

Clerks Report

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

- 0222-19 Update on matters arising and actions from the last meeting:
- 0122-7b **Action:** Clerk to process payments
Complete – Payments made.
- 0122-7c1 **Action:** Clerk to contact the Caretaker about removing the bolt caps from the basketball area as a matter of urgency.
Complete – Caretaker has removed the broken covers. Due to the design of these covers, in that part of the caps are put on before the shear bolt nut is tightened and then once the excess bolt thread has sheared off the cap insert is then fixed into place, by removing the cap this has left a small gap which means the bolt / nut is not tight. The Caretaker is investigating a solution with the aim to recover the nuts.
- 0122-7d **Action:** Clerk to amend the Pay Policy as above then to be ratified at the next full meeting.
Complete
- 0122-7f **Action:** Clerk to talk to CCC informing them of our decision not to hold a housing need register. Plus update the website.
Complete. – Email sent to both CCC & CLT informing of CCPC decision and asking for blurb for website.
- 0122-8 **Action:** Clerk to ask the Caretaker to periodically clear the leaves from the drainage area.
Complete. Added to Caretakers To do list and first clear complete.
- 0122-8 **Action:** Clerk to check website contains latest financial data
Complete. – Figures from 2017 – 2021 on website.
- 0122-8 **Action:** Clerk to submit Precept request to DC.
Complete. Clerk submitted Precept request and email from DC confirming receipt received.
- 0122-9 **Action:** Clerk to submit comments for planning applications.
Complete – Comments submitted
- 0122-10 **Action:** Clerk to investigate commemorative gifts
Costings attached to working group report.
- 0122-11 **Action:** Clerk to advise EG group of requirements for report on Our Secret Field.
Complete. Cllr Clarke discussed directly during EG Core Team Meeting.
- 0122- 12 **Action:** Clerk to add item to February agenda. "INTERNAL AUDITORS INTERIM REPORT – CONTRACT REVIEW"
Complete

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0222-19b Financial Matters to include
- Approved in previous meeting - paid this month.

Folio No.	Type	Payable to	Service	Amount
2002	FAIRFX	The DefibPad	Mead Rd, Defib Replacement Pads	77.51
2003	BACS	Purbeck Youth & Community Foundation	Spring Term payment	1,156.54
2004	FAIRFX	B & Q	Fence Post & Spike	34.90
2005	BACS	SLCC Enterprises Ltd	The Clerks Manual 2019 - Book	52.30
2006	BACS	JD Facilities	West Street Toilet Cleaning	646.01
2008	BACS	Caretaker	Caretaker Role (18 @£15) £270.00 + Project (Fence) (11 @ £15) £ 165	435
2009	BACS	Michelle Harrington	Core Hrs & Expenses (78hrs £13.24 + £14) £1046.72, - Pension £21.07 - NI £47.18 - Income Tax £152.00 Additional Hrs (14.5 @ £13.24) £191.98 - Pension £7.68 & NI £8.77 Gods Acre Hrs (1 @ £13.24) £13.24 - Pension £.53 & NI £.60 Training Hrs (2 @ £13.24) £26.48 - Pension £1.06 & NI £1.21 Home Working Allowance (Tax Free)	1076.01
2010	DD	NEST	Pension	53.09
2011	BACS	HMRC	NI & Income Tax	284.48
2012	FAIRFX	WireFence	Chainlink Fence - Playground	287.97*
2013	BACS	A Frost Design	Playground Final Instalment	6,637.20
2014	DD	Ecotricity	West Street Toilet Electricity (2-9-21 / 01-10-21)	43.40
2015	BACS	Dorset Waste Partnership	Refuse GA September	18.00
2016	BACS	A Frost Design	Roundabout Repairs	1,440.00
2017	BACS	The Playground Inspection Company	Annual & Post Installation Inspection of Playground Equipment	420.00
2018	FAIRFX	Executive Retail	Condolence Book	45.93
2019	BACS	SLCC Enterprises Ltd	Cemetery Management & Admin Book, Essential Law for Cemetery Book	64.40
2020	DD	Vodafone	Phone & Broadband	128.63**

