



**Minutes of the Full Council Meeting on Tuesday 15<sup>th</sup> August 2023 at 7 pm**  
**Held in the Council Chamber, Shaftesbury Town Hall**

**Members Summoned and Present:** Councillors Edwyn-Jones (Chair), Brown, Cook, Hall (arrived at 7.15pm), Lewer, Loader, Proctor, Tippins, Wild (arrived at 7.14pm) and Yeo

**Absent:** Cllrs Chase and Hollingshead (Vice Chair)

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

**In attendance:** Press (1), Members of the public (12) and online (0)

[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.

- Photo of King Charles should be placed under Coat of Arms in Council Chamber
- Request for members to stand when speaking and to show more respect and better behaviour at meetings
- Sustainable Shaftesbury has no intention for Glyphosate to be sprayed or re-introduced
- Barton Hill – issue with drug dealers and caravan parked in car park
- Agenda 21 – Action Plan – querying Shaftesbury declaring a Climate Emergency in 2019

The meeting commenced at 7.25pm.

**FC52 Apologies**

Officer report 0823FC1 was received and it was **RESOLVED** to accept apologies from Cllrs Chase and Hollingshead.

Proposed by Cllr Loader		
Seconded by Cllr Wild		
In Favour	10	Cllrs Edwyn-Jones, Brown, Cook, Hall, Lewer, Loader, Proctor, Tippins, Wild and Yeo
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

**FC53 Declarations of Interest**

Officer report 0823FC2 was received. It was **NOTED** that Councillors should declare any interests if they arise.

Cllr Hall declared an interest in agenda item 9 as he has worked with the applicant previously. He will not take part in the vote.

Cllr Wild declared an interest in agenda item 6 due to receiving a payment for Aquafit tuition.

**FC54 Minutes**

Officer report 0823FC3 was received and it was **RESOLVED** to adopt the minutes from the Full Council meeting on 18<sup>th</sup> July 2023 and the Extraordinary Full Council minutes on 31<sup>st</sup> July 2023.

Proposed by Cllr Loader		
Seconded by Cllr Cook		
In Favour	9	Cllrs Edwyn-Jones, Brown, Cook, Hall, Lewer, Loader, Proctor, Tippins and Wild
Against	0	
Abstentions	1	Cllr Yeo
<b>MOTION CARRIED</b>		

**Action: Town Clerk**

**FC55 Reports for information to Full Council**

Officer report 0823FC4 was received and it was **NOTED** that;

**Civic Report**

Cllr Edwyn-Jones spoke about her Civic Day, which was a very successful event. She also attended an event at the Cricket Club, as well as the Civic Days at Wimborne, Weymouth and Lyme Regis.

**Local Organisation Reports**

None

**Dorset Council Reports**

Cllr Beer submitted the following report, which was read out by Cllr Cook:

Coombe House - In what looks to be a positive step, the body responsible for running Coombe House are holding a beach themed family day on August 24th to share ideas about how the facilities can be enjoyed by the local community in the future.

Station staff - The consultation period for comments on the removal of ticket offices from stations such as Gillingham, to drastically cut the hours staff are present and their usefulness, has been extended until the end of the month. A concern is that with so many hundreds of thousands of responses, the well thought out content of them will not be taken into consideration properly, and just a “ yes or no” evaluation is all that will happen.

Highways team - I am in regular dialogue with our dedicated and hard working local highways officer, unfortunately due to chronic staffing issues she is having to spread her time over several different districts for the next few weeks, and will have to postpone face to face meetings for a while.

Environment - I met with the senior Ranger at the Maltings environmental barrier, sharing the thoughts and concerns of some residents about management and litter. He was as usual really helpful, and explained that in the autumns usually planned maintenance will be carried out, including litter clearance, (which happens more frequently) and after consultation with the countryside team will consider ways that the local community can get involved, albeit under the strict guidance of the team, who obviously will have better understanding of what goes on in there currently.

