

# CORFE CASTLE PARISH COUNCIL

MINUTES OF A PARISH COUNCIL MEETING OF CORFE CASTLE PARISH COUNCIL HELD ON MONDAY 11<sup>TH</sup> SEPTEMBER 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 **Spicer-Short**.

## **ALSO IN ATTENDANCE:**

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

## **ABSENT:**

Cllr **Marshallsay**, Cllr **Roberts** & Cllr **Sumbler**

---

## **PUBLIC HALF HOUR.**

4 Members of the public were present.

One member of public wished to bring the Parish Council's attention to an event being held on Sunday 17<sup>th</sup> September from 11am called "Pass Wide and Slow". It was noted this event is part of a larger National event happening throughout the Country over the course of the month. The Corfe Castle branch of this event will ride from Norden to Corfe Castle Square. Although the national aim is a road safety campaign the local aim is to also get the National Trust and its tenants to open more permissive paths across Purbeck to join up existing paths across the area, to enable horse riders, cyclists, and walkers alike to be able to travel safely from Studland to Swanage off the highways.

3 maps showing where the group would like to see paths joined up, or existing gates re-opened were sent and distributed to all Parish Councillors before the meeting.

Cllr Brooks stated she has already spoken with the member of public on this matter and in response to that discussion Cllr Brooks has also spoken with the National Trust. The National Trust has stated to Cllr Brooks that some of the land identified is not open National Trust land but tenanted National Trust land. The National Trust have agreed to replace some gates on Corfe Common as part of the wider common fence work, but this will not be a quick fix, as funds can only be made available for this work from the Commons Committee fund, which means until the committee is back up and running the funds cannot be released.

It was agreed Corfe Castle Parish Council would write to Cllr Brooks to request that Dorset Council arrange a meeting with the appropriate Bridleway Officer from Dorset Council, a representative from the National Trust, a representative from the local group raising this campaign, plus any other interested party, with the aim of putting a plan in place.

**Action:** Write to Cllr Brook to request Dorset Council arrange a meeting with the appropriate Bridleway Officer from Dorset Council, a representative from the National Trust, a representative from the local group raising this campaign, plus any other interested party, to a meeting with the aim to put a plan in place.

## **0923-49     APOLOGIES FOR ABSENCE (LOCAL GOVERNMENT ACT(LGA) 1972 S85 (1))**

Apologies have been received from Cllr Marshallsay, Cllr Roberts & Cllr Sumbler and accepted by all.

## **0923-50     DECLARATIONS OF INTEREST AND DISPENSATIONS RELATING TO ITEMS ON THE AGENDA**

No declaration was made. NB this does not preclude any later declarations.

## **0923-51     PREVIOUS MEETING MINUTES**

The minutes from the full council meeting held on Monday 10<sup>th</sup> July 2023 were approved and signed as a correct record the meeting. (LGA 1972, SCHEDULE 12, PARA 41(1))

Proposed Cllr Haywood

Seconded Cllr Blinkhorn

**RESOLVED** – The minutes from the full council meeting held on Monday 10<sup>th</sup> July 2023 were approved and signed as a correct record the meeting.

## **0923-52     DORSET COUNCILLOR'S REPORT**

A report was submitted before the meeting, this was noted. Cllr Brooks gave a verbal update on local issues, including a surface dressing programme across Dorset which will include Corfe Castle Parish where there is need.

Cllr Brooks has recently attended a meeting with the Dorset Council Portfolio holder overseeing the footpath from Purbeck Park. It was stated progress on the footpath is happening. Dorset Council is also talking to bus companies about making Purbeck Park a Bus hub, plus are considering trying it again as a park and ride facility.

Q: Cllr Brooks was asked if Dorset Council, would look into an electronic sign near the Purbeck Park roundabout, which would indicate if the National Trust Car Park, and or West Street car park was full, and then directing people to use Purbeck Park. It was stated the PC had previously asked that Dorset Council have a plan in place for summer 2024 including a bus shuttle so that cars parked outside the village.

Cllr Brooks stated she will arrange a meeting with Ray Bryan and report back.

**0923-53      NATIONAL TRUST REPORT**

A report was submitted before the meeting this was discussed.

Q: What is the National Trust going to do about parking for the Castle visitors. This Summer nearly every day the National Trust car park has been full. The National Trust advertise and encourage people to come to the castle therefore should take some responsibility for traffic issues around the Parish. Could the National Trust at least signpost visitors to Purbeck Park car park?

