



NOTICE OF NEXT COUNCIL MEETING

Dear Councillors

You are hereby summoned to attend the following meeting:

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

Time... **19:30**

Date... **Tuesday 27 August 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
21 August 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 24/84 To Receive and Accept apologies for absence** (LGA 1972 s85 (1))
- 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)
- TC 24/86 Paper A – To Approve minutes of the Town Council meeting held on 23 July 2024**
– LGA 1972, sch 12, para 41
- TC 24/87 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 24/88 Paper C – To Approve Bank Reconciliation for July 2024**
- TC 24/89 Paper D – To Note the already Approved minutes of Committees:**

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

- TC 24/90 Paper E – To Approve and/or Retrospectively Approve:**
- Retrospective – Village Hall/Council Office Accessible Parking/Drop Off
- TC 24/91 Paper F – To Approve Recommendations from the recent Community Services Committee**
- TC 24/92 Paper G - To Approve Updated Annual Calendar of Meetings 2024/25**
- TC 24/93 Paper H - To Approve Use of Corfe Mullen Recreation Ground for the 2025 Macmillan Dorset Bike Ride**
- TC 24/94 Paper I - To Note Update on the Julians Bridge Joint Working Party with Wimborne Minster Town Council**
- TC 24/95 Verbal – To Note Vandalism and Anti-Social Behaviour on Town Council Sites**
- TC 24/96 Verbal – To Note any updates from Representatives to Outside Bodies**
- DAPTC Eastern Area Committee – 7 August 2024 – Cllrs Hardy & Jefferies
- TC 24/97 Verbal - To Note the update from the Climate Change Working Party – Cllr P Neil**
- TC 24/98 Verbal – To Note Clerk’s Update**
- TC 24/99 Verbal – To Note Mayor’s Report**
- TC 24/100 Verbal – To Note Dorset Councillor Report**
- TC 24/101 Verbal – Matters for Forthcoming Agendas** No decisions can be taken¹
- 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.
- TC 24/104 Paper J – To Approve Recommendations from the recent Staffing Committee**
- TC 24/105 Close of meeting**

¹ 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 Tuesday 23 July 2024 at 19:25 in the Small Hall of the Village Hall

Present: **Councillors**
D Sowry-House (Chair)
J Bonham
P Cuckston
S Florek
L Hardy
S Jefferies
A Joyce
J Lortie
V Papilio

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 24/65 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 A Holland and Craven who had personal commitments and Cllrs Neil and Purvis due to prior commitments.

TC 24/66 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 24/67 Paper A – To Approve minutes of the Town Council meeting held on 25 June 2024 – LGA 1972, sch 12, para 41

The minutes of the meeting held on 25 June 2024 were **APPROVED**.

TC 24/68 Paper B – To Approve Accounts for Payment

It was **RESOLVED** to **APPROVE** the accounts for payment totalling £26,048.09.

TC 24/69 Paper C – To Approve Bank Reconciliation for June 2024

Line 34: Cllr Jefferies queried whether the invoice had been paid. The Clerk noted she had received an email from the Scouts earlier in the day with further investigations underway. The invoice remained unpaid until queries raised had been resolved.

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

TC 24/70 Paper D – To Note the Already Approved minutes of Committees:

- Finance & Administration Committee – 21 May 2024
- Planning & Highways Committee – 28 May 2024
- Planning & Highways Committee – 11 June 2024
- Planning & Highways Committee – 25 June 2024

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

TC 24/71 Paper E – To Approve Resolutions from Finance and Administration Committee

It was **RESOLVED** to **APPROVE** the following resolutions from the Finance and Administration Committee held on 9 July 2024:

- FA 24/20: Members RECEIVED and NOTED the Quarter 1 Budget Monitoring Report and reserves balances for the quarter ended 30 June 2024 shown in Appendix 1a/b.
- FA 24/21: APPROVE Grants to Local Organisations Policy for the 2024/25 financial year shown in Appendix 2.
- FA 24/22: APPROVE fund transfers as listed in appendix 3.

TC 24/72 Paper F – To Note Appointment of New Deputy Town Clerk

Cllr Jefferies raised concerns with the process and involvement of the Staffing Committee in the recruitment of the new Deputy Town Clerk. The Clerk reiterated that at the Staffing Committee held on 15 April 2024, it was resolved to recommend to Full Council to advertise externally the Deputy Clerk role, with approval by the Full Council to proceed on 23 April 2024.

The role was subsequently advertised, and the Clerk, current Deputy Town Clerk and Chair of Council conducted interviews for the post on 26-27 June 2024, as a result of the Staffing Committee not having convened since the Annual Town Council meeting held on 14 May 2024.

The next Staffing Committee meeting was scheduled on 30 July 2024, to provide members with a staff update. It was agreed the delegated authority of the Staffing Committee would be discussed.

The appointment of the new Deputy Town Clerk, Daryl Pearce who joins the Council on 5 August 2024, full time working 37 hours per week, Monday-Friday on pay scale SCP 26, £34,834 per annum. On completion of iLCA in the first 12 months of employment, to move to SCP 27, £35,745 per annum was **NOTED**.

TC 24/73 Paper G – To Note Vandalism and Anti-Social Behaviour on Town Council Sites

The Clerk presented the report, noting the following updates:

- Vandalism and anti-social behaviour continued to be an issue, particularly at Towers Way Green Space and the Recreation Ground public toilets.
- Since the report had been drafted, continual damage to the Recreation Ground public toilets wall mounted toilet rolls holders with toilet paper put down the toilets causing blockages.
- Young people drinking alcohol at 3am in the morning, smashing bottles, climbing on vehicle, ripping the external fire exit light on the Co-op building opposite the Council Office were all captured on the Council CCTV and passed to the Neighbourhood Policing Team.

- Concerns by the Dorset Council Anti-Social Behaviour Officers that young people were hanging around Towers Way late at night. One C1 consequence letter had been issued, along with six safe and well letters to parents of young people in Corfe Mullen. Two safe and well letters were also issued to parents of young people in Broadstone and Colehill.
- Young people seen climbing on the Village Hall and the Sports Pavilion at the Recreation Ground.
- Following an incident outside Lockyers School, the young person involved had been band from the Youth and Village Hall Clubs.
- Drug activity in the Towers Way play area, with a substance retrieved by the Grounds Team and handed over to the local PCSO.

Members raised their concerns with the unacceptable behaviours experienced and the wellbeing of young people in Corfe Mullen, particularly congregating late at night in Towers Way Green Space and how this made nearby residents feel vulnerable.

The Deputy Clerk reiterated that the Neighbourhood Policing Team along with Dorset Council Officers were being updated on incidents, who were attending sites where possible. Members asked if there was a flow chart to understand the consequences to young people as a result of anti-social behaviours and criminal damage. The Deputy Clerk agreed to follow up with the Neighbourhood Policing Team and Dorset Council Officers.

The Clerk advised that additional CCTV was due to be installed at the Recreation Ground public toilets and front of the Village Hall w/c 29 July 2024. It was suggested that Council consider removing the wall outside the public toilets at the Recreation Ground, to obtain an open view of the public toilets to deter vandalism and anti-social behaviours.

The update was **NOTED**.

TC 24/74 Verbal – To Note any updates from Representatives to Outside Bodies

Cllr Jefferies had no further updates on the Beacon Hill Landfill site with an update anticipated in September 2024.

Cllr Hardy noted the next DAPTC Eastern Area Committee meeting was scheduled on 7 August 2024.

The update was **NOTED**.

TC 24/75 Verbal - To Note the update from the Climate Change Working Party (CCWP) –
Cllr P Neil

Whilst there was no update from the CCWP, Cllr Sowry-House noted the nature emergency declared by Dorset Council at their Full Council meeting held on 18 July 2024. An update to be provided at a future meeting.

Cllr Cuckston expressed an interest in joining the CCWP. The Clerk agreed to liaise with the Chair, Cllr Neil.

The update was **NOTED**.

TC 24/76 Verbal – To Note Clerk’s Update

The Clerk provided an update as follows:

- Thank you received from the organisers of the Dorset Macmillan bike ride, who held their annual event at the Recreation Ground on 7 July 2024 and raised in excess of £25,000 for the worthwhile charity.

- Meeting scheduled with the Secretary and Treasurer of Corfe Mullen Sports Association (CMSA) on 29 July 2024 to handover documentation.
- Joint Working Party with Wimborne Minster Town Council meeting took place on 22 July 2024 with members in attendance from Corfe Mullen and Wimborne Minster Town Councils, along with representatives from Lytchett Minster & Upton Town Council, Pamphill & Shadwick Parish Council and Dorset Council Principal Transport Planner to review options for safety and accessibility for cyclists and pedestrians on the A31 Lake Gates roundabout, Julians Bridge and B3078 Julians Road and make recommendations to Dorset Council and National Highways. The approved Terms of Reference and draft minutes to be presented at the next Full Council meeting.
- Pest Control had revisited the Council Office, with no further rodent activity.
- Pony Espresso mobile café due to commence at the Recreation Ground on 7 September 2024.
- Outdoor Gym Equipment for the Recreation Ground was on order. Await installation date.
- Await final sign off from Dorset Council Highways for siting of two new bus shelters on Wareham Road, Windgreen.
- RPII Playground Inspection Training had been offered to nearby Town & Parish Councils to reduce costs to the Council for Grounds Team attending training.
- Assistant Youth Support Worker vacancy to be advertised imminently to ensure the Youth Club was able to re-open in the new academic year.
- Fencing at the Recreation Ground adjacent to Wimborne Road to be installed w/c 12 August 2024. Neighbouring properties to be sent a letter to make them aware of the planned works.
- Dorset Council Planning had been advised of complaints relating to the Slip & Slide on the A31, Mill Street.
- Contact with Dorset Council Planning relating to Village Hall planning permission and amendments to parking area at the front of the complex to make a better use of the space.
- Await date for email migration to MS Exchange.
- New Internal Auditor on site 24 July 2024.
- Dorset Town & Parish Clerks met with the Dorset Council Chief Executive on 17 July 2024, where an update was provided on 'the big conversation' public engagement events running throughout July and August 2024, Officers work on the four main priorities of the new administration of Dorset Council, climate & nature, economic growth, housing and communities for all along with updates on Dorset Explorer and Assets Transfers & Regeneration.

The update was **NOTED**.

TC 24/77 Verbal – To Note Mayor’s Report

The Mayor presented a joint Mayor and Dorset Councillor report under minute no. TC 24/78.

TC 24/78 Verbal – To Note Dorset Councillor Report

Cllrs Sowry-House and Florek provided the following updates:

- Attended the General election count in Blandford, Bournemouth and Sherborne Pride events, birthday celebrations of Legs & Company Leg Club, performance by Emma-Marie Kabanova at St Huberts Church.
- Attended first Dorset Full Council meeting on 18 July 2024 at County Hall. Topics discussed included petition relating the re-opening of QE Leisure Centre, adoption of the Purbeck Local Plan, deputation for the Bibby Stockholm located at Portland and nature emergency.

- Attended Dorset Council housing briefing and Battery Energy Storage Systems (BESS) Q&A presentation.
- Dealt with resident queries relating to planning, housing, refuge collections and anti-social behaviours on the Cogdean Open Space from the Roman Heights Estate and signage on the Open Space from the Roman Road Bridleway.
- Meeting scheduled with Dorset Council’s Corporate Director for Transformation, Customer and Cultural Services, to discuss the ‘county field’ at Corfe Mullen Recreation Ground and Corfe Mullen Library Garden.
- Met with Revd Jane Burgess to plan for the Civic Christmas Carol Service with the Military Wives in attendance on 22 December 2024. All members to be invited.

The update was **NOTED**.

TC 24/79 Verbal – Matters for Forthcoming Agendas No decisions can be taken¹

The following items for forthcoming agendas were noted:

- Minutes and Terms of reference of the Joint Working Party with Wimborne Town Council relating to road safety improvements on the A31 Lake Gates roundabout, Julians Bridge and B3078 Julians Road to be shared.
- Update on nature emergency declared by Dorset Council at their Full Council meeting held on 18 July 2024.
- How to progress with community engagement, Councillor drop-in sessions and Town Council Facebook Page.

TC 24/80 To Agree a date and time for the next meeting –Tuesday 27 August 2024 at 19:00 in the Main Hall of the Village Hall, Towers Way, Corfe Mullen.

Cllrs Sowry-House and Florek noted their apologies, due to personal commitments.

TC 24/81 To Resolve to exclude members of the press and public – to agree that agenda item TC 24/82 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 24/82 Verbal – To Note Staffing Update

The Clerk noted the next Staffing Committee meeting was scheduled on Tuesday 30 July 2024. A general update to be provided on the Grounds and Office teams along with discussion on further Officer recruitment.

The update was **NOTED**.

TC 24/83 Close of meeting at 20:38.

Signed as a correct record of the meeting.....Date

CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 27 August 2024



Agenda Item: TC 24/87

Paper: B

| | |
|---------------------------|---|
| Subject: | Accounts for Payment |
| Prepared By: | Catherine Horsley, Town Clerk & RFO |
| Purpose of Report: | To approve the accounts for payment as scheduled on the attached PDF. |
| Key Points: | <p>Accounts for payment is created direct from Scribe, the Council's accounting software.</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> |
| Recommendation: | To APPROVE Accounts for Payment totalling £34,586.28. |

Accounts for Payment - 27 August 2024

| Voucher No | Date | Total | Description | Supplier | Payment Ref | Comments |
|---------------|------------|-------------------|-----------------------|--|-------------|---|
| 495 | 28.08.2024 | £60.00 | Training | Dorset Association of Parish and Town Councils | IB | PN & VP Introduction to Planning |
| 494 | 02.09.2024 | £10.07 | Water Usage | Water2business | DD | Cemetery |
| 493 | 26.08.2024 | £76.85 | Fuel | UK Fuels Limited | DD | |
| 492 | 28.08.2024 | £105.60 | CMVH Items | Summit Mechanical Services Limited | IB | To be reimbursed |
| 491 | 28.08.2024 | £327.14 | CMVH Items | Summit Mechanical Services Limited | IB | To be reimbursed |
| 490 | 28.08.2024 | £299.99 | Maintenance | Stanner Electrical Contractors | IB | Pavilion Electrical works |
| 489 | 28.08.2024 | £690.00 | Maintenance | Stanner Electrical Contractors | IB | EICR Remedial works |
| 488 | 27.08.2024 | £316.08 | Health & Safety | Peninsula Business Services Limited | DD | |
| 487 | 20.08.2024 | £19.88 | Materials & Supplies | Orbital Fasteners Ltd | Card | Bolts for Henbury Play Area Bench |
| 486 | 28.08.2024 | £2,400.00 | IT Support | Newburgh Networks Limited | IB | Email migration |
| 485 | 28.08.2024 | £49.44 | Monthly Subscription | Microsoft Ireland Operations Ltd. | IB | |
| 484 | 28.08.2024 | £165.53 | Materials & Supplies | GLS Educational Supplies | IB | Black bin bags |
| 483 | 28.08.2024 | £6,180.00 | Equipment | Matt Russell (Fresh Air Fitness) | IB | Final instalment for outdoor gym equipment |
| 482 | 28.08.2024 | £673.56 | IT & Software | Edge IT Systems Limited | IB | Year 5/5 Cemetery & Allotments database Annual Subscription |
| 481 | 05.09.2024 | £3.98 | BACs Charges | The Co-Operative Bank | DD | Salaries |
| 480 | 28.08.2024 | £28.00 | Room Hire | Corfe Mullen Village Hall | IB | Staffing Committee 30.07.2024 |
| 479 | 05.09.2024 | £118.30 | Electricity Usage | British Gas | DD | Pavilion |
| 478 | 28.08.2024 | £53.29 | Gas Usage | British Gas | DD | Pavilion |
| 477 | 29.08.2024 | £103.18 | Electricity Usage | British Gas | DD | Office |
| 476 | 28.08.2024 | £128.45 | Uniform | Arco Ltd. | IB | Boots & Trousers for Grounds Team |
| 475 | 28.08.2024 | £14.95 | CMVH Items | Amazon Payments UK Ltd. | IB | To be reimbursed |
| 474 | 28.08.2024 | £52.35 | Materials & Supplies | Amazon Payments UK Ltd. | IB | Office stationery |
| 473 | 28.08.2024 | £12.36 | Materials & Supplies | Amazon Payments UK Ltd. | IB | Office stationery & cleaning products |
| 472 | 28.08.2024 | £21.33 | Materials & Supplies | Amazon Payments UK Ltd. | IB | Grounds Unit cleaning products |
| 471 | 28.08.2024 | £14.90 | Materials & Supplies | Amazon Payments UK Ltd. | IB | Paint for Henbury Play Area Equipment |
| 470 | 28.08.2024 | £13.88 | Materials & Supplies | Amazon Payments UK Ltd. | IB | Masking tape |
| 469 | 27.08.2024 | £15.50 | Materials & Supplies | Amazon Payments UK Ltd. | IB | Jeyes Fluid for Grounds Team |
| 468 | 28.08.2024 | £10.99 | CMVH Items | Amazon Payments UK Ltd. | IB | To be reimbursed |
| 467 | 28.08.2024 | £10.32 | CMVH Items | Amazon Payments UK Ltd. | IB | To be reimbursed |
| 466 | 30.08.2024 | £665.60 | PAYE | HMRC | IB | Aug-24 |
| 465 | 30.08.2024 | £2,259.67 | NIC | HMRC | IB | Aug-24 |
| 464 | 30.08.2024 | £4,636.61 | Pension Contributions | DCPF | IB | Aug-24 |
| 463 | 23.08.2024 | £13,999.46 | Salaries | Central Computer Management Ltd | BACs | Aug-24 |
| 455 | 28.08.2024 | £1,049.02 | Equipment | Unique Fire & Security Ltd. | IB | 2 x cameras at Pavilion |
| TOTAL: | | £34,586.28 | | | | |



