



Shaftesbury Town Council

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To: Members of Shaftesbury Town Council's General Management Committee (GEM). GEM Councillors; Brown (Chair), Cook (Vice-Chair), Chase, Edwyn-Jones, Hall, Lewer, Proctor.

You are summoned to a meeting of the General Management Committee for the transaction of the business shown on the agenda below. To be held at 7 pm on Tuesday, 18 January 2022 in **the Council Chamber, Shaftesbury Town Hall.**

Members are reminded of their duty under the Code of Conduct

All other recipients for information only

Brie Logan
Deputy Town Clerk
12 January 2022

Public Participation

The Chairman will invite members of the public to present their questions, statements or petitions. The period of time designated for public participation shall not exceed twenty minutes. A member of the public shall not speak for more than three minutes. The meeting will also be hosted online. **Public, press and non-committee members, join on your computer or mobile app - [Please click here to join the meeting](#)**

The 7 principles of public life

Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership

(Committee on Standards in Public Life, 1995)

Agenda

- 1 **APOLOGIES**3
To receive and consider for acceptance, apologies for absence(1 min)
(Local Government Act, 1972 s.85)
- 2 **DECLARATIONS OF INTEREST**3
To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk.(1 min)
(Shaftesbury Town Council Code of Conduct, 2019)
- 3 **MINUTES**4
To receive the minutes of the previous meeting of the General Management Committee.(3 mins)
(Local Government Act, 1972 Sch 12) (Shaftesbury Town Council Scheme of Delegation, 2021)
- 4 **OFFICER REPORT TO THE COMMITTEE**5

	To receive reports pertaining to the General Management Committee(10 min)	
	<i>(Local Government Act, 1972 Sch 12)</i>	
5	MAMPITTS RECOMMENDATION - MAMPITTS CONSULTATION PHASE 1	6
	To receive the recommendations from the Mampitts Advisory Committee..... (15 mins)	
	<i>LGA 1972 s101</i>	
6	BLUE BADGE CAR PARK CHARGING.....	8
	To consider the Blue Badge Car Park Charging Policy (10 mins)	
7	BUDGET – FINAL REVIEW	9
	To consider and recommend to Full Council, the budget for 2022–2023 (35 mins)	
	<i>(Local Government Act, 1972 s.151)</i>	
8	QUARTERLY FINANCE REPORT – QUARTER 3.....	11
	To receive the Town Council’s Accounts for the third quarter..... (20 mins)	
	<i>(Local Government Act, 1972 s.151)</i>	
9	PLANNING APPLICATIONS	12
	To consider responses to planning applications to include but not be limited to Layton Lane, Greenacre House, Linden Park (15 mins)	
	<i>(Town and Country Planning Act, 1990 sch.1 para.8)</i>	
10	CARLINK GRANT REQUEST	14
	To consider grant request from Carlink (10 mins)	
	<i>Local Government and Ratings Act 1997</i>	

Anticipated meeting end time 9:20pm

1 Apologies

Report 0122GEM1

To receive and consider for acceptance, apologies for absence

(1 min)

(Local Government Act, 1972 s.85)

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.

1.1.2 Apologies received from Cllr Proctor – personal reasons

2 Declarations of Interest

Report 0122GEM2

To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk.

