



**Minutes of the Meeting of Corfe Mullen Town Council**  
**held on Tuesday 26 March 2024 at 19:03 in the Small Hall of the Village Hall**

**Present:**                   **Councillors**  
D Sowry-House (Chair)  
A Craven  
S Florek  
L Hardy  
A Holland  
P Holland  
B Honeyman  
S Jefferies  
J Lortie  
P Neil  
P Purvis (Vice-Chair)  
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, Dorset Ward Councillor Mike Barron.

The Chair welcomed Cllr Barron to the meeting and invited him to present the Dorset Councillor report in the first instance.

**TC 23/283    Verbal - To Note Dorset Councillor Report**

Cllr Barron provided an update on who of the current Corfe Mullen Ward Councillors were standing in the forthcoming Dorset Council elections on 2 May 2024.

Cllr Barron noted a notification of appeal for planning application P/FUL/2023/00671 - Badgers Green, Waterloo Road, Corfe Mullen.

Cllr Neil noted the Dorset Councillor report received from Cllr Harrison at the meeting held on 27 February 2024, had little information relating to the support given to Corfe Mullen residents, particularly relating to tree works. Cllr Barron agreed to follow up with Cllr Harrison and report back at the next meeting.

The Dorset Councillor report was **NOTED**.

*The Chair thanked Cllr Barron for his representation and opened the meeting. Cllr Barron left the meeting.*

**TC 23/266    To Receive and Accept apologies for absence (LGA 1972 s85 (1))**

Apologies for absence were received and accepted from Cllr Everett who had a prior commitment and Cllr Mattocks who was unwell.

**TC 23/267    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)

Cllr Craven declared a non-pecuniary interest relating to agenda item TC23/272 – purchasing of bus shelters, due to a family members request for a new bus shelter at Windgreen on Wareham Road.

**TC 23/268 Paper A – To Approve minutes of the Full Council meeting held on 27 February 2024 – LGA 1972, sch 12, para 41**

It was **RESOLVED** to **APPROVE** the minutes of the meeting held on 27 February 2024.

**TC 23/269 Paper B – To Approve Accounts for Payment**

Cllr Craven raised the following query:

- Line 890: the electricity charges for the Grounds Unit invoiced by the Scouts appeared very high. The Clerk agreed to follow up with the Treasurer of the 2nd Corfe Mullen Scouts Group.

It was **RESOLVED** to **APPROVE** the accounts for payment totalling £71,838.98.

**TC 23/270 Paper C – To Approve Bank Reconciliation for February 2024**

It was **RESOLVED** to **APPROVE** the bank reconciliation for February 2024.

**TC 23/271 Paper D – To Note the already Approved minutes of Committees:**

- Planning Committee – 13 February 2024
- Planning Committee – 27 February 2024

The already approved minutes of committee meetings were **NOTED**.

**TC 23/272 Paper E – To Consider Items Requiring Approval**

**a) To approve – Upgrade to Council Office IT Technology**

The Clerk presented the report, noting the importance of all Council data being stored securely, backed up and accessible when working remotely. Members discussed the pros and cons of moving to cloud based and Sharepoint.

Cllr Craven proposed option 1, at a fixed cost of £3499.97+VAT, with an ongoing monthly cost of £64.57+VAT per month. Cllr Lortie seconded the proposal. Of the 12 members present, 11 voted in favour with one abstention.

It was **RESOLVED** to **APPROVE** option 1, PCs Made Simple, at a total fixed cost of £3499.97+VAT to update hardware and move all Council data onto Sharepoint with a monthly fee of £64.57+VAT for relevant software subscriptions.

**b) To approve – Purchasing of Bus Shelters**

The Deputy Clerk presented the report, noting Dorset Council Highways and Tree Officer had raised concerns with the proposal to site a bus shelter on Wareham Road, opposite Towers Way Co-op, due to the adjacent mature oak tree and visibility issues to neighbouring properties.

Members discussed the proposed bus shelters for locations on Wareham Road near Windgreen Roundabout. Members felt both shelters should match, with a preference for a cantilever type shelter at both locations.

