

Clerks Report – Updated Monday, March 2, 2026

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

a Financial Matters

1 Bank Balance

TBC

2 Expenditure & Income

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

Expenditure:

TBC

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

Income

Date	Net	VAT	Total	Description	Customer	Bank
16.02.2026	£375.00	£75.00	£450.00	Car Park Permit	MOP	Lloyds
16.02.2026	£375.00	£75.00	£450.00	Car Park Permit	MOP	Lloyds
16.02.2026	£625.00	£125.00	£750.00	Car Park Permit	MOP	Lloyds
16.02.2026	£375.00	£75.00	£450.00	Car Park Permit	MOP	Lloyds
17.02.2026	£645.00	£129.00	£774.00	Car Park Permit	MOP	Lloyds
23.02.2026	£625.00	£125.00	£750.00	Car Park Permit	MOP	Lloyds
19.02.2026	£790.00	£0.00	£790.00	Interment, New Extension Crem B3	MOP	Lloyds
£3,810.00		£604.00	£4,414.00			

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. Wessex Water Update

To note after confusion by Water2Business reading the wrong meter! The Clerk meet with a Wessex Water operative, who has confirmed which meter is ours. He has confirmed the leak in the road was likely to have reflected on our bill so Water2Business are looking into claiming the money from them and refunding the money to us.

It is worth noting the Clerk was informed if there is another leak between the meter and the toilet block the Council is liable for the repair costs. If leaks start happening on a regular basis, we can ask for our meter to be moved nearer the toilet block, but we will have to cover the cost of the works. Please note our meter is by the Old Bakery.

Whilst the Wessex Water operative was looking at meters, he found a meter which was not register, after a little investigation he discovered this meter is linked to the cemetery. He has logged the meter be changed and the road around it repaired, but this means from the date the meter is installed Corfe Castle Parish Council will be charged for water usage within Corfe Castle. It is worth noting there is a leak from there is leak form the tap in the New Extension which we will need to fix, but we are unable to fix it until the meter is changed, as the meter has seized on, so we cannot stop the water flow.

5. Internal Audit Report.

To discuss the internal audit report.

b. 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.

c. Annual Parish meeting

To note due to hall availability the Annual Parish Meeting will now be held on Monday 27th April 2026.

To note printing 1200 x A5 flyers to be distributed alongside the CVN cost is £89 (Zero VAT)

To note the cost to amend the banner is £15 + VAT

d. Caretakers report

This month the Caretaker has carried out, playpark inspections, litter pick, level graves, cleared sump, cleaned square, repaired bench, and planted trees for the Environment Group long term project

The Clerk held a meeting with the Caretaker in respect of the amount of time he now commits per month to Corfe Castle Parish Council.

Since the start of his contract the Caretaker has agreed to take on more and more projects. The latest being the maintenance of the green space around the toilet block, but also includes weekly playpark inspections. Originally the Caretaker was asked to commit to 20hrs a month, with the possibility to extend to 25hrs in consultation with the Clerk.

The Caretaker has requested if the cutting and harvesting of wild flowers will continue. Usually this takes place in September and takes 3 – 4 hours.

Recommendation:

1. To increase the Caretakers hours to 25hrs a month with the possibility of extending to 35hrs a month in consultation with the Clerk.
2. To discuss and agree a way forward in respect of wild flowers.

e. Action Log

A full copy of the action log is listed below.

