

Clerks Report – Updated Monday, November 3, 2025

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

a Action Log

A full copy of the action log will be disseminated at the meeting.

1. Safety Barriers - Update
2. Actions updated since the agenda publication date.
To discuss any actions updated since the publication agenda date.

b Financial Matters

1	Bank Balance	27 th October 2025		
	00289201 – Lloyds	£9,499.06	00162368 – Lloyds	£50,566.98
	80031534 – Redwood	£68,039.44	Equals Money	£250.99
	Total	£128,356.47		

2 Expenditure & Income

To discuss and approve the monthly expenditure and note the income.

Expenditure:

Date	Net	VAT	Total	Description	Supplier	Bank
03.11.2025	£14.00	£0.00	£14.00	NNDR	Dorset Council	Lloyds
03.11.2025	£631.81	£126.36	£758.17	Cleaning	J D Facilities	Lloyds
03.11.2025	£437.57	£0.00	£437.57	Caretaker Hours	Tim Lee	Lloyds
03.11.2025	£2,739.56	£0.00	£2,739.56	Salary, HMRC & Pension	Staff	Lloyds
£3,822.94		£126.36	£3,949.30			

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

Income

TBC

Recommendation: To approve all payments as listed in the Finance Summary + any regular payment not invoiced to date.

3. Bank reconciliation

To approve the bank reconciliation for the prior month, and the Chairman to sign.

4. Gods Acre Treeworks

In Gods Acre there are 2 dead trees and 1 which is encroaching on a grave. A contractor has quoted £560 + VAT to prepare and submit the treeworks application, remove the dead trees and carry out a crown raise on the Holm Oak which is encroaching on a grave.

Recommendation: To approve the Contractor to fell both dead trees, and to carry out a crown lift on the Holm Oak encroaching on a grave at a cost of £560 + VAT.

c Parish Safety

1 Playground safety report

Internal weekly

To discuss any issues raised within the weekly playground safety report.

2 Defibrillator monthly safety report:

To discuss any issues raised with the monthly safety checks.

d Policy / Risk Assessment Review

1 To review the following Risk Assessments

- a. 001 - Risk Register - **ANNEX**
- b. 003 - West Street Toilet Block – **ANNEX**
- c. 004 - Hosting Meetings – **ANNEX**
- d. 009 - Gods Acre including Shed – **ANNEX**
- e. 011 - Permit Holder Car Park – **ANNEX**
- f. 012 - Shelters – **ANNEX**
- g. 013 - Noticeboards – **ANNEX**
- h. 014 - DSE Self-Assessment – **ANNEX**

Noting still to be carried out up

- i. 010 - Speed Indicator Device
- j. 015 - Benches

Clerks Report – Updated Monday, November 3, 2025

2. To discuss and adopt the proposed Policies.
 - a. Disciplinary & Grievance Procedure Policy – This policy has been split into two to follow the NALC model.
 - b. Employment Policy – Minor change
 - c. Health and safety Policy – Replaces previous policy & annex
 - d. Standing Orders – In line with the NALC March 2025 model
- e **Caretakers report**

This month the Caretaker has carried out, playpark inspections, litter picks, cleaned the square, cut the grass by the toilet, cleaned the car park sump, cut hedge and adjusted signage, cut brambles, tidied Gods Acre & edge memorial signs.