Cllr Brown left the meeting at 7.29pm and returned at 7.31pm.

Public transport - I am still working hard on the reintroduction of local bus services on Saturdays, Wiltshire still provide to and from Salisbury. Dorset provide nothing, and even a minimal service of one bus and driver providing a service between Gillingham, Shaftesbury and Blandford every

couple of hours would be so helpful to our younger residents, our senior citizens, and others without cars.

Experience shows that public transport is massively busy at weekends, with leisure travel exceeding pre Covid levels quite considerably.

**Other Reports**

None

The reports were received and **NOTED**.

**FC56 To receive and note minutes of and/or to determine recommendations by committees**

Officer report 0823FC5 was received and **NOTED**.

**FC57 To approve payments and receive financial reports**

Officer report 0823FC6 was received and noted and it was **RESOLVED** to approve the payments (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Proposed by Cllr Lewer		
Seconded by Cllr Cook		
In Favour	9	Cllrs Edwyn-Jones, Brown, Cook, Hall, Lewer, Loader, Proctor, Tippins and Yeo
Against	0	
Abstentions	1	Cllr Wild
<b>MOTION CARRIED</b>		

**Action: Town Clerk**

## Proposed List of Payments Entered

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid
<b>AQUA</b> Aqua cleaning Services						
Sanitary bin rental	01/08/2023	CL8872		43.20	0.00	43.20
<b>AQUACARE</b> Aquacare						
Monthly water sampling	31/07/2023	312286		143.22	0.00	143.22
<b>BEALE</b> Rob Beale Ltd						
Harras fencing re Park Walk	31/07/2023	17151		86.40	0.00	86.40
<b>BOWDEN</b> Ella Bowden						
Swimming teaching	03/08/2023	ERB01		220.00	0.00	220.00
<b>CLARITY</b> Clarity Copiers Ltd						
Printing July	31/07/2023	130252		26.60	0.00	26.60
<b>COLE</b> Cole and Cole						
Topographical survey Wincombe Re	01/08/2023	1897		894.00	0.00	894.00
<b>DCC</b> Dorset Council						
Parking permits Civic day	28/07/2023	1801312490		99.75	0.00	99.75
<b>DESIGN</b> Designjam Ltd						
Website hosting	01/08/2023	3105		168.00	0.00	168.00
<b>ELITE</b> Elite Playground Inspections						
Monthly play area inspections	03/08/2023	EFP1 110-08		231.00	0.00	231.00
<b>HAWES</b> Hawes Arborists						
Sycamore Coppice St	07/08/2023	0020806		714.00	0.00	714.00
<b>HILL</b> F L Hill						
Swimming Teaching	17/07/2023	01		187.50	0.00	187.50
<b>JANE</b> Jane Wyncoll						
Aqua fit instruction	31/07/2023	0002		100.00	0.00	100.00
<b>MADDOCK</b> Sybille Maddock						
Washing up liquid	19/07/2023	MYRTLE		1.43	0.00	1.43
Civic Day refreshments	30/07/2023	CIVICDAY		40.77	0.00	40.77
Milk	31/07/2023	JULY2		3.80	0.00	3.80
					<b>0.00</b>	<b>46.00</b>
<b>MOORE</b> Richard Moore Contractors						
Repairs to pathway Wincombe Re	19/07/2023	008721		2,196.00	0.00	2,196.00
<b>MOTCOMBE</b> Motcombe Garage Ltd						
Diagnostic check van	27/07/2023	41295		120.00	0.00	120.00
<b>MOXHAM</b> Tracy Moxham						
Milk, coffee	08/08/2023	TESCO2		8.20	0.00	8.20
<b>NSALG</b> The National Allotment Society						
NSALG Membership	08/08/2023	S43612023		66.00	0.00	66.00
<b>OCTUPUS</b> Octopus Personnel						
High Street Marshal	01/08/2023	14759		785.04	0.00	785.04
<b>PARTNERSHI</b> Partnership Fire and Security						
Call out and training pool	20/07/2023	43920		117.60	0.00	117.60
<b>SCREW</b> Screwfix (Trade UK)						
Safety Boots AF	17/07/2023	1395372926		32.99	0.00	32.99