Lloyds GA Account

2007	DD	Dorset Council	Non-Domestic Rates GA	18.00
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Total to approve: **£12,919.37**

Paid in: 1/01/22 - 31/01/22

00162368 – Lloyds	Interest	0.13
80031534 – Redwood	Interest	10.39
MOP	Replacement Car Parking Permit	20.00
MOP	Gods Acre Burial	705.00
Total		£735.52

Balance's 31st December 2021

00289201 – Lloyds	£10,665.49
00162368 – Lloyds	£15,352.82
80031534 – Redwood	£12,938.18
00060859 – Lloyds (GA)	£16,565.53
Total	£55,522.02

* The quality of the fencing bough previously was not up to a useable standard; this has been returned and a credit issued. New fencing of a similar price was purchased.

** Overcharge – Refund of £93.31 applied to account.

N.B. Playground payment to date including above Net = £28,855. VAT refund to be processed.

Recommendation: To approve all payments as listed above

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0222-19c 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 D
To receive and note the Defibrillator monthly inspection and discuss any urgent item.
- c.3 Risk Assessment – Annex E & F
Residents Car Park
West Street Toilets

0222-19d General meeting location and dates / time for Annual meetings.

It is recommended the Annual Parish Council Meeting (APCM) be held on Monday 9th May 2022 at 7pm in the Village Hall – Bill Carter Room

It is recommended the Annual Parish Meeting (APM) be held on either Monday 23rd May or Monday 30th May 2022 at 6pm in the Village Hall – Main room.

Recommendation: To set the APCM and the APM dates, time and location.

Meeting location - Monthly meetings: Since returning back to Face-to-Face meetings the council have been meeting in the Village Hall rather than the Town Hall as in previous years. I would like to propose we stay in the Village Hall, after May which is when the currently booking ends as the facilities allows us to ask members of the public and press to leave a meeting but still stay within the building to stay dry and warm on wet and cold nights, plus we have at least 4 people who attend meetings regularly who need parking facilities.

Recommendation: To book the village hall for 2022/2023 for CCPC monthly meeting.

0222-19e Minutes

“Local Council Explained” is a book recommended by DAPTC, NALC & the SLCC for Clerks, as it gives not only legal reference but also good practice references.

The “Local Council Explained” states, “The draft minutes of a meeting should be formally approved (with any necessary amendments) at the next meeting. (LGA 1972, sch 12, para 41(1)).

The style, form and amount of detail in the minutes for a meeting is a matter for individual councils. The main purpose of the minutes is to record the resolutions made at the meeting. A well-worded resolution is clear in meaning to anyone not at the meeting and years later. Minutes of a meeting are not a verbatim record of the meeting, neither are they a story of what happened at the meeting and should not document opinions or views that were expressed at the meeting. There is no need to include matters of opinion such as “heated debate” or “Verbal comment” or “Cllr X disagreed”.

Well-written minutes are: 1. Brief yet informative, 2. Factual, accurate, relevant, 3. Logically presented and 4. A clear record of resolutions (including recommendation).“

Our Standing Orders state: “The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent.
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.”

Over several months it has been stated that the CCPC minutes did not record a comment made, or record full details discussed, so over the last couple of months I has adapted the minutes to satisfy councillors requests / comments however this has resulted in the minutes becoming very long, and therefore taking a great deal of time and cost to produce.

As Clerk I recommend for each agenda item, the minutes section starts with a simply sentence or paragraph explaining the item in a little more detail, if necessary; followed by the recommendation if necessary, and finished with a resolution. There will be no recording of general comments made or questions raised from councillors, unless specifically requested beforehand.

External reports by the Dorset Councillor and the National Trust representative will not be fully recorded. If a report has been submitted before the meeting and distributed as part of the agenda the minutes will acknowledge the report and any addition items verbally stated. If a report has not been submitted before the meeting for distribution

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with the agenda a brief statement will be written. With either section, when questions are raised the initial question and final answer will be minuted only.

