



SHAFTESBURY TOWN COUNCIL

## Full Council

Minutes of the Full Council held in the Council Chamber, Town Hall, High Street, Shaftesbury Dorset SP7 8LY on Tuesday, 01 October 2019 commencing at 7:30pm.

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### Members Present

Councillor Cook (Chair)  
Councillor Chase  
Councillor Hollingshead  
Councillor Proctor  
Councillor Welch

Councillor Brown (Vice-Chair)  
Councillor Hall (for part of meeting)  
Councillor Prichard  
Councillor Yeo

### Absent:

Councillors Lewer, Loader and Pritchard

### Officers Present:

Brie Logan, Business Manager  
Zoe Moxham, Office Administrator

### In Attendance:

7 members of the public

1 member of the press

Meeting Commenced: 7.30 pm

## 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.

7.37 pm Councillor Brown arrived at this point.

- Concerns were expressed regarding the eastern part of Shaftesbury being cut off from the rest of Shaftesbury. *Councillor Cook agreed to speak with Dorset Highways regarding the plan for the Mampitts Bus Gate and will add this as an Agenda item on the Planning and Highways meeting to be held on the 8<sup>th</sup> of October.*

ACTION: TOWN CLERK

7.46 pm Councillor Hall arrived at this point.

- Concern was expressed regarding planning applications submitted and the weight that Shaftesbury Town Council has as a consultee. A request was made for Shaftesbury Town Council to contact Dorset Council to apply pressure regarding the Objections and subsequent appeal made for the Enmore Court planning application Ref. No: 2/2018/0696/OUT. *Councillor Cook agreed to contact Dorset Council planners and request insight into the Officer report and make further challenge in advance of final decision being made.*

ACTION: COUNCILLOR COOK

- A complaint was made that Councillors were making hot drinks during the beginning of the meeting.
- It was asked whether apologies had been received from Councillor Prichard. *It was noted that this will be covered during Item 1, Apologies.*
- It was asked whether a response from PKF Auditors had been received. *An affirmative answer was given, and it will be received during Item 4, Reports.*
- A request was made that the Neighbourhood Plan include a policy regarding Climate Change. *The Business manager responded that the plan is in draft format. The consultation feedback will be incorporated into the plan where appropriate to do so.*

#### **F50 Apologies**

Apologies were received and accepted from Councillor Lewer and Loader due to personal commitments. It was noted Councillor Hall and Brown would be late arriving due to other commitments.

#### **F51 Declarations of Interest and Dispensations**

All members were invited to declare any interests throughout the meeting if the need arose. Councillor Cook declared an interest in Item 8, Service Level Agreement BVTDC as a Dorset Councillor representative for tourism and Item 9, S106 Funds Allocation as a trustee for Shaftesbury Almshouses. It was decided that his interests would not affect his ability to remain in the meeting for Item 9 as it was a receive and note report.

#### **F52 Minutes**

- F52a It was **RESOLVED** to approve the minutes from the Full Council meeting held on July 23<sup>rd</sup>, 2019 and the minutes were duly signed.

#### **F53 Reports**

- F53a Officer Report 1019FC4 was received and noted.

- F53b A verbal update on the PKF Littlejohn external audit was provided by the Business Manager. [The 2017/18 challenge is still open and preventing the auditors from certifying the 2017/18 and 2018/19 work as complete. It is expected the officer at PKF will complete the 2017/18 challenge as soon as possible. A further update will be presented to council upon receipt.

- F53c Councillor Cook reported that he had attended Shaftesbury Carnival and was proud of the support and turn out.
- F53d Councillor Cook reported that in his role as Dorset Councillor he had attended a meeting with Dorset Highways to discuss the adoption of the roads on the eastern development in Shaftesbury.
- F53e Councillor Welch reported that he had been in contact with Simon Hoare MP regarding the adoption of the roads on the eastern development in Shaftesbury and that a letter had been written to the developers applying pressure to complete the work needed on the roads before adoption by Dorset Highways.
- F53f Councillor Proctor reported that he had attended an Abbey Trust meeting and the organisation has had a successful year and has plans to expand and improve.

#### **F54 Actions from last Full Council Meeting**

Officer report 1019FC5 was received and the following was reported;

- F54a F40 – Member Motion – Climate Emergency, Councillor Chase reported that much research had been carried out on this motion by himself and the Town Clerk. He commented that currently it would be worse for the environment to replace the current grounds vehicles with electric vehicles because the manufacturing of these vehicles creates a huge carbon footprint. He reported that work will be carried out to ensure Shaftesbury Town Council is as environmentally friendly as possible and a report will follow in the summer of 2020.
- F54b F47 – DAPTC AGM Proposals, Councillor Brown reported that this proposal was amended at the Planning and Highways meeting held on the 13<sup>th</sup> of August and was delegated to the Town Clerk to submit to DAPTC.