**0923-54      CLERKS REPORT TO INCLUDE:**

**0923-54a      Action Log**

The clerk submitted a written report before the meeting, detailing the updates on any matters arising from the previous minutes, this was discussed and noted raising the following actions:

**Action:** Clerk to contact Dorset Council planning and request they investigate the need for a retrospective planning application from the Model village regarding the new signage.

**Action:** Clerk to investigate if the Bell tent campsite on Kingston Hill has registered with Dorset Council as a camping facility.

**Action:** clerk to add Perenco and D Day celebration to Action Log

**0923-54b      Financial Matters**

The clerk submitted a written report before the meeting, detailing the monthly expenditure, income, and bank balances for both July and August, these were noted.

Proposed Cllr Blinkhorn

Seconded Cllr Spicer-Short

**RESOLVED** – Retrospective approval was agreed for all payments as listed within the Clerks report and supporting paper with a combined total of £2,899.13 including VAT for July 2023

Proposed Cllr Haywood

Seconded Cllr Blinkhorn

**RESOLVED** – All payments as listed within the Clerks report and supporting paper for August was approved with a combined total of £4,989.49 including VAT.

**Action:** Clerk to process payments.

**0923-54c      Parish Safety Report**

**c1**      The Internal playground safety reports were submitted before the meeting to the Clerk with no incidents to report. This was noted.

**c2**      A quarterly playground safety report was submitted before the meeting, this was discussed.

Proposed Cllr Dru Drury

Seconded Cllr Spicer-Short

**RESOLVED** - To approve Mr Hussey remove the gateway shackles and replace with standard playground swing shackles at a cost of £25 for supply and fit.

**RESOLVED** - The Clerk investigate costings required to rectify all the points identified within the quarterly report, and report back to Council, with the aim of replacing the infant swing as a minimum this autumn.

**Action:** Clerk to inform Mr Hussey to remove the gateway shackles and replace with standard playground swing shackles at a cost of £25 for supply and fit.

**Action:** Clerk to investigate costings required to rectify all the points identified within the quarterly report, and report back to Council, with the aim of replacing the infant swing as a minimum this autumn

**c3**      The defibrillator monthly safety reports were submitted before the meeting to the Clerk with no incidents to report. This was noted.

**0923-54d Policy Ratification**

The following policies were submitted before the meeting for ratification:

1. Dignity At Work Policy – Part of NALC Civility & Respect – No Amendments
2. Health and Safety Policy & Annex – No Amendments
3. Risk Management Policy – No Amendments
4. General Data Protection Regulations Policy – No Amendments

Proposed Cllr Dru Drury

Seconded Cllr Haywood

**RESOLVED:** To adopt the Dignity at Work Policy, Health and Safety Policy & Annex, Risk Management Policy & General Data Protection Regulations Policy as submitted.

**Action:** Clerk to publish the adopted policies

**0923-54e DAPTC Clerks Conference**

A statement was submitted before the meeting, regarding the Clerks attendance to the DAPTC Clerks Conference. This was discussed.

It was agreed by all to approve the Clerk attend the DAPTC Clerks 2023 Conference and to cover mileage.

**0923-54f Bus Shelter Halves Cottages**

A statement was submitted before the meeting, regards damage to the Shelter roof. This was discussed.

**Action:** Clerk to have the bus shelter roof at Halves Cottages inspected for possible leak areas.

**0923-54g Signing of the Corfe Castle Youth Club, Memorandum of Understanding (MOU)**

A copy of the 2023/24 Corfe Castle Youth Club Memorandum of Understanding was submitted before the meeting, this was discussed.

It was agreed the clerk sign and return the Memorandum of Understanding with amendment.

Proposed Cllr Blinkhorn

Seconded Cllr Dru Drury

**RESOLVED** - The clerk to sign and return the amended Memorandum of Understanding.

**Action:** Clerk to sign and return the amended Memorandum of Understanding.

**0923-54h Gods Acre:**

**h1**

A report was submitted before the meeting, showing a possible design for the creation of a Garden of Remembrance within the Gods Acre New Extension Acre. This was discussed.

It was agreed the Clerk investigate costings for the proposed drawings which would see the creation of a "Garden of Remembrance" in the New Extension area by the Oak Tree where scattering of ashes could be carried out along with the installation of a memorial wall.

**Action:** Clerk to investigate costings for the design submitted from Dorset Council, to create a Garden of Remembrance.

**h2**

**New Extension**

A statement was submitted before the meeting detailing old plans showing the number of burial plots available within the Gods Acre New Extension Acre, plus raising concern on the depth available for full burial at the northern end of Gods Acre New Extension area. This was discussed.

