

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

- 1124-73a

Action Log

To note and discuss any urgent actions not listed below. (A full copy of the action log can be found at the end of this report).
- a1

Pest Control. To discuss and agree away forward. - ANNEX
- 1124-73b

Financial Matters
- b1

Bank Balance

31st October 2024

00289201 – Lloyds

£32,609.79

00162368 – Lloyds

£5,458.39

80031534 – Redwood

£65,885.73

Equals Money

£200.00

Total

£104,153.91
- b2

Expenditure & Income

To discuss and approve the monthly expenditure and note the income. (August and September)

Expenditure

Date	Net	VAT	Total	Description	Supplier	Bank	Tender
04.11.2024	£444.68	£0.00	£444.68	Caretaker Hours	Tim Lee (Tim Lee)	Lloyds	ONLINE
01.11.2024	£586.62	£117.32	£703.94	Cleaning	J D Facilities	Lloyds	ONLINE
01.11.2024	£83.46	£0.00	£83.46	Pension	NEST	Lloyds	DIRDEBIT
01.11.2024	£1,375.12	£0.00	£1,375.12	Wages	Michelle Harrington	Lloyds	ONLINE
01.11.2024	£214.17	£0.00	£214.17	National Insurance & Income Tax	HMRC	Lloyds	ONLINE
30.10.2024	£432.77	£0.00	£432.77	Noticeboard Materials	Wareham Area Men's Shed	Lloyds	ONLINE
25.10.2024	£240.00	£0.00	£240.00	Internal Audit	Fair Account	Lloyds	ONLINE
25.10.2024	£40.00	£0.00	£40.00	Training - Councillor	Dorset Association of Parish & Town Council	Lloyds	ONLINE
25.10.2024	£14.00	£0.00	£14.00	NNDR	Dorset Council	Lloyds	DIRDEBIT
25.10.2024	£45.00	£0.00	£45.00	Playground Inspection	Ken Hussey Health & Safety Consultancy	Lloyds	ONLINE
25.10.2024	£160.00	£0.00	£160.00	Grave Digging	Tim Stockley (Tim Stockley)	Lloyds	ONLINE
3635.82		117.32	3753.14				

The payment to the Wareham Area Men’s Shed takes the running total to £1,171.82. The estimated amount agreed previously was £1,380. Council agreed a further £1,000 donation on delivery. Delivery is expected to be within the next few weeks and therefore approval to requested once delivery and installation has taken place.

All invoices listed have been examined, verified and certified by the Clerk as RFO.

Note 1: Explanation of payments: Clerks Hours 84hrs, (80hrs contracted hours, + 4hrs Additional Hours), £60 for monthly expenses, plus £28.80 Mileage

Recommendation: To approve all payments as listed in the Finance Summary + any regular payment not invoiced to date. Current Gross figure at time of printing = £3,753.14

Income

Date	Net	VAT	Total	Description	Bank	Customer
04.11.2024	£41.15	£0.00	£41.15	Interest	Redwood Bank	Redwood Bank
04.11.2024	£4.48	£0.00	£4.48	Interest	Lloyds - Business	Lloyds Bank
24.10.2024	£156.25	£31.25	£187.50	Car Parking Permit	Lloyds - Treasurers	MOP
31.10.2024	£210.00	£0.00	£210.00	Memorial Installation	Lloyds - Treasurers	Haysom Purbeck Stone
411.88		31.25	443.13			

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b3 Internal Audit Report - **ANNEX**
To discuss the first internal audit for FY24-25

b4 Phone / Broadband Supply
We are now out of contract with our phone / broadband supplier. The current price is £35.87 for a copper line. The Clerk contacted four possible suppliers with the following results. All quotes below are for broadband and a digital phone line.

