



## SHAFTESBURY TOWN COUNCIL

# FULL COUNCIL MEETING

Minutes of an Extraordinary meeting of the Council held in the Council Chamber, Town Hall, High Street, Shaftesbury Dorset SP7 8LY on Tuesday 25<sup>th</sup> November 2014 commencing at 6:00pm.

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### Members Present:

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

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

### Absent:

Cllr M Madgwick (apologies)

Cllr J Pestell (apologies)

### Officers Present:

Richard Chapman Interim Town Clerk  
Claire Commons, Acting Committee Services Officer

### In Attendance:

1 member of the press  
7 members of the public

## MINUTES

The Mayor advised that the meeting was being filmed.

The Deputy Mayor advised that he was also making a personal recording.

### PUBLIC PARTICIPATION

Mr Murray Walker gave a presentation on the Gillingham and Shaftesbury Branch of Read Easy. Further information is available at [www.readeasy.org.uk](http://www.readeasy.org.uk).

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. Concern was raised at the vacancy on the Council and the matters raised in the audit.

### 2014/102 APOLOGIES

Apologies were received and accepted from Cllr Pestell and Cllr Madgwick who were both absent due to vacation.

### 2014/103 DECLARATION OF INTERESTS AND DISPENSATIONS

Members and staff were reminded of their duty to declare any known interests in any matter to be considered. There were none declared.

### 2014/104 MINUTES

It was **RESOLVED** that the minutes of the meeting of Council on Tuesday 7<sup>th</sup> October 2014 be approved and adopted as a correct record and signed by the Mayor.

It was **RESOLVED** that the minutes be approved with two amendments to accept apologies from Cllrs Pritchard and Proctor and adopted as a correct record, and signed by the Mayor. The Town Clerk apologised for misunderstanding apologies presented for the Extraordinary meeting of Council on Thursday 13<sup>th</sup> November 2014

The meeting was adjourned at 6:30pm due to inappropriate behaviour. The Mayor, Town Clerk and Acting Committee Services Officer left the room. The meeting reconvened at 6:35pm.

#### **2014/105 MAYOR'S ANNOUNCEMENTS**

The Mayor read the detail of Standing Order 69 Disorderly Conduct

The Mayor reported on the deaths of two previous members of Shaftesbury Town Council and respects were paid to Mr George Woodbridge, Mayor 1960/61 and Mr Nigel Cook, Town and District Councillor.

The Mayor informed members of the following;

- Thanksgiving Service which would be taking place on 5<sup>th</sup> December 2014.
- Shaftesbury had received the Gold award for the 2014 In Bloom competition.
- Receipt of £350 from Shaftesbury Carnival
- Christmas Lights switch-on on 1<sup>st</sup> December 2014
- Training day for all councillors on 16<sup>th</sup> December 2014

#### **2014/106 COUNCILLOR REPORTS**

Cllr Simon Pritchard reported the following from North Dorset District Council;

- The Town Council should not budget on receiving the Transitional Relief Grant.
- Forthcoming Overview and Scrutiny meeting in Shaftesbury in January to discuss matters relating to infrastructure.
- North Dorset Local Plan would be put to members of NDDC on Friday 28<sup>th</sup> November 2014 for consideration of submission to the Secretary of State.
- 3 Councils to merge; North Dorset District Council, West Dorset District Council and Weymouth and Portland Borough Council.

#### **2014/107 MEMBERS QUESTIONS**

None

#### **2014/108 PLANNING AND HIGHWAYS COMMITTEE**

The minutes of the Planning and Highways Committee meetings held on Tuesday 14<sup>th</sup> October 2014 and Tuesday 11<sup>th</sup> November 2014 were received for information and;

**RESOLVED** the following policy statement:

The Council encourages and promotes energy efficiency and renewable energy in the town, however, not to the detriment of the highway network within and relating to Shaftesbury. Furthermore the Council opposes any development which may delay or incur costs for the development of the bypass. (*Policy 1114/FC/108a*)

It was **RESOLVED** to amend/add to the Council's Bypass Corridor statement:

It requires that the bypass corridor is treated in two parts with Shaftesbury being started immediately. The Committee objects to jeopardising the start of construction of the bypass with the creation of the proposed solar farm. It is acknowledged that the C13 and expansion of Poole ports necessitates expediting the construction of the bypass to feed to the A350 corridor. (*Policy 1114/FC/108b*)