Proposed Cllr J Dragon

Seconded Cllr N Dragon

**RESOLVED** - Clerk to have new plans drawn up for the New Extension Area showing the number of possible burial plots, when laying East to West.

**RESOLVED** – Clerk to have a survey carried out to identify if the Northern End of the New Extension Area is suitable for double depth burials.

**RESOLVED** – Clerk to investigate if it would be possible to add a row at the foot of Row A in the New Extension Area for the interment of Cremated remains.

**Action:** Clerk to have new plans drawn up for the New Extension Area showing the number of possible burial plots, when laying East to West.

**Action** – Clerk to have a survey carried out to identify if the Northern End of the New Extension Area is suitable for double depth burials.

**Action** – Clerk to investigate if it would be possible to add a row at the foot of Row A in the New Extension Area for the interment of Cremated remains.

h3

**Grass Cutting Tender.**

A statement was submitted before the meeting, suggesting all grass areas the Parish Council maintain are included in one tender. This was discussed.

It was agreed the Clerk prepare a new combined tender for the Cemetery with the Playground / Sportsfield, for full Council approval.

**Action:** Clerk to prepare a new combined tender for the Cemetery with the Playground / Sportsfield, for full Council approval.

**0923-54i Insurance**

A statement was submitted before the meeting, stating the current policy is due to run out, in October. This was discussed.

Proposed Cllr Spicer-Short

Seconded Cllr Parish

**RESOLVED** - The Clerk in conjunction with the Chairman and Vice Chairman, can accept a like for like policy from a suitable provider to ensure continuous cover.

**0923-54j Speed Indicator Device (SID)**

A statement was submitted before the meeting detailing the latest damage to the SID. This was discussed and noted.

**0923-54j Elections / Advert for becoming a Councillor**

A statement was submitted before the meeting detailing the need to advertise the upcoming local elections in May 2024, plus ideas on how to engage with the wider public to encourage more to stand for the position of Parish Councillor.

It was agreed by all, to run a campaign advertising the Councillor role in the CVN, on the Corfe Castle Parish Council website and Facebook page using the advert created. (With spelling mistake amendment)

It was agreed by all, that Councillors arrange to speak at local group events, to talk about the Councillor role and what it is really like!

**Action:** Clerk to amend the New Councillor Advert and publish

**Action:** Councillors to identify local groups to speak to regarding "The life of a Parish Councillor"

**0923-54j Caretakers Report**

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

**0923-55 PLANNING AND LICENSING MATTERS**

**0923-55a Planning Working Group – Planning Applications**

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

a1

Application No: P/NMA/2023/04236

Location: Littlemead West Street Corfe Castle BH20 5HE

Proposal: Non material amendment to Approved P/A 6/2017/0193 (Single storey side extension)  
There was an oversight in the approved version regarding the pergola on the west elevation. The architect included the pergola in the north and south elevations but omitted to show it fully on the west elevation (it looks like the central supports are shown but not the roof structure). The previous version is included because it shows the pergola fully and what was intended. The amendment we are now seeking is to include the west elevation as shown on the Previous Version.

Recommendation: No objection.

a2

Application No: P/LBC/2023/02591

Location: The Castle Inn 63 East Street Corfe Castle BH20 5EE

Proposal: Replacement external signage, lighting and repaint principal elevation

Comments Due: 10th August 2023

Recommendation: Objection. CCPC, the Conservation office & Cllr Brooks considered this previously & objected. "The proposed signs seem sympathetic to the listed building & largely match what is already in place, although of a different design. However, the proposal changes the painted front of the building to blue. Does this change require listed building consent? We would prefer the colour to remain white as at present. No objection to the new signs. Objection to the change of colour of the front of the building & check whether this needs LBC."

CCPC object to P/LBC/2023/02591. The application states "Replacement external signage & lighting" however documentation shows a change in colour to the building & the addition of a wall along the boundary. We have no objection to the signage, but

Initial/ Sign:

Chairman: Cllr S Clarke

Date:

Page 4 of 7

object to the change in colour to the building as it is not sympathetic to the surrounding buildings or the street scene. We object to the wall as this will change the appearance of a listed building in a conservation area.

