



## SHAFTESBURY TOWN COUNCIL

# FULL COUNCIL MEETING

Minutes of a meeting of the Council held in the Council Chamber, Town Hall, High Street, Shaftesbury Dorset SP7 8LY on Tuesday 24<sup>th</sup> March 2015 commencing at 6:00pm.

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### **Members Present:**

Cllr W Harvey (Mayor)  
Cllr S Clinch  
Cllr J Duthie  
Cllr K Tippins

Cllr R Tippins (Deputy Mayor)  
Cllr L Dibben  
Cllr P Proctor

### **Absent:**

Cllr M Hicks (apologies)  
Cllr J Pestell (apologies)  
DCllr Beer (apologies)

Cllr M Madgwick  
Cllr S Pritchard (apologies)  
C&DCllr Jeffery (apologies)

### **Officers Present:**

Claire Commons, Acting Committee Services Officer  
Stephen Holley, Town Clerk

### **In Attendance:**

Five members of the public

## MINUTES

The Mayor welcomed everyone and in particular Mr Stephen Holley as the incoming Town Clerk to his inaugural Council meeting.

The Mayor advised that the meeting was being filmed.

The Town Clerk addressed the Council on matters regarding member behaviour. A copy of his address is available from the Town Hall on request.

### **PUBLIC PARTICIPATION**

Members of the public were invited to make representations to Shaftesbury Town Council on any matters relating to the work of the Council or to raise any issues of concern. The Mayor informed the meeting that the meeting was being filmed. The following matters were raised:

- Departure of long standing members. Thanks were given to Robert Walter MP and Cllr Mervyn Jeffery for their long term public service.
- Railway sign and model. Mr Sherriff acknowledged the motion to loan the railway sign and model engine to the Shaftesbury Museum and as the donator of the engine, gave his support to the motion.
- Football Club. In response to a question regarding the Football Club lease the Mayor confirmed that a six-year lease had now been signed, and that the Council had provided a Statement of Good Intent to the effect that near the end of the present lease, it would be willing to enter into negotiations for a further term.

- Monument. An update on progress was requested; the Town Clerk responded that it would be a matter for the new Council.
- Website cost and provider. It was confirmed that a local company, Firmsites, would be engaged to provide the Council's new website, at £55 per calendar month.
- Audit. It was asked when the Internal Auditor had been appointed. A written response would be provided. It was asked whether the issues arising in the Internal Auditors visit 1 report had been addressed. The Town Clerk confirmed that one matter had been removed from the report by the Internal Auditor and the others were being addressed. It was asked whether there had been any response from the External Auditor regarding the audit report being rejected. The Town Clerk confirmed that he would chase for a response.
- Precept. It was asked why the Council's Precept for 2015/16 was above the inflation rate of 2.4%. The Town Clerk responded that the base budget was 2.4% and in addition, £50,000 had been allocated to the Swimming Pool, the net effect per Band D household would be 33 pence per week.
- Highways Concerns. Concern was expressed that the road at The Narrows appeared to be sinking. This would be reported to Dorset County Council Highways.
- Open Spaces. It was asked whether more equipment was planned for the play area at Cockrams. It was asked that the Grounds Team remove prunings from a large bush in that area. Both were confirmed.

#### **2014/135 APOLOGIES**

Apologies were received and accepted from Cllrs Hicks and Pritchard who were on holiday, Cllr Pestell who was on business, District & County Cllr Jeffery who was unwell and District Cllr Beer who was absent on 'In-Bloom' business.

#### **2014/136 DECLARATION OF INTERESTS AND DISPENSATIONS**

Members and Officers were reminded of their duty to declare any known interests in any matter to be considered. None were declared.

#### **2014/137 MINUTES**

It was **RESOLVED** that the minutes of the meeting of Council on Tuesday 25<sup>th</sup> November 2014 be approved and adopted as a correct record, and signed by the Mayor. It was formally noted that some members had concerns regarding the minutes of the 13<sup>th</sup> November 2014.

Cllr K Tippins requested that the minutes record her concern that the 64-page dossier referred to during the meeting held on 13<sup>th</sup> November 2014, and provided to another member, contained confidential emails which did not have her permission for onward distribution and, therefore, she had data protection concerns

It was **RESOLVED** that the minutes of the meeting of Council on Tuesday 27<sup>th</sup> January 2015 be approved and adopted as a correct, and signed by the Mayor.

#### **2014/138 MAYOR'S REPORT**

The Mayor's report 0315/FC/04 reported on events she had attended had been previously circulated. She gave formal thanks to Shaftesbury Snowdrops for an excellent event in February. The Mayor reminded all present of the forthcoming Civic Day being held on 28<sup>th</sup> March 2015 and asked that all members wore their gowns. A reminder was given of Anzac Day Ceremony on 25<sup>th</sup> April 2015.

