



**Minutes of the Full Council Meeting on Tuesday 17<sup>th</sup> January 2023 at 7 pm**  
**Held in the Council Chamber, Shaftesbury Town Hall**

**Members Summoned and Present:** Councillors Brown (Chair), Edwyn-Jones (Vice Chair), Cook, Hall (late arrival), Hollingshead, Lewer, Loader, Tippins and Wild

**Absent:** Councillors Chase, Proctor and Yeo

**Officers Present:** Brie Logan (Town Clerk), Sybille Maddock (Assistant Town Clerk)

**In attendance:** Press (1), Members of the public (1) and online (3)

[Link to agenda](#)

**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.

- Resident of Anketils Farm, St James, is proposing an application for a car park on his land, adjacent to the school as he is concerned about safety. Access to the school would be from the farm, which would prevent having to cross St James St. The resident is seeking support from Shaftesbury Town Council when the planning application comes before this council.

The meeting commenced at 7.08 pm.

**FC121 Apologies**

Officer report 0123FC1 was received and it was **RESOLVED** to accept apologies from Cllrs Chase and Proctor (joined online).

Proposed by Cllr Lewer		
Seconded by Cllr Loader		
In Favour	8	Cllrs Brown, Edwyn-Jones, Cook, Hollingshead, Lewer, Loader, Tippins and Wild
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

**FC122 Declarations of Interest**

Officer report 0123FC2 was received. It was **NOTED** that Councillors should declare any interests if they arise.

Cllr Wild declared an interest in item no 5.3.4 due to her association with the Lido.

**FC123 Minutes**

Officer report 0123FC3 was received and it was **RESOLVED** to adopt the minutes from the Full Council meeting on [13<sup>th</sup> December 2022](#).

Proposed by Cllr Edwyn-Jones		
Seconded by Cllr Tippins		
In Favour	8	Cllrs Brown, Edwyn-Jones, Cook, Hollingshead, Lewer, Loader, Tippins and Wild

Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

**Action: Town Clerk**

#### **FC124 Reports for information to Full Council**

Officer report 0123FC4 was received and it was **NOTED** that;

##### **Civic Report**

None

##### **Local Organisation Reports**

Cllr Cook reported that on the 18<sup>th</sup> February the Snowdrops Lantern Parade and a snowdrop making workshop is scheduled. The road closure application is in process.

##### **Dorset Council Reports**

Cllr Cook reported that Dorset Council is planning a 3.79% increase in their Council Tax.

##### **Other Reports**

Cllr Tippins spoke about the ATS planning application and the £24,000 of s106 contributions associated with it, which will be discussed by Dorset Council on 24<sup>th</sup> January. Cllr Edwyn-Jones confirmed she will attend the Northern Area Planning meeting and is intending to speak on behalf of Shaftesbury Town Council.

Cllr Tippins spoke about the Dorset Council Climate/Ecology statement being made on 23<sup>rd</sup> January.

The reports were received and **NOTED**.

#### **FC125 Clerk's report including correspondence and progress report on Full Council business**

**FC125a** Officer report 0123FC5.1 was received and **NOTED**. It was **NOTED** that a new Receptionist & Administration officer, Ariany Houlton, was recruited into a permanent 20 hour per week role, from 4<sup>th</sup> January 2023. A caretaker was also appointed on a 30 hour per week contract, Rowan Stanford-Ffoules, with effect from 23<sup>rd</sup> January 2023.

Cllr Tippins sought clarity on the Gold Hill Wall and Title Deeds item, which the Town Clerk responded to.

**FC125b** Officer report 0123FC5.2 was received and **NOTED**. It was **RESOLVED** to approve the works to the Sun Dial at a cost of £575 (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Proposed by Cllr Cook		
Seconded by Cllr Lewer		
In Favour	8	Cllrs Brown, Edwyn-Jones, Cook, Hollingshead, Lewer, Loader, Tippins and Wild
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

**Action: Town Clerk**

**FC125c** Officer report 0123FC5.3 was received.

##### **1. Past Mayor Badges**

It was **RESOLVED** to not purchase Past Mayor Badges.

