

CORFE CASTLE PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL ANNUAL MEETING OF CORFE CASTLE PARISH COUNCIL HELD ON MONDAY 15TH MAY 2023 IN THE VILLAGE HALL. THE MEETING COMMENCED AT 7.00PM

PRESENT:

Cllr **Clarke** (Chairman), Cllr **Dru Drury** (Vice Chairman), Cllr **Blinkhorn**, Cllr **J Dragon**, Cllr **N Dragon**, Cllr **Haywood**, Cllr **Parish**, Cllr **Roberts**, Cllr **Spicer-Short** & Cllr **Sumbler**

ALSO IN ATTENDANCE:

Cllr Cherry **Brooks** (Dorset Council) & Michelle **Harrington** (Clerk)

ABSENT:

Cllr Marshallsay.

PUBLIC HALF HOUR.

2 members of public were present.

One member gave the Councillors an overview of the proposed changes to the Town Trust regarding the trust becoming an Incorporated Charity.

0523-1 ELECTION OF CHAIRMAN AND RECEIPT OF DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Parish nominated Cllr Clarke for the role of Chairman, this was seconded by Cllr Sumbler and agreed. Cllr Clarke signed the Chairman Acceptance of Office.

0523-2 ELECTION OF VICE CHAIRMAN

Cllr Haywood nominated Cllr Dru Drury for the role of Vice-Chairman, this was seconded by Cllr Roberts and agreed. Cllr Dru Drury signed the Vice Chairman Acceptance of Office.

The Chairman requested a change in the agenda order, accommodating a request from the Dorset Councillor, this was agreed.

0523-3 DORSET COUNCILLOR'S REPORT

As a written report was submitted a couple of hours before the meeting Cllr Brooks gave a verbal report. This was noted.

0523-4 APOLOGIES FOR ABSENCE (LOCAL GOVERNMENT ACT(LGA) 1972 S85 (1))

Apologies have been received from Cllr Marshallsay and accepted by all.

0523-5 DECLARATIONS OF INTEREST AND DISPENSATIONS RELATING TO ITEMS ON THE AGENDA

Cllr Clarke, Cllr J Dragon, Cllr N Dragon & Cllr Haywood declared a non-pecuniary interest as members of the Town Trust. No further declaration was made. NB this does not preclude any later declarations.

0523-6 LIAISON OFFICER, NOMINEES TO OTHER BODIES, REPRESENTATIVES & WORKING GROUPS

The following Liaison Officers, Nominees to other bodies, representatives and working groups were approved:

Liaison Officer	
Archaeology	Cllr Haywood & Cllr Marshallsay
Covid-19 Volunteers	Close group
Historical	Cllr Haywood
Rights of Way	Cllr Haywood
School	Cllr Roberts
Youth Club	Cllr Blinkhorn & Cllr Roberts

Propose Cllr Dru Drury

Second Cllr J Dragon

All agree

RESOLVED: Liaison Officer as listed above.

Nominees to other bodies (with term length if applicable)	
Chamber of Trade & Commerce	Group in suspension so no link required
Corfe Castle Charity [4yr term ending date]	Mr J Phillips (Feb 26), Ms K Bennett (Jan 26), Cllr N Dragon (Sept 23) & Mr M Bond (Oct 23)
Corfe Castle Town Trust [4yr term ending date]	Cllr Clarke (Mar 25), Cllr J Dragon (May 27) & Cllr N Dragon (Mar 25)
Sports Trust [4yr term ending date]	Cllr Clarke (Jan 25), Cllr J Dragon (May 27) & Cllr N Dragon (Jan 25)

Propose Cllr Dru Drury

Second Cllr Haywood

All agree

RESOLVED: Nominees to other bodies as listed above.

Representatives on other bodies	
Common Management Committee	Cllr Sumbler
Council for the Protection of Rural England	Cllr Marshallsay & Cllr Parish
Dorset Association of Parish & Town Councils	Cllr N Dragon & Cllr Parish
Emergency Planning Community Contacts	Cllr Haywood & Cllr Spicer-Short
Ferry	Cllr Dru Drury & Cllr Roberts
Friends of the Library	Cllr Marshallsay & Cllr Spicer-Short
Litter Free Purbeck	Cllr Sumbler & Mr Kevin Culbert
Perenco	Cllr Blinkhorn, Cllr N Dragon, Cllr Dru Drury & Cllr Marshallsay
Purbeck Transport Action Group	Cllr N Dragon & Cllr Sumbler
Swanage Community Defibrillator Partnership	Cllr Spicer-Short & Cllr Blinkhorn
Swanage Railway	Cllr N Dragon & Cllr Dru Drury
Swanworth Quarry	Cllr Dru Drury & Cllr Marshallsay
Town Hall	Cllr Haywood
Village Hall	Cllr J Dragon

Propose Cllr Dru Drury

Second Cllr Parish

All agree

RESOLVED: Representatives on other bodies as listed above.

