



Minutes of the Meeting of Corfe Mullen Town Council
held on Tuesday 27 August 2024 at 19:30 in the Small Hall of the Village Hall

Present: **Councillors**
P Neil (Chair)
J Bonham
A Craven
P Cuckston
L Hardy
A Holland
S Jefferies
J Lortie
V Papilio
P Purvis

In Attendance: Catherine Horsley (Town Clerk & RFO – minute taker)
Daryl Pearce (Deputy Town Clerk)

Public Participation

There were no members of the public present.

TC 24/84 To Receive and Accept apologies for absence (LGA 1972 s85 (1))
Apologies for absence were received and accepted from Cllr P Holland who was unwell, Cllrs Florek and Sowry-House due to personal commitments and Cllr Joyce who had a prior commitment.

TC 24/85 To Record any declarations of interest Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

There were no declarations of interest.

TC 24/86 Paper A – To Approve minutes of the Town Council meeting held on 23 July 2024 – LGA 1972, sch 12, para 41

The minutes of the meeting held on 23 July 2024 were **APPROVED**.

TC 24/87 Paper B – To Approve Accounts for Payment

Cllr Craven raised the following queries:

- Line 482: What did the cost relate to. The Clerk confirmed the fees related to the annual subscription for the Allotments and Cemeteries software.
- Line 484: How many black bin bags had been purchased. The Clerk confirmed this was a bulk buy of 900 heavy duty refuse sacks used by the Grounds Team for general and dog waste bins across all sites.

It was **RESOLVED** to **APPROVE** the accounts for payment totalling £35,586.28.

A handwritten signature in blue ink, appearing to be 'JA', is located at the bottom right of the page.

TC 24/88 Paper C – To Approve Bank Reconciliation for July 2024

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

TC 24/89 Paper D – To Note the Already Approved minutes of Committees:

- Staff Committee – 15 April 2024
- Community Services Committee – 11 June 2024
- Planning & Highways Committee – 9 July 2024
- Planning & Highways Committee – 23 July 2024

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

TC 24/90 Paper E – To Approve and/or Retrospectively Approve:

- **Retrospective – Village Hall/Council Office Accessible Parking/Drop Off:**
The Clerk presented the report noting, the two options for consideration were sent via email to all members outside of the meeting in order to seek approval within a limited timeframe to proceed. The Clerk confirmed 9 of 14 members voted to progress with option 2 to create two accessible parking spaces and drop off area at the Council Office/Village Hall at a total cost up to £17,853+VAT.

The Clerk confirmed, groundwork had commenced on 27 August 2024 with date stamped photos taken to submit to Dorset Council Planning as proof work had commenced prior to 14 September 2024, being 3 years since planning permission was granted. It should be noted the main works were due to commence w/c 23 September 2024.

It was **RESOLVED** to retrospectively **APPROVE** for contractor 42 Construction Limited to create two accessible parking spaces and drop off area at the Council Office/Village Hall at a total cost of up to £17,853+VAT.

TC 24/91 Paper E – To Approve Recommendations from the recent Community Services Committee

The Clerk presented the report, noting the recommendations were discussed at length by the Committee. As Chair of the meeting held on 13 August 2024, Cllr Jefferies felt the Allotment holders had the opportunity to 'self-manage' the Allotment site and chose not to. Therefore, Council would continue to manage and approve any works carried out on the site.

It was **RESOLVED** to **APPROVE** the following recommendations from the Community Services Committee held on 13 August 2024:

- SSE to reconnect column on Towers Way adjacent to the Co-op carpark at an estimated unbudgeted cost of £704.90+VAT.
- Obtain quotations to install permanent fencing around Christmas tree to be planted at Windgreen.
- Obtain quotations to remove brick wall outside Recreation Ground public toilets.
- Stanner Electrical Contractor to replace top row RCD main switch to a standard main switch with RCBO protection for the circuits at Corfe Mullen Recreation Ground Sports Pavilion at a total cost of £250+VAT.
- BCP Contractor to carry out infill of hoggin on driveway and carparks at a total cost of £360.00+VAT.
- Allotment Paths: plot holders to take responsibility of paths on the right-hand side and bottom of their plot when looking at the site from the main gate. Vertical paths



to remain grass, with plot holders' choice of materials for horizontal paths with effect from 1 April 2025 as shown in Appendix 1.

