

Clerks Report – Updated Monday, January 9, 2023

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

0123-006a Update on matters arising and actions from the August meetings:

To note the following updates unless otherwise stated:

- 1222-133 **Action:** Clerk to add National Trust presentation to agenda for January.
Complete.
- 1222-112b **Action:** Clerk to instruct contractor 1 to proceed with the fencing works as detailed.
Complete. Scheduled for completion January / February. Weather depending.
- 1222-112e **Action:** Clerk to publish the Kings Coronation working group details.
Complete
- 1222-134b **Action:** Clerk to process payments.
Complete
- 1222-134f **Action:** Clerk to process the stile payment to Dorset Council and confirm the level of contributions required for the fingerpost.
On-going
- 1222-134g **Action:** Clerk to write to Dorset Council requesting they extend the area covered in the Wareham Blocks East Public Space Protection Order Schedule to include the Corfe Castle Parish Council land previously included in the DC BBQ ban, with the exception of organised / authorised events by the Sports Trust on the Sportsfield. Letter to be copied to Mr D Ryder.
On-going. Initial contact made with DC establishing correct person to speak with. To date to reply.
- 1222-134h **Action:** Clerk to ask for an expression of interest from any local group via, CVN and social media.
Complete
- 1222-134j **Action:** Clerk to contact Dorset Council and DAPTC, to ask their views on Cyber insurance cover. Plus, to obtain 2 - 3 quotes for this additional cover and report back next month.
On-going See below item for further details.
Action: Clerk to instruct the caretaker to increase the number of playground inspections carried out during British Summer Time to twice a month.
Complete
- 1222-135b **Action:** Clerk to submit planning application recommendation.
Complete
- 1222-136a **Action:** Clerk to contact the school and advise of support offer by CCPC for their Warm Space project.
Complete
- 1222-136c **Action:** Clerk contact Dorset Council, to ask what their approach may be to the creation of a Pantry / Sharing Shed using the old shelter outside school. The shelter is a CCPC asset.
Complete: Initial contact made and acknowledged however stated would need to look into the project in more details before commenting.
Action: Clerk to contact the school and state the PC is interested in the proposal for their Pantry / Sharing Shed project but specific support would depend on community views and resource implications.
Complete
- 1222-137 **Action:** Clerk to submit precept request to Dorset Council and secondly to inform the Dubber of the decision.
Complete
- 1222-138 **Action:** Clerk to publish the Drop-down kerb working group details and contact S Mephram to organise a meeting.
Complete
- 1222-139 **Action:** The clerk to enquire with the National Trust if the land behind Gods Acre new extension area would be available to plant some more trees.
Complete

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0123-006b Financial Matters – Annex A Monthly Expenditure & Income

Balance's 31st December 2022

00289201 – Lloyds	£34,911.87
00162368 – Lloyds	£5,356.03
80031534 – Redwood	£28,254.16
00060859 – Lloyds (GA)	£5,027.75
Total	£73,549.81

Note 1: Explanation of payments & receipts in Annex A

Clerks Hours 87.25 = Contracted hours (some allocated to Gods Acre cost centre), £60 expenses & £46.80 Gods Acre expenses. Hourly pay rate @ £15.02

Note 2: West Street Toilet Cleaning Contract

To note: The current contract with JD Facilities to clean the West Street toilets comes to an end in May 2023. Given the nature of the contract the Clerk will start the tender process and report back to council before May 2023.

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 = £2,604.32 +VAT. [Updated 09-01-2023 £4,851.88 inc VAT](#)

0123-006c 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).

0123-006d Policy Ratification – Annex B & C

1. Asset Register – To note
2. Records Retention Policy – To discuss and ratify. Suggested changes are changes in line with GDPR.

0123-006e Risk Assessment – Annex D & E

To note the following Risk assessments have been carried out.

1. Gods Acre – General Risk Assessment – Carried out by the Clerk 17th December 2022.

Recommendation: To cover and enclose the water tap and pipework during the winter months to prevent pipe from freezing.

2. Speed Indicator Device – To note this is a new risk assessment to be carried out

0123-006f Internal Auditors: Cyber Cover.

Last month within the Clerk's report was a copy of the latest Internal Auditors report. Part of the report called for Council to consider purchasing Cyber Cover. Council requested more information be obtained from DAPTC & DC. Along with 3 quotes. To date 3 quotes have been requested, with only 1 company having quoted. (£299.99 as per last month). Comments have been received from DAPTC and have been forwarded onto Councillors via email.

Recommendations: Corfe Castle Parish Council consider purchasing Cyber Cover. This can be bought as a bolt on to our existing policy or as a stand-alone policy from another insurance provider.

0123-006g Community Speed Watch.

To Note: In the last 6 months the Community Speed Watch Teams have carried out 7 roadside sessions, some with the presence of the Dorset Police Speed Camera Operator. In total 4995 cars have been checked with 14 registered as traveling above the speed limit. Of the 14 cars speeding 12 warning letters have been sent by Dorset police to the vehicle owners.

0123-006h EV Charging Point – Corfe Castle Parish Council Car Park

To Note: We have received a quote as part of the survey results as requested back in October (agenda item no. 1022-111e). It is likely from this quote we may not make progress at this current time; however future quotes are required before a final decision can be made. It is recommended the working group meet to discuss the next steps. Cllr Dru Drury has offered to join the EV Charging working group.

0123-006i Caretakers report

This month the Caretaker has carried out litter picking around the parish, cleared ivy from playground, cleared car park sump, cleared ivy from bus stop (halves), pruned shrubs and cleared ivy from Gods Acre & investigated tap & chain in Gods Acre.