Warden	
Flood Warden	Cllr Haywood & Cllr Spicer-Short

Propose Cllr Dru Drury

Second Cllr J Dragon

All agree

RESOLVED: Wardens as listed above

Working Groups (Chairman and Vice chairman are members of each working group)	
20mph Speed Limit	Cllr Blinkhorn, Cllr N Dragon, Cllr Sumbler.
Co-Ordinator & Agenda	Chairman, Vice-Chairman & Clerk
Cost of Living Crisis	Close Group
Drop-down Kerb	Cllr Clarke, Cllr Dru Drury, Cllr Sumbler & Clerk
Education Liaison	Cllr N Dragon, Cllr Roberts.
Electric Vehicle Charging	Cllr Clarke, Cllr Dru Drury & Cllr Sumbler.
Emergency Planning	Cllr Blinkhorn (Chairman), Cllr Parish, Cllr N Dragon, Cllr Haywood, Cllr Spicer-Short.
Environment Group	Cllr Parish, Cllr Sumbler. Mr Clark, Mr Luke, Mr Kemp & Mr Pink
Finance & Personnel	Cllr Dru Drury, Cllr Marshallsay, Cllr Parish.
Gods Acre	Cllr Clarke, Cllr Haywood, Cllr Spicer-Short.
Kings Coronation	Close Group

Initial/ Sign:

Chairman: Cllr S Clarke

Date:

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National Events	Cllr Blinkhorn, Cllr Clarke, Cllr Dru Drury, & Cllr Haywood.
Planning	Cllr Dru Drury, Cllr Haywood, Cllr Spicer-Short.
Playground	Cllr Blinkhorn, Cllr Clarke, Cllr Dru Drury & Cllr Sumbler.
Rights of Way	Cllr Haywood, Cllr Marshallsay, Cllr Spicer-Short.
Strategic Planning	Cllr Clarke, Cllr Parish.
Traffic & Parking	Cllr Dru Drury, Cllr Haywood, Cllr Spicer-Short.
Treeworks	Cllr Blinkhorn, Cllr J Dragon, Cllr Marshallsay.
Woodyhyde Permissive Path	Cllr Haywood & Clerk

Propose Cllr Dru Drury

Second Cllr Spicer-Short

RESOLVED: Working Groups as listed above.

Action: Clerk to update the Liaison Officer, Nominees to other bodies, Representatives & Working groups register.

0523-7 PREVIOUS MEETING MINUTES

The minutes from the full council meeting held on Monday 17th April 2023 were approved and signed as a correct record the meeting. (LGA 1972, SCHEDULE 12, PARA 41(1))

Proposed Cllr Haywood Seconded Cllr Sumbler

RESOLVED – The minutes from the full council meeting held on Monday 17th April 2023 were approved and signed as a correct record the meeting.

0523-8 NATIONAL TRUST REPORT

A report was submitted before the meeting, this was noted.

**0523-9 END OF YEAR FINANCE REPORT &
THE ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2022/23 PART 3 – APPENDIX**

The Clerk submitted a written report before the meeting detailing the council's yearly expenditure and income, plus a budget monitoring summary.

0523-9a Section 1 – Annual Governance Statement 2022/23

A written report was submitted by the Clerk / RFO before the meeting containing a copy of the Annual Governance Statement 2022/23.

Proposed Cllr Dru Drury Seconded Cllr Haywood

RESOLVED – To approve the Chairman to sign the AGAR Section 1 Annual Governance Statement 2022/23 Agreed by all.

0523-9b Section 2 – Accounting Statements 2022/23

A written report was submitted by the Clerk / RFO before the meeting containing a copy of the Accounting Statements 2022/23.

Proposed Cllr Parish Seconded Cllr Haywood

RESOLVED – To approve the Chairman to sign the AGAR Section 2 Accounting Statements 2022/23 Agreed by all.

