



SHAFTESBURY TOWN COUNCIL  
**General Management Committee**

Minutes of a meeting of the General Management Committee held in the Council Chamber, High Street, Shaftesbury Dorset SP7 8LY on Tuesday 28<sup>th</sup> March 2017 commencing at 7:00pm.

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**Members Present:**

Councillor Taylor (Chair)  
Councillor Austin  
Councillor Proctor

Councillor Perkins (Vice-Chair)  
Councillor Hall

**Officers Present:**

Claire Commons, Town Clerk

**In Attendance:**

Councillors Cook, Kirton, Lewer and Loader  
Three 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:

- Castle Hill Green – Shaftesbury Open Spaces Group (SOSG) provided history on the green coming across to the Town.
- Trees – caution with the work on the trees in the carpark
- Chipper – support the recommendation to purchase the chipper and consider buying a tractor with a cab
- Robes – previously the councillor bought their own and considered that should be continued.

**G71 Apologies**

Apologies were received and accepted from Councillor Jackson due to work commitments and Councillor Brown due to a conflicting engagement.

**G72 Declarations of Interest and Dispensations**

No declarations of interest or dispensations had been received. All members were invited to declare any interests throughout the meeting if the need arose.

**G73 Minutes**

It was **RESOLVED** to approve the minutes of the meeting held on 21<sup>st</sup> February 2017 as a correct record. The minutes were duly signed.

**G74 Community Engagement**

Officer report 0317GEM04 was received and noted. The item was deferred to the next meeting of the Committee scheduled for 2<sup>nd</sup> May 2017. Discussions extended into ways of engaging with all aspects of the community.

**G75 Payments**

Officer report 0317GEM05 and supplementary list to Appendix A was received. It was **RESOLVED** to approve the payments totalling £21,965.92 from the Town Council's Current Account as detailed in **Appendix A** of these minutes.

7.40 Councillor Hall arrived.

**G76 Responsible Finance Officer Report**

Officer report 0317GEM06 was received and noted. It was **RESOLVED** to that the following amounts be carried forward to the next financial year, remaining unspent funds to be returned to General Reserves. It was **RESOLVED** to purchase a chipper using the remaining funds from the Grounds Equipment budget and a virement of £1089 from the Town Centre Enhancement budget.

	Funds Available	% of Budget	Resolved
Community Hall Cockrams	3,000	0%	Carry forward
Toilets	21,500	0%	Carry forward
Playground Equipment	4,967	87%	Carry forward
Grounds Equipment	1,411	72%	Spent
Street Furniture	10,847	36%	Carry forward
Energy System Town Hall	5,000	0%	Carry forward
Town Centre Enhancement	9,198	0%	Carry forward
Cycle Route	11,500	0%	Carry forward
Town Entrance	2,705	0%	General reserves
Swimming Pool	11,196	64%	Carry forward
Vehicles	10,000	0%	Carry forward
Heritage Lanterns	10,000	0%	Carry forward
Toilet Improvements	3,000	0%	Carry forward and merge with Toilets
Tree Planting	2,358	14%	Carry forward and rename as Strategic Tree Works
Tree Removal	915	39%	Carry forward to Strategic Tree Works
Replacement IT Equipment	155	94%	General reserves
Cemetery Improvements	2,304	77%	Carry forward
Jubilee Steps Enhancement	5,400	33%	Carry forward
Swimming Pool Running costs	12,967	0%	Carry forward
Neighbourhood Planning Group	8,685	33%	Carry forward
Town Hall Building Fund	35,000	0%	Carry forward
Gold Hill Wall	5,000	0%	General reserves
CCTV	4,000	0%	Carry forward

**G77 Enmore Green Playing Field Lease**

Officer report 0317GEM08 was received. The Committee **RESOLVED** to renew the lease for 25 years with 5 year break clauses and a £5 peppercorn rent per annum.

8pm Councillor Proctor made his apologies and left the meeting.

**G78 Planning and Tree Applications**

Officer report 0317GEM07 was received and noted. It was **RESOLVED** submit observations to North Dorset District Council as detailed at **Appendix B** of these minutes.

8.30 Councillor Hall made his apologies and left the meeting.

**G79 Civic Attire**

Officer report 0317GEM09 was received and noted. It was **RESOLVED** to purchase eight Councillor gowns and include budgetary consideration for additional replacement civic attire in the 2019/18 budget setting process.

**G80 Public Toilet Handwash Maintenance**

Officer report 0317GEM10 was received and noted. It was **RESOLVED** to continue with a Service Contract with Wallgate for the four handwasher / driers in the Bell Street Public Toilets for a further period of 1 year to take effect from 1<sup>st</sup> April 2017. It was noted that there were no alternative suppliers to offer a comparative contract. (*Financial Implication £960*)

**G81 Civic Event – 100 years at Castle Hill Green**

Officer report 0317GEM11 was received and noted. It was **RESOLVED** to hold a Civic Centenary Event at Castle Hill Green and delegated to the Town Clerk in conjunction with the Mayor, Deputy Mayor and Shaftesbury Open Spaces Group to make the appropriate arrangements.

