



## SHAFTESBURY TOWN COUNCIL

## Full Council

Minutes of the Extraordinary Full Council meeting held in the Council Chamber, Town Hall, High Street, Shaftesbury Dorset SP7 8LY on Tuesday, 18 July 2017 commencing at 7:00pm.

---

**Members Present**

Councillor Brown (Vice-Chair)  
Councillor Kirton  
Councillor Perkins

Councillor Cook  
Councillor Perkins  
Councillor Proctor

**Absent:**

Councillors, Austin, Jackson, Hall, Lewer, Loader, Todd

**Officers Present:**

Claire Commons, Town Clerk  
Julie Curtis, Minutes

**In Attendance:**

Eleven members of the public  
1 member of the press

**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;

- Neighbourhood Plan – concern was expressed that there hadn't been effective communication in relation to the Neighbourhood Plan and improved engagement from the Town Council was sought. Concern was expressed regarding the change of approach for the Neighbourhood Plan becoming Shaftesbury only, reassurance was given that the work undertaken would still be valuable and volunteers would still be sought for a community driven Neighbourhood Plan.
- Shaftesbury Equestrian Centre – Concern was expressed from the civic society in relation to flies, smell, access and impact on landscape and

adjacent AONB and the application falling outside the National Planning Policy framework.

- Outer Bypass – Civic Society expressed their support for the by-pass seeing it as essential to ease traffic issues in the town, but would not like to see any development beyond the by-pass that may erode areas of green landscape. It was reported that there may be grants available to help with the outer bypass.
- Press – Richard Thomas informed the Council that he would be stepping away from the Neighbourhood Plan as he was engaged as the Shaftesbury correspondent for Gillingham News.
- Melbury Abbas and Cann – concern that the one way system on the C13 and A350 was not effective and causing serious difficulties for the emergency services.

### **F29 Apologies**

Apologies were received and accepted from Councillors Jackson, Todd and Loader due to personal commitments, Councillor Austin due to health matters and Councillor Lewer due to holiday. Councillor Hall was absent.

### **F30 Declarations of Interest and Dispensations**

All members were invited to declare any interests throughout the meeting if the need arose. Councillor Proctor declared an interest in application 2/2017/1092/NLA and left the room for that item and Councillor Cook declared an interest in application 2/2017/0940/FUL and abstained from voting on that item.

### **F31 Neighbourhood Plan**

Officer report 0717FC3 was received. Following detailed consideration of the report content, the Council noted the importance it placed on producing a neighbourhood plan, noting the opportunities and benefits as;

- Local community being able to have their say and seek to influence the development of Shaftesbury
- Maintaining the heritage of the Town
- Driving how the town is developed in the future
- Maximising the benefit of developer contribution for the local community.

It was;

F31a **RESOLVED** to apply to North Dorset District Council to adopt the Shaftesbury Parish boundary as the neighbourhood plan area;

F31b **RESOLVED** to disband the Shaftesbury, Melbury Abbas and Cann Neighbourhood Plan Group;

F31c **RESOLVED** to create a Shaftesbury Neighbourhood Plan steering group, taking account of the talent and skills demonstrated in the original Neighbourhood Planning Group was not lost and involved in shaping the new

group, identification of stakeholders and draft terms of reference to be resolved at a subsequent meeting of the Council.

F31d **RESOLVED** to write a letter of thanks to the individual members of the now disbanded Joint Neighbourhood Planning group.

### F32 **Order of Business**

It was **RESOLVED** to move items 9, Shaftesbury Bypass and 10 Westminster Hospital as the next items of business.

### F33 **Shaftesbury Bypass**

Officer report 0717FC9 was received and it was **RESOLVED** that Town Council strongly supports the need for the Shaftesbury Bypasses. The Council would seek every opportunity to engage with the appropriate tier authorities and relevant Members of Parliament to press the need of, amongst others, for a Shaftesbury Outer Bypass as defined in the North Dorset Local Plan as a reserved bypass corridor.

### F34 **Westminster Memorial Hospital**

Officer report 0717FC10 was received and it was **RESOLVED** to withdraw this item as it was no longer relevant.

### F35 **Planning Applications**

Officer report 0717FC4 was received and it was **RESOLVED** to submit the following observations to the Planning Authority;

**At this point in the meeting, Councillor Proctor left the room.**

F35a 2/2017/1092/NLA – Shaftesbury Equestrian Centre, Langdale Farm, Mampitts Lane. No Objection. Note: Council had received representation from the Civic Society, who were encouraged to direct their concerns to the North Dorset Planning Team.

