

Clerks Report – Updated Monday, November 7, 2022

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

1122-112a Update on matters arising and actions from the August meetings:

To note the following updates unless otherwise stated:

1022-110b **Action:** Clerk to submit planning application recommendations / comments as listed above.
Complete.

1022-111b **Action:** Clerk to process payments and administer the resolutions. As listed under the financial matters.
Complete.

1022-111d **Action:** Clerk to add to November meeting Policies for ratification
Complete (see agenda item below)

1022-111e **Action:** Clerk to instruct contractor 7 to carry out the survey as required for EV charging.
Complete.

1022-111f **Action:** Clerk to draw up a notice for CVN on the dangers of Dog Mess, plus order new signs.
Complete.

1022-111f **Action:** Clerk to forward response as agreed to Swanage Railway.
Complete.

1022-111f **Action:** Clerk to amend and re-submit the DAPTC AGM motion on election costs.
Complete.

1022-112 **Action:** Clerk to contact DC to enquiry about updating the Stile on Kingston footpath (FP51)
Complete.

1022-113 **Action:** Clerk to publish new Gods Acre Rules and Regulations.
Complete.

1022-115 **Action:** Clerk to inform Swanage Town Council that CCPC agree to second their DAPTC AGM motion.
Complete.

1122-112b Financial Matters – Annex A
Monthly Expenditure & Income

Balance's 31st October 2022

00289201 – Lloyds	£52,740.29
00162368 – Lloyds	£5,354.23
80031534 – Redwood	£28,131.92
00060859 – Lloyds (GA)	£5,027.75
Total	£91,254.19

Note 1: Explanation of payments in Annex A

- Clerks Hours = Contracted hours, + 4 additional hrs, 8 training hours, 7.5 Gods Acre Admin hours, expenses for both Gods Acre grave marking & Clerks Conference travel + national pay award back dated to April 1st 2022. Hourly pay rate @ £15.02
- The Equipment (Asset) payment under Administration Cost Centre, of £12.50 is for a battery charger with 2 AAA batteries. There are several items of equipment which the Clerk uses (Dictaphone, computer mouse etc) which all take batteries and instead of constantly buying new batteries an invest was made in a charger and a couple of batteries. The batteries will be re-charged during working hours, as the Clerk has solar panels fitted. More batteries will need to be purchased shortly.
- The Donation receipt under Environment Group, is for money donated from attending and running a Church Fete stall.
- The Miscellaneous payment under Gods Acre Cost Centre, of £1,000 is for the labour to repair / move the fence in the new extension, as agreed in the August meeting.
- The Subscription & Membership payment under Grants & Subscriptions Cost Centre, is for annual CPRE membership.
- The Village Hall Rent payment under Others is for the Finance & Personnel Working Group budget meeting.
- The Repairs and Maintenance payment under Playground & Sportsfield, is for bolts and bolt covers ordered from Hags for the junior multi play equipment.
- The Miscellaneous Costs payment under the Environment Group, is for the Tree giveaway and wildflower seeds. This is assigned from the Environment Reserves budget.

Note 2: Playground fence repair. Previously the Council had authorised the Caretaker to replace the playground fence using additional project hours. Unfortunately, the Caretaker has found it difficult to provide more hours than contracted and therefore this work has not been carried out. The external playground inspection is booked for February 2023 and therefore it would be good to have the work carried out beforehand. In March 22 Council approved a cost of £500 for the materials (posts and rails etc). It is suggested now we look to have an external contractor replace the fence. As the length of the fence is just more than double the Gods Acre section of fence which was replaced recently it is expected the cost would be approx. £2,000 for labour.

Recommendation: To approve all payments as listed in Annex A + any regular payment not invoiced to date.
Expenditure Total:

Recommendation: To approve the clerk to obtain 3 quotes for the works to the playground fence, and after consultation with the Playground Working group assign a contractor to carry out the work.

1122-112c Parish Safety

1 Play area safety report

To note no items were marked for attention in the previous months report

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, & Scots Arms (Kingston).