Proposed by Cllr Hollingshead		
Seconded by Cllr Wild		
In Favour	5	Cllrs Brown, Hollingshead, Lewer, Loader and Wild
Against	3	Cllrs Edwyn-Jones, Cook, Tippins
Abstentions	0	
<b>MOTION CARRIED</b>		

**Action: Town Clerk**

**2. Pix Mead Bus Shelter**

It was **RESOLVED** to approve the replacement of glass panes at a cost of £1,135 using Budget Line 4250/103 Repairs & Maintenance/Grounds (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Proposed by Cllr Hollingshead		
Seconded by Cllr Cook		
In Favour	8	Cllrs Brown, Edwyn-Jones, Cook, Hollingshead, Lewer, Loader, Tippins and Wild
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

**Action: Town Clerk**

**3. Grounds Team Training**

It was **RESOLVED** to commit to £6,257 taking funds from budget line 402/ 4010 staff training to secure the training as part of the individual staff training plans to demonstrate compliance against job descriptions (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Proposed by Cllr Brown		
Seconded by Cllr Lewer		
In Favour	8	Cllrs Brown, Edwyn-Jones, Cook, Hollingshead, Lewer, Loader, Tippins and Wild
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

**Action: Town Clerk**

**4. Lido Pump**

It was **RESOLVED** to approve the expenditure of £730 and the year to date overspend of £1,036 on line 4250/305 Repairs and Maintenance/Pool (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Proposed by Cllr Edwyn-Jones		
Seconded by Cllr Loader		
In Favour	8	Cllrs Brown, Edwyn-Jones, Cook, Hollingshead, Lewer, Loader, Tippins and Wild
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

**Action: Town Clerk**

**5. Grounds Vehicle**

It was **RESOLVED** to approve delegated expenditure authority of up to £14,000 to the Town Clerk in consultation with the Mayor and Deputy Mayor once a suitable vehicle is available on the market.

Proposed by Cllr Edwyn-Jones		
Seconded by Cllr Hollingshead		
In Favour	7	Cllrs Brown, Edwyn-Jones, Cook, Hollingshead, Lewer, Loader and Wild
Against	1	Cllr Tippins
Abstentions	0	
<b>MOTION CARRIED</b>		

**FC126 To receive and note minutes of and/or to determine recommendations by committees**

Officer report 0123FC6 was received and **NOTED**.

**FC127 To approve payments and receive financial reports**

Officer report 0123FC7 was received and noted and it was **RESOLVED** to approve the payments.

Proposed by Cllr Lewer		
Seconded by Cllr Hollingshead		
In Favour	8	Cllrs Brown, Edwyn-Jones, Cook, Hollingshead, Lewer, Loader, Tippins and Wild
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

<b>Action: Town Clerk</b>
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List of Purchase Ledger Payments for approval – Full Council 17/01/2023

Supplier and Invoice Details	Invoice Date	Invoice No.	Amount Due	Amount Paid
<b>BAYTREE</b> Baytree Cleaning Company				
Cleaning Town hall	31/12/2022	25591	178.20	0.00
<b>BERWICK</b> Chris Berwick Ltd				
SLA Trinity Grounds	14/12/2022	2543	897.12	0.00
<b>CALOO</b> Caloo Ltd				
Buffers for Chest Press	06/01/2023	SI-004570	39.12	0.00
<b>CLARITY</b> Clarity Copiers Ltd				
Printing Dec	29/12/2022	128211	23.35	0.00
<b>COBBLEBOX</b> Cobblebox				
Trifold Leaflets St James	15/12/2022	0503	65.00	0.00
<b>CUMBRIA</b> Cumbria Clock Company Ltd				
Service Town Hall Clock	31/12/2022	16624	180.00	0.00
<b>DAPTC</b> DAPTC				
Clerks Conference	27/10/2022	1044	70.00	0.00
Standards In Life - GH	14/12/2022	1119	20.00	0.00
<b>DESIGN</b> Designjam Ltd				
.gov domain	13/08/2022	2873	99.84	0.00
Website hosting	01/09/2022	2921	168.00	0.00
Websie Hosting	01/01/2023	3003	168.00	0.00
<b>DVH</b> Dorset Vehicle Hire				
Van Hire	31/12/2022	564103	1,190.40	0.00
<b>DWP</b> Dorset Waste Partnership				
Waste Collection Jan to Mar	04/01/2023	2800333860	484.07	0.00
<b>HAWES</b> Hawes Arborists				
Beech Tree Tout Hill	03/01/2023	002633	5,040.00	0.00
<b>KINGFISHER</b> Kingfisher Direct				
White Salt 25 Bags	03/01/2023	520035532	232.50	0.00
<b>MICROSHADE</b> Micorshade VSM				
Rialtas Hosting	23/12/2022	17054	73.80	0.00
Rialtas Hosting	06/01/2023	17199	73.80	0.00
<b>MJHPPS</b> MJ HPPS Ltd				
Repairs to burst pipe Bell St	19/12/2022	7381	96.00	0.00
<b>NDM</b> NDM Electrical				
Repair Light Barton Hill	23/12/2022	1690	142.98	0.00
<b>OCTUPUS</b> Octopus Personnel				
High Street Marshal	28/12/2022	14294	331.92	0.00
<b>PEAR</b> Pear Technology				
Pear Mapping	30/11/2022	136451	288.00	0.00
<b>PROLUDIC</b> Proludic				
Replacement Beam - Basket Swing	22/12/2022	SIN006760	3,809.71	0.00
<b>SHACKELL</b> Aileen Shackell Landscape Design				
Play Strategy Masterplan	20/12/2022	SI377	3,600.00	0.00
Play strategy Visit	20/12/2022	SI378	930.08	0.00
<b>SLCCE</b> SLCC Enterprises Ltd				
Staff Recruitment Advert	21/12/2022	SD456-1	370.80	0.00
<b>SURE</b> Sure PC Help Ltd				
IT support	22/12/2022	5200	72.00	0.00
<b>TOOGOODS</b> Toogoods Prop Ltd				
Rent Dec to Mar Unit 9C	15/12/2022	17659	2,527.20	0.00
			<b>Proposed Payment Total</b>	<b>0.00</b>
				<b>21,171.89</b>

