



**Minutes of the Meeting of Corfe Mullen Town Council**  
**held on Tuesday 25 June 2024 at 19:00 in the Small Hall of the Village Hall**

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

**In Attendance:**       Catherine Horsley (Town Clerk & RFO)  
Rachel Virrill (Deputy Town Clerk – minute taker)

**Public Participation**

There were 3 members of the public present, one of whom wished to speak pertaining to agenda item no. TC 24/50 – to approve recommendations from the Community Services Committee – topographical/information board at Corfe Mullen Recreation Ground. Sergeant Steve Payne, East Dorset Neighbourhood Policing Team was also present.

The member of the public noted the recommendation for Council to agree in principle the installation of a board and for requestors to seek fundraising and/or sponsorship for the purchasing of the board. The member of the public asked if the Council would consider funding the board, similar to the board already installed on Wayman Way, Corfe Mullen identifying the viewpoints and items of interest.

The Chair thanked the member of the public for their representation and opened the meeting.

**TC 24/43      To Receive and Accept apologies for absence (LGA 1972 s85 (1))**

Apologies for absence were received and accepted from Cllrs Bonham and Papiilio who both had prior commitments.

**TC 24/44      To Record any declarations of interest** Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

Cllr Craven declared a non-pecuniary interest relating to agenda item no. TC 24/50 – to approve recommendations from the Community Services Committee – bus shelters on Wareham Road, due to a family members request for a bus shelter on Wareham Road at the Windgreen roundabout.

Cllr Florek declared a non-pecuniary interest relating to agenda item no. TC 24/50 – to approve recommendations from the Community Services Committee – siting of

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mobile coffee business at Corfe Mullen Recreation Ground, due to being an employee of the parent company.

**TC 24/45 Paper A – Co-option of Town Councillor to Fill a Casual Vacancy**

The Clerk presented the co-option process to be followed with applicants having a 5-minute slot to speak with questions from members once each candidate had spoken. The public and applicants would then be asked to leave the meeting to enable members to confidentially discuss applicants' attributes, and then return for the public vote.

The four applicants presented in alphabetical order, Mr Phillip Cuckston, Mr Bill Honeyman, Mr Andrew Joyce and Mr Phil Purvis.

The Chair resolved to exclude members of the public and applicants for a short time whilst deliberations were made on the merits of the applicants.

Members deliberated each applicant in the order they presented. The Chair then invited the applicants to return to the meeting where each member had one vote in favour of each applicant. The applicant with the lowest number of votes was eliminated, Mr Bill Honeyman. The Chair thanked Mr Honeyman for his representation and previous service to the Council and wished him all the best for the future.

Members then voted in favour to co-opt each remaining candidate, Mr Phillip Cuckston, Mr Andrew Joyce and Mr Phil Purvis.

It was **RESOLVED** to co-opt Mr Phillip Cuckston, Mr Andrew Joyce and Mr Phil Purvis as Town Councillors to fill the three casual vacancies with immediate effect.

The Chair welcomed Mr Phillip Cuckston, Mr Andrew Joyce and Mr Phil Purvis as members of Corfe Mullen Town Council.

Mr Cuckston and Mr Purvis signed their declaration of acceptance of office in the presence of the Town Clerk, who also signed. Mr Joyce to sign his declaration of acceptance of office as part of the new Councillor induction to be scheduled w/c 1 July 2024.

*Mr Honeyman left the meeting with Mr Cuckston and Mr Purvis joining the meeting as Town Councillors. Mr Joyce gave his apologies as he had a prior commitment.*

**TC 24/46 Paper B - To Approve minutes of the Town Council meeting held on 28 May 2024 (LGA 1972, sch 12, para 41)**

The minutes of the meeting held on 28 May 2024 were **APPROVED**.

*The Chair suspended Standing Order 3e-h in order to bring forward agenda item no. TC 24/53 to enable Sergeant Payne to be part of the discussion and present to members on his team's recent work.*

**TC 24/53 Paper I – To Note Vandalism and Anti-Social Behaviour on Town Council Sites**

The Clerk presented the report, noting the following updates:

- Dorset Council public toilets at Towers Way had closed until further notice due to continued vandalism at least 5 times since April 2024.
- Youths seen on the CCTV on the roof of the Village Hall.
- Tyre marks from what looked like an electric scooter or bike on the MUGA astro-turf surfacing at Towers Way.

- Member of the public reported a youth was seen speeding on an electric scooter on the sports pitches at Corfe Mullen Recreation Ground.
- The Deputy Clerk had met with a safeguarding representative from Corfe Hills School to share information.

The Chair welcomed Sergeant Payne to the meeting who provided an overview of the limited resources available within the Neighbourhood Policing Team and the area covered.