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 27 August 2024

Agenda Item: TC 24/88

Paper: C

| | |
|---------------------------|---|
| Subject: | Bank Reconciliation |
| Prepared By: | Catherine Horsley, Town Clerk & RFO |
| Purpose of Report: | To review and approve Bank Reconciliation for July 2024. |
| Background: | 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. |
| Key Points: | <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> |
| Implications: | <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> |
| Recommendation: | To Approve the balanced Bank Reconciliation for July 2024. |

Corfe Mullen Town Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

| | | | |
|--|---|------------|-------------------|
| Bank Reconciliation at 31/07/2024 | | | |
| | Cash in Hand 01/04/2024 | | 590,612.10 |
| | ADD Receipts 01/04/2024 - 31/07/2024 | | 315,802.51 |
| | SUBTRACT Payments 01/04/2024 - 31/07/2024 | | 906,414.61 |
| | | | 137,534.15 |
| A | Cash in Hand 31/07/2024 (per Cash Book) | | 768,880.46 |
| | | | |
| | Cash in hand per Bank Statements | | |
| | Petty Cash 31/07/2024 | 0.00 | |
| | Cooperative Current Account 31/07/2024 | 41,418.30 | |
| | Public Sector Deposit Fund 31/07/2024 | 729,688.89 | |
| | | | 771,107.19 |
| | Less unrepresented payments | | 2,226.73 |
| | | | 768,880.46 |
| | Plus unrepresented receipts | | |
| B | Adjusted Bank Balance | | 768,880.46 |
| | | | |
| A = B Checks out OK | | | |

Corfe Mullen Town Council

12 August 2024 (2024-2025)

PAYMENTS LIST

| Vouche | Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------|--------------------------------|------------|----------|---------------------|-----------|----------------------|----------------------------|----------|----------|--------|----------|
| 314 | Rates | 01/07/2024 | FA 24/19 | Cooperative Current | DD | Rates | Dorset Council | Z | 432.00 | | 432.00 |
| 272 | Repairs & Maintenance | 01/07/2024 | TC 24/47 | Cooperative Current | IB | Materials & Supplies | Trade Uk (B&Q) | S | 16.97 | 3.40 | 20.37 |
| 249 | Utilities | 01/07/2024 | TC 24/47 | Cooperative Current | DD | Utilities | British Gas | L | 141.90 | 7.09 | 148.99 |
| 313 | Rates & Utilities | 01/07/2024 | FA 24/19 | Cooperative Current | DD | Rates | Dorset Council | Z | 227.00 | | 227.00 |
| 273 | VH Reimbursement | 01/07/2024 | TC 24/47 | Cooperative Current | IB | CMVH Items | Trade UK (Screwfix) | Z | 15.99 | | 15.99 |
| 272 | VH Reimbursement | 01/07/2024 | TC 24/47 | Cooperative Current | IB | Materials & Supplies | Trade Uk (B&Q) | Z | 10.75 | | 10.75 |
| 317 | Printing/Postage/Stationery | 03/07/2024 | FA 24/19 | Cooperative Current | Card | Postage | Swanage Post Office | Z | 6.80 | | 6.80 |
| 266 | Road Tax | 04/07/2024 | TC 24/47 | Cooperative Current | DD | Vehicle Tax | DVLA | Z | 335.00 | | 335.00 |
| 320 | VH Reimbursement | 04/07/2024 | | Cooperative Current | | CMVH Items | Dorset Fire & Security | Z | | | |
| 276 | Bank Charges | 05/07/2024 | TC 24/47 | Cooperative Current | DD | BACs Charges | The Co-Operative Bank | Z | 3.98 | | 3.98 |
| 275 | Pavilion - Utilities | 06/07/2024 | TC 24/47 | Cooperative Current | DD | Electricity Usage | British Gas | L | 128.28 | 6.41 | 134.69 |
| 311 | Vehicle Fuel | 08/07/2024 | FA 24/19 | Cooperative Current | DD | Fuel | UK Fuels Limited | S | 88.86 | 17.77 | 106.63 |
| 311 | Equipment Fuel | 08/07/2024 | FA 24/19 | Cooperative Current | DD | Fuel | UK Fuels Limited | S | 19.22 | 3.84 | 23.06 |
| 293 | Ground Staff Building (premise | 10/07/2024 | FA 24/19 | Cooperative Current | IB | Cleaning | Clean Deep Services Limite | S | 107.50 | 21.50 | 129.00 |
| 293 | Public Toilets | 10/07/2024 | FA 24/19 | Cooperative Current | IB | Cleaning | Clean Deep Services Limite | S | 360.00 | 72.00 | 432.00 |
| 309 | Cleaning Materials & Supplies | 10/07/2024 | FA 24/19 | Cooperative Current | IB | Equipment | Trade Uk (B&Q) | S | 2.82 | 0.58 | 3.40 |
| 306 | Cleaning Materials & Supplies | 10/07/2024 | FA 24/19 | Cooperative Current | IB | Materials & Supplies | Trade UK (Screwfix) | S | 33.32 | 6.67 | 39.99 |
| 309 | Tools & Equipment | 10/07/2024 | FA 24/19 | Cooperative Current | IB | Equipment | Trade Uk (B&Q) | S | 8.32 | 1.66 | 9.98 |
| 333 | Tools & Equipment | 10/07/2024 | FA 24/19 | Cooperative Current | IB | Equipment | Trade UK (Screwfix) | S | 244.97 | 49.00 | 293.97 |
| 334 | Tools & Equipment | 10/07/2024 | FA 24/19 | Cooperative Current | IB | Equipment | Trade UK (Screwfix) | S | 4.98 | 1.00 | 5.98 |
| 335 | Tools & Equipment | 10/07/2024 | FA 24/19 | Cooperative Current | IB | Materials & Supplies | Trade UK (Screwfix) | S | 15.81 | 3.16 | 18.97 |
| 293 | Pavilion - Cleaning & Supplies | 10/07/2024 | FA 24/19 | Cooperative Current | IB | Cleaning | Clean Deep Services Limite | S | 602.00 | 120.40 | 722.40 |
| 331 | Repairs & Maintenance | 10/07/2024 | FA 24/19 | Cooperative Current | IB | Maintenance | Maintain UK Drains Limited | S | 229.50 | 45.90 | 275.40 |
| 336 | Repairs & Maintenance | 10/07/2024 | FA 24/19 | Cooperative Current | IB | Maintenance | Wessex Pest Control Ltd | S | 200.00 | 40.00 | 240.00 |
| 293 | Office Cleaning (inc Windows) | 10/07/2024 | FA 24/19 | Cooperative Current | IB | Cleaning | Clean Deep Services Limite | S | 21.50 | 4.30 | 25.80 |
| 332 | Maintenance | 10/07/2024 | FA 24/19 | Cooperative Current | IB | Maintenance | Maintain UK Drains Limited | S | 74.90 | 14.98 | 89.88 |
| 296 | Street Lighting and Furniture | 10/07/2024 | FA 24/19 | Cooperative Current | IB | Maintenance | Enerveo Limited | S | 301.64 | 60.33 | 361.97 |
| 307 | Street Lighting and Furniture | 10/07/2024 | FA 24/19 | Cooperative Current | IB | Electricity Usage | SSE Energy Solutions (Sou | S | 71.51 | 14.30 | 85.81 |
| 307 | Street Lighting and Furniture | 10/07/2024 | FA 24/19 | Cooperative Current | IB | Electricity Usage | SSE Energy Solutions (Sou | L | 173.13 | 8.66 | 181.79 |
| 310 | Tree Survey Remedial Actions | 10/07/2024 | FA 24/19 | Cooperative Current | IB | Maintenance | Treestuff Ltd | S | 2,100.00 | 420.00 | 2,520.00 |
| 289 | Cleaning Materials & Supplies | 11/07/2024 | FA 24/19 | Cooperative Current | IB | Materials & Supplies | Amazon Payments UK Ltd. | S | 6.49 | 1.30 | 7.79 |
| 308 | Cleaning Materials & Supplies | 11/07/2024 | FA 24/19 | Cooperative Current | IB | Signs | Think Signs Ltd. | S | 227.48 | 45.50 | 272.98 |
| 316 | Cleaning Materials & Supplies | 11/07/2024 | FA 24/19 | Cooperative Current | IB | Materials & Supplies | MBWilkes | S | 53.64 | 10.73 | 64.37 |
| 328 | Cleaning Materials & Supplies | 11/07/2024 | FA 24/19 | Cooperative Current | IB | Cleaning | Amazon Payments UK Ltd. | S | 37.29 | 7.46 | 44.75 |

PAYMENTS LIST

| Vouche | Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------|---------------------------------|------------|----------|---------------------|-----------|----------------------|------------------------------|----------|--------|--------|--------|
| 330 | Cleaning Materials & Supplies | 11/07/2024 | FA 24/19 | Cooperative Current | IB | Materials & Supplies | Amazon Payments UK Ltd. | S | 5.82 | 1.17 | 6.99 |
| 297 | Security (Alarm & CCTV) | 11/07/2024 | FA 24/19 | Cooperative Current | IB | Security | K9 Security (Guarding) Ltd | S | 210.00 | 42.00 | 252.00 |
| 298 | Security (Alarm & CCTV) | 11/07/2024 | FA 24/19 | Cooperative Current | IB | Security | K9 Security (Guarding) Ltd | S | 600.00 | 120.00 | 720.00 |
| 278 | Tools & Equipment | 11/07/2024 | FA 24/19 | Cooperative Current | IB | Equipment | Amazon Payments UK Ltd. | S | 4.07 | 0.81 | 4.88 |
| 327 | Tools & Equipment | 11/07/2024 | FA 24/19 | Cooperative Current | IB | Equipment | Amazon Payments UK Ltd. | S | 9.16 | 1.83 | 10.99 |
| 295 | Councillor Training | 11/07/2024 | FA 24/19 | Cooperative Current | IB | Training | Dorset Association of Parisl | Z | 40.00 | | 40.00 |
| 294 | Meeting Room Hire | 11/07/2024 | FA 24/19 | Cooperative Current | IB | Room Hire | Corfe Mullen Village Hall | Z | 111.00 | | 111.00 |
| 277 | Office IT & Software | 11/07/2024 | FA 24/19 | Cooperative Current | IB | Annual Subscription | Vision ICT | S | 60.00 | 12.00 | 72.00 |
| 288 | Office IT & Software | 11/07/2024 | FA 24/19 | Cooperative Current | IB | Annual Subscription | Adobe Systems Software Ir | S | 242.64 | 48.53 | 291.17 |
| 290 | Printing/Postage/Stationery | 11/07/2024 | FA 24/19 | Cooperative Current | IB | Stationery | Amazon Payments UK Ltd. | S | 2.07 | 0.42 | 2.49 |
| 287 | Printing/Postage/Stationery | 11/07/2024 | FA 24/19 | Cooperative Current | IB | Stationery | Ace Office Environments Li | S | 23.61 | 4.72 | 28.33 |
| 329 | Repairs & Maintenance | 11/07/2024 | FA 24/19 | Cooperative Current | IB | Equipment | Amazon Payments UK Ltd. | S | 16.64 | 3.33 | 19.97 |
| 300 | Maintenance | 11/07/2024 | FA 24/19 | Cooperative Current | IB | Materials & Supplies | NBB Recycled Furniture | S | 52.00 | 10.40 | 62.40 |
| 291 | VH Reimbursement | 11/07/2024 | FA 24/19 | Cooperative Current | IB | CMVH Items | Amazon Payments UK Ltd. | Z | 4.99 | | 4.99 |
| 338 | VH Reimbursement | 11/07/2024 | | Cooperative Current | IB | CMVH Items | Corfe Mullen Village Hall | Z | -4.99 | | -4.99 |
| 339 | VH Reimbursement | 11/07/2024 | | Cooperative Current | IB | CMVH Items | Corfe Mullen Village Hall | Z | -41.40 | | -41.40 |
| 340 | VH Reimbursement | 11/07/2024 | | Cooperative Current | IB | CMVH Items | Corfe Mullen Village Hall | Z | -10.00 | | -10.00 |
| 337 | CMYT - Reimbursement | 11/07/2024 | FA 24/19 | Cooperative Current | IB | CMYT Items | Amazon Payments UK Ltd. | Z | 19.16 | | 19.16 |
| 301 | Office IT & Software | 14/07/2024 | FA 24/19 | Cooperative Current | DD | IT Support | Newburgh Networks Limite | S | 343.75 | 68.75 | 412.50 |
| 302 | Office IT & Software | 14/07/2024 | FA 24/19 | Cooperative Current | DD | Monthly Subscription | Newburgh Networks Limite | S | 57.00 | 11.40 | 68.40 |
| 303 | Office IT & Software | 14/07/2024 | FA 24/19 | Cooperative Current | DD | Monthly Subscription | Newburgh Networks Limite | S | 47.50 | 9.50 | 57.00 |
| 321 | Vehicle Fuel | 15/07/2024 | FA 24/19 | Cooperative Current | DD | Fuel | UK Fuels Limited | S | 30.91 | 6.18 | 37.09 |
| 321 | Equipment Fuel | 15/07/2024 | FA 24/19 | Cooperative Current | DD | Fuel | UK Fuels Limited | S | 16.05 | 3.21 | 19.26 |
| 370 | Health & Safety Services | 15/07/2024 | TC 24/68 | Cooperative Current | DD | Monthly Subscription | Skyguard Limited T/A Peop | S | 99.95 | 19.99 | 119.94 |
| 315 | Waste & Recycling | 16/07/2024 | FA 24/19 | Cooperative Current | DD | Waste Collection | Dorset Waste Partnership | Z | 321.16 | | 321.16 |
| 315 | Office - Waste Collection | 16/07/2024 | FA 24/19 | Cooperative Current | DD | Waste Collection | Dorset Waste Partnership | Z | 23.37 | | 23.37 |
| 315 | Pavilion - Waste | 16/07/2024 | FA 24/19 | Cooperative Current | DD | Waste Collection | Dorset Waste Partnership | Z | 49.84 | | 49.84 |
| 432 | Telephone/Broadband/Mobiles | 16/07/2024 | | Cooperative Current | DD | Monthly Subscription | EE | S | 9.49 | 1.90 | 11.39 |
| 326 | Utilities | 17/07/2024 | FA 24/19 | Cooperative Current | DD | Water Usage | Waterplus | Z | 13.80 | | 13.80 |
| 323 | Rates & Utilities | 17/07/2024 | FA 24/19 | Cooperative Current | DD | Water Usage | Waterplus | Z | 8.54 | | 8.54 |
| 322 | Water | 17/07/2024 | FA 24/19 | Cooperative Current | DD | Water Usage | Waterplus | Z | 122.29 | | 122.29 |
| 324 | Pavilion - Utilities | 17/07/2024 | FA 24/19 | Cooperative Current | DD | Water Usage | Waterplus | Z | 27.52 | | 27.52 |
| 325 | Pavilion - Utilities | 17/07/2024 | FA 24/19 | Cooperative Current | DD | Water Usage | Waterplus | Z | 19.74 | | 19.74 |
| 436 | Recreation/Sports Facility Main | 17/07/2024 | | Cooperative Current | Card | Materials & Supplies | Mark Harrod Ltd. | S | 76.33 | 15.27 | 91.60 |
| 326 | VH Reimbursement | 17/07/2024 | FA 24/19 | Cooperative Current | DD | Water Usage | Waterplus | Z | 41.40 | | 41.40 |