#### **2014/109 RECREATION, OPEN SPACES AND ENVIRONMENT COMMITTEE**

The minutes of the Recreation, Open Spaces and Environment Committee meeting held on Tuesday 28<sup>th</sup> October 2014 were received for information and;

**RESOLVED** that;

- a) The Council proceeds with the transfer of land with North Dorset District Council to provide allotment space, to take effect as from December 2014 when the current lease between NDDC and Dorset County Council expires.
- b) That Council agree a layout of the site, the size of the plots as ½ Size (125<sup>m2</sup>) to accommodate those on the Council's waiting list.
- c) That Council erects a series of secure individual concrete storage units to maximise growing space on the allotments and a water collection unit in order to minimise cost of water.
- d) That Council agree to s106 monies being allocated to cover the cost of creating a footpath to the site and works as required to form a car park for use by allotment holders, up to a maximum of £48,000.
- e) That delegated authority is given to the Town Clerk to obtain the necessary quotations for work to be carried out and to oversee the creation of the site.
- f) That the Clerk investigates provision of any surplus ground for installation of solar panels, to report back at a later date.

(Policy 1114/FC/109a) (Statutory Authority – Small Holding and Allotments Act 1908 ss23, 25)

**RESOLVED** to delegate authority to the Town Clerk to purchase the sweeper as outlined in report 1014/ROSE/05 subject to the item being satisfactory, serviced and in working order with one amendment to increase the budget allowance to £3,000. (Policy 1114/FC/109b) (Financial Implication - £3,000 General Reserves) (Statutory Authority - Public Health Act 1875 s164)

**RESOLVED** to apply for a Public Space Protection Order subject to support for the application being given by the local police. (Policy 1114/FC/109c) (Financial Implication - £150 General Reserves)

**RESOLVED** to take out a service contract with the manufacturer on the 4 handwasher/driers at the Bell Street Conveniences for a period of 1 year to take effect from 1 November 2014. (Policy 1114/FC/109d) (Financial Implication - £508.67 Public Conveniences Budget) (Statutory Authority – Public Health Act 1936 s87 as amended by LGA 1974 sch 14 para 9)

## 2014/110 GENERAL MANAGEMENT COMMITTEE

The minutes of the General Management Committee meeting held on Tuesday 4<sup>th</sup> November 2014 were received for information and;

**RESOLVED** to approve the accounts as detailed in the Town Clerk's report 1114/GEM/03. (Policy 1114/FC/110a)

**RESOLVED** to nominate Cllrs R Tippins, M Hicks and J Duthie to the Service Level Agreement Working Group and approve the timetable as:

Applications Forms to be sent to Local Organisations	By the end of the week following this meeting
Application Forms to be returned	By noon on Wednesday 7 <sup>th</sup> January 2015
Working Group to meet with each Organisation to discuss submissions. Working Group to agree level of SLA to be recommended to General Management Committee	Week beginning 12 <sup>th</sup> January 2015

Report to General Management Committee with Working Group recommendations	By 22 <sup>nd</sup> January 2015 for the 3 <sup>rd</sup> February 2015 meeting
Recommendation from General Management Committee to Council for Resolving the Service Level Agreements for 2015/2016	17 <sup>th</sup> February 2015
1 <sup>st</sup> payment of Service Level Agreement	After 1 <sup>st</sup> April 2015
Service Level Review Meetings with Working Group Members and	September 2015
2 <sup>nd</sup> payment of Service Level Agreement	October 2015

#### 2014/111 HUMAN RESOURCES COMMITTEE

The minutes of the Human Resources Committee meeting held on Thursday 23<sup>rd</sup> October 2014 were received for information. The following was **RESOLVED** that;

The Town Clerk is responsible for the management, appraisals of and discipline of the Town council staff subject to a report to the Human Resources Committee. (*Policy 1114/FC/111a*)

That the Council negotiate Employment Law and Human Resources advice with a local firm of solicitors when the present contract with Ellis Whittam comes to an end. (*Policy 1114/FC/111b*)

That the Town Clerk re-evaluates the duties of the Councils Administration staff through a suitable mechanism and that the Council would honour this evaluation. (*Policy 1114/FC/111c*)

That a Head Grounds man be appointed following interview of internal candidates following re organisation of the Grounds staff as set out in the Town Clerks Staffing Structure report. (*Policy 1114/FC/111d*)

That the Interim Town Clerks contract be extended by 3 months (backdated to 26<sup>th</sup> October 2014). (*Policy 1114/FC/111e*)