ACTION: TOWN CLERK AND CLLR CHASE

#### **F55 VE Day Celebrations**

- F55a Officer report 1019FC6 was received and it was **RESOLVED** that £6000 is allocated from reserves to support the VE and VJ day celebration events. The project group needs to secure sponsorship and generate income from other sources to support the event and review the cost plan to reduce expenditure. The project group wants to ensure that the town and its citizens can celebrate these important national events in a fitting manner on their 75<sup>th</sup> anniversary.

ACTION: COUNCILLOR YEO

#### **F56 Market**

- F56a Officer report 1019FC7 was received and it was **RESOLVED** that the Council commits to a £1000 investment in partnership with the Chamber of Commerce to conduct a feasibility study on the Shaftesbury's overall market offer.

ACTION: BUSINESS MANAGER

9.02 pm – Councillor Cook left the room at this point and Councillor Brown chaired the Item.

**F57 Service Level Agreement – BVTDC**

- Officer report 1019FC8 was received and it was **RESOLVED**;  
F57a that Shaftesbury Town Council supports the Service Level agreement request for funding for BVTDC for the 2019/20 financial year.  
F57b that Shaftesbury Town Council approves the approach to manage the Service Level Agreement for tourism marketing for future years via a tender process.

ACTION: BUSINESS MANAGER

9.02 pm – Councillor Cook returned to the room at this point and resumed as chair.

**F58 S106 Funds Allocation**

- F58a Officer report 1019FC9 was received and noted.  
F58b It was **AGREED** to write to the Housing Enabling Team Leader at Dorset Council to request an explanation as to why Shaftesbury Town Council was not consulted before it was agreed by North Dorset District Council to allocate £200,000 of S106 funds to the Shaftesbury Almshouses.

ACTION: BUSINESS MANAGER

9.26 pm – Councillor Proctor left the meeting at this point.

**F59 Football Club Sub-Lease**

- F59a Officer report 1019FC10 was received and noted.

**F60 Project Belle**

- F60a Officer report 1019FC10 was received and it was **RESOLVED** that the Council provides a report to the managing agents to maintain the status of the bid until October 31<sup>st</sup>, 2019. Post this date the bid will be withdrawn. It was **AGREED** to write a letter to the Officer at Dorset Council regarding the grant of £70,000 allocated by North Dorset Council to Project Belle and confirming the application deadline for the funds to be released. Should the Project Belle bid be withdrawn then the letter will reflect the secondary project: tourism navigational signage and the allocation of £50,000 of funds.

ACTION: BUSINESS MANAGER

**F61 Payments**

- F61a Officer report 1019FC11 was received and it was **RESOLVED** that the Council approves the payments totalling £33,847.31 from the Town Council's current account and note the bank balances as appended in these minutes. Appendix A.

ACTION: FINANCE AND SERVICES OFFICER

F61b Thanks was expressed to the office team for their work in the Town Clerks absence.

There being no further business the meeting was closed at 9.54 pm

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Signed

Date

## Appendix A

Date: 01/10/2019

Time: 14:59

Shaftesbury Town Council

NatWest Current A/c

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List of Payments made between 20/09/2019 and 02/10/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/09/2019	Peninsula	Std Ord	210.50		Health & Safety Advisers
24/09/2019	Essential Pool Supplies	ol322	260.00		Purchase Ledger Payment
24/09/2019	Essential Pool Supplies	canc dupli	-260.00		Purchase Ledger Payment
25/09/2019	NDDC	Std Ord	323.00		Rates Swimming Pool
30/09/2019	September Salaries	ONLINE	19,696.39		September Salaries
02/10/2019	Aqua cleaning Services	ol317	129.60		Toilet roll, blue rolls
02/10/2019	British Gas	ol319	96.43		Electric Bell Street Toilets
02/10/2019	EG. Coles	ol320	151.38		Light unit, wiper
02/10/2019	Clare Davis	ol321	90.00		Aqua Fit Classes
02/10/2019	Essential Pool Supplies	ol323	260.00		Chemicals less £200 for Locker
02/10/2019	Thorngrove Garden Centre	ol324	771.34		Plants
02/10/2019	C E Plumbing & Heating	ol325	197.75		Supply & fit new taps
02/10/2019	Octopus Personnel	ol326	1,100.48		Temp Grounds & Office Staff
02/10/2019	Workplace Products	ol327	6,500.00		Credit against lockers
02/10/2019	Sydenhams	ol328	18.00		Fixings
02/10/2019	Ryan Baker	ol329	74.50		Final Facebook advert
02/10/2019	Tincknell Fuels	ol330	408.98		Purchase Ledger Payment
02/10/2019	J & T Window Cleaning	ol331	50.00		Cleaning Town Hall Windows
02/10/2019	Octopus Personnel	ol332	1,471.66		Temporary Office Staff
02/10/2019	EG. Coles	ol333	25.70		Filter
02/10/2019	Toogoods Property Co Ltd	ol334	2,271.60		Lease Unit 9c 29/9 to 28/12
Total Payments			33,847.31		