## Additional Payments

<b>AQUACARE</b>	<b>Aquacare</b>					
Pool sampling		30/08/2022	308158	176.88	0.00	176.88
Pool sample		31/08/2022	308667	272.88	0.00	272.88
<b>HAWES</b>	<b>Hawes Arborists</b>					
Tree works 50% as per plan		14/01/2023	002646	12,000.00	0.00	12,000.00
<b>HOLLINGSHE</b>	<b>Cllr Andrew Hollingshead</b>					
Travel Expenses		19/12/2022	TECF1912	26.10	0.00	26.10
<b>LOGAN</b>	<b>Brie Logan</b>					
Gas Locker Keys		16/01/2023	BARGAIN18	2.00	0.00	2.00
<b>MADDOCK</b>	<b>Sybillie Maddock</b>					
Milk, Teabags		16/01/2023	TESCO2	3.80	0.00	3.80
<b>MOTCOMBE</b>	<b>Motcombe Garage Ltd</b>					
MOT Nissan Truck		21/12/2022	39884	613.34	0.00	613.34
<b>MOXHAM</b>	<b>Tracy Moxham</b>					
Coffee, Milk		10/01/2023	MORRISONS2	5.95	0.00	5.95
<b>SOUTH</b>	<b>South West Doors Ltd</b>					
Service roller shutter doors		12/01/2023	14412	96.00	0.00	96.00
<b>TRAVPERK</b>	<b>Travis Perkins</b>					
Hazard Tape		05/12/2022	9054ASM302	12.89	0.00	12.89
<b>WALLGATE</b>	<b>Wallgate</b>					
H/Drier main. contract Feb/Jan		05/01/2023	29747	1,596.00	0.00	1,596.00
<b>WATER</b>	<b>Wessex Water</b>					
Water Pool Jul to Jan		09/01/2023	3062032103	1,378.62	0.00	1,378.62
<b>WYBONE</b>	<b>Wybone Limited</b>					
Large Grit Bin - Barton Hill		17/01/2023	46500	592.79	0.00	592.79
				<b>Total Purchase Ledger Payments</b>	<b>0.00</b>	<b>16,777.25</b>
17/01/2023	Dorset Pension Fund	ONLINE	3,366.66			Pension Fund December
17/01/2023	Tax/ni December Salaries	ONLINE	4,354.77			Tax/ni December Salaries
				<b>Total Cash Book Payments</b>		<b>7,721.43</b>
				<b>TOTAL ADDITIONAL PAYMENTS</b>		<b>£24,498.68</b>
				<b>TOTAL PAYMENTS FOR APPROVAL (inc additional payments)</b>		<b><u>£45,670.57</u></b>

### FC128 To consider a backdated request to construct a pathway at Castle Hill Mound

Officer report 0123FC8 was received and **NOTED**.

It was **RESOLVED** to progress with the project. The EMR fund will remain as allocated against budget line 4944 and all aspects are delegated to the Town Clerk in consultation with the Senior Ranger at Dorset Council to discharge this resolution, including the management of the appointment of the preferred contractor post the relevant permissions being granted from Historic England (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Proposed by Cllr Hollingshead		
Seconded by Cllr Tippins		
In Favour	8	Cllrs Brown, Edwyn-Jones, Cook, Hollingshead, Lewer, Loader, Tippins and Wild
Against	0	
Abstentions	0	

**MOTION CARRIED****Action: Town Clerk****FC129 To consider the final version of the draft budget for adoption and resolve the precept demand for the financial year 2023 – 2024**

Cllr Hall arrived at the meeting at 7.54pm.

