



SHAFTESBURY TOWN COUNCIL

Full Council Meeting

Minutes of the Full Council Meeting held online via Zoom on Tuesday, 09 March 2021 commencing at 7 pm.

Councillor Hollingshead (Chair)
 Councillor Tippins (left at 9.21 pm)
 Councillor Brown
 Councillor Cook
 Councillor Proctor
 Councillor Loader (left at 9.02 pm)

Councillor Yeo
 Councillor Chase
 Councillor Lewer
 Councillor Hall

Members Absent

Councillor Welch

Officers Present:

Claire Commons, Town Clerk
 Brie Logan, Business Manager
 Zoe Moxham, Office Administrator
 1 members of the press
 39 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.

A statement was read out outlining concerns regarding the digital marketing tender process. It was **AGREED** that the Clerk would respond to any questions raised in this statement.

ACTION: TOWN CLERK

The meeting commenced at 7.06 pm.**F58 Apologies**

F58 Apologies were received and accepted for Councillor Welch.

Proposed by Cllr Hollingshead		
Seconded by Cllr Lewer		
In Favour	9	Cllrs Brown, Cook, Chase, Hollingshead, Lewer, Loader, Proctor, Hall, Tippins, Yep
Against	0	
Abstentions	1	Cllr Tippins
MOTION CARRIED		

Councillor Yeo requested recorded votes for all decisions taken during the meeting.ⁱ

Councillor Yeo informed the meeting that he would be recording this meeting.

F59 Declarations and Dispensations

F59a All members were invited to declare any interests throughout the meeting if the need arose. Councillors Brown and Cook declared an interest in Item 11, Dorset Council Local Plan as members of Dorset Council.

F59b Councillor Tippins declared an interest in Item 18, Update from Solicitors as her name was mentioned in the report.

F59c The Clerk confirmed that no dispensations had been requested for the meeting.

F60 Minutes

F60a Minutes from the Full Council meeting held on 28th January 2021 were received and it was **RESOLVED** that the minutes be approved for signing as a true record of the decisions taken with one amendment, that Councillor Hall arrived at 7.14 pm.

Proposed by Cllr Lewer		
Seconded by Cllr Cook		
In Favour	9	Cllrs Brown, Cook, Chase, Hollingshead, Lewer, Loader, Proctor, Hall, Tippins
Against	1	Cllr Yeo
Abstentions	0	
MOTION CARRIED		

F60b It was **PROPOSED** and **RESOLVED** that digital signatures of the relevant chairs are retrospectively appended to minutes where they have been approved by Council or their respective Committee during the coronavirus pandemic and that minutes from this date forward are signed using adobe sign software or any subsequent signature software that the Council might employ.

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

ACTION: OFFICE ADMINISTRATOR

F61 Outcome of Code of Conduct Hearing - Councillor Tippins

F61a Officer report 0321FC4 was received and noted. Councillor Tippins made a statement including reading an apology previously sent to the complainant.

F62 Outcome of Code of Conduct Hearing - Councillor Yeo

F62a Officer report 0321FC5 was received and noted. Councillor Yeo made a statement without apology.

F63 Reports for Information

F63a Officer report 0321FC6 was received and noted. The following reports were made:

F63b Dorset Councillor Tim Cook reported that the consultation running by Dorset Council for the St Mary's School site would be coming to an end on the 18th of March and encourages all to make their views known.

F63c Dorset Councillor Derek Beer reported that;

- Grosvenor Rd is scheduled to resurfaced in the next few months.
- Covid-19 Rates are going down in this Area
- Car Park charges will now apply throughout Dorset on a Sunday from April 1st. There will be another consultation on the changes to Parking Charges soon.
- Encouraged all to make their views known for the St Mary's site.
- Wanted to formally thank Highways for their great job with the dropped kerb at Barton Hill.

F63d Councillor Hollingshead reported that due to Covid-19 there was not much to report for his civic roles, however he had been pleased to record a statement for Commonwealth Day.