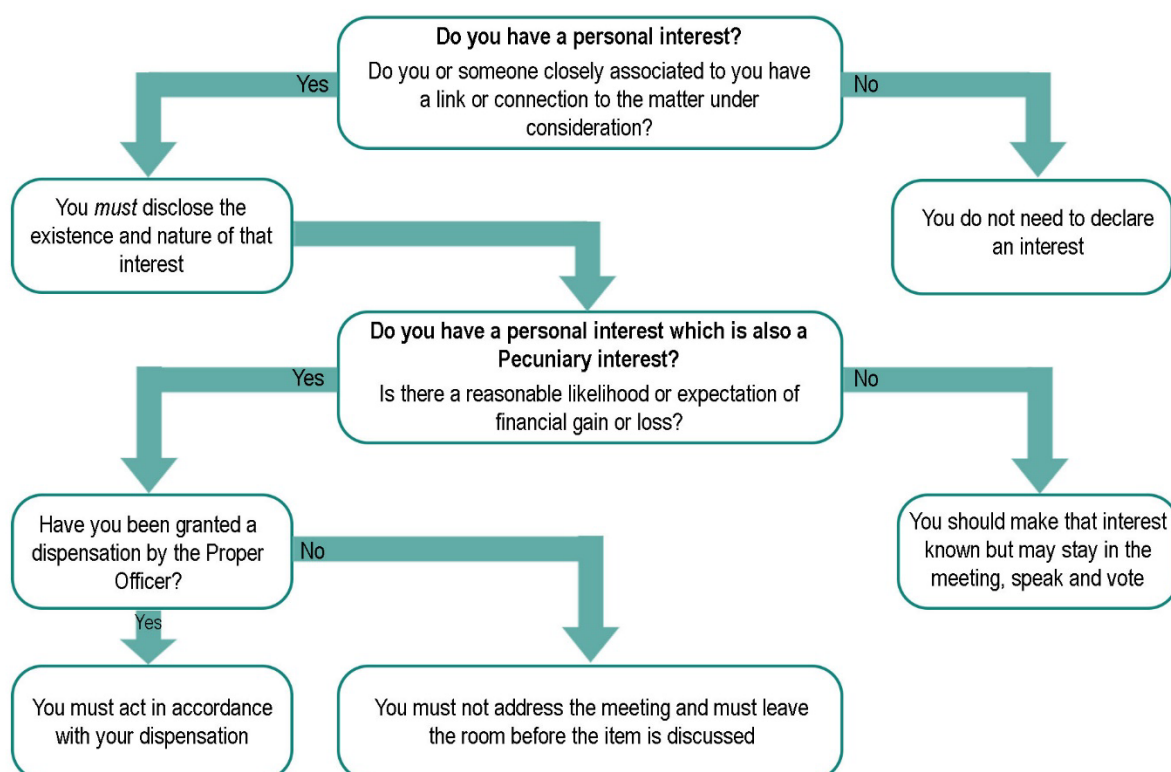
(1 min)

(Shaftesbury Town Council Code of Conduct, 2019)

2.1 Background

2.1.1 Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2019. The Clerk will report any dispensation requests received.

2.1.2 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 Code of Conduct, 2019)



3 Minutes

Report 0122GEM3

To receive the minutes of the previous meeting of the General Management Committee.(3 mins)

(Local Government Act, 1972 Sch 12) (Shaftesbury Town Council Scheme of Delegation, 2021)

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 inaccuracies then the amendments to the draft minutes must be approved by resolution. (Tharmarajah, 2013, p. 154).
- 3.1.3 Minutes to be adopted: [16th November 2021](#)

(End)

4 Officer Report to the Committee

Report 0122GEM4

To receive reports pertaining to the General Management Committee

(10 min)

(Local Government Act, 1972 Sch 12)

4.1 Summary

- 4.1.1 Reports provided within this item are to be received, they provide updates on decisions already taken by the Committee and actions taken under the Scheme of Delegation (where not previously reported).

4.2 Updates and Actions from 16/11/2021

- 4.2.1 **Safety Surface** - The safety surfaces at Cockrams and Ash Close have now been replaced.

4.3 Updates and Actions from previous meetings

- 4.3.1 Temporary Closure of B3091 Hight Street Shaftesbury for Shaftesbury Thursday Weekly Market. Click here to view the [Temporary Event Licence](#) which has been granted by Dorset Council. The licence will run until 31st March. The committee **may** want to consider applying for a licence to coincide with the start of the new financial year. This can feature as an agenda item for February if the committee wants to consider this.
- 4.3.2 **Solar Farm Planning Application** Notice has been received that the planning application for the proposed Solar Farm, Park Far, Gillingham will be considered by the Virtual Planning Committee on **24th January 2022 at 10:00am**. Please click the link below to view the full notice which includes the process for submitting a contribution to the meeting.
[Link to Notice](#)

4.4 Other Updates

- 4.4.1 The Persimmon Adoptions Manager has reported a flooding issue with properties in Anstee Road which is adjacent to Wincombe Recreation ground, owned by Shaftesbury Town Council. The issue is the storm water drainage system and the run off from the Wincombe Rec area is causing the flooding in nearby gardens of properties. Persimmon has requested permission to access Wincombe rec to carry out the urgent remedial works.
- 4.4.2 **Internal Audit** undertaken on 11th January 2022. [Click here to view the matters arising from the visit and recommended actions](#)
- 4.4.3 **Fuel Card** – A new fuel card provider, Allstar, has been selected which enables the card to be used in a wider range of outlets.

