

Minutes of the FULL COUNCIL held at the Village Hall, Corfe Mullen on Tuesday 28th January 2020 commencing at 19:22 hrs

Present: Cllr Sowry-House - Mayor

Cllrs	Barron	A Holland	Howard	Mattocks
	Everett	P Holland	Jefferies	Stennett
	Harrison	Honeyman	Lortie	

Officer in attendance: Katrina Blee (Clerk).

PUBLIC DISCUSSION PERIOD

The Chairman announced that the meeting would not be broadcast live due to technical issue, but that an audio recording will be made for the purpose of producing the minutes.

There were six members of the public present. One resident said he felt that Corfe Mullen was not a town and spoke about how the parish had changed over the last fifty years. Another resident asked what plans the Council has to spend the additional funding it hopes to secure following the change to Town Council status. The Chairman directed the Clerk to provide a written response in due course and thanked both residents for their comments.

19/396 Apologies for Absence

Apologies for absence were received from Cllr Craven.

19/397 Declarations of Interest

There were no declarations of interest.

19/398 Minutes of Previous Meeting

The minutes of the Parish Council meeting held on 14th January 2020 were approved.

Nem Con.

19/399 Committee Minutes

Minutes of the following committees were noted:

Planning Committee	10.12.19
Finance & Administration Committee	8.10.19
Climate Change Sub-Committee	27.11.19

19/400 Way Ahead Working Party minutes

As the Working has not met since 4th June 2019, and it is not known when it may meet again, the Council approved these minutes so that they can be included in the minute book for the 2019-20 municipal year.

Nem Con.

19/401 Accounts for payment

The following accounts were authorised for payment:

TOWN COUNCIL ITEMS		
IB	Sutcliffe Play South West - new gate Towers Way play area/mulch repair	738.00
IB	Town & Country Landscapes - repairs to office desking	84.00
IB	Gutter Cleaning Specialists - repair to vandalised gutter at office	90.00
IB	Ellis Whittam - E-Learning Site 11-15	788.40
IB	ESPO - stationery	33.49
IB	Idverde - tree works at Broadmoor Road allotments	864.00
IB	R Evetts - office window clean	9.00
IB	AYS Skip Hire - exchange allotment skip	396.00
IB	Dorset Council - job advertisement for Clerk	238.80
dd 23.01.20	BT - quarterly office broadband	36.65
dd 29.01.20	British Gas	95.14
card 09.01.20	Councillors' tea/coffee/milk	8.32
card 20.01.20	indeed - Clerk's replacement advertising	117.87
card 21.01.20	Amazon - plasters for groundstaff	6.50
TOTAL		3506.17
VILLAGE HALL ITEMS		
dd 17.01.20	Gazprom - gas usage December	243.57
card 10.01.20	Coffee for coffee morning	4.00
TOTAL		247.57

Nem Con.

19/402 Bank Reconciliations

The following bank reconciliations were approved:

Bank reconciliation 30.11.19		
Scot Widows Business Deposit		500.84
Petty Cash		0.68
Cooperative current	67325.8	
less unrec. Payments	200.00	
add unrec. Receipts	0.00	67125.80
Cooperative dep. a/c		2.84
Coop Charge Card		-67.97
Public Sector Deposit Fund		356465.24
Total		424027.43

Bank reconciliation 31.12.19		
Scot Widows Business Deposit		500.84
Petty Cash		0.68
Cooperative current	41778.33	
less unrec. Payments	200.00	
add unrec. Receipts	0.00	41578.33
Cooperative dep. a/c		2.84
Coop Charge Card		-213.90
Public Sector Deposit Fund		356667.49
Total		398536.28

Nem Con.

19/403 Luncheon Club grant

The Clerk reported that since the meeting on 14th January 2020 she had received financial information from the Luncheon Club which shows the Club is holding reserves of £7314.28. Cllr A Holland proposed and Cllr Barron seconded that the Club should not be awarded a grant of £200 this year due to the to lack of need.

Cllr Holland asked if the monies could be set aside in case another late application from an organisation came forward. The Clerk advised that this would be possible, however reminded the Council that it had agreed on 14th January to go over budget on grants by £425, therefore this now means the overspend is now only £225.

Nem Con.

19/404 Staff pay day

Cllr Harrison proposed and Cllr P Holland seconded that the Council changes the pay day for staff, which is currently the fourth Tuesday of each month, to a static day the 25th of each month. This is more convenient for staff managing cash flow through their bank accounts.

