



Minutes of the Meeting of Corfe Mullen Town Council
held on Tuesday 17 December 2024 at 19:00 in the Small Hall of the Village Hall

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

In Attendance: Catherine Horsley (Town Clerk)
Daryl Pearce (Deputy Town Clerk) - Minute Taker

The Chair welcomed everyone to the meeting and introduced Mark Tomkins, Aubergine Founder & Creative Director who joined the meeting via MS Teams.

TC 24/181 Verbal – Town & Parish Councils Website Provider Demonstration

An on-screen demonstration was given on the functionality and accessibility of websites created by Aubergine. The demonstration included statutory reporting requirements including agendas, minutes and finances including the Annual Governance and Accountability Return (AGAR).

Examples of additional functionality included amenities and services provided by the Town Council and Dorset Council as the Unitary Authority, members login area, forms and planning portal integration. A demonstration was also given on how Officers would manage and update website content on a day-to-day basis, user access and the training and resources available to Officers.

Question and answers then took place. Members asked questions relating to templates, scheduling, planning, accessibility and costs.

The Chair thanked Mark for his demonstration, who then left the meeting.

The Chair paused the meeting for a comfort break and resumed the meeting at 20:00.

Public Participation

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

TC 24/179 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllrs Hardy and Neil who both had prior work commitments.

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

TC 24/180 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 24/182 Paper A – To Approve minutes of the Town Council meeting held on 26 November 2024 – LGA 1972, sch 12, para 41

The minutes of the meeting held on 26 November 2024 were **APPROVED**.

The Chair brought forward agenda item TC 24/186 to consider the website provider whilst the demonstration provided by Aubergine was fresh in members minds.

TC 24/186 Paper E - To Consider and Approve Appointing a Town Council Website Provider

The Clerk presented the report, noting the set up and year 1 costs as a Society of Local Clerks (SLCC) member, additional optional functionality and ongoing costs for consideration.

Members noted the benefits, cost savings and value for money of the redesign of a new Town Council website, which was accessible and compliant with the Website Content Accessibility Guidelines (WCAG) along with streamlining content uploads using WordPress, efficiency and time savings.

It was noted the work to develop the Neighbourhood Plan would be an integral part of the Town Council's website, negating the need for the current website domain www.cmnp.org.uk, resulting in an annual cost saving of £139.50.

Members discussed the additional (optional) items listed within the report and felt as the costings were within the allocated budget, to delegate to the Clerk to consider the optional items to ensure the new website was fit for purpose.

It was **RESOLVED** to **APPROVE** for the Clerk to liaise with Aubergine, to the redesign the Town Council Website including optional functionality items deemed necessary within the allocated budget of £5,000.

The Clerk to give notice to the existing provider, Vision ICT whose contract renewal was due in February 2025 and report back to the next meeting, the actual set up and year 1 costs along with ongoing costs moving forward.

The Chair returned to the standing agenda.

TC 24/183 Paper B – To Approve Accounts for Payment

Members raised the following queries:

- Line 818: what repairs were required to the Sports Pavilion furniture store cupboard. The Clerk confirmed one of the doors had split at the bottom caused by general wear and tear. The Grounds Team were scheduled to carry out the repairs between Christmas and New Year whilst the lounge area was not in use.
- Lines 802-805: Why was the Sports Pavilion and Cemetery water usage costs listed twice. The Clerk confirmed the Sports Pavilion had two meters, one for the

lounge and prep area and the other for the changing facilities. The cemetery charges related to both the new and old cemeteries.

It was **RESOLVED** to **APPROVE** the accounts for payment totalling £44,524.14

TC 24/184 Paper C – To Approve Bank Reconciliation for October 2024

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

TC 24/185 Paper D – To Note the Already Approved minutes of Committees:

- Planning & Highways Committee – 12 November 2024
- Staffing Committee – 19 November 2024

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

TC 24/187 Paper F – To Consider Items for Approval

The Clerk presented the report, noting the costs of purchasing new play equipment in comparison with repairs.

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

- Vehicle – Gator: Annual service and repair at an estimated cost of £874.19+VAT
- Playground Equipment – See-saw repairs at a total cost of £599.74+VAT.
- Playground Equipment – Replacement rope for the fort at a total cost of £120.00+VAT.
- Playground Equipment – Bike rocker replacement seat and handlebar at a total cost of £144.50+VAT.

TC 24/188 Paper G – To Consider Purchasing Match Funded Defibrillator and Locations

The Clerk presented the report, noting the matched funding available from the Department of Health & Social Care (DHSC) to purchase an additional community defibrillator.

