

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
0923-54c2	11/09/2023	Clerk	Playground Repairs	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.	22-09-23 Email sent to Mr Hussey accepting his quote of £25 to replace the swing seat shackles (2 bay swing unit)	
0923-54c2	11/09/2023	Clerk	Playground Equipment	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	4 Contractors contacted with regards pricing for the swing unit. 3 acknowledge enquiry. 1 has quoted.	
Public 0923	11/09/2023	Clerk	Joining up routes across Purbeck	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.	19-09-23 email sent to Cllr Brooks formally requesting a meeting be set up.	
0923-54a	11/09/2023	Clerk	Action Log	Clerk to add Perenco and D Day celebration to Action Log	19-09-23 Actions Added	y
0923-54b	11/09/2023	Clerk	Finance	Clerk to process monthly payments	12-09-23 Payments Processed	y
0923-54d	11/09/2023	Clerk	Policies	Clerk to publish approved policies	19-09-23 Policies uploaded	y
0923-54f	11/09/2023	Clerk	Bus Shelter - Roof	Clerk to have the bus shelter roof at Halves Cottages inspected for possible leak areas.	19-09-23 Email sent to 4 contractors requesting help	
0923-54g	11/09/2023	Clerk	MOU - Youth Club	Clerk to sign and return the amended Memorandum of Understanding.	12-09-23 Signed and returned	y
0923-54h2	11/09/2023	Clerk	Gods Acre	Clerk to have new plans drawn up for the New Extension Area showing the number of possible burial plots, when laying East to West.		
0923-54h2	11/09/2023	Clerk	Gods Acre	Clerk to have a survey carried out to identify if the Northern End of the New Extension Area is suitable for double depth burials.	12-09-23 Email sent to ICCM asking for recommendations for survey. 12-09-23 email response received, suggesting 2 companies who can help with Cemetery development. 12-09-23 Website contact made with both companies asking if they can help with double depth investigation. 22-09-23 Response from Contractor 1 received with several questions, email sent back answering questions. 27-09-23 Quote received from contractor 1 with 2 options. (Trail Pits & letter report £3,257.50, Monitoring well installation & monitoring £7,094.00	
0923-54h2	11/09/2023	Clerk	Gods Acre	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.		
0923-54h3	11/09/2023	Clerk	Tender - Grounds Maintenance	Clerk to prepare a new combined tender for the Cemetery with the Playground / Sportsfield, for full Council approval.	19-09-23 Tender document drawn up and draft sent to Chairman and Vice Chairman for comment (typo's etc)	
0923-54j	11/09/2023	Clerk	New Cllr Advert	Clerk to amend the New Councillor Advert and publish	12-09-23 Spelling mistake amended. Published in CVN & SAF Sept 23	y
0923-54j	11/09/2023	Clerk	New Cllr presentation	Councillors to identify local groups to speak to regarding "The life of a Parish Councillor"	29-09-23 Emails sent to various clubs. Aquarius, Castle rings, FC, Gardening Club, Double Act, Castle Voices	
0923-55	11/09/2023	Clerk	Planning	Clerk to file approved comments	09-08-23 App 02591 submitted. 12-09-23 all other app's submitted as approved.	y
0923-55	11/09/2023	Clerk	Planning	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	29-09-23 email sent to agent. (Tetra Tech Planing)	y
0923-58d	11/09/2023	Clerk	Hedge in Halves Cottages	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.	18-09-23 Call from Aster of similar issue different location. Advise best email to contact is 'councillorenquiryinbox@aster.co.uk'. Email sent to 'councillorenquiryinbox@aster.co.uk' and S Kennedy	
0923-58f	11/09/2023	Clerk	Coach parking	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	29-09-23 Stock letter written. Ready for use.	y
0923-59	11/09/2023	Clerk	CCC - Nominees	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	12-09-23 email sent to Mandy	y
0923-62	11/09/2023	Clerk	DAPTC - AGM	Clerk to contact other SE Parish's asking they consider seconding the motion ready for the DAPTC AGM agenda.	18-09-23 Email from Studland "Just to confirm that at its August meeting Studland PC resolved to offer to second these two motions subject to removal of the word "lorry" and replace it with "vehicle" in the second one. " Motions were "DAPTC and Dorset Council undertake a systematic review and survey in early 2024 on the impact of the creation of the unitary authority in Dorset. Review topics would include impact on service delivery and quality of services, finance, responsive to local communities. working arrangements with Parish and town Councils and local democracy. Overall has Dorset thrived as a result of the reorganisation.? It is hoped that the review when published by May 2024 will influence the policies and practices of the newly elected Councils". The second motion was: "Dorset Council consider implementing a permissive power with local variations restricting lorry sizes and weights travelling through areas of the Southeast Purbeck Parishes."	

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0723-38e & 0923-63	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 11-09-23 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.) 11-09-23 During meeting council approved "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." 22-09-23 Email sent to sales advisor requesting new contract for above starts 1st October to fall in line with Duty of Care payment.	y
0723-39a & 0923-54a	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. 11-09-23 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.	
0723-39a & 0923-54a	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. 11-09-23 Clerk to investigate if the Bell tent campsite on Kingston Hill has registered with Dorset Council as a camping facility.	
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 12-09-23 email sent confirming nomination support	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	
0723-40b	10/07/2023	Clerk	D-Day 80 - 6th June 2024	It was agreed to form a working group after speaking with the Festivities Committee and / or Crazy 4 Corfe to see if they would organise the event. Cllr Blinkhorn agreed to take the lead if necessary	29-09-23 email sent to Steff & Rupert	
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 & 0923-54h1	12/06/2023 & 11-09-23	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. During 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 communication received to date. 20-07-23 Chase email sent to Nigel & Marta as no communication received to date 20-07-23 Course booked for 5th October to understand legal requirements behind GOR 05-09-23 on September agenda for proposed payout discussion 11-09-23 Clerk to investigate costings for the design submitted from Dorset Council, to create a Garden of Remembrance	
0623-26	12/06/2023	Clerk	Annual Parish Meeting	Clerk to investigate costing for a banner. & Clerk to implement refreshments into the proposed APM agenda for 2024.	Costs average £40 ex VAT for a non-changeable banner 2m x 1m with eyelets	
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 accepting updated on either time scale depending on progress made. Also suggested instead of Face to Face happy with 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	
0623-31	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	
0423-39	17/04/2023	Clerk	Perenco - Wytch Farm Oil Leak	Write to Perenco - see minutes for full details	28/04/25 Email / Letter sent to François Perrodo (Chairman of Perenco) & Ade Parvin Environmental Team Lead. 02-05-23 Email received from Ade acknowledging receipt. 22-09-23 Chase email sent asking for response to questions either via e-mail or by attending a CCPC monthly meeting.	

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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!"	