

Clerks Report – Updated Monday, February 13, 2023

All recommendations in this report are made by the Clerk unless stated otherwise.

0223-018a Update on matters arising and actions from the August meetings:

To note the following updates unless otherwise stated:

- 0123-5 Action: Clerk to add Mark Singleton to February agenda to update on Commons Committee progress.
Complete.
- 0123-5 Action: Clerk to investigate blue badge parking restrictions and report back to Council.
Complete see Clerks report item below.
- 0123-5 Action: Clerk to organise walkabout for drop-down kerb working group and invite Zoe Squirrel.
Complete see Clerks report item below.
- 0123-6b Action: Clerk to process payments.
Complete
- 0123-6d Action: Clerk to amend and publish the updated records retention policy.
Complete
- 0123-6e Action: Clerk investigate an old risk assessment for Gods Acre and update new assessment accordingly.
Complete. Old risk assessment found and merged with new risk assessment.
- 0123-6e Action: Clerk to add enclosing Gods Acre tap to Caretakers "To Do List." & add Gods Acre General Risk Assessment to February agenda.
Complete; See risk assessment below.
- 0123-6e Action: Clerk to update the Speed indicator Device Risk Assessment with a risk matrix and disseminate to the Speed Indicator device volunteers.
Complete; See below for noting.
- 0123-6h Action: Clerk to add Cllr Dru Drury to the working group register.
Complete
- 0123-6h Action: Clerk to arrange a meeting for the EV Charging point working group.
On-going
- 0123-7 Action: Clerk to contact Cllr Brooks, explain the history of the Treeworks carried out by Swanage Railway and request her involvement to encourage a response from Dorset Council to previous questions asked regarding clarification on Treeworks Application requirements.
On-going: Reply received from planning before email sent to Cllr Brooks, stating an officer will now carry out a site investigation with Swanage Railway and report back. No email sent to Cllr Brooks.
- 0123-7 Action: Clerk to speak to Swanage Railway management to suggest any Treeworks they are planning to carry out they inform the Parish Council before the works proceed and stating under what regulation / permission the works fall under.
Complete
- 0123-7 Action: Clerk to submit planning application recommendations.
Complete
- 0123-11 Action: Clerk to publish the newly formed 20mph limit working group details.
Complete

0223-018b Financial Matters – Annex A - Monthly Expenditure & Income

Balance's 31st January 2023

00289201 – Lloyds	£30,930.54	00162368 – Lloyds	£5,358.32
80031534 – Redwood	£28,324.01	00060859 – Lloyds (GA)	£5,027.75
Total £69,640.62			

Note 1: Explanation of payments & receipts in Annex A

Clerks Hours 86 hrs, (80 contracted hours & 6 additional / Gods Acre hours), £60 expenses & £23.40 Gods Acre expenses. Hourly pay rate @ £15.02

Note 2: Last month the old ink jet printer needed replacing as the colour inks where not working correctly, even after several extensive cleaning and re-aligning attempts.

Having had a look around, between multiple retailers and manufacturers there were 2 printers that stood out as they both offered all the functions required; one was a laser (better print quality) and one was an inkjet (like for like replacement).

After consultation with the Chairman and Vice Chairman it was agreed to buy a laser printer rather than the ink jet mainly due to the print quality.

Part of the discussion with the Chairman and Vice Chairman was around toner costs and whether to use genuine or compatible toners. It is believed that by using compatible toners we would invalidate the manufactures warranty. However, when purchasing the machine, a retailers warranty was offered at an additional cost of approx. £16 per year for 3 years (paid in 1 instalment at time of purchase (refundable within 28 days)) which allowed compatible toners to be used.

The running cost, based on an annual print run of approx. 8500 is: Genuine toner £1108, compatible tonner £275.97.

RECOMMENDATION: To approve the use of compatible toners.

Note 3: Recently the Clerk started working for Puddletown Area Parish Council on a part time basis. The agreed hours for Puddletown Area Parish Council will not interfere with hours required by Corfe Castle Parish Council, either contracted or additional hours as required. As a result of this there is an opportunity to save money within the CCPC budget, by allowing Puddletown Area Parish Council access to use the phone number and some general office equipment (printer & laminator etc). The clerks overall working hour split will be 2/3 for Corfe Castle Parish Council and 1/3 for Puddletown Area Parish Council. It is suggested CCPC charge PAPC 1/3 of the phone contract price each month which at the moment would be £12.46 per month (amended accordingly on any contract price increase). With regards to printing, it is believed there is little printing required for PAPC, (no paper copies of the agenda and supporting papers are needed), therefore it is suggested there be a fixed rate per single side page for printing of 5p or 16p depending on the above decision. These suggested costs cover the printer toner cost, paper cost plus a contribution towards wear and tear of equipment.

RECOMMENDATION: Corfe Castle Parish Council consent to Puddletown Area Parish Council using the phone number 01202 670105, and use of the any office equipment needed at an appropriate cost to cover working costs and a small contribution towards long-term maintenance.

