – To Note Clerk's Update

The Clerk provided an update as follows:

- Attended Town and Parish Council Clerks meeting at Dorset County Hall hosted by the Chief Executive of Dorset Council. Topics discussed included the May 2024 elections, community events, Dorset Local Plan, planning, asset transfers and communication between Dorset Council officers and Town and Parish Councils.

- Preparations for D-Day 80th Anniversary celebrations on 6 June 2024, to be discussed at the Finance & Administration meeting scheduled on 10 October 2023, as part of the 2024/25 budget setting process.
- Application for Remembrance Sunday parade road closures submitted to Dorset Council Highways in the same format as 2022.
- Letter received from MacMillan to thank the Town Council for their support for the Dorset MacMillan bike ride held on 2 July 2022 at Corfe Mullen Recreation Ground. Request to hold the 2023 bike ride to be included on the agenda of the next Full Council meeting scheduled on 22 August 2023.
- Corfe Mullen Village Hall and Corfe Mullen Youth Trust Sole Trustee meetings scheduled on 30 August 2023.
- The Chair of the Council and Clerk met with the Secretary and Treasurer of Corfe Mullen Sports Association (CMSA) to discuss options for the charity going forward. The CMSA Annual General Meeting was scheduled on 14 August 2023 in the Sports Pavilion for the committee to review and consider their options.
- Renovation of sports pitches was in progress, with further weed spraying scheduled at the beginning of September 2023, free of charge. Pitches to be available for play from 19 August 2023.
- Housing Strategy Consultation survey was open. Members were encouraged to complete the online survey as the survey results formed part of the decision making for housing requirements in Dorset for the next 5 years.
- Land Registry Title Deeds for Towers Way open space including the Village Hall and Council Office were being investigated with Wellers Hedley LLP who acted on behalf of the then Parish Council when the asset transfer was completed from East Dorset District Council to the Town Council in 2019.
- Response received from Dorset Council following the recently submitted Freedom of Information request relating to weed spraying and gully clearing across the Parish, which was due to commence later in July 2023.

The updated was **NOTED**.

TC 23/93 Verbal – To Note Mayor’s Report

The Mayor provided an update on events he had attended as follows:

- Chickerell Civic Day took place at the Chickerell Steam and Vintage Show.
- Working with Corfe Mullen Allotment Association to reinstate the Corfe Mullen library garden.
- Wimborne Civic Day.
- PCSO and Homewatch engagement event in the Village Hall.
- Shaftsbury Civic Day took place as part of the Shaftsbury Fringe event.
- Hosted a garden party to raise valuable funds for Lewis Manning and Ukrainian UK Aid.

The updated was **NOTED**.

TC 23/94 Verbal – To Note Dorset Councillor Report

Cllr Harrison provided an update as follows:

- Dorset Council were experiencing delays in weed spraying and grass cutting due to supply of spare parts and equipment from overseas. Dorset Council were investigating sourcing equipment from within the UK along with staff working weekends to avoid further delays.
- Discussions with Beryl bikes continued with five locations being considered in Corfe Mullen.

- Attended an event held by the BPC Indian Community, who presented a Women of the Year award.

Cllr Harrison advised he had been contacted by a resident regarding the line marking of the disabled parking bays at the Recreation Ground car park which had faded and were illegible and asked if quotes could be obtained for re-painting. The Clerk agreed to investigate costs and report back at a future meeting.

Cllr Sowry-House noted he had been contacted by three residents who had emailed Dorset Councillors and not received a response. Cllr Harrison agreed to follow up.

The updated was **NOTED**.

TC 23/95 Verbal – Matters for Forthcoming Agendas No decisions can be taken¹

- To Review and Approve Employee Handbook

The Chair offered his apologies for the next meeting on 22 August due to personal commitments and asked the Vice-Chair, Cllr Purvis to Chair the meeting in his absence. Cllr Purvis confirmed he would be happy to chair the meeting.

TC 23/96 To Agree a date and time for the next meeting – Tuesday 22 August 2023 at 19:00 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

TC 23/97 To Resolve to exclude members of the press and public – to agree that agenda items TC 23/98 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.

TC 23/98 Verbal – To Note Staffing Update

The Clerk and Cllr Purvis, as Chair of the Staffing Committee provided an update as follows:

- Interviews for the Assistant Grounds Person role took place on 19 July 2023. One successful candidate was offered and accepted the role. Commencement date to be agreed, subject to references.
- The Grounds team member on long term sick leave was awaiting a follow-up appointment with Musculoskeletal Outpatients following an MRI appointment on 22 June 2023. A final sickness review meeting to be rescheduled following the outpatients appointment.
- The Staffing Committee was scheduled on 31 July 2023 with part of the discussion to consider further Grounds team tasks that could be sub-contracted to support the reduced team.

The update was **NOTED**.

TC 23/99 Close of meeting at 20:56

Signed as a correct record of the meeting.....Date

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)