



SHAFTESBURY TOWN COUNCIL

Full Council

Informal Meeting to discuss decisions to be made under the Scheme of Delegation

Extract from Full Council minutes on 20/4/2021: That all powers related to the carrying out of council business be temporarily delegated to the town clerk until such time as the UK government roadmap reaches step 4 or the law changes to enable formal council meetings to convene online. That unofficial online meetings shall continue in line with the council's schedule and under the council's standing orders and that all decisions that would otherwise be made by the corporate body shall be brought to these meetings and that the officers shall act in line with the expressed wish of the corporate body.

Even within the scheme of delegation, not all decisions may be taken by officers. Action points within these minutes are marked to show whether they will be carried out under delegation (D) or referred (R) to a formally convened meeting for either ratification (agreeing the decision after it has been taken) or resolution (waiting on action until the decision has formally been made).

Minutes of the Informal meeting of the Full Council held via Zoom on Tuesday 25th May 2021 commencing at 7 pm.

[Link to Agenda for this meeting here.](#)

Members Present

Councillor Hollingshead (Chair)
Councillor Cook
Councillor Hall
Councillor Welch
Councillor Yeo
Councillor Loader

Councillor Lewer
Councillor Chase
Councillor Proctor
Councillor Tippins
Councillor Edwyn-Jones
Councillor Brown

Officers Present:

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

In Attendance:

1 member of the press

9 members of the public

MINUTES

The Chairman clarified the meeting was an informal meeting of the committee members which the Clerk would observe in order to make decisions using the temporary scheme of delegation and that the meeting would be run according to the Council's Standing Orders. This is a temporary arrangement due to the removal of legislation permitting meeting virtually and before the government roadmap allows meeting in person.

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 was raised;

Pedestrianisation – Concerns were expressed regarding the Pedestrianisation Scheme and the impact of traffic on the surrounding roads. It was requested that the amended parking charges by Dorset Council also be taken in to consideration when discussing this item.

Climate Emergency – A request was made to review and publicise the work done since declaring a climate emergency, and a suggestion as to how to engage the community and provide annual updates on progress. A request was made for Shaftesbury Town Council to publish an annual Carbon Audit.

The meeting commenced at 7.21 pm

SODF1 Apologies

No apologies were received.

SODF2 Declarations of Interest

All members were invited to declare any interests throughout the meeting if the need arose. Councillor Cook declared an interest in item 9 as a member of the Planning Committee for Dorset Council.

It was noted that Councillor Edwyn-Jones was the chair of the Shaftesbury Chamber of Commerce.

SODF3 Minutes

(R) Minutes from the Full Council meeting held on Tuesday 20th April 2021 were received and noted. (*Formal adoption of these minutes to be resolved on 10th July 2021*)

Minutes from the Full Council meeting held on Tuesday 5th May 2021 were deferred pending preparation.

ACTION: TOWN CLERK AND OFFICE ADMINISTRATOR

Councillor Yeo requested that all individual voting be recorded in the Minutes.

SODF4 Reports

Officer report 0521FC04 was received and noted, the following verbal reports were also received;

Dorset Councillor Cook – New protocol and framework for planning, including s106 allocations of funding and land was discussed and agreed by cabinet.

Councillor Tippins – Dorset Cabinet have allocated a considerable amount to Climate Change.

Councillor Brown – Face to face engagement was carried out on the High Street regarding the Pedestrianisation Scheme and positive comments were received.

Councillor Chase – Attended a briefing with Dorset Council regarding the new parking charges and is confident that the numbers being discussed will not cause too much of an issue for residents in Shaftesbury.

Councillor Hollingshead - Was delighted to be able to open the new community fridge at Fathers House and encourages all to support the scheme.

SODF5 Member Allowances and Expenses and Attendance

Officer report 0521FC05 was received and noted.

SODF6 Payments

(D) Officer report 0521FC07 was received and it was recommended that the Council approves the payments from the Town Council's current account and notes the resulting bank balance of £310,810.14.