<b>SCT</b>	<b>Shaftesbury Charitable Trust</b>					
<i>Repairs to Hovis Loaf</i>		17/07/2023	HOVIS	636.79	0.00	636.79
<b>SHINBLOOM</b>	<b>Shaftesbury in Bloom</b>					
<i>Plants troughs Town Hall</i>		31/07/2023	PLANTS	230.00	0.00	230.00
<b>SPRUCE</b>	<b>Spruce Pools</b>					
<i>Blockage heat exchange unit</i>		13/07/2023	55898	202.80	0.00	202.80
<b>TOOGOODS</b>	<b>Toogoods Prop Ltd</b>					
<i>Water rates unit 9c</i>		31/07/2023	19681	57.76	0.00	57.76
<b>WATER</b>	<b>Wessex Water</b>					
<i>Water Manpitts</i>		11/07/2023	4063389552	99.48	0.00	99.48
<i>Allotments St James</i>		13/07/2023	4063387556	257.22	0.00	257.22
<i>Water Town Hall</i>		14/07/2023	4063394118	166.15	0.00	166.15
<i>Water Bell St</i>		14/07/2023	4063394619	732.58	0.00	732.58
<i>Water Rose Garden</i>		14/07/2023	4063395042	24.57	0.00	24.57
<i>Water Bowling Green/Band Hall</i>		17/07/2023	WATERJUL2023	863.42	0.00	863.42
<i>Water Pool</i>		01/08/2023	4063499370	414.07	0.00	414.07
					0.00	2,557.49
<b>WELLERS</b>	<b>Wellers Law Group</b>					
<i>Legal advice re LD</i>		17/07/2023	50995.001	1,500.00	0.00	1,500.00
<b>WILD</b>	<b>Lorah Wild</b>					
<i>Aqua fit teaching</i>		31/07/2023	LW4	462.50	0.00	462.50
<b>YOGA</b>	<b>Yoga Within</b>					
<i>Wellness 2023</i>		01/08/2023	WELLNESS	4,000.00	0.00	4,000.00
				<b>Proposed Invoice Total</b>		<b>15,932.84</b>

#### CASH BOOK PAYMENTS

17/08/2023	Shaftesbury Abbey & Museum	ONLINE	50.00	Tour of Abbey ref Civic Day
17/08/2023	Citizen Advice Dorset SLA	ONLINE	5,000.00	SLA
17/08/2023	Dorset Marshals	ONLINE	1,000.00	Community Grant
17/08/2023	Friends of Brea Common	ONLINE	375.00	Community Grant
17/08/2023	Friends of Westminster Hospital	ONLINE	1,900.00	Community Grant
17/08/2023	Shaftesbury Rotary (Gold Hill)	ONLINE	1,000.00	Community Grant
17/08/2023	ND Rugby Club	ONLINE	500.00	Community Grant
17/08/2023	Open House	ONLINE	1,000.00	Community Grant
17/08/2023	Read Easy	ONLINE	257.00	Community Grant
17/08/2023	Shaftesbury Abbey & Museum	ONLINE	1,000.00	Community Grant
17/08/2023	SDDFC	ONLINE	1,000.00	Community Grant
17/08/2023	Shaftesbury Carnival	ONLINE	1,000.00	Community Grant
17/08/2023	Shaftesbury Charitable Trust	ONLINE	500.00	Community Grant
17/08/2023	Shaftesbury Cricket Club	ONLINE	1,000.00	Community Grant
17/08/2023	Shaftesbury Fringe	ONLINE	1,000.00	Community Grant
17/08/2023	Shaftesbury Guides	ONLINE	398.00	Community Grant
17/08/2023	Shaftesbury Refugee Group	ONLINE	1,000.00	Community Grant
17/08/2023	Shaftesbury Scout Group	ONLINE	400.00	Community Grant
17/08/2023	Shaftesbury Town Silver Band	ONLINE	575.00	Community Grant
17/08/2023	Shaftesbury Town Twinning	ONLINE	500.00	Community Grant
17/08/2023	Shaftesbury Trinity Trust	ONLINE	500.00	Community Grant
17/08/2023	Vale Pantry	ONLINE	1,000.00	Community Grant
17/08/2023	Shaftes Almshouse's	ONLINE	3,095.00	Community Grant
			<b>Cash Book Payments</b>	<b>24,050.00</b>
			<b>TOTAL PAYMENTS</b>	<b><u>£39,982.84</u></b>

