

Clerks Report

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

0122-7 Update on matters arising and actions from the last meeting:

- Public Time Action:** Clerk to contact DC to clarify situation of the cycle route between Norden and Corfe.
DC contact awaiting response
Action: Who contacted Dorset Council and when about using the West Street Car Park to build CLT housing?
Email sent to Councillors. – Annex A
Action: When did Cllr Fooks resign and when was the Parish informed
Email sent to Councillors. – Annex B
- 1221-92b Action:** Clerk to process payments.
Complete
- 1221-92d Action:** Clerk to return the signed MOU to the PYCF
Complete
- 1221-92e Action:** Clerk to add payment to the Swanage Community Defibrillators Partnership to this month's payments.
SCDP contacted asking for bank details awaiting response
- 1221-92f Action:** Clerk to contact Purbeck CAB grant applicant to explain level of donation.
Complete
- 1221-92f Action:** Clerk to amend and publish the Grants Policy.
Complete
- 1221-93 Action:** Clerk to speak to Caretaker and investigate / trial. Number of hours needs to be below 40 hours per year to keep costs equivalent to cost of spraying.
Complete
- 1221-93 Action:** Cllr J Dragon, Cllr N Dragon & Cllr Clarke to discuss with Sports trust to see if they would accept a change in terms and report back.
Awaiting report
- 1221-94 Action:** Clerk to submit planning application recommendations.
Complete
Action: Clerk to chase both DC (Swanage Railway tree works) & Arbi (Hollands Close Treeworks) for an update.
Complete: DC contacted, Cllr J Dragon marking area on map to confirm location. Arbi Contacted awaiting response.

Clerks Report

0122-7b Financial Matters to include

Folio No.	Type	Payable to	Service	Amount
1983	Cheque	C/o Rob Nunn Travis Perkins	Timber - Sign "The Square"	19.68
1984	FAIRFX	The DefibPad	Replacement Defib Pads (Mead Rd)	*51.60
1985	BACS	SLCC	Membership	171.00
1986	Cheque	C/o Rob Nunn Nixon Home hardware	Screws x 12 - Sign "The Square" & Drill Bit	5.40
1987	Cheque	C/o Rob Nunn Nixon Home hardware	Linseed Oil	5.80
1988	BACS	Lowther	Playground Oct - Dec	600.00
1989	Cheque	C/o Rob Nunn Brewers	Paint Primer - Sign "The Square" x 2	32.77
1990	BACS	Bill Hamilton	Urgent Plumbing West Street Toilet Tap Leaking	**207.00
1991	DD	Vodafone	Phone and broadband	39.35
1992	BACS	JD Facilities	West Street Toilet Cleaning	646.01
1993	BACS	Clerk	Core 78hrs, Additional 6 Hrs, Gods Acre – 1 Hr, Training – 11 Hrs	1080.18
1994	DD	NEST	Pension	53.55
1995	BACS	HMRC	National Insurance	287.59
1996	BACS	Caretaker	Core Hrs 20hrs	300.00
1998	Cheque	M G Stockley	GA – New Extension – Grass Cutting	200.00
	DD	Ecotricity	December Electricity West Street Toilet Block	48.90
	BACS	Dorset Wate Partnership	GA – Refuse Collection	18.00
	BACS	A Frost Design	Second Stage Payment for Playgournd	13,274.40

Lloyds GA Account

1997	DD	Dorset	Non-Domestic Rates GA	18.00
------	----	--------	-----------------------	-------

Total to approve: **£17,059.23**

Paid in: 1/11/21 - 30/11/21

00289201 – Lloyds	MOP – Car park permit replacement	20.00
00289201 – Lloyds	Sports trust – Grass Cutting	318.42
00289201 – Lloyds	Water 2 Business – Refund	837.40
00162368 – Lloyds	Interest	0.13
80031534 – Redwood	Interest	10.38

Total **£1,186.33**

Balance's 31st December 2021

00289201 – Lloyds	£27,321.99
00162368 – Lloyds	£15,352.69
80031534 – Redwood	£12,927.79
00060859 – Lloyds (GA)	£16,683.53
Total	£72,286.00

Recommendation: To approve all payments as listed above

A commitment has been made to A Frost Design for a further payment of £19,911.60 (Inc VAT) which will be taken from reserves.

* Payment from Defib Reserves, ** Payment made as urgent repairs.

Clerks Report

0122-7c Parish Safety

c.1 Play area safety report – Annex C

To receive and note the playground monthly inspection and discuss any urgent item.

c.2 Defibrillator monthly safety report – Annex D – Annex F

To receive and note the Defibrillator monthly inspection and discuss any urgent item.

0122-7d Internal Auditors Interim Report – Annex G (Report) & H (Policy).

Annex F: The Internal Auditor has carried out an interim audit. Within the report there are several recommendations to enhance the current processes and procedure.

Annex G: Payroll review: - As part of the payroll require a new proposed Pay Policy is recommended for adoption. Part of this report is to be conducted under

Please note the contract review as mentioned in the auditor's report will be discussed at the end of the meeting.