Clerks Report – Updated Monday, November 3, 2025

Action Log

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)	Present at last meeting
1025-62 a	13/10/2025	Clerk	Festival Traffic	Clerk to add a draft response to Dorset Council in respect of festival traffic to November agenda.	Added	Complete
1025-62 b2	13/10/2025	Clerk	Monthly payment	Clerk to process payments.	14-10-25 Processed	Complete
1025-62 d	13/10/2025	Clerk	Policies	Clerk to publish the Grant Award Policy. Clerk to add the West Street Toilet Block Risk Assessment to the following month.		Complete
1025-62 e	13/10/2025	Clerk	DAPTC	Corfe Castle Parish Council agree with scenario two “We see potential in double devolution but need more clarity and support to assess what’s right for our community. Let’s explore this together before making commitments.” Clerk to submit comment	14-10-25 Processed	Complete
1025-64	13/10/2025	Clerk	Planning	Clerk to submit planning & treeworks application comment as per recommendations.	14-10-25 Processed	Complete
1025-65 a	13/10/2025	Clerk	MOU	Clerk to add MOU to January agenda. Clerk to sign 2025-26 MOU and return, noting that the Parish Council will review continuing support in January for September 2026 onwards. It was noted the Parish Council appreciate the provision given from this service.	16-10-25 email sent	Complete
1025-65 b	13/10/2025	Clerk	White Lining	Corfe Castle Parish Council understand, the applicant has spoken with their neighbours and have their full backing to add these lines. The Council therefore supports the addition of courtesy lines on the opposite side of the road. Cost to be covered by the applicant. Clerk to email Highways	14-10-25 email sent	Complete
1025-65 c	13/10/2025	Clerk	Street Lighting	Clerk to investigate ownership of the light in Hollands Close and report back.	14-10-25 email sent to Alex Clothier, Dorset Council, Innovation Park Business Manager asking re street light and also hollands close overgrown hedge at back of property	On-going
1025-66 b2	13/10/2025	Clerk	Corfe Common Access	Clerk to contact Dorset Council and the National Trust and ask they clear the ditch which runs down the side of Kingston Hill in this area, so that water can flow into the holding pond location nearby, instead of gathering at the lowest point near the current gate and boardwalk.	21-10-25 Added to DC Portal	On-going
1025-67	13/10/2025	Clerk	Gods Acre	Corfe Castle Parish Council approve Contractor 1 TS Lee to form a reflection garden and ashes scattering area in the new extension of Gods Acre. Cost estimated £4,100. Clerk to inform contractor. Clerk to contact local quarry to chase seating / memorial stones.	16-10-25 Contractor informed	On-going

Clerks Report – Updated Monday, November 3, 2025

0925-45	08/09/2025	Clerk	Hoarding / Walkway between East Street and the playpark.	Clerk to chase the National Trust for an update on the wall repair by Why Jewellers.	11-09-25 email sent although representative is on holiday. 20-09-25 email received from James although info from third party "As an update on the East St wall, I popped into Corfe on my way back from Studland on Monday and fortuitously met the tenant of Chapel Cottage, <i>redacted</i> from the Chapel. We had a good chat about maintaining access during the works given we will need to close the footpath. I also now have a preliminary design from the structural engineer and now just waiting on a few amendments. Next step will be to put in a Listed Building Application and at the same time tender the works. I am still hopeful for first quarter 2026 start of works pending decisions on the LBC and application to close the footpath. It is likely that the works will take at least a week, maybe more, and that the pathway will be closed to the public during this time. Graham will organise all of this with Dorset Council and when I have an update I can share this to the CCPC and general public through our usual channels. " 29-09-25 email received "I recently become involved in a project in Corfe to take forward the rebuilding of the retaining wall to the boundary of this property. Currently hoarding has been erected to ensure safe use of the adjacent footpath. I have made a Listed Building Consent application and will be seeking tenders for the works shortly.	on-going
---------	------------	-------	--	--	---	----------

					There are issues around accessing the work area and the provision of welfare facilities for the contractor that I hope you might be able to assist me with, please. We are looking to provided access off of Springfield Gardens across the park but clearly would need permission to do so. Would the park be owned by the Parish Council? We are also looking to locate some welfare for the contractor which may simply take the form of a Portaloo. We would ideally want to locate this on the grassed area between the play park and the rear boundary of nr 42 but would also need permission to do so. If the land is under the control of the Council please can you consider these requests please. I anticipate that we will be in a position to commence works during Q1 2026. For information we will also be seeking a permit to close the footpath during the course of the works which I would anticipate taking approximately 3 to 4 weeks." 29-09-25 email response sent to above. Stating permission would be granted for access across the field, however precautions needed to be taken to protect the ground. Also stating location of local public toilets and NT toilets. 30-09-25 "email received "Many thanks, Michelle, for your swift response. Your comments regarding access are noted and I will write the need for protection and any making good into my specification. I will also exclude the use of land for contractors' welfare and direct them to the public facilities. I will get back in touch when we have our contractor on board and a start date set. I will be holding a pre-start meeting to discuss all aspects of the works and so will ensure you are invited and have the ability to contribute. In the meantime thank you again for getting back to me."	
--	--	--	--	--	---	--