Sergeant Payne reported the main issue currently being experienced in the village related to anti-social behaviours. He provided examples of cases his team had been involved in and how his team were attending locations in the village as much as possible when on duty and reiterated the importance of reporting any issues to Dorset Police 101.

Discussion took place relating to enforcement and officers time resolving criminal damage to Town Council property. Sergeant Payne provided an overview of the Community Consequence Scheme, which worked in 97% of cases.

The Chair advised that he had recently spoken with David Sidwick, Dorset Police & Crime Commissioner and provided examples of behaviours being experienced in the village.

The update was **NOTED**.

*The Chair thanked Sergeant Payne for attending who then left the meeting.*

*The Chair brought forward agenda item no. TC 24/50 to enable agenda item to be discussed whilst the member of the public who made the representation during the public participation at the start of the meeting was present.*

**TC 24/50**

**Paper F – To Consider and Approve Recommendations from the Community Services Committee**

The Clerk presented the report, with Cllr Craven as Chair of the Community Services Committee providing additional information surrounding the discussions at the Community Services Committee meeting held on 11 June 2024. Members voted on all the recommendations with 10 voting in favour and one abstention.

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

- **Bus Shelters on Wareham Road:** Ace Shelters to supply and install two 3.06 x 1.3m black Cantilever bus shelters with barrel roof and perch seating, both north and southbound on Wareham Road by the Windgreen Roundabout with the Town Council name and crest at a total cost of £6640.75+VAT funded by earmarked exceptional & capital budget allocated in 2024/25 financial year.
- **Fencing between County Field and Wimborne Road:** BCP Contractors to clear vegetation, supply and install option 1, 1.5m high green safe top fencing at a total cost of £4981.98+VAT funded by earmarked exceptional & capital budget allocated in 2024/25 financial year.
- **Tennis Courts Remedial Works:** Not to progress with remedial works described in quotation and to liaise with users to negotiate a reduced fee for use of tennis courts 1 and 2.
- **Two Seat Metal Playground Swing Replacement:** Sutcliffe Play Contractor to remove existing frame and supply and install 2.4m high 2 seat swing steel/galvanised frame including two bumper seats at a total cost of £3,617.84+VAT funded from CIL receipts.

- **Vandal proof Refurbishment of Public Toilets at the Recreation Ground:** Not to progress with the refurbishment described in quotation and to liaise with the contractor to provide a revised quotation for metal/steel sanitary ware.
- **Topographical/Information Board at the Recreation Ground:** Approve in principle, installation of topographical/information board on the County Field overlooking the Stour Valley and Badbury Rings funded through fundraising and/or local sponsorship by the requestors.
- **Outdoor Gym Equipment at the Recreation Ground:** Fresh Air Fitness to supply and install option 1, park bumper package including 7 pieces of outdoor gym equipment at a total cost of £10,300+VAT funded by earmarked exceptional & capital budget allocated in 2024/25 financial year.
- **Allotment Site:** Not to install Dorset Limestone on each side of the allotment's driveway leading up to the top car park to stop vehicles driving on the grass verges adjacent to the channel running across the driveway to the balancing pond and to educate plot holders not to drive and/or park vehicles on the grass verges.
- **Cemeteries:** Instruct Minster Stone Memorials to carry out repairs to damaged headstone T367B in the old cemetery at a total cost of £1,114+VAT.
- **Siting of Mobile Coffee Business:** Pony Espresso, Coffee business to trade on Saturdays only at Corfe Mullen Recreation Ground from 7 September 2024 from 8am-3pm on the following basis:
  - 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.
  - Evidence of insurance(s) and food safety certificates to be provided prior to trading.
  - Agreement to be drafted by the Clerk to be reviewed six monthly.
  - Sited at car park space by the skate park and play area to be accessible to all, to be agreed with the Clerk.
- **Relocation of Carnival Committee Shed:** Carnival Committee to reconsider their options to relocate their shed and store new safety barriers in the Scout Hut compound. However, the Council would accommodate in the Grounds Unit compound, on the basis their items were self-insured in a designated area with restricted access.

*The Chair explained to the member of the public the decision of Council relating to the topographical/Information board and advised that as Chair he would be happy to assist with fundraising opportunities. The member of the public thanked him and provided copies of the type of board envisaged, similar to the board on Wayman Way.*

*The remaining three members of the public left the meeting. The Chair adjourned the meeting at 20:49 whilst members took a comfort break. The Chair reconvened the meeting at 21:03 and reinstated Standing Orders in enable the meeting to continue.*

**TC 24/47 Paper C - To Approve Accounts for Payment**

It was **RESOLVED** to **APPROVE** the accounts for payment totalling £31,667.47.