**2014/139 MEMBER'S REPORTS**

There were no matters reported.

**2014/140 CLERK'S REPORT**

The Clerk's report 0315/FC/06 had been previously circulated, covering the following matters;

- **Appointment of a New Town Clerk.** Acknowledging the first few weeks in post.
- **Governance.** Noting the General Management Committee's resolution to commission a Peer Review of the Council's governance arrangements and operations, from neighbouring Councils.
- **Emails.** Noting the large number of time consuming emails from members.
- **Football Club lease.** That the lease was signed on Friday 13th March
- **Town Hall.** That the Clerk had used his delegated spending authority to undertake a 'spruce up' of the Council Chamber.
- **Representation at the Local Plan Enquiry.** Thanks were given to Cllr R Tippins for his representation at the North Dorset Local Plan Enquiry.
- **Gold Hill Wall.** That stones had been found to have fallen from the wall on two occasions since the New Year, incidents which had been reported promptly to Dorset County Council which was already monitoring the wall and that North Dorset District Council Officers were keen to progress a tripartite agreement and the proposal for the County Council to prepare a contingency plan.
- **Tree Work above Gold Hill Wall.** That tree maintenance commenced in February, but had been halted in view of safety concerns; Officers were looking into a contract for the work, and would present options/recommendations to the Recreation, Open Space and Environment Committee.
- **Swimming Pool.** That a report had been prepared for consideration later in the present meeting.
- **Cast Iron Finger Post Sign.** That a request had been received to replace the cast iron finger post sign to its former location on the High Street and that this proposal would be put to the next meeting of the Planning and Highways Committee for consideration.

**2014/141 MEMBER'S QUESTIONS**

Standing Order 27 allows for any elected member desiring to ask a question at a meeting of the Council or its Committees on a matter may do so, providing three clear working days' notice of any question has been given to the Town Clerk in writing/email and verified by the Town Clerk. No questions had been received.

**2014/142 NOTICES OF MOTION**

Standing Order 37 specifies that no resolution shall be moved unless a written Notice of Motion specifying the business to which it relates shall have been given to the Town Clerk at least seven clear days before the meeting of the Council signed by the mover and seconder giving the notice.

Notices of Motion Received:

- (i) NoM00007/0315/FC/09. It was **PROPOSED** by Cllr K Tippins, **SECONDED** by Cllr R Tippins and **RESOLVED** that the Town Clerk be authorised to approach Gold Hill Museum with the offer, to be reviewed annually, of loaning both the 'Shaftesbury' locomotive name sign and the small train model to the Gold Hill Museum as exhibits (the items to remain in the ownership of the Council and to remain as such on the Asset Register). That, given the value of the train name sign, any loan arrangement be subject to the Council first being satisfied as to the

Museum's security arrangements and insurance cover. That the Council makes a payment of £200 to the Museum, to assist with the likely costs of the display, security and insurance of the above items, subject to a requirements that the display mounting brackets remain with the items and come under the Council's ownership at the end of the loan period. (*Policy 0315/FC/139i*) (*Financial Implication - £200, Grants and SLA Budget*)

- (ii) NoM00008/0315/FC/09. It was **PROPOSED** by Cllr R Tippins, **SECONDED** by Cllr K Tippins and **RESOLVED** that the Town Clerk be authorised to spend a maximum of £500 on the purchase and planting of flowers and shrubs to add colour to the Queen Mothers Garden. (*Policy 0315/FC/139ii*) (*Financial Implication - £500, Planting - ROSE Project 2015/16*)
- (iii) NoM00009/0315/FC/09. It was **PROPOSED** by Cllr Proctor, **SECONDED** by Cllr K Tippins and **RESOLVED** that the Town Clerk be authorised to create a Bill of Material and plan to improve the Bell Street Toilets, for example replacing the floors, doors and underground pipes. To review the potential for outsourcing toilet cleaning, so as to allow for the toilets to be cleaned three times each day during every Saturday, Sunday and Public Holiday during the Tourist Season April – September. (*Policy 0315/FC/139iii*) (*Financial Implication – none pertaining to this resolution*)

#### 2014/143 BUDGET

- (i) It was **RESOLVED** that the Budget for the Financial Year 2015/16 be adopted as recommended by the General Management Committee as set out in report 0315/FC/10 Appendix A. (*Policy 0315/FC/140i*)
- (ii) It was **RESOLVED** to adopt the schedule of charges for Allotments, Hall Hire, Cemeteries and Markets as set out in report 0315/FC/10 Appendix B (*Policy 0315/FC/140ii*)
- (iii) It was **RESOLVED** to award Little Giants £2,500 from the Community Chest budget 2014/15 and carry forward the unspent balance of £4,500 to 2015/16 (*Policy 0315/FC/140iii*) (*Financial Implication - £2,500 Community Chest Budget 2014/15*)

#### 2014/144 INTERNAL AUDIT

Officer Report 0315/FC/11 was received. It was **RESOLVED** to adopt the Internal Audit report Visit 1 of 3.

