



SHAFTESBURY TOWN COUNCIL

Full Council Meeting

Minutes of the Full Council Meeting held online via Zoom on Tuesday, 12 January 2021 commencing at 7 pm.

Councillor Hollingshead
Councillor Tippins
Councillor Brown
Councillor Cook
Councillor Proctor
Councillor Loader

Councillor Yeo
Councillor Chase
Councillor Lewer
Councillor Hall (arrived at 7.02pm)
Councillor Welch

Officers Present:

Claire Commons, Town Clerk
Zoe Moxham, Office Administrator
2 members of the press
4 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, no matters were raised.

The meeting commenced at 7 pm.

F37 Apologies

F37a There were no apologies.

F37b Councillor Yeo requested that all individual members votes be minuted¹.

7.02 pm Councillor Hall arrived at this point

F38 Declarations and Dispensations

All members were invited to declare any interests throughout the meeting if the need arose.

Councillor Proctor declared an interest in Item 8, Grant Requests as a director of Shaftesbury Abbey and declared that he would withdraw from voting for this item.

F39 Suspend Standing Orders

- F39a It was **PROPOSED** and **RESOLVED** to suspend standing ordersⁱⁱ to allow members of the public to speak who had just arrived.

Proposed by Cllr Hollingshead		
Seconded by Cllr Yeo		
In Favour	11	Cllrs Brown, Cook, Chase, Hollingshead, Hall, Lewer, Loader, Proctor, Tippins, Welch, Yeo.
Against	0	
Abstentions	0	
MOTION CARRIED		

F39b **Public Participation**

- F39c 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 and the following matters were raised:

Spine Road (Item 12) – Concern was expressed that the Spine road as planned for the eastern development had not been completed.

Concern was expressed that the Mampitts bus gate may be installed before the completion of the Spine road and therefore restrict resident's access to one point only.

S106 Funds - Concern was expressed that the developer contributions for the Maltings would be used elsewhere in Shaftesbury.

Public participation ended at 7.14 pm. Standing Orders reinstated.

F40 **Minutes**

- F40a Minutes from the Full Council meeting held on 3rd November 2020 were received and it was **RESOLVED** that the minutes be approved for signing as a true record of the decisions taken.

Proposed by Cllr Lewer		
Seconded by Cllr Cook		
In Favour	9	Cllrs Brown, Cook, Chase, Hollingshead, Hall, Lewer, Loader, Proctor, Welch
Against	2	Cllrs Tippins, Yeo
Abstentions	0	
MOTION CARRIED		

- F40b Minutes from the Extra Full Council held on 8th December 2020 were received and it was **RESOLVED** that the minutes be approved for signing as a true record of the decisions taken with one amendment at F35c, pg. 49 to correct the voting to reflect that Cllr Lewer also voted against.

Proposed by Cllr Brown		
Seconded by Cllr Lewer		
In Favour	10	Cllrs Brown, Cook, Chase, Hollingshead, Hall, Lewer, Proctor, Tippins, Welch and Yeo.
Against	0	
Abstentions	1	Loader
MOTION CARRIED		

ACTION: OFFICE ADMINISTRATOR

F41 Reports for Information

F41a Officer report 0121FC04 was received and the following reports were made by Dorset Councillors.

F41b Dorset Councillor Cook reported;

- Dorset Council's plan to purchase St Mary's School. Councillor Cook will be on the steering group at Dorset Council for this project and invited any members or public to contact him with any questions on the project via his Dorset Council email address.
- Dorset Highways had informed him that the Mampitts Bus Gate project was moving ahead and are required to follow the standard consultation process before installation.

F41c Dorset Councillor Beer reported;

- Dorset Council will be distributing postcards to all households with key information regarding Covid-19 as well as all relevant information on the Dorset Council website.
- Dorset Council will be contacting businesses direct regarding grants payments if they have already applied previously.
- NHS Dorset Clinical Commissioning Group (CCG) is taking the lead in the Covid-19 Vaccination program for Dorset and any wanting to volunteer for this program should contact the CCG.
- Dorset Highways have agreed to refresh and strengthen the signage along the B3081 under the fly over as a result of accidents occurring.
- Planning applications in the Homefield and Wincombe Park areas have been received and members should be aware of access and footpath related changes for these applications.
- Has requested Dorset Highways investigate the increase of traffic and vehicle speed along Sweetmans Road.
- Local community Highways Officer Enrico is moving on from Shaftesbury, expressed thanks and wished him the best.
- Requested Highways to consider installing signage for the shared pedestrian surface near the Post Office whilst works on the high street are being undertaken.
- Has requested to be a member of the Steering Group for the St Marys School project.
- School applications for this year will be closing on Friday 15th.