0523-9c Year End Finance Summary

A written report was submitted before the meeting, this was noted.

0523-9d Year End Finance Report

A written report was submitted before the meeting including the explanation of variance for the AGAR, this was discussed.

Proposed Cllr Dru Drury Seconded Cllr Haywood

RESOLVED:

1. Create two new Cost Centres titled:
 - a. Residents Car Park,
 - b. Toilet BlockWith all relevant Cost Codes and budgets transferred within.
2. To create three new reserves titled:
 - a. Residents Car Park Reserve (Future maintenance)
 - b. Toilet Block Reserve (One off maintenance)
 - c. Toilet Block Working Fund Reserve (Regular cleaning)
3. To close the current Car Park / Toilet Reserves & Car Park / Toilet Working Fund Reserves, transferring all funds into the new Toilet Block Working Fund to cover contractual agreements already in place.
4. All future income from the Residents Car Parking Permits to be placed into the Car Parking Reserve.

Cllr N Dragon wished his vote against the above be recorded.

Proposed Cllr Clarke Seconded Cllr Sumbler

RESOLVED:

5. Seek additional funding from all relevant organisations, such as Dorset Council & National Trust.

Action: Clerk to amend the budget and reserves accordingly.

Action: Clerk to submit the AGAR and all relevant paperwork.

0523-10 CLERKS REPORT TO INCLUDE:

0523-10a Matters arising and actions taken since the last meeting

The clerk submitted a written report before the meeting, detailing the updates on any matters arising from the previous minutes plus actions taken from the last meeting, this was noted.

0523-10b Financial Matters

The clerk submitted a written report before the meeting, detailing the monthly expenditure, income, and bank balances.

Proposed Cllr Blinkhorn Seconded Cllr Parish

RESOLVED – All payments as listed within the Clerks report and supporting paper was approved with a combined total of £3,791.53 including VAT.

Action: Clerk to process payments.

0523-10b2 Asset Register

A copy of the asset register including the newly gifted Jubilee bench was submitted before the meeting, this was noted and accepted by all.

0523-10c Parish Safety Report

c1 The Internal playground safety report was submitted before the meeting and noted.

c2 Defibrillator Monthly Safety Reports were submitted before the meeting these were noted.

0523-10d Policy Ratification

The following policy and Risk Assessment review was submitted before the meeting for ratification:

d1 Risk Register

A copy of the Risk Register was submitted before the meeting, this was discussed. It was agreed to ask the Internal Auditor to look at the amended Risk Register and advise if all risks and reasonable measures have been identified and then re-present to Council for ratification.

d2 Environment Group Gods Acre Plant Survey

A copy of the Risk Assessment was submitted before the meeting, this was discussed and approved.

Action: Clerk to contact the Internal Auditor requesting comment on our Risk Register during the next Audit.

Action: Clerk to publish the Environment Group Gods Acre Plant Survey Risk assessment.

0523-10e Press Release

A copy of a press release, issued on 26th April 2023 regarding: Corfe Castle Parish Council calls on Perenco to take further measures to ensure no oil leak occurs again was submitted before the meeting, this was noted.

0523-10f Playground Inspection

A report was submitted before the meeting, this was discussed.

Proposed Cllr J Dragon Seconded Cllr Parish

RESOLVED : The Clerk undertake RPII Routine Inspector training.

Proposed Cllr J Dru Drury Seconded Cllr Blinkhorn

RESOLVED : Corfe Castle Parish Council appoint Contractor 2 to carry out Quarterly inspections.

Noting the annual inspection carried out by the Playground Inspection Company will continue.

Action: Clerk to undergo the RPII Routine Inspector training.

Action: Clerk to contact Contractor 2 to accept quote for quarterly inspections.

0523-10g Caretakers Report

Before the meeting a list of works the caretaker has undertaken this month was submitted. This was noted.

0523-11 PLANNING AND LICENSING MATTERS

0523-11a Planning Working Group – Planning Applications

The planning working group submitted a written report before the meeting detailing applications with recommendations.

0523-11a 1 Application No: P/HOU/2023/01886

Location: Corfe Castle Camping and Caravaning Club Site Church Knowle To St Edwards, BH20 5PQ

Proposal: Erect Single Storey Rear Extension

Recommend: This application is for the installation of an extension to the rear of the existing house. It is a modest extension to the house which will allow the family to live more comfortably while also continuing the camping business. All the required environmental and arborical issues have been addressed.