**TC 24/48 Paper D – To Approve Bank Reconciliation for May 2024**

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



**TC 24/49 Paper E – To Note the already Approved minutes of the Committees:**

- Community Services Committee – 9 April 2024
- Planning & Highways Committee – 21 May 2024

The already approved minutes were **NOTED**.

**TC 24/51 Paper G – To Approve and/or Retrospectively Approve Items**

The Clerk presented the report, noting the following updates:

- Item d - additional CCTV at the Council Office/Village Hall and Corfe Mullen Recreation Ground Sports Pavilion: to be funded by the earmarked exceptional & capital budget allocated in 2024/25 financial year with maintenance work funded from the budgeted office security cost code.
- Item e – tennis courts 1 and 2 fees 2024/25: tennis courts surfacing affecting the ball bounce, not the health & safety risks to users.
- Item h – accessible car parking space & drop off area at Council Office/Village Hall: Additional £300+VAT to be included in the quotation for safety barriers.
- Item l – emergency tree works to fell ash tree at Corfe Mullen Recreation Ground: substantial tree work to take place over 3 days by 3 operatives.

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

- Reschedule Corfe Mullen Youth Trust and Corfe Mullen Village Hall Annual General Meetings Date** from Thursday 4 July 2024 at 18:30 in the small hall of the Village Hall to Thursday 5 September 2024 at 18:30 via MS Teams.
- Fire Safety Emergency Lighting Remedial Works** at the Sports Pavilion at a total cost of £128.35+VAT, Village Hall at a total cost of £492.14+VAT and Council Office at a total cost of £197.64, funded by budgeted fire safety/H&S cost codes.
- EICR remedial works at Corfe Mullen Recreation Ground Sports Pavilion** Option 2, Stanner Electrical to upgrade the DB1 & DB2 panels to a RCD protection for circuits 1-8 via standalone RCD in a separate enclosure at a total cost of £215+VAT funded by budgeted Pavilion H&S cost code.
- Additional CCTV** at the Council Office/Village Hall at a total cost of £1160.71+VAT and Corfe Mullen Recreation Ground Sports Pavilion at a total cost of £874.18+VAT funded by earmarked exceptional & capital budget allocated in 2024/25 financial year and maintenance works at the Council Office at a total cost of £417.08+VAT funded by budgeted office security cost code.
- Reduced Tennis Courts Fees for Courts 1 and 2 effective from 1 April 2024** in the interim period until the tennis courts had been refurbished, a revised fee for Corfe Mullen Lawn Tennis Club (CMLTC) of £1159 (winter fees from 1 October 2024 to 31 March 2025) and £2496 (summer fees from 1 April to 30 September 2024). Casual users and/or groups, revised fee of £6 per hour per court (1 and 2 only).
- Corfe Mullen Juniors Tennis Club 2024/25 Reduced Fees effective from 1 July 2024** on the basis of reduced hours (days/times) to 15.15 hours per month and 30 hours per week during school holidays with same number of courts - monthly fee of £135 per month.
- Updated Lone Working Policy**
- To install accessible car parking space & drop off area at the Council Office/Village Hall** at a total cost up to £17,550+VAT. All costs to be grant funded using £50,000 budgeted in 2024/25 financial year for Village Hall improvements cost code.

**TC 24/52 Paper H – To Approve Additional Office IT – Migrating Email Accounts**

The Clerk presented the report, noting the issues experienced by the office when accessing mailboxes via IMAP versus Exchange in Microsoft 365 (MS365) and how the IT Contractor would need to work with all members either face to face or remotely the migrate their mailboxes.

It was **RESOLVED** to **APPROVE** Newburgh Networks Limited, IT Contractor to supply MS365 Exchange licensing for all mailboxes, backup and email filtering services and migrate all existing emails to the new Exchange Online mailboxes at a one-off additional configuration cost of £2000+VAT, with ongoing monthly subscription of £169.40+VAT based on 22 users (14 members, 4 office staff and 4 grounds team).

**TC 24/54 Paper J - To Note Update on Sole Trustee of Corfe Mullen Sports Association**

The Clerk presented the report, noting the Charity Commission had updated the Charities register to show the Town Council as sole Trustee of Corfe Mullen Sports Association with effect from 19 December 2023. The Clerk was liaising with the Secretary and Treasurer to hand over documentation.

The update was **NOTED**.

**TC 24/55 Verbal – To Note any updates from Representatives to Outside Bodies**

Cllr Jefferies noted a further update on the Beacon Hill landfill site was anticipated in September 2024.