Nem Con.

19/405 Climate Change Sub-Committee

An update on the work of the Climate Change Sub-Committee was received. The Climate Change Sub-Committee has concentrated on two main areas:

- a) What can the Council do internally to reduce its carbon footprint. Using a spreadsheet obtained from Low Carbon Dorset, the Clerk and one member of the Sub-Committee is working through analysing the Council and Village Hall's usage to highlight where changes can be made which will then be the subject of a report to Council. This was noted.

- b) Conference for Saturday 23rd May: The idea is to bring members within the community together and to have speakers and workshops at an event held in the Village Hall. It is also recommended that a second public event is held later in the summer with information and trade stalls plus activities for children. Costs involve hire of the village hall, refreshments and expenses for speakers but can be achieved well within the budget set by the Council. Regular planning meetings are taking place

This was agreed.

Nem Con.

In addition, the Sub-Committee has asked that the Council considers setting a date by which it would wish to be carbon neutral. This was discussed however it was felt that more information was needed before setting any firm date.

Nem Con.

It was further agreed to have Climate Change as a standing item on the agendas of all Full Councils.

Nem Con.

19/406

Pavilion and multi-use games area

The Council considered the report from the sub-group and it was agreed that a scoping exercise with the assistance of a planning consultant or architect was a good first step in assisting the Council to look at the future management of these two major assets and help the sub-group formulate recommendations.

Nem Con.

It was recognised that there would have to be a ceiling on consultant costs and the Clerk will report further to February Full Council with estimated costs.

Nem Con.

19/407

Section 106 monies

The Clerk reported that she and the Mayor recently met representatives of Dorset Council to establish the S106 benefit to the Town Council of the new development on Wimborne Road. These comprise the 'Open Space Contribution' and must be used to fund the provision and/or the improvement of open space, recreation and sports facilities in the parish of Corfe Mullen.

Following a planning application to phase the site, with the two Canford Estates fields being developed before the Harry J Palmer field, the Section 106 has been varied to state that £123,214.00 is to be paid upon commencement of Phase 1 and a further £76,786.00 to be paid on the commencement of Phase 2. These monies will then be passed on to the Town Council to spend within 10 years.

The above information was noted.

19/408 Town Councillor surgeries

Cllr Lortie gave an overview of the first five Parish/Town Councillor surgeries and those councillors who had run the surgeries offered comments. It was felt that the surgeries provided a useful additional way of residents engaging with the Town Council.

The Mayor proposed and Cllr Purvis seconded that the surgeries be continued on a permanent basis. This was agreed.

Nem Con.

19/409 Policy Documents

a) Standing Orders

The language in the Standing Orders had been reviewed in order to make the document gender neutral. The draft was considered and was approved after the following corrections:

Standing Order 3r: change 'he' to 'they'

Standing Order 14e: change 'him' to 'them'

Standing Order 23b: remove square bracket at end of sentence.

Nem Con.

b) Media Policy

A draft media policy was considered, and it was agreed to adopt the policy with no changes.

Nem Con.

c) Social Media Policy

A draft social media policy was considered and clarification provided over the need for councillors and officers to comply on both councillor and private profiles or pages because members of the public would still associate any councillor's comments made on their personal profile with the fact that they are a councillor.

Most councils now have media policies and social media policies which not only protect the council but also the elected members and staff.

It was agreed to amend Clauses 21 and 22 to allow councillors to also post such information, but by way of a link only to the relevant documentation on the Council's website.

Nem Con.

After these two amendments, Cllr Harrison proposed, and Cllr Lortie seconded, that the policy be adopted. This was agreed.

Nem Con.

It was confirmed that the moderator as outlined in Clause 26 is the Clerk, as previously agreed by the Council.

19/410 Additional allotment works

It was agreed to proceed with the following additional works to the allotment site:

1. Construct ditches and install carrier pipe under track and top up track levels £960.
2. Install geogrids to create stable slope leading to raised beds, remove wood chip covering and 100mm soil and install type 1 aggregate base and 6mm to base limestone surface £3250 or with tarmac surface £4970.
3. Construct additional parking at top of site to specification discussed with a 6mm to dust limestone surface £3670.

Above costs are plus VAT and assume all excavated materials remain on site.

Nem Con.

19/411 Site signage amendment

It was proposed by Cllr A Holland and seconded by Cllr Lortie to proceed with vinyl overlays for all the Council site signs replaced in 2018 at a total cost of £151.72 plus VAT.