#### 2014/145 SERVICE LEVEL AGREEMENTS

Officer Report 0315/FC/12 was received. It was **RESOLVED** to award Service Level Agreements;

- North Dorset Citizens Advice Bureau £4,000
- Toby's Young People's Project £4,000
- HOPE £5,000
- Shaftesbury and District Task Force £6,000
- Shaftesbury and District Tourist Association £8,000
- Shaftesbury in Bloom £2,000
- School Crossing Patrol £2,497

(*Policy 0315/FC/142i*)

It was **RESOLVED** to award Shaftesbury Abbey £500 expenditure from the Community Chest fund and that they be included in the Service Level Agreement considerations in 2015/16. (*Policy 0315/FC/142ii*)

#### 2014/146 COMMUNITY GRANTS 2015/16

Officer Report 0315/FC/13 was received. It was **RESOLVED** that a cap of £500 be applied to every organisation applying for a grant irrespective of whether a number of grants were applied for, that no grants be issued to organisations also applying for funding via a Service Level Agreement and with those two considerations, the following grants be awarded;

1 <sup>st</sup> & 3 <sup>rd</sup> Shaftesbury Brownies	£400
1 <sup>st</sup> Shaftesbury Scout Group	£500
Disability Action Group	£500
Dorset Blind Association	£500
Homestart	£500
Kipling Juvenile Carnival Club	£450
North Dorset Club for the Visually Impaired	£200
North Dorset Rugby Football Club	£500
Read Easy Gillingham & Shaftesbury	£500
Rotary Club – Gold Hill Fair Committee	£500
Shaftesbury Carnival Committee	£500
Shaftesbury Abbey, Museum and Garden	£500
Shaftesbury Arts Centre	£500
Shaftesbury Bowling Club	£500
Shaftesbury Cricket Club	£500
Shaftesbury Fairtrade Town Group	£50
Shaftesbury Football Club	£500
Shaftesbury Floral Arrangement Group	£250
Shaftesbury Fringe (on production of invoice / receipt)	£250
Shaftesbury Snowdrops	£500
Shaftesbury Town Silver Band	£500
Shaftesbury & Villages 50 Plus	£300
Shaftesbury Youth Club	£500
Swans Trust	£300
Victim Support	£200
<b>Total</b>	<b>£10,400</b>

#### 2014/147 NEIGHBOURHOOD PLANNING

Cllr R Tippins reported on the current progress of the Neighbourhood Plan. He advised that the questionnaire had received 1075 replies and there was still a lot of data-entry to undertake. He reported that he hoped to do a presentation within the next month to report the results. He reported that North Dorset District Council wanted to know the responses to questions relating to the Community Hall, all options were currently showing similar numbers of responses. Cllr R Tippins reported that he had given a presentation for the Inspectorate who had asked questions relating to development. Cllr R Tippins had provided information relating to the development North East of Shaftesbury noting that the traffic study undertaken at Wincombe Lane showed significantly different results to those obtained when he had undertaken the same study. He reported that it had been noted that although the Shaftesbury bypass was detailed within the writing of the document, it was not marked on the map and this needed addressing.

**2014/148 SWIMMING POOL**

Officer Report 0315/FC/15 was received.

It was **RESOLVED** that the Council take on the maintenance arrangements currently funded by North Dorset District Council; that authority be delegated to the Town Clerk to pay for those, at least until the Pool was re-opened; that the Council host a Public Meeting on the re-opening of the Swimming Pool, to revive the principle of Community Management; that the Council establish a working group for the Swimming Pool to consist of Cllr L Dibben, Cllr K Tippins, Cllr R Tippins and Mr Phil Proctor in his external capacity. It was further agreed that Cllr R Tippins would ask Mr D Shepherd if he would also be a member of the working group. The remit of the Working Party to be as outlined in report 0315/FC/15 (*Policy 0315/FC/145*) (*Financial Implication – up to £10,000, Swimming Pool project*)

**2014/149 CORRESPONDENCE**

The Town Clerk reported on the Economic Review Consultation which had been received from DAPTC and in view of the closing date for responses asked members to respond as individuals.

There being no further business, the meeting was closed at 8:07pm.