PAYMENTS LIST

| Vouche | Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------|-------------------------------|------------|----------|---------------------|-----------|-------------------------|-----------------------------|----------|----------|--------|----------|
| 292 | Telephone/Internet | 18/07/2024 | FA 24/19 | Cooperative Current | DD | Monthly Subscription | Buzz Networks Ltd. | S | 39.90 | 7.98 | 47.88 |
| 399 | Office Furniture | 19/07/2024 | | Cooperative Current | IB | Office Furniture | Furniture at Work | S | 217.00 | 43.40 | 260.40 |
| 299 | Employment Services | 20/07/2024 | FA 24/19 | Cooperative Current | DD | Monthly Subscription | Central Computer Manager | S | 40.00 | 8.00 | 48.00 |
| 394 | Chairman's Allowance | 22/07/2024 | | Cooperative Current | Card | Gift | Co-op Supermarket | Z | 2.00 | | 2.00 |
| 304 | VH Reimbursement | 22/07/2024 | FA 24/19 | Cooperative Current | IB | CMVH Items | Corfe Mullen Village Hall | Z | 10.00 | | 10.00 |
| 352 | PPE & Uniform | 24/07/2024 | TC 24/68 | Cooperative Current | IB | Uniform | Arco Ltd. | S | 74.95 | 14.99 | 89.94 |
| 346 | Cleaning Materials & Supplies | 24/07/2024 | TC 24/68 | Cooperative Current | IB | Materials & Supplies | Amazon Payments UK Ltd. | S | 7.91 | 1.58 | 9.49 |
| 347 | Cleaning Materials & Supplies | 24/07/2024 | TC 24/68 | Cooperative Current | IB | Materials & Supplies | Amazon Payments UK Ltd. | S | 13.23 | 2.65 | 15.88 |
| 351 | Cleaning Materials & Supplies | 24/07/2024 | TC 24/68 | Cooperative Current | IB | Materials & Supplies | Amazon Payments UK Ltd. | S | 3.38 | 0.68 | 4.06 |
| 353 | Contractor Costs | 24/07/2024 | TC 24/68 | Cooperative Current | IB | Grounds Maintenance | Bournemouth, Christchurch | S | 1,091.50 | 218.30 | 1,309.80 |
| 354 | Contractor Costs | 24/07/2024 | TC 24/68 | Cooperative Current | IB | Grounds Maintenance | Bournemouth, Christchurch | S | 1,638.00 | 327.60 | 1,965.60 |
| 349 | Printing/Postage/Stationery | 24/07/2024 | TC 24/68 | Cooperative Current | IB | Stationery | Amazon Payments UK Ltd. | S | 8.32 | 1.67 | 9.99 |
| 356 | Telephone/Internet | 24/07/2024 | TC 24/68 | Cooperative Current | DD | Phone Lines & Broadband | British Telecom plc | S | 163.32 | 32.67 | 195.99 |
| 350 | Plant Maintenance | 24/07/2024 | TC 24/68 | Cooperative Current | IB | Materials & Supplies | Amazon Payments UK Ltd. | S | 3.26 | 0.65 | 3.91 |
| 345 | Repairs and Maintenance | 24/07/2024 | TC 24/68 | Cooperative Current | IB | Materials & Supplies | Amazon Payments UK Ltd. | S | 7.22 | 1.44 | 8.66 |
| 348 | Maintenance | 24/07/2024 | TC 24/68 | Cooperative Current | IB | Materials & Supplies | Amazon Payments UK Ltd. | S | 8.25 | 1.65 | 9.90 |
| 356 | Telephone/Broadband/Mobiles | 24/07/2024 | TC 24/68 | Cooperative Current | DD | Phone Lines & Broadband | British Telecom plc | S | 163.32 | 32.66 | 195.98 |
| 362 | Public Toilets | 24/07/2024 | TC 24/68 | Cooperative Current | IB | Materials & Supplies | Eastern Shires Purchasing | S | 24.05 | 4.81 | 28.86 |
| 377 | Public Toilets | 24/07/2024 | TC 24/68 | Cooperative Current | IB | Materials & Supplies | Trade UK (Screwfix) | S | 26.66 | 5.33 | 31.99 |
| 376 | Cleaning Materials & Supplies | 24/07/2024 | TC 24/68 | Cooperative Current | IB | Materials & Supplies | Trade Uk (B&Q) | S | 2.92 | 0.58 | 3.50 |
| 373 | Cleaning Materials & Supplies | 24/07/2024 | TC 24/68 | Cooperative Current | IB | Materials & Supplies | Trade UK (Screwfix) | S | 12.47 | 2.49 | 14.96 |
| 381 | Tools & Equipment | 24/07/2024 | TC 24/68 | Cooperative Current | IB | Equipment | Amazon Payments UK Ltd. | S | 28.32 | 5.67 | 33.99 |
| 368 | Play Areas | 24/07/2024 | TC 24/68 | Cooperative Current | IB | Materials & Supplies | Online Playgrounds | S | 19.25 | 3.85 | 23.10 |
| 369 | Play Areas | 24/07/2024 | TC 24/68 | Cooperative Current | IB | Materials & Supplies | Online Playgrounds | S | 253.67 | 50.73 | 304.40 |
| 375 | Staff Training | 24/07/2024 | TC 24/68 | Cooperative Current | IB | Training | The Play Inspection Comp | S | 860.00 | 120.00 | 980.00 |
| 386 | Councillor Training | 24/07/2024 | TC 24/68 | Cooperative Current | IB | Training | Dorset Association of Paris | Z | 116.00 | | 116.00 |
| 359 | Meeting Room Hire | 24/07/2024 | TC 24/68 | Cooperative Current | IB | Room Hire | Corfe Mullen Village Hall | Z | 28.00 | | 28.00 |
| 379 | Office IT & Software | 24/07/2024 | TC 24/68 | Cooperative Current | IB | Annual Subscription | Vision ICT | S | 40.00 | 8.00 | 48.00 |
| 366 | Office IT & Software | 24/07/2024 | TC 24/68 | Cooperative Current | IB | Monthly Subscription | Microsoft Ireland Operator | S | 41.20 | 8.24 | 49.44 |
| 360 | Printing/Postage/Stationery | 24/07/2024 | TC 24/68 | Cooperative Current | IB | Printing | Deos Group.co.uk Limited | S | 181.57 | 36.31 | 217.88 |
| 385 | Printing/Postage/Stationery | 24/07/2024 | TC 24/68 | Cooperative Current | IB | Stationery | Amazon Payments UK Ltd. | S | 3.91 | 0.78 | 4.69 |
| 371 | Office Cleaning (inc Windows) | 24/07/2024 | TC 24/68 | Cooperative Current | IB | Cleaning | R Evetts | Z | 10.00 | | 10.00 |
| 364 | Repairs and Maintenance | 24/07/2024 | TC 24/68 | Cooperative Current | IB | Materials & Supplies | MBWilkes | S | 89.40 | 17.88 | 107.28 |
| 365 | Repairs and Maintenance | 24/07/2024 | TC 24/68 | Cooperative Current | IB | Materials & Supplies | MBWilkes | S | 116.50 | 23.30 | 139.80 |

PAYMENTS LIST

| Vouche | Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|---------------------------------|------------|----------|---------------------|-----------|-----------------------|-----------------------------|----------|------------------|-----------------|------------------|
| 363 | Recreation/Sports Facility Main | 24/07/2024 | TC 24/68 | Cooperative Current | IB | Materials & Supplies | MBWilkes | S | 30.08 | 6.02 | 36.10 |
| 368 | Recreation/Sports Facility Main | 24/07/2024 | TC 24/68 | Cooperative Current | IB | Materials & Supplies | Online Playgrounds | S | 178.25 | 35.65 | 213.90 |
| 362 | VH Reimbursement | 24/07/2024 | TC 24/68 | Cooperative Current | IB | Materials & Supplies | Eastern Shires Purchasing | Z | 28.86 | | 28.86 |
| 372 | Pavilion - Cleaning & Supplies | 24/07/2024 | TC 24/68 | Cooperative Current | IB | Cleaning | R Evetts | Z | 25.50 | | 25.50 |
| 374 | Pavilion - Maintenance | 24/07/2024 | TC 24/68 | Cooperative Current | IB | Maintenance | Stanner Electrical Contract | S | 85.00 | 17.00 | 102.00 |
| 341 | Salaries | 25/07/2024 | TC 24/68 | Cooperative Current | IB | Salaries | Central Computer Manager | Z | 10,767.21 | | 10,767.21 |
| 344 | PAYE | 25/07/2024 | TC 24/68 | Cooperative Current | IB | PAYE | HMRC | Z | 1,523.00 | | 1,523.00 |
| 343 | National Insurance | 25/07/2024 | TC 24/68 | Cooperative Current | IB | NIC | HMRC | Z | 1,863.98 | | 1,863.98 |
| 342 | Pension | 25/07/2024 | TC 24/68 | Cooperative Current | IB | Pension Contributions | DCPF | Z | 3,872.94 | | 3,872.94 |
| 236 | Ground Staff Building (premise | 25/07/2024 | CS 24/06 | Cooperative Current | DD | Fire Safety | Chubb Fire Limited | S | 18.67 | 3.73 | 22.40 |
| 357 | Ground Staff Building (premise | 26/07/2024 | TC 24/68 | Cooperative Current | IB | Maintenance | Canford Drains | S | 563.40 | 112.68 | 676.08 |
| 367 | Recreation/Sports Facility Main | 26/07/2024 | TC 24/68 | Cooperative Current | IB | Materials & Supplies | New World Sports Limited | S | 127.89 | 25.58 | 153.47 |
| 400 | VH Reimbursement | 26/07/2024 | | Cooperative Current | IB | CMVH Items | Corfe Mullen Village Hall | Z | -28.86 | | -28.86 |
| 402 | Health & Safety Services | 27/07/2024 | | Cooperative Current | DD | Health & Safety | Peninsula Business Service | S | 263.40 | 52.68 | 316.08 |
| 361 | Advertising | 28/07/2024 | TC 24/68 | Cooperative Current | DD | Advertisement | Dorset Council | S | 219.40 | 43.88 | 263.28 |
| 355 | Utilities | 29/07/2024 | TC 24/68 | Cooperative Current | DD | Electricity Usage | British Gas | L | 104.96 | 5.25 | 110.21 |
| 378 | Vehicle Fuel | 29/07/2024 | TC 24/68 | Cooperative Current | DD | Fuel | UK Fuels Limited | S | 16.65 | 3.33 | 19.98 |
| 378 | Equipment Fuel | 29/07/2024 | TC 24/68 | Cooperative Current | DD | Fuel | UK Fuels Limited | S | 19.51 | 3.90 | 23.41 |
| 411 | PPE & Uniform | 30/07/2024 | | Cooperative Current | Card | Lanyards & Badges | Badgemaster Limited | S | 40.75 | 8.15 | 48.90 |
| 443 | PPE & Uniform | 31/07/2024 | | Cooperative Current | Card | Lanyards & Badges | Badgemaster Limited | Z | 15.78 | | 15.78 |
| Total | | | | | | | | | 34,038.81 | 2,671.09 | 36,709.90 |

