

Corfe Mullen Town Council

List of actions and decisions taken following last Council meeting on 25th February and Planning & Community Services Committee meetings on 10th March 2020

NB All actions below, other than those taken by the Clerk under her delegated powers will be retrospectively ratified when the Council or relevant committee next meets.

Date: 21st April 2020

PLANNING APPLICATION COMMENTS

Members of the Planning Committee agreed via email to make the following comments to Dorset Council:

3/19/2287/HOU Applicant: Mr & Mrs Sorrell Agent: Shore Architecture, Poole	A ground floor rear extension, extended roof conversion to include dormer and integral garage. 5 Heckford Road No Objection.
3/19/2417/OUT Applicant: Mr H Owen-Martin Agent: MOL-4 Consultancy Services, Fareham	Erect a three-bedroom agricultural worker's bungalow Court Farm, Mill Street Object: There is already a bungalow and barn on site and no justification for a dwelling in the green belt has been given by the applicant.
3/20/0241/HOU Applicants: Mr & Mrs Farmer Agent: Sunshine Windows (Dorset) Ltd., Wimborne	Proposed Rear Sunroom 81A Jubilee Road No Objection.
3/20/0254/HOU Applicant: Lynne Fossey Agent:	Single storey flat roof extension, demolish existing extension 49 Dalkeith Road No Objection.
3/20/0026/HOU Applicant: Mr N Barnes Agent: Mr N White, Corfe Mullen	Single storey front extension 112 Hillside Road No Objection.

Please see Appendix 1 for the latest Planning Decisions report.

LOCAL PLAN CONSULTATION

Members of the Council agreed via email to respond to the Dorset Council survey on settlement hierarchy and location of future development in the Dorset area, highlighting the parish's lack of facilities, infrastructure, public transport and the need to protect its green belt and unique sites such as the SSSI/Ramsar sites.

ACCOUNTS FOR PAYMENT

TOWN COUNCIL ITEMS			
DATE	METHOD	DETAILS	£
01.04.20	IB	Corfe Mullen Youth Trust - 1st quarter's grant	9087.50
01.04.20	IB	Corfe Mullen Village Hall - capital grant	15000.00
11.04.20	IB	D Sowry-House - easter eggs for Boots staff (Chairman's allowance)	28.00
21.04.20	IB	Pear Technology - allotment plan for software	204.00
21.04.20	IB	Dorset Fire & Security Ltd - alarm and em lighting check	88.80

25.04.20	IB	DCPF - Month 1	3135.30
25.04.20	IB	HMRC - PAYE/NIC Month 1	2989.59
25.04.20	IB	Month 1 payroll	9654.87
07.04.20	IB	Sorrels Caterers Ltd - recruitment day catering	195.96
07.04.20	IB	K9 Security - security March	648.00
07.04.20	IB	AYS Skip changes - allotments, cemetery and rec	1278.00
01.05.20	DD	Public Works Loan Board: 1st half year loan repayment	5141.90
06.04.20	DD	UK Fuels Ltd - fuel	70.84
13.04.20	DD	UK Fuels Ltd - fuel	92.70
17.04.20	DD	Office Phone March	35.82
20.04.20	DD	British Telecom plc - office internet	87.58
21.04.20	DD	Dorset Waste Partnership - waste/recycling collections	192.60
25.04.20	DD	Southern Electric - cemetery electricity	21.40
25.04.20	DD	Chubb - fire extinguisher rental	18.04
27.04.20	DD	UK Fuels Ltd - annual card charge	32.40
29.04.20	DD	British Gas - office electricity	51.90
02.04.20	CARD	Print cartridges for Clerk	12.71
02.04.20	CARD	Stationery	1.68
02.04.20	CARD	Stationery	6.98
02.04.20	CARD	Stationery	3.24
03.03.20	CARD	Indeed - recruitment advertising	43.99
19.03.20	CARD	Fireproof letterbox bag	34.93
25.03.20	CARD	Wireless dongle - for using PC at home	8.89
25.03.20	CARD	Wireless dongle - for using 2nd PC at home	19.99
TOTAL			48187.61
RESILIENCE EXPENDITURE			
23.03.20	CARD	Stamps	114.00
24.03.20	CARD	Print cartridge for Cllr Sowry-House	119.99
01.04.20	IB	Cllr Sowry-House - reimb postage	6.70
03.04.20	IB	Cllr Sowry-House - reimb postage	6.70
07.04.20	IB	Cllr Sowry-House - reimb mileage	135.90
17.03.20	CARD	Leafletfrog - postcard printing	84.00
24.03.20	CARD	Address labels	51.80
24.03.20	CARD	Volunteer lanyards	21.99
27.03.20	IB	Cllr S Jefferies - reimb labels	40.01
TOTAL			581.09
RESILIENCE VOLUNTEERS - SHOPPING REIMBURSEMENTS			
NB RESIDENTS HAVE ALL PAID THE TOWN COUNCIL FOR THEIR SHOPPING			
27.03.20	IB	M Longland	8.90
27.03.20	IB	W Currie	6.97
27.03.20	IB	P Harrison	19.82
30.03.20	IB	J Woods	9.85
30.03.20	IB	J Powell	24.51
31.03.20	IB	Janet Vize	32.88
01.04.20	IB	L Chellingworth	24.58
01.04.20	IB	M Longley	7.83
01.04.20	IB	A D Bean	34.45
01.04.20	IB	M Hilborne	9.31
01.04.20	IB	Mr L Powell	18.30
01.04.20	IB	Mr L Powell	8.76
01.04.20	IB	L Hart	14.50