Contractor	Costs (Per month)	Contract Length	Download Speed	Info
1	£33 + VAT	36	73mps	Static IP – Hosting website
1	£36.11	24	73mps	Static IP – Hosting website
2	£39 + VAT+ VAT (+£50 installation)	24	200mps	Dynamic IP (£5 pm for static)
3	£35.95 + VAT (+ installation)	24	145mps	Dynamic IP (£4.95 pm for static)
4	£37.95 + VAT (+ delivery 12 and installation £99)	24	145mps	Dynamic IP (£4.95 pm for static)

Recommendation: To Approve contractor 1 @ £33 per month for 36 months

b5 Printer.
The office printer is slowing declining. The cost of returning the old printer, plus the cost of replacing any worn-out parts is likely to be comparable to purchasing a new printer, given the size and weight of the printer, plus as there are several Black Friday Deals to take advantage of. The Ink Tank printer system is a relatively new system, which allows the user to refill ink tanks removing the need to cartridges. Although printers vary cartridge can on average produce 1500 black print pages. An ink Tank can produce 14,000, and the cost to replace the ink is far cheaper than buying cartridges.

Recommendation: Clerk to purchase an Ink Tank style printer up to the value of £400.

1124-73c Parish Safety

c1 Internal Weekly Playground safety report

a. Internal weekly & Quarterly report. – **ANNEX**

The caretaker noted the northern fence in the play park area is showing signs of rot and there is one area which is now leaning into the neighbour's garden.

Recommendation: Clerk to contact homeowner to ask for access to assess the fence, plus for required. repairs

c2 Defibrillator monthly safety report:

In the last month, safety checks have been carried out on the defibrillators with no urgent items to report.

1124-73d East Street Noticeboard

Permission to hang a new noticeboard in East Street on the side of a privately owned building has been rescinded. New locations have been identified and before the Clerk approaches the building owners to ask for permission it is requested Council discuss the options.

1. Library – East Street
2. Bus Shelter – East Street (Halve Cottages)
3. Doctors Surgery – West Street

1124-73e Risk Assessments & Policy review – **ANNEX**

To note the Document Ratification Schedule

To discuss and approve the proposed policy and risk assessments reviews

1. RA - Risk Register - (Minor Amendment from previous document)
2. RA - West Street Toilet Block – (No Amendment from previous document)
3. RA – Meetings - (Minor Amendment from previous document)
4. RA - Gods Acre – (No Amendment from previous document)
5. RA - Speed Indicator Device – (No Amendment from previous document)
6. RA - Permit Holder Car Park – (No Amendment from previous document)
7. Standing Orders – (No Amendment from previous document)
8. Health and Safety Policy & Annex – (Minor Amendment to Policy)
9. Risk Management – (No Amendment from previous document)
10. Code of Conduct – (No Amendment from previous document)

1124-73f Caretakers report

This month the Caretaker has carried out play park inspections, cleaned the square, cleared the car park sump & removed plastic and non-compostable materials from the compost bin.