Recommendation: To agree a format for CCPC full meeting minutes.

0222-19f Oak Tree – NT Lease

The NT Lease states no new trees can be planted and as they would rather not have an Oak tree there for Health and Safety reasons, they will not allow us dispensation. We have received an email from Mark Singleton with a possible location.

I would like to propose CCPC discuss planting the Oak tree within Gods Acre new extension.

As you enter Gods Acre new extension through the vehicular access gate on your left in the corner is the location I would like to suggest, but not only would I like to suggest we place the Oak here, but we turn the area into a small, landscaped area where visitors to the Cemetery and parish can sit and reflect.

I'm thinking the area could be landscaped with rose bushes or other small flowering plants which Deer don't like! We also have the offer from Alan the Stonemason to place a stone memorial bench for his father somewhere in the Parish, we may consider putting the bench here next year. We could have a plaque on the wall dedicating the tree to the Queen.

Recommendation: To discuss and agree a way forward.

0222-19g Playground update

To note.

1. Wooden Fence (West Side)

A post was broken during the high winds at the end of 2021. I investigated replacing the post with a concrete post, first by contacting the National Trust. The NT have stated that they are happy for us to replace the posts with concrete posts given the posts are not display posts and purely structural.

However, as we are in a conservation area, planning permission would be needed for change of material which I have been advised will take a minimum of 4 weeks.

Due to the Health and Safety aspect and the desire to open the new playground area as soon as possible the Caretaker after discussion with myself has installed a wooden post.

It is my intention to apply for planning permission for future post breakages.

2. Roundabout:

A Frost Design have lifted and removed the roundabout off site and carried out an inspection.

After a couple of hours dismantling the seats, chain etc both Marcus and Andy (A Frost design) were able to lift the roundabout off the spindle, however on doing so discovered that the bottom bearing had seized onto the spindle.

Andy has carried out an inspection and has discovered there are 3 bearings all of which needed to be replaced. The initial hope was to be able to clean the chain, clutch and oil reservoir given these had not been touched since initial installation. However, the chain although the links had not worn to a point that it needed replacing even after cleaning several links were still rusted together and therefore the decision was made to replace the chain, so that we did not have to lift the roundabout in a few years' time. The roundabout is now fully working

3. The annual external inspection was carried out and a report will be submitted shortly.

0222 19h Pay Policy – Annex E

Last month a draft Pay policy was presented to council, after a discussion it was requested, a minor change was made and then it should be returned to council for ratification.

Recommendation: The Chairman and Vice Chairman recommend approving the amended Pay Policy

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0222-19i Institute of Cemetery and Crematorium Management (ICCM) Membership

Since taking over the administration of Gods Acre Cemetery, I completed a training course which resulted in a change in administrative procedure, ensuring CCPC were running the cemetery within regulations. In my estimate Gods Acre 1925 Site has approx. 1 to 1 ½ years left before all cremation plots are either in use or reserved, and there are no burial plots available.

The Government after consultation with Defra have proposed two main changes, 1. to increase the minimum grave size to 5 metres squared and 2. retain a 1-metre minimum clearance between the base of a grave and the water table in a cemetery. This along with talk about changing what chemicals are used in the preparation process, and more natural burials etc, I would recommend CCPC join the ICCM as a corporate member so that we have access to support, help and advice from full-time officers (Diploma Qualified), best practice guidance and information on a vast range of subjects, access to a comprehensive website, access to accredited training and educational initiatives for staff, reduced rates for short training events, access to branch meetings to discuss common problems with like-minded people and an editable entry for your service(s) on the Bereavement Services Portal.