Corfe Mullen Town Council

RECEIPTS LIST

| Vouche | Code | Date | Minute | Bank | Receipt No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------|----------------------|------------|--------|------------------------|------------|-------------------|---------------------------|----------|----------|-----|----------|
| 127 | Tennis Court Fees | 01/07/2024 | | Cooperative Current | Cash | Tennis Court Fees | Helen Rawles | Z | 7.50 | | 7.50 |
| 127 | Tennis Court Fees | 01/07/2024 | | Cooperative Current | Cash | Tennis Court Fees | Helen Rawles | Z | 7.50 | | 7.50 |
| 127 | Tennis Court Fees | 01/07/2024 | | Cooperative Current | Cash | Tennis Court Fees | Helen Rawles | Z | 7.50 | | 7.50 |
| 127 | Tennis Court Fees | 01/07/2024 | | Cooperative Current | Cash | Tennis Court Fees | Helen Rawles | Z | 7.50 | | 7.50 |
| 140 | Pavilion Lounge Hire | 01/07/2024 | | Cooperative Current | IB | Lounge Hire Fees | Mini Munchkins Day Nurser | Z | 80.00 | | 80.00 |
| 140 | Pavilion Lounge Hire | 01/07/2024 | | Cooperative Current | IB | Lounge Hire Fees | Mini Munchkins Day Nurser | Z | 80.00 | | 80.00 |
| 139 | Pavilion Lounge Hire | 01/07/2024 | | Cooperative Current | IB | Lounge Hire Fees | Mini Munchkins Day Nurser | Z | 80.00 | | 80.00 |
| 139 | Pavilion Lounge Hire | 01/07/2024 | | Cooperative Current | IB | Lounge Hire Fees | Mini Munchkins Day Nurser | Z | 80.00 | | 80.00 |
| 139 | Pavilion Lounge Hire | 01/07/2024 | | Cooperative Current | IB | Lounge Hire Fees | Mini Munchkins Day Nurser | Z | 80.00 | | 80.00 |
| 139 | Pavilion Lounge Hire | 01/07/2024 | | Cooperative Current | IB | Lounge Hire Fees | Mini Munchkins Day Nurser | Z | 80.00 | | 80.00 |
| 139 | Pavilion Lounge Hire | 01/07/2024 | | Cooperative Current | IB | Lounge Hire Fees | Mini Munchkins Day Nurser | Z | 80.00 | | 80.00 |
| 139 | Pavilion Lounge Hire | 01/07/2024 | | Cooperative Current | IB | Lounge Hire Fees | Mini Munchkins Day Nurser | Z | 80.00 | | 80.00 |
| 139 | Pavilion Lounge Hire | 01/07/2024 | | Cooperative Current | IB | Lounge Hire Fees | Mini Munchkins Day Nurser | Z | 80.00 | | 80.00 |
| 139 | Pavilion Lounge Hire | 01/07/2024 | | Cooperative Current | IB | Lounge Hire Fees | Mini Munchkins Day Nurser | Z | 80.00 | | 80.00 |
| 139 | Pavilion Lounge Hire | 01/07/2024 | | Cooperative Current | IB | Lounge Hire Fees | Mini Munchkins Day Nurser | Z | 80.00 | | 80.00 |
| 139 | Pavilion Lounge Hire | 01/07/2024 | | Cooperative Current | IB | Lounge Hire Fees | Mini Munchkins Day Nurser | Z | 80.00 | | 80.00 |
| 139 | Pavilion Lounge Hire | 01/07/2024 | | Cooperative Current | IB | Lounge Hire Fees | Mini Munchkins Day Nurser | Z | 80.00 | | 80.00 |
| 139 | Pavilion Lounge Hire | 01/07/2024 | | Cooperative Current | IB | Lounge Hire Fees | Mini Munchkins Day Nurser | Z | 80.00 | | 80.00 |
| 139 | Pavilion Lounge Hire | 01/07/2024 | | Cooperative Current | IB | Lounge Hire Fees | Mini Munchkins Day Nurser | Z | 80.00 | | 80.00 |
| 139 | Pavilion Lounge Hire | 01/07/2024 | | Cooperative Current | IB | Lounge Hire Fees | Mini Munchkins Day Nurser | Z | 80.00 | | 80.00 |
| 139 | Pavilion Lounge Hire | 01/07/2024 | | Cooperative Current | IB | Lounge Hire Fees | Mini Munchkins Day Nurser | Z | 80.00 | | 80.00 |
| 139 | Pavilion Lounge Hire | 01/07/2024 | | Cooperative Current | IB | Lounge Hire Fees | Mini Munchkins Day Nurser | Z | 80.00 | | 80.00 |
| 144 | Allotment Rents | 02/07/2024 | | Cooperative Current | IB | Allotment Rent | Allotment Holders | Z | 9.38 | | 9.38 |
| 172 | Bank Interest | 02/07/2024 | | Public Sector Deposits | IB | Bank Interest | PSDF | Z | 3,361.15 | | 3,361.15 |
| 129 | Tennis Court Fees | 03/07/2024 | | Cooperative Current | Cash | Tennis Court Fees | Thea Hodgson | Z | 7.50 | | 7.50 |
| 129 | Tennis Court Fees | 03/07/2024 | | Cooperative Current | Cash | Tennis Court Fees | Thea Hodgson | Z | 7.50 | | 7.50 |
| 129 | Tennis Court Fees | 03/07/2024 | | Cooperative Current | Cash | Tennis Court Fees | Thea Hodgson | Z | 5.00 | | 5.00 |
| 141 | Cricket Fees | 03/07/2024 | | Cooperative Current | Cheque | Pitch Fees | Corfe Mullen Cricket Club | Z | | | |
| 141 | Cricket Fees | 03/07/2024 | | Cooperative Current | Cheque | Pitch Fees | Corfe Mullen Cricket Club | Z | | | |
| 141 | Cricket Fees | 03/07/2024 | | Cooperative Current | Cheque | Pitch Fees | Corfe Mullen Cricket Club | Z | | | |
| 141 | Cricket Fees | 03/07/2024 | | Cooperative Current | Cheque | Pitch Fees | Corfe Mullen Cricket Club | Z | | | |
| 141 | Cricket Fees | 03/07/2024 | | Cooperative Current | Cheque | Pitch Fees | Corfe Mullen Cricket Club | Z | | | |
| 141 | Cricket Fees | 03/07/2024 | | Cooperative Current | Cheque | Pitch Fees | Corfe Mullen Cricket Club | Z | | | |
| 141 | Cricket Fees | 03/07/2024 | | Cooperative Current | Cheque | Pitch Fees | Corfe Mullen Cricket Club | Z | | | |
| 141 | Cricket Fees | 03/07/2024 | | Cooperative Current | Cheque | Pitch Fees | Corfe Mullen Cricket Club | Z | | | |
| 141 | Cricket Fees | 03/07/2024 | | Cooperative Current | Cheque | Pitch Fees | Corfe Mullen Cricket Club | Z | | | |
| 141 | Cricket Fees | 03/07/2024 | | Cooperative Current | Cheque | Pitch Fees | Corfe Mullen Cricket Club | Z | | | |
| 141 | Cricket Fees | 03/07/2024 | | Cooperative Current | Cheque | Pitch Fees | Corfe Mullen Cricket Club | Z | | | |
| 141 | Cricket Fees | 03/07/2024 | | Cooperative Current | Cheque | Pitch Fees | Corfe Mullen Cricket Club | Z | | | |
| 141 | Cricket Fees | 03/07/2024 | | Cooperative Current | Cheque | Pitch Fees | Corfe Mullen Cricket Club | Z | | | |
| 141 | Cricket Fees | 03/07/2024 | | Cooperative Current | Cheque | Pitch Fees | Corfe Mullen Cricket Club | Z | | | |
| 141 | Cricket Fees | 03/07/2024 | | Cooperative Current | Cheque | Pitch Fees | Corfe Mullen Cricket Club | Z | | | |

RECEIPTS LIST

| Vouche | Code | Date | Minute | Bank | Receipt No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|----------------------------|------------|--------|---------------------|------------|---------------------------|----------------------------|----------|-----------------|-----|-----------------|
| 146 | Cemetery Fees | 08/07/2024 | | Cooperative Current | IB | Cemetery Fees | Excalibur | Z | 50.00 | | 50.00 |
| 147 | Allotment Rents | 10/07/2024 | | Cooperative Current | IB | Allotment Rent | Allotment Holders | Z | 9.38 | | 9.38 |
| 148 | Tennis Court Fees | 10/07/2024 | | Cooperative Current | IB | Tennis Court Fees | Simon Dunford | Z | 5.50 | | 5.50 |
| 149 | Cemetery Fees | 11/07/2024 | | Cooperative Current | IB | Cemetery Fees | Peter Andrews | Z | 290.00 | | 290.00 |
| 145 | Waste & Recycling | 16/07/2024 | | Cooperative Current | DD | Waste Collection | Dorset Waste Partnership | Z | | | |
| 150 | Tennis Court Fees | 16/07/2024 | | Cooperative Current | IB | Tennis Court Fees | Abby Andrew | Z | 7.50 | | 7.50 |
| 154 | Tennis Court Fees | 18/07/2024 | | Cooperative Current | IB | Tennis Court Fees | Mini Munchkins Day Nurser | Z | 7.50 | | 7.50 |
| 154 | Tennis Court Fees | 18/07/2024 | | Cooperative Current | IB | Tennis Court Fees | Mini Munchkins Day Nurser | Z | 7.50 | | 7.50 |
| 154 | Tennis Court Fees | 18/07/2024 | | Cooperative Current | IB | Tennis Court Fees | Mini Munchkins Day Nurser | Z | 7.50 | | 7.50 |
| 154 | Tennis Court Fees | 18/07/2024 | | Cooperative Current | IB | Tennis Court Fees | Mini Munchkins Day Nurser | Z | 7.50 | | 7.50 |
| 152 | Pavilion Lounge Hire | 19/07/2024 | | Cooperative Current | IB | Lounge Hire Fees | Corfe Mullen United Junior | Z | | | |
| 153 | Tennis Court Fees | 21/07/2024 | | Cooperative Current | IB | Tennis Court Fees | Clare Wong | Z | 7.50 | | 7.50 |
| 155 | Tennis Court Fees | 22/07/2024 | | Cooperative Current | IB | Tennis Court Fees | Corfe Mullen Junior Tennis | Z | 135.00 | | 135.00 |
| 156 | Refundable Damage Deposits | 22/07/2024 | | Cooperative Current | IB | Refundable Damage Deposit | Pony Espresso | Z | 100.00 | | 100.00 |
| 157 | Cemetery Fees | 23/07/2024 | | Cooperative Current | IB | Cemetery Fees | Haven Memorials | Z | 107.00 | | 107.00 |
| 161 | Booklet/Leaflet Sales | 29/07/2024 | | Cooperative Current | Cash | Booklets | Member of Public | Z | 3.00 | | 3.00 |
| 164 | Cemetery Fees | 30/07/2024 | | Cooperative Current | IB | Cemetery Fees | Excalibur | Z | 107.00 | | 107.00 |
| 163 | Tennis Court Fees | 30/07/2024 | | Cooperative Current | IB | Tennis Court Fees | Sara Butt | Z | 7.50 | | 7.50 |
| 162 | Tennis Court Fees | 30/07/2024 | | Cooperative Current | IB | Tennis Court Fees | Richard Whitford | Z | 7.50 | | 7.50 |
| 160 | Tennis Court Fees | 30/07/2024 | | Cooperative Current | IB | Tennis Court Fees | Clare Wong | Z | 7.50 | | 7.50 |
| 165 | Tennis Court Fees | 30/07/2024 | | Cooperative Current | IB | Tennis Court Fees | Richard Whitford | Z | 60.00 | | 60.00 |
| 159 | Tennis Court Fees | 31/07/2024 | | Cooperative Current | Cash | Tennis Court Fees | Helen Rawles | Z | 7.50 | | 7.50 |
| 159 | Tennis Court Fees | 31/07/2024 | | Cooperative Current | Cash | Tennis Court Fees | Helen Rawles | Z | 7.50 | | 7.50 |
| 159 | Tennis Court Fees | 31/07/2024 | | Cooperative Current | Cash | Tennis Court Fees | Helen Rawles | Z | 7.50 | | 7.50 |
| 158 | Tennis Court Fees | 31/07/2024 | | Cooperative Current | Cash | Tennis Court Fees | Thea Hodgson | Z | 7.50 | | 7.50 |
| 158 | Tennis Court Fees | 31/07/2024 | | Cooperative Current | Cash | Tennis Court Fees | Thea Hodgson | Z | 7.50 | | 7.50 |
| 158 | Tennis Court Fees | 31/07/2024 | | Cooperative Current | Cash | Tennis Court Fees | Thea Hodgson | Z | 7.50 | | 7.50 |
| 158 | Tennis Court Fees | 31/07/2024 | | Cooperative Current | Cash | Tennis Court Fees | Thea Hodgson | Z | 7.50 | | 7.50 |
| 158 | Tennis Court Fees | 31/07/2024 | | Cooperative Current | Cash | Tennis Court Fees | Thea Hodgson | Z | 7.50 | | 7.50 |
| 158 | Tennis Court Fees | 31/07/2024 | | Cooperative Current | Cash | Tennis Court Fees | Thea Hodgson | Z | 7.50 | | 7.50 |
| 158 | Tennis Court Fees | 31/07/2024 | | Cooperative Current | Cash | Tennis Court Fees | Thea Hodgson | Z | 7.50 | | 7.50 |
| 158 | Tennis Court Fees | 31/07/2024 | | Cooperative Current | Cash | Tennis Court Fees | Thea Hodgson | Z | 7.50 | | 7.50 |
| Total | | | | | | | | | 6,067.41 | | 6,067.41 |



Minutes of the Meeting of the Confidential Town Council Staffing Committee held at 14:00 on Monday 15 April 2024 in the small hall of Corfe Mullen Village Hall

Present: Cllr P Purvis (Chair)
Cllr P Holland
Cllr S Jefferies
Cllr D Sowry-House

In attendance: Catherine Horsley (Town Clerk & RFO) – minute taker

SS 23/28 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllr D Mattocks due to delayed meeting start time and a prior commitment.

SS 23/29 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.

SS 23/30 Paper A - To Approve minutes of meeting held on 29 November 2023 LGA 1972, sch 12, para 41

The minutes of the meeting held on 29 November 2023 were **APPROVED**.

SS 23/31 Paper B - To Consider Items in Respect of Staffing Matters

The Clerk presented the report in respect of the current make-up of the Grounds and Office teams, reiterating as part of the 2024/25 budget setting process, additional budget was allocated for Grounds Team Leader and Administrator roles.

Following advice from Southwest Councils, the Councils HR advisers, the Clerk sought approval for staffing changes shown in Appendix 1 – Proposed Staff Structure.

The Clerk provided some background into the tasks covered by the Grounds Team working alongside BCP Contractors and how the newly formed team had evolved and were more flexible. It was noted the newly appointed part time Assistant Grounds Person had expressed an interest to increase his working hours from 22 to 30 hours per week, should there be an opportunity.

Members discussed the job description and specification for the Grounds Team Leader role and felt the Council should consider a 'Wish List' of additional tasks that could be carried out over and above the teams normal duties i.e., memorial bulb planting.


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The Clerk then provided some background into the roles of the Office Team and the request from the Deputy Clerk to reduce her working hours to enable her to spend more time with her family and work life balance. Members acknowledged the additional responsibilities of the Office Team and the need for an additional team member to provide more resilience in times of absence and succession planning.

The Chair felt the Deputy Clerk had gone above and beyond in the role, particularly dealing with staffing issues and stepping up during the Clerks sickness absence in the later part of 2023 and expressed his thanks on behalf of the Committee during some challenging times for the Council.

It was **RESOLVED** to recommend to Full Council the following:

- Advertise internally a full time (37 hours) Grounds Team Leader role, SCP 16 - £28,282 per annum.
- Current Deputy Clerk to step down and transfer to a part time (22.5 hours) Senior Administrator role, SCP 17 - £28,770 per annum, pro-rata.
- Advertise externally a full time (37 hours) Deputy Clerk role, SCP 26 - £34,834 moving to SCP 27, £35,745 per annum upon completion of iLCA.

The update was **NOTED**.

SS 23/32 Matters for forthcoming agendas No decisions can be taken¹

- Update on recruitment of Grounds Team Leader and Deputy Clerk roles.


SS 23/33 To Agree a date and time for the next meeting – to be scheduled as and when required.

The Chair acknowledged the journey with staffing since being co-opted onto the Council in 2019 and whilst the meeting was the last meeting of the current elected Council, thanked Committee members and staff during his time as Chair of the Committee.

Cllr Sowry-House as Chair of Council thanked Cllr Purvis for his commitment to staffing during his time as Chair of the Staffing Committee.

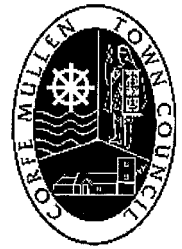
SS 23/34 Meeting closed at 14:55.

Signed as a correct record of the meeting.....



Date...30/7/2024

¹ 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 Community Services Committee held on Tuesday 11 June 2024 at 19:30 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen

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

In Attendance: Catherine Horsley (Town Clerk & RFO – Minute taker) (via MS Teams)
Rachel Virrill (Deputy Clerk)

Public Participation

There was five members of the public present, none of whom wished to speak.

Cllr Craven opened the meeting as the presiding Chair.

CS 24/01 To Elect a Chair for the Municipal Year 2024/25

Cllr Jefferies proposed Cllr Craven as Chair of the Committee for the municipal year 2024/25. This was seconded by Cllr Paul Holland with all members voting in favour.

Cllr Craven accepted the position.

It was **RESOLVED** that Cllr Craven be elected as Chair of the Community Services Committee for the municipal year 2024/25.

CS 24/02 To Elect a Vice-Chair for the Municipal Year 2024/25

Cllr Craven proposed Cllr Jefferies as Vice-Chair of the Committee for the municipal year 2024/25. This was seconded by Cllr Lortie with all members voting in favour.

Cllr Jefferies accepted the position.

It was **RESOLVED** that Cllr Jefferies be elected as Vice-Chair of the Community Services Committee for the municipal year 2024/25.

CS 24/03 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

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

CS 24/05 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. CS 24/07 – Amenities Items for Approval, due to a family members request for a bus shelter on Wareham Road at the Windgreen roundabout.

CS 24/05 Paper A - To Approve minutes of meeting held on 9 April 2024 LGA 1972, sch 12, para 41

The minutes of the meeting held on 9 April 2024 were **APPROVED**.

CS 24/06 Paper B - To Approve Accounts for Payment

Cllr Craven raised the following query:

Line 212: What sites did the cleaning costs relate to? The Deputy Clerk confirmed the costs related to the monthly cleaning of the sports pavilion – twice weekly, public toilets - daily, office – monthly and grounds unit – weekly.

It was **RESOLVED** to **APPROVE** the Accounts for Payment totalling £6,479.00.