## Additional List of Payments For Approval

Supplier and Invoice Details	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid
<b>BERWICK</b> Chris Berwick Ltd <i>Grounds Maintenance July</i>	31/07/2023	SI-2703	8,190.00	0.00	8,190.00
<b>CHESIL</b> Chesil Security Ltd <i>Market Marshal Trial</i>	13/06/2023	4151	675.00	0.00	675.00
<b>COLEA</b> Andrew Cole <i>Grounds support</i>	31/07/2023	AC0004	900.00	0.00	900.00
<b>CG</b> C & G Tarmac <i>Works to Car Park</i>	29/07/2023	17066XXCJ	10,320.00	0.00	10,320.00
<b>IPS</b> IPS Group Uk <i>Car park meter</i>	09/08/2023	87768	6,168.00	0.00	6,168.00
<b>LYCETTS</b> lycetts Insurance Brokers <i>Ins Donkey Field</i>	19/07/2023	364395	114.00	0.00	114.00
<b>MICROSHADE</b> Microshade VSM <i>Rialtas Hosting</i>	23/08/2023	18204	77.40	0.00	77.40
<b>OCTUPUS</b> Octopus Personnel <i>temp Admin support</i>	08/08/2023	14777	424.56	0.00	424.56
<b>PWCR</b> Proctor, Watts, Cole & Rutter <i>Architect Mampitts Hub</i>	11/08/2023	3/12/51661	3,666.43	0.00	3,666.43
<b>RLSS</b> RLSS Direct (IQL UK Ltd) <i>ATC Renewal</i>	14/08/2023	SOR010284	154.00	0.00	154.00
<b>THRESH</b> Seamus Thresh <i>Swim School</i>	10/08/2023	00001	187.50	0.00	187.50
			<b>Additional Payment Total</b>	<b>0.00</b>	<b>30,876.89</b>
			<b>TOTAL PAYMENTS FOR APPROVAL</b>		<b><u>£70,859.73</u></b>

**FC58 To receive and note informal meeting notes and/or to determine recommendations by Working Groups**

It was **PROPOSED** and **SECONDED** to reject the Sustainable Shaftesbury informal summary of meeting as it is a reprobate step to the current STC Glyphosate policy.

Proposed by Cllr Tippins		
Seconded by Cllr Yeo		
In Favour	2	Cllrs Tippins and Yeo
Against	8	Cllrs Edwyn-Jones, Brown, Cook, Hall, Lewer, Loader, Proctor and Wild
Abstentions	0	
<b>MOTION FELL</b>		

Officer report 0823FC7 was received and **NOTED**.

**FC59 To receive the tenders for the Town Hall works and to agree the next steps**

Officer report 0823FC8 was received and it was **RESOLVED** to:

- (1) appoint Contractor C (Burfitt and Garrett), on the proviso the architect needs to review the Prelims.
  - (2) negotiate quotes for the Guildhall doors.
  - (3) draws down the funds held in the Property Fund to the indicative value of £89,000 (noting the true value will be confirmed at the time of the drawdown (Feb 2024).
  - (4) delegate the management of this project, including the signing of the JCT contract to the Town Clerk in collaboration with the Lead Councillor, Mayor and Deputy.
- (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Proposed by Cllr Edwyn-Jones		
Seconded by Cllr Tippins		
In Favour	10	Cllrs Edwyn-Jones, Brown, Cook, Hall, Lewer, Loader, Proctor, Tippins, Wild and Yeo
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

**Action: Town Clerk**

**FC60 To consider responses to Planning Applications**

Officer report 0823FC9 was received.