1122-112d Policy Ratification – Annex C - F

To discuss any amendments to the following policies and ratify.

1. Co-option Policy

To discuss approve / refuse the proposed new policy. Based on the DAPTC model policy, with amendments in red as discussed in the previous meeting.

2. Complaints Policy

To discuss approve / refuse the amended policy, all amendments in red.

3. Code of Conduct

To discuss approve / refuse the policy. To note there have been no guidance from LGA to amend the current policy.

4. Grant Awarding Policy

To discuss approve / refuse the policy. To note there have been no changes to this policy since last approved in December 2021. It is recommended this policy be next reviewed In June 2024 then every 4 years rather than yearly.

1122-112e Correspondence – Annex G

To discuss and agree a way forward:

1. Correspondence from NT re Kings Coronation.

2. Correspondence from MOP re additional Bus Stop outside Kingston Country Courtyard.

1122-112f Signing of the Memorandum of Understanding (MOU)

Recommendation: To sign the MOU effective from 1st September 2022

1122-112g Gods Acre: Land Transfer

I have been in contact with 2 local companies, regarding transferring the land ownership from the “Gods Acre Trustees” to the PC for the 1925 area of Gods Acre. 1 company has stated the person who would deal with this has only just returned from a medical absence and is not taking on any new work, and 1 Company has advised the following:

Unfortunately, Gods Acre Trust was not registered with HMRC and as such is not a legally recognised Trust. Due to this the Property lawyer is unable to submit an application to the Land Registry office for the same reasons Ali’s application was denied, in that the latest Trustees are different to the Trustees listed on the 1924 Conveyance.

After initial discussions with the Property lawyer, they put me in touch with their Trust Lawyer specialist, who has stated we would need to have a “Declaration of Trust” (DOT) created, which would give more certainty to the arrangement and therefore hopefully help the Land Registry Office accept the application.

For the DOT the trustees would declare that they hold the assets of the trusts created under the 1924 conveyance. The trust assets would consist of God’s Acre, a bank account and some reserves belonging to the trustees, but which are held by the council.

When a Trust is formed, they must list certain things, one of which is the beneficiaries of the trust. To my knowledge we have no written evidence of the beneficiaries, and therefore I have been informed we should state the beneficiaries would be Corfe Castle parishioners, as this is most likely what the intention was in 1924.

Once the DOT has been issued, signed (by all Trustees) and returned the Property Lawyer is then able to prepare and submit an application to try to transfer the 1925 land to the PC.

I have been advised there is no guarantee the Land Registry Office will accept the application, even with the DOT.

The quote was between £500 to £1,500 plus VAT for advice and preparation and completion of the appropriate trust deed (DOT). These costs would not cover the work of a property lawyer in transferring the land to the council. In addition, it is likely that the trustees would be obliged to register the trust with the new HMRC trust registration service. HMRC could fine the trustees if this is not done. The company can register the trust and the fees would be between £250 to £400 plus VAT for the service.

This information has been discussed with the Gods Acre working group.

Recommendation: To NOT carry on with transferring the 1925 area of land from the Trustee to the Parish Council.

1122-112h BBQ's and Fires in Purbeck. – Annex H & I

Most of Purbeck is not covered by the Dorset Council Anti-Social Behaviour Related Public Spaces Protection Order 2022, which means although DC have put the signs up near Purbeck saying No Fires No BBQ's they cannot enforce it as they haven't added most of Purbeck to their order.

https://www.dorsetcouncil.gov.uk/w/bbq-and-campfire/wildfire-policy-and-sky-lantern-and-balloon-release-equality-impact-assessment-eqia-?p_l_back_url=%2Fsearch%3Fq%3DBBQ

Last year DC asked us to sign up to say enforcement could take place on land we managed in regard to the lighting of BBQ's which council agreed to, but for some reason we were left off the main order.