F63e Dorset Councillor Piers Brown reported that;

- The new owners of the old Budgens building had been in contact with their plans for this site and would be looking to encourage the improvement of the visual impact from the outside.
- That the fee for sitting out licences would be waived for this year by Dorset Council.
- That the 12th of April marks that 'opening of the High Street' and encourages all to support local businesses.

F64 Committee Reports

F64a Officer report 0321FC7 was received and it was **RESOLVED** to adopt the Trees, Benches and Rose Garden Memorial Policy, Scattering of Ashes Policy, Hire of Council Land Policy and Cash Handling Policy and to adopt the Hire of Council Land Short Form with the amendment to make this form more general, not solely for keep fit groups.

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

ACTION: OFFICE ADMINISTRATOR

F65 Finance Report – Earmarked Reserves

Officer report 0321FC8 was received.

F65a The following **MOTION** was **PROPOSED**;

- Playground equipment for £25,000 is increased because the St James Play Area is condemned and needs to be removed and £25,000 is not enough.
- Street Furniture of £7,000 is vired to the War Memorial.
- A30 Allotments Site is incorrect, we voted that should be the St James Railings. This is incorrect.
- Town Hall Building, I'd like to endorse this, and I'd like to see the Chris Roman report implemented.
- The maintenance memorial stones I'd like that to be increased, so hence the virement of the £7,000.
- I'd like the Town Branding to be removed, I don't understand it, of £50,000.
- The Coppice Street carpark, I'd like that to go back to £25,000
- The Pop Up Shop, I'd like to recommend that this is removed for virement to proper projects.
- I'd like to remove the £54,112 from the parking congestion this is for carpark 2, I'd like that to be removed from the earmarked Reserves.

Proposed by Cllr Tippins		
Seconded by Cllr Yeo		
In Favour	2	Cllrs Yeo, Tippins
Against	8	Cllrs Brown, Cook, Chase, Hollingshead, Lewer, Loader, Proctor, Hall
Abstentions	0	
MOTION FELL		

It **PROPOSED** and **RESOLVED**;

F65b that earmarked reserves are carried forward and returned to General Reserves to provide the opening balances for the new financial year in accordance with the budget resolved on 28th January 2021 and in accordance with the information contained within the report.

Project Name	Balance @ 04/01/21	Proposed T/fer back to general	Proposed Balance 2021/22	Precept 2021-22	Proposed Opening Balance 21-22
CCTV	£5,000		£5,000		£5,000
Playground Equipment	£25,000		£25,000		£25,000
Town Hall Building	£120,000		£120,000		£120,000
Replacement Vehicles	£4,714		£14,229		£14,229
5yr Tree Plan	£16,795	£13,795	£3,000		£3,000
Street Furniture	£21,826	£14,826	£7,000		£7,000
Swimming Pool Plant Room	£14,886		£24,871	£20,399	£45,270

Southern Slopes	£28,000	£26,000	£2,000		£2,000
A30 Allotment Site	£23,389		£23,389		£23,389
IT Replacement Equipment	£4,646		£4,646		£4,646
Bus Shelters	£3,134	£2,134	£1,000		£1,000
Neighbourhood Planning Group	£1,259		£1,259		£1,259
Maintenance Memorial Stones ED	£2,450		£2,450		£2,450
Wild About Shaftesbury	£1,078	£1,078			
VE Day Celebrations	£3,825	£3,825			
Litter Free Dorset	£424		£424		£424
Town Branding/signage	£49,000		£49,000		£49,000
Coppice Street Car Park	£47,649		£47,649		£47,649
Market Experience	£19,500				
Climate Change	£5,000		£5,000		£5,000
Swimming Pool Capital Expenditure	£12,000		£12,000		£12,000
Explore viability of CLT	£10,000	£10,000			
Comm. Infrastructure Maltings Est	£15,000		£15,000		£15,000
Footpath/Cycle Path Network	£9,416		£9,416		£9,416
Pop Up Shop/PB ml2/EDAC (rename Economic Dev)	£40,000	£15,000	£25,000		£25,000

