

PUBLIC VERSION OF CONFIDENTIAL MINUTES

**SHAFTESBURY TOWN COUNCIL****Full Council**

Minutes of a meeting of the Council held in the Council Chamber, High Street, Shaftesbury Dorset SP7 8LY on Tuesday 23rd February 2016, commencing at 7.00pm.

Members Present:

Councillor R Tippins (Chair)
Councillor Austin
Councillor Francis
Councillor Lewer
Councillor K Tippins

Councillor Proctor (Vice-Chair)
Councillor Brown
Councillor Hall (for part of the meeting)
Councillor Taylor
Councillor Todd

Officers Present:

Stephen Holley, Town Clerk
Claire Commons, Committee Services Officer
District Councillor Pritchard

12 members of the public

MINUTES**Public Participation**

Members of the public were invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern. The following matters were raised;

- Speed Limits at Long Cross and the High Street – a representative of the Civic Society explained that its letter submitted in relation to the consultation had been incorrectly interpreted by Dorset Highways as an objection. Confirmed that the Civic Society endorsed the two speed limits and a letter would be going to Dorset County Council tomorrow.
- Brionne Gardens – the Council received a petition opposing any development on Brionne Gardens. It was noted that a core of the signatories had volunteered to form a group to take care of the garden if so required. The Mayor confirmed that the Council had no plan to build on it and thanked the volunteers.
- Communication – a member of the public asked why not all of his questions submitted to the Clerk had been responded to. The Clerk informed the enquirer that it was due to the multiplicity of questions.

PUBLIC VERSION OF CONFIDENTIAL MINUTES

- Cattle Market – in response to a question on the Cattle Market, the Mayor responded that the Council and the Task Force had been looking into getting advice, and the future use of the Cattle Market was a subject for the Neighbourhood Plan.
- CCTV – it was asked whether there was new CCTV to come to the town. The Clerk responded that the County Council and Police were expected to advise imminently on the provision of a new monitoring station and the Town Council had held off making any arrangements of its own until that decision could be confirmed.
- Barratt Homes – It was asked whether there was any progress on receiving CIL and s.106 monies and the Mayor confirmed that it would come in due course.
- Dinah's Hollow – it was stated that the hollow was Shaftesbury's doorstep, that the history of the town and Dinah's Hollow was one of 10 hollow ways that come into the town and there was a public duty to take care of it. It was reported that current affairs reported the risks of air pollution and yet there was no assessment of air pollution in relation to Dinah's Hollow. Concern from the Tree Group that the report considered by North Dorset District Council appeared flawed.
- Town Centre – it was noted that there was no signage to indicate that the High Street was a shared surface.
- Glyphosates – A number of speakers encouraged the Council to consider phasing out the use of glyphosates and look for alternatives. The dangers of glyphosates were commented upon and the Council was asked to ensure that the Grounds Team had the relevant certificates for use.
- Bee Friendly policy – A speaker explained that Gillingham Town Council did not use any weed killer, unless on tarmac or gravel and that this policy had not increased the workload.

FC124 Apologies

Apologies were received and accepted from Councillor Jackson due to work commitments, and from Councillor Perkins due to personal reasons.

FC125 Declarations of Interest and Dispensations

Agenda Item – Trees at Dinah's Hollow - Councillor Brown asked that it be recorded that he lived on the A350. Councillor Austin asked that it be recorded that his family were involved in work at Dinah's Hollow. Both declarations were made in the spirit of openness, neither was a Disclosable Pecuniary Interest for the purposes of the Code of Conduct.

It was **AGREED** to take agenda items 9 and 12 as the next items to be discussed.

FC126 Trees at Dinah's Hollow

Officer report 0216FC09 was received. Councillor Lewer tabled and read out a proposed public statement on Dinah's Hollow. It was **RESOLVED** that the Council issues a public statement of its support for Melbury Abbas and Cann Parish Council's objection to works on the trees at Dinah's Hollow in light of the success of the current traffic management mitigating against the need for any tree works to take place in the near future. Applause was received from the public gallery.

PUBLIC VERSION OF CONFIDENTIAL MINUTES

FC127 Glyphosates and Bee Friendly Policy

Officer report 0216FC12 was received. It was **RESOLVED** to have a complete ban of the use of glyphosates in sensitive areas such as those rich in wildlife, play areas and dog walking areas and high profile tourist areas. The Clerk was requested to seek further advice including alternative chemicals that might be suitable, with the intention of achieving a complete town-wide ban within 12 months.

FC128 Minutes

It was **RESOLVED** that the minutes of the two meetings of the Council held on 26th January 2016 be approved as a correct record, and they were duly signed. Consideration of the minutes of the Extraordinary meeting of the Council held on 9th February was deferred to the next Meeting.