Nothing the above was submitted using delegated powers as no meeting was held in August. The objection was confirmed by full Council

a.3      Application No: P/HOU/2023/04525  
Location: Scowles Gate Kingston Wareham BH20 5LG  
Proposal: Erect new two-storey side extension to incorporate kitchen and upstairs bedroom and a new entrance porch.  
Recommendation: No objection. This is a fairly large extension to the existing house in the open countryside. However, the house is set in an isolated position at some distance from the B3069. It is also set low in the surrounding countryside so should not be overly visible.

a.4      Application No: P/HOU/2023/04526  
Location: West Lynch Farm Kingston Hill Kingston Wareham BH20 5LG  
Proposal: Formation of a wildlife pond  
Recommendation: No objection. A wildlife pond was approved by PA P/VOC/2023/2049 in April this year. CCPC had no objection. The approved pond is some distance from the house across a field. This application was a variation on the original PA of February 2020 – 6/2020/0023. The CCPC comments at the time were - No objection. The Council support the applications proposals to increase biodiversity, to improve the aesthetic of the building whilst reinstating original features and the proposed use of new technologies. The current application is for a second pond within the curtilage of the house. The original application contained plans for rainwater collection and storage. There is no obvious reason why this should not go ahead.

a.5      Application No: P/PASO/2023/04542  
Location: Corfe Castle Library East Street Corfe Castle BH20 5EE  
Proposal: Install photovoltaic solar panels on the roof. The above application for, Prior Approval - Roof Mounted Solar PV on Non- Domestic Building has been received.

Recommendation: No Objection. This is a sensible use of the library roof space and is in line with aims to achieve net zero carbon emissions.

Application No: P/NMA/2023/05126  
Location: Sandy Hill Farm, Sandy Hill Lane, Corfe Castle, BH20 5JF  
Proposal: Non material amendment to approved PA 6/2016/0223 (Conversion of existing barn to ancillary residential accommodation/holiday unit and erect two storey extension) to change the roof tiles from Purbeck Stone to reproduction stone tiles to minimise costs.

Recommendation: No comment. This is a request for a change of roofing material. The proposed tiles seem to be very similar to Purbeck stone tiles, but much cheaper. The resulting roof set in the AONB should not be out of place. This is for information only and we are not required to comment.

**Action:** P/HOU/2023/04526 – It was noted on the road a lot of the wall has been removed from the entrance to West Lynch Farm, Clerk to write to homeowners asking them confirm the wall will be re-instated

#### **0923-55b    Treeworks Application**

##### **b1            Application No: P/TRC/2023/03917**

Location: Springwell Close - to rear of number 22 and to front of numbers 11/12, Corfe Castle, BH20 5HQ

Proposal: T1 Walnut - Prune to clear building by 2m. T2 Liquidambar - Remove remaining stems to ground level.

Recommendation: No Comment

#### **0723-55c    Other Applications / Notices**

It was noted no other Applications / Notices were received.

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

**0923-56     STOPPING UP ORDER**

A report was submitted before the meeting detailing a Stopping up Order and associated Public Enquiry being held on 19<sup>th</sup> September 2023. Original relating planning application P/HOU/2022/04977. This was noted.

Proposed Cllr Blinkhorn

Seconded Cllr Spicer-Short

**RESOLVED** - Corfe Castle Parish Council take no further action.

**0923-57     ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)**

It was noted on the 18<sup>th</sup> August 2023 Corfe Castle Parish Council received confirmation from the External Auditors that our Audit of accounts for 2022 / 2023 had been completed with no negative observations.

Congratulations were given to the Clerk on this achievement.

**0923-58     CORRESPONDENCE**

A report was submitted before the meeting detailing some correspondence received. This was noted.

a. It was stated the bin (Halves Cottages) which had been raised at an earlier meeting by a member of public, had now been moved. It was noted Corfe Castle Parish Council had reluctantly agreed to pay Dorset Council for the installation, as it was believed this cost should have been covered by Dorset Council.

b. An email regarding the Action for Health and Social Care in Purbeck was noted.

c. Dorset Council Housing Strategy – All Councillors were encouraged to fill in and submit the Dorset Council questionnaire.

d. Hedge at Halves Cottages – It was agreed the Clerk write to S Kennedy as the representative of Aster covering the Corfe Castle area and request the hedge running along the footpath to the common outside of 15 Halves Cottages be cut back to the originally intended hedge height of 4 foot.

**Action:** Clerk to write to S Kennedy as the representative of Aster covering the Corfe Castle area and request the hedge running along the footpath to the common outside of 15 Halves Cottages be cut back to the originally intended hedge height of 4 foot.

e. Corfe Castle Congregational Church - Approval for a one-off event was granted as long as the Parish Council is notified of the date and time.

f. Coach Parking. It was agreed if a Member of Public contacts the Parish Council to raise the issue of Coaches using West Street & East Street as drop-off / park-up areas to ask if there is any photo evidence, along with the coach company's name. For the Clerk to then write to the company advising them of the National Trust booking system or directing them to Purbeck Park as a park-up area.