Managing Parking/Congestion	£54,112		£54,112		£54,112
Covid Food Aid Support Grant	£92	£92			
Yoga Castle Green	£2,680	£2,680			
Barton Hill Trust	£1,103		£1,103		£1,103
Yoga In the Park				£2,000	£2,000
	£541,978	£89,430	£452,549	£22,399	£474,948

F65c That new earmarked reserves and their limits are adopted as per the following table

Budget Line	Limit to EMR
Councillor Allowances	£6760
Regalia	£500
Election costs	£8,000
DBS Checks	£500
Pool Uniforms	£700
Office Equipment	£1,000
Staff Training	£5,000
Staff Recruitment	£1,000
Sub Contract Labour	£1,000
Replacement IT Equipment	£6,600

F65d

Proposed by Cllr Hollingshead		
Seconded by Cllr Chase		
In Favour	8	Cllrs Brown, Cook, Chase, Hollingshead, Lewer, Loader, Proctor, Hall
Against	2	Cllrs Tippins, Yeo
Abstentions	0	
MOTION CARRIED		
ACTION: TOWN CLERK AND FINANCE AND SERVICES OFFICER		

F66 Payments

F66a Officer report 0321FC9 was received and it was **RESOLVED** to approve the payments from the Town Council's current account and minute the resulting bank balance of £207,053.

Proposed by Cllr Lewer

Seconded by Cllr Chase		
In Favour	9	Cllrs Brown, Cook, Chase, Hollingshead, Lewer, Loader, Yeo, Tippins, Hall
Against	0	
Abstentions	1	Cllr Proctor
MOTION CARRIED		

ACTION: FINANCE AND SERVICES OFFICER

F67 Financial Risk Assessment

Officer report 0321FC10 was received.

F67a A **MOTION** was **PROPOSED** to amend the Financial Risk Assessment as follows;

- Staff: Impact - 2 and Probability - 1
- Maintenance, Poor performance of Assets: Impact - 3 and Probability - 3
- Borrowing and Lending: Impact - 3 and Probability - 3
- Accuracy of Minutes: Impact - 3 and Probability - 3
- Members Conflicts of Interest: Impact - 3 and Probability - 3
- New Risk inserted: Officers Register of Interests; Impact - 3 and Probability – 3
- Have an opportunity to review all the mitigating circumstances, and mitigating actions, don't think 100% valid.
- Staff Salaries, wrong amount: Impact - 3 and Probability - 3

Proposed by Cllr Tippins		
Seconded by Cllr Yeo		
In Favour	2	Cllrs Tippins, Yeo
Against	8	Cllrs Brown, Cook, Chase, Hall, Hollingshead, Lewer, Loader, Proctor
Abstentions	0	
MOTION FELL		

F67b It was **PROPOSED** and **RESOLVED** to adopt the 2020/21 Financial Risk Assessment with one amendment that the Borrowing and Lending Impact be changed from 1 to 2.

Proposed by Cllr Brown		
Seconded by Cllr Chase		
In Favour	5	Cllrs Brown, Cook, Chase, Proctor, Hall
Against	4	Cllrs Tippins, Yeo, Lewer, Loader
Abstentions	1	Cllr Hollingshead
MOTION CARRIED		

ACTION: TOWN CLERK

F68 Dorset Council Local plan

F68a Officer report 0321FC11 was received and it was **RESOLVED** to provide the response as prepared by Councillor Lewer and amended at this meeting to the Dorset Council Draft Local Plan.

F68b The points raised were as follows;

- HOUS12 Policy (Vol 1 p169) & Fig 28.4 (Vol 2 p261) Land at Enmore Green for a Travellers' Site. Objection due to its negative impact on views from Castle Green. This is contrary to the policy to protect the views in this area.

