

CORFE MULLEN TOWN COUNCIL  
Towers Way, Corfe Mullen, Wimborne  
Dorset, BH21 3UA  
01202 698600  
office@corfemullen-tc.gov.uk



### **NOTICE OF NEXT COUNCIL MEETING**

Dear Councillors

You are hereby summoned to attend the following meeting:

Meeting of...           **CORFE MULLEN TOWN COUNCIL**

Time...                   **19:00**

Date...                   **Tuesday 23 January 2024**

Place...                  **Small Hall of the Village Hall, Towers Way, Corfe Mullen**

A handwritten signature in black ink, appearing to read 'C Horsley'.

**Catherine Horsley**  
**Town Clerk & RFO**  
**17 January 2024**

**PUBLIC PARTICIPATION:** In accordance with Standing Orders, a maximum of 30 minutes is set aside before the business of the meeting commences to enable members of the public to raise any issues pertaining to the agenda for the attention of Councillors. Up to 5 minutes is allowed for each person. Members of the public will only be permitted to speak during the Public Participation agenda item.

Councillors will be discussing all the items listed on the agenda below.

### **AGENDA**

- TC 23/223 To Receive and Accept apologies for absence (LGA 1972 s85 (1))**
- TC 23/224 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)
- TC 23/225 Paper A – To Approve minutes of the Full Council meeting held on 4 January 2024 –** LGA 1972, sch 12, para 41
- TC 23/226 Paper B – TO FOLLOW - To Approve Accounts for Payment** – a list of payments to be made will be sent out as close to the meeting as possible to ensure as many payments are captured as possible, therefore avoiding delays in payments to providers.
- TC 23/227 Paper C – TO FOLLOW - To Approve Bank Reconciliation for December 2023**
- TC 23/228 Paper D – To Note the already Approved minutes of Committees:**

- Finance & Administration Committee – 8 November 2023
- Planning Committee – 28 November 2023
- Planning Committee – 19 December 2023

**TC 23/229 Paper E – To Receive and Note Interim Internal Audit Report**

**TC 23/230 Paper F – To Consider Items to Note or Requiring Approval**

- To approve - Mobile café at the Recreation Ground
- To approve - Bus Shelters on Wareham Road by Large Co-op and Windgreen Roundabout
- To approve - Parish Online Subscription
- To approve - Content for Parish Newsletter
- To approve - Utility vehicle for Grounds Team
- To approve - New Water Heater at Council Office
- To approve - Recommendation from the Planning Committee on 4 January 2024 for installation of safety barrier on Hillside Road, adjacent to Henbury View Play Area
- To Retrospective Approve - Additional Cemetery Driveway Works
- To Note - Recreation Ground Outdoor Gym Equipment

**TC 23/231 Paper G – To Approve locations in Corfe Mullen to be registered as Community Assets**

**TC 23/232 Paper H – To Note Recent Acts of Vandalism on Town Council Sites**

**TC 23/233 Paper I – To Consider and Agree Bench Options for Street Furniture Policy**

**TC 23/234 Verbal – To Note any updates from Representatives to Outside Bodies**

**TC 23/235 Verbal - To Note the update from the Climate Change Working Party – Cllr P Neil**

**TC 23/236 Verbal – To Note Clerk’s Update**

**TC 23/237 Verbal – To Note Mayor’s Report**

**TC 23/238 Verbal - To Note Dorset Councillor Report**

**TC 23/239 Verbal – Matters for Forthcoming Agendas** No decisions can be taken<sup>1</sup>

**TC 23/240 To Agree a date and time for the next meeting – Tuesday 27 February 2024 at 19:00 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.**

**TC 23/241 To Resolve to exclude members of the press and public – to agree that agenda items TC 23/242 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 23/242 Paper J – To Note Correspondence from Early Years Provider, Mini Munchkins**

**TC 23/243 Close of meeting**

<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)



**Minutes of the Meeting of Corfe Mullen Town Council**  
**held on Thursday 4 January 2024 on the rising of the Finance and Administration Committee**  
**Meeting in the small hall of the Village Hall**

**Present:**                   **Councillors**  
D Sowry-House (Chair)  
A Craven  
D Everett  
S Florek  
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.

**TC 23/216    To Receive and Accept apologies for absence** (LGA 1972 s85 (1))

Apologies for absence were received from Cllr Hardy, who was unable to attend due to a prior commitment. Members sought clarification on the prior commitment in order to accept apologies. The Clerk agreed to follow up with Cllr Hardy.

**TC 23/217    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 Florek declared a non-pecuniary interest as the Chair of Friends of Corfe Mullen Library.

Cllr Craven declared a non-pecuniary interest relating to the proposed capital expenditure budget for bus shelters, due to a family members request for a new bus shelter at Windgreen on Wareham Road.

**TC 23/218    Paper A – To Approve minutes of the Full Council meeting held on 19 December 2023 – LGA 1972, sch 12, para 41**

It was **RESOLVED** to **APPROVE** the minutes of the meeting held on 19 December 2023, subject to an amendment to minute no. TC 23/202 – To Review and Approve Allotment Tenancy Agreement and Rents Effective from 1 April 2025 to read as follows:

*'It was **RESOLVED** to **APPROVE** for plot holders to be responsible for maintaining paths adjacent to their plots and plot edging. Vertical paths must be grass with remaining paths either grass or woodchip. Weed matting should not be used as it may cause a trip hazard'.*

**TC 23/219 Paper B - To Consider recommendations from the Finance & Administration Committee on draft Budget and Precept for the 2024/25 financial year** – Report submitted to the Finance & Administration Committee is included as paper B to this meeting, with the verbal recommendation of the F&A committee being made to Council immediately following the committee's meeting.

The Chair noted all members had been listening to the discussions which had taken place at the previous Finance and Administration Committee relating to the recommendations for setting the Corfe Mullen Town Council 2024/25 budget and precept request.

The recommendation of the Finance and Administration Committee was to set the Corfe Mullen Town Council annual budget for 2024/25 financial year at £611,125.00.

Those members who were not members of the Finance & Administration Committee commented on the discussions at the previous meeting in terms of the proposed exceptional and capital expenditure, the visual impact and material benefits to the community.

The following capital and expenditure items should be noted:

- Line 68: Youth Trust grant to cover salaries and rental of the Hub at Lockyer's School agreement year 2 of 3.
- Line 111: Tree survey remedial works over 2 years, 2024/25 and 2025/26 financial years.
- Line 139: Installation of bus shelters on a phased programme over 2 years, 2024/25 and 2025/26 financial years.
- Line 142: Dropped kerb phased programme over 5 years, 2024/25, 2025/26, 2026/27, 2027/28 and 2028/29 financial years.

It was **RESOLVED** to accept the recommendation of the Finance & Administration Committee and set the Corfe Mullen Town Council annual budget for 2024/25 financial year at £611,125.00.

Members then discussed the level of precept required from Dorset Council to cover the 2024/25 budget and the effect of any increase on those who pay Council Tax, with members acknowledging the cost-of-living crisis, alongside the Town Council's responsibility to provide services for the benefit of the community.

Cllr Lortie proposed accepting the recommendation of the Finance and Administration Committee to set the precept at £537,395.50, an increase of 7%, which would see a Band D property increasing from £126.34 to £135.18 per annum with £73,729.50 of general reserves used to reduce the deficit. This was seconded by Cllr Honeyman.

Cllr Craven proposed a second motion to approve option 2, an increase of 9.73%, which would see a Band D property increasing from £126.34 to £138.64 per annum with £60,000 of general reserves used to reduce the deficit. This was seconded by Cllr Florek.

Cllr Lortie requested a recorded vote. Of the 13 members present, Cllrs Mattock, Lortie, Stennett, Honeyman and A & P Holland voted in favour of a 7% increase with Cllrs Sowry-House, Everett, Florek, Neil, Jefferies, Craven and Purvis voting in favour of a 9.73% increase.

It was **RESOLVED** to **APPROVE** setting the precept at £551,125.00, an increase of 9.73%, which would see a Band D property increasing from £126.34 to £138.64 per annum with £60,000 reserves to be used to reduce the deficit.

It was **RESOLVED** to accept the recommendation of the Finance & Administration Committee to transfer £35,000 of general reserves to the pavilion refurbishment/rebuild earmarked reserves.

**TC 23/220 Verbal – Matters for Forthcoming Agendas** No decisions can be taken<sup>1</sup>

The Chair asked members to consider nominations for a Civic Award to be presented at the Annual Celebration of Service to be scheduled during April 2024. Nominations should be put forward for those members within the community who have gone above and beyond for the benefit of the community with no personal gain. Nominations should be forwarded to the Clerk for collating.

Cllr Craven requested the Council's Street Furniture Policy be revisited to investigate more robust bench options following the vandalism of a memorial bench at the New Cemetery.

Members noted their disappointment and upset that the memorial bench fundraised and installed by friends and family in memory of four local teenagers who had died in a car crash in 1996 had been vandalised on New Years Eve, beyond repair.

The Chair suspended Standing Order 9a to request permission of the Town Council to investigate alternative bench options to be discussed at the next Full Council meeting.

It was **RESOLVED** to **APPROVE** investigating alternative bench options ahead of the next Full Council meeting scheduled on 23 January 2024.

**TC 23/221 To Agree a date and time for the next meeting – Tuesday 23 January 2024 at 19:00** in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

**TC 23/222 Close of meeting at 20:25.**

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)



## CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 23 January 2024

Agenda Item: TC 23/226

Paper: B

<b>Subject:</b>	Accounts for Payment
<b>Prepared By:</b>	Catherine Horsley, Town Clerk & RFO
<b>Purpose of Report:</b>	To approve the accounts for payment as scheduled on the attached PDF.
<b>Key Points:</b>	<p>Accounts for payment is created direct from Scribe Accounting.</p> <p>Each transaction has a number in the first column which is the transaction number in Scribe for ease of reference when Councillor's log into Scribe to check invoices.</p> <p>The description provides the details of the transaction, stating what it was for.</p> <p>The supplier is the person being paid.</p> <p>The pay type is whether it is IB (instant BACs), DD (direct debit) or Cheque. If it is a cheque the cheque number should be included.</p> <p>The notes column will provide any further explanation about the transaction.</p>
<b>Recommendation:</b>	To APPROVE Accounts for Payment totalling £31,751.26.

## Accounts for Payment - 23 January 2024

Voucher No	Date	Total	Description	Supplier	Payment Ref	Comments
767	22.01.2024	£30.00	Land Registry Fees	HM Land Registry	Card	Planning App P/OUT/2023/05744
766	22.01.2024	£1.50	Postage	Royal Mail Group Ltd	Card	Postage Upaid
765	20.12.2023	£4.80	Postage	Post Office Ltd	Card	Stams
764	16.01.2024	£10.56	Mobile Phone	EE	DD	Jan-24
763	27.12.2023	£9.50	Mobile Phone	EE	DD	Dec-23
762	24.01.2024	£427.27	Water	Water2business	IB	VH & Council Office
761	24.01.2024	£213.73	Water	Water2business	IB	Allotments
760	24.01.2024	£29.99	CMVH Items	Trade UK (Screwfix)	IB	To be reimbursed
759	31.01.2024	£381.74	Pavilion Gas	British Gas	DD	
758	05.02.2024	£260.10	Electricity	British Gas	DD	Pavilion Electricity
757	24.01.2024	£1,494.00	Maintenance	John Armour (Absolute Armour & Sons)	IB	Additional works of Old Cemetery driveway
756	24.01.2024	£19.26	Supplies	Eastern Shires Purchasing Org.	IB	Toilet rolls for all sites
755	24.01.2024	£127.14	Photocopying Charges	Deos Group.co.uk Limited	IB	
754	24.01.2024	£9.41	CMVH Items	Trade Uk (B&Q)	IB	To be reimbursed
753	16.01.2024	£1.50	CMYT	Co-op Supermarket	Card	To reimbursed
751	24.01.2024	£49.44	Licence Fee	Microsoft Ireland Operations Ltd.	IB	
750	24.01.2024	£870.27	Equipment	Glasdon UK Limited	IB	Replacement Recycling/Waste bin - Rec play area
749	25.02.2024	£43.40	Fire Safety	Chubb Fire Limited	DD	Fire extinguishers at Grounds Unit
748	29.01.2024	£251.21	Electricity	British Gas	DD	Office
747	24.01.2024	£108.23	Materials	Bridport Building Supplies	IB	Timber for repairs to New Cemetery fencing
746	24.01.2024	£96.00	Annual Subscription	Amazon Payments UK Ltd.	IB	Prime
744	25.01.2024	£2,060.01	NIC	HMRC	IB	
743	25.01.2024	£1,279.80	PAYE	HMRC	IB	
742	25.01.2024	£4,169.16	Pension	DCPF	IB	
741	25.01.2024	£11,876.88	Salaries	Central Computer Management Ltd	BACs	
740	22.01.2024	£91.98	Fuel	UK Fuels Limited	DD	
739	24.01.2024	£296.40	Advertisement	The Link Magazines Dorset Ltd	IB	Job vacancies
738	24.01.2024	£26.99	Materials	Amazon Payments UK Ltd.	IB	Wood presever for new fence in New Cemetery

Accounts for Payment - 23 January 2024

Voucher No	Date	Total	Description	Supplier	Payment Ref	Comments
737	24.01.2024	£5.50	Equipment	Amazon Payments UK Ltd.	IB	Drill bits
736	24.01.2024	£16.99	Equipment	Amazon Payments UK Ltd.	IB	Ratchett straps for trailer
735	24.01.2024	£5,358.00	Maintenance	John Armour (Absolute Armour & Sons)	IB	Old Cemetery driveway
734	24.01.2024	£7.60	Supplies	Trade Uk (B&Q)	IB	Silicone for public toilets
733	03.01.2024	£98.35	Maintenance	Joy Services Group	IB	Pavilion kitchen tap leak
732	03.01.2024	£839.32	Equipment	Workplace Products	IB	COSHH cupboards for Grounds Unit
731	24.01.2024	£42.79	Supplies	Longham Garden Machinery Ltd	IB	Oil for machinery
730	24.01.2024	£9.54	Supplies	Amazon Payments UK Ltd.	IB	Adhesive strips
729	20.01.2024	£48.00	Payroll Subscription	Central Computer Management Ltd	DD	
728	24.01.2024	£167.16	Maintenance	Joy Services Group	IB	New tap for Pavilion kitchen
727	19.01.2024	£374.32	Waste Collection	Dorset Waste Partnership	DD	All sites
726	23.01.2024	£359.52	Phone Lines & Broadband	British Telecom plc	DD	Broadband for Office and Grounds Unit
725	25.01.2024	£39.50	Materials	Bridport Building Supplies	IB	Timber for repairs to New Cemetery fencing
724	24.01.2024	£102.98	Equipment	Amazon Payments UK Ltd.	IB	Intercom for office
723	24.01.2024	£3.95	Supplies	Amazon Payments UK Ltd.	IB	Thermometer batteries
722	24.01.2024	£5.66	Supplies	Amazon Payments UK Ltd.	IB	WD40
721	24.01.2024	£16.36	Supplies	Amazon Payments UK Ltd.	IB	Hazard stickers for new COSHH cupboards at Grounds Unit
720	24.01.2024	£3.45	Supplies	Amazon Payments UK Ltd.	IB	Descaler
719	04.01.2024	£12.00	Land Registry Fees	HM Land Registry	Card	
<b>TOTAL:</b>		<b>£31,751.26</b>				



## CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 23 January 2024

Agenda Item: TC 23/227

Paper: C

<b>Subject:</b>	Bank Reconciliation
<b>Prepared By:</b>	Catherine Horsley, Town Clerk & RFO
<b>Purpose of Report:</b>	To review and approve Bank Reconciliation for December 2023.
<b>Background:</b>	Each month the bank accounts are reconciled with the payments and receipts to ensure they all balance. It is then presented to Council for review and approval. Any anomalies should be accounted for, and an explanation provided.
<b>Key Points:</b>	<p>The Receipts and Payments lists are included in the paper and bank statements will be initialled by a Councillor in accordance with the Financial Regulations.</p> <p>All Councillors have login read only access to the full accounts package (Scribe) and can view each individual transaction which has its correlating invoice uploaded to each transaction.</p>
<b>Implications:</b>	<p>Incorrect bank reconciliations would result in the year end accounts not balancing.</p> <p>Failure to reconcile the accounts monthly could result in missing transactions and a potential for fraud to take place.</p> <p>Reconciliations of the accounts monthly supports the quarterly budgeting reports, providing the Council with a clear and transparent view of the accounts overall.</p>
<b>Recommendation:</b>	To Approve the balanced Bank Reconciliation for December 2023.

