



**Minutes of the Full Council Meeting on Tuesday 19<sup>th</sup> September 2023 at 7 pm**  
**Held in the Council Chamber, Shaftesbury Town Hall**

**Members Summoned and Present:** Councillors Edwyn-Jones (Chair), Hollingshead (Vice Chair), Brown, Chase, Hall, Lewer, Loader, Proctor, Tippins and Yeo

**Absent:** Cllrs Cook and Wild

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

**In attendance:** Press (1), Members of the public (8) and online (1)

[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.

- In favour of Community Land Trust proposal for Mampitts Green, request for council to support the proposal already on the table
- Thanks to the mayor for laying a wreath for the Battle of Britain Commemoration
- Road drainage at Enmore and St James
- Lions Mouth - public road safety, pedestrian access and need for street lighting along New Road
- Localism Act 2011 – query if STC supported the Mampitts CIC presentation – parking suggestions were sensible and well thought out, request for land to be protected by Fields in Trust
- Sustainable Shaftesbury – all grants in 2024 should support schemes in line with SS
- Football club update – the Town Clerk confirmed that this is due at October Full Council

The meeting commenced at 7.16pm.

**FC62 Apologies**

Officer report 0923FC1 was received and it was **RESOLVED** to accept apologies from Cllrs Cook and Wild.

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

**FC63 Declarations of Interest**

Officer report 0923FC2 was received. It was **NOTED** that Councillors should declare any interests if they arise.

Cllr Yeo declared that he is recording the meeting. He declared an interest in agenda item 4 as Trustee of the Mampitts Lane Community Land Trust CIC.

**FC64 Minutes**

Officer report 0923FC3 was received and it was **RESOLVED** to adopt the minutes from the Full Council meeting on 15<sup>th</sup> August 2023.

|                               |   |  |
|-------------------------------|---|--|
| Proposed by Cllr Lewer        |   |  |
| Seconded by Cllr Hollingshead |   |  |
| In Favour                     | 7 | Cllrs Edwyn-Jones, Hollingshead, Brown, Lewer, Loader, Proctor and Tippins |
| Against                       | 0 |  |
| Abstentions                   | 3 | Cllrs Chase, Hall and Yeo  |
| <b>MOTION CARRIED</b>         |   |  |

**Action: Town Clerk**

**FC65 To consider the S106 application and Planning Application for the Mampitts Green Hub**

Officer report 0923FC4 was received.

It was PROPOSED by Cllr Yeo but NOT SECONDED for Shaftesbury Town Council to not advance its bid and to support the proposal from the Mampitts CIC.

Cllr Brown thanked the working group members and the residents that took part in the two consultations.

It was **RESOLVED** to

- (a) Approve the content of the S106 application and endorse the Planning Application (building on the February 2023 resolution)
- (b) Approve costs for the Project Consultant to a maximum value of £5,000 taking funds from EMR 4943 Mampitts (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

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

**Action: Town Clerk**

**FC66 To approve payments and receive financial reports**

Officer report 0923FC5 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 Chase |   |   |
| Seconded by Cllr Lewer |   |   |
| In Favour              | 9 | Cllrs Edwyn-Jones, Hollingshead, Chase, Hall, Lewer, Loader, Proctor, Tippins and Yeo |
| Against                | 0 |   |
| Abstentions            | 1 | Cllr Brown  |
| <b>MOTION CARRIED</b>  |   |   |