Note 4: Screwfix Trade Account. Recently the clerk bought some pipe lagging from Screwfix to cover the water pipes in Gods Acre. Whilst there Screwfix offer Corfe Castle Parish Council a trade account. There is no fees to hold a trade account, they offer a 60 day credit facility (upto £1000), plus offer individual cards for the account so for example when the caretaker needs more screws or pipe lagging etc, instead of the Clerk ordering / collecting and then leaving in the shed at Gods Acre next time I'm in the village, the Caretaker will be able to order and collect the parts needed to carry out the jobs required for the parish. Each month Screwfix will send an invoice to the Clerk, itemising what and who bought items, Screwfix also build up a database on what items we buy and then when giving offers will tailor them to more appropriate items we may use.

RECOMMENDATION: Corfe Castle Parish Council open a trade account with Screwfix.

Note 5: Copyright Infringement. I have received an email and letter from a company called Visual Rights Group, stating we are in breach of copyright law, as we have used an image without permission.

The charge is £329.36 (-10% for paying early). I have had a look into the letter / company and believe this to be a legitimate demand.

Please note for now I have removed the image from the web page, however after we have paid the compensation this will then give us a retrospective licence so we can add it backup.

It looks like the image was uploaded in February 2020 which is when the website admin was carried out in house.

Note 6:

1. Miscellaneous Costs under Admin is for the new printer retailer warranty.
2. Subscription Cost under Admin is to renew Norton Security on the laptop.
3. Miscellaneous costs under Environment Group consist of:
 - a. Copyright infringement payment
 - b. Hedge stake top protectors.
 - c. Additional cost for printing the pull out in CVN in colour instead of Black and White
4. Miscellaneous costs under Gods acre are for the pipe insulation, tap insulation, tape & other general maintenance items such as chain shackles.
5. Miscellaneous costs under Playground & Sportsfield is for more paint, to re-paint the equipment, plus the timber for the new fence, around the playpark equipment, as well as the replacement of some posts around the playing field.
6. Others, Reserves General Contingency is for No Dog Fouling sign.

RECOMMENDATION: To approve all payments as listed in Annex A + any regular payment not invoiced to date. Current Gross figure at time of printing Annex A = £3,505.58 (inc VAT). [Updated 13-02-23 £4,860.56 \(inc VAT\)](#)

0223-0186c Parish Safety

1. Play area safety report
To note a hole appeared in the chain fence around the play equipment area. The Caretaker has carried out a temporary repair as the fence is due to be replaced within the next couple of months.
2. Defibrillator monthly safety report
In the last 4 weeks, safety checks have been carried out on the following defibrillators with no urgent items to report: The library, The Square & Scots Arms (Kingston).

0223-018d Policy Ratification – Annex B

1. Meeting Attendance Policy – Minimal changes have been made. Main change is in the notice period from 1 hour to 1 day. This is due to the Clerk working part time hours plus there being no WIFI within the Village Hall; therefore, not necessarily possible for the Clerk to pick up emails or voicemails left 1 hour before the meeting starts.

0223-018e Risk Assessment – Annex C - E

To note item 1 & 2 have been amended as per discussions last month. To note item 3 is a new risk assessment to cover all full council meetings, and any working group meeting in any location, (including the monthly Environment Group meeting).

1. Gods Acre – General Risk Assessment
2. Speed Indicator Device.
3. Meeting Risk Assessment

0223-018f Blue Badge Parking – Annex F

Last month I was asked to investigate what restrictions there are on blue badge holders, specifically regarding parking in drop-off / pick-up bays. Within the report there is a section of text copied from the gov.uk site plus a response from Dorset Council.

0223-018g Gods Acre – Spoil Pile.

Over the last several years the spoil pile in the 1925 area of Gods Acre has been growing, in size as well as with brambles and nettles. There are a couple of graves which family do visit on a regular basis, which are not full-size plots as the spoil pile has encroached on top of them.

It has hoped the shape / size of the spoil pile would change as the Caretaker levelled the older graves, however, although the levelling up is on-going, so are full burial interments and the amount of soil being removed has not made as much of an impact as wished.

It is the recommended of the Gods Acre working group and the Clerk that we have the spoil pile moved, re-shaped, and then seeded with grass seed so that it becomes an area where people can sit or lay to reflect.

Not all the spoil pile will need to be moved. It would mainly be the area nearer the shed, which would be moved easterly towards the river, so that there was at last 8ft clear between the last row of headstones and the spoil pile.

RECOMMENDATION: To approve the moving, re-shaping, re-seeding of the spoil pile within the 1925 area of Gods Acre. Approx cost £1000.

0233-018h Caretakers report

This month the Caretaker has carried out litter picking, temporarily fixed the chain in Gods Acre, cleared shrubs and edged some cremation stones, levelled some old graves, and cleared the sump in the car park.