03.04.20	IB	Mrs L Courtney	92.63
03.04.20	IB	H Allen	21.88
03.04.20	IB	J Woods -	31.23
03.04.20	IB	Mrs J Powell	35.88
03.04.20	IB	M Longland	34.16
03.04.20	IB	Mr P Turnbull	41.16
03.04.20	IB	A McIntosh	20.00
04.04.20	IB	H Allen	41.36
06.04.20	IB	M Longley	46.02
06.04.20	IB	L Wilson	39.18
07.04.20	IB	Janet Vize	14.53
07.04.20	IB	A McIntosh	13.96
07.04.20	IB	A D Bean	32.89
08.04.20	IB	J Woods	14.60
08.04.20	IB	K Turnbull	37.38
09.04.20	IB	MDG Hilborne	8.28
09.04.20	IB	A McIntosh	34.65
09.04.20	IB	N Hoar	22.15
09.04.20	IB	G R Davis	12.56
09.04.20	IB	Sarah Dawson	37.32
11.04.20	IB	Sue Burriss	5.50
11.04.20	IB	Dr A L Craven	10.31
11.04.20	IB	M & BE Longland	25.46
11.04.20	IB	M & BE Longland	18.65
11.04.20	IB	Helen Allen	29.74
11.04.20	IB	Jill Powell	7.79
11.04.20	IB	Jill Powell	28.26
14.04.20	IB	M Longley	47.58
14.04.20	IB	A Mcintosh	24.67
15.04.20	IB	Marion Svatos	32.15
15.04.20	IB	Mr & Mrs AD Bean	34.30
16.04.20	IB	Sue Burriss	37.46
16.04.20	IB	Sue Burriss	15.70
15.04.20	IB	A Mcintosh	20.27
16.04.20	IB	K Turnbull	51.91
20.04.20	IB	M Longley	54.19
20.04.20	IB	L Chellingworth	38.08
20.04.20	IB	L Chellingworth	47.74
20.04.20	IB	NJ & JE Crumb	24.14
20.04.20	IB	L Chellingworth	4.35
21.04.20	IB	H Allen - shopping reimbursement	6.17
21.04.20	IB	H Allen - shopping reimbursement	22.10
TOTAL			1439.00
VILLAGE HALL ITEMS			
07.04.20	IB	Goldi-Locksmith Ltd - upgraded door locks	436.00
14.04.20	DD	Dual Energy - electricity	167.08
21.04.20	IB	Dorset Fire & Security Ltd - alarm and em lighting check	88.80
TOTAL			691.88

TOWN COUNCIL

General

Review of operations undertaken 16th March (Appendix 2) including a requirement for the CMSA to take an urgent review on the closure of the pavilion and tennis courts. This was reviewed daily until lockdown.