- F41d It was **PROPOSED** and **RESOLVED** to receive the reports, no points of note were identified for future meetings of the Council.

Proposed by Cllr Chase		
Seconded by Cllr Lewer		
In Favour	11	Cllrs Brown, Cook, Chase, Hollingshead, Hall, Lewer, Loader, Proctor, Tippins, Welch and Yeo.
Against	0	
Abstentions	0	
MOTION CARRIED		

F42 Committee Reports

- F42a Officer report 0121FC05 was received. It was **PROPOSED** and **RESOLVED** to adopt the recommendations from Committees contained within this report including the adoption of the amended Human Resources Terms of Reference and the following policies:

- Snow and Ice Policy
- Community Highways Request Policy
- Protocol on pre-application meetings with developers
- Public Protocol-Planning and Licence Applications
- Bullying and Harassment Policy
- Environmental Biodiversity Policy
- Community Engagement Strategy
- Petitions Policy

Proposed by Cllr Chase		
Seconded by Cllr Cook		
In Favour	9	Cllrs Brown, Cook, Chase, Hollingshead, Hall, Lewer, Loader, Proctor, Welch
Against	2	Cllrs Tippins, Yeo
Abstentions	0	
MOTION CARRIED		

ACTION: OFFICE ADMINISTRATOR

F43 Southern Electric Wayleave

- F43a Officer report 0121FC06 was received in the form of a verbal report from the Clerk and documents issued in the councillor digest of 8th January 2021. It was **PROPOSED** and **RESOLVED** to sign the wayleave agreement for the installation of underground cables at the cricket club. The Town Clerk be authorised to take all such steps as she considers necessary to comply with the resolution.

Proposed by Cllr Chase		
Seconded by Cllr Yeo		
In Favour	11	Cllrs Brown, Cook, Chase, Hollingshead, Hall, Lewer, Loader, Proctor, Tippins, Welch and Yeo.
Against	0	
Abstentions	0	
MOTION CARRIED		

ACTION: TOWN CLERK

F44 Payments

- F44a Officer report 0121FC07 was received. It was **PROPOSED** and **RESOLVED** to approve the payments from the Town Council's current account totalling £16,377.28 and minute the resulting bank balance as £195,898.44.

Proposed by Cllr Lewer		
Seconded by Cllr Welch		
In Favour	11	Cllrs Brown, Cook, Chase, Hollingshead, Hall, Lewer, Loader, Proctor, Tippins, Welch and Yeo.
Against	0	
Abstentions	0	
MOTION CARRIED		

ACTION: FINANCE AND SERVICES OFFICER

F45 Grant Requests

- F45a Officer report 0121FC088 was received. It was **PROPOSED** and **RESOLVED** to grant 50% of the required funds to all applicants as detailed below:

- Youth Club - £1500
- Home Start - £750
- Abbey Museum - £2,500

Proposed by Cllr Chase		
Seconded by Cllr Tippins		
In Favour	10	Cllrs Brown, Cook, Chase, Hollingshead, Hall, Lewer, Loader, Tippins, Welch and Yeo.
Against	0	
Abstentions	1	Cllr Proctor
MOTION CARRIED		

ACTION: FINANCE AND SERVICES OFFICER

F46 Climate Action Plan

Officer report 1220EFC9 was received and it was **RESOLVED** to adopt the action plan and incorporate it into the Strategic Plan, actions requiring additional research or expenditure such as the composting toilets to be brought back to the Council or Committees for decision and that the Town Clerk be authorised to take all such steps as she considers necessary to comply with the resolution.

Proposed by Cllr Lewer		
Seconded by Cllr Welch		
In Favour	11	Cllrs Brown, Cook, Chase, Hollingshead, Hall, Lewer, Loader, Proctor, Tippins, Welch and Yeo.
Against	0	
Abstentions	0	
MOTION CARRIED		

ACTION: TOWN CLERK

F47 Allotment Tender Selection

- F47a Officer report 0121FC10 was received. It was **PROPOSED** and **RESOLVED** to award the contract to contractor A, (Richard Moore Contractors) for creation of carpark, footpath, and allotment plots for the Allotment site on the A30 due to the cost, detail provided in the bid and the compliance with the tender specifications. The Town Clerk to be authorised to take all such steps as she considers necessary to comply with the resolution.

Proposed by Cllr Tippins		
Seconded by Cllr Chase		
In Favour	9	Cllrs Cook, Chase, Hollingshead, Hall, Lewer, Loader, Tippins, Welch and Yeo.
Against	0	
Abstentions	2	Cllrs Brown and Proctor
MOTION CARRIED		

ACTION: FINANCE AND SERVICES OFFICER

8.15 pm Councillor Proctor left the meeting due to connection issues, and re-joined the meeting at 8.16 pm.