CS 24/07 Paper C - Amenities

The Deputy Clerk presented the report, noting the following updates:

a) Items to Note

- **Streetlighting:** Three lamps on Pine Road, one on Wayground Road and two at the Recreation Ground had been updated to LED. The remaining lamps would be updated during 2025/26, when budget allowed.

Repairs to one lamp on Towers Way adjacent to the Co-op car park were ongoing due to Enerveo confirming there was no power supply to the lamp which was being followed up with SSE.

- **Corfe Mullen Carnival:** The Grounds Team had worked hard to ensure the Recreation Ground looked its best ahead of the Carnival and Fun Run on 8 and 11 June 2024, respectively. The team had received positive feedback from members of the Carnival Committee and the public.
- **Recreation Ground General Waste/Recycling Bin:** The Grounds Team had installed a concrete base for the newly purchased bin in the play area.
- **Ground Unit Utilities:** The water meter was installed on 4 June 2024 to enable the Council to monitor its water usage. However, contact with the 2nd Corfe Mullen Scout Group to gain access to the Scout Hut to enable the electrical contractor to install an electric meter was outstanding due to no contact received. This was being followed up at District level.
- **Henbury Play Area:** Unsafe bench had been removed to be repaired by the Village Hall Handyman/Caretaker and installed by the Grounds Team onto a concrete base.
- **Sports Pavilion:** Cllrs Neil and P Holland met with the electrical contractor on 10 June 2024 to discuss the upgrade works to the DB1 & DB2 panels with a new TPN panel. The revised quotation to be presented to the next Full Council meeting on 25 June 2024.
- **Parish Tour 2024:** Members to consider timings and logistics for the next parish tour during the summer months.
- **Vandalism:** Dorset Council public toilets at Towers Way had been closed again, due to further vandalism, and it was unclear when or if they would reopen. The astro-turf MUGA surfacing had been set fire to and melted in two areas, along with the new commemorative bench at Towers Way, albeit this was unsuccessful due to fire resistant staining applied ahead of installation. Wooden posts at the Recreation Ground entrance had been removed and found strewn across the Recreation Ground. Glass bottles smashed on headstones at the cemeteries and the MUGA at Towers Way. Two sets of signs at Springdale Road Open Space warning users

of ticks and adders had been removed and displaced. Quotations being obtained for replacements.

Unfortunately, the CCTV hard drive at the office had corrupted and was therefore unavailable to provide footage to Dorset Police relating to the acts of vandalism at Towers Way. A quotation to replace the hard drive along with two additional CCTV cameras at the front of the Village Hall to be presented to the next Full Council meeting on 25 June 2024.

- **Grounds Unit Drains:** The office was contacted by the Guides relating to drainage issues at the Guide Hut. The Guides instructed Canford Drains to investigate the issues. Following investigation, it highlighted an issue with the Grounds Unit drains and pump. Canford Drains to investigate further and advise on the works required to resolve the issues. The Guides had indicated that they would seek recompense for their costs incurred.
- **Recreation Ground Play Area:** Replacement parts for the Octagonal Climbing frame had been received, to be installed by the Grounds Team.

Members discussed the anti-social behaviour and vandalism on Town Council sites, acknowledging the drug problems within the village and the recent drug related arrests. Cllr Lortie noted Corfe Mullen Homewatch Annual General Meeting was scheduled on 17 June 2024 at the Village Hall, with the Dorset Police Crime Commissioner, David Sidwick in attendance.

It was noted due to the pre-election period, the Chair/Mayor of the Council was unable to write his article for the Link Magazine. However, the Clerk was able to, on behalf of the Council. The article to include updates on anti-social behaviour, vandalism and associated costs to the Town Council.

The update was **NOTED**.

b) **Items for Approval**

- a) **Bus Shelters on Wareham Road:** Dorset Council Highways had confirmed prior to providing final approval for the Cantilever bus shelters to be installed, both north and southbound on Wareham Road at the Windgreen Roundabout, negating the need for additional bases as the bus shelters were installed roadside, that should complaints be received from members of the public relating to accessibility of the pavement, the Town Council would be liable for the costs to widen the pavement. Should Council wish for the Town Council crest and name on the edge of the shelters, there was an additional cost of £150+VAT per bus shelter. The total cost including supply and installation of bus shelters with Town Council name and crest was within the £11,000 2024/25 budget allocated.
- b) **Fencing between County Field and Wimborne Road:** The current fencing of wooden posts with barbed wire had become unsafe due to numerous repairs over the years as a result of being damaged by users exiting the Recreation Ground onto Wimborne Road, rather than using the designated entrances. It was noted Dorset Police were not in favour of multiple entrances. The total cost to supply and install fencing was within the £6,000 budget allocated during 2024/25.
- c) **Tennis Courts Remedial Works:** Users of the tennis courts had reported the surfacing of tennis courts 1 and 2 had deteriorated and were unplayable, albeit the surfacing was not unsafe for users. No budget had been allocated for remedial works, therefore any works carried out would be an unbudgeted spend.

- d) **Two Seat Metal Playground Swing Replacement:** The current swings had been out of use for over a year, due to the deterioration of the wooden structure. The total cost to supply and install replacement swings which could be relocated in the future, to be funded from CIL monies or £15,000 play area budget allocated in the 2024/25 financial year.
- e) **Vandal proof Refurbishment of Public Toilets at the Recreation Ground:** Quotes obtained to replace current sanitary ware. The total cost to supply and install vandal proof sanitary ware was unbudgeted, albeit £5,500 was allocated in the 2024/25 financial year budget to cover ongoing cleaning and maintenance.
- f) **Topographical/Information Board at the Recreation Ground:** Requests received from members of the public for a board to be located in the County Field overlooking the view towards the Stour Valley and Badbury Rings as an added amenity to the site. The total cost to create, design and supply board would be unbudgeted, albeit the requestors had indicated they would fundraise to meet the costs of the board.
- g) **Outdoor Gym Equipment at the Recreation Ground:** Site visit conducted by contractor, to view location and design package of equipment offering strength and cardiovascular training. The contractor felt the equipment should be located in a line along the fence of the County Field overlooking the Stour Valley and Badbury Rings. The total cost to supply and install outdoor gym equipment could be funded from £10,000 exceptional/capital expense allocated in the 2024/25 financial year budget, albeit there would be a small overspend.

Cllr Sowry-House asked if options for advertising on the bus shelters had been investigated. The Deputy Clerk confirmed the cost of bus shelters offering the capacity for advertising was significantly higher than the allocated budget.

Members discussed the need to progress with the public consultation for the redevelopment of the sports pavilion at the Recreation Ground, due to a number of issues impacted by the redevelopment of the site, namely the location and position of the tennis courts, play area and parking.

Members discussed the robustness of the outdoor gym equipment and the proposed location for the equipment, noting it was away from neighbouring properties, play area and skate park.

It was **RESOLVED** to recommend to Full Council to **APPROVE** the following:

- **Bus Shelters on Wareham Road:** To seek Dorset Council final approval prior to purchasing from Contractor, 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:** To not 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 by CIL monies received.

- **Vandal proof Refurbishment of Public Toilets at the Recreation Ground:** To not 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:** To 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.

CS 24/08 Paper D - To Note Update on the Allotments

The Deputy Clerk presented the report, noting the following updates:

- Plot inspections had been completed, with the majority of plots cultivated and in a good tidy state. However, some plot holders to be sent letters advising of non-cultivation and notice of a re-inspection within 28 days.
- Two ponds identified on the site, with both plot holders written to, requesting removal as they were in breach of their tenancy agreement.
- Several fruit trees were also identified above 4ft high, as permitted in the tenancy agreement. Plot holders advised to either prune or remove trees above 4ft high.
- One plot holder had given notice to quit by the 30 June 2024, with their plot being offered to the next person on the waiting list.
- Deputy Clerk had met with BCP Contractors to provide a quotation to infill potholes on the driveway and car parks. The Contractors advised that there were other materials available to infill potholes, which were longer lasting. Awaiting quotation.
- Should members approve purchasing of Dorset Limestone to be placed on each side of the 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, investigations were required as to how the limestone would be delivered and installed on site.
- Ongoing maintenance of individual plots edging was an issue in the interim period up to 1 April 2025, when it would then be the responsibility of plot holders to maintain. To be discussed at the meeting with the Chair and Secretary of the Allotment Association on 19 June 2024 with the Clerk and the Chair of the Council.

Cllr Sowry-House asked if the plot with the telegraph pole on the right-hand side of the site had been let, as this would either provide adjacent plot holders with larger plots or provide more starter plots. The Deputy Clerk confirmed it had not and would be investigated.

Cllr Sowry-House noted the requirement for the use of hoggin for the driveway and car parks on the site was a stipulation of Natural England, due to the site being within the Green Belt.

Members discussed the issue with vehicles either driving or parking on the grass verges and felt in the first instance, plot holders should be educated to negate the need to position Dorset limestone at a cost to the Council.

Cllr Sowry-House noted the grass verges along the driveway up to the top car park could also be utilised as starter plots, which would deter vehicles either driving or parking on the grass verges.

The update was **NOTED**.

It was **RESOLVED** to recommend to Full Council not to purchase and 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.

CS 24/09 Paper E - To Note Update on the Cemeteries

The Deputy Clerk presented the report, noting the following updates:

- Contact with the Council's insurers relating to the damaged headstone and claims process was complex, should the family involved wish to make a claim against the Council.
- Complaints from cemetery visitors unable to park in the new cemetery car park due to users of the Royal British Legion and Lockyers School using the car park as an overflow car park.
- Reseeding of the grass bank following the grounds works to the driveway at the old cemetery had been carried out.

The update was **NOTED**.

It was **RESOLVED** to recommend to Full Council to instruct Minster Stone Memorials to carry out repairs to damaged headstone T367B in the old cemetery at a **total cost of £1,114+VAT**.

CS 24/10 Paper F – To Note Highways Update

The Deputy Clerk presented the report, noting the following updates:

- Working party meeting scheduled with Wimborne Minster Town Council on 21 June 2024 to agree how to progress jointly with road safety improvements on Julian's Bridge and Julian's Road, Wimborne.
- Following contact with the Dorset Council School Road Safety Officer, educational resources had been sent to Lockyers School to share with the school children relating to road safety with a suggestion for the Officer and/or Dorset Police Road Safety Officer to attend a school assembly to raise awareness, particularly during school drop off/pick up times.

The update was **NOTED**.

CS 24/11 Paper G – To Consider and Approve Requests at Corfe Mullen Recreation Ground

The Deputy Clerk presented the report, noting the following:

- a) **Siting of Mobile Coffee Business:** Two previous businesses had failed due to the low footfall, making their businesses unviable. The requestor had asked to locate their mobile coffee business in the car park next the play area and skate park on Saturday's from 8am-3pm from 7 September 2024, noting Corfe Mullen Juniors Football Club also offered drinks and snacks during this time as a fundraiser for the club.
- b) **Relocation of Carnival Committee Shed:** The Carnival Committee had requested to relocate their shed from the Scouts outdoor space which they felt was unsafe and store new safety barriers in the Grounds Unit compound.

Members discussed both requests and felt as they had approved two other mobile coffee businesses to trade at the Recreation Ground, they could not decline this request.



It was hoped that communications and relations with the 2nd Corfe Mullen Scout Group would improve following the change in leader and that the Carnival Committee may want to reconsider their position, albeit members were content to accommodate the Carnival Committees shed and store new safety barriers, if necessary.

It was **RESOLVED** to recommend to Full Council to approve the following:

- Pony Espresso, Coffee business to trade on Saturday's 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.

- For the Carnival Committee to reconsider their options to relocate their shed and store new safety barriers in the Scout Grounds Unit compound. However, the Council could accommodate, on the basis their items were self-insured in a designated area with restricted access to the compound.

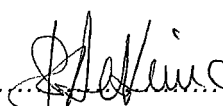
CS 24/12 Matters for forthcoming agendas No decisions can be taken¹

No items were noted.

CS 24/13 To Agree a date and time for the next meeting – Meeting to be held on Tuesday 13 August 2024 at 19:00 in the small hall of the Village Hall, Towers, Way, Corfe Mullen.

Cllr Sowry-House noted his apologies for the next meeting due to personal commitments.

CS 24/14 Close of Meeting at 20:48.

Signed as a correct record of the meeting.  Date 13/08/2024

¹ 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 the Planning & Highways Committee held on
Tuesday 9 July 2024 at 18:35 in the small hall of the Village Hall**

Present: **Councillors**
P Neil (Chair)
J Bonham
P Cuckston
S Florek
L Hardy
V Papilio
D Sowry-House

In Attendance: Rachel Virrill (Deputy Town Clerk/Minute Taker)

Public Participation

There were 5 members of the public present, none of whom wished to speak.

PC 24/49 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllr A Holland due to family commitments.

PC 24/50 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)

The Chair requested that declarations of interest for Cllrs Sowry-House and Florek, as Dorset Council Ward Councillors for Corfe Mullen are recorded at each meeting attended, due to their roles on the Dorset Council Eastern Area Planning Committee.

Cllrs Sowry-House and Florek declared a non-pecuniary interest due to being members of the Dorset Council Eastern Area Planning Committee and therefore, abstained from commenting on planning applications considered by the Committee.

PC 24/51 Paper A - To Approve minutes of meeting held on 25 June 2024 LGA 1972, sch 12, para 41

It was **RESOLVED** to **APPROVE** minutes of the meeting held on 25 June 2024.

PC 24/52 Paper B – To Note Planning Decisions Report – decisions between 19 June – 3 July 2024

The planning decisions report was **NOTED**.

PC 24/53 To Consider and Comment on Householder Planning Applications received from Dorset Council Planning Services:

Cllr Hardy queried the comments made by the Dorset Council Ward Councillors on planning applications published on the Dorset Council Planning Portal ahead of the

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A handwritten signature in black ink, appearing to be "JA", is written over the page number 16.

meeting. Cllr Sowry-House confirmed comments did not express a view on whether planning applications were supported or not and were worded to that affect.

Application No: P/HOU/2024/03383
Location: 51 Hadrian Way Corfe Mullen BH21 3XF
Proposal: Garage Conversion and Internal Alterations.
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=406456>

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

Application No: P/HOU/2024/03432
Location: 62 Hillside Road Corfe Mullen BH21 3SF
Proposal: Erect front extension with addition of double garage and entrance to the existing home, raising of ridge height adding a second story to bungalow.
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=406510>

The Chair referenced the Dorset Council guidance document dated December 2023 relating to a sustainability statement and checklist for planning applications, due to the proposed extension appearing to be over the 10% threshold to complete and submit the checklist. It was felt energy measures should be considered with the applicant encouraged to complete the checklist.

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

PC 24/54

To Consider and Comment on Notification of Appeal received from Dorset Council Planning Services:

Application No: P/FUL/2023/03504
Location: Coventry Arms Mill Street Corfe Mullen Wimborne BH21 3RH
Description: Erect rear single-storey extension
Appeal Reference: 3343698
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=397649>

Application No: P/FUL/2023/03506
Location: The Coventry Arms Mill Street Corfe Mullen BH21 3RH
Description: Alterations to outside space
Appeal Reference: APP/D1265/W/24/3343684
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=397651>

Both applications were discussed as one, due to the same location. Members noted the Dorset Council Planning Officers reports dated 30 November 2023 in terms of reasons for refusal due to the inappropriate development in the Green Belt and harmful to the Green Belt by definition, on the basis that there was no benefit from any of the exceptions to inappropriate development and openness of the Green Belt as set out in paragraphs 147-149 c) of Section 13 of the National Planning Policy Framework (NPPF).

Members noted the proposed development had been an established brownfield site for many years and, in their opinion, the proposed development footprint did not encroach any further onto the Green Belt and offered employment opportunities within the rural community.

It was **RESOLVED** that there were no further comments in addition to the Committees previous comments submitted to Dorset Council on 26 July 2023 and 12 July 2023 respectively. However, fully supported both applications.