It was **RESOLVED** to contact Dorset Council Highways to ascertain whether a cantilever shelter could be sited both northbound and southbound at Windgreen Roundabout on Wareham Road

**c) To approve – Ground Maintenance of Sports Pitches and Grass Cutting across Town Council sites**

Members noted the positive feedback from users of the sports pitches, along with the financial savings to the Council, since contracting out grounds maintenance.

It was **RESOLVED** To **APPROVE** the continuation of contractor BCP Council for Ground Maintenance of Sports Pitches and Grass Cutting across Town Council sites for the year 1 April 2024 to 31 March 2025 at a predicted expenditure of £24,898.50+VAT.

**d) To approve - Quotations to update streetlighting to LED**

The Clerk presented the report, noting quote 1 to supply and install LED lantern and photocell should read 2 columns on Pine Road and 1 column on Wayground Road.

It was **RESOLVED** to **APPROVE** a phased approach to updating the streetlighting to LED over the next two financial years 2024/25 and 2025/26, to be communicated to the residents in the locations as follows:

**2024/25 Financial Year:**

- To supply and install LED lantern and photocell to 2 columns on Pine Road and 1 on Wayground Road at a total cost £1893+VAT
- To supply and install LED lantern and photocell to 2 columns at the Recreation Ground at a total cost £946.50+VAT

**2025/26 Financial Year:**

- To supply and install complete replacement of LED lantern, photocell, bracket and GRP box and transfer service to 2 remaining columns on Pine Road and one on Wayground Road. Updated quotation to be obtained ahead of 2025/26 budget setting.

**TC 23/273 Paper F – To Note Costs for the By-Election Held in November 2023**

The Clerk presented the report, noting the unbudgeted overspend of £10,955.28 in the 2023/24 financial year. Members noted their disappointment that Dorset Council Electoral Services were unable to provide a more accurate costing ahead of the by-election and the transparency and visibility of the costs to electorates when advocating for an election, which was their democratic right.

It was **RESOLVED** to feed back to Dorset Council Electoral Services the lack of transparency in the costs to the Town Council associated with holding a by-election.

The update was **NOTED**.

**TC 23/274 Paper G – To Review and Approve Street Furniture Policy**

The Clerk presented the report, noting the Street Furniture Policy had been updated to reflect the new oak sleeper style memorial bench recently installed at the new cemetery

in memory of the four local boys who tragically died in a car crash in 1996. The families of the boys had thanked the Town Council for their support in replacing the vandalised memorial bench.

Members felt the policy should be future proofed to include electric charging points.

It was **RESOLVED** to **APPROVE** the Street Furniture Policy with the following updates:

- 6.2: update to read 'For example, safety barriers on the footpath adjacent to Henbury View play area on Hillside Road to be installed by the Council during the 2024/25 financial year'.
- 8.2: update to read 'The Council will consider requests for any such measures to be installed on its sites on a case-by-case basis where a clear community need is demonstrated as part of any request'.
- Include Electric Charging Points after No. 9 – Disabled Parking Bays.

**TC 23/275 Paper H – To Review and Approve the Community Engagement Statement**

The Clerk presented the report, noting the guidance for Councillor drop-in sessions on the report cover sheet. Cllr Hardy queried if it was necessary for two Councillors to be present whilst carrying out community engagements. The Clerk reiterated the Council's duty of care to all Councillors in terms of personal safety, along with experience and mutual support.

It was **RESOLVED** to **APPROVE** the Community Engagement Statement to include the Councillor drop in sessions guidance.

**TC 23/276 Paper I – To Reconsider and Approve Updated Electronic Communications Policy**

It was **RESOLVED** to **APPROVE** the updated Electronic Communications Policy.

**TC 23/277 Paper J – To Retrospectively Approve the Appointment of Assistant Grounds Persons**

The Clerk presented the report, noting the two newly appointed Assistant Grounds Persons joined the Council on 18 March 2024 and were fitting in well with the team. Members welcomed them to the Town Council.

It was **RESOLVED** to retrospectively **APPROVE** the appointment of one part time Assistant Grounds Person (22 hours) and one full time Assistant Grounds Person (37 hours) commencing on 18 March 2024 on SCP 10, £25,545 per annum FTE pro rata.