**At this point in the meeting, Councillor Proctor re-entered the room.**

F35b 2/2017/0905/HOUSE – The Priory, 10 Church Lane. No Objection.

F35c 2/2017/0906/LBC – The Priory, 10 Church Lane. No Objection.

F35d 2/2017/0940/FUL – Blackmore Vale Farm Cream Ltd, Wincombe Lane. Subject to no environmental concerns or issues, no Objection.

F35e 2/2017/0951/HOUSE – 1 Sweetmans Road. Felt that the aesthetic appearance of gable end would be improved. No Objections.

F35f 2/2017/0971/FUL – Land on the North West Side of 6 Paddock Close. Previously approved. Concerns about weatherboarding slightly alleviated as minimal visible impact from the road. Additional car/road traffic a potential issue. No Objections.

### F36 **Payments**

Officer report 0717FC5 was received and an updated appendix was tabled. It was **RESOLVED** to approve the payments totalling £48,754.08 from the Town Council's Current Account, leaving a balance of £415,948.31 as detailed in Appendix A of these minutes.

**F37 Finances – Quarter 1**

Officer report 0717FC6 was received and noted. It was **AGREED** that further investigation be carried out into spreading the risk of the current account across different bank accounts.

**F38 Policies**

Officer report 0717FC7 was received. It was;

F38a **RESOLVED** to adopt the Risk Management Policy

F38b **RESOLVED** to adopt the Whistle Blowing Policy

F38c **RESOLVED** to adopt the Redundancy Policy.

**F39 Financial Management**

Officer report 07178 was received. It was;

F39a **RESOLVED** that for the property fund, 5% (cautious) was an acceptable level of risk for up to 1 year and 1 – 5 years. It was agreed that quarterly updates would be provided and an annual risk assessment undertaken.

F39b **RESOLVED** that the signatories for the investment accounts be the same as the current accounts Those being, for the current municipal year, Councillor John Lewer, Councillor Philip Proctor, Councillor Lester Taylor, Councillor Piers Brown and Mrs Claire Commons.

**F40 Confidential Business**

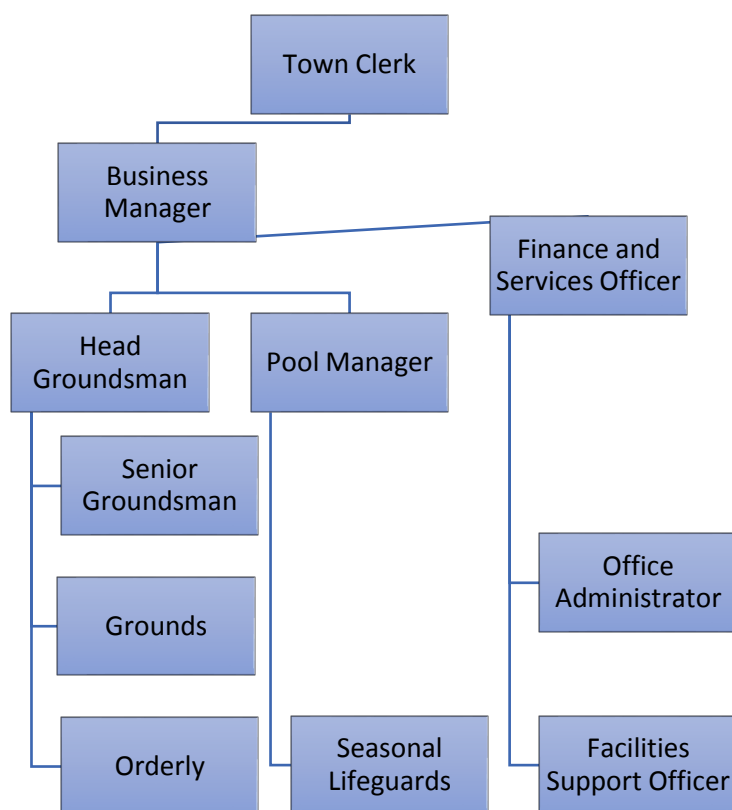
Officer report 0717FC11 was received. It was **RESOLVED** that the public be excluded during the discussion of Staffing Matters, on the grounds that they involve the likely disclosure of confidential information and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**F41 Staffing Matters**

Officer report 0717FC12 was received. It was;

F41a **RESOLVED** that the staff structure within the report be adopted;

Cont...