Cost for the Parish Council to join the ICCM is £95.00

Recommendation: Allow the clerk to register CCPC to join the ICCM

0222-19j Gov.uk & Org.uk Domain Names

Last month the AOL servers were hacked which made the CCPC main email account vulnerable and for a phishing email to be sent from what looked like our account to people asking them to open a Dropbox Link using their password. As CCPC do not have any external IT support it was down to me to deal with all the enquiries individually whilst trying to investigate as to whether the CCPC laptop had been infected or if any data on the laptop was vulnerable which took 4 long days to resolve with very little other work being carried out.

In the top 10 most vulnerable domains according to Computer World Magazine are Google / Gmail, Yahoo and AOL.

Due to the nature of information stored on the CCPC laptop and sent between councillors via email which is then stored on your own email servers, keeping in mind the possibility of a Freedom of Information Request, which could see you having to hand over the password of your personal email address to either myself, the Chairman or the Monitoring Officer, as part of my investigations, I contacted a couple of companies in respect to having a gov.uk or org.uk domain name account, which would give us an email system which has a much higher level of security, plus external email IT support.

If we were to move to a gov.uk domain we could register "CorfeCastleParishCouncil" or "CorfeCastlePC" which would mean our website address could become www.corfecastleparishcouncil.gov.uk or www.corfecastlepc.gov.uk and the emails clerk@corfecastleparishcouncil.gov.uk etc. If we choose gov.uk we would be able to put a redirect on the old website automatically redirecting people.

If we choose the org.uk version, we already own www.corfecastlepc.org.uk domain.

NALC recommend all Town and Parish council's have a gov.uk domain name "First and foremost, obtaining a GOV.UK domain for your council website and email accounts demonstrates the council's official local government status. Members of the public are increasingly cyber security-aware, so a GOV.UK domain can also help to build trust, credibility and visibly demonstrates authenticity. Many people will now reasonably expect a local council to have a GOV.UK domain name"

The gov.uk domain name cost would be:

1. £100 + VAT pa to register the gov.uk domain name and have it maintained by a company who must be from the government approved list.
2. £280 + VAT one off to set up the email account and email addresses. 1 for each officer and member alike.
3. £48 per month payment to Microsoft which means we have Microsoft 365 security which is ranked number 1 in the world. (Microsoft 365 email's can be operated through Mac devices or web browsers)

The org.uk domain name cost would be:

1. Average £30 pa to maintain domain name
2. £37.50 per month for email accounts and email IT support from any company of our choice with their own security measure in place.

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Option:

1. Continue as is with AOL, with the on-going high-level risk of having our data compromised.
2. Move to gov.uk domain name with Microsoft 365 email security and government approved company IT support
3. Retain org.uk domain and introduce email system with external independent system security.

Recommendation: To discuss and agree a way forward

0222-19k

Weed Spraying

In December councillors agree instead of paying an external company to weed spray the parish, what CCPC would bring this job in house given we now have a Caretaker. It was also suggested and agreed that due to the 2 complaints we had received, and the environmental issues associated to spraying chemicals we would ask the Caretaker to hand pull the weeds rather than spray the weeds.

Having had time to think this one through and discuss with the Caretaker, we both have concerns about hand pulling the weeds.

1. Working on the roadside, bending over with your head and upper body at close to road height, is dangerous.
2. When Tim and I had a walkabout around part of the parish in January, Tim tried to pull a weed from the pavement in West Street, although he was holding the weed as low down as possible, all that happened was he pulled the leaves off, leaving the roots behind, so this weed will grow back within a couple of days.
3. Where we stood today, not only was there 4 / 5 large weeds but there was also 50+ small grass like weeds, which is simply not realistic to hand pull.
4. On a side note, there was also an issue with moss on some of the path. The path from the playground walk through towards Gods Acre on the South side is covered in thick moss by the wall, which I think is a little too close to the wall to worry about people walking and slipping on it, however there is a green tint all the way across the path to the roadside. The weed spraying would not kill this, however deck cleaner would and is a job that could be added to the Caretakers "ToDo List" is so wished.

Although the Caretaker has recommended, we use a chemical containing Glyphosate as this is proven to work, it was suggested that we could cut the parish into 2 areas for weed spraying, 1 area where the chemical used would contain Glyphosate and the second area where the chemical used did not contain Glyphosate.

