



Shaftesbury Town Council

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To: Members of Shaftesbury Town Council's Full Council (FC), Councillors Austin, Brown (Chair), Cook, Hall, Jackson, Kirton, Lewer, Loader, Perkins, Proctor, Taylor (Vice-Chair), Todd..

You are summoned to an extraordinary meeting of the Full Council for the transaction of the business shown on the agenda below. To be held at 6.00pm on

Tuesday 26 February 2019 in the Council Chamber, Shaftesbury Town Hall

All other recipients for information only

Claire Commons, Town Clerk

Members are reminded of their duty under the Code of Conduct

Public Participation

The Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.

Members of the public and Councillors are entitled to make audio or visual recordings of the meeting provided it does not cause disruption or impede the transaction of business. Out of courtesy to those present, the Council requests that intention to record proceedings is brought to the Chairman's attention prior to the start of the meeting.

Agenda

- 1 APOLOGIES 3**
To receive and consider for acceptance, apologies for absence (1 min)
- 2 DECLARATIONS OF INTEREST 3**
Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2012. The Clerk will report any dispensation requests received. (1 min)
- 3 MINUTES 3**
To confirm as a correct record, the minutes of the previous meeting of the Full Council. (1 min)
- 4 STANDING ORDERS 7**
To consider an amendment to the Council's Standing Orders to enhance the council's ability to provide substitute members at committee meeting (5 mins)
- 5 SHAFTESBURY COMMUNITY ECOLOGY COMPETITION [WORKING TITLE] 8**
To consider running a competition to create and execute an ecology project (30 mins)
- 6 PARKING ON PARK WALK 9**
To consider a request for up to 6 works vehicles to be parked on Park Walk during March and April 2019 (5 mins)

Bibliography

Local Government Act, 1972 s.102. [Online].

Local Government Act, 1972 sch 12 para 10. [Online].

Shaftesbury Town Council, 2012. *Code of Conduct*. [Online]

Available at: https://www.shaftesbury-tc.gov.uk/images/STC_Code_of_Conduct_2012.pdf

Tharmarajah, M., 2013. *Local Council's Explained*. 1st ed. London: NALC.

(End)

1 Apologies

To receive and consider for acceptance, apologies for absence (1 min)

1.1 Background

1.1.1 The Council (including committees) should approve (or not) the reason for apologies given by absent councillors. If a council member has not attended a meeting of the council (or its committees) or has not tendered apologies which have been accepted by the council (or committee), for six consecutive months, they are disqualified.

1.2 Apologies received to date

- 1.2.1 Councillor Loader, personal commitments
- 1.2.2 Councillor Proctor, personal commitments
- 1.2.3 Councillor Hall, work commitments

2 Declarations of Interest

Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2012. The Clerk will report any dispensation requests received. (1 min)

2.1 Background

2.1.1 Where a matter arises at a meeting which relates to a councillor's interest, the councillor has the responsibility of declaring that interest in accordance with the adopted code of conduct. (Shaftesbury Town Council, 2012)

2.2 Declarations of Interest or dispensations received to date

3 Minutes

To confirm as a correct record, the minutes of the previous meeting of the Full Council. (1 min)

3.1 Background

- 3.1.1 When the meeting is approving the draft minutes of a previous meeting as an accurate record, the only issue for the meeting is whether the minutes accurately record the proceedings of the meeting and the resolutions made at them. It is irrelevant if the chairman or other councillors were not present at the meeting to which the draft minutes relate.
- 3.1.2 If it is necessary for the draft minutes of the previous meeting to be corrected because of an inaccuracy in them, then the amendments to the draft minutes must be approved by resolution. (Tharmarajah, 2013, p. 154)

3.2 Minutes to be adopted

- 3.2.1 5th February 2019

SHAFTESBURY TOWN COUNCIL

Extraordinary Full Council

Minutes of the Extraordinary Full Council held in the Council Chamber, Town Hall, High Street, Shaftesbury Dorset SP7 8LY on Tuesday, 05 February 2019 commencing at 7.01 pm.

