

Minute Number	When Initiated?	Who is Actioned?	Title	Details	Status (progress description plus colour code: Red - no progress; Amber - action in progress; Green - action completed)
0324-112b	Clerk	11/03/2024	Monthly Payment	Clerk to process payments.	Compelte
0324-112e	Clerk	11/03/2024	CSW	Clerk to organise a pre-session catch up and thank you meeting with all Community Speed Watch volunteers, the Chairman, Vice Chairman and a Dorset Police representative.	18-03-24 email sent to volunteers. 18-04-24 date set for Tuesday 23rd at 10am in NT tea rooms
0324-112f	Clerk	11/03/2024	Highways Wish List	Clerk to investigate costs involved, and leaflet designs and report back to Council.	28-03-24 Quotes requested contractor 1 £45, contractor 2 44.99 contractor 3 56.35
0324-112g	Clerk	11/03/2024	Electricity Supplier	Clerk to investigate electricity charges for the West Street toilet block.	
0324-112i	Clerk	11/03/2024	Advertise Residents Parking	Clerk to advertise the availability of residents parking permits.	CVN
0324-113	Clerk	11/03/2024	Planning	Clerk to submit planning application comments as per recommendations.	Complete
0324-114a	Clerk	11/03/2024	Soup 'n' Pud	Clerk to send congratulations to the Soup 'n' Pud organisers for securing a second-year grant, and thanking them for all their hard work	20-03-24 Complete
0324-114c	Clerk	11/03/2024	April Agenda	Clerk to add Dorset & Wiltshire Fire and Rescue Authority – Consultation of draft Community Safety Plan 2024-28 to the April agenda.	Complete
0324-117	Clerk	11/03/2024	Letter to Secretary of State – Ferry price increase	Clerk to lodge the objection as stated above to The Secretary of State, Department for Transport.	20-03-24 Complete
0324-119b	Clerk	11/03/2024	Letter of Thanks	Clerk to send a letter of thanks to the outgoing village shop owners.	20-03-24 Complete
0324-115 & 0224-101	12/02/2024	Clerk	Drones flying in vicinity of Castle	Clerk to add CAA Licence to the March meeting agenda.	Added to agenda 11-3-23 Clerk to write to the CAA asking they press for a change in the law to enable operators of drones in flight be identifiable, when operated from a distance. 20-03-24 Complete
0324-112d & 0224-102e	12/02/2024	Clerk	Armed Forces Covenant	Clerk to contact the Dorset branch of the Armed forces Covenant to sign the pledge of support	22-02-24 Email sent to dorsetafc@dorsetcouncil.gov.uk 02-04-23 Date set for signing 11th April at 11am
0224-102f	12/02/2024	Clerk	APM	Clerk to organise the Annual Parish Meeting. (The format is likely to consist of an informal session where local organisations / groups could have a table, so residents could talk to whomever they wished, followed by a short formal session by the Council outlining the future plans for the Parish Council, plus presenting a new award for volunteers. Tea, coffee and cakes would also be on offer.)	11-03-24 on agenda for approval 11-03-24 Clerk to organise the Annual Parish meeting as submitted.02-04-24 to date organisations who have booked a table: Soup n Pud, Town Trust, Double Act, Festivities & National Trust
0224-102d, 1223-86d	11/12/2023	Clerk	Noticeboards	Clerk to investigate costings for local carpenters to make like for like noticeboards. To incorporate into the monthly CVN article an invite to all local carpenters to send in quotes for the work, and asking local companies or individuals who may wish to sponsor the noticeboard to contact the Clerk.	13-23-23 Email sent. All quoting in New Years 12-02-24 Quotes added to agenda 13-02-24 Contractor contacted
1223-86a	11/12/2023	Clerk	Purbeck Park Footpath	Original report showing routes	12-12-23 Clerk to ask Cherry if Corfe Castle Parish Council could have a copy of the report identifying the four original routes considered from Purbeck Park to the Village. 12-12-23 Email sent to Cherry "Can I ask for what purpose? It will take officer time to find and I am not sure that it will do anything for the situation?" 13-12-23 Email to Cherry "During the Monday meeting, the different reports published by DC were discussed and at several points throughout the discussion different Councillors stated it would be good to be able to read the reports. The main reason was some of the newer Councillors, wish to read it, so as to understand the history of the project plus see what routes were originally proposed." 13-12-23 Email from Cherry stating she will ask