- Allotment Plot Edging: plot holders to take responsibility of edging using materials and/or methods of their choice with effect from 1 April 2025. During the interim period, Council would not replace existing wooden edging.
- Allotment Raised beds: obtain quotations to re-construct fit for purpose beds accessible for all users with ongoing maintenance of structures and hoggin paths to be the responsibility of the Council.
- Allotment Rents: resolution made by Full Council on 19 December 2023 to remain as follows:
 - Full plot (125 sqm) - £35
 - Half plot (62.5 sqm) - £17.50
 - Raised bed - £15
 - Starter plot (31 sqm) - £15
- Balancing pond wildlife project: subject to permission being obtained from Dorset Council Planning:
 - To commence work from September 2024 to construct trench/silt-trap to be sited in the grass area in-front of the existing pond, by the gully outlet at least 1msq in surface area outside the existing fence boundary.
 - Allotment Association to cover the cost and installation of additional fencing required and take responsibility for maintaining the wildlife pond and trench/silt trap.
- Additional Allotment Plots: installation of additional starter plot(s) on plot 52 and adjacent to driveway to the top of the site to be revisited in 12 months.
- Additional Compost Bays at the top of the Allotment site: not to be progressed.
- Delivery/use of raw seaweed on the Allotment site: permission not provided.
- To purchase 'Car Park for Cemetery Visitors Only' sign in the new cemetery at a total cost of £113.69+VAT.

TC 24/92 Paper G – To Approve Updated Annual Calendar of Meetings 2024/25

The Clerk presented the report, noting the recommendation from the recent Staffing Committee meeting held on 30 July 2024 to schedule and diarise Staffing Committee meetings bi-monthly, in the same way as other Committees and to reschedule the Annual General Meetings (AGMs) of the Charities to which the Council act as sole trustee to October 2024.

It was **RESOLVED** to **APPROVE** the updated calendar of meetings for the remainder of 2024 and 2025.

TC 24/93 Paper H – To Approve Use of Corfe Mullen Recreation Ground for the Dorset Macmillan Bike Ride 2025

The Clerk presented the report, noting the successful event on 7 July 2024 and the monies raised in excess of £25,000 for people living with cancer in Dorset.

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

- Use of the Recreation Ground and Sports Pavilion exclusively on Sunday 6 July 2025.
- Set up start and finish line fencing on the evening of Saturday 5 July 2025.
- Copy of Public Liability Insurance and Risk Assessment to be provided ahead of the event.



TC 24/94 Paper I – To Note Update on the Julians Bridge Joint Working Party with Wimborne Minster Town Council

The Clerk presented the report, noting the working party had been established to make recommendations to Dorset Council and National Highways to improve the safety and accessibility for cyclists and pedestrians using Julians Bridge via Wimborne Road, the A31 Lake Gates roundabout and B3078 (Julians Road).

Members discussed the options considered by the working party and were reminded that any recommendations made by the working party would be presented to each Council for consideration.

The Clerk noted Cllr Hardy had raised in the previous Planning & Highways Committee the reporting line of the working party. The Clerk referenced the Terms of Reference approved by the working party and the delegated authority to report back to Full Council on a regular basis.

The next working party meeting was scheduled on Thursday 12 September 2024 at Wimborne Minster Town Council offices.

The update was **NOTED**.

TC 24/95 Verbal – To Note Vandalism and Anti-Social Behaviour on Town Council Sites

The Clerk confirmed at the time the meeting papers were prepared, there had been no vandalism across Council sites during the reporting period. However, over the bank holiday weekend the following damage had occurred:

- Springy bike at the Recreation Ground Play Area had been damaged and removed by the Grounds Team for repairs and/or replacement parts.
- Flower at Henbury View Play Area had been bent and removed by the Grounds Team for repairs and/or replacement parts.
- Offensive graffiti at the Skate Park at the Recreation Ground had been removed by the Grounds Team.
- Perspex spinning wheel on the fort at Henbury View Play Area had been damaged and removed. Replacement part was on order.
- Continual damage to the Recreation Ground Public Toilets with locks damaged to enable entry when locked by the automatic timer.

Members noted their disappointment and emphasised the importance of reporting any damage to Dorset Police.

The update was **NOTED**.

TC 24/96 Verbal – To Note any updates from Representatives to Outside Bodies

Cllrs Hardy and Jefferies attended the Dorset Association of Parish & Town Councils (DAPTC) Eastern Area Committee meeting held on 7 August 2024 at Wimborne Minster Town Hall. The topics discussed included DAPTCs core activities, post-election training support, member engagement, change in legal status and Town and Larger Parishes survey results and comparative data. The Clerk agreed to circulate a copy of the notes and data to members following the meeting.

Cllr Jefferies provided an update on the Beacon Hill landfill site, noting Suez had been granted permission to fill final cell 13 with inert waste. However, negotiations were still ongoing with Beacon Hill Brick. The next Beacon Hill Liaison Sub-Committee was scheduled on 25 September 2024.