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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)
1024-58	14/10/2024	Clerk	Nature Recovery Dorset	Clerk to investigate registration.	24-10-24 email sent to Cllr Lermitt. (Link not found for specific newsletter) 28-10-24 Cllr Lermitt confirmed link although both believe link is for people with projects they want supported and not to register an interest in the strategy consultation. Calendar entry made to monitor in early Feb for consultation Feb / mar time.
1024-59	14/10/2024	Clerk	Castle Tower experience	Clerk to register with Mr Gould interested parties to climb the Viewing platform being installed at the top of the Southern Annex	24-10-24 Email sent to James with names
1024-59	14/10/2024	Clerk	NT Homes in Perpetuity	Clerk to ask the National Trust how many homes they own within the parish are in perpetuity to the National Trust and report back to Council.	24-10-24 Email sent to James and Tracey
1024-60a 0924-48a1 0724-36d	08/07/2024	Clerk & Cllr Roberts	Pest Control	Cllr Roberts to investigate alternative contractor then Clerk to add pest control costings to the September agenda	Contractor 1 God's acre including the extension to the West is £650.00 Play Park to the North of the footpath only £450.00 Contractor 2 TBC 10-09-24 Add to October agenda 14-10-24 Clerk to investigate mole pest control using vibration devices which can be buried into the ground. 24-10-24 Information added to November agenda
1024-60b	14/10/2024	Clerk	Monthly Payments	Clerk to process payments.	Complete
1024-61	14/10/2024	Clerk	Planning	Clerk to submit planning and licencing comments as approved above.	Complete
1024-62 0924-53	09/09/2024	Cllr Dru Drury	Wessex Water - Corfe River	Parish Council Chairman to sign a joint letter on behalf of Corfe Castle Parish Council.	10-10-24 Email received from CKPC Cllr, stating draft letter out soon. 14-10-24 Clerk to inform Church Knowle Parish Council representative we are happy for them to continue and report back.
1024-65	14/10/2024	Cllr Blinkhorn	Who to report speeding offenses to	Cllr Blinkhorn to send Clerk the information regarding residents reporting speeding vehicles within the Parish, and for the Clerk to then publish this information in the CVN and on the Parish Council website.	15-10-24 Info added to CVN article, will be printed if room.
1024-65	14/10/2024	Clerk	Norden Park and Ride ticket structure	Clerk to ask Cllr Wilson if there are any updates regarding Dorset Council incorporating a train shuttle service ticket between Norden and Corfe Castle into the car parking charges at Norden.	24-10-24 Email sent asking for update

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1024-66	14/10/2024	Cllr Blinkhorn and Clerk	Emergency Response Plan	Cllr Blinkhorn will send a draft Emergency Response plan to Councillors & Clerk to add for discussion at the November meeting.	24-10-24 Added to November agenda 28-10-24 Email received from Cllr Blinkhorn asking to move to December agenda
1024-67 0924-54	09/09/2024	Cllr Lermitt	Action Plan	Cllr Lermitt to continue to develop the Action Plan, to return back to Council for prioritising the actions	14-10-24 On agenda 14-10-24 Cllr Lermitt to format a section and report back to council. –Section suggested was section 2 Transport. Clerk to add to November Agenda
0924-48e	09/09/2024	Clerk	Ev Charging	Clerk to sign the non-disclosure agreement and return to Believe.	23-09-24 Email sent with signed NDA
0924-48f	09/09/2024	Clerk	Residents Parking	Clerk to inform permit holders.	24-10-24 Emails sent
0724-36a1, 0424-125e 0623-24e & 0923-54h1	08-07-24, 08-04-24 12-06-23 & 11-09-23	Clerk	Establishing & Managing Gardens of Remembrance Training	Clerk to book and attend the ICCM Establishing & Managing Gardens of Remembrance training. 12-06-24 clerk to obtain quotes for landscaping 8-04-24 Clerk to contact a local horticultural College (Landscaping department) to discuss an opportunity for their students. Students to be invited to submit a design and quote to carry out the works upto £5,000 + VAT. If a design is chosen, the students) could oversee the project installation and be credited with the design.	Course Complete Dec 23 June 24 Emails sent to multiply contractors, 1 response with design and quote, 1 response with quote to design. 10-4-24 Email Sent to Kingston Maurward College 16-4-24 Email stating unable to help through College, however happy for students to undertaken, and happy to promote to students 06-05-24 two contractors contacted to level and grass seed the area. Contractor 1 to spray existing grass, level and re-seed with a high quality seed, £3,780 (Ex VAT) Contractor 2 cultivation and seeding work. To carry out cultivation, levelling and grass seeding of the new memorial garden area. £2,083.56 08-07-24 Clerk to contact Caretaker and grave digger to arrange levelling with spoil and Lowther to ensure the area is cut alongside the rest of the cemetery.
0724-36c1	08/07/2024	Clerk	Ground Anchor Bolts	Clerk to purchase ground anchor bolts and ask the Caretaker to install.	12-08-24 Money requested to be moved to equals card ready for order
0724-36c1	08/07/2024	Clerk	Signage	Clerk to investigate the purchase of larger “NO DOG” signs and for these to be fixed to the gates and back fence.	20-07-24 Email sent asking for quote as car park number sign also required. 12-08-24 payment made for signage
0724-36e	08/07/2024	Clerk	Affordable Housing - Meeting	Clerk to write to Aster to request they do not remove access to affordable housing within Corfe Castle. to invite Aster, the Community Land Trust and, Corfe Castle Charities to a meeting to discuss affordable housing needs and the selling of assets within the community.	27-08-24 meeting arranged for Aster, Cllr Blinkhorn and Cllr Roberts.