F47b Communications and Media Policy

F47c Officer report 0121FC11 was received. It was **PROPOSED** and **RESOLVED** to adopt the policy.

Proposed by Cllr Chase		
Seconded by Cllr Lewer		
In Favour	9	Cllrs Brown, Cook, Chase, Hollingshead, Hall, Lewer, Loader, Proctor, Welch
Against	2	Cllrs Tippins, Yeo
Abstentions	0	
MOTION CARRIED		

ACTION: OFFICE ADMINISTRATOR

F48 Spine Road

F48a Officer report 0121FC12 was received. It was **PROPOSED** and **RESOLVED** to engage the services of Terence O'Rourke at the cost of £1750 to investigate the issues and potential solutions for the completion of the Spine Road.

Proposed by Cllr Chase		
Seconded by Cllr Tippins		
In Favour	9	Cllrs Brown, Chase, Hollingshead, Hall, Lewer, Loader, Tippins, Welch and Yeo.
Against	0	
Abstentions	2	Cllr Proctor and Cook
MOTION CARRIED		

ACTION: BUSINESS MANAGER

F49 Strategic Plan Review

F49a Officer report 0121FC13 was received. It was **PROPOSED** and **RESOLVED** to;

F49b adopt the revised strategic plan and recommend the planned expenditure for each project to the 2021/ 2022 budget as outlined in appendix B;

F49c delete the 'Business as Usual' projects from the Strategic Plan;

F49d delete those projects as shown on rows 64 to 68 from the Strategic Plan;

F49e defer project 63 as subject to a costed plan by a member's motion from Councillor Lewer.

F49f incorporate the projects shown on rows 69 to 73 into the Strategic Plan; and

F49g accept the name change on the budget lines 4921, 4926 and 4929.

Proposed by Cllr Chase		
Seconded by Cllr Cook		
In Favour	9	Cllrs Brown, Cook, Chase, Hollingshead, Hall, Lewer, Loader, Proctor, Welch
Against	2	Cllrs Tippins, Yeo
Abstentions	0	
MOTION CARRIED		

ACTION: BUSINESS MANAGER

F50 Suspend Standing Orders

F50a It was **PROPOSED** and **RESOLVED** to suspend standing ordersⁱⁱⁱ to allow time for the last item, Support for Shaftesbury and District Dementia Friendly Community.

Proposed by Cllr Lewer		
Seconded by Cllr Tippins		
In Favour	11	Cllrs Brown, Cook, Chase, Hollingshead, Hall, Lewer, Loader, Proctor, Tippins, Welch, Yeo.
Against	0	
Abstentions	0	
MOTION CARRIED		

F51 Support for Shaftesbury and District Dementia Friendly Community

F51a Officer report 0121FC14 was received. It was **PROPOSED** to provide support for Shaftesbury and District Dementia friendly Community by requesting the Officer Administrator to allocate 2 hours per month, plus any time needed in preparation, for meetings and the use of the Mayors Parlour for when meetings can take place in person once more.

Proposed by Cllr Yeo		
Seconded by Cllr Loader		

F51b An **AMENDMENT** was **PROPOSED** to provide support for Shaftesbury and District Dementia friendly Community until the next Grants application process in May 2021 by offering the Office Administrator overtime to support the group, up to four hours per month.

Proposed by Cllr Chase		
Seconded by Cllr Brown		
In Favour	5	Cllrs Brown, Chase, Loader, Proctor, Welch.
Against	4	Cllrs Cook, Hall, Tippins and Yeo
Abstentions	2	Cllrs Hollingshead and Lewer
MOTION CARRIED		

F51c The **AMENDMENT** was **PROPOSED**, and it was **RESOLVED** to provide support for Shaftesbury and District Dementia friendly Community until the next Grants application process in May 2021 by offering the Office Administrator overtime to support the group, up to four hours per month.

Proposed by Cllr Yeo		
Seconded by Cllr Welch		
In Favour	10	Cllrs Brown, Cook, Chase, Hollingshead, Hall, Loader, Proctor, Tippins, Welch, Yeo.

Against	0	
Abstentions	1	Cllr Lewer
MOTION CARRIED		

ACTION: OFFICER ADMINISTRATOR

There being no further business the meeting was closed at 9.14 pm.

Signed

Date

BLANK PAGE

ⁱ Standing Order 3s At the request of a councillor ,the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

ⁱⁱ Standing Order 3f the period of time designated for public participation at a meeting in accordance with standing order 3e shall not exceed 20 minutes unless directed by the chairman of the meeting.

ⁱⁱⁱ Standing Order 3x A meeting shall not exceed a period of 2 hours