## Corfe Mullen Town Council

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 31/12/2023</b>		
	Cash in Hand 01/04/2023		448,315.37
	<b>ADD</b>		
	Receipts 01/04/2023 - 31/12/2023		575,035.00
			1,023,350.37
	<b>SUBTRACT</b>		
	Payments 01/04/2023 - 31/12/2023		312,668.84
<b>A</b>	<b>Cash in Hand 31/12/2023</b> (per Cash Book)		<b>710,681.53</b>
	Cash in hand per Bank Statements		
	Petty Cash	31/12/2023	0.00
	Public Sector Deposit Fund	31/12/2023	649,508.12
	Scottish Widows Business Fund Dr	31/12/2023	0.00
	Cooperative Deposit Account	31/12/2023	0.00
	Cooperative Current Account	31/12/2023	61,173.41
			<b>710,681.53</b>
	Less unrepresented payments		
			710,681.53
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>710,681.53</b>
	<b>A = B Checks out OK</b>		

**Corfe Mullen Town Council**  
**PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
655 PPE & Uniform	01/12/2023	TC 23/192	Cooperative Current A	Card	Lanyards & Badges	We Print Gifts Limited	S	8.56	1.71	10.27
656 PPE & Uniform	01/12/2023	TC 23/192	Cooperative Current A	Card	Lanyards & Badges	Badgemaster Limited	S	13.15	2.63	15.78
565 Rates & Utilities	01/12/2023	TC 23/167	Cooperative Current A	DD	Rates	Dorset Council	Z	227.00		227.00
566 Rates	01/12/2023	TC 23/167	Cooperative Current A	DD	Rates	Dorset Council	Z	393.00		393.00
579 Vehicle Fuel	04/12/2023	TC 23/167	Cooperative Current A	DD	Fuel	UK Fuels Limited	S	76.95	15.39	92.34
596 Small Grants Programme GPI	05/12/2023	TC 23/192	Cooperative Current A	IB	Grant Funding	Citizens Advice East Dorset	Z	1,500.00		1,500.00
573 Pavilion - Utilities	06/12/2023	TC 23/167	Cooperative Current A	DD	Electricity	British Gas	L	241.54	12.08	253.62
642 Street Lighting and Furniture	06/12/2023	TC 23/192	Cooperative Current A	DD	Streetlighting - Electricity	SSE Energy Solutions (South	L	56.34	3.73	60.07
603 CMYT - Reimbursement	06/12/2023	TC 23/192	Cooperative Current A	Card	CMYT Items	Makro	Z	423.57		423.57
626 Tools & Equipment	07/12/2023	TC 23/192	Cooperative Current A	Card	Equipment	Agratech NW Ltd	S	24.20	4.84	29.04
604 CMYT - Reimbursement	07/12/2023		Cooperative Current A	IB	CMYT Items	Makro	Z	-423.57		-423.57
654 Printing/Postage/Stationery	11/12/2023	TC 23/192	Cooperative Current A	Card	Postage	Post Office Ltd	Z	6.00		6.00
643 Rates & Utilities	12/12/2023	TC 23/192	Cooperative Current A	DD	Electricity	SSE Energy Solutions (South	L	53.91	2.70	56.61
622 Cleaning Materials & Supplie	12/12/2023	TC 23/192	Cooperative Current A	IB	Supplies	Trade UK (Screwfix)	S	9.99	2.00	11.99
653 Street Lighting and Furniture	12/12/2023	TC 23/192	Cooperative Current A	Card	Supplies	NBB Recycled Furniture	S	61.50	12.30	73.80
649 Telephone/Internet	18/12/2023	TC 23/192	Cooperative Current A	DD	Digital Phone Lines	Buzz Networks Ltd.	S	40.15	8.03	48.18
647 Equipment Fuel	18/12/2023	TC 23/192	Cooperative Current A	DD	Fuel	UK Fuels Limited	S	22.26	4.45	26.71
711 Cleaning Materials & Supplie	18/12/2023		Cooperative Current A	IB	Supplies	Amazon Payments UK Ltd.	Z	-10.80		-10.80
633 Street Lighting and Furniture	19/12/2023	TC 23/192	Cooperative Current A	IB	Maintenance	Energieo Limited	S	95.58	19.12	114.70
598 Small Grants Programme GPI	19/12/2023	TC 23/192	Cooperative Current A	IB	Grant Funding	Corfe Mullen Carnival Commi	Z	1,450.00		1,450.00
614 Waste & Recycling	19/12/2023	TC 23/192	Cooperative Current A	DD	Waste Collection	Dorset Waste Partnership	Z	305.80		305.80
614 Office - Waste Collection	19/12/2023	TC 23/192	Cooperative Current A	DD	Waste Collection	Dorset Waste Partnership	Z	29.68		29.68
614 Pavilion - Utilities	19/12/2023	TC 23/192	Cooperative Current A	DD	Waste Collection	Dorset Waste Partnership	Z	31.42		31.42
681 Miscellaneous	19/12/2023	FA 23/29	Cooperative Current A	Card	Land Registry Fees	HM Land Registry	Z	18.00		18.00
682 Small Grants Programme GPI	19/12/2023	FA 23/29	Cooperative Current A	IB	Grant Funding	Corfe Mullen Foodbank	Z	150.00		150.00
684 Chairman's Allowance	19/12/2023	FA 23/29	Cooperative Current A	Card	Supplies	Co-op Food Store	Z	8.85		8.85
605 Cleaning Materials & Supplie	20/12/2023	TC 23/192	Cooperative Current A	IB	Supplies	Amazon Payments UK Ltd.	S	17.15	3.43	20.58
606 Cleaning Materials & Supplie	20/12/2023	TC 23/192	Cooperative Current A	IB	Supplies	Amazon Payments UK Ltd.	S	4.26	0.86	5.12
607 Repairs & Maintenance	20/12/2023	TC 23/192	Cooperative Current A	IB	Maintenance	Amazon Payments UK Ltd.	S	23.39	4.70	28.09
609 Repairs & Maintenance	20/12/2023	TC 23/192	Cooperative Current A	IB	Maintenance	Amazon Payments UK Ltd.	S	14.69	2.94	17.63
610 Tools & Equipment	20/12/2023	TC 23/192	Cooperative Current A	IB	Equipment	Amazon Payments UK Ltd.	S	26.28	5.26	31.54
611 Public Toilets	20/12/2023	TC 23/192	Cooperative Current A	IB	Supplies	Amazon Payments UK Ltd.	S	45.98	9.20	55.18

**Corfe Mullen Town Council**  
**PAYMENTS LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
612	Tools & Equipment	20/12/2023	TC 23/192	Cooperative Current A	IB	Equipment	Amazon Payments UK Ltd.	S	6.79	1.36	8.15
613	Security (Alarm & CCTV)	20/12/2023	TC 23/192	Cooperative Current A	IB	Security	K9 Security (Guarding) Ltd.	S	600.00	120.00	720.00
615	Ground Staff Building (premi	20/12/2023	TC 23/192	Cooperative Current A	IB	Cleaning	Clean Deep Services Limited	S	86.00	17.20	103.20
615	Public Toilets	20/12/2023	TC 23/192	Cooperative Current A	IB	Cleaning	Clean Deep Services Limited	S	360.00	72.00	432.00
615	Office Cleaning (inc Window:	20/12/2023	TC 23/192	Cooperative Current A	IB	Cleaning	Clean Deep Services Limited	S	21.50	4.30	25.80
616	Repairs & Maintenance	20/12/2023	TC 23/192	Cooperative Current A	IB	Maintenance	Amazon Payments UK Ltd.	S	36.43	7.29	43.72
618	Cleaning Materials & Supplie:	20/12/2023	TC 23/192	Cooperative Current A	IB	Supplies	Amazon Payments UK Ltd.	S	10.29	2.06	12.35
619	Printing/Postage/Stationery	20/12/2023	TC 23/192	Cooperative Current A	IB	Supplies	Eastern Shires Purchasing Or	S	22.00	4.40	26.40
620	Employment Services	20/12/2023	TC 23/192	Cooperative Current A	DD	Payroll Subscription	Central Computer Manageme	S	40.00	8.00	48.00
621	Public Toilets	20/12/2023	TC 23/192	Cooperative Current A	IB	Supplies	Trade Uk (B&Q)	S	10.48	2.10	12.58
623	PPE & Uniform	20/12/2023	TC 23/192	Cooperative Current A	IB	PPE	Trade UK (Screwfix)	S	10.82	2.16	12.98
624	PPE & Uniform	20/12/2023	TC 23/192	Cooperative Current A	IB	PPE	Trade UK (Screwfix)	S	12.49	2.50	14.99
625	PPE & Uniform	20/12/2023	TC 23/192	Cooperative Current A	IB	PPE	Trade UK (Screwfix)	S	5.73	1.15	6.88
629	Cleaning Materials & Supplie:	20/12/2023	TC 23/192	Cooperative Current A	IB	Supplies	Amazon Payments UK Ltd.	S	10.74	2.15	12.89
634	Tools & Equipment	20/12/2023	TC 23/192	Cooperative Current A	IB	Equipment	Longham Garden Machinery	S	3.97	0.79	4.76
635	Tools & Equipment	20/12/2023	TC 23/192	Cooperative Current A	IB	Equipment	Longham Garden Machinery	S	7.23	1.45	8.68
636	Tools & Equipment	20/12/2023	TC 23/192	Cooperative Current A	IB	Equipment	Longham Garden Machinery	S	11.91	2.38	14.29
637	Plant Maintenance	20/12/2023	TC 23/192	Cooperative Current A	IB	Maintenance	Longham Garden Machinery	S	129.23	25.85	155.08
639	Staff Training	20/12/2023	TC 23/192	Cooperative Current A	IB	Training	SLCC Enterprises Ltd	S	60.00	12.00	72.00
640	Staff Training	20/12/2023	TC 23/192	Cooperative Current A	IB	Training	SLCC Enterprises Ltd	S	15.00	3.00	18.00
646	PPE & Uniform	20/12/2023	TC 23/192	Cooperative Current A	IB	PPE	Trade UK (Screwfix)	S	12.48	2.49	14.97
650	Office IT & Software	20/12/2023	TC 23/192	Cooperative Current A	IB	Annual Subscription	Vision ICT	S	65.00	13.00	78.00
651	Office IT & Software	20/12/2023	TC 23/192	Cooperative Current A	IB	Annual Subscription	Vision ICT	S	436.00	87.20	523.20
657	Tools & Equipment	20/12/2023		Cooperative Current A	IB	Equipment	Amazon Payments UK Ltd.	S	-8.32	-1.66	-9.98
660	Tools & Equipment	20/12/2023		Cooperative Current A	IB	Supplies	Amazon Payments UK Ltd.	S	-4.58	-0.92	-5.50
660	Cleaning Materials & Supplie:	20/12/2023		Cooperative Current A	IB	Supplies	Amazon Payments UK Ltd.	S	-3.38	-0.68	-4.06
672	Cleaning Materials & Supplie:	20/12/2023	TC 23/192	Cooperative Current A	IB	Supplies	Amazon Payments UK Ltd.	S	7.41	1.48	8.89
675	Public Toilets	20/12/2023	TC 23/192	Cooperative Current A	IB	Materials	Trade Uk (B&Q)	S	13.34	2.67	16.01
676	Office IT & Software	20/12/2023	TC 23/192	Cooperative Current A	IB	Licence Fee	Microsoft Ireland Operations	S	41.20	8.24	49.44
677	Cleaning Materials & Supplie:	20/12/2023	TC 23/192	Cooperative Current A	IB	Supplies	Trade UK (Screwfix)	S	7.49	1.50	8.99
680	Cleaning Materials & Supplie:	20/12/2023	TC 23/192	Cooperative Current A	IB	Supplies	Amazon Payments UK Ltd.	S	36.95	7.39	44.34
594	Youth Centre Revenue Grant	20/12/2023	TC 23/192	Cooperative Current A	IB	CMYT Grant Q3	Corfe Mullen Youth Trust	Z	7,641.26		7,641.26
608	Pavilion - Cleaning & Supplie	20/12/2023	TC 23/192	Cooperative Current A	IB	Supplies	Amazon Payments UK Ltd.	S	10.29	2.06	12.35
615	Pavilion - Cleaning & Supplie	20/12/2023	TC 23/192	Cooperative Current A	IB	Cleaning	Clean Deep Services Limited	S	559.00	111.80	670.80
627	VH Reimbursement	20/12/2023	TC 23/192	Cooperative Current A	IB	CMVH Items	Amazon Payments UK Ltd.	Z	9.99		9.99

**Corfe Mullen Town Council**  
**PAYMENTS LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
628	VH Reimbursement	20/12/2023	TC 23/192	Cooperative Current A	IB	CMVH Items	Amazon Payments UK Ltd.	Z	19.98		19.98
630	CMYT - Reimbursement	20/12/2023	TC 23/192	Cooperative Current A	IB	CMYT	Amazon Payments UK Ltd.	Z	2.96		2.96
631	CMYT - Reimbursement	20/12/2023	TC 23/192	Cooperative Current A	IB	CMYT	Amazon Payments UK Ltd.	Z	7.30		7.30
632	CMYT - Reimbursement	20/12/2023	TC 23/192	Cooperative Current A	IB	CMYT	Amazon Payments UK Ltd.	Z	2.80		2.80
638	Employment Services	20/12/2023	TC 23/192	Cooperative Current A	IB	Occupational Health	Dorset Healthcare University	Z	133.00		133.00
641	Recreation/Sports Facility Ma	20/12/2023	TC 23/192	Cooperative Current A	IB	Maintenance	South Coast Line Markings Li	S	150.00	30.00	180.00
644	VH Reimbursement	20/12/2023	TC 23/192	Cooperative Current A	IB	CMVH Items	Arco Ltd.	Z	21.60		21.60
652	Recreation/Sports Facility Ma	20/12/2023	TC 23/192	Cooperative Current A	IB	Maintenance	Wessex Fabrications (Poole)	S	325.00	65.00	390.00
658	VH Reimbursement	20/12/2023		Cooperative Current A	IB	CMVH Items	Amazon Payments UK Ltd.	Z	-10.80		-10.80
659	CMYT - Reimbursement	20/12/2023		Cooperative Current A	IB	CMYT	Amazon Payments UK Ltd.	Z	-12.98		-12.98
660	VH Reimbursement	20/12/2023		Cooperative Current A	IB	Supplies	Amazon Payments UK Ltd.	Z	-10.49		-10.49
661	CMYT - Reimbursement	20/12/2023	TC 23/192	Cooperative Current A	IB	CMYT	Amazon Payments UK Ltd.	Z	5.09		5.09
662	CMYT - Reimbursement	20/12/2023	TC 23/192	Cooperative Current A	IB	CMYT	Amazon Payments UK Ltd.	Z	11.98		11.98
663	CMYT - Reimbursement	20/12/2023	TC 23/192	Cooperative Current A	IB	CMYT	Amazon Payments UK Ltd.	Z	19.99		19.99
668	VH Reimbursement	20/12/2023		Cooperative Current A	IB	CMVH Items	Corfe Mullen Village Hall	Z	-21.60		-21.60
669	CMYT - Reimbursement	20/12/2023		Cooperative Current A	IB	CMYT	Corfe Mullen Youth Trust	Z	-5.09		-5.09
670	CMYT - Reimbursement	20/12/2023		Cooperative Current A	IB	CMYT	Corfe Mullen Youth Trust	Z	-11.98		-11.98
671	CMYT - Reimbursement	20/12/2023		Cooperative Current A	IB	CMYT	Corfe Mullen Youth Trust	Z	-19.99		-19.99
674	Travelling Expenses	20/12/2023	TC 23/192	Cooperative Current A	IB	Travel Expenses	Staff	Z	45.50		45.50
685	CMYT - Reimbursement	20/12/2023		Cooperative Current A	IB	CMYT	Corfe Mullen Youth Trust	Z	-2.80		-2.80
686	CMYT - Reimbursement	20/12/2023		Cooperative Current A	IB	CMYT	Corfe Mullen Youth Trust	Z	-7.30		-7.30
687	CMYT - Reimbursement	20/12/2023		Cooperative Current A	IB	CMYT	Corfe Mullen Youth Trust	Z	-2.96		-2.96
688	VH Reimbursement	20/12/2023		Cooperative Current A	IB	CMVH Items	Corfe Mullen Village Hall	Z	-9.99		-9.99
689	VH Reimbursement	20/12/2023		Cooperative Current A	IB	CMVH Items	Corfe Mullen Village Hall	Z	-19.98		-19.98
690	VH Reimbursement	20/12/2023		Cooperative Current A	IB	CMVH Items	Corfe Mullen Village Hall	Z	-34.99		-34.99
710	VH Reimbursement	20/12/2023		Cooperative Current A	IB	CMVH Items	Amazon Payments UK Ltd.	Z	34.99		34.99
765	Printing/Postage/Stationery	20/12/2023		Cooperative Current A	Card	Postage	Post Office Ltd	Z	4.80		4.80
694	CMYT - Reimbursement	21/12/2023		Cooperative Current A	IB	CMYT	Corfe Mullen Youth Trust	Z	12.98		12.98
695	VH Reimbursement	21/12/2023		Cooperative Current A	IB	CMVH Items	Corfe Mullen Village Hall	Z	10.80		10.80
696	VH Reimbursement	21/12/2023		Cooperative Current A	IB	CMVH Items	Corfe Mullen Village Hall	Z	10.49		10.49
664	Salaries	22/12/2023	TC 23/192	Cooperative Current A	BACs	Salaries	Central Computer Managemen	Z	10,962.62		10,962.62
665	PAYE	22/12/2023	TC 23/192	Cooperative Current A	IB	PAYE	HMRC	Z	1,309.00		1,309.00
666	National Insurance	22/12/2023	TC 23/192	Cooperative Current A	IB	NIC	HMRC	Z	1,978.60		1,978.60
667	Pension	22/12/2023	TC 23/192	Cooperative Current A	IB	Pension	DCPF	Z	3,919.81		3,919.81