4.5 Recommendation

- 4.5.1 That the reports are received and noted and any actions arising identified for future meetings of the Council or its Committees

4.6 Reason for Recommendation

- 4.6.1 To keep members updated on committee actions and information.

5 Mampitts Recommendation - Mampitts Consultation Phase 1

Report 0122GEM5

To receive the recommendations from the Mampitts Advisory Committee

(15 mins)

[LGA 1972 s101](#)

5.1 Summary

- 5.1.1 The Mampitts Advisory committee met formally on 11th January to review the analysis of the data following the consultation in the autumn of 2021.
- 5.1.2 A presentation was prepared which included a summary of responses from the [Data Studio link](#) and the most popular options were reviewed. A [presentation](#) provided the data responses at a high level, including the most popular options and three recommendations for the Mampitts Advisory committee to consider. [The draft minutes can be viewed here](#)
- 5.1.3 It was agreed that the following recommendations are presented to the General Management Committee for consideration:
- a) the MAC works up inhouse business cases and feasibility studies on the top options from the community consultation for each category to provide insight for consideration by the General Management Committee.
 - b) the MAC approaches the Mampitts CLT/ CIC to seek ways to reiterate the offer of working together to benefit the residents of Shaftesbury

5.2 Scheme of Delegation

- 5.2.1 *Section 12.3 states: Advisory committees and working groups will report back with recommendations to Full Council, or the committee that formed it from time to time and as appropriate.*

5.3 Legal Authority and Implication

- 5.3.1 A council can arrange to have any of its functions, except the issuing of the precept, exercised by a committee which can, in turn, arrange to have them exercised by a sub-committee

5.4 Financial Implication

- 5.4.1 None arising from this report

5.5 Recommendation

- 5.5.1 The General Management Committee resolves to accept the recommendation from the Mampitts Advisory committee as follows:
- a) the MAC works up inhouse business cases and feasibility studies on the top options from the community consultation for each category to provide insight for consideration by the General Management Committee.
 - b) the MAC approaches the Mampitts CLT/ CIC to seek ways to reiterate the offer of working together to benefit the residents of Shaftesbury
- Delegate to the Deputy Town Clerk all details in discharging this decision.

5.6 Reason for Recommendation

As the data has now been analysed it is important to progress the next steps and popular options are researched to ensure financial sustainability and affordability

6 Blue Badge Car Park Charging

Report 0122GEM6

To consider the draft Blue Badge Car Park Charging Policy and provide a response to Dorset Council (10 mins)

6.1 Summary

6.1.1 Dorset Council have circulated a proposal for Blue Badge Car Park Charging as part of the Parking Transformation project. Shaftesbury Town Council have been included as part of the consultation process and invited to submit comments.

6.1.2 [Link to Proposed Blue Badge Car Park Charging Policy](#)

6.1.3 Dorset Council have requested that comments are received by Wednesday 2nd February 2022

6.2 Scheme of Delegation

6.2.1 Not applicable

6.3 Legal Authority and Implication

6.3.1 The Policy is the responsibility of Dorset Council – Shaftesbury Town Council is being asked for comments as part of the consultation process

6.4 Financial Implication

6.4.1 None arising from this report

6.5 Recommendation

6.5.1 The committee RESOLVES to provide a written response on the draft Blue Badge Car Park Charging Policy. Delegate to the Deputy Town Clerk all details in discharging this decision.

6.6 Reason for Recommendation

6.6.1 It is important for Shaftesbury Town Council to comment on the draft policy.

(End)

7 Budget – final review

Report 0122GEM7

To consider and recommend to Full Council, the budget for 2022–2023

(35 mins)

(Local Government Act, 1972 s.151)

7.1 **Summary**

- 7.1.1 The Council's Committees have reviewed their budgets at two separate meetings each during the autumn months.
- 7.1.2 The budget must be prepared and the precept notification issued to Dorset Council by 31st January 2022. Budgeted gross expenditure must be provided to Dorset Council along with the precept notification.
- 7.1.3 The draft 2022/ 2023 budget by centre [can be viewed here](#)
- 7.1.4 The tax base for Shaftesbury was notified to the Council on 10th December. As such, the household impact could not be calculated until that point. The tax base confirmation from Dorset Council [can be viewed here](#)
- 7.1.5 The tax base for 2022/ 2023 for Shaftesbury is £3,286.7 versus £3,207.2 in 2021/ 2022. This equates to an increase of 2.5% (76 additional properties).
- 7.1.6 Using the draft budget that has been prepared and the tax base the Band D equivalent charge is shown below. This represents a £7.73 per annum per household increase