Proposal is supported and no objection.

0523-11a 2 Application No: P/VOC/2023/02049

Location: West Lynch Farm Kingston Hill Kingston BH20 5LG

Proposal: Vary Conditions 2 and 6 of Approved P/A 6/2020/0023 (Erect a single storey house extension, associated lightweight link and ancillary workshop. Clad the retained barn/garage and stables/store. Installation of supporting renewable technologies and demolition of existing two-storey extension and various outbuildings) to create a wildlife pond and vary the wording of Condition 6 to The approved Biodiversity Mitigation and Enhancement Plan signed by the Natural Environment Team on 20/03/2020 for the site and identified as Phase 1 on plan ref. 117_002_P4 must be implemented in full before occupation of the extensions. For the avoidance of doubt, the implementation of additional ecological enhancements referred to as Phase 2 on plan ref. 117_002_P4 is not subject to the same time limit as Phase 1

Recommend: This is a variation on the approved application 6/2020/0023 which sought to substantially repair, restore and develop West Lynch Farm. Work has already started. This application seeks to add the addition of a wild life pond and to alter timing of the implementation of the approved Biodiversity Mitigation and Enhancement Plan. The addition of a wildlife pond is supported as is the consequential timing of implementation.

Proposal is supported and no objection.

0523-11a3 Application No: P/VOC/2023/02149

Location: Ailwood Cottage, Ailwood To Tabbits Hill, Corfe Castle BH20 5JA

Proposal: Carry out alterations and erect extension to convert store to residential unit (without compliance with condition 2 of PP 6/1978/0784 to allow existing residential unit tied to the Ailwood Farm, to be used as an independent dwelling)

Recommend: The 1978 application gave permission for a store to be converted to the cottage to be used as residential accommodation. However, condition 2 stipulated that it was only to be used in conjunction with the main house. This current application seeks to remove the condition and allow the cottage to be used independently of the Farmhouse. The point is made that the cottage has had a number of users over the years since 1978 and for the past 10 years it has been used as holiday accommodation. The proposal therefore does not seek to create a new residential unit in a rural location, as it is already in existence by virtue of the 1978 permission. The Cottage now sits separate from the farmhouse, with its own amenity area and parking and is effectively an independent dwelling. It seems that the precedent has been made and the cottage is in fact independent so there is no sound reason to object to this application.

No objection but request a certificate of lawful use be applied for.

0523-11a4 Application No: P/HOU/2021/05573

Location: 86 West Street Corfe Castle BH20 5HE

Proposal: A complaint has been received about the removal by contractors of the front hedge and turf at 86 West Street:

"Re the above planning application and consequent building works -

Section 9 of the Application Form states no hedges will be removed - well the front hedge has been completely removed (ease of access?) and the whole of the frontage has been excavated right up to the road. My concern is that this is not mentioned anywhere in the application and, as Nigel Dragon will confirm, the land between the (pre-existing) hedge and the road is council owned. "

Recommend: Cllr Spicer-Short visited the site in the morning of 4th May. She saw a Mr Kemster who advised the owner's opinion is that if the current works (dug out along the whole frontage and hardcore laid ready for concrete) have to be removed in the fullness of time then he will reinstate the grass verge, but that the concrete area will be used as a loading bay during construction works. "I said that my advice would be to check the approved plans and liaise with the planners if variations to those plans are envisaged."

Cllr Dru Drury also visited the site on 4th May and saw the site manager, who confirmed what had already been said to Liz. "I was given an assurance that the hedge would be replaced, and the front returned to turf on completion of the project; the front would not be concreted but left as aggregate for the access of machinery and deliveries until completion of the project."

No further action

0523-11a5 Application No: P/HOU/2023/02481

Location: 16 Braeview, Battlemead Corfe Castle BH20 5ER

Proposal: Extend and alter existing garage and convert to habitable accommodation
Widen drive to create additional car parking space and construct rear extension.

Recommend: This is a proportionate extension to a single-story house, which will increase the living space. The property is outside the conservation area and is situated amongst other similar properties. The house sits in its own plot and there is unlikely to be any problem with overlooking.

No objection.