**G82 National Memorial to the County Infantry Regiments of Devon and Dorset**

A letter from the Devonshire and Dorset Regiment was received in lieu of officer report 0317GEM12. It was **RESOLVED** to send a donation of £500 in recognition of the Town's support of the Infantry Regiments of Devon and Dorset. (*Financial Implication £500*)

**G83 Westminster Memorial Hospital Sub-Committee**

Officer report 0317GEM13 was received and noted. It was **RESOLVED** to keep the working group's status as a working group and assess officer time allocated to this activity.

**G84 Officer Report and Future Meetings of the Committee**

Officer report 0317GEM14 was received and noted.

There being no further business, the meeting was closed at 9.00pm

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Signed

Date

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Shaftesbury Town Council

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At : 13:18

NatWest Current A/c

List of Payments made between 08/03/2017 and 28/03/2017

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
08/03/2017	Nat West Credit Card	D/D	48.00		To clear credit card balance
08/03/2017	British Gas	012949	53.64		Electric Feb Unit 9C
09/03/2017	Direct365	OTR	125.64	R63	Hair Dryer
09/03/2017	Pool Market	otr	2,499.00		Commercial Pool Cleaner
09/03/2017	Plumbware .co.uk	OTR.	496.80		2 x Showers and taps
10/03/2017	Excel Hygiene	otr.	1,245.60	R63	Hand Drier
13/03/2017	Barnard and Westwood	Otr	383.53	FC13	Condolence folder and sheet
13/03/2017	Proaudio Centre Ltd	O.T.R	657.00	R63	Cable and mix amp
14/03/2017	Fuel Genie	dd	160.00		Fuel for vans February
14/03/2017	Toogoods Prperty Co Ltd	012941	2,175.00		469/3474/Toogoods Prperty Co L
15/03/2017	DCC Pension Fund	ONLINE	3,160.89		DCC Pension Fund- Feb Salaries
16/03/2017	HMRC Tax/Ni Feb	OTR	2,622.53		HMRC Tax/Ni Feb
16/03/2017	Sage Uk Ltd	dd	67.20		Sage Payroll monthly subscript
21/03/2017	Telefonica Uk Ltd	dd	68.40		Mobiles-Grounds
28/03/2017	Wessex Grounds Services	012942	940.80		Pond clearance Enmore Green
28/03/2017	Clarity Copiers Ltd	012943	159.98		Printing Febrauary
28/03/2017	Aqua cleaning Services	012944	128.16		Replace damaged dispensers
28/03/2017	Angel Springs Ltd	012945	30.43		Water Cooler sanitisation
28/03/2017	NDDC	012946	20.00		Mayor's Charity Lottery Licens
28/03/2017	The IT Department Solutions Lt	012948	132.48		Microsoft 365 subs
28/03/2017	Rutters Solicitors	012950	203.00		Land Registry Swimming Pool
28/03/2017	Sydenhams	012951	9.00		Return of pallet
28/03/2017	Travis Perkins	012952	39.24		Bolts
28/03/2017	Wessex Fire & Security Limited	012953	73.20		Call out to investigate fault
28/03/2017	Mole Countrystores	012954	28.61		Wire, connector repair to fenc
28/03/2017	British Gas	012955	74.59		Elec 10/02 to 13/03
28/03/2017	Shaw & Sons Ltd	012956	144.00		Declaration of Acceptance Book
28/03/2017	Society of Local Council Clerk	012957	2,170.00	HR38	Community Governance -TC
28/03/2017	Shaftesbury & District Chamber	012958	150.00	FC124	Bags- SaveOurBeds FC124
28/03/2017	Ben Johnson	012947	190.00		New Hedgecutter
29/03/2017	Eon	dd 0903	248.74		Electricity Jan-Feb
29/03/2017	Claire Commons	012959	81.00		Travel 2/2 to 16/3 TC
29/03/2017	British Gas	012960	6.99		Standing Charge Barton Hill
29/03/2017	British Gas	012961	179.96		Electric 18/02 to 17/03
29/03/2017	Barbara Carter	012962	37.80		Travel Wifi and LCAS event
29/03/2017	Tracy Moxham	012963	29.90		Pension Training travel
29/03/2017	Newlands Training Ltd	012964	576.00		Ride on Mower - Grounds
29/03/2017	Busy Bees	012965	327.50		Cleaning March
29/03/2017	Wessex Water	012966	82.00		Water Rates 1/04/17 -31/03/18
29/03/2017	Tincknell Fuels	012967	444.97		Empy Barrell (for red diesel)
29/03/2017	Partnership Fire and Security	012968	684.00		Intercom and access system
29/03/2017	Plusnet Ltd	dd	28.20		Telephone/broadband
29/03/2017	Hitachi Capital	DD	849.20		Mower Payment
29/03/2017	Petty Cash	012969	132.94		Petty Cash 220-233

Revised Total Payments £21,965.92

## Appendix B

Planning Applications:[2/2017/0272/HOUSE – 19 Layton Lane, Shaftesbury SP7 8EY](#)

Erect single storey orangery and erect single storey extension on potting shed (demolish existing conservatory).

