



Minutes of the Meeting of Corfe Mullen Town Council
held on Tuesday 24 September 2024 at 19:30 in the Small Hall of the Village Hall

Present: **Councillors**
D Sowry-House (Chair)
J Bonham
A Craven
S Florek
L Hardy
A Holland
P Holland
S Jefferies
A Joyce
J Lortie
P Neil
P Purvis

In Attendance: Rachel Virrill (Deputy Town Clerk)
Daryl Pearce (Deputy Town Clerk/Minute Taker)

Public Participation

There were no members of the public present.

TC 24/106 To Receive and Accept apologies for absence (LGA 1972 s85 (1))
Apologies for absence were received and accepted from Cllr V Papilio who was unwell. Cllr P Cuckston was not present.

TC 24/107 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 24/108 Paper A – To Approve minutes of the Town Council meeting held on 27 August 2024 – LGA 1972, sch 12, para 41

The minutes of the meeting held on 27 August 2024 were **APPROVED**.

TC 24/109 Paper B – To Approve Accounts for Payment

Members raised the following queries:

- Line 505: Cost code shows as Corfe Mullen Youth Trust items, however, description states 'advertising costs for the Deputy Town Clerk role'. The Deputy Town Clerk confirmed this was an error and would be corrected to read 'advertising costs for Assistant Youth Support Worker role'.

A handwritten signature in black ink, appearing to be 'AA' or similar, located at the bottom right of the page.

- Line 312: Cost code for ink cartridges were also noted as Corfe Mullen Youth Trust items. The Deputy Clerk confirmed the ink cartridges were ordered on behalf of the Youth Trust and would be reimbursed to the Town Council.
- Line 557: Water usage/charges for the allotments appeared high. The Deputy Clerk confirmed the monthly invoice was due to water trough usage over the summer months, however, charges were likely to reduce over the Autumn/Winter months.
- Line 516: Fire alarm callout at Pavilion, what did the costs relate to? The Deputy Clerk confirmed the costs related to the callout and associated repairs.
- Line 551: What did the cost relate to? The Deputy Clerk confirmed the cost related to the installation of the new safety fencing adjacent to Wimborne Road and the Corfe Mullen Recreation Ground.
- Line 441: Why was the Town Council responsible for headstone repair costs at the cemetery? The Deputy Clerk explained the headstone repair was due to historic damage caused by the Council's ride-on mower.

It was **RESOLVED** to **APPROVE** the accounts for payment totalling £50,377.18

TC 24/110 Paper C – To Approve Bank Reconciliation for August 2024

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

TC 24/111 Paper D – To Note the Already Approved minutes of Committees:

- Planning & Highways Committee – 13 August 2024
- Planning & Highways Committee – 27 August 2024

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

TC 24/112 Paper E – To Approve and/or Retrospectively Approve:

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

- Grounds team training: Lantra qualifications held by the individual Grounds Team members were for life. The Deputy Town Clerk (DP) was qualified to provide yearly refresher training.
- Cricket ball stop netting system, green waste removal and installation of compost bays: unbudgeted expense during the current 2024/25 financial year, however, should be considered as part of 2025/26 financial year budgeting setting process.

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

- **Grounds Team training:** Option 1: Sampson Training to provide three-day training course and assessment for three Grounds Team members, including instructor's fees and expenses, course materials, administration, Lantra registration and certification for three awards per candidate, to be held at the Grounds Unit, at a total cost of £3,190+VAT.
- **Replacement Cricket Posts & nets:** To be discussed as part of budget setting process for the 2025/26 financial year.
- **Green Waste Removal and Installation of Compost Bays:** To be discussed as part of budget setting process for 2025/26 financial year.
- **Updated Multi-Use Goal Area (MUGA) sign:** To purchase updated sign at a total cost of £49.52+VAT.

TC 24/113 Paper F – To Consider and Approve the Council Insurance for the Year 2024/25

It was **RESOLVED** to **APPROVE** Broker – Clear Councils, Insurer - Aviva as the Town Council insurer from 1 October 2024 to 30 September 2025 at an annual premium cost of £5893.74 including Insurance Premium Tax (IPT) and policy administration fee.

It was **RESOLVED** to **APPROVE** Broker – Clear Councils, Insurer - MS Amlin as the vehicle insurer from 1 October 2024 to 30 September 2025 at an annual premium cost of £1772.63 including IPT and broker fee.