Clerk in regular call conferences with senior Dorset Council officers and other Town and Parish Clerks in relation to all councils' various operations, sharing personnel, planning for excess deaths, government advice, resilience initiatives.

Meetings

Annual Town Meeting planned for 18th March postponed.

Mayor's Reception planned for 1st May postponed.

Climate Change event planned for 23rd May postponed.

Planning Committee and Full Council set for 24th March postponed. All meetings postponed until further notice, to be reviewed once legislation in place to hold alternative method of meetings. Agreed that Full Council to deal with all committee business until further notice and the calendar of meetings to be varied as appropriate.

Legislation now in place to allow annual meeting to be deferred until 7 May 2021 and all positions on council and committee can remain as now. NALC advise that the Annual Town Meeting can also be postponed although this was not mentioned in the legislation. Legislation also introduced to allow meetings by virtual means, including the right for public to dial in.

Council agreed to defer annual meeting until 2021 and all positions to remain as now until then. Subsequently, Cllr Honeyman withdrew from the Community Services Committee and Cllr Purvis took his place, this was agreed by all councillors

Office

Closed to the public from end of business on 17th March 2020 with staff continuing to work in the office whilst practising social distancing.

Clerk/RFO authorised under delegated powers allowed for in the Financial Regulations, installation of upgraded locks to both the village hall and office doors.

Staff

Councillors agreed additional delegated powers for the Clerk/RFO as follows, in order for essential council business to continue:

Delegation to the Town Clerk

Subject to consultation with the Mayor or relevant Committee Chairman, the Town Clerk is authorised to act on behalf of the Council on any matter where action is needed to protect the interests of the Town Council and to manage all the Town Council's services and property in line with the budgets and policies previously approved by members. Any such action to be reported to the next meeting of the Council or relevant committee for retrospective approval.

Staff who had leave booked right at the end of the leave year (which ends 31st March) where their holidays or flights were cancelled to be offered two choices: a) take the planned leave at home; b) be paid holiday pay for the leave they were due to take in this leave year and work as normal. In addition, if they choose b) the Council will sympathetically consider a request for unpaid leave to top up their leave in the next leave year, and this will not be unreasonably withheld subject to operations not being adversely affected.

Office staff moved to home working after 20th March – Clerk worked on 23rd March and 24th March at the office to finalise arrangements for this.

Grounds staff instructed to do the bare minimum, e.g. checking sites twice weekly and emptying bins/litter picking etc.

Council agreed all staff to be paid in full. Staff not able to fill their working hours asked to undertake e-learning or help with volunteer resilience.

Following lockdown announcement on 23rd March vehicular access to recreation ground and Springdale Road Public Open Space closed, play areas closed and allotments closed.

CM RESILIENCE

A Community Resilience initiative was set up in conjunction with Home Watch to recruit a team of volunteers to support those isolated at home and needing shopping, prescriptions, etc. Clerk authorised initial expenditure of £84.00 to produce 5000 postcards to be delivered to each household with details of how to ask for help.

Using the General Power of Competence, agreed that residents will do a bank transfer or produce a cheque to the Council's bank account for shopping etc. and the Council will then immediately refund the relevant volunteer who purchased the items.

Subsequent expenditure relating to stationery items authorised by the Clerk/RFO and by councillors in respect of offering mileage reimbursement to volunteers.

An update on the CM Resilience project is included in Appendix 3.

CORFE MULLEN VILLAGE HALL

List of actions and decisions taken following last meeting of the Council in its capacity as sole trustee of the Corfe Mullen Village Hall on 20th November 2019.

NB All actions below, other than those taken by the Clerk under her delegated powers will be retrospectively ratified when the Council next meets in this capacity.

Date: 21st April 2020

Review of operations undertaken 16th March (Appendix 4). This was reviewed daily until lockdown.

Closed on 17th March 2020. Staff sent home on full pay. Staff subsequently furloughed but on full pay. First claim under Government scheme for 80% reimbursement submitted 20th April 2020.