Band D Equivalent Charge						
Precept Divided By Taxbase						
2021/22	£	156.62	2022/23	£	164.35	
Increase/(Decrease) Year on Year					£	7.73
% Increase/(Decrease)						4.93%

Cost per household

Precept Modelling						
Actual Precept 21/22 & Proposed Precept 22/23						
		2) Enter Target Precept				
2021/22	£	502,311.00	2022/23	£	540,157.00	
Increase/(Decrease) Year on Year					£	37,846.00

Based on increase of tax base by 76 households

- 7.1.7 Due to delays in consideration by Committee, the Council has not carried out a public information evening for the budget. The Committee should consider whether it wishes to do so prior to Full Council's determination of the budget and precept.

7.2 Scheme of Delegation

- 7.2.1 The General Management Committee is delegated to make recommendations to Full Council on the proposed Capital and Revenue Budgets of all Council services and activities
- 7.2.2 Full Council is responsible for setting the precept and approval of the Council's budget (this may not be delegated).

7.3 Legal Authority and Implication

- 7.3.1 The budget and precept must be completed before 31st March 2022. The Principal Authority requires that the precept notification is submitted before the end of January 2022.

7.4 Recommendation

- 7.4.1 That the committee considers and recommends to Full Council the budget and precept for 2022/23. Delegate to the Deputy Town Clerk all details in discharging this decision.
- 7.4.2 That the committee considers whether to hold a public information evening in relation to the budget and precept.

7.5 Reason for Recommendation

- 7.5.1 The Committee demonstrates a sound understanding of the Council's financial requirements and commitments and recommends an appropriate budget for the coming financial year to Full Council on 25th January. Once resolved the precept submission is made to Dorset Council before 31st January 2022.

(End)

8 Quarterly Finance Report – Quarter 3

Report 0122GEM8

To receive the Town Council's Accounts for the third quarter.

(20 mins)

(Local Government Act, 1972 s.151)

8.1 Summary

- 8.1.1 The Committee should have a clear understanding of the Council's financial position throughout the year.

The following reports can be viewed via the links provided:

- a. The [Balance Sheet](#)
- b. The [Income and Expenditure report by budget line](#)
- c. The [Bank Reconciliation report](#) as of 31st December 2021 can be viewed here
- d. The [Payments list October 1st to December 31st 2021](#) has been processed in line with the Scheme of Delegation

- 8.1.2 If councillors would like to see any additional information, please let the office know and this will be arranged.

8.2 Scheme of Delegation

- 8.2.1 The General Management Committee is delegated to consider and determine all matters relating to finance.

8.3 Recommendation

- 8.3.1 To receive and note the report..

8.4 Reason for Recommendation

- 8.4.1 To provide councillor oversight of the financial position of the Council

(End)

9 Planning Applications

Report 0122GEM9

To consider responses to planning applications to include but not be limited to Layton Lane, Greenacre House, Linden Park (15 mins)

(Town and Country Planning Act, 1990 sch.1 para.8)

9.1 Summary

- 9.1.1 Planning applications listed below have been received and require comments to be submitted to the Local Planning Authority. Prior to the meeting, members are urged to view the planning application using the link below and to visit the site to understand local context. The presentation for the meeting is available to view in advance [here](#)

9.2 Planning Applications

9.2.1 [P/HOU/2021/05578](#)

Proposal: Erect two storey extension, re-clad brick work and hanging tile with render with part timber boarding

Location: Southdowns 33 Layton Lane Shaftesbury SP7 8EY

Committee/Delegated: Delegated

Consultation Ends: 13.01.2022 – Extension requested

9.2.2 [P/ADV/2021/05546](#)

Proposal: Display of 2no. replacement Illuminated fascia signs, 3no. replacement Non-illuminated panel signs. Painting of shopfront.