0523-11a5 Application No: P/PAAM/2023/02536

Location: Wytch Farm Gathering Station, Thrashers Lane, Corfe Castle, Dorset, BH20 5JR

Proposal: Proposed installation of a Solid Oxide Fuel Cell at the Gathering Station, Wytch Farm

Recommend: This is an application for the installation of a fuel cell at Wytch Farm as part of Perenco's electricity generation system. The proposal is to instal a skid mounted fuel cell to generate electricity using natural gas to support the energy needs of the site. We are only informed about this application and no decision is needed from us.

RESOLVED: Corfe Castle Parish Council, submit a comment asking for confirmation that this application falls in line with the new environmental requirements.

0523-11b. Treeworks Application

0523-11b1 Application No: P/TRC/2023/02297

Location: Spinney Hill West Street Kingston BH20 5LH

Proposal: T1 Leylandii (within The Old Vicarage) - Reduce lateral branches over the garden of Spinney Hill by approximately 3.5m.

T2 Rowan - Crown reduction by up to 1m.

T3 Lilac - Fell.

Recommend: No objection

Action: Clerk to submit planning & treework application as per recommendations.

0523-12 VOTING RIGHTS FOR TRUSTEES REGARDING CONSTITUTIONAL CHANGE

A motion was present by Cllr N Dragon before the meeting "To give the councillors appointed as trustee approval to vote for constitutional change to the Corfe Castle Town Trust." This motion was withdrawn by Cllr N Dragon

0523-13 DORSET COUNCIL PROCEDURE AND COMMUNICATION – APPENDIX

A motion was present by Cllr Clarke before the meeting "Dorset Council revise their procedures on temporary road closures".

Proposed Cllr Clarke Seconded Cllr N Dragon

RESOLVED: Corfe Castle Parish Council write to Dorset Council asking they revise their procedures on temporary road closures, relating to the recent East Street & West Street closures.

Action: Corfe Castle Parish Council write to Dorset Council asking they revise their procedures on temporary road closures, relating to the recent East Street & West Street closures.

0523-14 KINGS CORONATION

A motion was present by Cllr Clarke & Cllr Dru Drury before the meeting "To thank all those who contributed to the Coronation event".

Thanks were given by the council to the Kings Coronation working group chaired by Cllr Blinkhorn and all volunteers on these highly successful events.

0523-15 INTERNATIONAL CAR FREE DAY

A motion was present by Cllr Sumblar & Cllr N Dragon before the meetings "Corfe Castle Parish Council applies to Dorset Council for three free parking days within Purbeck Park car park on 22nd, 23rd and 24th September 2023, in support of the International Car Free Day and to promote Purbeck Park as a local public transport hub.", This motion was withdrawn by Cllr Sumblar

0523-16 CORRESPONDENCE – APPENDIX

The following correspondence has been received:

1. Consultation: Planning for climate change guidance documents.
RESOLVED: Cllr Dru Drury to complete the survey on behalf of Corfe Castle Parish Council, including where possible a note stating CCPC's disappointment in the consultation, as there was no executive summary and the language used was not helpful. It should be in plain English for all to understand.
2. Barrier on West Street by footpath from Playground area.
A copy of the correspondence was submitted before the meeting, this was discussed and noted, with no further action.
3. Grant Request – Purbeck Film Festival.
A copy of the correspondence was submitted before the meeting, this was discussed.
RESOLVED: Corfe Castle Parish Council is not able to financially support the Purbeck Film Festival.

Action: Clerk to inform Purbeck Film Festival their grant application has been refused.

0523-17 REPORTS FROM WORKING GROUPS

1. DAPTC Working Together report by Cllr Sumbler.
A report was submitted before the meeting, this was noted.
2. PTAG News & Meeting report by Cllr Sumbler.
A report was submitted before the meeting, this was noted.
3. Environment Group report by Cllr Sumbler.
A report was submitted before the meeting, this was noted.
4. Litter Free Purbeck report by Cllr Sumbler.
A report was submitted before the meeting, this was noted.
5. Food for Thoughts Meeting & Budget update report by Cllr Sumbler.
A report was submitted before the meeting, this was noted.
6. Cost of Living report by Cllr Sumbler.
A report was submitted before the meeting, this was noted.

0523-18 TENDER – CLEANING OF TOILET BLOCK

Part 2 Confidential Item; under the Public Bodies (Admission to meetings) Act 1960 s1(2), the press and public were excluded for the remainder of this agenda item due to the confidential nature of the business to be transacted.

The meeting ended at 21:05