

Clerks Report – Updated Monday, June 6, 2022

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

0622-73a Update on matters arising and actions from the last meeting:

- 0522-52 **Action:** In regard to the Police & Communities Together (PACT), clerk to contact Dorset Police to confirm their arrangements for liaising with Parish & Town Councils.
Ongoing
- 0522-58b **Action:** Clerk to process payments.
Complete
- 0522-58d **Action:** Clerk to publish approved policies.
Complete
- 0522-58e **Action:** Clerk to order posts and rails, ready for the Caretaker to carry out the work.
On-going
- 0522-59 **Action:** Clerk to contact DC to see if planning permission was submitted by the NT to replace a window in the Tea Room.
On-going: DC emailed, awaiting response, email also sent to NT.
Action: Clerk to submit planning application recommendations.
Complete
- 0522-65 **Action:** Clerk to contact Frank Roberts to investigate him organising a litter picking event up Kingston Hill.
Complete
- 0522-66 **Action:** Clerk to invite Swanage Railway Senior Management to the Corfe Castle Annual Parish Meeting/next meeting of the Council along with asking Dorset Council to ensure the trail service from Wareham be put into action next year.
Complete

0622-73b
1 **Financial Matters - Annex A & B**
Monthly Expenditure & Income

With the cross over from Excel to Scribe, it is not easy to create the old-style finance report and this month attached is the new style report. Normally you will only receive the Month To Date (MTD) Annex, however this month to show you the layout I have also included the Year To Date (YTD)

N.B. To date the following expected invoices have not been received:

- 1. DWP - GA Refuse – approx. £18.00*
- 2. Ecotricity – West Street Toilet Electricity - approx. £100.00*
- 3. DC – Election - Cllr M Roberts - £3,098.04*

Recommendation: To approve all payments as listed in Annex A + Gods Acre Refuse Collection & Ecotricity fees.

Balance's 31st May 2022

00289201 – Lloyds	£33,608.90
00162368 – Lloyds	£15,353.33
80031534 – Redwood	£12,979.04
00060859 – Lloyds (GA)	£10,063.75

Annex explained:

Annex A (MTD) report shows all expenditure and income recorded on Scribe at time of printing for that month ONLY. The amount to approve is the "Gross Total" listed on the last page.

In Annex A (MTD) the "Net Position" should be ignored as this shows only the months position not the years position. For example if you look at the "Precept" line (MTD) you will see receipts Actual is blank and the "Net Position" is "-100%", however as you know, we have received half of our Precept and therefore the real Net Position is -50%. If you look at Annex B YTD you will see it shows half the Precept as having been received (£26,723.50) and the "Net Position" at "-50%".

2 **Access to Scribe**

Scribe allows for multiply users. To date the Clerk is set up as the administrative on Scribe, with Cllr Clarke, Cllr Dru Drury & Cllr Parish (as the Finance working group) set up as "Read Only" users.

If any other Cllr wishes to have read only access, the Finance Working Group and the Clerk invite you to contact the clerk to request Read only access. This access will allow you to run reports at any stage on the month / year, and no matter what you do once in Scribe you can NOT do any damage to the data.

3 **Caretaker Hourly Rate Increase.**

As part of the contract between the Caretaker and Corfe Castle Parish Council, the Caretaker is contractually entitled to increase his hourly rate by the Consumer Prices Index (CPI) rate. The Consumer Prices Index rose by 6.2% in the 12 months to March 2022. The forecast CPI rate for 2022 = 7.4%.

It is therefore to note the Caretaker's new hourly rate is £15.90 (6% increase)

Clerks Report – Updated Monday, June 6, 2022

0622-73c Parish Safety

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

0622-73d Policy Ratification – Annex F & H

Policies to be ratified

1. Health & Safety Policy – Inc Annex – Annex F & G
Note: No proposed changes since last approved.
2. Standing Orders – Annex H
Note amendment for item 20 as recommended by NALC (Bulletin 29th April 2022)
Amendment for item 21 & 22 by Clerk as maintenance update.

Recommendation: To approve the policies as listed above.

0622-73e Treeworks Application – Annex I - N (With amendments)

Amendments to Annex – Treework Applications will be filled in with black ink as required before submission, supporting document will be split to match listed.

Under Operation delegated powers, I will be applying for a Treeworks order to carry out a Crown lift to the conifers on the north edge of the playground area; a crown reduction to the Ash to the northwest of the playground area, and a crown reduction to the Beech trees behind the Youth Shelter. These applications have been discussed with Cllr H Sumbler & Cllr M Blinkhorn plus details sent to Cllr J Dragon. Written permission has been received from all landowners / tree owners.

It was discussed and thought this job is too large and too specialised for the Parish Caretaker, given the possible working height plus ensuring we do not damage the tree structure. It is suggested the Parish Council consider employing the services of an Arborist. Cllr Blinkhorn has agreed if approval is granted to contact contractors to gain quotes for these works.

Recommendation: To allow Cllr Blinkhorn in conjunction with the Clerk to investigate costings for a contractor to carry out all Tree works required in and around the playground area.

0622-73f Playground Planning Application Update

To note: Previously Council agreed the Clerk could apply for planning permission to change the wooden fence on the Western side of the playground to a Hit & Miss style fence, plus to change the wooden posts to concrete posts. To date the Clerk has contacted the National Trust as landlord to seek their approval and to confirm who owns the boundary fence. Although the Parish Council installed the fence the ownership of the boundary may belong to the homeowners and therefore, we would also need their approval. The clerk has met with the NT rural surveyor, and she was happy with the reasons as to why we were considering this new system, however she needed approval from management before she could issue any paperwork. I am still awaiting written confirmation.

During a conversation with Cllr Blinkhorn, it was suggested we consider planting some shrubs on the Western side of the current fence, with the agreement of both the Homeowner & Tenant. I have investigated this from a financial point of view and although we are not allowed to spend money for the benefit of one parishioner, we are able to purchase shrubs and place them in the garden (with the tenant and homeowner approval) in order to stop damage being caused to our property, therefore saving money in future years should the fence not need replacing with a Hit and Miss system.

Recommendation: For the Clerk / Cllr Blinkhorn to liaise with homeowner / tenant of relevant properties to discuss the PC placing native shrubs along the fence line creating a natural boarder in order to protect the fence from strong winds.”

0622-73g Gods Acre – Update

To discuss and agree a way forward. The Gods Acre Working Group have recently approved the following Cemetery Rule updates for Full Council approval:

1. Plastic flowers.
To amend the rules to state “Non-fresh flowers are permitted, but will be removed and disposed of when starting to show signs of deterioration. Festive tributes, such as Christmas & Easter Wreaths will be removed and disposed of 1 month after the main event day.”
2. Reservations with the New extension as with the 1925 Site.
To amend the rules to state. “Plot reservations: please note only a reservation fee will be charged at time of reservation. All other fees are payable and charged at the published rate at time of interment.”

Recommendation: To approve the above cemetery rule amendments.

0622-73h Caretaker Report:

To note this month Tim has: Level and seeded area by alley, Litter picked & Cleaned Square, Playpark inspection, Filled gap along fence in playpark, Removed concrete block in playpark, seeded areas in playpark & raked and seeded tracks, Seeded soiled graves & Cut grass by toilets.