

Corfe Castle Parish Council Action Log

Minute Number	When Initiated?	Who is Actioned?	Title	Details	Status (progress description plus colour code: Red - no progress; Amber - action in progress; Green - action completed)	Complete
0723-8b	11/07/2023	Clerk	Finance	Clerk to process payments.	Payments Processed	y
0723-38d	11/07/2023	Clerk	Publish adopted policies	Clerk to publish the adopted Standing Orders & Finance Regulations	Policies uploaded	y
0723-38e	11/07/2023	Clerk	Incontinence / Sanitary bins	Clerk to contact contractor 1 (PHS Group) to amend and accept quote based on incontinence bins to replace all sanitary bins within the Ladies toilet area and replace with incontinence bins. (1 per cubical). To replace the sanitary bin in the disabled toilet area with an incontinence bin. To add one incontinence bin within one of the cubicles within the men's toilet area.	12-07-23 email sent to PHS confirming order. 12-07-23 email received asking confirmation of order after seeing photo of bin? 12-07-23 email sent asking if 2 stickers could be removed as referenced Male incontinence waste only, which is not appropriate for the ladies cubicles. 05-09-23 on September agenda with new motion to discuss	
0723-39a	11/07/2023	Clerk	Submit Application Comments		11-07-23 Portal not allowing Clerk to log in, email sent to Gen as case officer. 12-07-23 CCPC comments uploaded to portal by DC	y
0723-39a	11/07/2023	Clerk	Planning	Clerk to chase the planning department for the retrospective planning application for the Village Store's storeroom emergency roof repairs.	20-07-23 email sent to Planning East & Planning Enforcement East asking they make contact and re-enforce the requirement for a retrospective application. 01-08-23 response received "Having referred this to the Conservation Team as they were involved previously. We have been advised by Senior member of the Team that it would not be expedient to use resources in following this up, given the materials that were being replaced."	y
0723-39a	11/07/2023	Clerk	Planning	Clerk to investigate what if any application the model village submitted for the signage changes and report back to Council.	20-07-23 Email sent to Cllr's stating no application found for a change in signage after the one granted on 5th April 2016 which was granted for 5 years.	
0723-39a	11/07/2023	Clerk	Planning	Clerk to investigate what if any planning permission has been received for the luxury bell tent business on Kingston Hill and report back to Council.	20-07-23 Email sent to Cllr's confirming 1. DC have a 28-day permitted development rule, 2. Campsite looks to have been open since May 2023 and closes mid Oct 2023 with more than 28 days available for camping. Email sent to planning to check if total bookings are less than 28 days and tents taken down in between time is this ok within permitted development. 20-07-23 During Quarry visit Clerk spoke with both DC planning enforcement and planning officer re the new regulations for campsites under permitted development. It was stated the belief was that PD is now 60 days not 28.	
0723-42	11/07/2023	Clerk	Corfe Castle Charities Nominees	Clerk to inform the Corfe Castle Charities and add to the next Full council meeting agenda.	12-07-23 Email sent to Mandy asking for Charities criteria for nominations 05-09-23 on September agenda for Council discussion	
0723-44	11/07/2023	Clerk	August meeting	Clerk to update the Village Hall booking and our website, stating no full Council meeting in August	12-07-23 Website updated, also stated in August CVN article. Carole (Village Hall bookings secretary) informed, and acknowledgement received. David Churchill also informed and advertising on Community Page	y
0723-45	11/07/2023	Clerk	Coastal Learning Partnership - Pre School	Clerk to submit concerns as resolved above via the CLP / Pre School consultation method. Plus contact Coastal Learning Partnership to arrange a meeting with the CCPC education working group.	11-07-23 email sent raising concerns as approved.	
0723-47	11/07/2023	Clerk	DAPTC AGM Motion	Clerk to forward to other local parishes to request a seconder for the motion.	13-07-23 email sent to all SE Parishes asking for a Council to second	
0523-9	15/05/2023	Clerk	Funding for toilet block	Seek additional funding from all relevant organisations, such as Dorset Council & National Trust.	16-06-23 Email sent to Adam. 16-06-23 Adam responded acknowledging email and stating he would talk to his general manager and come back to us.	
0523-10f	15/05/2023	Clerk	Training - Playground	Clerk to undergo training to ensure weekly checks are recorded to the correct level	23-05-23 Contact made with the playground inspection Company requesting Clerk be booked on to next course. 25-05-23 Contract from The Playground Inspection Company stating next course is in Swindon in June or Holton Heath in October. Requested a place on the October course. 19-07-23 email confirming place on next course due to be held 19th October 2023 9am - 4pm.	
0623-24e	12/06/2023	Clerk	Establishing & Managing Gardens of Remembrance Training	Clerk to book and attend the ICCM Establishing & Managing Gardens of Remembrance training.	Mar 23 meet Nigel Dibden at the Councillors DAPTC Conference, arranged meeting with himself and DC designer Marta Kulik in Gods Acre in March 23. Durgn meeting Marta advised there would be a small waiting period as they are busy but then she would be able to design and send over. Cost was asked for before work commenced and advised likely no cost as DC doing for PC, but this would be confirmed. 25-05-23 Chase email sent to Nigel & Marta as no communicatin recvied to date. 20-07-23 Chase email sent to Nigel & Marta as no communicatin recvied to date 20-07-23 Course booked for 5th October to understand legal requirements behind GOR 05-09-23 on September agenda for proposed playout discussion	
0623-26	12/06/2023	Clerk	Annual Parish Meeting	Clerk to investigate costing for a banner.	Costs average £40 ex VAT for a non changeable banner 2m x 1mwith eyelets	
0623-26	12/06/2023	Clerk	Annual Parish Meeting	Clerk to implement refreshments into the proposed APM agenda for 2024.		
0623-27	12/06/2023	Clerk	Purbeck Park Footpath	Corfe Castle Parish Council write to Dorset Council to propose that Dorset Council underwrite the cost of an accessible and chargeable minibus which would act as a shuttle between Purbeck Park, the National Trust carpark and the village centre to operate from summer 2024.	For many years Dorset Council have agreed a need for a public footpath / cycle route from what was Norden Park & Ride to Corfe Castle. 30-06-23 letter sent via email to Cllr Bryan, & John Sellgren cc Cherry Brooks 30-06-23 email received from John Sellgren "Many thanks for your email. Cllr Brooks raised this in a meeting at Dorset Council earlier this week and this prompted me to ask my team about the progress being made. I am going to ask them to respond to you directly and others copied into this email." 04-07-23 Email received from David Brown with detailed update forwarded to Cllr's. 18-07-23 email response to David acknowledging offer of meeting bi-monthly or quarterly and acceptetp updatedon either time scale depending on progress made. Also suggested instead of Face to Fac happy wth email updates if easier for David.	
062-27	12/06/2023	Clerk	Notification of Roadworks.	After a discussion it was agreed the Clerk write to Dorset Council, asking they not only send the draft public notice to the Parish Council regarding forthcoming roadworks, but also to businesses which may be affected.	30-06-23 letter sent via email to Cllr Bryan, cc Tom Faulkner & Cherry Brooks	
0623-28	12/06/2023	Clerk	Sports events and the safety of our residents	Clerk to write to UK Cycling Events Ltd.	12-07-23 Email sent to organisers	y
0623-30	12/06/2023	Clerk	Free Parking Days	Clerk to contact Dorset Council and submit the application for 3 free parking days.	Email sent Tuesday 13th June requesting free days 23-06-23 Email from DC stating only had 2 days left. 23-06-23 Email sent to Cllr Sumbler requesting she clarify which 2 days to apply for. 17-08-23 Email sent to DC requesting Friday & Saturday. 19-08-23 Email received from DC confirming Friday and Saturday also stating no free parking days remaining, except one Saturday in December.	y
0623-31	12/06/2023	Clerk	5G	Contact Dorset Council to request an answer for information requested several months ago regarding the health and safety of 5G masts.	12-07-23 chase email sent to Cherry with questions raised and asking who best to contact at DC for answers	