[PL/2023/05387](#)

**Proposal:** Conversion and Re-use of a Redundant Rural Building for Economic Development

**Location:** Land at Littledown, Shaftesbury, SP7 9HD

**Consultation Ends:** 16<sup>th</sup> August 2023

**Comment:** No objection, as there is no change of the footprint for the site.

Proposed by Cllr Proctor		
Seconded by Cllr Yeo		
In Favour	9	Cllrs Edwyn-Jones, Brown, Cook, Lewer, Loader, Proctor, Tippins, Wild and Yeo
Against	0	
Abstentions	1	Cllr Hall
<b>MOTION CARRIED</b>		

**FC61 Clerks Report including correspondence and progress report on Full Council business**

**FC61a** Officer report 0823FC10.1 was received and **NOTED**.

**FC61b** Officer report 0823FC10.2 was received and **NOTED**. It was **RESOLVED** to accept the report and to ratify expenditure authorised under the Clerk’s Scheme of Delegation.

- Staff recruitment (retrospective update)
- Gold Hill loaf restoration
- Weller’s Hedley Legal Services
- Peninsula
- Wincombe Topographical Survey
- Lido Consultancy
- Wincombe Rec
- Town Caretaker

The Council thanked the Town Caretaker for all her hard work over the last six months. The Town Council will look at its complaint procedures and compare it with other council’s policies. Cllrs Edwyn-Jones, Cook and Tippins will look at the policies and make recommendations to Full Council.

Proposed by Cllr Cook		
Seconded by Cllr Tippins		
In Favour	10	Cllrs Edwyn-Jones, Brown, Cook, Hall, Lewer, Loader, Proctor, Tippins, Wild and Yeo
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

**FC61c** Officer report 0823FC10.3 was received and it was agreed to resolve upon items 10.3.1, 10.3.2 and 10.3.3 en bloc.

**1. Reconnecting with Nature project (linked to Sustainable Shaftesbury and Strategic Plan)**

It was **RESOLVED** that the management of this project is delegated to the Town Clerk in consultation with the mayor and deputy in collaboration with the Sustainable Shaftesbury Working Group.

**2. Play Area Repairs/Maintenance**

It was **RESOLVED** to approve the repairs at a cost of £7,075.40 taking funds from budget line 4291 noting the 98% of budget has been spent. The council is asked to note that the YTD spend is £14,978 and likely year end forecast is expected to be £19,700 versus a budget of £15,000 (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

**3. Coppice Street Car Park SLA and Parking Order**

It was **RESOLVED** to delegate the management of the Service Level Agreement to the Town Clerk in collaboration with the Mayor and Deputy Mayor and to note the update on the Parking Order.



Proposed by Cllr Brown		
Seconded by Cllr Cook		
In Favour	10	Cllrs Edwyn-Jones, Brown, Cook, Hall, Lewer, Loader, Proctor, Tippins, Wild and Yeo
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

#### **4. Service User Number (SUN)**

It was **RESOLVED** to issue the Service User Number to Nat West.

Proposed by Cllr Brown		
Seconded by Cllr Hall		
In Favour	10	Cllrs Edwyn-Jones, Brown, Cook, Hall, Lewer, Loader, Proctor, Tippins, Wild and Yeo
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

<b>Action: Town Clerk</b>
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There being no further business, the meeting was closed at 8:59pm.

These minutes were adopted on 19<sup>th</sup> September 2023 under minute reference FC64 as a true record of the decisions taken and are duly signed below by the chair of that meeting.