Location: Ground floor Greenacre House Shaftesbury SP7 8BS

Committee/Delegated: Delegated

Consultation Ends: 27/01/2022

9.2.3 [P/HOU/2022/00072](#)

Proposal: Erect Single Storey Rear Extension and First Floor Side Extension

Location: 74 Linden Park Shaftesbury SP7 8RN

Committee/Delegated: Delegated

Consultation Ends: 01.02.2022

9.3 Scheme of Delegation

- 9.3.1 The Committee had delegation to comment on planning applications received from the local planning authority

9.4 Legal Authority and Implication

- 9.4.1 The Town Council is a consultee but does not have the authority to determine planning applications. The Council has the power to be notified of planning applications affecting the Council's area and to comment (Town and Country Planning Act, 1990 sch.1 para.8)

9.5 Financial Implication

- 9.5.1 None

9.6 Recommendation

- 9.6.1 That the Committee provides its response on the listed planning applications and considers responses to applications received without notice, in the form of Support or Objection with supporting reasons. Delegate to the Town Clerk all details in discharging this decision.

9.7 Reason for Recommendation

- 9.7.1 To fulfil the Council's responsibility and exercise its views as a Statutory Consultee

9.8 Additional Information

- 9.8.1 As part of Shaftesbury Town Council's response to planning proposals it needs to give material planning reason for its comments, be they of support or objection. Simply stating 'No Objection' or 'Support' is insufficient as there is a requirement to give the reasons for that decision.

Material Planning Reasons

Biodiversity	Design
Economic Benefits	Effect on the Appearance of the Area
Flooding Issues	Height
Heritage	Impact on Access
Impact on Light	Landscape
Local or Government Policy	Noise/Disturbance
Other	Overlooking/Loss of Privacy
Parking	Residential Amenity
Road Safety	Traffic or Highways

- 9.8.2 To assist here are a few examples as to how you might word something to give material planning reason for your thoughts.

Examples

House Extension	No Objection as limited impact on amenity of neighbouring property Objection as will have detrimental impact on neighbouring property
New dwelling	Support, design is in keeping with locality Objection as design is not in keeping with local area
Vehicular access	Support, will have no impact on road safety given proposed visibility splays Objection as visibility is poor in this location and traffic speeds are high.

(Ends)

10 Carlink Grant Request

Report 0122GEM10

To consider grant request from Carlink

(10 mins)

Local Government and Ratings Act 1997

10.1 Summary

10.1.1 The following request has been received from the Shaftesbury Car Link charity

Since taking over the Shaftesbury Car Link scheme we now have over 700 subscribers and in the last 3 years number of trips has increased from 35 per month to over 350 (an increase of 1000%). We have a team of 17 drivers, all of whom give their time freely and are naturally caring, compassionate people – they are an absolute asset to the town.

We purchased a wheelchair vehicle out of our own funds (£8,500) and have now had to also give up our paid employment as the scheme is so busy. To enable us to do this we have had to withdraw our own savings to keep paying the normal monthly household bills as neither of us are of pensionable age and have no other income.

During the covid pandemic we were the only scheme in Dorset to continue to operate. Fortunately we had received funding from Shaftesbury Carnival of £1,000. This funding was supposed to be allocated to purchasing fluorescent waistcoats and first aid kits for our drivers. However, this money had to be diverted to purchase PPE for our drivers and also to subsidise the costs of transport for residents to be taken for their covid vaccinations (over 300).

Our funds are now very low and, unfortunately, the front swivel seat in the wheelchair vehicle has decided to give up the ghost. This remote control seat provides easy access for the very elderly who are not quite wheelchair bound but have very poor mobility and it has proved to be extremely popular. To have a new seat put in we have been advised it would cost in the region of £5,000. However, we have been looking at second-hand ones and we could purchase one in the region of £875 (but excludes fitting). We are, therefore looking for funding to replace the now defunct seat but also to help backfill the bank account which has become severely depleted due to the costs of PPE. We are hoping for in the region of £1,000 but would be very grateful to receive anything that would help this now incredibly relied upon service.

10.2 Scheme of Delegation

10.2.1 Matters delegated to the General Management Committee: All matters relating to Grants and Donations

10.3 Legal Authority and Implication

10.3.1 A local authority has power to do anything that individuals generally may do. (Localism Act, 2011 s.1)

10.4 Financial Implication

10.4.1 The year to date spend versus budget is detailed below:

Budget line name	Actual Year to Date	Current Annual Bud	Committed Expenditure	Funds Available
Community Grants	18,749	20,000	0	£1,251

10.5 Recommendation

- 10.5.1 That the Council resolves on the request provided. Delegate to the Deputy Town Clerk all details in discharging this decision.

10.6 Reason for Recommendation

- 10.6.1 To support the community in its activities.
- 10.6.2 The grant application provides additional detail relating to who will benefit from the funding and how it meets a recognised need.