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0724-36h, 0324-112g	11/03/2024	Clerk	Electricity Supplier	Clerk to investigate electricity charges for the West Street toilet block.	06-06-24 Contact made with BIONIC (U-Switch, Compare the Market and Money Saving Expert Business) quote received from Yu Energy 3 yr fixed term (Yu are commercial suppliers only and have been trading for 10 years), 29.665 per unit with 30.372 standing charge per day. (Current pay 28.98 per unit and 99.32 standing charge). Our latest bill was £78.64, of which £30.79 was standing charge and £47.85 was unit cost) However this is a summer month bill, so the unit rate is much higher than annual average. Overall with Yu we would save annually £240. Ecotricity best offer = £63.33 p per day standing charge and 31.46 per unit 10-06-24 Cllr Blinkhorn to speak to local electrician regarding the feasibility of solar panels on the toilet block roof. Clerk to continue to switch suppliers if adding solar panels will not affect the tariff. 08-07-24 Clerk to investigate what grants may be available for solar panels through Dorset Community Energy.
0724-40	08/07/2024	Cllr Clarke	Corfe Square Business Noticeboard	Cllr Clarke to investigate location of original artwork.	02-10-24 Email received containing PDF of artwork.
0824-41	08/07/2024	Cllr Clarke	CLT - Update on Housing Project	Cllr Clarke to draft and send a letter to the CLT expressing thanks for all their hard work on the project to date.	
0624-22b4	10/06/2024	Clerk	Bank Signatories	Please remove Cllr Spicer-Short and to add Cllr Lermite.	26-06-24 Process started to remove Liz and add Jonathan
0624-22c	10/06/2024	Clerk	Playpark fence	Clerk to purchase the wood and liaise with the caretaker to install	26-06-24 Email sent to Caretaker - Rails ordered Sept rails installed
0624-28	10/06/2024	Clerk	Swanage Railway - Park and Ride Combined ticket	Clerk to liaise with Cllr Wilson to investigate the possibility of a Park and Ride ticket system at Norden.	12-08-24 Chase email sent to BW
0624-28	10/06/2024	Clerk	Swanage Railway - Park and Ride trail dates and times	Clerk to liaise with Cllr Stephen Dru Drury to identify possible best days and time to run a trail service.	Awaiting response from DC regarding combined park and ride ticket, before actioning.
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 06-06-24 Clerk visited the Men's Shed to see the progress of the boards. The West Street frame was being worked on, the East Street and Kingston frame's have been made. Next steps is to buy the materials needed for the doors (Locks and glass) and back board. The they will be oiled and re-instated, they aim is for them to be in situ by the end of Summer 2024. It has been recommended to oil the noticeboards once every two years. 04-10-24 East Street due to be installed 05-10-24 however permission withdraw from homeowner. New location to be discussed Nov 24 meeting
			Website Overhaul		Slowly working my way through! 08-04-24 Draft presented to full council

Long term / Hold

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

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				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 landowner 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."
0924-46 b	09/09/2024	Cllr Roberts & Cllr Wilson		Cllr Wilson and Cllr Roberts to meet to walk a proposed route.	
0924-46c	09/09/2024	Cllr Wilson		Cllr Wilson agreed to find out how much is in the fund and how much has already been used.	
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
			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."

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			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."
0724-36i	08/07/2024	Clerk	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. Pod Point 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. 11-07-24 Contractor contacted CCPC to offer free assessment of area, for fully funded EV charging point installation. Council approved assessment Sept 24 NDA signed with Believe.
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

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					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
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