Proposed by Cllr Chase		
Seconded by Cllr Cook		
In Favour	12	Cllrs Brown, Chase, Cook Edwyn-Jones, Hall, Hollingshead, Lewer, Loader, Proctor, Tipipins, Welch, Yeo
Against	0	
Abstentions	0	
MOTION CARRIED		

ACTION: TOWN CLERK AND FINANCE AND SERVICES OFFICER

SODF7 Annual Subscriptions

(D) Officer report 0521FC08 was received and it was recommended that the subscriptions were agreed and;

(R) to add annual subscriptions to the Clerk's scheme of delegation

(Delegated to the Town Clerk to manage under the temporary scheme of delegation resolved by Shaftesbury Town Council on 20th April 2021.)

Proposed by Cllr Lewer		
Seconded by Cllr Chase		
In Favour	10	Cllrs Brown, Chase, Cook, Edwyn-Jones, Hall, Hollingshead, Lewer, Loader, Proctor, Welch
Against	2	Tippins, Yeo,

Abstentions	0	
MOTION CARRIED		

ACTION: TOWN CLERK AND FINANCE AND SERVICES OFFICER

SODF8 **Town Crier**

(D) Officer report 0521FC09 was received and it was recommended that the Council retains the services of Town Crier for 2021/22 and increasing the fee to £350 and;

(R) to add retention of the Town Crier to the Clerk's scheme of delegation (Delegated to the Town Clerk to manage under the temporary scheme of delegation resolved by Shaftesbury Town Council on 20th April 2021.)

Proposed by Cllr Proctor		
Seconded by Cllr Loader		
In Favour	11	Cllrs Chase, Cook Edwyn-Jones, Hall, Hollingshead, Lewer, Loader, Proctor, Tipipins, Welch, Yeo
Against	0	
Abstentions	1	Cllr Brown
MOTION CARRIED		

ACTION: TOWN CLERK AND FINANCE AND SERVICES OFFICER

SODF9 **Bank Signatories**

(R) Officer report 0521FC10 was received and it was recommended that the bank signatories and reconciliation rota are considered and recommended to Full Council for the remainder of the election term. This decision will be reported to the next formally convened (in person) meeting of the Council for ratifying.

Proposed by Cllr Chase		
Seconded by Cllr Loader		
In Favour	10	Cllrs Chase, Cook, Hollingshead, Edwyn-Jones, Lewer, Proctor, Brown, Hall, Loader, Welch
Against	2	Tippins, Yeo,
Abstentions	0	
MOTION CARRIED		

ACTION: TOWN CLERK

SODF10 **Members Motion – Pedestrianisation**

(R) Officer report 0521FC11 was received and the following was recommended;

1. Shaftesbury Town Council supports the permanent pedestrianisation of the High Street.

2. Shaftesbury Town Council allocate a budget of £10,000 from the General Reserve to fund the traffic regulation order and other costs related to the high

street if Dorset council is not willing to fund the traffic regulation order or other related costs themselves.

3. Shaftesbury Town Council suggestion to Dorset Council that the traffic regulation order includes the following:

- a. 10am to 4pm
- b. 7 days a week
- c. Exception for deliveries
- d. The 6 temporary disabled parking bays are retained

4. Shaftesbury Town Council asks Dorset Council to work in partnership on this project along with all the 3rd parties that currently make up the membership of the temporary pedestrianisation partnership group.

5. At the appropriate time Shaftesbury Town Council works with and supports Dorset Council applications for grants that you could be used to meet the costs of signage and carriageway adjustments if required.

6. Shaftesbury Town Council delegates the management of this project in partnership with Dorset Council to the Town Clerk in consultation with the lead member for Economic Development, Piers Brown with updates to P&H at appropriate points

SODF11 Amendments

The following amendment to this motion was proposed and seconded; The £10,000 is used to conduct a traffic survey based on the 2004 survey which is one way with Herringbone parking, prior to formalising and agreeing putting forward a TRO though to Dorset Council. This will address the concerns of disabled drivers, residents who live on the High Street, delivery drivers. It will reduce the speed so the High Street is not used as a rat run and it will also look into the controlling increase of traffic of the neighbouring roads.