Members discussed various locations in Corfe Mullen to site the additional defibrillator to be accessible 24 hours a day with power. Cllr Bonham agreed to liaise with the Lambs Green Inn to explore the possibility of installing a defibrillator for the east end of the village. Additionally, Cllr Lortie had discussed the possibility with Harley's Fish and Chip Shop, on Wareham Road. Potential other locations included the Parade Co-op on Wareham Road and the Village Hall.

Cllr Jefferies noted the report should read Corfe Hills School which was not located in Corfe Mullen.

It was **RESOLVED** to **APPROVE** purchasing a match funded defibrillator at a total cost of £750.00 and for the Clerk to determine a suitable location following liaison with landowners from the locations discussed.

TC 24/189 Paper H - To Consider Locations and How to Proceed with Dropped Kerb Programme

The Clerk presented the report, noting the phased budget available over the next 5 financial years, allowing for the installation of three dropped kerbs in each financial year.

Members discussed possible locations, including Badbury View Road/Violet Farm Close and Heckford Road due to the current dropped kerb being unsuitable for

wheelchair users. Members felt work should commence on the main arterial routes, starting on Wareham Road.

It was **RESOLVED** to **APPROVE** for the Clerk to progress submitting licence applications to Dorset Council Highways for the installation of dropped kerbs by Dorset Council phased over the next 5 financial years, commencing on Wareham Road.

TC 24/190 Paper I - To Consider Request from Allotment Plot Holder

The Clerk presented the report.

Members discussed at length the implications of plot holders installing fences on their allotment plots, encroachment onto adjacent plots, materials used, and setting a precedence for the site. Members felt conditions would need to be stipulated in terms of height, colour and materials used along with the need to install fence within the boundary of their plot with the ability for the plot holder to remove at the end of their tenancy.

It was **RESOLVED** to **APPROVE** the request for the allotment holder on plot 51 to install a fence around the perimeter of their plot on the following basis:

- Fence must be constructed using posts with the ability to be removed with mesh sides in a natural colour of green or brown.
- Must not exceed height of 1m.
- Must remain within the boundary of the plot and not encroach on neighbouring allotment plots.
- Fence must be removed by the plot holder at the end of their tenancy.
- Permission to install a fence on the perimeter of any allotment plot to be provided by the Council ahead of installation on a case-by-case basis. Any fence installed without permission to be removed by the Grounds Team.
- Clerk to update Tenancy Agreement with condition for installation of fences ahead of plot holders signing new tenancy agreements effective from 1 April 2025.

TC 24/191 Paper J - To Consider Request to Renew Licence for Dog Training at Recreation Ground

The Clerk presented the report. Members enquired whether any complaints had been received since the initial permission was granted in October 2022. The Clerk confirmed she was not aware of any complaints received.

It was **RESOLVED** to **APPROVE** the request to renew permission to allow Walker of Me and My Dog Academy (MAMDA) dog training to continue to take place at the Recreation Ground for the next 12 months.

TC 24/192 Paper K - To Consider and Approve Purchasing and Installation Location of Commemorative Flagpole

The Clerk presented the report, noting a Flagpole Policy would need to be drafted and for staff responsible for flying flags to complete working at heights training ahead of installation.

It was **RESOLVED** to **APPROVE** Option 3, quotation 1, One Stop Promotions to purchase Civic Wall Mounted Flagpole (upright) White powder coated aluminium flagpole with a 1-piece vertical wall bracket (Including - Cleat - Halyard - White finial), Height - 1.5m at a total cost of £73.00+VAT to be installed at the Council Office, Towers Way.



TC 24/193 Verbal – To Note Feedback from Weekly Councillor Coffee Meetings

Members felt the weekly coffee mornings were successful, with members of the public attending with various enquiries and engaging in meaningful conversations. It was also seen to be beneficial for members to connect outside of Council meetings.

Cllr Cuckston suggested hosting coffee mornings at the weekend in order to accommodate those residents who work. Cllr Sowry-House advised St Nicholas Church hosted a coffee morning on Saturdays, which members could attend to engage with members of the public, should they wish.

The Clerk noted, the format of the coffee morning moving forward to be discussed at the Full Council meeting scheduled on 28 January 2025.

The update was **NOTED**.

TC 24/194 Verbal – To Note Vandalism and Anti-Social Behaviour on Town Council Sites

The Clerk presented the report, providing an update on her meeting with the Dorset Council Community Safety Officers, the Local Neighbourhood Police Sargent Payne and Inspector Turner held on 27 November 2024.

The Clerk read out a verbal update provided by the Local Neighbourhood Policing Team relating to actions taken in respect of the community consequences scheme.

Members discussed the frustrations and limitations of police resources in East Dorset along with the Police and Crime Commissioners pledge to cut crime and anti-social behaviour in Dorset and the need to continue to report any anti-social behaviours to Dorset Police via 101.