It was **RESOLVED** to **APPROVE** the following:

- One Day RPII Routine Inspectors training and qualification for both team members at a total cost of £840+VAT.
- RPII Routine Inspectors Course and PA1 – Safe Handling & Application of Pesticides and PA6 – Safe Use of Handheld Applicators training and qualification for both team members at a total cost of £1040+VAT.

**TC 23/278 Verbal – To Note Vandalism and Anti-Social Behaviour on Town Council Sites**

The Clerk reported there had been no further vandalism or anti-social behaviour experienced since the previous meeting, noting one public toilet was currently closed, with a contractor due on 27 March 2024. It was anticipated the toilets would reopen the following day.

RADAR locking systems for both public toilets was discussed, with a quotation to be presented at the next Community Services Committee meeting scheduled on 9 April 2024.

The update was **NOTED**.

**TC 23/279 Verbal – To Note any updates from Representatives to Outside Bodies**

Cllr Hardy and Cllr Jefferies attended the Dorset Association of Parish & Town Councils (DAPTC) Councillor Training/Networking Event held on 7 March 2024 at Kingston Maurward.

A report was circulated to members ahead of the meeting, with updates provided as follows:

- Armed Forces Covenant
- Dorset Local Plan
- Local Transport Plan (LTP)
- Devolution deal for Dorset
- NHS Integrated team
- Dorset National Park
- Local Dorset Nature Recovery Strategy

Cllr Jefferies noted the recently introduced legislation under schedule 12 of the Environmental Act 2021 relating to 'Pre-emptive Site Clearance' i.e. clearing of a development site before applying for planning permission. The new process allows for retrospective conditions/enforcement to be implemented.

Cllr Jefferies shared some information relating to community resilience. Cllr Stennett agreed to review and report back at a future meeting.

The update was **NOTED**.

**TC 23/280 Verbal - To Note the update from the Climate Change Working Party – Cllr P Neil**

Cllr Neil noted the response from the Dorset Council Tree Officer relating to tree works at the rear of a property on Wareham Road.

Discussion took place relating to accessibility of the Tree Preservation Order (TPO) data held by Dorset Council and the use of Parish Online to create the Town Councils own TPO database.

The update was **NOTED**.

**TC 23/281 Verbal – To Note Clerk's Update**

The Clerk provided an update as follows:

- The static CCTV camera at the Recreation Ground cannot be installed due to ownership of streetlighting for the power supply.
- Liasing with St Nicholas Church to include Town Council information in the new residents welcome packs.
- Cllr Harrison confirmed fundraising would continue for the ongoing maintenance costs of the proposed defibrillator at Hillview, should the Town Council wish to support.
- No Chairmans article in the April and May 2024 Link Magazine due to the pre-election period.

- Due to the limited time available, the drop in event for prospective Councillors scheduled on 5 March 2024 did not go ahead.
- Keyholder vacancy for the Village Hall.
- Utility Gator for the Grounds Team had been delivered and working well, particularly at the Recreation Ground.
- Dorset Council confirmed the nominations for Assets of Community Value (ACV) for the Lambs Green Inn and the Dorset Soldier public house had been accepted and added to the list on Dorset Councils website. The nominations for the Pound, county field and Corfe Mullen Library to be progressed.

The update was **NOTED**.

*The Chair suspended standing order 3x to allow the meeting to continue.*

**TC 23/282 Verbal – To Note Mayor’s Report**

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

- Sherborne Civic Day
- Met with Headteacher of Corfe Hills School
- Meeting of Corfe Mullen Women's Institute
- Met with Sergeant Payne to discuss crime with the community
- Corfe Mullen Annual Parish Meeting
- Met with founder of BCP Alliance for Children and Schools relating to the safety valve
- Corfe Mullen Beaver Scouts hike
- Mysteria Concert at St Huberts Church

The update was **NOTED**.

**TC 23/284 Verbal – Matters for Forthcoming Agendas** No decisions can be taken<sup>1</sup>

There were no matters for forthcoming agendas.

**TC 23/285 To Agree a date and time for the next meeting – Tuesday 23 April 2024 at 19:00 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.**

**TC 23/286 Close of meeting at 21:03**

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

<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)