0623-27	12/06/2023	Clerk		Corfe Castle Parish Council write to Dorset Council to propose that Dorset Council underwrite the cost of an accessible and chargeable minibus which would act as a shuttle between Purbeck Park, the National Trust carpark and the village centre to operate from summer 2024.	For many years Dorset Council have agreed a need for a public footpath / cycle route from what was Norden Park & Ride to Corfe Castle. 30-06-23 letter sent via email to Cllr Bryan, & John Sellgren cc Cherry Brooks 30-06-23 email received from John Sellgren "Many thanks for your email. Cllr Brooks raised this in a meeting at Dorset Council earlier this week and this prompted me to ask my team about the progress being made. I am going to ask them to respond to you directly and others copied into this email." 04-07-23 Email received from David Brown with detailed update forwarded to Cllr's. 18-07-23 email response to David acknowledging offer of meeting bi-monthly or quarterly and accepting updated on either time scale depending on progress made. Also suggested instead of Face to Face happy with email updates if easier for David. 04-10-23 Email sent to David asking for an update, plus to set a future date for a meeting or to receive and email update. 11-10-23 Email received from David Brown "We are still committed to delivering a path between Purbeck Park and Corfe Castle Visitor Centre. However, it has become apparent that the 3rd party landowner opposes the preferred route and does not agree to Dorset Council acquiring the land for this path. For us to proceed from this point we need to do a lot of work investigating all other options and consider the most affective approach to securing a suitable route. Unfortunately, progress on schemes such as this are very unpredictable. I will provide a further update when investigation work has been completed and we hopefully have a clearer way forward. "
1123-72	13/11/2023	Clerk		Clerk contact Cllr Brooks & David Brown as project Manager to request Cllr Blinkhorn & Cllr Roberts meet up with the consultants when on site, to offer local knowledge of the area.	22-11-23 Email sent to Cherry. 27-11-23 Phone called received from David Brown stating "At present no consultants have not been appointed to carry out the feasibility study, however as and when they are appointed, (hopefully in the next month or two), you will consider our request for Cllr Roberts & Cllr Blinkhorn to meet with them to share their local knowledge." 11-12-23 Agreed Cllr N Dragon will attend the site meeting instead of Cllr Blinkhorn
				Can we ask Cherry to find out how much has been spent on the investigations for the PP too Corfe footpath as I hear that a large chunk of the Perenco money had been spent to achieve precisely nothing	11-12-23 Email from Cllr Brooks stating "No Perenco money has been spent on this project yet. We have managed to utilise internal money and a small amount of other external funding (LTP and DEFRA) to pay for the scheme feasibility design costs to date."
				Clerk contact David Brown (Dorset Council Engineering Project Manager) and invite him to attend a Corfe Castle Paish Council meeting to discuss the Purbeck Park footpath project.	22-11-23 Email sent to David 27-11-23 phone call received from David Brown stating "1. At present there are no further updates on the project, over and above what Cllr C Brooks has already passed to the Parish Council. 2. At present no consultants have not been appointed to carry out the feasibility study, however as and when they are appointed, (hopefully in the next month or two), you will consider our request for Cllr Roberts & Cllr Blinkhorn to meet with them to share their local knowledge. 3. You have met with a land owner in relation to the path from Purbeck Park to Corfe Castle in the Summer of 2023. 4. If the subject of a Compulsory Purchase Order is raised. You are happy for me to state, that a CPO is not on the table at present, and that Dorset Council are appointing a third party to carry out a feasibility study. 5. You respectfully decline our invite to attend a Parish Council meeting, as you would not be able to give any more updates over and above any updates already given by Cllr Brooks. Noting your time for the meeting is billable to the project and therefore your attendance is not a good use of resources."