It was noted the February Link magazine article should include anonymised data relating to the community consequences scheme and the impact of anti-social behaviours on the community. Consideration should also be given to issuing a joint statement with the local educational trust to parents.

The update was **NOTED**.

At 21:00, the Chair Suspended Standing Order 3w to enable the meeting to continue.

TC 24/195 Verbal – To Note any updates from Representatives to Outside Bodies

Cllr Jefferies noted there were no new updates from the Beacon Hill Landfill Liaison Sub-Committee.

Cllr Lortie attended the Dorset Association of Parish & Town Councils (DAPTC) Executive Committee on 13 December 2024, with agenda items discussed including actions from the recent Annual General Meeting and the Community Governance Review taking place in the BCP Council area.

Cllr Purvis attended a Zoom meeting on 12 December 2024 relating to '20s Plenty for Dorset' campaign hosted by Dilys Gartside, 20s Plenty for Dorset Co-ordinator. Speakers spoke of their experiences of implementing 20mph speed limits across Dorset and Wales and what support and guidance was available to other Councils and communities looking to achieve 20mph zones in their areas. Cllr Purvis concluded the meeting was interesting and thought provoking, however, he questioned some of the data presented.



The update was **NOTED**.

TC 24/196 Verbal - To Note the update from the Climate Change Working Party (CCWP)

Due to Cllr Neil's absence, no update was provided.

TC 24/197 Verbal – To Note Clerk's Update

The Clerk provided the following update:

- Members to familiarise themselves with the Electronic Communications Policy to remind themselves of their responsibilities when using social media.
- Dorset Council Chief Executive, Matt Prosser had resigned to take up a role in Wellington, New Zealand. His leaving date had yet to be confirmed.
- Request from the Corfe Mullen Carnival Committee to install an additional shed in the Grounds Unit Compound was on hold.
- Thank you letter received from Victim Support who were awarded a small grant by the Council.
- First draft budget meeting held with the Chair of the Council and Chair of the Finance & Administration Committee earlier in day.
- Successful Village Hall Christmas Fair held on 7 December 2024, with circa £475.45 raised for the Charity. Planning underway to hold a further fair in the Spring 2025.

The update was **NOTED**.

TC 24/198 Verbal – To Note Mayor's Report

The Mayor presented a joint Mayor and Dorset Councillor report under minute no. TC 24/199

TC 24/199 Verbal – To Note Dorset Councillor Report

Cllrs Sowry-House and Florek provided the following updates:

- 'The Heart of Wessex' devolution between Dorset, Wiltshire and Somerset Councils, albeit Dorset Council voted against a mayoral system.
- Attended Carol services at Blandford, Chickerell and Portland.
- The Mayors Civic Carol service to be held at St Nicholas Church on 22 December 2024 at 18:00 with the Military wives' choir present. All members were invited to attend.

The update was **NOTED**.

TC 24/200 Verbal – Matters for Forthcoming Agendas No decisions can be taken¹

There were no matters for forthcoming agendas.

Members thanked all staff for their hard work and commitment during 2024.

TC 24/201 To Agree a date and time for the next meeting – Tuesday 7 January 2025 on the rising of the Finance & Administration Committee in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.



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)

The Clerk reminded all members of the importance to attend the next Finance & Administration Committee meeting scheduled on 7 January 2025 at 19:00 to hear the discussions surrounding the recommendations for approval of the 2025/26 budget and setting the level of precept ahead of the subsequent Full Council meeting to approve .

TC 24/202 To Resolve to exclude members of the press and public – to agree that agenda item TC 24/203 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.

The one member of the public present left the meeting.

TC 24/203 Paper M – To Approve Recommendations from the Staffing Committee

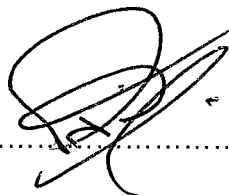
The Clerk presented the confidential report outlining the recommendations from the recent Staffing Committee held on 12 December 2024.

It was **RESOLVED** to **APPROVE** the recommendations from the Staffing Committee meeting held on 12 December 2024 as follows:

- Updated Staffing Committee Terms of Reference
- Updated Staffing Committee Scheme of Delegation
- Recruitment Process for Town Council Staff
- Updated Job Description & Specification for the Project and Community Engagement Officer
- Advertisement for the Project and Community Engagement Officer role to be placed mid-January 2025 for 4 weeks on the Town Council and Dorset Council job vacancies websites along with Indeed, with interviews anticipated late February 2025.

TC 24/304 Close of meeting at 21:45.

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



Date

07th JANUARY 2025