Recommendation: To bring the weed spraying task in house, allowing the Caretaker to spray rather than hand pull weeds, plus to divide the parish into 2 areas, testing chemical containing Glyphosate and not containing Glyphosate.

0222-19l

NALC have launched a Civility and Respect project as it is aware of poor relationships in some Councils including bullying of staff and poor Councillor to Councillor relationships.

Corfe Castle PC has been upgrading its staffing policies and now has widened the remit of the Finance Group to include Personnel issues. There will be a need to look at the Respect project in more detail as it evolves, however one change we need to make immediately is how Councillors raise concerns about the performance of any employee. These should not be raised in full Council outside of any agreed procedure. If any Councillor has a concern which they wish to raise it should be referred to the Chairman (Cllr Dru Drury) of the Finance and Personnel Group who will decide how the issue is handled.

Recommendation: The Chairman and Vice chairman, recommend that any issue relating to the performance of staff should be referred to the Chairman (traditionally held by the Vice Chairman) of the Finance and Personnel working group in the first instance

0222-19m

Minutes

Apologise of Absence

For noting.

Last month Cllr Haywood was unable to attend the full council meeting and had sent apologies via email on Monday afternoon. However, the email was not picked up by myself before leaving to set up for the meeting and therefore was not given during last month's meeting. It was requested this be minuted in the February minutes.

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0222-19n VAT – Car Parking Permits
For noting.

I have recently undertaken VAT training, during which it was discovered that Car Parking Permits are classed as a business activity and therefore CCPC should be charging VAT.

Last month council agreed to charge Residents £439 & Second homeowners £700. The charges for 2022 / 2023 will now be invoices; Residents £365.83 + VAT = £439 & Second homeowners £583.33 + VAT = £700. The effect on the budget means the predicted income for CCPC is estimated at approx. £10,875.00 which is a reduction of approx. £1,850 with expenditure estimated at approx. £10,216 leaving £659 to increase car park reserves instead if the estimated £2,910.

After seeking advice from the DAPTC and our Internal Auditor it was confirmed that CCPC must now pay HMRC the back dated VAT due for 2019/20 minus the grant from PDC when handing over the car park. Income for 2019/20 was £11,428.24 and 2020/21 was £14,181. Total income £25,609.24 = £4,268.21 VAT due.

Income due for 2021/22 (invoices raised this month, but not yet paid) Invoiced £12,986 = £2,164.34 VAT will be due therefore total possible VAT due = £6,432.55.

Please note the topic of permit charges will be subject to discussion during the budget proposal next year, however that payment to HMRC will have to be made as soon as possible.

0222-19o Clarification on meeting etiquette
To note.

1. I would like to take this opportunity to remind all councillors during a meeting, when someone is asking a question or voicing their opinion, that they be allowed to finish before anyone else starts voicing their opinion. At no time should anyone start speaking over the top of anyone else. (Standing Order 3k), Note, this does not change Standing Order 11P stating interruptions during the debate of a motion.
2. Parts of the Clerk's role is to be able to answer legal and protocol questions when a councillor requests clarification. It is the duty of the Clerk to undertake relevant training and to keep up to date on legislation / regulations to ensure answer given are correct. It is not expected that the Clerk will answer all questions straightaway from time to time it may be necessary for the Clerk to come back to either the councillor or full council with the information requested.
3. Due to GDPR, when Cllr's are raising an issue which has been brought to them by a parishioner Cllr's cannot say details which may identify the parishioner unless they have their express permission to do so.

Standing Order 3k

Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking."

Standing Order 11P

"During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by."

0222-19p Caretaker Report
To note: This month Tim has been working

Work on-going – Caretaker

Keep parish clean and tidy, Gods Acre spoil pile, clean signs around parish, re-seat playground mats, Playground repairs (annual inspection report), investigate rust on main swing unit, moles.