FC129 Reports

1. The Mayor gave an oral report outlining recent civic events he had attended and the success of the Civic Event he had hosted as part of the Snowdrop Festival

8:10pm At this point in the meeting, Councillor Hall arrived.

2. District Councillor Jefferson reported that the papers were published online for the District Council to set its budget. It was noted that by 2020 there would be no government grant coming to District Councils.

District Councillor Pritchard reported on the status of the new primary school required for Shaftesbury, advising that the County Council had advised that it would not be ready for intake in September 2017. The Town Council was asked to be engaged in this situation in order to expedite the process.

District Councillor Jo Francis endorsed the reports given by District Councillors Jefferson and Pritchard. It was advised that Simon Hoare MP would be hosting a surgery on 4th March 2016.

3. Councillor Austin advised that he had provided members with a note in relation to the Football Club. He stressed the importance of meeting with the club to receive their presentation.
4. There were no matters to report from other meetings held with key partners or organisations.

Councillor Austin left the room.

FC130 Payments

Report 0216FC05 was received. It was **RESOLVED** to ratify the following payments: cheques (012423 – 012431) for the 9th February 2016 totalling £9,292.09 and to approve the following payments: cheques (012432 – 012444) for the 23rd February 2016 totalling £7,261.39 from the Town Council Current Account:

PUBLIC VERSION OF CONFIDENTIAL MINUTES

Date	Chq No	Supplier/Payee	Amount	Description
09/02/2016	012423	PS VAT	£ 1,620.00	Professional service re VAT
09/02/2016	012424	DAPTC	£ 50.00	Accreditation fees for LCAS Foundation Award
09/02/2016	012425	Making Waves	£ 200.00	Equality training for Staff
09/02/2016	012426	Firmsites	£ 165.00	Quarterly Website Hosting
09/02/2016	012427	Lyreco	£ 115.82	Stationery, stamps and dishwasher tablets
09/02/2016	012428	Signrite	£ 120.00	logo for new truck
09/02/2016	012429	HMRC	£ 3,231.85	Tax/NI January Salaries
09/02/2016	012430	DCC Pension Fund	£ 3,750.13	Pension contribution January Salaries
09/02/2016	012431	Helping Hands	£ 39.29	Correction to payment.
		Total	£ 9,292.09	

Date	Chq No	Supplier/Payee	Amount	Description
23/02/2016	012432	Hawes Arborists	£ 4,140.00	Tree work to Trinity, Tout Hill and St James
23/02/2016	012433	Angel Springs	£ 27.01	Water cooler sanitisation
23/02/2016	012434	Wessex Fire & Security	£ 105.60	To re-locate panic button to reception
23/02/2016	012435	Darkin Miller Ltd	£ 91.08	Final invoice for audit services carried out
23/02/2016	012436	Clarity Copiers	£ 141.53	Photocopying January
23/02/2016	012437	Toogoods	£ 91.80	Water rates unit 9c Wincombe
23/02/2016	012438	Equiptest	£ 104.66	Annual PAT of town hall appliances
23/02/2016	012439	Service U Right	£ 18.00	Puncture repair
23/02/2016	012440	Aqua	£ 32.44	Hand towels and toilet rolls
23/02/2016	012441	Fidelti Childcare Vouchers	£ 127.72	Childcare vouchers February
23/02/2016	012442	Dorset Marshals	£ 100.00	Marshalling Remembrance Parade Nov 2015
23/02/2016	012443	Whitebridge Hire Services Ltd	£ 281.55	Hire of mini digger
23/02/2016	012444	Tobys	£ 2,000.00	SLA
		Total	£ 7,261.39	

FC131 Reports from Committees

1. The Chairman of the Recreation, Open Spaces and Environment Committee reported on its meeting held on 2nd February 2016. Thanks were extended to the Office for co-ordinating the work undertaken by the Grounds Team and contractors in St James' Park, the Jubilee Path and Pine Walk.
2. The Chairman of the General Management Committee had nothing to report from the meeting held on 16th February 2016

PUBLIC VERSION OF CONFIDENTIAL MINUTES

3. The Chairman of the Planning and Highways Committee reported on its meeting held on 16th February 2016. It was **AGREED** to form a Dinah's Hollow working party with Councillor Lewer as chair and with membership to comprise members of Shaftesbury Town Council, Melbury Abbas and Cann Parish Council and other interested persons.

8.23pm Councillor Austin re-entered the room

FC132 Internal Auditor

Officer report 0216FC07 was received and the findings and recommendations in the Internal Auditor's reports were adopted. Attention was drawn to the overtime section and the Clerk explained his intention to draft an Overtime Policy for consideration at a later date. Attention was also drawn to the section on micromanagement and caution for members was expressed. The Mayor reported that the Internal Auditor had stated that she believed micromanagement would cease to be an issue with improvements to systems and in the information available to Councillors.