- Object to the Travellers site proposed at Calves Lane as this is opposite a School.
- No mention of the existing site adjacent to the A30, which is approaching the end of its 10-year permission.
- 28.1.4 Reference to Spatial Strategy DEV4 (Growth in the northern Dorset functional area), which follows para 2.6.12 on p 34 of Vol 1. DEV4 ii says: “ housing growth will be delivered through the more modest expansion of Shaftesbury ...”. Does this mean by only completing those developments already having planning permission or does it include the Hopkins Land, the Tizzard Land, the remnant of the Lidl Land, and the Employment Land South of the A30? This needs to be clarified by Fig 28.4 (ref below).
- 28.1.6 Care Village; the first reference to this seems to be in (Housing Strategy) para 4.5.8. Clarity is needed on where in Shaftesbury one could be built that is focused in the most accessible locations; and close to town centres and GP surgeries, ideally within 1 km of each and appropriate for mobility scooters”.
- Fig 28.3 Table of Allocations. Tizzard Land not mentioned (but is shown on Fig 28.4 Map).
- 30.3.5 Enmore Green Link. Clarity is needed on timeframe for this and there is no map showing the link.
- 30.4.2 and SHAF1 - Former Cattle market. Lidl’s remnant to be for ‘mixed-use regeneration’. This should specifically exclude more houses.
- SHAF1 specifies “traditional local building materials ... inspiration from local architecture ...”, this has already been breached in the Lidl’s design.
- SHAF2 “Barratts” Land - Map (Fig 30.1) shows an outline which includes the little square of land to the SE of Wincombe Lane. There seems to be some confusion as to who owns this plot of land. The recent application to widen Wincombe Lane clearly did not include it. Clarity on this site is needed.
- SHAF3 Hopkins Land and The Spine Rd - Any application to build houses should be affordable, and the Spine Road should be completed. The Spine Road must be part of the Local Plan. If necessary, a CPO or similar should be used to allow the Spine Road to go ahead.
- SHAF4 Employment Land - Strongly urge DC to take the same measure as they have with Gillingham regarding Shaftesbury’s Employment Land. To ensure that Persimmon do not use this are for houses only.
- SHAF5 Land North of BV Dairy – Should specify that this land is ONLY for BV Dairy expansion.
- SHAF6 Eastern Bypass Corridor – essential to keep in and should be shown on a map as part of this document.
- There are no green infrastructure projects in North Dorset although several in the south of the county. Two that we could suggest would be the “Royal Forest” idea for the land south of Gillingham - we do need to try and preserve a rural break between us and Gillingham. The other would be a special landscape protection zone to the south of us, i.e., to protect the gap between the AONBs which is mostly what we see from Gold Hill and Park Walk. Those views and their ease of accessibility are probably among the best in Dorset if not wider.

Proposed by Cllr Hollingshead

Seconded by Cllr Tippins		
In Favour	7	Cllrs Chase, Hollingshead, Lewer, Loader, Proctor, Hall, Tippins
Against	1	Cllr Yeo
Abstentions	2	Cllrs Brown, Cook
MOTION CARRIED		

ACTION: TOWN CLERK

F69 3G Tender – Contractor Selection

Officer report 0321FC12 was received and the following was **RESOLVED**;

- F69a Appoint contractor C to the 3G project and to sign a contract with them for the works subject to the following conditions being completed:
- F69b Funding in the form of a public works loan and s106 monies being agreed and provided by the relevant bodies.
- F69c Completion of a satisfactory ground investigation report.
- F69d Agreement of a fixed/not to exceed price for the works within the council's agreed budget.
- F69e Negotiation and completion of a new 30 year lease for the football club to enable and ensure repayment of the loan that the council has taken out.
- F69f Successful negotiation of a JCT contract between the council and the chosen contractor by a contract lawyer to ensure that there is no loophole or reason to be concerned.
- F69g Appointment of a contract administrator (Experienced Project Manager) to oversee the works from a council viewpoint and to represent the council in technical, contractual and legal matters as they arise before, during and after the construction phase of the project.
- F69h To delegate all matters related to the completion of these conditions to the clerk in consultation with officers and lead councillors of this project. Councillors, Brown, Chase and Hall.