The update was **NOTED**.

TC 24/97 Verbal - To Note the update from the Climate Change Working Party (CCWP) – Cllr P Neil

Cllr Neil provided an update on the 'Low Carbon Dorset' event held at Kingston Maurwood on 22 May 2024, attended by himself and Cllr Bonham. Both concurred the event provided some interesting and informative information and speakers.

Cllr Neil reiterated the CCWP would be a sub-group of the Neighbourhood Plan when re-launched later in the year.

The update was **NOTED**.

TC 24/98 Verbal – To Note Clerk's Update

The Clerk provided an update as follows:

- Bus shelters on Wareham Road at Windgreen were due to be installed on 23-24 September 2024.
- Independent Auditor was on site on 28 August 2024 to review and finalise the Corfe Mullen Sports Association (CMSA) Annual Accounts for 2023/24 financial year ahead of being presented at the AGM and submission to the Charities Commission.
- Email migration to Microsoft Exchange completed, albeit some members still had issues with the Multi-Functional Authentication (MFA), which was being progressed with the IT provider.
- Wasp nests had been found at the Recreation Ground adjacent to the Dorset Council farm. Pest control had visited the site, due to complaints received from dog walkers.
- New Deputy Clerk was working on Health & Safety requirements and risk assessments for the Grounds Team and attending the Grounds Unit daily to discuss the workload and priorities with the team, which appeared to be working well.

The update was **NOTED**.

TC 24/99 Verbal – To Note Mayor's Report

In the absence of the Mayor, Cllr Neil as the Deputy Mayor provided an update on civic events he had attended as follows:

- Christchurch Town Council Celebration and Thanksgiving civic service held at Christchurch Priory on 7 July 2024
- Wareham Town Council civic service held at Wareham Priory on 18 August 2024.

The update was **NOTED**.

TC 24/100 Verbal – To Note Dorset Councillor Report

There was no update provided in the absence of Cllrs Sowry-House and Florek.

TC 24/101 Verbal – Matters for Forthcoming Agendas No decisions can be taken¹

The following items for forthcoming agendas were noted:

- How to progress with community engagement, Councillor drop-in sessions and Town Council Facebook Page.
- Cllr Bonham noted a collapsed bridge at Happy Bottom leading to Ashington and sought clarification on who was responsible for the repairs.
- Re-launch of the Neighbourhood Plan.

- Cllr Bonham noted the green space adjacent to Corfe Halt Close and whether the Town Council would consider an asset transfer from Dorset Council as the current landowners to maintain as an amenity space for residents in the East End, Corfe Mullen.

TC 24/102 To Agree a date and time for the next meeting –Tuesday 24 September 2024 at 19:00 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

TC 24/103 To Resolve to exclude members of the press and public – to agree that agenda item TC 24/104 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.

There were no members of the public or press present.

TC 24/104 Verbal – To Approve Recommendations from the recent Staffing Committee

The Clerk presented the report, noting the recommendations were scrutinised at length by the Committee in terms of resilience along with the financial impact on the Council's budget. Whilst members discussed the recommendations relating to all staff salaries, the Clerk and Deputy Clerk left the meeting.

The Chair of the Committee, Cllr Purvis presented the staff salaries recommendations. The Clerk and Deputy Clerk returned to the meeting following members discussions.

It was **RESOLVED** to **APPROVE** the following recommendations from the Staffing Committee held on 30 July 2024:

- Staffing Committee meetings to be held bi-monthly from October 2024 on the second Thursday of the month at 10:00.
- Pause recruitment of the Grounds Team Leader role until following the new Deputy Town Clerk being in post and understanding the responsibilities of the team.
- Commence recruitment of a Community Engagement and Project Officer, full time, 37 hours, Monday to Friday, SCP 22 - £31,364 per annum.
- Increase staff salaries with effect from 1 September 2024 as follows:
 - Town Clerk & RFO from SCP 39 to SCP 43 for 2024/25, rising to SCP 46 in 2025/26 financial year.
 - Deputy Town Clerk from SCP 26 to SCP 30 in 2024/25 following successful probation period and completion of iLCA rising to SCP 33 in 2025/26 financial year (equivalent to 75% of Clerks salary).
 - Senior Administrator from SCP 17 to SCP 22 (Part time pro-rata)
 - Grounds Staff from SCP 10 to SCP 11 (Part time pro-rata)
 - Administration Assistant from SCP 10 to SCP 11 (Part time pro-rata)

TC 24/105 Close of meeting at 21:28.

Signed as a correct record of the meeting

 Date 24-9-24