Members Present

Councillor Brown (Chair)
Councillor Taylor (Vice Chair)
Councillor Austin

Councillor Cook
Councillor Loader
Councillor Proctor

Absent:

Councillors Lewer, Kirton, Todd, Hall, Jackson and Perkins

Officers Present:

Claire Commons, Town Clerk
Brie Logan, Business Manager
Zoe Moxham, Office Administrator

In Attendance:

8 members of the public (6 representatives from the Shaftesbury Neighbourhood Plan Advisory Committee Group)

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;

- **Planet Shaftesbury** – A report was given regarding a new local group calling itself Planet Shaftesbury, meetings are being held on the third Thursday of every month at the Town Hall to discuss climate issues. All Councillors and residents in Shaftesbury were invited to attend and support the new group.
- **Schools** – An update was requested on whether a new school was going to be provided in Shaftesbury. *Councillor Brown advised that it is Dorset County Council who is responsible for the Schools in Shaftesbury and that they would be able to provide an update.*
- **Hospital** – An update was requested regarding the future of the Westminster Memorial Hospital. *Councillor Austin reported that it is likely to remain as it is for the next 5-10 years and that much work is being carried out across the County to look at the future of the healthcare structure.*

F123 Apologies

Apologies were received and accepted from Councillors Kirton and Perkins due to work commitments and Councillors Todd and Lower due to personal reasons. Councillor Jackson for running late due to work commitments. Councillor Hall was absent.

F124 Declarations of Interest and Dispensations

All members were invited to declare any interests throughout the meeting if the need arose. None were declared.

F125 Minutes

F125a It was **RESOLVED** to approve the minutes of the meeting held on Tuesday, 08 January 2019 and the minutes were duly signed.

F125b It was **RESOLVED** to approve the minutes of the meeting held on Tuesday, 22 January 2019 and the minutes were duly signed.

F126 Neighbourhood Plan – Policy Intentions

7.22 pm – Councillor Jackson arrived at this point.

F126a Officer report 0219FC4 was received and it was **RESOLVED** to adopt the Shaftesbury Neighbourhood Plan Advisory Committee Policy intentions for the following themes;

- Town Centre
- Community and Leisure
- Green Infrastructure
- Design and Heritage
- Housing and Employment

F126b It was **RESOLVED** to delegate authority to sign off the questions for the Issues and Options Phase 1 Consultation the Town Clerk and Business Manager.

F126c It was **RESOLVED** to adopt the consultation plan.

Thanks, were extended to the Shaftesbury Neighbourhood Plan Advisory Committee members for all their work on the project so far.

F127 Community Radio

Officer report 0219FC5 was received and it was **RESOLVED** to write a letter of support for a new local radio, run by This Is Alfred, Shaftesbury.

F128 Confidential Business

Administration for a meeting of the Full Council

Officer report 0219FC6 was received and it was **RESOLVED** that, in accordance with Section 2 of the Public Bodies (Admissions to Meetings) Act 1960, the public be excluded during the discussion to discuss Item 7, Correspondence, in confidential session due to commercially sensitive 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.

F129 Correspondence

Officer report 0219FC7 was received and it was **RESOLVED** that a letter is issued drawing the matter to a close, to be signed by the Mayor and Chairman of the General Management Committee.

Action: Town Clerk

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

Signed

Date

4 Standing Orders

To consider an amendment to the Council's Standing Orders to enhance the council's ability to provide substitute members at committee meeting (5 mins)

4.1 Recommendation

4.1.1 That the Standing Order 4dv is amended to read "*appoints all councillors as substitute members to a committee, their role to be to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 48 hours before the meeting that they are unable to attend*"

4.2 Summary

- 4.2.1 Resulting from a meeting of the ROSE Committee being cancelled due to being inquorate, an emergency meeting was held between the Mayor, Deputy Mayor and Chair of the HR Committee to discuss measures to be put in place to guard against a repeat situation.
- 4.2.2 An enhancement of the current standing orders allows for substitute members to be brought into a committee meeting to replace a missing ordinary member of the committee.
- 4.2.3 Councillors are reminded of their duty to attend meetings when summoned to do so; the notice to attend a council meeting is, in law, a summons, because they have a duty to attend.
- 4.2.4 Councillors are reminded to make the Proper Officer aware of any periods of absence and to submit their apologies for meetings to which they are summoned as soon as they are aware of the conflict of engagements.
- 4.2.5 Where 48 hours notice (or more) is given to the Proper Officer, she will approach the substitute members to attend in place of the absent member(s).