Proposed by Cllr Chase		
Seconded by Cllr Hall		
In Favour	5	Cllrs Brown, Cook, Chase, Hollingshead, Hall
Against	4	Cllrs Lewer, Tippins, Yeo, Loader
Abstentions	1	Cllr Proctor
MOTION CARRIED		

ACTION: TOWN CLERK AND BUSINESS MANAGER

F70 Suspend Standing Orders

21.02 pm Councillor Loader left the meeting at this point.

- F70a It was **PROPOSED** and **RESOLVED** to suspend standing orders to allow the meeting time to be extended in order to discuss items 13, 16 and 18.

Proposed by Cllr Hollingshead		
Seconded by Cllr Chase		

In Favour	8	Cllrs Brown, Cook, Chase, Hollingshead, Proctor, Yeo, Tippins, Hall
Against	1	Cllr Lewer
Abstentions	0	
MOTION CARRIED		

F71 Tourism – Digital Marketing Service Level Agreement (SLA)

F71a Officer report 0321FC13 was received and the following was **RESOLVED** to Engage Rocketbox for the management of the Digital Marketing SLA contract.

Proposed by Cllr Hall		
Seconded by Cllr Chase		
In Favour	8	Cllrs Brown, Cook, Chase, Hollingshead, Lewer, Proctor, Hall, Yeo
Against	0	
Abstentions	1	Cllr Tippins
MOTION CARRIED		

ACTION: TOWN CLERK AND BUSINESS MANAGER

F72 Water Refill Unit

F72a Officer report 0321FC14 was received and it was **RESOLVED** to sign the agreement and that the Town Clerk be authorised to take all such steps as she considers necessary to comply with the Council resolution.

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

ACTION: TOWN CLERK

F73 Website Provision

F73a Officer report 0321FC16 was received and it was **RESOLVED** to delegate to the Town Clerk in consultation with all members to appoint a new provider to build and host the Town Council website.

Proposed by Cllr Yeo		
Seconded by Cllr Cook		
In Favour	8	Cllrs Cook, Chase, Hollingshead, Lewer, Proctor, Hall, Yeo, Tippins
Against	1	Brown
Abstentions	0	
MOTION CARRIED		

ACTION: TOWN CLERK AND OFFICE ADMINISTRATOR

F74 Confidential Session

F74a It was **PROPOSED** and **RESOLVED** to exclude the public from the following item Update from Solicitors as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted under and professional privilege. This resolution being passed in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2).

Proposed by Cllr Hollingshead		
Seconded by Cllr Lewer		

In Favour	7	Cllrs Brown, Cook, Chase, Hollingshead, Lewer, Proctor, Hall
Against	1	Cllr Yeo
Abstentions	1	Cllr Tippins
MOTION CARRIED		

21.21 pm Councillor Tippins left the meeting at this point.

F75 Update from Solicitors

F75a Officer report 0321FC19 was received and it was **RESOLVED** to sign the letter of engagement with the insurance company's solicitor to defend a claim against the Council.

Proposed by Cllr Hollingshead		
Seconded by Cllr Chase		
In Favour	8	Cllrs Brown, Cook, Chase, Hollingshead, Lewer, Proctor, Hall, Yeo
Against	0	
Abstentions	0	
MOTION CARRIED		

ACTION: TOWN CLERK

There being no further business the meeting was closed at 9.37pm.

These minutes were adopted on 20th April 2021 under minute reference F78a as a true record of the decisions taken and are duly signed below by the chair of that meeting.


 Andrew Hollingshead (Apr 21, 2021 12:53 GMT+1)

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.

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2021 03 09 FC Mins draft

Final Audit Report

2021-04-21

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