#### 2014/112 RESIGNATION OF A COUNCILLOR

It was reported that a casual vacancy had arisen, that there would not be an election due to the vacancy arising within 6 months of the General Elections. It was **PROPOSED** and **SECONDED** to co-opt and a recorded vote was requested;

In Favour (3) Cllr P Proctor, Cllr K Tippins, Cllr R Tippins

Against (5) Cllr S Clinch, Cllr L Dibben, Cllr J Duthie, Cllr M Hicks, Cllr S Pritchard

Abstention (1) Cllr W Harvey

The motion fell therefore it was **RESOLVED** not to co-opt.

#### 2014/113 EXTERNAL AUDIT REPORT

The Town Clerk's report 1114/FC/13 was received and noted. Members queried the findings of the External Auditor and requested that comments be submitted to the Clerk and it be brought back for consideration following investigation into those comments.

#### 2014/114 MEMBERSHIP OF COMMITTEES

The Town Clerk's report 1114/FC/14 was received and noted. In addition to the details contained in the report, Cllr Pritchard resigned from the Recreation, Open Spaces and Environment Committee. The following appointments were **RESOLVED**:

Cllrs Pestell and Madgwick to the Planning and Highways Committee

Cllrs Duthie and Pritchard to the Human Resources Committee

## 2014/115 COUNCIL REPRESENTATIVES

The following representations were **RESOLVED** and ratified:

Abbey Museum Trust	Cllr Pestell
Barton Hill Trust	Cllr Hicks & Cllr R Tippins
Community Land Trust	Town Clerk (ex officio)
Compton Abbas Airfield	Cllr Proctor
Dorset Association of Parish and Town Councils	Cllr Duthie
Dorset Association of Parish and Town Councils	Cllrs Duthie & K Tippins
Motcombe United Charities	Cllr S Pritchard
Neighbourhood Plan	Cllrs R Tippins and K Tippins
North Dorset Citizen's Advice Bureau	Cllr Harvey
North Dorset Citizens Advice Bureau	Cllr W Harvey
North Dorset Crime Prevention	Cllr R Tippins
North of Dorset Parish Group	<i>Vacancy</i>
Open Spaces Group	Cllr Hicks
Police & Communities Together	Cllrs Harvey, Hicks, Pestell & R Tippins
Shaftesbury & District Chamber of Commerce	Cllr Clinch
Shaftesbury & District Task Force	Cllr Harvey
Shaftesbury & District Tourism Association	Cllr Pritchard
Shaftesbury & Gillingham Area Transport Forum	Cllr Pestell
Shaftesbury and District Carers (HOPE)	Cllr Harvey
Shaftesbury Carnival Committee	Cllr Clinch
Shaftesbury Charitable Trust	Mayor & Deputy (ex-officio)
Shaftesbury Community Association	Cllr Pritchard
Shaftesbury Community Association	Cllr Pritchard
Shaftesbury Community Swimming Pool	Cllr Harvey
Shaftesbury Cricket Club	Cllr Pestell
Shaftesbury Fairtrade	Cllr Madgwick
Shaftesbury Football Club	Cllr Clinch
Shaftesbury In Bloom	Cllr Hicks, Madgwick & K Tippins
Shaftesbury Municipal Almshouse	Cllr Duthie
Shaftesbury Municipal Almshouse	Cllr Duthie
Shaftesbury Snowdrops	Cllr Proctor
Shaftesbury Snowdrops	Cllr Proctor
Shaftesbury Town Silver Band	Mayor (ex-officio)
Shaftesbury Town Twinning Association	Mayor (ex-officio)
Shaftesbury Town Website	Cllrs Pestell, Tippins, Harvey & T. Clerk
Shaftesbury Trinity Centre Trust	Mayor (ex-officio)
Shaftesbury Young People's Project (Toby's)	Cllrs Pritchard & K Tippins
Shaftesbury Youth Club	Cllr Pritchard
Shaftesbury's Young People's Project (TOBYs)	Cllrs Pritchard and K Tippins
Swans Trust	<i>Vacancy</i>
Wessex Cross Border Working Group	Cllr Hicks
Wrightson Allotments	Cllr Clinch

The remainder of the business will be taken under Standing Order 17(h) at the next meeting on 9<sup>th</sup> December 2014.

The meeting was closed at 8:24pm as it had exceeded the two hours set out in Standing Orders.

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