**Action:** Clerk to write a stock letter, so if a Member of Public contacts the Parish Council to raise the issue of Coaches using West Street & East Street as drop-off / park-up areas a letter can be sent to the company advising them of the National Trust booking system or directing them to Purbeck Park as a park-up area.

g. Rent Review. It was noted that company had used the RPI rather than the national standard CPI as a measure of inflation. It was agreed Corfe Castle Parish Council accept the rent increase however to write to the agent stating our expectation in future for the CPI rate to be used in line with government procedures.

**Action:** Clerk to write to the land agent, accepting the increase but to also stating our expectation in future for the CPI rate to be used in line with government procedures.

h. Joining of paths for Bridle, cycle and foot users

It was noted this was covered in the Public Participation section of the meeting.

**0923-59     CORFE CASTLE CHARITIES – NOMINEES - APPENDIX**

A report was submitted before the meeting detailing a request from the Corfe Castle Charity to approve their suggested nomination of Mr Bond & Cllr N Dragon as trustees. This was discussed.

Proposed Cllr Dru Drury

Seconded Cllr Haywood

**RESOLVED** -To support the Corfe Castle Charity nominations for Mr Bond and Cllr N Dragon as trustees.

**Action:** Clerk to inform Corfe Castle Charity that Corfe Castle Parish Council support the Corfe Castle Charity nominations for Mr Bond and Cllr N Dragon as trustees

**0923-60 DORSET COUNCIL CONSULTATION ON A DOG RELATED PUBLIC SPACE PROTECTION ORDER (PSPO)**

A report was submitted before the meeting detailing the Dorset Council Consultation on a Dog related Public Space Protection Order. This was discussed and noted.

**0923-61 DORSET COUCNIL HOUSING STRATEGY**

It was noted this had been discussed under Correspondence.

**0923-62 DAPTC AGM ITEM**

A motion was submitted before the meeting from Cllr Clarke "Corfe Castle Parish Council, requests Dorset Council consider implementing a permissive power with local variations restricting lorry sizes and weights travelling through areas of the Southeast Purbeck Parishes". This was discussed:

**RESOLVED** - Corfe Castle Parish Council, requests Dorset Council consider implementing a permissive power with local variations restricting lorry sizes and weights travelling through areas of the Southeast Purbeck Parishes

**Action:** Clerk to contact other SE Parish's asking they consider seconding the motion ready for the DAPTC AGM agenda.

**0923-63 WEST STREET PUBLIC TOILETS**

A motion was submitted before the meeting from Cllr L Spicer-Short (supported by Cllr Blinkhorn, Cllr Parish & Cllr Sumbler) that Corfe Castle Parish Council revisit the matter of sanitary waste bins in the West Street public loos.

Proposed Cllr Haywood

Seconded Cllr Spicer-Short

**RESOLVED** – Within the ladies' toilets, to keep current sanitary waste bins, one per cubicle, plus one nappy waste bin by the changing table.

**RESOLVED** - Within the disabled toilet, to have one male incontinence bin.

**RESOLVED** - Within the men's toilets, to have one male incontinence bin in one of the cubicles, plus to have one nappy waste bin by the changing table.

**Action:** Clerk to contact contractor to implement changes. (Within the ladies' toilets, to keep current sanitary waste bins, one per cubicle, plus one nappy waste bin by the changing table. Within the disabled toilet, to have one male incontinence bin. Within the men's toilets, to have one male incontinence bin in one of the cubicles, plus to have one nappy waste bin by the changing table.)

**0923-64 REMOVAL OF DANGEROUS / OVERGROWN HEDGE.**

A motion was submitted before the meeting from Cllr L Spicer-Short Due to the recent serious head injury sustained by a member of public, "Corfe Castle Parish Council endorse a letter being written to the owners of 91 East Street asking they consider removing the old conifer hedge as part of their renovations."

Cllr Brooks stated Dorset Council have contacted the homeowners and they have agreed to cut back the hedge to their boundary line.

**0923-65 REPORTS FROM WORKING GROUPS**

a. Finance & Personal – Clerk Appraisal

It was approved to move the meeting to a closed meeting (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. It was agreed:

1. The Clerk is thanked for her highly satisfactory performance over the past year and note the automatic progression on the incremental scale.
2. That the Parish Council support the Clerk to undertake a Community Governance course from 2024 with sharing of tuition costs between the clerks' other employing Council. Costs noted for Corfe Castle Parrish Council is £125 for the deposit, £958.33 in year 1 and £1083.33 in year 2. It was noted the Clerk will meet the significant travel accommodation and resource costs and do the study in her own time.

The meeting ended at 21:01