FC133 External Audit for Smaller Authorities

Officer report 0216FC08 was received. It was **RESOLVED** that the Council would opt in to the Smaller Authorities Audit Appointments arrangements. (*Financial Implication – Legal and Professional – Audit, Value unknown*)

FC134 Update on Budget-Setting Process

Officer report 0216FC10 was received and noted. It was noted that the Budget Setting process had been delayed by the decision to cease using the SAGE Accounting system and revert to the RBS Omega system, with the expectation of improved reporting and presentation. It was **AGREED** that Tuesday 8th March 2016 be a public consultation event and the Clerk be delegated £500 for advertisement of the event. (*Financial Implication – General Running Costs - Advertising, £500*)

FC135 Funding Sources – Barton Hill Play Equipment

Officer report 0216FC11 was received. It was **RESOLVED** that the Council requests North Dorset District Council to approve the drawing down of Section 106 funds to allow for a contract be placed with Caloo Limited, for the purchase of a Multi-Active Wall for installation at the Barton Hill Recreation Ground, to the value of £17,500 plus VAT, and that subject to approval, the Town Clerk be authorised to place a contract for the same. (*Financial Implication – s.106 £17,500*) It was **AGREED** that Councillor K Tippins would encourage online support for the draw down of s.106 as part of her ward work.

It was further **RESOLVED** that the eight-piece gym equipment and table tennis tables to be purchased from Wicksteed (£25,500 plus VAT) be funded directly by the Council, from the budget-lines identified in the report. (*Financial Implication - £25,500*)

PUBLIC VERSION OF CONFIDENTIAL MINUTES

FC136 Cockrams Community Hall Project

Officer report 0216FC13 was received and it was **RESOLVED** to endorse the Town Band and Youth Club's application to North Dorset District Council for Section 106 funds (£10,800) in respect of feasibility work for the proposed new Community Hall at Cockrams. (*Financial implication – s.106 £10,800*)

FC137 Neighbourhood Plan

The Chairman of the Neighbourhood Planning Group provided an oral update on progress of the plan. The following matters were reported;

- Request for inventory of all open spaces in the town
- Request for strategic views to be protected
- Identification for new allotments and playing fields
- Maps of strategic footpaths and cycle networks and their links with the main traffic-ways in the town.

It was confirmed that the Town Council was the authority for the plan.

The Town Clerk agreed to receive in the Town Hall Offices the last 80 questionnaires yet to be input. Councillors would be welcome to volunteer with the inputting. The Office staff would be requested to assist once work had been concluded on changing of accounting system and presenting a final Budget to the Council.

FC138 Officer Report

The Town Clerk gave an oral report on the following matters;

- Freedom of Information requests - Only one request had been received since the last report. In future, reporting on FOI requests would form part of the Officer Report.
- National Express – The company had decided that its coaches would no longer serve Shaftesbury.
- Rifles Monument – The Clerk had attended a meeting of the Committee behind the installation of the Monument, chaired by a representative of the local branch of the Devon and Dorset Association. The Committee had been working to comply with the terms of the resolution passed by the Council in December 2015 and the Clerk had circulated a note on that progress by email. Custodianship/ownership of the Monument had been accepted by the Shaftesbury Charitable Trust. Members welcomed the news and indicated that the details provided were in accordance with the resolution, so the Clerk would proceed to issue a licence for the installation of the Monument. The stonemason had indicated that installation might be delayed until mid- to late-May, but the Council would press for an early date.

FC139 Next meeting of the Council

Officer report 0216FC16 was received and it was confirmed that the date of the next meeting was scheduled for 15th March 2016.

It was **AGREED** to include the following items of business for inclusion on the next agenda for the Council;

- New Primary School

PUBLIC VERSION OF CONFIDENTIAL MINUTES

- Swimming pool accounts

FC140 Confidential Information

It was **RESOLVED** that, in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during the discussion of the matters referred to in item (FC140) below, on the grounds that it involves the likely disclosure of confidential information, (as defined in the respective paragraph of Part 1 of Schedule 12a of Section 100a(4) of the Local Government Act 1972), and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

9.02pm At this point the Committee Services Officer left the meeting. The Clerk took notes for the following item of business.

FC141 Specialist Legal Advice

Confidential Officer report 0216FC18 was received. It was **RESOLVED** that:
(a) the Clerk be delegated the maximum sum of £1,500 to allow for the appointment of specialist legal advice in respect of two planning matters; and
(b) the Clerk be delegated the maximum initial sum of £3,000 to allow for the appointment of specialist legal advice in respect of another matter, with any further requirement subject to re-consideration by the Council.

There being no further business, the meeting closed at 9.38pm

Signed

Date

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