Applicant: Mr & Mrs Langley

Agent: Town & Country Planning Services

Observations: The Committee had **NO OBJECTION** to this application provided there was no concern regarding light.

[2/2017/0273/LBC – 19 Layton Lane, Shaftesbury SP7 8EY](#)

Demolish existing conservatory and erect single storey orangery and single storey extension to potting shed. Install external flue and carry out internal and external alterations in association to this.

Applicant: Mr & Mrs Langley

Agent: Town & Country Planning Services

Observations: The Committee had **NO OBJECTION** to this application.

[2/2017/0350/VARIA – 12-14 Coppice Street, Shaftesbury SP7 8PD](#)

Variation of Condition No. 2 of Planning Permission No.

2/2016/0726/VARIA for revised parking and sub-station layout and updated levels details.

Applicant: Churchill Retirement Living

Observations: The Committee had **NO OBJECTION** to this application.

Tree Applications:[2/2017/0433/CATREE – 1 Victoria Mews, Shaftesbury SP7 8EW](#)

T1 - Silver Birch - Remove and replant

Observations: The Committee supported the advice from the Shaftesbury Tree Group and recommend that if possible the existing tree should be saved.

[2/2017/0438/CATREE – Cottage Green, St James Street, Shaftesbury SP7 8HL](#)

T1,T2,T3 - Fir Trees - Fell - Tree Management. (In the recent high winds, one of the stems failed, narrowly missing the neighbour's car).

Observations: The Committee had **NO OBJECTIONS** to this application

[2/2017/0454/CATREE – Meadow Sweet, Breach Lane, Shaftesbury SP7 8LF](#)

T1 - Goat willow - Reduce the height by 2-3m in all directions.

T2 - Tibetan Cherry - Fell. This tree is in very poor health as it has been suppressed by companion trees.

T3 - Hawthorn - Fell.

Replace felled trees with new laurel plants to extend the existing mature hedgerow.

Observations: The Committee supported the comments submitted by the Shaftesbury Tree Group and **OBJECTED** to the application.

[2/2017/0462/CATREE – Bell Street Car Park alongside Coach Drop Off Zone, Bell Street, Shaftesbury SP7 8AR](#)

T1 - Oak - Crown lift by 5.2m, to reduce the end weight of side laterals branches which will effectively result in a lift over the road. Works proposed due to branches coming into contact with Double Decker buses parking in the adjacent drop off zone.

Observations: The Committee supported the comments of the Shaftesbury Tree Group and supported the works as necessary but requested that the tree be balanced for its health.

[2/2017/0471/CATREE – Hillside, Hawkesdene Lane, Shaftesbury SP7 8EX](#)

L1 – Line of 11x Beech Trees – Remove overhanging branches back to suitable growth points – no more than 50% off length of branches.

Observations: The Committee supported the comments of the Shaftesbury Tree Group

[2/2017/0496/CATREE – 1 Well Lane, Shaftesbury SP7 8LP](#)

T1 - Monterey cypress - Fell

T2 - Hazel - Fell

T3 - Monterey cypress - Fell

T4 - Box - Reduce in height by 1-1.5m to maintain as shrub in future years.

Observations: The Committee supported the comments of the Shaftesbury Tree Group and had **NO OBJECTIONS** to the application.

[2/2017/0498/CATREE - Land To Rear Of The Knoll And Box House, Bleke Street, Shaftesbury SP7 8AH](#)

G1 - Sycamore trees - (in four separate areas on sketch plan) – Reduce height by 3-4m to re-shape canopies. Remove deadwood (exempt from council approval). Reduce canopies which overhang highway below 5.2m. Replace lost areas with Hornbeam or similar native species.

Reasons - To prevent trees becoming too big as they are rooted into steep bank and leaning over the highway (B3081).

To make safe the trees.

To improve health as some trees have split or showing signs of canker.

Reduce risk of bank collapse and subsidence or land slide onto highway.

Reduce canopies which overhang highway below 5.2m.

To improve aesthetics of the piece of land with regular maintenance.

Observations: The Committee supported the comments of the Shaftesbury Tree Group.