## Corfe Mullen Town Council

## PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
516	Ground Staff Building (premi	25/12/2023	TC 23/166	Cooperative Current A	DD	Fire Safety	Chubb Fire Limited	S	17.47	3.49	20.96
648	Vehicle Fuel	25/12/2023	TC 23/192	Cooperative Current A	DD	Fuel	UK Fuels Limited	S	76.15	15.23	91.38
763	Telephone/Broadband/Mobil	27/12/2023		Cooperative Current A	DD	Mobile Phone	EE	S	7.92	1.58	9.50
701	Health & Safety Services	27/12/2023	FA 23/29	Cooperative Current A	DD	H&S Services	Peninsula Business Services I	S	263.40	52.68	316.08
673	Utilities	29/12/2023	TC 23/192	Cooperative Current A	DD	Electricity	British Gas	S	205.95	41.19	247.14
<b>Total</b>									<b>34,618.80</b>	<b>851.25</b>	<b>35,470.05</b>

**Corfe Mullen Town Council**  
**RECEIPTS LIST**

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
323	Tennis Court Fees	04/12/2023		Cooperative Current A	Cheque	Tennis Court Fees	Susan Mary Grew	Z	7.00		7.00
323	Tennis Court Fees	04/12/2023		Cooperative Current A	Cheque	Tennis Court Fees	Susan Mary Grew	Z	7.00		7.00
328	Pitch Fees	04/12/2023		Cooperative Current A		Football Pitch Fees	Canford United FC (Home Te	Z	72.00		72.00
328	Pitch Fees	04/12/2023		Cooperative Current A		Football Pitch Fees	Canford United FC (Home Te	Z	72.00		72.00
328	Pitch Fees	04/12/2023		Cooperative Current A		Football Pitch Fees	Canford United FC (Home Te	Z			
326	Neighbourhood Plan Grant Fi	04/12/2023		Cooperative Current A	IB	Grant Funding	Groundwork UK (Neighbourh	Z	-7,400.00		-7,400.00
328	Pitch Fees	04/12/2023		Cooperative Current A		Football Pitch Fees	Canford United FC (Home Te	Z			
328	Pitch Fees	04/12/2023		Cooperative Current A		Football Pitch Fees	Canford United FC (Home Te	Z			
328	Pitch Fees	04/12/2023		Cooperative Current A		Football Pitch Fees	Canford United FC (Home Te	Z			
328	Pitch Fees	04/12/2023		Cooperative Current A		Football Pitch Fees	Canford United FC (Home Te	Z			
328	Pitch Fees	04/12/2023		Cooperative Current A		Football Pitch Fees	Canford United FC (Home Te	Z			
328	Pitch Fees	04/12/2023		Cooperative Current A		Football Pitch Fees	Canford United FC (Home Te	Z			
328	Pitch Fees	04/12/2023		Cooperative Current A		Football Pitch Fees	Canford United FC (Home Te	Z			
328	Pitch Fees	04/12/2023		Cooperative Current A		Football Pitch Fees	Canford United FC (Home Te	Z			
328	Pitch Fees	04/12/2023		Cooperative Current A		Football Pitch Fees	Canford United FC (Home Te	Z			
335	Bank Interest	04/12/2023		Public Sector Deposit	IB	Bank Interest	PSDF	Z	3,055.98		3,055.98
328	Pitch Fees	04/12/2023		Cooperative Current A		Football Pitch Fees	Canford United FC (Home Te	Z			
329	Cemetery Fees	05/12/2023		Cooperative Current A	IB	Pre-purchase	XX13B Alford	Z	120.00		120.00
327	Tennis Court Fees	05/12/2023		Cooperative Current A		Tennis Court Fees	Corfe Mullen Junior Tennis Cl	Z	200.00		200.00
330	Tennis Court Fees	06/12/2023		Cooperative Current A	Cash	Tennis Court Fees	Thea Hodgson	Z	7.00		7.00
330	Tennis Court Fees	06/12/2023		Cooperative Current A	Cash	Tennis Court Fees	Thea Hodgson	Z	7.00		7.00
330	Tennis Court Fees	06/12/2023		Cooperative Current A	Cash	Tennis Court Fees	Thea Hodgson	Z	7.00		7.00
330	Tennis Court Fees	06/12/2023		Cooperative Current A	Cash	Tennis Court Fees	Thea Hodgson	Z	7.00		7.00
330	Tennis Court Fees	06/12/2023		Cooperative Current A	Cash	Tennis Court Fees	Thea Hodgson	Z	7.00		7.00
330	Tennis Court Fees	06/12/2023		Cooperative Current A	Cash	Tennis Court Fees	Thea Hodgson	Z	7.00		7.00
330	Tennis Court Fees	06/12/2023		Cooperative Current A	Cash	Tennis Court Fees	Thea Hodgson	Z	7.00		7.00
330	Tennis Court Fees	06/12/2023		Cooperative Current A	Cash	Tennis Court Fees	Thea Hodgson	Z	7.00		7.00
331	Allotment Rents	09/12/2023		Cooperative Current A	IB	Allotment Rent	Plot 47	Z	3.90		3.90
332	Allotment Rents	11/12/2023		Cooperative Current A	IB	Allotment Rent	Plot 73	Z	4.18		4.18
333	Tennis Court Fees	20/12/2023		Cooperative Current A	IB	Tennis Court Fees	Rosemary Kempshall	Z	7.00		7.00
333	Tennis Court Fees	20/12/2023		Cooperative Current A	IB	Tennis Court Fees	Rosemary Kempshall	Z	7.00		7.00
334	Pavilion Lounge Hire	20/12/2023		Cooperative Current A	IB	Room Hire	Mini Munchkins Day Nursery	Z	75.00		75.00
336	Pitch Fees	20/12/2023		Cooperative Current A		Football Pitch Fees	Poole Town FC Wessex	Z	50.00		50.00
336	Pitch Fees	20/12/2023		Cooperative Current A		Football Pitch Fees	Poole Town FC Wessex	Z	50.00		50.00
337	Tennis Court Fees	20/12/2023		Cooperative Current A	IB	Tennis Court Fees	Sara Butt	Z	7.00		7.00
334	Pavilion Lounge Hire	20/12/2023		Cooperative Current A	IB	Room Hire	Mini Munchkins Day Nursery	Z	75.00		75.00

**Corfe Mullen Town Council**  
**RECEIPTS LIST**

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
334	Pavilion Lounge Hire	20/12/2023		Cooperative Current A	IB	Room Hire	Mini Munchkins Day Nursery	Z	75.00		75.00
334	Pavilion Lounge Hire	20/12/2023		Cooperative Current A	IB	Room Hire	Mini Munchkins Day Nursery	Z	75.00		75.00
334	Pavilion Lounge Hire	20/12/2023		Cooperative Current A	IB	Room Hire	Mini Munchkins Day Nursery	Z	75.00		75.00
334	Pavilion Lounge Hire	20/12/2023		Cooperative Current A	IB	Room Hire	Mini Munchkins Day Nursery	Z	75.00		75.00
334	Pavilion Lounge Hire	20/12/2023		Cooperative Current A	IB	Room Hire	Mini Munchkins Day Nursery	Z	75.00		75.00
334	Pavilion Lounge Hire	20/12/2023		Cooperative Current A	IB	Room Hire	Mini Munchkins Day Nursery	Z	75.00		75.00
334	Pavilion Lounge Hire	20/12/2023		Cooperative Current A	IB	Room Hire	Mini Munchkins Day Nursery	Z	75.00		75.00
334	Pavilion Lounge Hire	20/12/2023		Cooperative Current A	IB	Room Hire	Mini Munchkins Day Nursery	Z	75.00		75.00
334	Pavilion Lounge Hire	20/12/2023		Cooperative Current A	IB	Room Hire	Mini Munchkins Day Nursery	Z	75.00		75.00
334	Pavilion Lounge Hire	20/12/2023		Cooperative Current A	IB	Room Hire	Mini Munchkins Day Nursery	Z	75.00		75.00
338	Tennis Court Fees	21/12/2023		Cooperative Current A	IB	Tennis Court Fees	Simon Dunford	Z	5.00		5.00
339	Tennis Court Fees	21/12/2023		Cooperative Current A	IB	Tennis Court Fees	Simon Dunford	Z	5.00		5.00
340	Tennis Court Fees	21/12/2023		Cooperative Current A	IB	Tennis Court Fees	Simon Dunford	Z	5.00		5.00
343	Tennis Court Fees	22/12/2023		Cooperative Current A		Tennis Court Fees	Simon Dunford	Z	5.00		5.00
341	Tennis Court Fees	27/12/2023		Cooperative Current A		Tennis Court Fees	Richard Davies	Z	5.00		5.00
342	Tennis Court Fees	27/12/2023		Cooperative Current A		Tennis Court Fees	Tuesday Morning Tennis Gro	Z	10.50		10.50
342	Tennis Court Fees	27/12/2023		Cooperative Current A		Tennis Court Fees	Tuesday Morning Tennis Gro	Z	10.50		10.50
342	Tennis Court Fees	27/12/2023		Cooperative Current A		Tennis Court Fees	Tuesday Morning Tennis Gro	Z	10.50		10.50
<b>Total</b>									<b>-2,806.44</b>		<b>-2,806.44</b>



**Minutes of the Meeting of Finance & Administration Committee held at 18:30  
on Wednesday 8 November 2023 in the Small Hall of the Village Hall**

**Present:** **Councillors**  
D Sowry-House (Chair)  
A Craven  
S Florek  
A Holland  
P Holland  
J Lortie  
D Mattocks

**In Attendance:** Catherine Horsley (Town Clerk & RFO – Minute taker)

**Public Participation**

There was one member of the public present, who did not wish to speak.

The Clerk reported that due to a vacancy on the Finance & Administration Committee following the resignation of Paul Harrison from the Town Council. Cllr Florek had requested to become a member of the Committee; therefore, he was attending his first meeting.

**FA 23/15 To Receive and Accept apologies for absence (LGA 1972 s85 (1))**

Apologies for absence were received and accepted from Cllr Stennett who was unwell.

**FA 23/16 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 Florek declared an interest in agenda item FA 23/19 – To Consider Small Grants Programme Applications as the Chairman of the Friends of Corfe Mullen Library.

Cllr Craven declared an interest in agenda item FA 23/22 – To Consider Budget Items for the 2024/25 Financial Year due to the request from a family member for a bus stop at the Windgreen Roundabout.

**FA 23/17 Paper A - To Approve minutes of meeting held on 8 August 2023** LGA 1972, sch 12, para 41

The minutes of the meeting held on 8 August 2023 were **APPROVED**.

**FA 23/18 Paper C – To Note the Budget Monitoring Reports for the quarter ended 30 September 2023**

The Clerk presented the report, noting the National Pay Award for the 2023/24 financial year had recently been agreed with effect from 1 April 2023 with an increase of £1925 to each scale point equating to 4.2%. Therefore, backdated

pay would be processed for all employees in November 2023. Consequently, this would see an increase in the overall employee budget lines, albeit a 6.5% National Pay Award was included in the budget.

Members received and **NOTED** the Budget Monitoring Report for quarter 2 ending 30 September 2023.

**FA 23/19**

**Paper C – To consider Small Grants Programme Applications**

The Clerk explained when discussing the grant application for the Friends of Corfe Mullen Library, Cllr Florek may stay in the meeting. However, he was unable to take part in the discussion or vote.

<b>Organisation</b>	<b>Requested £</b>	<b>Recommended to Full Council £</b>
Corfe Mullen Foodbank	440.80	440.80
Citizens Advice East Dorset and Purbeck	2000.00	1500.00
Vision Wimborne Dial-a-ride	500.00	250.00
Corfe Mullen Carnival	1650.00	1000.00
Corfe Mullen Carnival (Festive lights and Father Christmas evening parade appeal)	2300.00	200.00
Legs and Company Leg Club	-	1500.00
Corfe Mullen 5K run and Children's one-mile fun run	500.00	250.00
Women's Institute (WI)	332.00	150.00
Corfe Mullen Allotment Association	1300.00	500.00
Friends of Corfe Mullen Library	2000.00	209.20
<b>TOTAL:</b>	<b>£10,822.80</b>	<b>£6,000.00</b>

Members discussed each application with comments noted as follows:

- Corfe Mullen Carnival (Festive lights and Santa Christmas evening parade appeal): Members supported the Santa Christmas evening parade over two evenings. However, felt they were unable to support the festive lights and for consideration to be given to alternative funding options, albeit it was noted the Town Council funded the energy costs for the festive lights at the Windgreen Roundabout.
- Corfe Mullen 5K run and Children's one-mile fun run: It was noted the positive bank balance of the event and how the fee charged to participate in the event should cover the running costs.
- WI: Members felt when the book was published, the Town Council should purchase a copy to gift to the library for archival purposes.
- Corfe Mullen Allotment Association: The Clerk reported the application had been submitted ahead of permission being granted by Dorset Council as the Planning Authority and Natural England relating to the improvements to the balancing pond. Therefore, any grant awarded would be subject to permission being granted by Dorset Council and Natural England to proceed.
- Friends of Corfe Mullen Library: Cllr Sowry-House provided some background relating to the development of an accessible to all library garden. The recommended amount to be awarded utilised the remaining balance of the total budget allocated for the small grants programme.

Members discussed the importance and purpose of the small grants programme and the vision for larger projects such as the Carnival events and library garden and how these could be managed and budgeted for in a different way i.e., for the Town Council to fund the development of the library garden to commemorate the D-Day 80<sup>th</sup> Anniversary Celebrations to provide a legacy for the village.

Members went onto discuss the positive work of the Allotment Association and how two members of the Allotment Association Committee had taken on the responsibility of two raised beds for the benefit of the Corfe Mullen Foodbank on behalf of the Growing Compassionate Communities Charity. The Clerk to contact the Growing Compassionate Communities Charity to discuss the future of the two raised beds with the Town Council looking to take back responsibility to promote the use for the benefit of the whole community.

It was **RESOLVED** to award grants totalling £6000.00.