F41b **RESOLVED** that the process to achieve the staff structure and its implementation be delegated to the Town Clerk in consultation with the Chair of the HR Committee.

F41c Following a discussion regarding the advantages and disadvantages of NJC and commercial staff contracts, it was **RESOLVED** that the new posts be employed on NJC contracts to avoid a two tier system within the council.

There being no further business, the meeting was closed at 9.30pm.

---

Signed

Date

## Appendix A

Printed on : 18/07/2017

## Shaftesbury Town Council

Page No 1

At : 11:35

## NatWest Current A/c

## List of Payments made between 30/06/2017 and 18/07/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/06/2017	Nat West Credit Card	Credit Car	401.10		Credit Card Payment
30/06/2017	Salaries- June	ONLINE	13,506.68		Salaries- June
30/06/2017	Telefonica Uk Ltd	dd	70.16		Purchase Ledger Payment
30/06/2017	Fuel Genie	dd	326.44		Fuel May
30/06/2017	Shaftes Tourism Association	ONLINE	8,000.00		Shaftes Tourism Association
01/07/2017	NDDC	Std Ord	207.00		Business Rates- Bell St Toilet
01/07/2017	NDDC	Std Ord	676.00		Rates Town Hall
01/07/2017	NDDC	Std Ord	251.00		Rates Unit 9C
01/07/2017	NDDC	Std Ord	41.00		Rates Cemetery
03/07/2017	Corona Energy	DD	369.42		Gas May
03/07/2017	Trinity Trust	SO	210.00		Car Park Space Trinity
06/07/2017	British Telecommunications	dd	106.20		Purchase Ledger Payment
10/07/2017	British Telecommunications	dd.	271.33		Line Rental - Broadband
11/07/2017	Trinity Trust	ONLINE	65.00		Correction to SO
11/07/2017	Hitachi	DD	849.29		Lawn Mower Payment
12/07/2017	Eon	d.d	179.02		Purchase Ledger Payment
13/07/2017	Fuel Genie	D.D	250.83		Purchase Ledger Payment
18/07/2017	Local World	012103	567.12		BVM Fringe- Pool advert
18/07/2017	Whitebridge Hire Services Ltd	013101	74.01		Cable Avoidance Tool
18/07/2017	ACE Plumbing and Heating	013102	153.00		Repairs to vandalism
18/07/2017	Clarity Copiers Ltd	online	130.67		Photocopying June
18/07/2017	Ben Johnson (Shaftesbury) Ltd	Online	271.32		Repairs to Kawasaki TJ35
18/07/2017	Ryan Baker	Online.	42.00		RLSS Membership Ryan
18/07/2017	Sage Uk Ltd	dd	67.20		Sage Payroll
18/07/2017	Petty Cash- Swimming Pool	013104	97.16		Petty Cash
18/07/2017	Hawes Arborists	013106	300.00		Removal of Willow Limb- Bury L
18/07/2017	WPS Insurance Brokers	013107	2,354.89		Motor Vehicle Insurance
18/07/2017	The IT Department Solutions Lt	online	118.62		Office 365
18/07/2017	RLSS Direct (JQL UK Ltd)	013108	329.85		Life Guard uniforms
18/07/2017	Spruce Pools	013109	740.71		Credit against plant checks
18/07/2017	Octopus Personnel	Online	4,159.11		Temporary Staff W/e18/06
18/07/2017	B Ede	013110	82.62		Photocopying NHPG
18/07/2017	Wallgate	013111	69.50		11285/3709/1036
18/07/2017	British Gas	013112	52.56		Electric Unit 9C
18/07/2017	Shaftesbury in Bloom	013113	275.00		Floral Barrels x 5
18/07/2017	Wessex Water	013114	72.94		Water Bill 23/12 to 10/07
18/07/2017	Wessex Water	013115	1,067.68		23/12 to 10/07/17
18/07/2017	Aqua cleaning Services	013116	55.03		Toilet rolls/paper towels
18/07/2017	Dorset County Council	OLT	414.00		Waste coll July to Sept
18/07/2017	Ryan Baker	online	155.70		Face Book Advertising
18/07/2017	LGRC Associates Ltd	Online	3,717.43		Temporary Staff W/e 21/05
18/07/2017	DCC Pension Fund	ONLINE	3,465.13		Pension June Salaries
18/07/2017	HMRC	ONLINE	4,140.36		Tax/Ni June Salaries
<b>Total Payments</b>			<b>48,754.08</b>		