0122-7e Housing Needs Register

CCPC hold a Housing Needs Register which is compiled from a form we send out as requested, asking questions from the basic name and contact details to questions such as "Why do you want, or have, to move?", "If you do not live in Corfe Castle parish (i.e. Corfe Castle, Kingston, Bushey, Norden, etc) now, why did you move out? Why do you want to move back?" & "Are you in work? Where?".

Under GDPR law we are only able to ask questions and store the answers to questions that third parties need to know to aid them in the process of housing allocation.

- Aster Housing vacancies are let by DC on the priority on their housing list. DC does not consult the PC list before making an allocation.
- Community Land Trust social housing: the proposed s106 agreement sets out the requirement for a special exercise by the CLT to gather names of potential residents 6 months before the houses are available. As planning permission has not yet been received for the development the 6 months is not yet on the calendar.
- Corfe Castle Charity properties. The Charity does not hold a formal housing needs list but has expressions of interest from people who have written in. The affordable housing is let on a priority basis using a points system devised by East Borough housing (which is now part of Aster). If a vacancy for an affordable rented property occurs the Charity writes to those interested together with any names on the CCPC list and the person then completes an application for prioritisation on the points system. The Charity then makes a decision. Corfe Castle Charity is the only organisation in the last 15 months to have asked for contact details from our records.
- The National Trust, which is not a social landlord, lets property through its own system and does not consult the PC.
- Private landlords usually use a lettings agency and do not consult the PC list.

It is clear that at present the list is not being used in the way it was initially intended and therefore due to GDPR the list must change.

Option:

1. Amend the form to only ask for basic contact details and share with primarily Corfe Castle Charity & the CLT in future but other landlords when asked.
2. Scrap the form and guide people to the relevant websites or give contact details for housing. I.e Dorset Choice website & Corfe Castle Charity email address. This would include the housing needs section of our website being updated with contact details of local landlords and systems in place to aid affordable houses.

Recommendation: To discuss and agree a way forward.

Clerks Report

0122-7f Clarification of “Matters arising”

Last month Cllr N Dragon during the public half hour, stated that as there was no longer an item on the agenda called “Matters arising” there was therefore no facility for a Councillor to raise an issue arising from a previous meeting and therefore had to proceed to ask questions about the previous months meeting as a member of the public.

After Cllr N Dragon had raised his questions, the Clerk stated this was because only principal councils can have urgent items on the agenda. However, was not able to quote the legal references. The legal references are below with the specific section highlighted in bold: At the time this was accepted but has since been queried as the query was regarding “Matters arising” rather than “Urgent Items”

Regarding “Matter arising” Councillors do not have to wait until the following meeting to query either procedure at the previous meeting or the previous months minutes. Councillors can email the Clerk directly, as soon as possible after the meeting which would allow the Clerk the appropriate amount of time to investigate the issues and to rectify if necessary. The Clerk can then add an update into the Matters arising section within the Clerks report.

Principal Council’s regulation allowing matters of urgency

Local Government Act 1972 s100B

“100B Access to agenda and connected reports.

4 An item of business may not be considered at a meeting of a principal council unless either

(b) by reason of special circumstances, which shall be specified in the minutes, the chairman of the meeting is of the opinion that the item should be considered at the meeting as a matter of urgency.”

Parish Council regulation not allowing items, which have not been published on an agenda with 3 clear days notice

Local Government Act 1972 Schedule 12 para 10 (2) (a) & (b)

“10(2) Three clear days at least before a meeting of a parish council—

(a) notice of the time and place of the intended meeting shall be fixed in some conspicuous place in the parish and, where the meeting is called by members of the council, the notice shall be signed by those members and **shall specify the business proposed to be transacted at the meeting**; and

(b) a summons to attend the meeting, **specifying the business proposed to be transacted at the meeting** and signed by the proper officer of the council, shall be left at or sent by post to the usual place of residence of every member of the council.”

0122-7g Caretaker Report

To note: This month Tim has been working on levelling graves, installing a replacement chain hook plus pruning shrubs and overgrown areas within Gods Acre, re-instating the sheep and re-seating the seat within the playground, and litter picking during the Christmas holidays.

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.

0122-7h Work on-going - Clerk

To Note: Parish Action Plan, Project work only: Fence repair / replace playground, Fence replacement toilet block, Investigate replacing lights outside toilet block, Hollands Close Trees (Arbi), Community Speed Watch Scheme, Playground new Equipment, Playground Roundabout, Playground Health and safety Issues, Woodyhyde footpath, Website overhaul, Signage, Risk Assessments, Lights by Town Hall Walkway, Playground repairs as per inspection report, Highway’s plan to include crossover in Station Rd, Repair of Pavements, West Street Car Park Signage, Asset Register, Housing Needs Register, & Electrical charging, Solar panels West Street Toilets, Oak Tree location for Queen’s Jubilee investigation with NT.