**FA 23/20 Paper D – To Review and Approve Risk Management Strategy & Schedule**

The Clerk presented the report, noting the areas for improvement. Comments were noted as follows:

- Allotments: Water use and compost bays turning costs to be included in the budget for 2024/25 financial year.
- Assets: CCTV to be considered at the Sports Pavilion as part of the 2024/25 budget setting process.
- Council Election Costs: Adequate provision in the 2024/25 financial year budget for forthcoming elections and subsequent by-elections.
- Finance/Banking: Accounts reviewed at the previous meeting with two remaining bank account/investments at the Co-operative Bank and Public Sector Deposit Fund (PSDF).
- Finance: Consideration of a card payment machine to reduce the need for cash payments.
- Health & Safety: Additional play equipment budget to be allocated in 2024/25 financial year budget to replace play equipment and support ongoing maintenance programme.
- Health & Safety: Importance of having procedures in place and awareness of contracting legionnaires disease in Town Council buildings.
- Health & Safety: Maintaining pit area at the Recreation Ground as a fire break with adjacent properties.
- Neighbourhood Plan: Following the Full Council's resolution on 24 October 2023 to pause the development of the Neighbourhood Plan to following the forthcoming elections in May 2024, noting the importance of the Councillor and public engagement.
- Resources/Services: The dependency of BCP Contractors providing additional sports pitch maintenance and grass cutting services.
- Staff: Consideration of recruitment of additional staff to ensure business continuity across all Town Council services.
- Vehicle: Due to the difficulty of sourcing spare parts in the event of mechanical failure of the Grounds Team truck, to consider replacing the vehicle at the earliest opportunity.
- Corfe Mullen Village Hall/Corfe Mullen Youth Trust: To obtain a bank debit card to reduce the dependency of the Town Council purchasing/reimbursement of items.

- Corfe Mullen Village Hall/Small Hall Improvements: To progress with instructing a contractor to quote and progress with the side extension of the small hall to be budgeted in the 2024/25 financial year.
- Corfe Mullen Youth Trust: Retention of staff following the retirement of the senior youth support worker and promotion to the role by an existing youth support worker.

Cllrs Sowry-House and Florek noted the positive experience when visiting the youth club on 7 November 2023 to meet the staff and young people.

It was **RESOLVED** to recommend approval to Full Council of the Risk Management Strategy and Schedule for the 2023/24 financial year.

It was **RESOLVED** to recommend approval to Full Council for the Clerk to investigate a replacement vehicle for the Grounds Team use and to sell the existing truck.

**FA 23/21 Paper E - To Review Staff Salaries for the 2024/25 Financial Year**

Members discussed the report and the need to retain valued staff. It was agreed the 2024/25 budget should include a provision for a SCP increase and 2024/25 National Pay Award.

It was **RESOLVED** to recommend approval to Full Council to include a provision for a SCP increase and 2024/25 National Pay Award in the 2024/25 financial year budget.

**FA 23/22 Paper F - To Consider Budget items for the 2024/25 Financial Year**

The Clerk presented the report, noting Appendix 1 was a template for the 2024/25 budget setting. Members discussed the items in the report for consideration for the 2024/25 financial year budget with comments noted as follows:

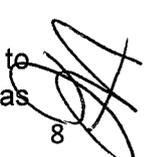
- Line 5: Allotment paths and edging to considered at the next Community Services Committee meeting on 14 November 2023.
- Line 10: Perimeter hedging at Henbury View Play Area was no longer required.
- Line 12: To commemorate the D-Day 80<sup>th</sup> Anniversary Celebrations by developing the Corfe Mullen library garden and sign posting residents to national events taking place.
- Line 14: The Clerk advised the tarmac surface of the tennis courts was starting to break up, particularly on the two courts nearest the Sports Pavilion.
- Line 18: Health & Safety requirements for a safety barrier on footpath adjacent to Henbury View Play Area exit gate to be investigated. Clerk to follow up progress with Dorset Council Highways relating to road safety measures.
- Line 22: No further action required to damaged 'Welcome to Corfe Mullen' sign on the A31.

The Chair suspended Standing Order 3x in order for the meeting to continue.

Additional item to be included in the 2024/25 financial year budget as follows:

- Dropped Kerbs programme over a funding period to be determined.

Members discussed the need to progress with the public consultation relating to the proposed redevelopment of the Sports Pavilion at the Recreation Ground as



this had a knock-on effect to some of the works required at the Recreation Ground, particularly the tennis courts and play area. As the first step, the Clerk to invite representatives from the Scouts and Guides to met with the Chair of the Council and herself to discuss options moving forward.

The report was **NOTED**.

**FA 23/23 Matters for forthcoming agendas** No decisions can be taken<sup>1</sup>

There were no matters for forthcoming agendas.

**FA 23/24 To Agree a date and time for the next meeting** – Thursday 4 January 2024 at 18:30 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

**FA 23/25 Close of Meeting at 20:56.**

Signed as a correct record of the meeting

 : Date 4-1-24

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<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)



**Minutes of the meeting of Planning Committee held on  
Tuesday 28 November 2023 at 18:30 in the Small hall of the Village Hall**

**Present:**                   **Councillors**  
P Purvis (Chair)  
D Everett  
S Florek  
A Holland  
P Neil  
D Sowry-House  
J Stennett

**In Attendance:**       Catherine Horsley (Town Clerk & RFO)  
Rachel Virrill (Deputy Town Clerk - Minute Taker)

**Public Participation**

There were 8 members of the public present.

One member of the public wished to speak regarding planning application P/FUL/2023/05990 - Caretakers Flat, Castle Court School, Knoll Lane, Corfe Mullen BH21 3RF to gain an understanding of the Town Council's decision to object to the application, to offer assurances and request for the objection to be withdrawn. The member of public noted his property was on the site of a school, therefore, he felt Policy HE3 of the Christchurch and East Dorset Local Plan, to protect the tranquillity of the landscape against light pollution, noise and motion should not apply.

The Chair thanked the member of the public for his representation and opened the meeting, welcoming the Clerk back to her first Planning Committee meeting following her recent sickness absence.

**PC 23/117     To Receive and Accept apologies for absence** (LGA 1972 s85 (1))

There were no apologies for absence received.

**PC 23/118     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.

**PC 23/119     Paper A - To Approve minutes of meeting held on 24 October 2023 and 14 November 2023** LGA 1972, sch 12, para 41

The minutes of the meetings held on 24 October 2023 and 14 November 2023 were **APPROVED**.

**PC 23/120     Paper B - To Note Planning Decisions Report** – decisions between 18 October - 22 November 2023

The report was **NOTED**.

A handwritten signature in black ink, appearing to be 'Shirley Horsley', is written over the bottom right of the page.

PC 23/121 **Paper C - To Retrospectively Approve Planning Applications from 14 November 2023**

*The Chair brought forward planning application P/FUL/2023/05990 – Caretakers Flat, Castle Court School, as a result of the representation from the member of the public.*

**Application No:** P/FUL/2023/05990  
**Location:** Caretakers Flat Castle Court School Knoll Lane Corfe Mullen BH21 3RF  
**Proposal:** Change of use of main building to residential (1 dwelling). Demolition of outbuildings and erect a dwelling and associated works.

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=400604>

The Clerk reminded members of the objections submitted to Dorset Council as the planning authority following members comments received outside of a meeting via email. Members felt all comments previously submitted remained relevant, however, agreed to withdraw comment relating to Policy HE3 of the Christchurch and East Dorset Local Plan, to protect the tranquillity of the landscape against light pollution, noise and motion.

It should be noted planning application P/FUL/2023/0820 – Convert buildings to C3 residential use (2 dwellings) on the same site was granted on 10 May 2023. The objections relate to the proposed new dwelling.

It was retrospectively **RESOLVED** to object on the following basis:

The proposal is contrary to the following policies within the Christchurch and East Dorset Local Plan Part 1 – Core Strategy (2014):

- HE2 & ME6 - due to its scale, bulk, height, architectural style and visual impact which would not be compatible with its surroundings.

The proposal is also contrary to the following policies within the National Planning Policy Framework (NPPF) paragraphs:

- 138 (c) – proposed development would encroach on the countryside.
- 147 - 149 (c & d) – proposed development would result in a disproportionate addition over and above the size of the original building. The application does not demonstrate any of the exceptions under NPPF 149.
- 174 (a) - protect and enhance valued landscapes.

**Application No:** P/HOU/2023/05609  
**Location:** 29 Hanham Road Corfe Mullen BH21 3PX  
**Proposal:** Erect Single Storey Rear Extension and Loft Conversion.  
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=400156>

It was retrospectively **RESOLVED** that there were no objections.

**Application No:** P/HOU/2022/06035  
**Location:** 74 Wimborne Road Corfe Mullen Dorset BH21 3EA  
**Proposal:** Development of the existing attached garage and conservatory into a habitable living area.

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=390947>

It was retrospectively **RESOLVED** that there were no objections.

**Application No:** P/HOU/2023/06209  
**Location:** 32 Roman Road Poole BH18 9DL  
**Proposal:** Raise ridge line to create habitable accommodation in roof, rear extension, internal alterations, retaining structure to rear to form patio area.

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=400865>

It was retrospectively **RESOLVED** that there were no objections.

**Application No:** P/FUL/2023/06066  
**Location:** Hill View Farm Brickyard Lane Corfe Mullen Dorset BH21 3RJ  
**Proposal:** Proposed outbuilding storage in place of former store area removed (footings and slab retained).

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=400693>

It was retrospectively **RESOLVED** that there were no objections.

**Application No:** P/FUL/2023/06270  
**Location:** Land Adjacent 24A Stour View Gardens Corfe Mullen Dorset BH21 3TN  
**Proposal:** Demolition of existing workshop and garage and construction of 5 no. new dwellings (revised scheme).

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=400942>

It was retrospectively **RESOLVED** to object on the following basis:

The application fails to comply with National Planning Policy Framework 127, in that it is not a good layout, is not sympathetic to its surroundings and fails to include the appropriate amount of green space.

- The application shows an overdeveloped and crowded site with properties in close proximity to each other, which could result in overshadowing.
- Vehicle access on the site is extremely poor with insufficient multi-vehicle parking spaces for the size and number of properties.
- Vehicle access is such that emergency vehicles, particularly fire engines, would not be able to access the properties easily.
- Loss of amenity currently enjoyed by the existing neighbouring properties due to the proximity of the development.

**Application No:** P/FUL/2023/06224  
**Location:** Land Adjacent to Home Farm Cottages Waterloo Road Corfe Mullen Wimborne BH21 3SN  
**Proposal:** Demolition of existing agricultural buildings and erection of a new dwelling.

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=400884>

It was retrospectively **RESOLVED** to object on the following basis:

The proposal is contrary to the following policies within the Christchurch and East Dorset Local Plan Part 1 – Core Strategy (2014):

- HE2 & ME6 - due to its scale, bulk, height, architectural style and visual impact which would not be compatible with its surroundings.
- HE3 – due to the above, the tranquillity of the landscape should be protected against light pollution, noise and motion.

The proposal is also contrary to the following policies within the National Planning Policy Framework (NPPF) paragraphs:

- 138 (c) – proposed development would encroach on the countryside.
- 147 - 149 (c & d) – proposed development would result in a disproportionate addition over and above the size of the original building. The application does not demonstrate any of the exceptions under NPPF 149.
- 174 (a) - protect and enhance valued landscapes.

**Non-material Amendments for Information Purposes Only:**

**Application No:** P/NMA/2023/06336  
**Location:** 108 Wareham Road Corfe Mullen BH21 3LH  
**Proposal:** Non material amendment to approved P/A 3/21/1278/HOU (two storey rear extension replacing the previous rear extension and internal remodelling of the original house) to amend the lower level of the rear garden, include a retaining wall and gabion cages to retain the existing garden and create a level lawn area.

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=401018>

**Application No:** P/NMA/2023/06266  
**Location:** 46 Highmoor Road Corfe Mullen Wimborne BH21 3PT  
**Proposal:** Non-material amendment to approved P/A 3/20/1148/HOU (Conservatory to rear, conversion of garage to habitable use, first floor front extension and alterations to elevations) to install an Air Source Heat Pump.

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=400938>

The non-material amendments were **NOTED**.

**Tree Works Application for Information Purposes Only:**

**Application No:** P/TRT/2023/06184  
**Location:** 9 Gladelands Close Corfe Mullen Dorset BH18 9JX  
**Proposal:** T10 Maritime Pine: Fell.

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=400834>

The tree works application was **NOTED**.

**Open Licence Applications:**

**Location:** The Coventry Arms, Mill Street, Corfe Mullen, Dorset, BH21 3RH  
**Proposal:** Proposed variation - Change the sale by retail of alcohol for consumption ON the premises only to Sunday to Thursday 10:00hrs to 23:00hrs and Friday and Saturday 10:00hrs – 24:00hrs. Change the sale by retail of alcohol for consumption ON the premises only for New Years Eve to 10:00hrs to 02:00hrs.

<https://www.dorsetcouncil.gov.uk/documents/35024/282813/The+Coventry+Arms+website.pdf/133aab0a-7f3a-f990-3097-58caa73fec3e>

It was retrospectively **RESOLVED** that there were no objections.

**Location:** Asda Express, Windgreen, 2 Wareham Road Corfe Mullen Wimborne BH21 3LE

**Proposal:** Premises licence under the Licencing Act 2003 to supply alcohol.

<https://www.dorsetcouncil.gov.uk/documents/35024/281093/Asda+Express%2C+Winterborne+Zelston.pdf/60e2e6f8-7787-6b80-8ae2-cf80fde36554>

It was retrospectively **RESOLVED** to object on the following basis:

The prevention of crime and disorder/public nuisance/ public safety. Corfe Mullen experiences anti-social behaviours in its open spaces with groups of young people littering sites with bottles and cans, as well as smashed bottles. The Co-Op supermarket at Towers Way also experiences shop lifting from young people taking alcohol, which is subsequently drunk in the small play area at Towers Way.

These behaviours can feel intimidating to residents in nearby properties and users of the play area. The community litter pick retrieves large volumes of bottles and cans thrown in the hedgerows. There are already a number of licensed premises and retailers in Corfe Mullen for the purchasing of alcohol.

**PC 23/122 To Consider the following applications received from Dorset Council:**

**Application No:** P/HOU/2023/05017  
**Location:** 1 Broadmoor Road Corfe Mullen BH21 3RA  
**Proposal:** Erect a single storey and two storey side extension.  
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=399453>

It was **RESOLVED** that there were no objections.

**Application No:** P/HOU/2023/03368  
**Location:** 4 Diprose Road Corfe Mullen BH21 3QY  
**Proposal:** Erect small, pitched roof extension to the front porch. Existing rear conservatory to be changed to flat roof with double doors leading into garden. Replace window and brick up.  
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=397487>

It was **RESOLVED** that there were no objections.

**Application No:** P/HOU/2023/06469  
**Location:** 6 Laurel Close Corfe Mullen BH21 3TD  
**Proposal:** Erect detached garden room at rear of property  
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=401179>

It was **RESOLVED** that there were no objections.

**Reserved Matters Application for Information Purposes Only:**

**Application No:** 3/21/1594/RM  
**Location:** Land West of Sleight Lane Sleight Lane Corfe Mullen  
**Proposal:** Installation of a Sprinkler Tank Shed. Sprinkler system is required for dwellings 5 to 9.  
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=401422>  
*(Previous application P/NMA/2023/06672 has changed slightly from Non material amendment to reserved matters application 3/21/1594/RM to install Sprinkler Tank Shed. Sprinkler system is required for dwellings 5 to 9')*

The reserved matters application was **NOTED**.

**Tree Works Application for Information Purposes Only:**

**Application No:** P/TRT/2023/06169  
**Location:** 46 Wareham Road Corfe Mullen Dorset BH21 3LE  
**Proposal:** G1 Sycamore: Fell. G2 Mixture of trees: Crown lift to 5.2m over the highway.

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=400819>

The tree works application was **NOTED**.

**PC 23/123 Paper D – To Consider and Note Update on Highways Issues**

The Clerk presented the report, noting a response from Dorset Council Highways Road Safety Team relating to traffic surveys, had been followed up, awaiting a response.

Further complaints had been received from residents regarding road safety and pedestrian crossings within Corfe Mullen and proposal to reduce the A31 speed limit between the Roundhouse to Lake Gates roundabouts. Residents to be signposted to National Highways who are responsible for the A31.