1123-72	13/11/2023	Clerk	Electronic Signage Norden Roundabout	Clerk contact Cllr Brooks & a representative of the Traffic Signal Team to start engagement regarding electronic signage.	22-11-23 Email sent to Cherry
1123-73e	13/11/2023	Clerk	Signage - Playpark	Clerk to order signage for play park "No Dogs"	04-01-24 Contact made with sign company March 24 Complete
1123-76	13/11/2023	Clerk	Black Top	Clerk to write to DC Hghways to ensure the repairs to the pavement along East Street using tarmac is a temporary repair	05-12-23 Email S Mepham 11-12-23 Email from S Mepham "If this was a "repair" carried out by us – then yes, it will only be temp until the right sized slab / material is delivered (we cannot hold stocks of Purbeck stone – asphalt would have been used to maintain public safety) – however, this may have been repaired as part of a utility repair (water / gas etc)"

0723-39a & 0923-54a	11/07/2023	Clerk	Planning	Clerk to investigate what if any planning permission has been received for the luxury bell tent business on Kingston Hill and report back to Council.	20-07-23 Email sent to Cllr's confirming 1. DC have a 28-day permitted development rule, 2. Campsite looks to have been open since May 2023 and closes mid Oct 2023 with more than 28 days available for camping. Email sent to planning to check if total bookings are less than 28 days and tents taken down in between time is this ok within permitted development. 20-07-23 During Quarry visit Clerk spoke with both DC planning enforcement and planning officer re the new regulations for campsites under permitted development. It was stated the belief was that PD is now 60 days not 28. 11-09-23 Clerk to investigate if the Bell tent campsite on Kingston Hill has registered with Dorset Council as a camping facility. 05-10-23 Business not listed on https://www.dorsetcouncil.gov.uk/-/register-of-licensed-caravan-and-camping-sites Email sent to Dorset Council with enquiry 06-10-23 email received asking we check on portal if any planning applications have been submitted for the area, and if not to contact enforcement. 04-1-24 Site not advertised for 2024. will continue to monitor and if site becomes available will contact planning / enforcement
0523-9	15/05/2023	Clerk	Funding for toilet block	Seek additional funding from all relevant organisations, such as Dorset Council & National Trust.	16-06-23 Email sent to Adam. 16-06-23 Adam responded acknowledging email and stating he would talk to his general manager and come back to us. 05-10-23 Email sent to James and Adam askig for update 6-10-23 Email received from James "Many thanks for the email about the toilet block. After discussion I am afraid that the National Trust is not able to assist in the request for financial assistance with the maintenance of the toilet block in West Street. Whilst we appreciate that costs of maintaining the toilet block have increased in recent times the National Trust, as a local business in the community, already cover the full costs of maintaining 3 public toilets available to visitors to the village. These being at the Ticket Office, Castle View Welcome Centre and the Tea-Rooms. We would ask if this request has gone to other businesses within the village, and if not, why? We are aware that visitors to the castle are likely to frequent and use the services of the other businesses within the local community, as such they are also benefitting from tourism that the castle attracts. Sorry that we are unable to help at this time. " 6-10-23 Email from James "Many thanks for the email about the toilet block. After discussion I am afraid that the National Trust is not able to assist in the request for financial assistance with the maintenance of the toilet block in West Street. Whilst we appreciate that costs of maintaining the toilet block have increased in recent times the National Trust, as a local business in the community, already cover the full costs of maintaining 3 public toilets available to visitors to the village. These being at the Ticket Office, Castle View Welcome Centre and the Tea-Rooms. We would ask if this request has gone to other businesses within the village, and if not, why? We are aware that visitors to the castle are likely to frequent and use the services of the other businesses within the local community, as such they are also benefitting from tourism that the castle attracts. Sorry that we are unable to help at this time. " 3-11-23 email from Cherry "I have to say that my first reaction is that this is a Parish Council commercial matter. However, if you can provide me with a costed business case I will look into it. "
0623-26	12/06/2023	Clerk	Annual Parish Meeting	Clerk to investigate costing for a banner. & Clerk to implement refreshments into the proposed APM agenda for 2024.	Costs average £40 ex VAT for a non-changeable banner 2m x 1m with eyelets 02-04-24 Multiple contractors contacted requesting quote. Contractor 1 £112 + VAT - 2 m x .9m, hemmed with eyelets, Contractor 2 £110 + VAT 2m x .9m, pvc banner with ringlets (NON CHANGEABLE), Contractor 3 £99 + VAT 2m x 0.9m, hemmed with eyelets -NON CHANGEABLE, Contractor 4 £95 + VAT 2m x 0.9m, - SLEEVE FOR CHANGE DATES
0623-31	12/06/2023	Clerk	5G	Contact Dorset Council to request an answer for information requested several months ago regarding the health and safety of 5G masts.	12-07-23 chase email sent to Cherry with questions raised and asking who best to contact at DC for answers 05-10-23 Email sent to Cherry asking for update on who to contact. 23-01-23 Email received from Cherry stating Huw Williams best Contact.