Cllr Lortie advised she had attended the Dorset Association of Parish & Town Councils (DAPTC) Towns and Larger Parishes Committee meeting on 7 June 2024, whereby discussion and updates took place relating to the legal status of DAPTC to be voted on by members at their Annual General Meeting scheduled in November 2024, positive engagement with the new administration of Dorset Council and the draft Town and Larger Parishes survey results.

Cllr Lortie also advised she had volunteered to become a member of the DAPTC Executive Committee and attended her first meeting on 21 June 2024, which was very interesting.

The update was **NOTED**.

**TC 24/56 Verbal – To Note the update from the Climate Change Working Party**

Cllr Neil advised himself and Cllr Bonham had attended the DAPTC 'Our Journey to Net Zero' exhibition at Kingston Maurward on 22 May 2024 on behalf of the Council. Himself and Cllr Bonham to present their findings at a future meeting.

The update was **NOTED**.

**TC 24/57 Verbal – To Note Clerk's Update**

The Clerk provided an update as follows:

- Reminder to members to update their Register of Interests to include the three charities, Corfe Mullen Village Hall, Corfe Mullen Youth Trust and Corfe Mullen Sports Association.
- Legionella re-test completed at the Sports Pavilion prep area was negative.



- Met with the Chair and Secretary of Corfe Mullen Allotment Association on 19 June 2024, with several issues raised by the Association to be discussed at the next Community Services Committee scheduled on 13 August 2024.
- Joint Working Party due to be held with Wimborne Minster Town Council on 21 June 2024 relating to road safety improvements on Julians Bridge had been postponed. Awaiting a rescheduled date.
- Complaint raised with the Energy Ombudsman relating to SSE invoices received and processed via Direct Debit for a location in Sherborne, Dorset.
- Pest control were attending the Council office, due to rodent activity.

The update was **NOTED**.

**TC 24/58 Verbal – To Note Mayor’s Report**

The Mayor presented a joint Mayor and Dorset Councillor report under minute no. TC 24/59.

**TC 24/59 Verbal – To Note Dorset Councillors Report**

Cllrs Sowry-House and Florek provided the following updates:

- Attended concert of the Dorset Rural School of Music in Blandford.
- Attended Dorset Council mandatory planning training.
- Cllr Florek attended the Dorset Council Overview & Scrutiny Committee training.
- Attended D-Day commemorative event at the War Memorial in the old cemetery with members of the Royal British Legion, with Cllr Hardy also in attendance.
- Attended the allotment site with Corfe Mullen Beavers who were visiting the site relating to their gardening badges.
- Part of Corfe Mullen Carnival procession.
- Attended introduction to Dorset Council Children Services.
- Emerging Purbeck Local Plan due to be presented to the Dorset Council Cabinet in July 2024.
- Attended Dorset Council One Note Training.
- Cllr Florek attended Southwest Trains Stakeholder session.
- Cllr Florek part of Dorset Council Youth Grant Panel.
- First Councillor Surgery scheduled on 18 June 2024 was postponed due to pre-election period. Surgeries to be held at Corfe Mullen library on the first Saturday of the month.
- Presented Long Service and Retirement Awards on behalf of the Fire Authority at Poole Fire Station on Holes Bay.
- Attended flag raising at County Hall in Dorchester to mark Armed Forces Day.
- Chair of the Fire Authority meeting.
- Vice-Chair of the Corporate Parenting Board.
- Attended solstice evening by invite from local resident, Ellie Brookes.
- Corfe Hills School academy status.

The update was **NOTED**.

**TC 24/60 Matters for Forthcoming Agendas** No decisions can be taken<sup>1</sup>

Cllr Craven asked if provision of Councillor training could be reviewed for relevance and content. Members noted they had had mixed experiences whilst attending the recent DAPTC training.

<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)

**TC 24/61 To Agree a date and time for the next meeting – Tuesday 23 July 2024 at 19:00 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.**

**TC 24/62 To Resolve to exclude members of the press and public**

It was **RESOLVED** for members of the press and public to be excluded from the meeting.

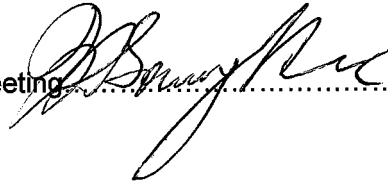
**TC 24/63 Verbal – To Note Staffing Update**

The Clerk and Chair provided an update on the recent internal interview for the role of Grounds Team Leader. The Clerk also noted there had been 18 applications for the role of Deputy Clerk with 8 shortlisted for interviews scheduled on 26-27 June 2024.

It was **RESOLVED** to pause the recruitment of a Grounds Team Leader until following the interviews for the Deputy Clerk role scheduled on 26-27 June 2024.

**TC 24/42 Close of meeting at 22:24.**

Signed as a correct record of the meeting

 Date 23-7-24