Voting: unanimous.

The Clerk was asked to seek a price for an overlay or replacement of the main Council office sign.

Nem Con.

19/412 Interview panel for recruitment of new Town Clerk

It was agreed that Cllrs Jefferies, Lortie and Sowry-House will form the interview panel.

Nem Con.

All members are invited to a lunch at the Village Hall with the candidates on the recruitment day and councillor volunteers are needed to help with individual tours of the council's sites. The Clerk will circulate a recruitment day timetable.

19/413 Correspondence Received

It was agreed not to respond to the consultation on replacement sat nav technology at Bournemouth Airport.

Nem Con.

19/414**Verbal reports**

- a) Cllr Lortie reported on the recent Youth Trust meeting. Attendance is excellent and the first year of Christmas opening was a great success. The finances are in good order and the Trust was delighted to hear that the Town Council has agreed to continue funding the community youth club. A new trustee is being sought and a community ad has been published today. One issue with the youth club however is the poor acoustics and it is very difficult to hear conversation when the club is running. This might be solved by carpeting the floor. The Clerk reported that she has already raised this with the School and will chase them up for a formal response.
- b) Cllrs Harrison and Barron gave an update on Dorset Council business. There is currently a consultation on dog control orders which residents are encouraged to respond to. Dorset Council's budget is very challenging with the Council considering a 4% increase to council tax which will only cover half the shortfall on adult and social care.
- c) Cllr Harrison reminded those present of the forthcoming community litter pick and thanked Cllrs A and P Holland for their help with these sessions.

19/415**Items of Information and Matters for Forthcoming Agendas**

- a) Lockyers crossing. Following a question from Cllr Barron, the Clerk confirmed that a report on this will be going to the Community Services Committee on 11th February.
- b) Cllr Honeyman offered some suggestions for a future Way Ahead Working Party meeting: tree planting, public transport provision, parking, cycle lanes, twinning, acquisition of the county field, Corfe Mullen in Bloom and looking into the viability of re-opening railway stations and lines.
- c) Cllr Harrison had been contacted by a football representative about the number of dog fouls on the pitches. Dog fouls are regularly picked up by the grounds staff but as they do not work weekends new dog fouls do tend to be deposited on a Friday or Saturday night and not picked up by the owners. The site is patrolled by a dog warden periodically. The Council had previously considered a 'dogs on leads' policy, and a 'no dogs on the pitches' policy, however this met with great opposition. As the ground is a recreation ground and not a football ground, the pitches are not exclusively used for sports but for general leisure which includes dog walking, and any such policies would greatly reduce the area for dog walking and would be impractical without fencing off the pitches. It was agreed to review signage although it was noted that the irresponsible dog owners who do not pick up after their dogs are probably not going to heed signs. The Clerk was asked to find out if the dog warden is able to patrol at weekends or on a Friday night. It was noted that other responsible dog walkers do pick up other fouls and that there has been a prosecution by the dog warden. This should be publicised again in the next newsletter.
- d) Cllr Jefferies reported that she and Cllr Lortie had met Dorset Council officers regarding Speed Indicator Devices and the possibility of Town Council involvement in the provision of these.

- e) Internal Audit: The Clerk reported that the interim Internal Auditor visit had taken place. This not only concentrated on key financial administration but also reviewed the council minutes in full. Normally the internal auditor provides a report of minor action points, however on this occasion could find nothing to report on as all previous actions had been implemented and everything is in excellent order.
- f) Cllr Sowry-House asked for an item to be put on a future Community Services Committee agenda to consider a voluntary tree planting scheme for every birth in the parish, look at bulb planting and at what locations tree planting is appropriate.

19/416 Exclusion of the Press and Public

Pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it was resolved that the press and public be excluded from the items below due to the confidential nature of the business to be transacted.

Nem Con.

19/417 Henbury Play Area: licence

Due to Henbury First School joining an Academy the licence between the Town Council and Dorset Council for Henbury Play requires replacement with a licence between the academy trust (Hamwic Education Trust) and the Town Council. The draft licence was considered, and it was agreed that it was in order. The Clerk will arrange for two councillors to sign two fair copies.

Nem Con.

19/418 Date and time of next meeting

The date and time of the next meeting was confirmed as Tuesday 25th February 2020 at 19:45 hrs (*time subject to change*).

The meeting closed at 20.53 hrs.