Staff who had leave booked right at the end of the leave year (which ends 31st March) where their holidays or flights were cancelled to be offered two choices: a) take the planned leave at home; b) be paid holiday pay for the leave they were due to take in this leave year and work as normal. In addition, if they choose b) the Council will sympathetically consider a request for unpaid leave to top up their leave in the next leave year, and this will not be unreasonably withheld subject to operations not being adversely affected.

Pop Up Post Office in foyer allowed to remain open, sub-postmaster sanitising upon arrival and leaving.

Cancellation of all village hall bookings until 30th June with full refunds. Those with bookings in July and August were pre-warned their bookings might be at risk.

Only new bookings from 1 September will be taken, and any new bookings will come with a pre-warning that they may have to be cancelled.

CORFE MULLEN TOWN COUNCIL

PLANNING COMMITTEE - PLANNING REPORT FROM 20TH MARCH TO 21ST APRIL 2020

3/19/0810/FUL & 3/19/0811/LB	Change of use of the single dwelling into three self-contained dwellings with workshop to part of ground floor accommodation. The Old Mill, Mill street Granted PC: Object: the division of the property into three dwellings would impact on highway safety with an increase in vehicle movements on to a dangerous stretch of the A31 which has seen two collisions in the last 4 years, and two more further along, both of which were serious and one which was fatal. The Parish Council would also like to question why Highways has not been consulted about this application. <i>Note: the parking layout was subsequently amended, and Highways were consulted, and the Corfe Mullen Town Council Planning Committee amended their decision to no objection.</i>
3/19/2210/HOU	Erection of a replacement dwelling (demolition of existing). Four Winds, Corfe Lodge Road Granted PC: No Objection
3/19/2266/FUL	Create new access onto Waterloo Road for 2 Home Farm Cottages; farm buildings and dwelling approved under application 3/16/1742/PNAGD. 1 & 2 Home Farm Cottages Granted PC: No Objection
3/19/2465/HOU	Single storey front extension and internal alterations. 31 Marian Road Granted PC: No Objection
3/20/0009/HOU	Demolish part of the existing Garage and build a new flat roof single storey side/rear extension. Remove existing front porch and replace with a new porch with a pitched roof. 1 Dalkeith Road Granted PC: No Objection

TREE DECISIONS

3/20/0295/TTPO	T30 Sweet Chestnut, T32 Maritime Pine & T33 Silver Birch: Fell. T36 Scots Pine: Fell or remove lowest branches to raise canopy to approximately 10-15m from ground level. T40 Oak: Remove damaged leader stem and branch to natural growth point. 32 Beech Close Split decision
3/20/0422/TTPO	Oak T1: Fell to ground level. 17 Croft Close Refused
3/20/0423/TTPO	Oak T1: Fell to ground level 15 Croft Close Granted

Coronavirus and the Council***Also for village hall staff***

The Town Council has reviewed the risks relating to coronavirus and what steps need to be taken.

1. All staff to wash their hands when entering either the office, village hall or grounds staff facility.
2. The last person to leave a work facility will sterilise all surfaces, door handles etc. and empty bins, wearing disposable gloves to do this.
3. Grounds staff to do the same for all areas including vehicles and plant and machinery – noted that they already wear disposable gloves for a number of their duties. Grounds staff asked to be extra vigilant with handwashing and wearing of gloves.
4. Grounds staff to disinfect all surfaces in the outside toilets.
5. Bins to be emptied at the end of each day.
6. Councillors and staff asked to wash their hands/sanitise upon arrival for Council meetings.
7. Council to agree on 24th March that if necessary (should quorum be breached) all normal business of committees and sub-committees may be undertaken instead by Full Council.
8. Council to also agree on 24th March that the Clerk/RFO's powers of delegation may be increased should it become necessary, e.g. if all council meetings have to be cancelled or postponed.
9. The Council's calendar of meetings may be reviewed if it is necessary to postpone council or committee meetings.
10. The Annual Town Meeting scheduled for 18th March is to be **postponed**. It is noted that by law this must occur between 1 March and 1 June, however in these extreme circumstances it may be necessary to hold it after 1 June.
11. A decision as to whether to cancel the **Climate Change Event** on 23rd May and the **Mayor's Reception** on 1st May will be made on 26th March and all relevant parties informed.
12. For the time being, the office may remain open and grounds staff operations may continue as normal.
13. Where staff have symptoms, are ill with the virus and are self-isolating they will be paid in accordance with the Council's sickness scheme. Village Hall staff will be paid as they normally would during sickness.
14. Should the Council ask staff to work from home to reduce the risk of cross-infection amongst staff, staff will be paid as normal.