A new request has been received from a resident seeking Council's support to install a pedestrian crossing on Wimborne Road, near to the Lamb Green Inn.

Cllr Purvis noted he had been contacted by a resident raising concerns regarding vehicles speeding on Newtown Lane, where there had recently been a collision between a bicycle and 4x4 vehicle adjacent to the Chapel in the Valley. Consideration to be given to additional signage and/or road markings to be repainted as they were not visible.

It was **RESOLVED** to contact Dorset Council Highways in support of the following:

- Installation of pedestrian crossing on Wimborne Road, near the Lambs Green Inn, due to the location of the bus stop and no safe crossing place.
- Double yellow lines on both sides of Hillside Road, from the junction of Henbury View Road and Wyatts Lane and Blandford Road from the Windgreen Roundabout to the junction of Wimborne Road, due to inconsiderate parking near both Henbury View First School and Lockyer's Middle School. Town Council to liaise with the schools to ensure communications are sent to parents relating to considerate parking and safe driving during school pick up and drop off times.
- Installation of additional signage and/or road markings to be repainted on Newtown Lane adjacent to the Chapel in the Valley.

It was further **RESOLVED** to liaise with National Highways in support of reducing the speed limit to 40 mph on Mill Street from the Roundhouse to Lake Gates roundabout on the A31.

**PC 23/124 Paper E – To Note Update on Tree Works at Coventry Close**

The update on tree works was **NOTED**.

**PC 23/125 Paper F – To Note Update on Commercial Business, Slip & Slide A31**

The update was **NOTED**.

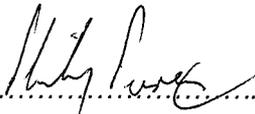


**PC 23/126 Matters for forthcoming agendas** No decisions can be taken<sup>1</sup>

There were no matters for forthcoming agendas.

**PC 23/127 To Agree a date and time for the next meeting** – the date and time of the next meeting will be Tuesday 19 December 2023 at 18:30 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

**PC 23/128 Close of Meeting at 19:09.**

Signed as a correct record of the meeting..........Date.....19/12/2023.....

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<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)



**Minutes of the meeting of Planning Committee held on  
Tuesday 19 December 2023 at 18:34 in the Small hall of the Village Hall**

**Present:**               **Councillors**  
P Purvis (Chair)  
D Everett  
S Florek  
L Hardy  
A Holland  
P Neil  
D Sowry-House  
J Stennett

**In Attendance:**     Catherine Horsley (Town Clerk & RFO)  
Rachel Virrill (Deputy Town Clerk - Minute Taker)

**Public Participation**

There were 3 members of the public present, none of whom wished to speak.

**PC 23/129     To Receive and Accept apologies for absence** (LGA 1972 s85 (1))

There were no apologies for absence. All members were present.

**PC 23/130     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.

**PC 23/131     Paper A - To Approve minutes of meeting held on 28 November 2023** LGA 1972, ch 12, para 41

The minutes of the meeting held on 28 November 2023 were **APPROVED**.

**PC 23/132     Paper B - To Note Planning Decisions Report** – decisions between 22 November 2023 – 13 December 2023

The report was **NOTED**.

**PC 23/133     To Consider the following applications received from Dorset Council:**

**Application No:**     P/HOU/2023/03833  
**Location:**           2 Wickham Drive Corfe Mullen BH21 3JT  
**Proposal:**           Two storey extension to the side (north) of the property, including car port.  
**Planning application:** P/HOU/2023/03833 - dorsetforyou.com (dorsetcouncil.gov.uk)

It was **RESOLVED** that there were no objections. However, the Notice of Planning was not displayed on the site, which was a requirement of the planning application

A handwritten signature in black ink, appearing to read 'Stacey Lewis'.

process. Therefore, the Clerk confirmed it would be reported to Dorset Council Planning.

**Application No:** P/HOU/2023/07068  
**Location:** 4 Rushcombe Way Corfe Mullen BH21 3QS  
**Proposal:** Erect single storey extension at rear/side.  
**Planning application:** [P/HOU/2023/07068 - dorsetforyou.com \(dorsetcouncil.gov.uk\)](https://dorsetforyou.com/dorsetcouncil.gov.uk)

It was **RESOLVED** that there were no objections.

**Application No:** P/HOU/2023/05885  
**Location:** 7 Southlands Avenue Corfe Mullen BH21 3JB  
**Proposal:** Proposed Front Extension.  
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=400480>

It was **RESOLVED** that there were no objections.

**Application No:** P/HOU/2023/06952  
**Location:** 20 Beech Close Corfe Mullen BH18 9NJ  
**Proposal:** Erect single storey front extension and adjacent porch. Demolish existing garage and erect new attached garage on the side elevation.

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=401755>

A notification was received from Dorset Council prior to the meeting to confirm the application had been withdrawn as it was invalid.

**Tree Preservation Order Consultation:**

**Application No:** TPO/2023/0094 (Appendix 1)  
**Location:** Land at E398953 N97274 Wareham Road, Corfe Mullen, BH21 3NY  
**Proposal:** T1 Holly

The Tree Preservation Order Consultation was **NOTED**.

**PC 23/134 Paper C - To Consider and Note Planning Appeal in respect of Land adjacent to 24a Stour View Gardens, Corfe Mullen, Wimborne, BH21 3TN**

Members felt no further representation was required due to the objections previously submitted to Dorset Council as the Planning Authority still being relevant.

It was noted the agenda should read 24a Stour View Gardens not Road.

The Planning Appeal was **NOTED**.

**PC 23/135 Matters for forthcoming agendas** No decisions can be taken<sup>1</sup>

The Clerk provided an update as follows:

- The licensing application at Asda Express, Windgreen had been granted.
- Dorset Council Highways provided the road survey results relating to locations on Blandford Road, Wimborne Road and Wareham Road for pedestrian crossings. The Clerk confirmed two of locations scored above the threshold with a full update to be provided at the next meeting.

<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)

Cllr Purvis noted the request for double yellow lines on Hillside Road should run from Henbury View Road to Chapel Lane rather than Wyatts Lane as previously stated, to ensure the parking restrictions covered the brough of the hill.

**PC 23/136 To Agree a date and time for the next meeting** – the date and time of the next meeting will be Thursday 4 January 2024 at 18:30 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

**PC 23/137 Close of Meeting at 18:44.**

Signed as a correct record of the meeting..........Date.....4/1/2024.....



## CORFE MULLEN TOWN COUNCIL – REPORT

**Meeting Date: 23 February 2024**

**Agenda Item: TC 23/229**

**Paper: E**

<b>Subject:</b>	To Receive and Note Interim Internal Audit Report
<b>Prepared By:</b>	Catherine Horsley, Town Clerk & RFO
<b>Purpose of Report:</b>	To provide the Council with assurance that the records and systems in place are in accordance with the requirements of the Audit and Accounts Regulations 2015 and Practitioners Guide 2023.
<b>Background:</b>	<p>The Internal Auditor was on site on 16 January 2024, to carry out the interim internal audit for the 2023/24 financial year, ahead of year end.</p> <p>The Internal Auditor will be on site again on 1 May 2024, to complete the final year end audit for preparation of the Annual Governance &amp; Accountability Return (AGAR) to be submitted for approval by Full Council prior to submission to External Audit, BDO LLP.</p>
<b>Key Points:</b>	<p>Full report shown in Appendix 1. Response to Recommendations and Tests as follows:</p> <ul style="list-style-type: none"> <li>• B: Neighbourhood Development Plan – Following the concerns raised by the Neighbourhood Plan Steering Group, local consultants to be investigated when recommencing/relaunching the development of the Corfe Mullen Neighbourhood Plan following the May 2024 elections.</li> <li>• C: Cemetery Records – Process put in place to print the burial register annually from the cemetery database to be inserted in the Burial Register book kept in the safe.</li> <li>• O: Sports Pavilion and Recreation Ground – The transfer of Trustees of Corfe Mullen Sports Association (CMSA) to the Town Council as sole trustee is in progress. The CMSA have not been responsible for the Pavilion since the Town Council took back responsibility in June 2022, following the Health &amp; Safety inspection. Consultation of the proposed redevelopment of the Sports Pavilion and Recreation Ground facilities to be progressed as soon as practicably possible.</li> </ul>
<b>Implications:</b>	<p>Internal Audit provides a good basis for Councils to make improvements and their recommendations should not be ignored.</p> <p>The interim audit enables recommendations to be progressed ahead of final year end audit.</p>
<b>Recommendation:</b>	To Receive and NOTE report.

# Do the Numbers Limited

16<sup>th</sup> January 2024

Catherine Horsley,  
Clerk  
Corfe Mullen Town Council,

Dear Catherine,

## Subject: Review of matters arising from interim Internal Audit for 31 March 2024

Following my visit to the office today, please find below the list of matters arising. I found the records and systems of the council to be in exemplary order.

The internal audit was carried out in accordance with the requirements of the [Audit and Accounts Regulations 2015](#) and the guidance and instruction in the [Practitioners Guide 2023](#)

Test	Matter arising	Recommended Action
A	<i>Appropriate accounting records have been properly kept throughout the financial year</i>	
	The records of the council comply	with this test
B	<i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for</i>	
Neighbourhood Development Plan	The NDP committee has paused its activities until after the May election.	When the plan is restarted, local expertise, examples and advice should be sought.
C	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</i>	
Cemetery records	The management of burial records is on a sector specific software system, but the hard copy burials register has not been kept up to date since 2021.	As per <a href="#">LGA 1972 s226</a> the Parish Council is responsible for maintenance of the physical register
D	<i>The budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate</i>	
	The records of the council comply with this test.	
E	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for</i>	
	The records of the council comply	with this test
F	<i>Petty cash payments were properly supported by receipts, all petty cash was approved and VAT appropriately accounted for</i>	
	Not applicable to this council	
G	<i>Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied</i>	
	The records of the council now	comply with this test
H	<i>Asset and investment registers were complete and accurate and properly maintained</i>	
	The records of the council now	comply with this test
I	<i>Periodic Bank reconciliations were carried out during the year</i>	
	The records of the council comply	with this test
J	<i>Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail and debtors and creditors recorded.</i>	
	The records of the council comply	with this test

eleanorgreene@dothenumbers.uk

Registered in England No. 7871759

Director: Eleanor S Greene

<i>K</i>	<i>Certified Exempt in prior year</i>	
Not applicable to this council		
<i>L</i>	<i>Transparency Code</i>	
	The records of the council comply	with this test
<i>M</i>	<i>Public Rights</i>	
	The records of the council comply	with this test
<i>N</i>	<i>Publication of prior year AGAR</i>	
	The records of the council comply	with this test
<i>O</i>	<i>Trust funds</i>	
Sports pavilion and recreation ground	The council is in the process of taking over Trusteeship of the CMSA charity as well as managing the pavilion.	Once the building is fully under the control of council then the planning of redevelopment of the building can commence.
<i>P</i>	<i>Borrowing</i>	
	The records of the council comply	with this test

I will return to the office in May to complete my review.

If either you or your members have any queries, please do not hesitate to contact me.

Regards,



Eleanor S Greene



## CORFE MULLEN TOWN COUNCIL – REPORT

**Meeting Date: 23 January 2024**

**Agenda Item: TC 23/230**

**Paper: F a)**

<b>Subject:</b>	To Consider request to site a mobile café at the Recreation Ground
<b>Prepared By:</b>	Catherine Horsley, Town Clerk & RFO
<b>Purpose of Report:</b>	For members to consider request from a commercial business 'Coffee Guys' who are seeking permission and support from the Town Council to sell hot drinks and snacks from a mobile café unit sited in the car park at the Recreation Ground.
<b>Background:</b>	<p>In March 2023, Council approved a request to site a local family run mobile café at the Recreation Ground on the following basis:</p> <ul style="list-style-type: none"> <li>• Refundable deposit of £100.00 be paid to cover additional costs that may be incurred as a result of littering and/or removal of waste.</li> <li>• Evidence of insurance(s) and food safety certificates to be provided prior to trading.</li> <li>• Agreement to be drafted by the Clerk to be reviewed six monthly.</li> <li>• Times and location of mobile café to be accessible to all, to be agreed with the Clerk.</li> <li>• Council Office to provide listing of events taking place at the Recreation Ground.</li> </ul> <p>Unfortunately, due to low footfall, the café ceased trading at the Recreation Ground at the beginning of September 2023.</p>
<b>Keypoints:</b>	<p>Coffee Guys intend to operate Monday to Sunday 7am to 1pm, weather permitting, with flexibility for events etc.</p> <p>Drinks available include hot chocolate, tea, coffee and cold drinks with a selection of pastries and warm savouries.</p> <p>The business is a registered food business and has public liability insurance of £5.000.000. To view Food Hygiene rating certificate, click on the following link:</p> <p><a href="https://www.scoresonthedoors.org.uk/business/coffee-guys--1612507.html">https://www.scoresonthedoors.org.uk/business/coffee-guys--1612507.html</a></p> <p>All waste to be collected and recycled where possible.</p> <p>Visual of proposed mobile café unit:</p>



**Implications:**

Must comply with the Food Safety and Hygiene (England) Regulations 2013.

Copies of the following documents required ahead of trading:

- Evidence of food business registration
- Public Liability Insurance in place for £5,000,000 or above and Employers Liability Insurance for at least £10,000,000. Copies to also be displayed whilst on site trading
- Risk Assessment including fire safety
- Electrical Appliance Testing Certificate
- Food Safety & Hygiene Certificate
- Gas Safety Certificate, if applicable

Licensed area should be left in a clean and tidy condition with the licence holder responsible for removal of litter and ensuring stains from any spilled substances etc on car park are removed at the end of trading day and no substances should be poured down the surface drains. If the licence holder does not comply, the grounds team would be required to carry out additional litter picking and/or cleaning along with drains becoming blocked.

Licensed area should be kept clear at all times for access of emergency vehicles in the event of an emergency.

Some residents in nearby properties and users of the Recreation Ground may see the business venture both positively and negatively, which may result in complaints to the Council, which would need to be addressed. Failure to comply with the terms and conditions shown in the licence, would render the licence void and trading ceased immediately.

Copy of licence and/or permit to be displayed whilst trading to demonstrate to members of the public permission had been granted

	<p>by the Council to trade. By allowing trading, further requests may be received from other street traders.</p> <p>By charging a nominal fee to trade on Town Council land, this would provide an income to the Council.</p>
<b>Recommendation:</b>	To agree how to proceed.