Clerks Report – Updated Monday, November 3, 2025

0925-46c1.2	08/09/2025	Councillors	Safety Barriers	Councillors to investigate playpark safety barriers.	16-10-25 Email sent to Councillors asking if any barriers located	
0725-31 0425-147	14/04/2025	Clerk	Pavements	14-07-25 Clerk to add Swanworth S106 Pavement item to September agenda. 14-04-25 Clerk to invite Cllr Wilson, Dorset Council Highways rep and Dorset Council senior technical officer to meet with CCPC Pavements working group .	28-04-25 Email sent asking for suitable days and times for all parties included in the email 30-04-25 meeting set for 8th May 9am GP room in the VH 23-07-25 Call with Glenn Hanham, noting costing for DC to carry out work to lay pavement will be sent later in the day (since receive). Meeting with Glenn 12th August 8am, to speak about a possible re-design of pavement, so DC maybe able to create a pull in area to encourage vehicles not to drive onto the pavement. Also then suggested Corfe investigate stone dragons teeth (bollard) for the stretch of pavement. This way we pay once for a pavement!. DC is not convinced a change n foundations would stop any stones from cracking. 08-09-25 Added to September agenda	On-going
0725-38	14/04/2025	Clerk	Access to Corfe Common by Townsend Mead	Clerk to write to the National Trust to ask for access to the common from Townsend Mead could be improved.	23-07-25 Invite from Mark Singleton to meet on site, to discuss date to be confirmed but looking at end of September. 28-07-25 Date set for 22nd September to meet Mark In situ. 14-10-25 notes from meeting added to October agenda. Clerk to contact DC & NT in respect of clearing the ditch that runs along Kingston Hill as it is believed if this were clear the water level would be lower.	On-going
0725-39 a 0425-146 1224-85 a2 1124-79	11/11/2024	Clerk	Community Transport Grant	11-11-25 Clerk to investigate grant availability for a shuttle bus service and report back. 23-07-25 The Clerk invite representatives from Worth Matravers Parish Council, Langton Matravers Parish Council, Swanage Town Council, Purbeck Transport Action Group and Swanage Town & Community Partnership to attend an initial meeting to explore the possibility of forming a collaborative partnership project to enhance community transport provision along the A351 corridor.	9-12-24 On December agenda 12-12-24 Submitted 14-04-25 Clerk to contact the community Transport Grant organiser and explain that initially we had hoped to trail a service in 2025, due to the delay it is not possible to have a service in place this year. Therefore, request the application be allowed to be changed to have a trial service starting Easter 2026. Cllr Sumbler to head up a working group to discuss next steps and report back to Council 12-05-25 Email from Community Transport " I have now spoken with my manager and the grants officer who said that this will be fine and I will put a note on your file to amend the start date. " 14-07-	On-going