1. Actions updated since the agenda publication date.
To discuss any actions updated since the publication agenda date.

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Action Log

Minute Number	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
0226-115	Cllr Wilson	30mph painted roundel by school	Cllr Wilson to enquire if a “30” roundel could be painted on the road by the school.		To Start
0226-115	Clerk	"School" Warning sign sticker	Clerk to organise for large sticker on shelter outside school “School”	Quote request sent	On-going
0226-117 a2	Clerk	Monthly payments	Clerk to process payments.		Complete
0226-117 b1	Clerk	Fence repairs	Clerk to gather quotes to replace the section of fence which is bowing and report back to Council	Quote request sent	On-going
0226-117 c	Clerk	WhatsApp Community Group	Clerk to create the group, with Cllr Blinkhorn and Clerk as Admin.		To Start
0226-117 d	Clerk	Policy Update	Clerk to amend the Publication Scheme. Noting “Postal and email address:” to state only Council email addresses will be advertised, NOT home addresses.		To Start
0226-118	Clerk	Planning Comments	Clerk to submit planning application comments as agreed		Complete
0226-118	Cllr Lermitt	Corfe Castle Town Pump	Cllr Lermitt will contact the Town Trust Chairman and asked if the Town Trust will speak to planning to enquire if planning permission was needed to remove the Village Pump.	Email update sent to Councillors	Complete
0226-119 c	Clerk	Caretaker - Maintenance by Toilet Block	Clerk to contact the Caretaker to ask he maintain the area by the toilet block	meeting set up to discuss work load. Postponed twice, due to Caretaker work commitments, Rescheduled for end of W/C 23-2-26	On-going
0226-119c	Clerk	Thanks to Caretaker	Clerk to formally thank the Caretaker for all the work he carried out around the parish.	As above	On-going
0226-119C	Clerk	Thanks to Gardening Club	Clerk to send thanks to the Gardening Club for their dedication to maintaining the green area and flower boarder around the Toilet block over the past years.	22-02-26 sent	Complete

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1225-89 a 0125-102 0724-36a1, 0424-125e 0623-24e & 0923-54h1	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 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 08-12-25 Clerk to contact Suttles Quarry to accept offer of three large stones. To have all but one side faced so brass plaques can be added. Suttles to deliver to Gods Acre. Cost approx. £1,200. 10-12-25 Email sent to Suttles asking they go ahead with the stones. 17-12-25 half the plants arrived at the Clerks home. Caretaker will travel over with van to collect when needed.	On-going
1125-75 d1	Clerk	Internal Auditor	Clerk to contact new auditor to book in interim audit	19-11-25 email sent to book in date.	On-going
1125-75 d1	Clerk	Gods Acre Shed	Clerk to ask Caretaker to trim the branches away from the shed	19-11-25 email sent 24-11-25 Work scheduled for January 2026 after flowers have died off.	On-going
1125-75 e	Clerk	Permit Holders Car Park Signage	Clerk to organise for replacement signage "Residents Car Permit area only. The Parish Council accepts no liability for any damage, loss, or injury to vehicles,		To be started

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			pedestrians, or anyone passing through. Entry and use of this area is at your own risk.		
1125-78	Clerk	Budget	Corfe Castle Parish Council align all cemetery fees with Swanage. Noting the removal of the Associated fees section. Implementation to take place from April 2026	Note added to calendar to remind Clerk to update prices late March, inform FD and then implement 1st April.	To be started
1125-80 a	Clerk	Free Parking St Georges Parade	Clerk to apply for a free parking day for St Georges Day 6th April 2026	11-11-25 Submitted	On-going
1125-80 b	Clerk	Signage	Clerk to write to Dorset Council and request the current signage which makes drivers aware of a crossing ahead, be changed to include the word "School or Children".	19-11-25 email sent to Road Safety Team, Highways and Cllr Wilson 21-11-25 email received from Road Safety Team "Thank you for raising your concerns about the signage approaching the zebra crossing on East Street in Corfe Castle. I am currently awaiting information from highways improvements and once I receive this information I will update you both. If in the meantime I can provide any further information please let me know." 02-02-26 Response received from DC "The highway improvement team have confirmed that previously it was considered to replace the current zebra crossing at this location with a puffin one. After further investigation by the team this was not deemed viable at the time. Since this initial investigation by the team and following on from feedback from the local community, the road safety team has enhanced signage at the location. We 'the road safety team' have concluded that further signage at this location would unfortunately have little effect on the current concerns raised by the local community, therefore, I have asked the highway improvement team to assess the site again. I am sorry that this is not the simple answer you may have been expecting. Please rest assured that we will continue to monitor this area as part of our inspections as will the Community Highways Team. If there is any further information I can provide regarding road safety within Corfe Castle, please let me know."	On-going
1025-66 b2	Clerk	Access to Corfe Common by Townsend Mead	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

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0725-38			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
0725-31 0425-147	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
0525-10fii	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
1024-59	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