## CORFE MULLEN TOWN COUNCIL – REPORT

**Meeting Date: 23 January 2024**

**Agenda Item: TC 23/230**

**Paper: F b)**

<b>Subject:</b>	To Note Update on Bus Shelters on Wareham Road by the Co-op and Windgreen Roundabout
<b>Prepared By:</b>	Rachel Virrill, Deputy Town Clerk
<b>Purpose of Report:</b>	For members to consider options for Bus Shelters on Wareham Road by Co-op and Windgreen Roundabout and approve specification to be progressed in terms of seeking permission from Dorset Council Highways and purchasing.
<b>Background:</b>	<p>The Town Council has received requests to site two new bus shelters as follows:</p> <ol style="list-style-type: none"> <li>a) The bus stop at Windgreen Roundabout is used daily by residents commuting to secondary schools, colleges, and places of work outside of the Parish. The area is exposed to the elements leaving commuters to stand uncomfortably in inclement weather while awaiting the arrival of their bus.</li> <li>b) The bus stop on Wareham Road opposite the Co-op Supermarket (Towers Way) is regularly used by residents who have noted there is nowhere to sit following the walk (often uphill) to the bus stop. For less physically able residents, a bus shelter with bench seat would offer a place to rest while awaiting the arrival of a bus.</li> </ol>
<b>Key Points:</b>	<p>Please see appendices for bus shelter options in the following locations:</p> <ol style="list-style-type: none"> <li><b>a) Windgreen Roundabout:</b> <p>Taking into account the location and space available, both a 2-bay and 3-bay bus shelter would be suitable.</p> </li> <li><b>b) Wareham Road, opposite Co-op Supermarket (Towers Way)</b> <p>Taking into account the location and space available, a 2-bay shelter is more suitable. Due to the surrounding shrubbery and overhanging trees, a living green roof is not appropriate.</p> <p>Living Green Roof Pro's:</p> <ul style="list-style-type: none"> <li>• Promote biodiversity in urban areas.</li> <li>• Improve air quality by filtering and absorbing airborne particles and pollutants.</li> <li>• Offer protection against floods, by absorbing rain water and help to reduce the water load of sewer systems, resulting in less water waste.</li> <li>• Protects the roof's waterproofing from UV damage and harmful thermal movement.</li> </ul> <p>Living Green Roof Con's:</p> <ul style="list-style-type: none"> <li>• May require maintenance in severe or abnormal weather conditions.</li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>• Weeding and yearly application of slow-release fertiliser recommended.</li> <li>• Requires full end panels to support the weight.</li> <li>• Enclosed space creates a shelter that could become a meeting place for young people and potentially cause antisocial behaviour.</li> </ul> <p>Once option(s) have been agreed, the Town Council to seek permission from Dorset Council Highways ahead of purchasing bus shelters.</p> <p>The Town Council would be responsible for purchasing, installation, ongoing cleaning and maintenance of the shelters. This includes safe removal/replacement at end of serviceable life.</p> <p>Dorset Council has been contacted to confirm which locations of bus shelters in Corfe Mullen are the responsibility of the Town Council. A response is awaited; however, it is understood there are three shelters at the following locations:</p> <ul style="list-style-type: none"> <li>• Wareham Road, Windgreen (Southbound)</li> <li>• Wimborne Road, by Lambs Green Inn</li> <li>• Wareham Road, junction of Corfe View Road</li> </ul> <p>The bus shelter at Windgreen needs maintenance, particularly the panelling which may require replacing. Costs are being investigated.</p>
<p><b>Implications:</b></p>	<p>Costs for cleaning and maintenance of the bus shelters is unbudgeted.</p> <p>A budget of £11,000 has been allocated for bus shelters in the 2024/25 budget. Two year programme for the installation of bus shelters.</p> <p>Consent is required from Dorset Council Highways prior to bus shelters being installed.</p> <p>Locations of bus shelters may encourage vandalism and anti-social behaviour with negative feedback from residents who live close by.</p> <p>Provides a sheltering space for members of the public using public transport, which should be encouraged.</p> <p>A visual and material benefit to those within the community who pay council tax.</p>
<p><b>Recommendation:</b></p>	<p>To APPROVE bus shelter option(s), seek permission from Dorset Council Highways for installation in locations ahead of purchasing agreed bus shelter(s) in the 2024/25 financial year.</p>

## Option 1 – Heritage 2 or 3 Bay Bus Shelter



### 2 Bay Heritage Shelter

**Total cost of £4195.00 + VAT**

### 2 Bay Heritage Shelter with Living Roof

**Total cost of £4695.00 + VAT**

#### Including delivery and installation

- 2100 mm x 1300mm
- Full End Bus Shelter with flat roof with aluminium tray.
- Roof - high grade 100 mm x 50 mm extruded aluminium D-section, glazing affixed with rubber gasket sealed aluminium capping.
- Main frame - high grade T6 Tempered 80.0mm x 80.0mm extruded aluminium section with glazing rebate beaded internally.
- All glazing panels of the Bus Shelter will be of 5mm UV stable unbreakable polycarbonate.
- Stanchions of the shelter will be base plate fixed to your already prepared concrete base or the legs will be submerged 300mm below ground level.
- Powder coated to Ral colour of choice.
- Sedum green roof.
- 10 year guarantee.

#### Additional options:

- Perch seat £80.00 + VAT per metre.
- Standard Timetable Casing £150.00 + VAT

### 3 Bay Heritage Shelter

**Total cost of £4695.00 + VAT**

### 3 Bay Heritage Shelter with Living Roof

**Total cost of £5195.00 + VAT**

#### Including delivery and installation

- 3060 mm x 1300mm
- Full End Bus Shelter with flat roof with aluminium tray.
- Roof - high grade 100 mm x 50 mm extruded aluminium D-section, glazing affixed with rubber gasket sealed aluminium capping.
- Main frame - high grade T6 Tempered 80.0mm x 80.0mm extruded aluminium section with glazing rebate beaded internally.
- All glazing panels of the Bus Shelter will be of 5mm UV stable unbreakable polycarbonate.
- Stanchions of the shelter will be base plate fixed to your already prepared concrete base or the legs will be submerged 300mm below ground level.
- Powder coated to Ral colour of choice.
- Sedum green roof.
- 2000 mm bench seat included.
- 10 year guarantee.

#### Additional options:

- Standard Timetable Casing £150.00 + VAT

#### ALTERNATIVE OPTIONS:



### Heritage Shelter with quarter end panels:

Pitched, barrel or flat roof.

### 2 Bay with 100mm bench

**Total cost of £2995.00 + VAT**

### 3 Bay with 200mm bench

**Total cost of £3735.00 + VAT**

## Option 2 – Urban Metro 2 or 3 Bay Bus Shelter



### 3 Bay Urban Metro Standard Roof

Total cost of £6710.00 + VAT

### With Living Roof

Total cost of £11797.50 + VAT

### Including delivery and installation

- 3930 mm x 1200 mm
- Stainless steel 3 Bay Urban Metro Shelter with 60mm Square profile stanchions
- Flat composite roof with a 2-degree tilt
- Toughened Hammer Glass Glazing panels with central mid-bar
- 600 mm windbreak end Panels
- Seating unit
- Parish Council Logo: £ FOC
- 20 year guarantee

### 2 Bay Urban Metro Standard Roof

Total cost of £5625.00 + VAT

### With Living Roof

Total cost of £9820.00 + VAT

### Including delivery and installation

- 2670 mm x 1200 mm
- Stainless steel 2 Bay Urban Metro Shelter with 60mm Square profile stanchions
- Flat composite roof with a 2-degree tilt
- Toughened Hammer Glass Glazing panels with central mid-bar
- 600 mm windbreak end Panels
- Seating unit
- Parish Council Logo: £ FOC
- 20 year guarantee

### Additional options:

- Reinforced Roof accommodating Living Roof complete with drainage system incorporated into stanchions and Growing Medium/Vegetation Layer/Pollinator mix. (Living roof price)
- Solar Lighting Kit £1800 + VAT
- Powder-coated finish £440 + VAT

### Additional options:

- Reinforced Roof accommodating Living Roof complete with drainage system incorporated into stanchions and Growing Medium/Vegetation Layer/Pollinator mix. (Living roof price)



### Option 3 – Anti-Vandal Bus Shelters:

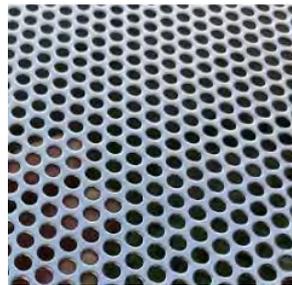


#### Halton Anti-Vandal Bus Shelter

**Total cost of £6896.00 + VAT**

**Including delivery and installation**

- 2500mm L x 1300mm W x 2300mm H
- 300mm Narrow Side Panels
- 50mm x 50mm Steel Profile Frame
- Galvanised and Powder Coated colour finish
- Roof: 3mm polycarbonate curved
- Glazing: 3mm Perforated Steel Mesh Upper Half & 3mm Steel Lower Half
- Seating: Integrated Steel Perch Seating as standard for half of shelter only to allow wheelchair/pushchair access
- Underground fix
- Fixings included for assembly
- 1 year structural guarantee



Mesh on Halton Shelter

#### Kent Anti-Vandal Bus Shelter

**Total cost of £7486.90 + VAT**

**Including delivery and installation**

- 2500mm L x 1300mm W x 2300mm H
- 50mm x 50mm Steel Profile Frame
- Galvanised and Powder Coated colour finish
- Polycarbonate Roof as standard
- Steel Mesh Back
- Glazing: 3mm Square Steel Mesh Upper Half & 3mm Steel Lower Half
- Seating: 1no 2 Person Bench
- Underground or over ground fix
- 1 year structural guarantee

#### Additional options:

- Green roof £1870 + VAT
- Perforated steel back and sides £600 + VAT

Mesh on Kent Shelter



## Option 4 – Mono 2 or 3 Bay Bus Shelter



Picture indicates style of shelter only. Panels would be aluminium and perforated steel.

Bench would be 2 bays wide to allow space for wheelchair/pushchair users.

### 3 Bay Mono Standard Barrel Roof

Total cost of £10237.00 + VAT

#### Including delivery, installation and traffic management

- 1420mm x 3673mm - 3 bay with full end panels.
- Solid barrel roof.
- 2 bay bench with handles.
- All lower panels to be 6mm solid aluminium.
- All upper panels to be perforated steel.
- Painted in RAL9005 Jet Black to match other shelters in the area.

### 2 Bay Mono Standard Barrel Roof

Total cost of £9219.00 + VAT

#### Including delivery, installation and traffic management

- 1420mm x 3673mm - 3 bay with full end panels.
- Solid barrel roof.
- 2 bay bench with handles.
- All lower panels to be 6mm solid aluminium.
- All upper panels to be perforated steel.
- Painted in RAL9005 Jet Black to match other shelters in the area.



Picture indicates style and size of shelter only. Panels would be aluminium and perforated steel.



## CORFE MULLEN TOWN COUNCIL – REPORT

**Meeting Date: 23 January 2024**

**Agenda Item: TC 23/230**

**Paper: F c)**

<b>Subject:</b>	Parish Online Subscription
<b>Prepared By:</b>	Catherine Horsley, Town Clerk & RFO
<b>Purpose of Report:</b>	For members to consider subscription to Parish Online software.
<b>Background:</b>	At the Full Council meeting held on 19 December 2024, Cllr Neil requested agenda item for consideration by Full Council.
<b>Keypoints:</b>	<p>Parish Online is a cloud-based service to assist local authorities to easily find, create and publish information.</p> <p>It is an essential tool for viewing and printing maps, as well as storing asset registers, producing neighbourhood plans and engaging with the public.</p> <p>The main features of the digital mapping include:</p> <ul style="list-style-type: none"> <li>• View maps – over 100 map layers preloaded and kept up to date including parish boundaries, addresses, listed buildings, flood zones and SSSI's.</li> <li>• Measure – tool is quick and accurate for measuring lengths, distances and areas.</li> <li>• Info link – click on any feature within map to view information stored within it.</li> <li>• Create map layers – permanent information map layers to build up a picture of an area with no storage limits.</li> <li>• Style layers – tool gives ability to create dynamic styling within layers.</li> <li>• Manage assets – repository for the Councils assets to provide an accurate up to date register for insurance purposes.</li> <li>• Annotate maps – mark up areas to highlight issues or communicate ideas.</li> <li>• Print maps – professional informative maps to communicate issues to publish maps for Neighbourhood Plan.</li> <li>• Export information – extract data to use for mailshots or building evidence for Neighbourhood Plan.</li> <li>• Collaborate – create additional user accounts for colleagues and consultants.</li> <li>• Publish interactive maps – on website to showcase information and engage with public.</li> </ul> <p>30-day free trial available. Discounted subscription fee available via Clear Councils insurance. Subscriptions are based on population, charged annually. The software is supported by the National Association of Local Councils (NALC).</p> <p>Annual discounted subscription: £320+VAT.</p>

<b>Implications:</b>	<p>Some of the information on the map layers is available on Dorset Explorer.</p> <p>Asset Register currently held on Scribe, the Council's accounting software. The register is a list rather than shown on maps.</p> <p>Annual subscription fee would be unbudgeted in the current and forthcoming financial years.</p> <p>Limited office resources available to maintain software and keep updated.</p> <p>Community engagement and tool for developing the Neighbourhood Plan when restarted may be very useful.</p>
<b>Recommendation:</b>	To agree how to proceed.



## CORFE MULLEN TOWN COUNCIL – REPORT

**Meeting Date: 23 January 2024**

**Agenda Item: TC 23/230**

**Paper: F d)**

<b>Subject:</b>	Parish Newsletter
<b>Prepared By:</b>	Catherine Horsley, Town Clerk & RFO
<b>Purpose of Report:</b>	For members to consider content for a Parish Newsletter to be distributed to all households within the Parish by the end of the current financial year.
<b>Background:</b>	At the Full Council meeting held on 19 December 2023, members discussed the value of newsletters being sent to all Corfe Mullen residents. A budget of £6000 is allocated for newsletters in the current financial year.
<b>Keypoints:</b>	<p>Content Suggestions:</p> <ul style="list-style-type: none"> <li>• <b>Forthcoming elections</b> - the Town Council being a centre of excellence, to support people who may be interested in becoming a Town Councillor through the nomination process.</li> <li>• <b>Councillor Surgeries</b> – who, where and when.</li> <li>• <b>Annual Parish Meeting</b> – 14 March 2024, Dorset Police and Crime Commissioner to attend and resident who has been metal detecting at the Recreation Ground to present findings.</li> <li>• <b>Vandalism</b> – highlight areas and costs to the Council and Council Tax papers.</li> <li>• <b>Amenities</b> – highlight the services managed and maintained by the Town Council.</li> <li>• <b>Improvements</b> – positive work and services performed by the Town Council during the current financial year.</li> <li>• <b>Future Developments</b> – Recreation Ground Sports Pavilion.</li> <li>• <b>Celebration of Service</b> – highlight those in the community who have gone above and beyond for the benefit of Corfe Mullen for no personal gains.</li> <li>• <b>Youth Trust</b> – highlight the work of the youth club and youth support workers.</li> <li>• <b>Village Hall</b> – promote the facilities available for hire.</li> <li>• <b>Neighbourhood Plan</b> – update.</li> </ul> <p>The last formal newsletter was sent to residents in February 2021. In March 2022, a postcard was sent to all households promoting the Annual Parish Meeting at a total cost of £1992.25+VAT.</p> <p>A quote has been obtained from the contractor who produced the mailing in March 2022. An A4, back-to-back colour newsletter to be sent to all households in Corfe Mullen at a total cost of £2900.82+VAT. This includes design work, second class postage and designed digital stamped envelope.</p>
<b>Implications:</b>	Community engagement is important to enable residents to understand what is happening within their community, to promote the work of the Town Council and how the precept, that is funded by those who pay Council Tax is spent along with listening to what residents

	<p>would like to see in Corfe Mullen and how the Town Council can assist.</p> <p>With the forthcoming elections in May 2024, the role of Town Councillors needs to be promoted to encourage residents to come forward to become a Town Councillor.</p> <p>There is a budget of £6000 allocated for Parish Newsletters in the current financial year.</p>
<b>Recommendation:</b>	To AGREE Parish Newsletter content to be drafted and distributed by the end of the financial year at a total cost of £2900.82+VAT.



## CORFE MULLEN TOWN COUNCIL – REPORT

**Meeting Date: 23 January 2024**

**Agenda Item: TC 23/230**

**Paper: F e)**

<b>Subject:</b>	Additional Vehicle for Grounds Team
<b>Prepared By:</b>	Catherine Horsley, Town Clerk & RFO
<b>Purpose of Report:</b>	For members to review options and agree how to proceed.
<b>Background:</b>	<p>As part of the 2023/24 financial year budget setting, Full Council approved to allocate £12,000 for an additional vehicle for the Grounds Team.</p> <p>At the time, the Ford Ranger truck had been sold, as it was no longer fit for purpose as it was old and required maintenance works to ensure it was road worthy and pass its MOT. This left the Grounds Team of 5 with one truck, the Nissan Nivara.</p> <p>At the Full Council meeting held on 28 November 2023, it was resolved to investigate a replacement vehicle for the Grounds Teams use and to sell the Nissan Nivara.</p>
<b>Keypoints:</b>	<p>The Clerk and Deputy Clerk along with the remaining Grounds Team members have investigated potential additional vehicles for the teams use in the first instance, ahead of selling/replacing the Nissan Nivara.</p> <p>A vehicle is used daily by team members i.e., to do the rounds, emptying bins (general/recycling/dog waste) on all Town Council sites, ferrying grounds team members to sites to carryout maintenance, carry equipment, materials/supplies (soil and aggregate up to a ton) and remove any fly tipping, which sometimes can be quite large i.e. furniture at Springdale Road open space car park.</p> <p>All previous vehicles have been diesel 4x4's to provide the ability to drive off road, particularly at the Recreation Ground. It is understood, electric vehicles were considered previously, but at the time, were not deemed to have the right technology i.e. battery life, 4-wheel drive (4-WD) for the needs of the team. The team do short journeys with a lot of stopping and starting, which when cold, wet and on darker days can drain the battery life.</p> <p>On investigation, the technology of electric vehicles is improving, however, it is still not fit for purpose for the type of use by the team.</p> <p>As an additional vehicle, a utility/gator vehicle has been investigated. This will enable up to 2 members of the team to get to sites to carry out their daily tasks, particularly emptying bins and work that does not require large equipment/tools.</p> <p><b>Specification</b> - John Deere XUV 865M road legal gator.</p> <ul style="list-style-type: none"> <li>• Full cab, 3-person cockpit with tipper</li> <li>• Tow bar</li> </ul>

- Diesel Fuel
- Displacement 854cc
- Speed 50km/h
- Towing capacity 907kg
- Cargo capacity 454kg
- 4-WD
- Power steering
- Fully independent suspension

There is limited used stock available within the allocated budget.