15. Should a member of staff be worried about the virus and choose to self-isolate they will not be paid.
16. Homeworking arrangements are in place or can be easily activated for: general documents, agenda preparation, bank payments, cemetery and allotment software and telephone calls (which can be forwarded to a home number). The Clerk will investigate if it is possible to set up remote payroll software arrangements, however interim bank payments can be paid to staff and the payroll run at a later date if necessary (within HMRC deadlines). VAT returns can also await the return of staff, but could be done remotely if necessary. It would not be possible to take bookings for the village hall by remote working, but the hall is likely to be closed at this point anyway.
17. Office staff to use gloves for handling money.
18. Cleaning staff to be asked to wear gloves at all times.
19. Banking of cheques and cash may be delayed slightly if staff are absent.
20. Clerk is checking with insurers if village hall business interruption insurance covers coronavirus.
21. Burials can go ahead at the moment (administration can be done remotely).
22. Outside activities such as football and tennis can continue – outside activities low risk.
23. CMSA may have to review use of the pavilion – such as preschool, tennis coach, use of changing rooms etc.
24. Staff to be supplied with plentiful supplies of tissues and hand sanitiser (when available).
25. Two sets of office and village hall keys to be cut for Mayor and Vice-Mayor in case access is needed in the absence of staff.

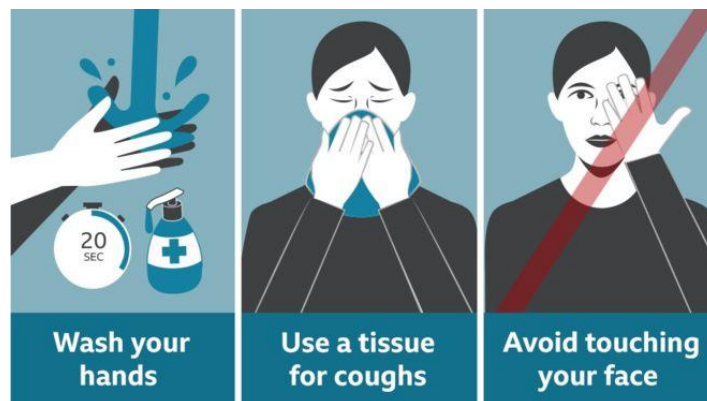
All above to be reviewed weekly.

Coronavirus and the Village Hall

The Town Council has reviewed the risks relating to the use of the village hall and what steps need to be taken.

1. Posters reminding everyone to wash their hands are being put up around the complex. In addition, we would like **everyone** entering the hall to first wash their hands. Please can you ensure that you ask all those attending your classes or event to do this.
2. In addition, we will make hand sanitiser available when we can source it and would encourage people to have their own personal hand sanitiser to hand.
3. Cleaning staff will sterilise key areas of the building each week day.
4. Please make sure all those who attend your event or class are following the latest advice, for example this includes staying away from the hall if they have any symptoms, or have been in contact with someone with symptoms, or if they have travelled to or from one of the most affected areas. The latest advice can be found here and is regularly being updated:

<https://www.nhs.uk/conditions/coronavirus-covid-19/>



5. If you are running a class or event with a significant number of people attending, or where most people attending are in a vulnerable group, we would ask you to consider cancelling for the foreseeable future.
6. Should you cancel a hire due to the coronavirus, a full refund will be made.
7. Aside from the above measures, for the time being the Village Hall will remain open. This will be reviewed weekly and updates will appear on our website home page at

www.corfemullen-tc.gov.uk

8. Should for any reason the office and village hall are closed, there is some scope for some staff to work remotely and telephone calls can be forwarded to the appropriate person.