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PC 24/55 To Note Tree Preservation Order Confirmations received from Dorset Council:

Application No: TPO/2024/0047
Location: Land of 2 Hanham Road, Corfe Mullen, BH21 3PZ
Trees Specified: T1 – Oak
T2 – Beech
T3 – Beech
T4 – Beech
T5 – Beech

The tree preservation order confirmation was **NOTED**.

PC 24/56 Paper C – To Note Highways Update

The Deputy Clerk provided an update as follows:

- Item 2: Dorset Council Road Safety Officer had emailed educational resources to the Headteacher of Lockyer's Middle School to share with pupils and parents.
- Items 2 and 13: Cllr Sowry-House was following up with Dorset Council Highways Officers.

The update was **NOTED**.

PC 24/57 Paper D - To Consider and Comment on Corfe View Road and Wareham Road, Corfe Mullen - Proposed Waiting Restrictions

Cllr Sowry-House provided some background to new members of the parking issues experienced by residents of Corfe View Road and surrounding locations.

It was **RESOLVED** to support the proposed waiting restrictions on Corfe View Road and Wareham Road.

PC 24/58 Matters for forthcoming agendas No decisions can be taken¹

There were no matters for forthcoming agendas.

PC 24/59 To Agree a date and time for the next meeting – the date and time of the next meeting will be Tuesday 23 July 2024 at 18:30 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

Cllr Neil noted his apologies for the next meeting due to personal commitments.

PC 24/60 Close of Meeting at 18:58.

Signed as a correct record of the meeting

 Date 23-7-24

¹ 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 the Planning & Highways Committee held on
Tuesday 23 July 2024 at 18:30 in the small hall of the Village Hall**

Present: **Councillors**
D Sowry-House (Chair)
J Bonham
P Cuckston
S Florek
L Hardy
V Papilio

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

Due to the Chair and Deputy Chair of the Planning & Highways Committee being absent, the Chair of the Council asked members if anyone wished to Chair the meeting. As no-one came forward, the Chair of the Council, Cllr Sowry-House chaired the meeting.

Public Participation

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

PC 24/61 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllrs A Holland and Neil, who both had personal commitments.

PC 24/62 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)

Cllrs Sowry-House and Florek declared a non-pecuniary interest due to being members of the Dorset Council Eastern Area Planning Committee.

PC 24/63 Paper A - To Approve minutes of meeting held on 9 July 2024 LGA 1972, sch 12, para 41

It was **RESOLVED** to **APPROVE** the minutes of the meeting held on 9 July 2024.

PC 24/64 Paper B – To Note Planning Decisions Report – decisions between 3 July 2024 – 17 July 2024

The planning decisions report was **NOTED**.

A handwritten signature in black ink, appearing to be 'D. J. ...', is located at the bottom left of the page.

To Consider and Comment on Householder Planning Applications received from Dorset Council Planning Services:

Application No: P/HOU/2024/03883
Location: 2 Kiln Close Corfe Mullen BH21 3UR
Proposal: Single storey side extension and internal alts.
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=407018>

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

Application No: P/HOU/2024/03705
Location: 2 Ridgeway Corfe Mullen BH21 3HS
Proposal: Erect side extension with remodel and new roof. Formation of annexe. Close access on ridgeway and create new access to Blandford Road
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=406821>

Members discussed the impact of the change of access onto Blandford Road and felt it was in line with the neighbouring property.

Cllr Bonham referenced the Dorset Council guidance document dated December 2023 relating to a sustainability statement and checklist for planning applications, due to the proposed extension appearing to be over the 10% threshold to complete and submit the checklist. It was felt energy measures should be considered with the applicant encouraged to complete the checklist.

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

Application No: P/HOU/2024/03895
Location: 9 Caesars Way Corfe Mullen BH18 9DP
Proposal: Erect Single Storey Front, Side and Rear Extension
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=407030>

The previous planning application no. P/HOU/2023/01955 – single storey front, side and rear extension, including alteration of first floor window, whereby the Committee had no objections with Dorset Council granting planning permission on 9 June 2023 was noted.

The Chair noted planning application no. P/HOU/2024/03895 had been submitted retrospectively as a result of Dorset Council Planning Enforcement visiting the site, due to representation from the neighbouring property who had raised concerns with the size of the side extension to their boundary and roadside, albeit they had no objection to the original plans.

Members discussed the material planning considerations, in terms of loss of amenity to the neighbouring property, scale, dominance and overdevelopment to the front of the site.

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

- Policy HE2 of the Christchurch and East Dorset Local Plan Part 1 – Core Strategy (2014), due to its scale, bulk and visual impact of the front/side extension which was not compatible with its surroundings characterised by well-spaced properties on generous plots and the relationship to neighbouring properties including minimising disturbance to amenity.
- Dorset Council guidance document dated December 2023 relating to a sustainability statement and checklist for planning applications, due to the proposed extension appearing to be over the 10% threshold to complete and

submit the checklist. It was felt energy measures should be considered with the applicant encouraged to complete the checklist.

Application No: P/HOU/2024/03660
Location: 15 Wayground Road Corfe Mullen BH21 3ED
Proposal: Replacement of current wooden fence panels with a brick wall of 1 metre in height and a length of 6.285 metres
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=406773>

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

PC 24/66 To Note Variation of Condition Application received from Dorset Council:

Application No: P/VOC/2024/00411
Location: 33 Corfe View Road Corfe Mullen BH21 3LY
Description: Application to Vary Condition 2 of Approved P/A P/HOU/2022/04740 (Bungalow Conversion - extensions to form 2 storey dwelling (as amended by plans received 22.2.2023)) to amend plans.
This application will be considered by Eastern Planning Committee on 31 July 2024. The meeting will be held at: The Allendale Centre, Hanham Road, Wimborne, BH21 1AS.
<https://moderngov.dorsetcouncil.gov.uk/ielListMeetings.aspx?Committeeld=429>

The variation of condition application was **NOTED**.

PC 24/67 To Note Tree Preservation Order Variation received from Dorset Council:

Application No: TPO/2023/0079
Location: Land at 121 Wimborne Road, Corfe Mullen, Wimborne
Trees Specified: The description in the first schedule to the Order shall be amended to read "T1 Yew" instead of "T1 Oak". A new schedule has been produced with the previous description crossed out in red.

The Chair noted Dorset Council Tree Officers were visiting sites, to ensure Dorset Explorer data was up to date in relation to Tree Preservation Orders (TPOs) who anticipated completing the work by the end of 2024. Therefore, it was likely more TPO variations would be received over the coming months.

The tree preservation order variation was **NOTED**.

PC 24/68 To Note Tree Preservation Order Confirmation received from Dorset Council:

Application No: TPO/2024/0008
Location: Land at E398990 N96621, Rushcombe Way, Corfe Mullen BH21 3QR
Trees Specified: T1 – Thorn
T2 – Acer sp.
T3 – Sorbus sp.
T4 – Betula sp.

The tree preservation order was **NOTED**.



PC 24/69 To Note Tree Works Applications received from Dorset Council:

Application No: P/TRT/2024/03795
Location: 9 Croft Close Corfe Mullen BH21 3JE
Trees Specified: T1 Hornbeam: Undertake a branch reduction on all lateral growth only by no more than 1.2m from the tips inwards spanning from a S-SE direction. No pruning wounds will exceed 50mm in diameter and all cuts will be brought back to viable growth points. T2 Silver Birch: Undertake a targeted branch reduction of no more than 1m from the tips. Ensuring that all cuts are brought back to viable growth points and that no pruning wounds exceed 50mm in diameter. T3 Thuja Plicata: Raise the crown to no less than 4m from ground level.

The tree works application was **NOTED**.

PC 24/70 Paper C - To Note Tree work Schedule for Highmoor Close, Corfe Mullen, BH21 3PU

The tree work schedule was **NOTED**.

PC 24/71 Paper D – To Note Highways Update

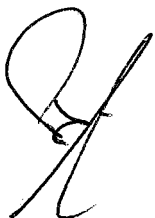
The Clerk presented the report, noting the following updates:

- Line 2: Chair progressing with Dorset Council Highways.
- Lines 6 & 15: to form part of the review being undertaken by the Joint Working Party with Wimborne Minster Town Council relating to highways improvements on the A31 Lake Gates roundabout, Julians Bridge and B3078 Julians Road.
- Line 7: new request for speed restrictions on the A31 from Lake Gates to Roundhouse roundabouts as a result of difficulties exiting the services area, namely Esso Garage and Starbucks.
- Line 12: public consultation in progress.
- Line 13: Clerk and Chair following up with Dorset Council Road Safety Manager to arrange a site visit.
- Joint Working Party with Wimborne Minster Town Council meeting took place on 19 July 2024 with members in attendance from Corfe Mullen and Wimborne Minster Town Councils, along with representatives from Lytchett Minster & Upton Town Council, Pamphill & Sandwick Parish Council and Dorset Council Principal Transport Planner to review options for safety and accessibility for cyclists and pedestrians on the A31 Lake Gates roundabout, Julians Bridge and B3078 Julians Road and make recommendations to Dorset Council and National Highways.
- Draft Community Highways Request Policy to be presented to the Committee in September 2024 to provide clarity to residents and Councillors when requesting highways improvements.

Members considered the various requests for road safety improvements and the anticipated outcomes for those making the requests alongside innovative more cost-effective measures achieving the same outcome.

Cllr Hardy noted Vikki Slade MP for Mid Dorset and North Poole recent campaign against parking on pavements and suggested the Town Council should write to her in support of the campaign as result of parking issues experienced by Corfe Mullen residents.

The highways report was **NOTED**.



PC 24/72 Matters for forthcoming agendas No decisions can be taken¹

The following items for forthcoming agendas were noted:

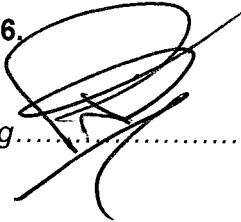
- Minutes and Terms of reference of the Joint Working Party with Wimborne Town Council relating to road safety improvements on the A31 Lake Gates roundabout, Julians Bridge and B3078 Julians Road to be shared with the Committee.
- Review of draft Community Highways Request Policy to recommend approval and adoption by the Full Council.
- Procurement of Speed Indicator Device (SID) to be sited on Blandford Road.
- Update on Nature Emergency declared by Dorset Council at their Full Council meeting held on 18 July 2024.

PC 24/73 To Agree a date and time for the next meeting – the date and time of the next meeting will be Tuesday 13 August 2024 at 18:30 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

Cllrs Sowry-House and Florek noted their apologies, due to personal commitments.

PC 24/74 Close of Meeting at 19:16.

Signed as a correct record of the meeting.....



Date.....

13th AUGUST 2024



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 27 August 2024

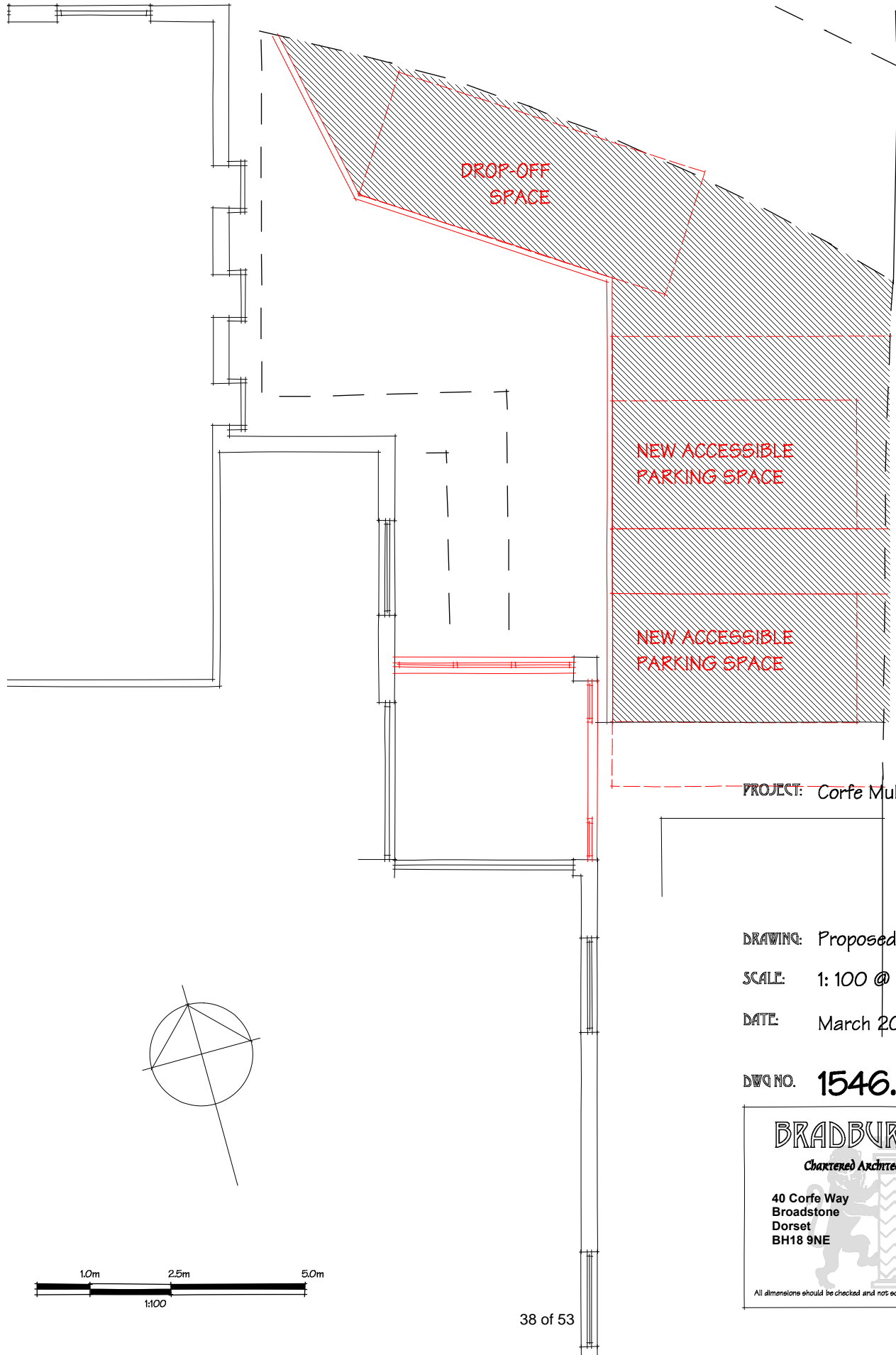
Agenda Item: TC 24/90

Paper: E

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|---------------------------|--|
| Subject: | Items requiring Approval |
| Prepared By: | Catherine Horsley, Town Clerk & RFO |
| Purpose of Report: | To Approve and/or Retrospectively Approve Items |
| Background: | Various items requiring retrospective approval or approval as listed. |
| Key Points: | <p>Retrospective – Village Hall/Council Office Accessible Parking: At the Full Council meeting held on 25 June 2024, it was resolved to install one 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.</p> <p>Subsequently, a further contractor who quoted originally for all of the Village Hall improvements works has now provided a quote in line with the above totalling £15,600+VAT. This contractor also suggested a better use of the space to accommodate a drop off area with two accessible parking spaces utilising the dropped kerb already in place onto Towers Way. The quote to carry out this work would be £16,600+VAT.</p> <p>Advice was sought from Dorset Council Planning relating to an amendment of the original plans which were granted permission in September 2021. They have advised that the amendment would be classed as a non-material amendment. Therefore, there were two options to consider as follows:</p> <ul style="list-style-type: none">○ Option 1 - one accessible car parking space & drop off area at the Council Office/Village Hall at a total cost up to £15,600+VAT.○ Option 2 - two accessible car parking spaces & drop off area at the Council Office/Village Hall at a total cost up to £17,853+VAT. <p>Due to the difference in total costs and the resolution of Council to agree works up to a total cost £17,500+VAT, the Clerk sought approval on how to proceed via email due to the limited timeframe to progress. 9 of 14 members voted to progress with option 2 with 6 members not responding.</p> <p>With a majority, the Clerk instructed the Architect to progress the Non-Material Amendment application form to Dorset Council Planning to progress option 2 (see appendix 1). This has been completed with a decision expected from Dorset Council Planning by 6 September 2024. The Contractor is due to commence works on 27 August 2024.</p> |

| | |
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| <p>Implications:</p> | <p>Planning deadline to commence works within 3 years of being granted planning permission on 14 September 2021. Should works not commence within the timing, a new planning application form will need to be re-submitted. Time/date stamped photos to be taken once work has commenced to provide to Dorset Council Planning.</p> <p>A condition of the planning permission is to complete the accessible parking prior to further work, namely the porch and small extension to the small hall of the Village Hall.</p> <p>Risk Assessment of site to be carried out ahead of works starting to ensure public safety whilst works are being carried out. Limited access to the Village Hall rear car park.</p> <p>Access to the Village Hall and Council Office should remain unaffected.</p> <p>Expenditure within the allocated budget for the project.</p> |
| <p>Recommendation:</p> | <p>To RETROSPECTIVELY APPROVE/APPROVE the following:</p> <ul style="list-style-type: none"> • Option 2 - two accessible car parking spaces & drop off area at the Council Office/Village Hall at a total cost up to £17,853+VAT. |