Cllr Wild left the meeting at 8.04pm and returned at 8.06pm.

Officer report 0123FC9 was received and it was **RESOLVED** to adopt the budget for 2023/2024.

Proposed by Cllr Hollingshead		
Seconded by Cllr Wild		
In Favour	8	Cllrs Brown, Edwyn-Jones, Cook, Hollingshead, Lewer, Loader, Tippins and Wild
Against	1	Cllr Hall
Abstentions	0	
<b>MOTION CARRIED</b>		

It was **RESOLVED** to issues a precept demand of £560,156.45 (8%) to Dorset Council for the financial year 2023/2024.

Proposed by Cllr Hollingshead		
Seconded by Cllr Cook		
In Favour	5	Cllrs Edwyn-Jones, Cook, Hollingshead, Loader and Wild
Against	4	Cllrs Brown, Hall, Lewer and Tippins
Abstentions	0	
<b>MOTION CARRIED</b>		

It was **RESOLVED** to roll over the EMR balances as specified above into the new financial year.

Proposed by Cllr Lewer		
Seconded by Cllr Cook		
In Favour	8	Cllrs Brown, Edwyn-Jones, Cook, Hall, Hollingshead, Lewer, Loader and Wild
Against	1	Cllr Tippins
Abstentions	0	
<b>MOTION CARRIED</b>		

**Action: Town Clerk**

Cllr Hollingshead thanked members for an excellent debate on agenda item No.9.

**FC130 To receive the tender submissions for the Lido**

Officer report 0123FC10 was received.

It was PROPOSED by Cllr Tippins but NOT SECONDED to engage with Contractor A for the Building works, Contractor E for the Electro Chlorination works and Contractor G for Gas/Electrical/Heating.

It was **RESOLVED** that Shaftesbury Town Council engages with the following contractors:

Contractor A (Master Builder) for the Building works at a cost of £18,865.00

Contractor E (Prodose) for the Electro Chlorination works at a cost of £14,495.29

Delegated authority has been given to the Town Clerk in consultation with the Mayor, Deputy Mayor and Cllr Hall to approve the works for Gas/Electrical/Heating once the additional two quotes for these works have been received (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Proposed by Cllr Edwyn-Jones		
Seconded by Cllr Hollingshead		
In Favour	9	Cllrs Brown, Edwyn-Jones, Cook, Hall, Hollingshead, Lewer, Loader, Tippins and Wild
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

**Action: Town Clerk**

**FC131 To consider the Town Hall Condition Report and associated Architect costs**

Officer report 0123FC11 was received and it was **RESOLVED** to instruct the Architect to proceed to the next stage of the project namely; the development of the CAD plan, confirming the Priority A, B and C repairs as referenced in the report and approve the Architects costs (knowing the true cost will be known post the tender process) to manage this project (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Proposed by Cllr Brown		
Seconded by Cllr Hollingshead		
In Favour	9	Cllrs Brown, Edwyn-Jones, Cook, Hall, Hollingshead, Lewer, Loader, Tippins and Wild
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

**Action: Town Clerk**

**FC132 To consider adopting a Preferred Supplier approach and amend the Financial Regulations accordingly**

Officer report 0123FC12 was received and it was **RESOLVED** to add the following clause to the [Financial Regulations](#) – section 11.1.

vii. for electrical, plumbing, tree, printing, landscape and ecological works where a preferred supplier has been resolved by the council. The preferred supplier will be evaluated on an annual basis.

Cllr Wild left the meeting at 8.33pm.

Proposed by Cllr Hollingshead		
Seconded by Cllr Edwyn-Jones		
In Favour	8	Cllrs Brown, Edwyn-Jones, Cook, Hall, Hollingshead, Lewer, Loader and Tippins
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

**Action: Town Clerk**

**FC133 To receive a progress update for the Play Park replacements and Skate Park works**



Officer report 0123FC13 was received and NOTED

The Town Clerk will investigate the signage at the Skate Park relating to helmets and will facilitate a meeting with an expert skate park company asap.

**Action: Town Clerk**

There being no further business, the meeting was closed at 9:48 PM.

These minutes were adopted on 21<sup>st</sup> February 2023 under minute reference FC139 as a true record of the decisions taken and are duly signed below by the chair of that meeting.