0423-39	17/04/2023	Clerk	Perenco - Wytch Farm Oil Leak	Write to Perenco - see minutes for full details	28/04/25 Email / Letter sent to François Perrodo (Chairman of Perenco) & Ade Parvin Environmental Team Lead. 02-05-23 Email received from Ade acknowledging receipt. 22-09-23 Chase email sent asking for response to questions either via e-mail or by attending a CCPC monthly meeting. 28-09-23 Letter received and forwarded to Councillors. 30-09-23 Josey & Steve requesting to know why CCPC are not stakeholders 05-10-23 Email sent to Ade asking why PC are not a Stakeholder
			Woody Hyde		Update: A route was identified in 2020 and agreed in principle with Peake House (owners of field) and CCPC. In September 2020 Mark Singleton, Katie Black, the previous clerk & Michelle Harrington (as onlooker) walked the proposed route. The NT agreed to repair a gate at the bottom of the field, DC (Katie Black) agreed to install signage and CCPC agreed to pay for the installation of a new gate at the top of the field (installed by Katie Black and her team). The NT carried out the repair works with no issues. Katie Black and her team whilst installing the new gate was approached by people who claimed to be the tenants of the field, stating all work must stop. Peake House Business owners were not aware of anyone using their field and legal proceedings started after talks broke down. In 2022 the House was sold and the project was shelved, as it did not seem right that the PC ask the new home owners for permission to instate the new path, as they had a planning application going through and the PC are consultees. The Application was approved in early 2023. So talks can now take place. 23-06-23 Email sent to all interested parties asking for availability for meeting to discuss project. 5-7-23 meeting set for 21st July 2023. 12-07-23 Meeting postponed new email sent with more dates. 15-08-23 email received from Harry stating "we do feel quite strongly about the privacy of the property. Having a footpath along the bottom of the garden when we have a 2 year old is particularly unappealing. "
			Electrical Charging		A need to electrical charging points was discussed at Council, and it was agreed Council should investigate the possibility of installing EV charging points in the resident's car park. PodPoint where commissioned to carry out a survey. The resulting quotes came back, and it was believed the prices quoted were too much for CCPC to justify at the time. The Working group were kept, and the issue is on-going.
			Website Overhaul		Slowly working my way through!
			Highways		10-07-23 Call from Stephen Mephram stating parking sign by church should have been replaced. Bankes Arms sign will be recovered and state the number of spaces available. The sign by the NT shop will be recovered and show, the number of spaces and the distance to the car park. The sign on the junction of Hollands Close & West Steet will be removed but leaving the wood attached to the building, a new sign will then be attached to the wood. SM stated he will be visiting in a couple of weeks to look at the drop kerb requests with the intention of having them installed in October / November '23. It was mentioned all other requested items on the list will be worked on in due time. 19-07-23 Signage installed for Car park 17-08-23 email from SM "I want to put all amendments for Corfe Castle parking restriction TRO's through as part of one process – more cost effective. Putting this together (East and West St) is my next "Corfe Castle" project, following signage and dropped kerbs BUT I'm afraid Cllrs will at times have to be patient (and I know you all have been) as I have 80 Parishes in my area and must address safety issues as a priority. Promise to keep you informed as I interact with the Regulation Team on this one!"
			Planning Training	Planning training for all Cllr's & Clerk	Email clerks forum and ask if anyone has any contacts for training. (Material Considerations, responding to planning applications). 06-12-23 SLCC Branch meeting Neil Wedge stated DC are putting together planning training for new Councillors given the May elections. I asked if this would cover basic level, what to look for in a application, how to respond to an application including material considerations, the reply was yes.
			Footpath update (National Trust)	Footpath from East Street to Playpark and West Street	Nov 23 meeting CCPC asked JG for update 8-12-23 email from Mark Street " It will be in the programme for 2024 but not until later in the year."