Clerks Report – Updated Monday, November 3, 2025

					25 Clerk to John (Lyme Regis Town Clerk) as last year he introduced a Community bus scheme. John has offered to host a meeting in Lyme Regis to discuss pitfalls, and positives 23-07-25 Clerk emailed WG to invite to LRTC. MR responded wish to attend 22-08-25 Meeting held with Langton Matravers, Worth Matravers, Corfe Castle PC's and PTAG. Swanage TC sent apologise due to illness. PTAG to send out revised Transport Requirement Survey. Feedback from Survey to be used to form feasibility Study. 17-09-25 phone Conversation with Jeff ????? (Helping Tim Christian) general talk about how they are happy to help us with our project.	
0525-10fii	12/05/2025	Clerk	Grounds works - Playpark Bench	Clerk to purchase topsoil and turf in late Summer (October) if required (look to use soil from Gods Acre spoil first). Caretaker to repair ground level around bench foundations in the play park.	17-05-25 Email sent to inform caretaker	On-going
0425-147	14/04/2025	Clerk	Environment Group - Tree Planting	Clerk to work through points 1 - 7 of report.		On-going
				Planting at the tree sites is progressed as per the attached schedule.		On-going
				The Clerk / Cllr Sumbler investigate the best prices for the “feather” size trees, based on the indicative tree type / species in the attached schedule, subject to agreement with NT on the species of tree for sites 4, 5 and 6 (request for native species vs the need to minimise impact on the views to / from the play area).	30-04-25 Quote requested from Contractor 1 ACER RUBRUM 12 LTR 1 52.00 52.00 10.40 T1, CARPINUS BETULUS 7.5 LTR1+3 175-200cm 2 22.50 45.00 9.00 T1, CRATAEGUS MONOGYNA 20 LTR 2 20.00 40.00 8.00 T1, FAGUS SYLVATICA 7.5 LTR 1 20.00 20.00 4.00 T1, ILEX AQUIFOLIUM 7.5 LTR 1 19.50 19.50 3.90 T1, MALUS EVERESTE 12 LTR 2 46.00 92.00 0.00 T0, PRUNUS PADUS 7.5 LTR 2 23.50 47.00 9.40 T1, , ROSA CANINA 5LTR 1 9.60 9.60 1.92 T1, SALIX CINEREA 5 LTR 60-100cm 1 16.00 16.00 3.20 T1, SORBUS AUCUPARIA 7.5 LTR 200-250cm 2 27.00 54.00 10.80 T1 TREE STAKE 1.2m x50mm 15 2.75 41.25 8.25 T1, TREE TIE 60cm 15 1.35 20.25 4.05 T1 Contractor 2 £120.45 (not inc Acer Rubrum, box bush or Bird Cherry as out of stock or stakes, ties, guards, mulch matting and pegs.)	On-going

Clerks Report – Updated Monday, November 3, 2025

				The Clerk / Cllr Sumbler investigate the best prices for associated planting accessories such as stakes, ties, guards, mulch matting and pegs.		On-going
				The Clerk purchases the trees and planting accessories from the Environment Group funds, up to a total of £2,000.		On-going
				Delivery to be arranged in time to be planted in mid-November 2025.		On-going
				The hedge in the play area is surveyed and any dead plants are replaced with similar native species, with planting to take place in the Autumn / winter 25-26 planting season.		On-going
				20 hours extra be allocated of Parish Caretaker's time for ongoing tree maintenance and aftercare, with costs re-allocated from EG reserves each year.)		On-going
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 12-11-24 Email from Tracey stating that there is a review taking place and once this review is finished she will be able to state the number of homes in perpetuity but not before.	On-going
0125-102 0724-36a1, 0424-125e 0623-24e & 0923-54h1	08-07-24, 08-04-24 12-06-23 & 11-09-23	Clerk - Cllr Spicer- Short	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 up to £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. 12-12-24 Add to Jan agenda given 2 enquires for scattering this month! Jan 25 (Cllr Spicer-Short to speak to the gardening club to ask their advice on which shrubs / flowers would be best to plant given the potassium	On-going

Clerks Report – Updated Monday, November 3, 2025

					rich environment, and if they would be available to create the shrub / flower border. Clerk to look at costs for a memorial stone and benches and report back to Council) Update - Professional advice flower beds will not work. Too labour intensive, recommendation more blossom trees and or wild flower meadow. - Get some native trees. 10-02-25 Clerk to chat / visit Harbour View. 13-03-25 Email sent to Harbour View (info@) asking for visit and meeting 17-07-25 Attended Swanworth Quarry Stakeholder event. After event, spoke with Chris, Matt & Simon regarding buying 3 large stones from them to create a memorial seating area in Gods Acre New Extension. Quote to be provided shortly. 14-10-25 Contractor approved to create Reflection Garden	
--	--	--	--	--	---	--