**Option 1:**

Main dealer - used 2018, good condition, engine hours 1908 (no protection bars) - £12,950+VAT inc delivery (local)



**Option 2:**

Agricultural Engineers – used 2020, good condition, engine hours 3258 (protection bars) - £13,500+VAT inc delivery (national)



**Option 3:**

Agricultural Engineers – used 2018, good condition, engine hours 2500 (protection bars) - £13,950+VAT inc delivery (national)



**Example Electric Vehicle:**

Specification shown in Appendix 1 - £8,995.00+VAT

An equivalent electric gator is 2-wheel drive, has less towing and cargo capacity and will require installation of a charging point. Open cab to reduce weight, low speed, with a driving range of up to 18 miles dependant on duty cycle and terrain.



John Deere also sell electric 2-WD vehicles; however, they have a fully open cab, with no cover for drivers.

Other make/models have been investigated, but it was felt for the budget, the John Deere 865M model, was the best option.

Road Tax currently £150 for any purpose on public roads.

No MOT required, however must be kept roadworthy.

Minimum third-party insurance required.

**Implications:**

Available options are above allocated budget of £12,000, therefore, there will be an overspend in the current financial year.

	<p>Options are all diesel, and not environmentally friendly (electric – zero emissions), albeit emissions are low on this type of vehicle.</p> <p>The used vehicle market for electric utility/gator vehicle is limited and cost prohibited.</p> <p>Electric gators would incur infrastructure costs i.e. secure housing for gator with charger point. There are tax incentives for electric vehicles.</p>
<b>Recommendation:</b>	<p>To APPROVE delegating to the Clerk to purchase a gator vehicle for the Grounds Team use of up to a set maximum price, to be determined.</p>



# HDK ELECTRIC VEHICLE



# TURFMAN 700

[www.hdkexpress.com](http://www.hdkexpress.com)



### BODY & CHASSIS

- Automotive designed dashboard, color matched body.
- USB socket+12V powder outlet
- E-coat and powder coated chassis
- TPO injection moulding front cowl and aluminum rear body

### DIMENSIONS

- 3000×1180×2000mm
- Cargo box: 1100×1170×275mm



# TURFMAN 700

### SPEC.

- 2 passengers
- 48V 6.3KW AC motor
- US Curtis AC Controller 400 AMP
- 48V 25A on-board charger
- Limited speed **9mph**
- 10×7" Alum wheel 22"11-10 off road tire
- Beige color seat
- Battery(US Trojan or Lithium battery)

### OPTIONS

- Two-tone seats
- Enclosure
- Seat belts
- 14" Aluminum color matched rim and off road tire
- 9" Bluetooth touchscreen (Radio, Music, Speedometer, Bluetooth, Back-up camera, Car-net App connection)
- Black seat & black roof



**HDK ELECTRIC VEHICLE**



Houghton Road, North Anston Trading Estate, Sheffield, S25 4JJ  
 +44 (0) 1709 821821  
[info@abilityhandling.co.uk](mailto:info@abilityhandling.co.uk)  
[abilityhandling.co.uk](http://abilityhandling.co.uk)



## CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 23 January 2024

Agenda Item: TC 23/230

Paper: F f)

<b>Subject:</b>	Quotations to carry out Plumbing Works at Council Office
<b>Prepared By:</b>	Rachel Virrill, Deputy Town Clerk
<b>Purpose of Report:</b>	For members to consider and approve quotation to carry out plumbing works to satisfy legionella assessment at Council Offices.
<b>Background:</b>	The current water heater in the Council Office staff kitchen is not fit for purpose or to regulations with regards to the discharge pipe work. The water heater needs to be replaced and associated pipe work adjusted to satisfy legionella assessment.
<b>Keypoints:</b>	<p>Several contractors were approached to quote for the work, however, only two contractors chose to provide quotations as follows:</p> <p><b>Contractor 1 – Total cost of £660.49 + VAT</b> To supply Ariston 15ltr 3kw stored water heater with expansion safety controls. Combi care scale inhibitor to protect new unit from scale formation. Appropriate tundish to connect discharge pipe work into the drain system. Associated materials required to install the new water heater correctly.</p> <p><b>Contractor 2 – Total cost of £626.60 + VAT</b> To isolate the cold water mains, disconnect the electric supply, remove the old water heater, install new 7kw power pack water heater. Adapt pipework to suit, reconnect electrics, switch on and test.</p>
<b>Implications:</b>	<p>Currently, the office costs/repair and maintenance cost code shows a remaining balance of £872.53 in the 2023/24 financial year. Both quotes are within the remaining budget allocated.</p> <p>Health &amp; Safety issues to be resolved as soon as practicably possible, particularly in terms of legionella.</p>
<b>Recommendation:</b>	To agree how to proceed.



## CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 23 January 2024

Agenda Item: TC 23/230

Paper: F g)

<b>Subject:</b>	To Approve the Recommendation from the Planning Committee
<b>Prepared by:</b>	Catherine Horsley, Town Clerk & RFO
<b>Purpose of Report:</b>	To Approve the recommendation made at the Planning Committee meeting held on 4 January 2024
<b>Background:</b>	The Planning Committee does not hold delegated authority from the Full Council to make decisions, therefore, resolutions relating to expenditure require approval by Full Council.
<b>Key Points:</b>	<p><b>Safety Railings on Hillside Road adjacent to Henbury View Play Area</b> – Following a complaint from a resident adjacent to the play area relating to safety of users of the play area when exiting onto Hillside Road. A quotation has been received from Dorset Council Highways as follows:</p> <p>To supply and install two Broxap standard galvanised pedestrian guardrails with ST2 concrete footings in the verge at a <b>total cost of £1,064.00+VAT</b>.</p> <p>The quotation is based upon clear and unrestricted access to the site. No allowance has been made for excavation or alteration to any buried services.</p> <p>The Planning Committee RESOLVED to recommend approval to Full Council to proceed with quotation.</p>
<b>Implications:</b>	Health & Safety of children using the play area should be a priority. It is a requirement for any exits from play areas onto a road, to have safety railings in place. It should be noted the other gate onto Hillside Road does have the railings.
<b>Recommendation:</b>	To APPROVE the recommendation from the Planning Committee meeting held on 4 January 2024.



## CORFE MULLEN TOWN COUNCIL – REPORT

**Meeting Date: 23 January 2024**

**Agenda Item: TC 23/230**

**Paper: F h)**

<b>Subject:</b>	To retrospectively approve quotation to carry out additional ground works on the Old Cemetery Driveway
<b>Prepared By:</b>	Catherine Horsley, Town Clerk and RFO
<b>Purpose of Report:</b>	To retrospectively approve quotation to carry out additional grounds works to the Old Cemetery Driveway.
<b>Background:</b>	<p>The Old Cemetery driveway from the entrance on Blandford Road to the Chapel was eroding with cracks to the concrete banking/retaining wall, particularly on the right-hand side looking from Blandford Road towards the Chapel.</p> <p>At the Full Council meeting held on 26 September 2023, it was resolved to approve contractor to carry out repair works at a total cost of £4465.00+VAT.</p> <p>As part of the budget setting process, £10,000 has been allocated in the 2023/24 financial year budget to carry out maintenance to ensure the stability of the driveway and safety of visitors to the Old Cemetery.</p>
<b>Key Points:</b>	<p>Prior to the Christmas break, the approved contractor carried out the grounds works to reinforce the retaining edges of the driveway to avoid the surface from breaking away.</p> <p>As part of the work, 20mm clean chippings were installed to protect the pipe work and aid sufficient drainage on the site. The work was completed to a high standard. However, unfortunately, since the children returned to school after the Christmas break, when leaving school via the cemeteries most of the chippings have been removed and shrew across the old cemetery and adjacent graves to the driveway.</p> <p>The Clerk and Deputy Clerk met with the contractor on site on 10 January 2024 to find a solution to the chippings being removed. The contractor suggested putting in drain covers approximately 200mm (w)x900mm (l) to cover the pipework and then concrete the remainder in a dark mortar to blend in with the driveway, removing the need for chippings.</p> <p>It is really disappointing the Council must carry out additional works, but it was required to ensure the safety and look of the old cemetery and neighbouring family graves.</p> <p>The quote for additional grounds works materials - <b>Total cost of £1245+VAT</b>. The Contractor confirmed his labour would be free of charge.</p> <p>An email was sent to all members on 10 January 2024, seeking approval outside of a meeting due to the urgency for the additional works to be completed. Of the 14 members, 10 voted in favour to proceed with the additional works with one not in favour. 3 members</p>

	<p>did not respond. Therefore, as the majority were in favour, the Clerk instructed the contractor to carry out the works. The additional works were completed on 12 January 2024.</p> <p>The Grounds Team erected temporary fencing to deter anyone entering the old cemetery via the driveway on Blandford Road whilst the works were carried out and until the concrete was set. Members of the public still had access to the cemeteries from Newtown Lane. Temporary fencing was removed on 15 January 2024 with concrete intact.</p>
<b>Implications:</b>	<p>Cemeteries are very emotive for relatives of loved ones buried. Dealing with any issues which may arise need to be dealt with in a sensitive way.</p> <p>Health &amp; Safety issues to be resolved as soon as practicably possible.</p> <p>The additional ground works are within the budget already allocated to carry out the maintenance to the old cemetery driveway. Therefore, there is no overspend.</p>
<b>Recommendation:</b>	<p>To retrospectively APPROVE additional quotation to carry out grounds works at a total cost of £1245+VAT.</p>



## CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 23 January 2024

Agenda Item: TC 23/230

Paper: F i)

<b>Subject:</b>	Outdoor Gym Equipment at the Recreation Ground
<b>Prepared By:</b>	Rachel Virrill, Deputy Town Clerk
<b>Purpose of Report:</b>	To note update.
<b>Background:</b>	<p>Council have previously discussed installation of outdoor gym equipment for health &amp; wellbeing of its residents and to encourage young people away from the play areas.</p> <p>On 28 November 2023, Council approved contractor, Fresh Air Fitness to conduct a site survey prior to agreeing specific pieces of gym equipment and to investigate grant funding options for the purchasing of the equipment.</p> <p>It was noted that consideration should be given to Corfe Mullen Youth Trust members engagement along with a personal trainer assessment of specific gym equipment prior to purchasing equipment.</p>
<b>Key Points:</b>	<p><b>Purchasing of Outdoor Gym Equipment at the Recreation Ground:</b></p> <p><b>Total package cost £10,300+VAT including delivery, installation, grass tiles and post installation inspection.</b></p> <p>This is an unbudgeted item in the 2023/24 financial year, however, £10,000 has been allocated in the 2024/25 financial year budget.</p> <p>CIL receipts totalling £9251.36 to date is also an option to cover some of the cost, albeit, if unspent it could be used to update play equipment.</p> <p>Grant applications are in progress.</p> <p>The package has been carefully designed to provide a variety of outdoor gym equipment, offering both strength and cardiovascular training.</p> <p>Many pieces have multiple user stations, allowing 12 people to use the gym at once. People of all ages and abilities can use and benefit from this equipment, from absolute beginners to those who exercise regularly. Working at their own pace, setting their own personal targets to increase heart strength, build muscle mass and tone, develop flexibility, improving fitness and mental health.</p> <p>The package includes supply, installation and 'grass mats' installed around the high wear points of the equipment protecting the grass.</p> <p>The package also includes the supply and installation of an EN16630 sign, required to ensure the site complies with relevant standards.</p>

	<p>By providing access to an outdoor gym, the community will have the opportunity to get fitter alone, with friends, clubs or family for free, promoting health and mental wellbeing.</p> <p>Each product is labelled with safety information and instructions for use.</p> <p>There is a YouTube channel that has individual 'How to' instructional videos for each product, users can follow and use the equipment with confidence. Users can download the Fresh Air Fitness app which has a wealth of information, including suggested workouts, warm ups, cool downs and more.</p> <p>On 12 January 2024, a site survey was carried out by a consultant from Fresh Air Fitness who recommended the location shown in the picture below. The recommendation is to scatter the equipment in pairs along the fence-line, adjacent to the neighbouring farmland.</p> 
<p><b>Implications:</b></p>	<p>Health &amp; Safety to be considered when siting equipment, which will need to be accessible, away from sports pitches with the ability to relocate in the future if required.</p> <p>It is important to note what CIL monies can be spent on. This must be justified as something tangible that the community can see and will address extra demand on infrastructure and services. If monies are not spent within 5 years of receipt, Dorset Council can require that the money is repaid, and it would then be spent by them on supporting development of the area.</p> <p>Permission will need to be sort from Dorset Council to site gym equipment as the landowner. This is a requirement of the grant applications, as the Town Council is not the landowner.</p>
<p><b>Recommendation:</b></p>	<p>To NOTE the update.</p>



## CORFE MULLEN TOWN COUNCIL – REPORT

**Meeting Date: 23 January 2024**

**Agenda Item: TC 23/231**

**Paper: G**

<b>Subject:</b>	To Approve locations in Corfe Mullen to be nominated as an Asset of Community Value (ACV)
<b>Prepared by:</b>	Catherine Horsley, Town Clerk & RFO
<b>Purpose of Report:</b>	For members to approve locations in Corfe Mullen to be nominated as an ACV.
<b>Background:</b>	<p>The Community Right to Bid, introduced by the Localism Act 2011, allows local community or voluntary bodies and town/parish councils to identify and nominate land and buildings that are important to them to be included on a list of ACVs. If an ACV is to be sold, local community groups will then in many cases have a fairer chance to make a bid to buy it on the open market. Assets could include a village shop, local pub, community centre or library, but there are many other examples.</p> <p>The inclusion of an asset on the list of ACVs however does not place any restriction on what an owner can do with their property, once listed, so long as it remains in their ownership. This is because it is planning policy that determines permitted uses for particular sites. However, the fact that the site is listed may affect planning decisions. It is open to Dorset Council to decide whether listing as an ACV is a material consideration if an application for change of use is submitted, considering all the circumstances of the case.</p> <p>BH Live Active leisure centre was registered by the then Parish Council, as an ACV, with listing due to expire on 23 September 2024.</p>
<b>Key Points:</b>	<p>At the Full Council meeting held on 25 July 2023, members discussed various locations to be nominated as ACV within Corfe Mullen. It was <b>RESOLVED</b> to nominate Lockyer’s School and the Royal British Legion, both on Blandford Road, Corfe Mullen as ACV in the first instance and to delegate to the Clerk to progress remaining locations ahead of the next municipal year as follows:</p> <ol style="list-style-type: none"> <li>1. The ‘Pound’ top of Pardy’s Hill/Blandford Road</li> <li>2. County Field, Corfe Mullen Recreation Ground</li> <li>3. Corfe Mullen Library</li> <li>4. Lambs Green Pub, Lambs Green Inn Lane</li> <li>5. Dorset Soldier Pub, Wareham Road</li> </ol> <p>Applications were submitted for both Lockyers School, and the Royal British Legion, Blandford Road and accepted by Dorset Council and added to the list on 6 November 2023 and expire on 6 November 2028.</p> <p>Applications were submitted on 4 January 2024 for Lambs Green Pub and Dorset Soldier Pub; however, Dorset Council require a copy of the minutes whereby Council resolved to nominate specific locations as ACV’s.</p>