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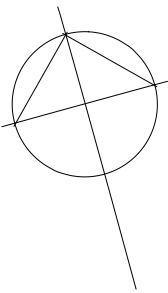
PROJECT: Corfe Mullen Village Hall

DRAWING: Proposed Floor Plan

SCALE: 1: 100 @ A4

DATE: March 2021

DWG NO. 1546.06B



BRADBURY BICHARD
Chartered Architect and CDM Services

40 Corfe Way
Broadstone
Dorset
BH18 9NE

Telephone: (01202) 693988
E-mail: neilbichard@me.com

All dimensions should be checked and not scaled © Bradbury Bichard



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 27 August 2024

Agenda Item: TC 24/91

Paper: F

| | |
|---------------------------|---|
| Subject: | To Approve the Recommendations from the Community Services Committee |
| Prepared by: | Catherine Horsley, Town Clerk |
| Purpose of Report: | To Approve the recommendations made at the Community Services Committee meeting held on 13 August 2024 |
| Background: | The Community Services Committee does not hold delegated authority from the Full Council to make decisions except for Accounts for Payment, therefore all resolutions require approval by Full Council. |
| Key Points: | <p>It was RESOLVED to recommend for approval by Full Council the following items:</p> <p>CS 24/19:</p> <ul style="list-style-type: none"> • 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. • 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. <p>CS 24/20:</p> <ul style="list-style-type: none"> • Contractor to carry out infill of hoggin on driveway and carparks at a total cost of £360.00+VAT. <p>CS 24/21:</p> <ul style="list-style-type: none"> • 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 which should remain grass, with plot holders' choice of materials for horizontal paths with effect from 1 April 2025. Responsibilities shown in Appendix 2. • 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. • 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 2024 to remain with increases from £5-10 per plot dependant on size effective from 1 April 2025. • Balancing pond wildlife project, subject to permission to be obtained from Dorset Council Planning: |

| | |
|------------------------|---|
| | <ul style="list-style-type: none"> ○ 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. Example shown in Appendix 3. ○ Allotment Association to cover the cost and installation of additional fencing required and take responsibility for maintaining the wildlife pond and trench/silt trap. ○ To commence work from September 2024. <ul style="list-style-type: none"> ● Additional 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. Plot 52 to remain a wildflower area in the interim period. ● Additional compost bays at the top of the site: not to be progressed, due to additional costs to the Council and accessibility of machinery for mechanical turning. ● Delivery/use of raw seaweed on the site: permission not provided, due to concerns with the management of delivery, use and possible contamination. <p>CS 24/22:</p> <ul style="list-style-type: none"> ● To purchase 'Car Park for Cemetery Visitors Only' sign in the new cemetery at a total cost of £113.69+VAT. |
| Implications: | <ul style="list-style-type: none"> ● Health & Safety issues. ● Negative publicity for the Council. ● Expenditure in line with 2024/25 financial year budget. |
| Recommendation: | To APPROVE the recommendations from the Community Services Committee meeting held on 13 August 2024. |

Appendix 3


Corfe Mullen Town Council
 Off Towers Way, Corfe Mullen, Wimborne, BH21 3UA
 Tel: 01202 698800

**Corfe Mullen Allotments
 Broadmoor Road Site**

SCALE : 1 : 1000 @ A4 DATE : 05/05/2022

MAP FILENAME : Corfe Mullen New Allotment Site 030522

Map data may be © Crown copyright (and database rights) (2020)
 supplied under OS PSMA licence number ELJL 0100023148.
 Terms and conditions apply : Refer to Ordnance Survey website.




Key:

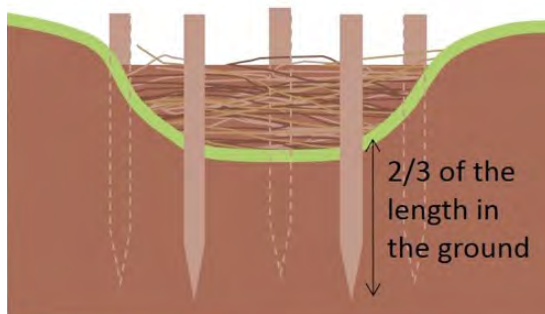
- Communal grass maintained by Grounds Team
- Grass paths (from when additional plots were established)
- Plot holder maintains bottom and right-hand paths
- Hoggin/Accessible paths maintained by the Grounds Team

What are in-ditch features for flood management?

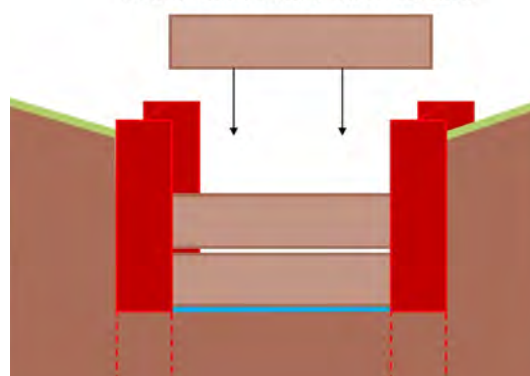
- Options:
 - Install barriers / traps within ditches to 'slow the flow' and allow sediment to settle
 - Widen ditches to hold more water and create wetland features
 - Create new ditches to carry water to other flood management features (e.g. leaky pond)
- Benefits:
 - Slow the flow
 - Filters sediment within the water. Sediment can be dug out and put back on the fields which may help with soil fertility, as nutrients and soil organic matter may be part of, or attached to, sediment particles
 - May help keep farm tracks drier

Choosing the right site for in-ditch features

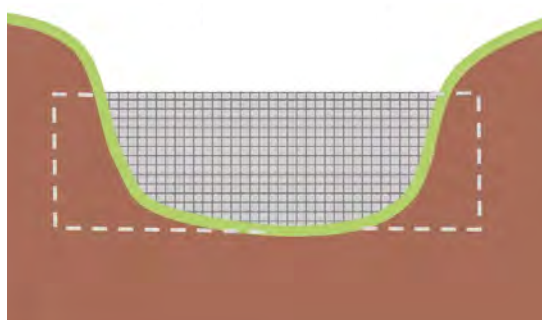
- In-ditch features are suitable for:
 - Any ditches that collect overland flow from fields and where it is desirable to slow the movement of water to reduce downstream flood risk
 - Dry ditches (channels that only carry water during periods of wet weather)
 - Ditches where fish and other wildlife, like water voles, are not present
 - Areas that are accessible for maintenance of the structures



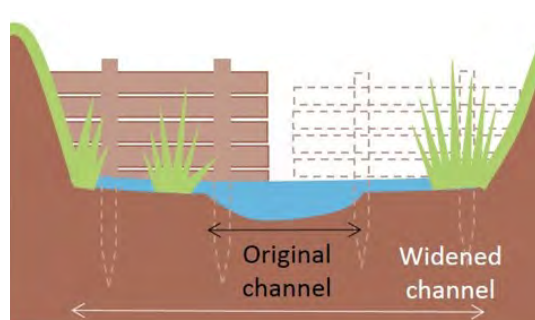
Brush bundles secured with wooden stakes.



Adjustable planks to control water levels in ditches.



Gabion baskets are suitable for dry ditches and should be set into the bank.



Widening ditches and installing leaky barriers on alternating banks to slow the flow.

Design and Construction

| Leaky Barriers | Widened ditches |
|---|--|
| <ul style="list-style-type: none"> • The barrier should be leaky and allow some water and fish through. • Put in a series of wooden posts (two-thirds of the length should be buried, where possible). • Faggots: lodge them between posts and secure with wire. • Wooden boards: nail to the posts or fix between two posts. Settle the boards into the ditch bed and banks. • Set the barrier at a level lower than the top of the bank. | <ul style="list-style-type: none"> • Dig the ditch wider around the original channel (or divert the ditch to the wetland feature) • Create regular barriers to 'slow the flow'. An alternating design with barriers narrower than the channel width, works well as it encourages a meandering flow. • Plant wet-loving species (e.g. reeds, rushes, sedge, alder, willow) to reduce erosion and for habitat creation. |

Management

Check the structure regularly for silt accumulation and de-silt to maintain the water storage capacity. Any silt removed can be spread back onto the land.



Gabion basket, immediately after construction.



Leaky barrier using hazel bundles

In-ditch features and your farm business

Ditches can be beneficial to the farming system as they allow drainage of water to areas where it can be managed. In ditch features can slow the flow above areas susceptible to flooding, for example tracks or yards, but also act as a filtration system to remove sediment from the water. Ground levels should always be checked before constructing features to ensure that water levels will not back up and cause flooding elsewhere.

Ditch features are available as capital items through Countryside Stewardship:

- RP11: Swales (channels), £5.95 per square metre and should meet the specification
- RP12: Check Dams, £42 per dam and should meet the specification

Consents and Licences

Land Drainage Consent from the County Council will be needed. FWAG SW can help with this. A waste exemption (U10) from the Environment Agency may be required when spreading silt. You may need consent from Natural England if the land is designated as a SSSI or in an agri-environment agreement.

CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 27 August 2024



Agenda Item: TC 24/92

Paper: G

| | |
|---------------------------|---|
| Subject: | To Approve Calendar of Meetings for 2024/25 |
| Prepared by | Catherine Horsley, Town Clerk & RFO |
| Purpose of Report: | To Approve Calendar of Meetings for 2024/25 |
| Background: | The calendar of meetings is considered and approved by Council annually at the Annual Town Council Meeting in accordance with Standing Orders and published on the Town Council website for transparency purposes. |
| Key Points: | <p>At the recent Staffing Committee meeting held on 30 July 2024, it was resolved to recommend approval to Full Council to schedule the Staffing Committee meetings in the same way as other Committees i.e. Dates approved and diarised for the calendar year and published on the Town Council website.</p> <p>The recommendation is to schedule bi-monthly meetings on the second Thursday of the month at 10:00, to commence in October 2024.</p> <p>Appendix 1 shows the suggested dates for the remainder of 2024 and 2025.</p> <p>The transfer of sole trustee of Corfe Mullen Sports Association (CMSA) has been completed on the Charity Commission website with most documentation handed over by the previous Secretary and Treasurer. Obtaining all financial records and access to the Charities bank account is in progress. It should be noted the financial accounts for the 2023/24 financial year are unaudited.</p> <p>The CMSA generally hold their AGM in August. In 2024, suggest holding all AGMs for the Charities where the Council act as sole trustee in October, to allow for the CMSA handover to be completed and independent examination of the 2023/24 financial year accounts. In 2025, date in line with other Charities where the Council act as the sole trustee.</p> |
| Implications: | Failure to publish calendar of meetings does not comply with transparency. |
| Recommendation: | To APPROVE updated Calendar of Meetings for the remainder of 2024 and 2025 |

Corfe Mullen Town Council



Schedule of Meetings

| 2024 | | | | | | | |
|-----------------------------|------------------------------|------------------|-----------------------|--|-------------------|--------------------------------|--------------------------------------|
| Community Services 19:00 | Planning & Highways 18:30 | Finance 19:00 | Full Council 19:00 | Annual Youth Trust AGM 18:00 via MS Teams | Staffing 10:00 | Annual Parish Meeting 18:30 | Annual Town Council Meeting 19:00 |
| 13-Feb | 04-Jan | 04-Jan | *04-Jan | 03-Oct | 30 Jul (14:30) | 14-Mar | 14-May |
| 09-Apr | 23-Jan | 21-May | 23-Jan | | 10-Oct | | |
| 11-Jun | 13-Feb | 09-Jul | 27-Feb | | 12-Dec | | |
| 13-Aug | 27-Feb | 08-Oct | 26-Mar | | | | |
| 12-Nov | 12-Mar | | 23-Apr | | | | |
| | 26-Mar | | 28-May | | | | |
| | 09-Apr | | 25-Jun | | | | |
| | 23-Apr | | 23-Jul | Annual Village Hall AGM 18:30 via MS Teams | | | |
| | 21-May | | 27-Aug | | | | |
| | 28-May | | 24-Sep | | | | |
| | 11-Jun | | 22-Oct | 03-Oct | | | |
| | 25-Jun | | 26-Nov | | | | |
| | 09-Jul | | 17-Dec | | | | |
| | 23-Jul | | | | | | |
| | 13-Aug | | | | | | |
| | 27-Aug | | | | | | |
| | 10-Sep | | | | | | |
| | 24-Sep | | | Annual Sports Association (CMSA) AGM 19:00 via MS Teams | | | |
| | 08-Oct | | | | | | |
| | 22-Oct | | | | | | |
| | 12-Nov | | | | | | |
| | 26-Nov | | | 03-Oct | | | |
| | 17-Dec | | | | | | |

*On the rising of the Finance & Administration Committee

Corfe Mullen Town Council

Schedule of Meetings



| 2025 | | | | | | | |
|-----------------------------|------------------------------|------------------|-----------------------|---|-------------------|--------------------------------|--------------------------------------|
| Community Services 19:00 | Planning & Highways 18:30 | Finance 19:00 | Full Council 19:00 | Annual Youth Trust AGM (Virtual) 18:30 | Staffing 10:00 | Annual Parish Meeting 18:30 | Annual Town Council Meeting 19:00 |
| 11-Feb | 07-Jan | 07-Jan | 07-Jan* | 11-Sep | 13-Feb | 13-Mar | 13-May |
| 10-Jun | 28-Jan | 08-Apr | 28-Jan | | 10-Apr | | |
| 09-Sep | 11-Feb | 08-Jul | 25-Feb | | 12-Jun | | |
| 09-Dec | 25-Feb | 14-Oct | 25-Mar | | 14-Aug | | |
| | 11-Mar | 11-Nov | 22-Apr | | 09-Oct | | |
| | 25-Mar | | 27-May | | 11-Dec | | |
| | 08-Apr | | 24-Jun | | | | |
| | 22-Apr | | 22-Jul | Annual Village Hall AGM (Virtual) | | | |
| | 13-May | | 26-Aug | | | | |
| | 27-May | | 23-Sep | | | | |
| | 10-Jun | | 28-Oct | 11-Sep | | | |
| | 24-Jun | | 25-Nov | | | | |
| | 08-Jul | | 16-Dec | | | | |
| | 22-Jul | | | | | | |
| | 12-Aug | | | | | | |
| | 26-Aug | | | | | | |
| | 09-Sep | | | | | | |
| | 23-Sep | | | Annual Sports Association (CMSA) AGM (Virtual) | | | |
| | 14-Oct | | | | | | |
| | 28-Oct | | | | | | |
| | 11-Nov | | | | | | |
| | 25-Nov | | | 11-Sep | | | |
| | 09-Dec | | | | | | |
| | 16-Dec | | | | | | |
| | | | | | | | |
| | | | | | | | |

