

Clerks Report

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

0322-31 Update on matters arising and actions from the last meeting:

- 0222-18 Action: Cllr Sumbler to created herself CCPC Gmail email account then the Clerk to create the Register of Interest link.
Complete – Email created, Register of Interest link sent and completed by Cllr Sumbler.
- 0222-19b Action: Clerk to process payments.
Complete – Payments made
- 0222-19d Action: Clerk to book the Village Hall for all above agreed meetings.
Complete – Venue booked
- 0222-19f Action: Clerk to investigate cost of Oak trees.
See agenda item 0322-31e
- 0222-19h Action: Clerk to publish amended Pay Policy.
Complete
- 0222-19i Action: Clerk to purchase the corporate membership to the ICCM on behalf of CCPC
On-going. Awaiting next intake date. 1st April 2022
- 0222-19q Action: Clerk to update next month if West Street road surface outside Season's Green has been replaced and if flooding on the pavement is still an issue.
On-going. Report postponed to April meeting
- 0222-20 Action: Clerk to submit Planning comments to DC.
Complete
- 0222-23 Action: Clerk to arrange a meeting for Cllr's who have concerns with the 70 sites identified for tree planting. Meeting invite for Cllr Parish & Cllr Sumbler to attend.
On-going, initial enquiry email sent to Cllr's
Action: Clerk to investigate Cllr Sumbler becoming a joint lead Councillor with Cllr Parish on the Environmental Group and report back.
See Clerks report item below
- 0222-24 Action: Cllr Sumbler to email the Clerk with Environmental Group section update
On-going
Action: Clerk to publish the Parish Action Plan on the website
Complete

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0322-31b Financial Matters to include

- Approved in previous meeting - paid this month.

Folio No.	Type	Payable to	Service	Amount
2024/25	BACS	Viking	Stationary & Stamps	72.75
2026	BACS	DAPTC	VAT Training - Clerk	30.00
2027	BACS	JD Facilities	West Street Toilet Cleaning	646.01
2028	DD	Vodafone	Phone and broadband	30.55
2029	BACS	Michelle Harrington	Core Hrs & Expenses, (78 Core Hrs, 6.5 Additional Hrs, 1.5Hrs Gods Acre, 10Hrs Training.) £63.40 Expenses (Home Working & Gods Acre) – Pension, NI & Tax) + Backdated pay award (See agenda item below 0322-31d)	1,264.76
2030	DD	NEST	Pension	72.24
2031	BACS	HMRC	National Insurance & Income Tax	407.87
2032	FAIRFX	Argos	Tablecloth - Black	20.45
2033	FAIRFX	Victoria Regalia Ltd	Rosette & Arm Bands - Black	44.49
2034	FAIRFX	Marks and Spencer	Navy Photo Frame	9.50
2035	BACS	Dorset Waste Partnership	Gods Acre Refuses February	9.00
2037	BACS	T Lee	Caretaker Hours	300.00
2038	DD	Ecotricity	Electricity West Street Toilets	45.79

Lloyds GA Account

2036	DD	Dorset Council	Non-Domestic Rates GA	18.00
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Total to approve: **£2,971.41**

Paid in: 1/02/22 – 28/02/22

00162368 – Lloyds	Interest	0.13
80031534 – Redwood	Interest	9.39
F C Douch (Funeral Directors)	GA Costs	1,005.00
Aquarius	EG Donation	50.00
Trustees of GA	Pay back from GA to CCPC general reserves	6,466.58
MOP	Car Parking Permit – Annual Renewal	439.00
MOP	Car Parking Permit – Annual Renewal	439.00
MOP	Car Parking Permit – Annual Renewal	439.00
MOP	Car Parking Permit – Annual Renewal	700.00
MOP	Car Parking Permit – Annual Renewal	700.00
MOP	Car Parking Permit – Annual Renewal	700.00
F Douch (Funeral Directors)	Interment	250.00
MOP	Car Parking Permit – Annual Renewal	700.00

Total £11,898.10

Balance's 28th February 2022

00289201 – Lloyds	9,052.97
00162368 – Lloyds	15,325.95
80031534 – Redwood	12,947.57
00060859 – Lloyds (GA)	10,098.95
Total	£47,425.44

Recommendation: To approve all payments as listed above

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0322-31c Parish Safety

- c.1 Play area safety report – Annex A
To receive and note the playground monthly inspection and discuss any urgent item.
- c.2 Defibrillator monthly safety report – Annex B – Annex E
To receive and note the Defibrillator monthly inspection and discuss any urgent item.

0322-31d Playground Fence

Chain link fence - (East and South of playground)

In December the caretaker started to replace the chain link fencing around the playground as the fence had failed in multiply places, creating holes. Unfortunately, the fence initially purchased was substandard was subsequently returned so work has paused for now. Whilst working on the fence the Caretaker noted that several posts had started to rot at the base and has suggested whilst we replace the chain link fencing that we replace the post and rails at the same time. Although the posts have not failed at this moment, it is thought they will need replacing within the next year. The posts condition was also picked up by the external playground inspection company. It is therefore recommended the posts and rails are replaced at the same time as installing the new chain link fencing meaning the fence could last another 10+ years with minimal general maintenance before needing replacing. Cost is likely to be approx. £10 per post & rail plus labour, which is estimated around 10 - 15 hours. **Recommendation:** CCPC approve the posts and rails around the playground area are replaced whilst installing new chain link fencing.

Wooden Fence - (West of playground)

To Note: During the strong winds last month, the playground fence on the west side was blown over. Due to Health and Safety the playground was and remains closed. Cllr Blinkhorn as part of the playground working group took this project on and presented several options to the rest of the Working Group. After a discussion with the Chairman and Vice Chairman it was decided using delegated powers to authorise a contractor to repair the fence at the earliest opportunity. Cost is £612.04 (inc VAT).

0322-31e Cyber Security – Annex F - H

To receive a report with recommendations to purchase gov.uk domain and move email system from AOL to gov.uk, plus to discuss website hosting domains.

0322-31f Oak Tree – Annex I

To receive a report with recommendations to purchase an Oak Tree plus to discuss further options associated to location and landscaping.

0322 31g Working Groups

Following the resignation of Cllr Rachel Fooks from Council, and the co-option of Cllr Helen Sumbler it is recommended CCPC agree Cllr Sumbler be added to the Environmental Working Group as joint Lead Councillor with Cllr Parish.

0322-31h Pay Award

To Note. The National Joint Committee (NJC) for local government services have agreed the “Local Government Services Pay Agreement 2021-22” which sees a 1.75% increase, backdated to April 2021. As CCPC follow the Spinal Column Point system for pay this increase has been included in this month’s payroll agreed by the Chairman and Vice Chairman.

0322-31i VAT Status

To note, we are now registered with HMRC for VAT with effect from 1st February 2022. Our VAT number MUST now be on all invoices and VAT charged on business activities (Not including burial deeds / rights). Our VAT number is 404 1275 39

0322 – 31j Caretaker Report

To note: This month Tim has been litter picking, levelling graves, cleaning sign’s (castle area) & dealing with the fallen tree over the stream at Gods Acre.