Corfe Castle Parish Council during the June meeting resolved "To support DC's ban the BBQ scheme, by letting DC know the areas of land we manage that we would like to be covered in the ban (Sportsfield and Playground area) with the exception of planned organised events by the Sports trust on the sports field. That CCPC is happy to display signs or banners in support of this scheme. To allow DC to add CCPC's name to the list of councils who support the scheme on their website. To talk to local shops if they sell disposable BBQ's and ask them to display a BBQ Safety sign on their displays."

Recommendation: The Clerk write to Dorset Council on behalf of Council, requesting they extend the area covered in the Wareham Blocks East Public Space Protection Order Schedule to include all heath lands in the Corfe Castle Parish, and possible all Purbeck heath lands with the support of neighbouring Parishes.

1122-112i DAPTC Clerks Conference.

On 19th October the Clerk attended the DAPTC Clerks Conference.

In the morning Matt Prosser, Chief Executive of Dorset Council was present. Mr Prosser gave a presentation reflecting on the establishment of the unitary council and spoke about current issues. Cllr Laura Beddow (nee Miller), Cabinet member for Culture, Communities and Customer Service, was also present. After the initial presentations the rest of the morning session was primarily about getting the conversation started on a **Working Together** document, (new name for the charter document).

The afternoon session saw a presentation from Jonathan Mair the Monitoring Officer with a request that each council consider signing up to the NALC Civility and Respect. This was followed by a thought-provoking session from Becky Walsh (Consultant for SLCC) on personal resilience and self-protection. There is a webinar available through the SLCC by Becky Walsh on this topic and I would highly recommend Cllr's consider joining.

Along with the presentations, there was a great opportunity for the Clerk to network with other local clerks.

The Society of Local Council Clerks (SLCC) were also present and specifically thanked Corfe Castle Parish Council / the Clerk for attending their quarterly meetings. CCPC being one if not the only Parish Council who attend the Dorset Branch meetings, enables the SLCC to receive vital Parish Council level experience and requirements and not just Town Council input.

1122-112j Civility & Respect - Annex J - N

To discuss and agree a way forward.

Recommendation: The Chairman and Vice Chairman recommend the Council take the pledge by agreeing to:

1. Council agree that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their role.
2. Council has put in place a training programme for councillors and staff
3. Council has signed up to Code of Conduct for councillor
4. Council has good governance arrangements in place including, staff contracts, and Dignity at Work Policy
5. Council will commit to seeking professional help at early stages should civility and respect issues arise.
6. Council will commit to calling out bullying and harassment if and when it happens.
7. Council will continue to learn from best practice in the sector and aspire to being a role model / champion council e.g., via Local Council Award Scheme
8. Council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate

1122-112k Scribe Cemetery

Scribe (our account package provider) offer a cemetery package, at a cost of £228.00 per year plus a one off set up fee of £97.00. I had thought this package was maybe just a bit over the top for us originally, however the more I have learnt the more I am thinking it may be worth consideration. The main day to day basics of the package is that as and when a family come to us to buy a plot, it will automatically issue the relevant Deeds, link the invoice to the accounts package, issue the invoice plus chart the plot used / reserved. This in itself will save time approx. 1 hour per booking. However what has made me think it is worth considering, is in addition to day to day time saving,

1. It will build a database behind the scenes, meaning in future should we need to contact a family it should be easier to find their details.
2. It will associate the funeral director and stone mason so when plots settle within the 1st year or memorials break within the first 5 years it is a quick look to see who to contact and to say come fix it please.
3. Topple tests are recorded within the package against individual plots, so if there was ever an issue we could prove to the insurance company we are running the cemetery within guidance
4. There is also a plot finder / marker so each plot can be marked as reserved, used, available etc.

Recommendation: The Gods Acre working group recommend the purchase of the Scribe Cemetery package.

1122-112l Meeting Dates – April 2023

To discuss and agree a change in date for the April 2023 Full Council Meeting as it falls on Easter Monday.

Recommendation: To hold the April Full Council meeting on April 17th 2023.

1122-112m Caretakers report