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			Woody Hyde		Update: A route was identified in 2020 and agreed in principle with Peake House (owners of field) and CCPC. In September 2020 Mark Singleton, Katie Black, the previous clerk & Michelle Harrington (as onlooker) walked the proposed route. The NT agreed to repair a gate at the bottom of the field, DC (Katie Black) agreed to install signage and CCPC agreed to pay for the installation of a new gate at the top of the field (installed by Katie Black and her team). The NT carried out the repair works with no issues. Katie Black and her team whilst installing the new gate was approached by people who claimed to be the tenants of the field, stating all work must stop. Peake House Business owners were not aware of anyone using their field and legal proceedings started after talks broke down. In 2022 the House was sold and the project was shelved, as it did not seem right that the PC ask the new home owners for permission to instate the new path, as they had a planning application going through and the PC are consultees. The Application was approved in early 2023. So talks can now take place. 23-06-23 Email sent to all interested parties asking for availability for meeting to discuss project. 5-7-23 meeting set for 21st July 2023. 12-07-23 Meeting postponed new email sent with more dates. 15-08-23 email received from Harry stating "we do feel quite strongly about the privacy of the property. Having a footpath along the bottom of the garden when we have a 2 year old is particularly unappealing. "	
			Electrical Charging		A need to electrical charging points was discussed at Council, and it was agreed Council should investigate the possibility of installing EV charging points in the resident's car park. PodPoint where commissioned to carry out a survey. The resulting quotes came back, and it was believed the prices quoted were too much for CCPC to justify at the time. The Working group were kept, and the issue is on-going.	
			Website Overhaul			
			Highways		10-07-23 Call from Stephen Mephram stating parking sign by church should have been replaced. Bankes Arms sign will be recovered and state the number of spaces available. The sign by the NT shop will be recovered and show, the number of spaces and the distance to the car park. The sign on the junction of Hollands Close & West Steet will be removed but leaving the wood attached to the building, a new sign will then be attached to the wood. SM stated he will be visiting in a couple of weeks to look at the drop kerb requests with the intention of having them installed in October / November '23. It was mentioned all other requested items on the list will be worked on in due time. 19-07-23 Signage installed for Car park 17-08-23 email from SM "I want to put all amendments for Corfe Castle parking restriction TRO's through as part of one process – more cost effective. Putting this together (East and West St) is my next "Corfe Castle" project, following signage and dropped kerbs BUT I'm afraid Cllrs will at times have to be patient (and I know you all have been) as I have 80 Parishes in my area and must address safety issues as a priority. Promise to keep you informed as I interact with the Regulation Team on this one!"	