0222-19q Work on-going - Clerk

To Note: Project work only: Social Media, Fence replacement toilet block, replace lights outside toilet block, Hollands Close Trees (Arbi), Community Speed Watch Scheme, Playground Health and safety Issues & repairs as per inspection report, Woodyhyde footpath, Website overhaul, Risk Assessments, Lights by Town Hall Walkway, Highway's plan to include crossover in Station Rd & West Street Car Park Signage, Repair of Pavements, Asset Register, Electrical charging residents car park, Solar panels West Street Toilets, Oak Tree location for Queen's Jubilee investigation with NT, West Street flooding by Seasons Green, Gods Acre new extension land transfer.

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Updates:

1. Facebook followers now stand at 138 which is approx. 18% of dwellings in Corfe Castle.
2. Replace lights – Toilet block, Electrician assigned work, awaiting work to be carried out.
3. Hollands Close – Arbi have submitted a Treeworks application this month.
4. Community Speed Watch –The volunteers have been split into 2 groups, instead of the original 3 groups, due to one member leaving and the requirement of volunteers per team. The groups continuing to carry out roadside sessions now every 3 weeks.
5. Playground Health and Safety and other Issues –
 - a. The chains for the swings have been replaced.
 - b. The Sheep spring has been remounted to the ground
 - c. The rust on the swing unit. The Caretaker is planning to treat and remove the rust, with rust remover gel and electric wire brushes. The unit will then be repainted in the red & yellow colours however this paint needs a constant temperature for a 24hr period and therefore the work can not be carried out until the summer months. This work is scheduled for September once the children have gone back to school. The caretaker will be working on a platform and will have the area roped off.
6. Woodyhyde Path.- Caretech UK stated in August last year that they had told the people using the field to either remove the chain or vacate and find alternative arrangements for their livestock. DC are not going to install any further signage until the chain is removed. The chain was still in situ at the end of 2021. An email from Caretech UK January 2022 stated “We are in the process of removing the occupiers of the land so hopefully this issue will resolve itself shortly”
7. Website
 - a. Headings have changed, so that Gods Acre is now along the top bar instead of buried within General Information.
 - b. Councillors Register of Interest are now linked to Dorset Council website, so any time a Cllr requests and updates their ROI it automatically updates our page.
 - c. Areas still to work on, Finance & Housing Needs information.
8. Lights by Town Hall Walkway. – Within the Clerks report there is a recommendation to change the meeting venue to the Village Hall on a permanent basis. If this is agreed this project item will be removed.
9. Repair of Pavements – This project was started many years ago, with the intention of replacing the broken stones along the pavements. It is thought DC is unlikely to match fund to help cover the cost of these repairs., however as DC are only now starting to re-look at old projects after covid no final decisions have as yet been made. On-going
10. Asset register – The asset register needs to hold all serial numbers for electrical items, locations of fixtures etc for insurance proposes. Most of this data has now been collected however there are a few items still outstanding.
11. Electrical Charging Residents Car park, an email was sent to all permit holders:
 - a. ½ of those who responded stated they would like to purchase wither a hybrid or electric car when they next replace their car.
 - b. 2 out of 16 who responded stated they already have either a hybrid or electric car.
 - c. 3 out of 8 who responded stated they wouldn’t consider an electric or hybrid car next time as there are not enough charging points locally.
12. Solar Panels West Street Toilet block – This was added with the intention of trying to find grants to cover or partially cover costs. To date only one grant has been found which contributes 20% of cost. Most grants available recently has been for Covid related projects. Investigations will continue periodically.
13. West Street Flooding by Seasons Green. In January Cllr N Dragon raised an issue with regards to flooding on the pavement outside Seasons Green on West Street. I have since received communication from a resident with video evidence of the flooding, which I have sent to the officer at DC dealing with this case, along with a request for them to clarify where the new drain(s) will be installed, confirm the road level will NOT be raised by simply tarmacing over the existing road, asking if the drop kerb location could be moved, and asking for an update on if road sweeping in the parish will resume?