<p><b>Implications:</b></p>	<p>If an ACV comes up for sale, long term rent or assignment the owner is legally obliged to inform Dorset Council in writing. This then activates a 6 week pause in the sale process known as an initial moratorium during which the landowner cannot legally dispose of the asset. Dorset Council will then advertise the opportunity for eligible community and voluntary bodies to give written notice of their intention to bid for the asset by informing Dorset Council in writing.</p> <p>If this happens it, then triggers a full moratorium of up to 6 months to enable the community body to raise money and bid to buy the asset. This does not however, mean that the community body gets a right of first refusal or that it will have the opportunity to buy the asset at below market value.</p> <p>If there is no sale to a community body during this 6-month full moratorium period, then the owner is free to sell the asset with no restriction for an 18 month 'protected period'. This period runs from the date at which the owner notified Dorset Council of the intention to sell the ACV.</p>
<p><b>Recommendation:</b></p>	<p>To Approve locations in Corfe Mullen to be minuted as nominations for Assets of Community Value (ACV) as follows:</p> <ol style="list-style-type: none"> <li>1. The 'Pound' top of Pardy's Hill/Blandford Road</li> <li>2. County Field, Corfe Mullen Recreation Ground</li> <li>3. Corfe Mullen Library</li> <li>4. Lambs Green Pub, Lambs Green Inn Lane</li> <li>5. Dorset Soldier Pub, Wareham Road</li> </ol>



## CORFE MULLEN TOWN COUNCIL – REPORT

**Meeting Date: 23 January 2024**

**Agenda Item: TC 23/232**

**Paper: H**

<b>Subject:</b>	Recent Acts of Vandalism on Town Council sites
<b>Prepared By:</b>	Rachel Virrill, Deputy Town Clerk
<b>Purpose of Report:</b>	To note update on recent acts of vandalism on Town Council sites and costs incurred to repair and/or replace and to consider how to proceed.
<b>Background:</b>	It is important that costs incurred by the Town Council following acts of vandalism on its sites are transparent to members of the public to demonstrate how the Precept is spent by those who pay Council Tax.
<b>Key Points:</b>	<p>Over the past month there has been an increase in vandalism on Town Council sites which has been reported to Dorset Police and the local PCSO as follows:</p> <ul style="list-style-type: none"> <li>• <b>New Cemetery:</b> A memorial bench was purchased by family and friends in memory of four local teenage boys who sadly died in a car crash in 1996. The bench was in the new cemetery by the car park. Unfortunately, on New Year’s Eve, the bench was vandalised beyond repair and removed. Family members visited the cemetery to pay their respects found pieces of the bench scattered across the cemetery. The families involved are re-considering options for an appropriate memorial for their loved ones. <b>Cost to replace bench and fixings: £425.70</b> (<i>not including Grounds Team staffing costs to install</i>)</li> </ul> <div style="text-align: center;">  </div> <ul style="list-style-type: none"> <li>• <b>Recreation Ground Public Toilets:</b> Throughout the past month the public toilets have been continually vandalised. Wall mounted toilet roll holders along with sanitiser dispensers and air freshener units have been smashed off the walls, sinks flooded with toilet paper and generally left in a very unclean/hygienic state. The most recent incident was on 14 January 2024 as shown in photo below. The righthand side toilet has been closed with signage to indicate closed due to vandalism. Purchasing of materials and supplies to maintain/repair the toilets is continual.</li> </ul> <p>In 2023, the opening times of the toilets was reduced to 8am-6pm to try and alleviate some of the vandalism, which appeared to be taking place in the evenings.</p>



Cost incurred to date in 2023/24 financial year:		
Date	Amount £	Description
04/2023	21.70	Replacement soap dispensers
05/2023	48.09	Replacement soap dispensers (anti-vandal)
05/2023	105.60	Replacement toilet roll holders (anti-vandal)
06/2023	47.54	Waste bins*
06/2023	22.49	Replacement toilet seat
08/2023	13.23	Replacement flush
12/2023	45.98	Replacement toilet roll holders (anti-vandal)
<b>TOTAL:</b>	<b>£304.63</b>	

\*Bins purchased to stop waste being left on the floor.

*Costs do not include staffing costs for repairs.*

It should be noted, the Dorset Council public toilets at Towers Way by the Library have also been closed, due to continual vandalism. The most recent being, sinks ripped off the walls causing extensive damage.

- **Graffiti:** The Grounds team regularly clean graffiti from play equipment at Towers Way, Henbury View First School and the Recreation Ground along with the MUGA and skate park. Generally, the solutions used by the Grounds team remove the graffiti, however, if this is not successful, an external contractor is used. **An example cost for an external contractor to remove offensive graffiti is approx. £245+VAT.**

On 15 January 2024, it was reported that the bus shelter on Wimborne Road close to the Lambs Green Inn had offensive graffiti. This was removed by the Grounds Team.

- **Towers Way:** The Commemorative bench installed in 2023 to commemorate the Late Queen Elizabeth II Platinum Jubilee has

been burnt in several places, albeit it is still functional. Daily, litter is left strewn around the play area and green space, particularly alcohol cans and bottles.



- **Play Equipment:** The flower play equipment at Henbury View First School play area was broken. The cost to replace broken part is £171.62+VAT. The children's pod swing seat at the Recreation Ground play area has also been broken. A replacement seat cost is £237.64+VAT.





*Costs do not include Grounds Team staffing costs for repairs.*

- **Old Cemetery:** As per paper F h), the maintenance/repair work carried out by the external contractor to the driveway, whereby the chippings in place for drainage were removed and shrew across the cemetery. Additional cost to remove chippings and replace with drain covers and cement was **£1245+VAT**. Before and after photos shown below.

*Costs do not include Grounds Team staffing costs to clear up chippings shrew across the cemetery.*





Officers spend considerable time dealing with the effects of the vandalism in terms of purchasing materials and finding an appropriate contractor to carry out necessary works to ensure sites are safe for users.

The intention is to report acts of vandalism to Council on a regular basis to highlight the costs to the Council and ultimately to those who pay Council Tax, for repairs and/or replacement of damaged equipment/amenities for transparency purposes.

<p><b>Implications:</b></p>	<p>Cemeteries are very emotive for relatives of loved ones buried there.</p> <p>Health &amp; Safety issues to be resolved as soon as practicably possible.</p> <p>Negative publicity for not providing amenities within the community, particularly, public toilets.</p> <p>Council will need to increase precept, in order to have monies available to continually carry out repairs and/or replacement of equipment/amenities.</p>
<p><b>Recommendation:</b></p>	<p>To NOTE update and consider how to proceed as follows:</p> <ul style="list-style-type: none"> <li>• <b>Public Toilets:</b> Permanently close public toilets due to consistent vandalism or further amendment to the opening hours to open until 4pm, to avoid opening after school hours.</li> </ul>



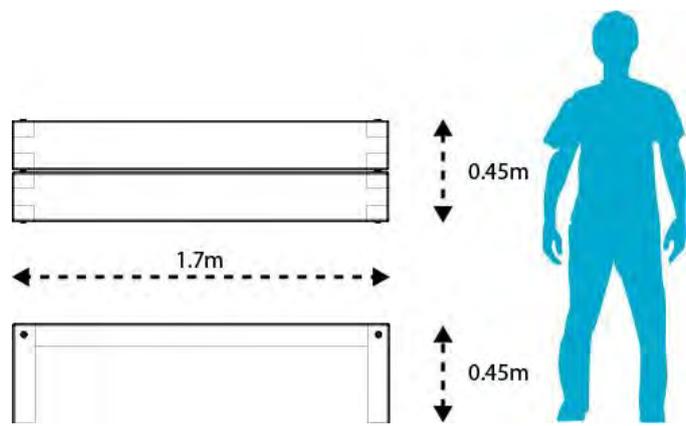
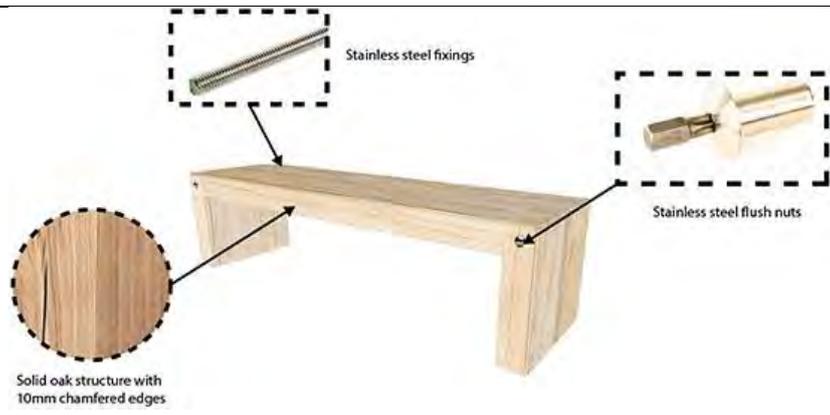
## CORFE MULLEN TOWN COUNCIL – REPORT

**Meeting Date: 23 January 2024**

**Agenda Item: TC 23/233**

**Paper: I**

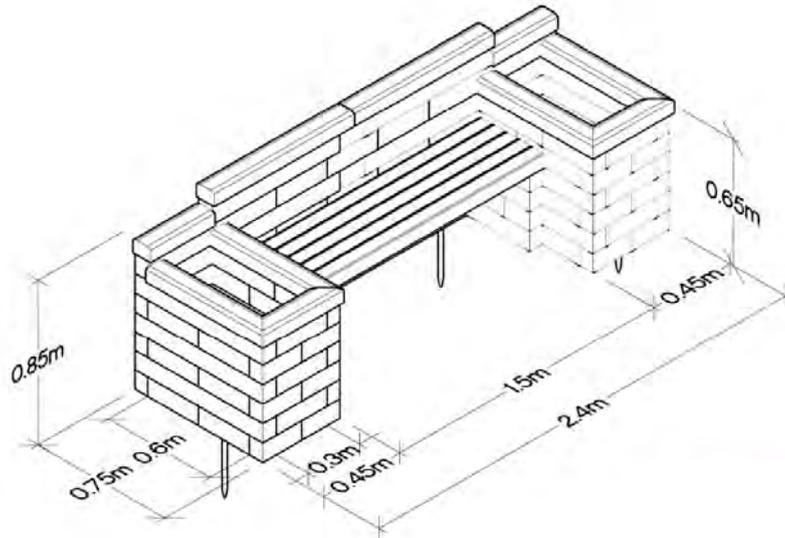
<b>Subject:</b>	Bench Options for Street Furniture Policy
<b>Prepared By:</b>	Rachel Virrill, Deputy Town Clerk
<b>Purpose of Report:</b>	For members to consider options for street furniture, particularly benches on Town Council sites.
<b>Background:</b>	<p>At the Full Council meeting held on 4 January 2024, Cllr Craven requested the Council’s Street Furniture Policy be revisited to investigate more robust bench options following the vandalism of a memorial bench at the New Cemetery.</p> <p>It was resolved to approve investigating alternative bench options ahead of the next Full Council meeting scheduled on 23 January 2024.</p>
<b>Key Points:</b>	<p>The current Street Furniture policy was approved on 5 October 2021. Appendix 1 shows the three types of benches for information. Bench B is the bench recently vandalised at the New Cemetery and Towers Way.</p> <p>Cllr Craven provided a draft drawing of a potential bench replacement made from solid wood, constructed to be more robust shown in <b>Appendix 2 as option 1</b>. The cost for materials to construct bench to this specification is circa £140 (5 oak sleepers at £22+VAT each and fixings).</p> <p>The Handyman/Caretaker of the Village Hall, who is a trained carpenter has reviewed the draft drawing and has suggested the following types of benches made from oak sleepers with steel fixings:</p> <p><b>Option 2:</b></p> <ul style="list-style-type: none"> <li>• Product Dimensions: 1.7(L) x 0.45(W) x 0.45(H)</li> </ul> <div style="text-align: center;">  </div>



The cost for materials to construct bench to this specification is circa £60 (2 oak sleepers at £22+VAT each and fixings).

**Option 3:**





The cost for materials to construct bench to this specification is circa £200 (8 oak sleepers at £22+VAT each and fixings).

Oak sleepers are 2.4m (L) 10cm (D) x 20cm (W).

All options should be stained with a colourless fire-retardant treatment for wood and timber at a cost of circa £150+VAT per 5 litres.

All options to be installed with secure fixings into the ground, whether its grass, concrete or tarmac. Memorial plaques could also be fitted if applicable.

All costs quoted do not include labour for the Handyman/Caretaker to make a bench, which could take up to a day per bench, dependant on bench option.

**Implications:**

Durability of benches against vandalism and fire should be considered when agreeing options for street furniture.

Health & Safety of bench users.

Labour and costs to make benches to be considered against purchasing a ready-made bench.

If option 3 is chosen, additional costs will be incurred for planting and maintaining.

**Recommendation:**

To APPROVE bench option to be updated into the Street Furniture Policy to be reviewed/approved at the next Full Council meeting scheduled on 27 February 2024.

## APPENDIX 1

Bench A - 3-seater Stanford™ Seat (traditionally styled with 100% recycled cast aluminium ends and recycled material slats).



Bench B - 3-seater Winawood Speyside, 100% recycled plastic in grey.

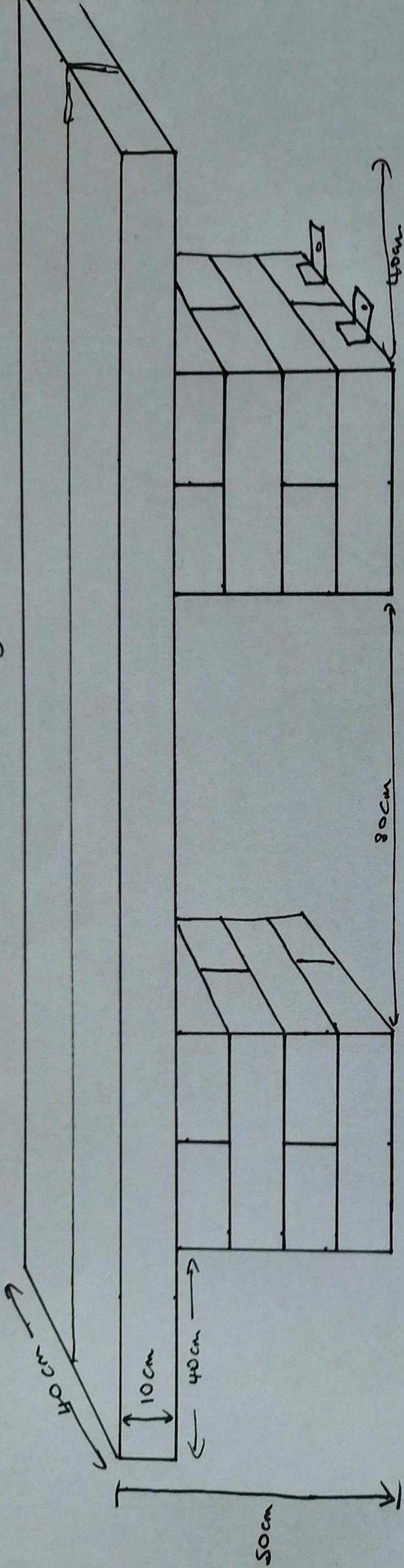


Bench C - 3-seater Hyde Park Bench 100% recycled plastic in brown.



Version: 1  
Minute No: TC 21/53  
Date of Approval: 5 October 2021

2.4m long



APPROX 40cm x 40cm PIER

16 off 40cm piers for piers

⇒ APPROX 3 SLEEPER ALLOWING FOR CUTS

+

2 SLEEPERS FOR TOP

COST

AT APPROX £30 EACH ⇒ £150

SCREWS ⇒ £20 APPROX

MAN POWER ⇒

ROUTING FOR ⇒  
PLAQUE OR  
INSULATION

MARKING OPTIONS

- BRASS PLAQUE ON TOP @ LEFT & RIGHT

- BRASS PLAQUE ON FRONT

- ROUTED OUT OF FRONT

(ADVANTAGE HERE IS NO FIXING +  
COULD EMTE ROUTED ON TOP)

TREATMENT

- UNTREATED SO DOESN'T STAIN CLUT

- COULD SPRAY WITH CLEAR DECK  
SEAL OR ANTI ROT OR WAX?