Proposed by Cllr Tippins		
Seconded by Cllr Yeo		
In Favour	3	Cllrs Loader, Tippins, Yeo.
Against	9	Cllrs Brown, Cook, Chase, Hollingshead, Hall, Lewer, Welch, Edwyn-Jones, Proctor
Abstentions	0	
MOTION FELL		

Councillor Welch left the meeting at this point – 8.19 pm

The following amendment was proposed and seconded; For the motion as outlined in the agenda papers to include at 3e; That the TRO is informed by a comprehensive traffic management plan for the area bounded by The Commons, Bleke Street, Barton Hill and the roads immediately off.

Proposed by Cllr Hollingshead		
Seconded by Cllr Chase		
In Favour	4	Cllrs Chase, Hollingshead, Yeo, Edwyn-Jones,
Against	3	Cllrs Brown, Hall, Proctor
Abstentions	4	Cllrs Cook, Loader, Lewer, Tippins
MOTION CARRIED		

The following amendment to this motion was proposed by Cllr Yeo, that the Council does nothing before a parish poll was carried out. This amendment was rejected as substantially changing the original motion

SODF12 Substantive Motion

The substantive (final) motion proposed and recommended was;

(D) 1. Shaftesbury Town Council supports the permanent pedestrianisation of the High Street.

(D) 2. Shaftesbury Town Council allocate a budget of £10,000 from the General Reserve to fund the traffic regulation order and other costs related to the high street if Dorset council is not willing to fund the traffic regulation order or other related costs themselves.

(D) 3. Shaftesbury Town Council suggests to Dorset Council that the traffic regulation order includes the following:

- a. 10am to 4pm
- b. 7 days a week
- c. Exception for deliveries
- d. The 6 temporary disabled parking bays are retained
- e. That the TRO is informed by a comprehensive traffic management plan for the area bounded by The Commons, Bleke Street, Barton Hill and the roads immediately off.

(D) 4. Shaftesbury Town Council asks Dorset Council to work in partnership on this project along with all the 3rd parties that currently make up the membership of the temporary pedestrianisation partnership group.

(D) 5. At the appropriate time Shaftesbury Town Council works with and supports Dorset Council applications for grants that you could be used to meet the costs of signage and carriageway adjustments if required.

(D) 6. Shaftesbury Town Council delegates the management of this project in partnership with Dorset Council to the Town Clerk in consultation with the lead member for Economic Development, Piers Brown with updates to P&H at appropriate points.

Proposed by Cllr Brown		
Seconded by Cllr Chase		

In Favour	8	Cllrs Chase, Cook, Hollingshead, Edwyn-Jones, Lewer, Proctor, Brown, Hall
Against	3	Cllrs Tippins, Yeo, Loader
Abstentions	0	
MOTION CARRIED		

ACTION: TOWN CLERK AND BUSINESS MANAGER

Councillor Cook left the meeting at this point – 8.45 pm

SODF13 Planning Applications

(D) Officer report 0521FC12 was received and it was **AGREED** to submit the following comments under the Scheme of Delegation;

[P/HOU/2021/00550](#)

Proposal: Erection of single storey rear extension

Location: 14 Springfield Close, Shaftesbury, Dorset, SP7 8RH

No objection

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

ACTION: OFFICE ADMINISTRATOR

There being no further business, the meeting was closed at 8:48 pm

These minutes were adopted on 27th July 2012 under minute reference F03b as a true record of the decisions taken and are duly signed below by the chair of that meeting.

2021 05 25 FC Informal minutes - Out for Signature

Final Audit Report

2021-12-03

Created:	2021-12-03
By:	Claire Commons (enquiries@shaftesbury-tc.gov.uk)
Status:	Signed
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"2021 05 25 FC Informal minutes - Out for Signature" History

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