4.3 Financial Implication

4.3.1 There are no financial implications arising from this report

4.4 Legal Implication

- 4.4.1 For the purposes of discharging its functions a local authority may appoint a committee (Local Government Act, 1972 s.102)
- 4.4.2 Notice and summons of a meeting must be given at least three clear days (not including the day of issue and day of meeting) (Local Government Act, 1972 sch 12 para 10)

4.5 Risk

4.5.1 There is a risk of the interruption of the business of the Council and a reputational risk if a meeting is cancelled due to a lack of quorum.

5 Shaftesbury Community Ecology Competition [Working Title]

To consider running a competition to create and execute an ecology project (30 mins)

- 5.1.1 That a working group is formed to manage the detail of the competition.
- 5.1.2 That the clerk is delegated to manage the implementation of the competition within a defined budget and in consultation with the chairman of the ROSE Committee, Cllr Perkins as the proposer of the competition and the working group.
- 5.1.3 That a recommendation is put to the Council for virement of funds or to draw funds from reserves for this project.

5.2 Summary

- 5.2.1 This proposal is put by Councillor Perkins. The competition is proposed to involve (or benefit) the whole community to create a plan that will execute an ecology project – creating a new area or restoring an existing.
- 5.2.2 The Council would look to have 3 awards which will attract a grant to allow the winning teams to create a fully costed and timed working plan which within certain parameters the council will financially support.
- 5.2.3 The winning projects will have an execution time line of 12 months with a sustainable outcome of more than 10 years.

5.3 Key Conditions (proposed)

- Within Shaftesbury
- For newly formed groups within 3 categories
- Marketing to commence 1st March
- Applications in by 13th May that meet the given criteria
- Award ceremony on 5th June
- Update reports quarterly

5.4 Financial Implication

- 5.4.1 Financial implication to be determined by the Committee for the project grant and for the preceding publicity.

5.5 Legal Implication

- 5.5.1 The Council must be careful not to carry out publicity during purdah (15th March to 2nd May) which may be seen to benefit individual councillors standing in the election.

5.6 Risk

- 5.6.1 There is a risk that the new council in May chooses not to progress with the competition. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least six councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

***STRATEGIC PLAN AREA: ASSET MANAGEMENT, ANDY PERKINS AND RESIDENTS LIFESTYLE
OUTDOOR, LUKE KIRTON***

(End)

Report Author: Claire Commons, Town Clerk

6 Parking on Park Walk

To consider a request for up to 6 works vehicles to be parked on Park Walk during March and April 2019 (5 mins)

6.1 Recommendation

- 6.1.1 That 6 passes are provided for 27th February to 6th March for works vehicles for the Westminster Memorial Hospital to park on Park Walk according to the placement indicated on the plan provided. That these passes are managed on a daily basis by the hospital team to ensure compliance with the requirements set out.
- 6.1.2 That 4 passes are provided for 7th -31st March for works vehicles for the Westminster Memorial Hospital to park on Park Walk according to the placement indicated on the plan provided. That these passes are managed on a daily basis by the hospital team to ensure compliance with the requirements set out.

6.2 Summary

- 6.2.1 An approach has been made to the town council to help assist the Westminster Memorial Hospital with parking for contractor vehicles whilst work is being carried out on the building so as not to impact on the limited patient parking available.
- 6.2.2 The Town Council has recently received complaints about the level of public parking on Park Walk and the ROSE Committee has asked the Clerk to prepare a proposal solution(s) for consideration. Given the heightened awareness of the sensitivity of the site, it is asked that the Council makes a determination in this instance and gives future consideration to the framework or policy for officers to make delegated decisions regarding parking on Park Walk.
- 6.2.3 See hatched area on attached plan for indicated parking location

6.3 Financial Implication

- 6.3.1 There are no financial implications arising from this report

6.4 Legal Implication

- 6.4.1 There are no legal implications arising from this report

6.5 Risk

- 6.5.1 There is a risk of damage to Park Walk arising from high levels of vehicle movement
- 6.5.2 There is a risk to the pedestrians being unaware of vehicle movements on Park Walk

STRATEGIC PLAN AREA: RESIDENTS LIFESTYLE - OUTDOOR, LUKE KIRTON

(End)

Report Author:
Claire Commons, Town Clerk

Report 0219FC6 to a meeting of the Full Council
Tuesday 26 February 2019 in the Council Chamber, Shaftesbury Town Hall