*On the rising of the Finance & Administration Committee Meeting



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 27 August 2024

Agenda Item: TC 24/93

Paper: H

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| Subject: | To Approve the 2025 Macmillan Dorset Bike Ride |
| Prepared By: | Catherine Horsley, Town Clerk |
| Purpose of Report: | To consider and approve the 2025 Macmillan Dorset Bike Ride starting and finishing at the Recreation Ground in line with previous years. |
| Background: | <p>The bike ride is an annual event to raise funding for MacMillan. This year's event was held on Sunday 7 July 2024 and raised in excess of £25,000 for people living with cancer in Dorset. The organisers of the event wished to pass on their thanks to the Town Council for the use of the Recreation Ground.</p> <p>The volunteer ride organiser, Peter Smith-Nicholls manages the whole event with volunteers, with minimum impact on the Town Council staff.</p> |
| Key Points: | <p>The organisers request exclusive use of the Recreation Ground for the event with full use of the Pavilion to provide refreshments to the riders.</p> <ul style="list-style-type: none"> • Request to use the Recreation Ground exclusively on Sunday 6 July 2025 to hold the event. • To set up start and finish line fencing on the evening of Saturday 5 July 2025. • Riders will set off around 8am and return from 3pm onwards. • Sports clubs and Sports Pavilion users to be made aware of the event and use of Sports Pavilion & Recreation Ground. • Due to the event being held on Council-owned land a copy of Public Liability Insurance and Risk Assessment will be required for the Town Council's records. |
| Implications: | <p>If the Town Council did not allow the event to take place, this could have a negative impact to the Town Council with negative press/media.</p> <p>If the event were not to take place, Macmillan would lose funding which helps to support people living with cancer in Dorset.</p> <p>No users/sports clubs can use the Recreation or Pavilion on Sunday 6 July 2025.</p> |
| Recommendation: | To APPROVE use of the Recreation Ground for the Macmillan Dorset Bike Ride on Sunday 6 July 2025. |



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 27 August 2024

Agenda Item: TC 24/94

Paper: I

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| Subject: | Update from Joint Working Party with Wimborne Minster Town Council |
| Prepared By: | Catherine Horsley, Town Clerk |
| Purpose of Report: | To Note approved Terms of Reference and draft minutes from the last working party meeting held on 22 July 2024 |
| Background: | Corfe Mullen Town Council and Wimborne Minster Town Council acknowledge an increase in pedestrian and cyclist footfall between both parishes and have resolved to review the current route to and from both parishes via Wimborne Road, the A31 Lake Gates roundabout and B3078 (Julians Road) and improve the safety and accessibility for cyclists and pedestrians to make recommendations to Dorset Council and National Highways. |
| Key Points: | <p>Please see attached the following for noting:</p> <p>Appendix 1 – Approved Terms of Reference Appendix 2 – Draft minutes from last meeting held on 19 July 2024.</p> <p>Note: Items on the Planning & Highways Committee, Highways Schedule Update in relation to speed limit coming off the Lake Gates Roundabout onto Wimborne Road and pedestrian crossing on Wimborne Road, near to the Lambs Green Inn to form part of the Working Parties recommendations to Dorset Council and/or National Highways.</p> <p>Next Joint Working Party scheduled on 12 September 2024 at Wimborne Minster Town Hall.</p> |
| Implications: | <p>Road safety of parishioners should be a priority for both Town Councils, Unitary Authorities and other Government Agencies. Taking a proactive approach to highway safety improvement rather than being reactive.</p> <p>Costs to carry out any recommendations will need to be budgeted, with match funding considered by both Town Councils along with Government funding opportunities considered for highway improvements on the A31, as part of the National Highways road network and Dorset Council as the Highways Authority.</p> <p>Any recommendations may be cost prohibited, due to funding.</p> |
| Recommendation: | To NOTE update. |



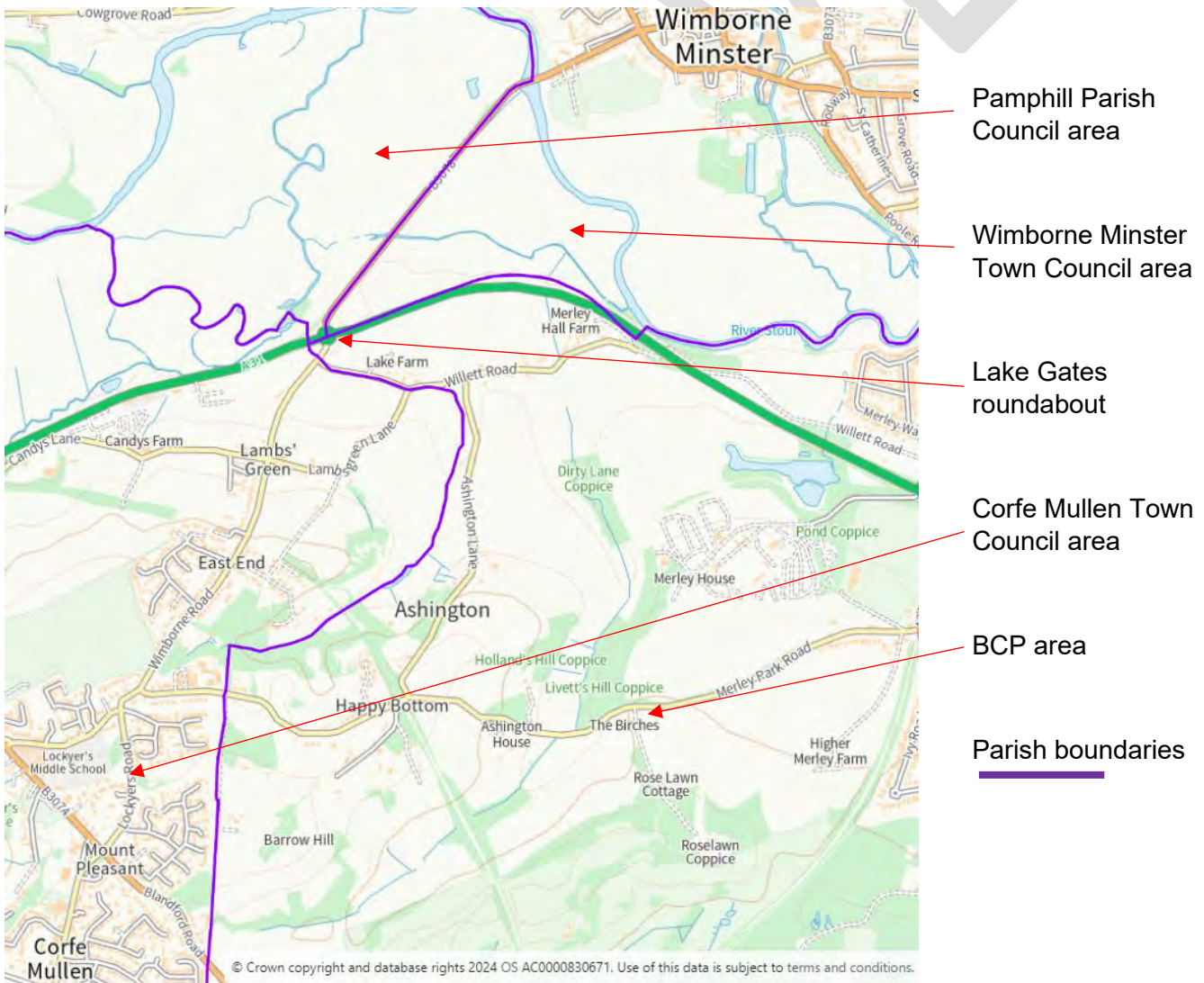
Corfe Mullen and Wimborne Minster Town Council

Joint Working Group Terms of Reference



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| Aim | Corfe Mullen Town Council and Wimborne Minster Town Council acknowledge an increase in pedestrian and cyclist footfall between both parishes and have resolved to review the current route to and from both parishes via Wimborne Road, the A 31 Lake Gates roundabout and B3078 (Julians Road) and improve the safety and accessibility for cyclists and pedestrians (see map below) and make recommendations to Dorset Council and National Highways. |
| Objectives | <ol style="list-style-type: none"> 1. Review the current route options for vehicles, pedestrians and cyclists to and from Corfe Mullen and Wimborne Minster via Wimborne Road, the A 31 Lake Gates roundabout and B3078 (Julians Road). 2. Assess current route options including a review signage, speed limits and lighting. 3. Research funding options available to support any recommendations. 4. Identify and agree improvements that improve the safety and accessibility for cyclists and pedestrians, particularly students, commuters, members of the public, festive goers and horse riders. 5. Undertake a public consultation exercise on the review undertaken by the Joint Working Group and recommended improvements. 6. Review responses to the public consultation exercise and make final recommendations. |
| Status | <p>The Joint Working Group has been set up via resolutions from both Town Councils with delegated authority, however has no decision-making powers.</p> <p>The Joint Working Group will report and make recommendations to both Town Councils.</p> <p>It is anticipated the Joint Working Group will be in place for 24 months to complete this project.</p> |
| Roles, membership and delegated authority | <p>Chair - alternate between both Town Councils Mayors.</p> <p>Membership – maximum of 15 including:</p> <ul style="list-style-type: none"> • Corfe Mullen Town Mayor (or Deputy) and Wimborne Minster Town Mayor (or Deputy); • one town councillor from Corfe Mullen and one from Wimborne Minster; • one Dorset Council ward member representing Corfe Mullen and one Dorset Council ward member representing Wimborne Minster • one representatives from the following neighbouring parish councils – Colehill, Pamphill and Shapwick, Sturminster Marshall, Upton and Lytchett Minster • Corporate Director (Strategic Level) Officers representing highways from both Dorset Council and BCP Council unitary authorities • representatives from National Highways • representative from Dorset Police traffic management • representative from QE School Council |

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| | <ul style="list-style-type: none"> Member of Parliament representing the area Delegated authority: <ul style="list-style-type: none"> undertake promotional activity including consultations move actions forward report back to both Town Councils on a regular and standing item basis |
| Frequency | Bi-monthly |
| Administration | <p>Meetings will be organised by the Town Clerk's at Corfe Mullen Village Hall and Wimborne Minster Town Hall on an alternate basis.</p> <p>Agendas will be issued by the Town Clerk's on an alternate basis five working days before meetings following consultation with their respective Town Mayor's and issued via email.</p> <p>Meetings will be clerked by the Town Clerk's on an alternate basis.</p> |
| Review | Recommended by the Joint Working Group to both Councils for adoption / revisions. |





Corfe Mullen and Wimborne Minster Town Councils Joint Working Group Minutes



Friday 22 July 2024 at 14:00 in the Small Hall of Corfe Mullen Village Hall

Present: **Councillors**
Duncan Sowry-House – Corfe Mullen (Chair)
Phil Purvis – Corfe Mullen
Alex Brenton – Ward Member for Lytchett Minster & Upton
Ray Griffin – Lytchett Minster & Upton
Richard Eckford – Pamphill & Shadwick
Simon Wheeler – Wimborne Minster
Shane Bartlett – Ward Member for Wimborne Minster
Jeff Hart – Wimborne Minster
Christopher Peck, Principal Transport Planner – Dorset Council

In Attendance: Catherine Horsley - Corfe Mullen (Town Clerk – minute taker)
Louise Harrison - Wimborne Minster (Town Clerk)

1. Introductions

Cllr Sowry-House welcomed members to the meeting, where introductions were made.

2. Apologies

Cllr David Morgan, Ward Member for Wimborne Minster, Vikki Slade, MP for Mid Dorset and Poole and a representative from National Highways had been invited, however, were unable to attend the meeting.

3. Agree the Group's Terms of Reference

Version 2 of the draft Terms of Reference was circulated to members, with the following updates noted:

- National Highways not Highways England
- Target users to include commuters, members of the public, festive goers and horse riders
- Corporate Director (Strategic Level) Officers representing Highways from both Dorset Council and BCP Council unitary authorities
- Delegated authority
- Student representative(s)

It was agreed for the Wimborne Minster Town Clerk to invite a representative(s) from QE School Council.

Cllr Wheeler proposed for the draft terms of reference to be approved, subject to the above amendments. This was seconded by Cllr Purvis. 8 members voted in favour with one abstention.

It was **RESOLVED** to **APPROVE** the Terms of Reference shown in Appendix 1.

Cllr Sowry House noted that should Lytchett Minster & Upton Town Council and Pamphill & Shadwick Parish Council wish for their council crests to be included on the documentation for the meeting to show the joint working and collaboration between the councils, to confirm at the next meeting. Cllrs Griffin and Eckford agreed to raise at their next Full Council meetings.

4. Sharing of information from all organisations represented at the meeting

Chris Peck introduced himself and provided some background to his role within Dorset Council and the schemes and options already considered for the location of the B3078 from the A31 Lake Gates roundabout maintained by National Highways, Julians Bridge and Julians Road to Pye Corner, Wimborne Minster maintained by Dorset Council as the Highways Authority.

A long-term strategic level Active Travel Infrastructure Plan had been developed, which included, walking and cycling and promoted active travel with consultation of the draft plan commencing later in the year with responses collated to inform the Dorset Council policy making process.

Chris noted the major barriers along the road network in the location, users using the most direct and useful route, collision data, alongside scale and prioritisation of Government and local authority funding.

Members discussed at length the barriers and limitations in the location particularly for young people attending the QE school campus from Corfe Mullen and how the working party needed to be proactive in considering options for sustainable and climate friendly travel in the location utilising the existing road network to separate vulnerable road users crossing Julians Bridge.

Members considered the following options:

- Pelican crossings on Julians Road and Wimborne Road by the Lambs Green Inn
- Use of existing Rights of Way and Bridleways via the Rivers Edge Development
- Speed restrictions in and around the A31 Lake Gates roundabout, Julians Bridge and Julians Road to Pye Corner, Wimborne
- Additional bridge alongside the existing historic listed c15 Julians Bridge for pedestrians and cyclists
- Footpaths in both directions from the A31 Lake Gates roundabout to Julians Bridge

Chris summarised the three options considered as part of the Southeast analysis model as follows:

1. 2-way shuttle working to allow one lane carriageway across Julians Bridge, benefits included speed reduction, less costly maintenance of historic bridge, one lane of traffic to allow for a separate path on the existing bridge for pedestrian/cyclist users
2. Cantilever style bridge, Historic England were unlikely to grant permission due to obstructing view of historic bridge
3. Separate bridge structure downstream to protect the view of the historic listed c15 Julians Bridge, the Environmental Agency were unlikely to grant permission due to disturbing the wildlife inhabitants in the surrounding area, the River Stour and impeding flow causing localised flooding

The Wimborne Minster Town Clerk agreed to circulate a copy of the National Highways - Walking, Cycling & Horse-riding Assessment report version 01 dated 22 August 2022 to members following the meeting for information.

5. Agree dates for future meetings

It was agreed to schedule future meetings on the second week of the month, bi-monthly until the end of 2025.

Proposed dates:

- 12 September 2024, 14:00 at the Wimborne Minster Town Hall
- 14 November 2024, 14:00 in the Small Hall, Corfe Mullen Village Hall
- 9 January 2025, 14:00 at the Wimborne Minster Town Hall
- 13 March 2025, 14:00 in the Small Hall, Corfe Mullen Village Hall
- 8 May 2025, 14:00 at the Wimborne Minster Town Hall
- 10 July 2025, 14:00 in the Small Hall, Corfe Mullen Village Hall
- 11 September 2025, 14:00 at the Wimborne Minster Town Hall
- 13 November 2025, 14:00 in the Small Hall, Corfe Mullen Village Hall

6. Future agenda items

None noted.

7. Close of meeting at 15:20.

Signed as a correct record of the meeting.....Date

DRAFT