TC 24/114 Paper G – To Review and Note Annual Health & Safety Report 2024

The update was **NOTED**.

TC 24/115 Paper H - To Consider BH Live, Corfe Mullen to be renominated as an Asset of Community Value (ACV)

Members discussed renominating BH Live as an ACV, noting it was of great community value to the residents of Corfe Mullen. Cllr Hardy felt the nomination would be an intrusion on a commercial enterprise.

Members voted with 11 members voting in favour and one member against.

It was **RESOLVED** to **APPROVE** the renomination of BH Live as an Asset of Community Value.

TC 24/116 Paper I – To Receive and Note 2023/24 Annual External Audit Report

Members congratulated the Clerk and office team on an excellent audit report.

The External Audit Report for 2023/24 was **RECEIVED** and **NOTED**.

TC 24/117 Paper J – To Consider Options for Replacement Defibrillator at Corfe Mullen Recreation Ground

The Deputy Town Clerk presented the report with the 4 options available for a replacement defibrillator at Corfe Mullen Recreation Ground.

Members discussed the options and felt a defibrillator should be within easy reach of all areas in Corfe Mullen, noting additional defibrillators could be obtained via grant funding and future budgeting plans.

It was **RESOLVED** to **APPROVE** the purchase of a new defibrillator package from the British Heart Foundation to include a fully automatic defibrillator in locked external cabinet including an AED starter kit and post at a cost of approximately £1,469.99+VAT with average annual costs for replacement supplies (battery, pads, disposable items etc) c. £240+VAT. Electrician installation costs at an additional cost of c. £250+VAT.

TC 24/118 Paper K – To Consider and Approve How to Proceed with Community Engagement

Members discussed options for community engagement, with comments noted as follows:

- **Content for Parish Newsletter:** Quarterly Parish newsletters should be sent to all residents to include Town Councillors introductions, 'good news' items such as the installation of new equipment, relaunch of Corfe Mullen Neighbourhood Plan, public consultation for the proposed redevelopment of Corfe Mullen Sports

Pavilion and Recreation Ground and an explanation of how council tax is portioned.

- **Social media (Facebook page):** Facebook posts recently posted were positive with members content with the topics being shared.
- **Councillor Drop-in Sessions:** Previous coffee mornings held at Corfe Mullen Village Hall were very popular. Other engagement opportunities such as attending school fairs, Homewatch meetings, and the Town Council having a stand at Corfe Mullen Carnival would be positive steps towards engagement with residents.

Other suggestions included making meetings available for all by streaming or recording meetings should the financial year budget allow.

It was **RESOLVED** to **APPROVE**:

- Hosting a coffee morning at Corfe Mullen Village Hall on Friday, 1 November 2024 from 10am-12pm with Cllrs Sowry-House and Hardy in attendance.
- Working Party for the proposed redevelopment of Corfe Mullen Recreation Ground and Sports Pavilion to meet to consider who the key stakeholders were, to allow the first stage of the public consultation to take place. The list of key stakeholders to be shared at the next Full Council meeting on 22 October 2024.
- Contact the local Neighbourhood Planning Consultant for initial advice prior to relaunching the Neighbourhood Planning Steering Group.
- Draft and distribute next edition of the Town Council newsletter as soon as practicably possible.

TC 24/119 Paper L – To Approve Recommendations from the Planning & Highways Committee

Cllr Sowry-House provided an update on the meeting and site visits to Wimborne Road and Blandford Road adjacent to Lockyers School with the Dorset Council Highways Technical Team Leader on 16 September 2024. The site visits were during school pick up time with the traffic hazards experienced by school children clearly visible. Discussions with Dorset Council Highways were ongoing.

Members noted all future policies and procedures should incorporate infographics to make them accessible to all.

It was **RESOLVED** to **APPROVE** the Community Highways Request Policy.

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

TC 24/120 Verbal – To Note Vandalism and Anti-Social Behaviour on Town Council Sites

The Deputy Clerk provided an update, noting further vandalism and anti-social behaviour had taken place on Town Council sites as follows:

- Damage to new dual recycling bin on Towers Way. CCTV had been passed to the Neighbourhood Policing Team.
- Corfe Mullen Village Hall toilets had been accessed during a private booking, resulting in toilet paper strewn across the gent's toilets.
- One of the public toilet's locks at the Recreation Ground lock had been damaged again and replaced.
- Continual littering across all sites, particularly Towers Way and the Recreation Ground.

Meetings had taken place with the Neighbourhood Policing Team, Dorset Council Anti-Social Behaviour Officer, Community Safety Officer and local schools to identify individuals involved to follow up on incidents.



The update was **NOTED**.

TC 24/121 Verbal – To Note any updates from Representatives to Outside Bodies

Cllr Jefferies due to attend the Beacon Hill Landfill Liaison group meeting on 25 September 2024 for an update on the current position with Suez.

Cllr Lortie due to attend the Dorset Association of Parish & Town Councils (DAPTC) Towns & Larger Parishes Committee meeting on 27 September 2024.

The update was **NOTED**.

TC 24/122 Verbal - To Note the update from the Climate Change Working Party (CCWP) – Cllr P Neil

Cllr P Neil noted the CCWP had not met recently and would benefit from recruiting additional members. Cllr J Bonham and Cllr P Cuckston had expressed an interest in joining the working party.

The update was **NOTED**.

TC 24/123 Verbal – To Note Clerk’s Update

The Deputy Clerk provided the following update:

- SSE had attended Towers Way to repair the lamp adjacent to the Co-op car park. The engineer reported the issue was an ‘above ground’ electrical issue which Enerveo should repair. A response from Enerveo was awaited.
- Bulb replaced on one of the faulty tennis court floodlights at the Recreation Ground. Unfortunately, a more complicated electrical issue was causing the light not to work. Awaiting quotation for repairs.
- Work had commenced on the Village Hall/Council Office accessible car parking spaces and drop off area.
- Town Council had been issued with a Section 32 notice from Dorset Council Building Control in respect to the Village Hall building works, which did not affect the accessible car parking spaces and drop off area.
- Two bus shelters on Wareham Road at Windgreen had been installed with positive feedback received from residents.
- BCP Contractors had carried out selective herbicide treatment of the cricket pitches at the Recreation Ground.
- Community Engagement & Project Officer role had been advertised. Applications close on 25 October 2024.
- Ongoing issues with the Sports Pavilion electrics. Currently awaiting a quotation to replace some of the extractor fans which may be causing the issues.
- Due to the Clerks absence, the Staffing Committee meeting scheduled for 10 October 2024 would be cancelled.
- Corfe Mullen Village Hall Charity to hold a Christmas Fair on 7 December 2024 from 10am-3pm to fundraise for the Charity. Town Council and Village Hall staff members to be present serving refreshments. Town Councillors were welcome to be involved should they wish.

The update was **NOTED**.

TC 24/124 Verbal – To Note Mayor’s Report

The Mayor presented a joint Mayor and Dorset Councillor report under minute no. TC 24/125.

TC 24/125 Verbal – To Note Dorset Councillor Report



Cllrs Sowry-House and Florek provided the following update:

- Attended the Eastern Area Planning Committee, webinar for Adoption in the UK, Finance and Audit for Dorset and Wiltshire Fire & Rescue and Corporate Parenting pre-meeting.
- Clerk and Cllr Purvis attended the Julians Bridge Working Party at Wimborne Town Council on 12 September 2024.
- Met with two residents to discuss highways concerns.
- Met with local business to discuss challenges.
- Attended an on-site meeting with the Clerk and Dorset Councils Senior Technical Officer Team Leader for Economic Growth and Infrastructure to discuss Highways issues.
- Attended a meeting with the Head of Lockyer's School.
- Attended a meeting of Chairs and Vice Chairs of Dorset Council Planning.

Cllr Hardy provided an update on civic events attended on behalf of the Mayor as follows:

- Civic Day at Christchurch Town Council on 18 September 2024.
- Civic Day at Wareham Town Council on 19 September 2024.

The update was **NOTED**.


TC 24/126 Verbal – Matters for Forthcoming Agendas No decisions can be taken¹

Cllr Hardy noted the Town Council should consider signing the Wessex Armed Forces Covenant. Cllr Sowry-House advised the Council had previously discussed signing the covenant and should look to move this forward.

TC 24/127 To Agree a date and time for the next meeting – Tuesday 22 October 2024 at 19:00 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

TC 24/128 Close of meeting at 21:56

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

 Date 22-10-24

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)