**Action: Town Clerk**

**Proposed List of Payments for Approval Full Council 19<sup>th</sup> September 2023**

|                   |                                     |            |            |                 |
|-------------------|-------------------------------------|------------|------------|-----------------|
| <b>AQUA</b>       | <b>Aqua cleaning Services</b>       |            |            |                 |
|                   | <i>Sanitary Bin/Nappy Bin</i>       | 01/09/2023 | CL898      | 43.20           |
| <b>AQUAS</b>      | <b>Aqua Supplies Ltd</b>            |            |            |                 |
|                   | <i>Air Freshener Dispenser</i>      | 15/06/2023 | S37279     | 53.46           |
|                   | <i>Cleaning supplies TH</i>         | 10/07/2023 | S37547     | 385.01          |
|                   | <i>Cleaning supplies TH</i>         | 29/08/2023 | S38095     | 577.88          |
|                   |                                     |            |            | <b>1,016.35</b> |
| <b>BALDWIN</b>    | <b>Denise Baldwin</b>               |            |            |                 |
|                   | <i>Tea, Coffee, Milk</i>            | 12/09/2023 | AUGUST     | 18.05           |
| <b>BERWICK</b>    | <b>Chris Berwick Ltd</b>            |            |            |                 |
|                   | <i>SLA Trinity Centre</i>           | 31/08/2023 | SI-2742    | 1,794.24        |
|                   | <i>Grounds work August</i>          | 31/08/2023 | SI-2744    | 7,308.00        |
|                   |                                     |            |            | <b>9,102.24</b> |
| <b>CLARITY</b>    | <b>Clarity Copiers Ltd</b>          |            |            |                 |
|                   | <i>Printing August</i>              | 31/08/2023 | 130565     | 46.19           |
| <b>DCC</b>        | <b>Dorset Council</b>               |            |            |                 |
|                   | <i>Research Visit Dorset</i>        | 08/09/2023 | 1801321377 | 276.00          |
|                   | <i>TRO Advert Coppice St CP</i>     | 11/09/2023 | 2800365034 | 667.52          |
|                   |                                     |            |            | <b>943.52</b>   |
| <b>DESIGN</b>     | <b>Designjam Ltd</b>                |            |            |                 |
|                   | <i>Website Hosting</i>              | 01/09/2023 | 3121       | 168.00          |
| <b>EGCOLES</b>    | <b>EG. Coles</b>                    |            |            |                 |
|                   | <i>Fuel cap</i>                     | 24/08/2023 | 113492     | 68.22           |
| <b>ELITE</b>      | <b>Elite Playground Inspections</b> |            |            |                 |
|                   | <i>Playground inspection Sept</i>   | 01/09/2023 | 110-09     | 231.00          |
| <b>HAWES</b>      | <b>Hawes Arborists</b>              |            |            |                 |
|                   | <i>Coppice Sycamores Slope PW</i>   | 04/09/2023 | 002820     | 2,383.00        |
| <b>JANE</b>       | <b>Jane Wyncoll</b>                 |            |            |                 |
|                   | <i>Aqua fit teaching</i>            | 21/08/2023 | 003        | 75.00           |
| <b>MICROSHADE</b> | <b>Micorshade VSM</b>               |            |            |                 |
|                   | <i>Rialtas Hosting May</i>          | 23/05/2023 | 17774      | 77.40           |
|                   | <i>Rialtas Hosting September</i>    | 23/09/2023 | 18329      | 77.40           |
|                   |                                     |            |            | <b>154.80</b>   |
| <b>MJHPPS</b>     | <b>MJ HPPS Ltd</b>                  |            |            |                 |
|                   | <i>To fix and replace flush</i>     | 06/09/2023 | 7724       | 245.89          |
| <b>MOTCOMBE</b>   | <b>Motcombe Garage Ltd</b>          |            |            |                 |
|                   | <i>Battery for Nissan Cabstar</i>   | 30/08/2023 | 41514      | 185.58          |
| <b>MOXHAM</b>     | <b>Tracy Moxham</b>                 |            |            |                 |
|                   | <i>Milk, tea, scissors</i>          | 07/09/2023 | SEPTEMBER  | 10.76           |
| <b>OCTUPUS</b>    | <b>Octopus Personnel</b>            |            |            |                 |
|                   | <i>Office support</i>               | 15/08/2023 | 14795      | 424.56          |
|                   | <i>Office support</i>               | 22/08/2023 | 14816      | 424.56          |
|                   | <i>Office Support</i>               | 30/08/2023 | 14835      | 785.04          |
|                   | <i>Office support</i>               | 05/09/2023 | 14855      | 339.65          |
|                   |                                     |            |            | <b>1,973.81</b> |

|                                       |  |            |                               |                  |
|---------------------------------------|--|------------|-------------------------------|------------------|
| <b>PARTNERSHI</b>                     | <b>Partnership Fire and Security</b>     |            |                               |                  |
| <i>Fire Ext. Check Pool</i>           |  | 09/05/2023 | 43216                         | 136.80           |
| <b>PWCR</b>                           | <b>Proctor, Watts, Cole &amp; Rutter</b> |            |                               |                  |
| <i>Works in relation to Town Hall</i> |  | 23/08/2023 | 4                             | 15,579.22        |
| <b>SGM</b>                            | <b>Shaftesbury Garden Machinery</b>      |            |                               |                  |
| <i>Strimmer heads</i>                 |  | 19/07/2023 | 004610                        | 26.40            |
| <i>Blades</i>                         |  | 29/07/2023 | 004675                        | 25.08            |
|                                       |  |            |                               | <b>51.48</b>     |
| <b>TOWER</b>                          | <b>Tower</b>                             |            |                               |                  |
| <i>Grounds uniform KJ</i>             |  | 31/08/2023 | 1460260                       | 362.14           |
| <i>Hi Vis Waistcoat</i>               |  | 06/09/2023 | 1462071                       | 29.02            |
|                                       |  |            |                               | <b>391.16</b>    |
| <b>TRAVPERK</b>                       | <b>Travis Perkins</b>                    |            |                               |                  |
| <i>Padlock and fixings</i>            |  | 01/09/2023 | 9054ATJ361                    | 25.61            |
| <b>WATER</b>                          | <b>Wessex Water</b>                      |            |                               |                  |
| <i>Water Pool Aug to Sept</i>         |  | 01/09/2023 | 4063732292                    | 484.03           |
| <b>WILD</b>                           | <b>Lorah Wild</b>                        |            |                               |                  |
| <i>Aqua Fit Instruction</i>           |  | 31/08/2023 | LW5                           | 500.00           |
|                                       |  |            | <b>Proposed Payment Total</b> | <b>33,833.91</b> |

**Additional List of Payments Entered**

|                                       |   |            |            |                         |
|---------------------------------------|---|------------|------------|-------------------------|
| <b>BAKER</b>                          | <b>Ryan Baker</b>                         |            |            |                         |
| <i>Facebook advertising pool</i>      |   | 01/09/2023 | F4ZJUSFZM2 | 100.00                  |
| <i>Return of Clock Pool</i>           |   | 18/09/2023 | POSTAGE    | 16.75                   |
| <i>Monthly subscription Bookwhen</i>  |   | 27/06/2023 | JKQCY0014  | 82.80                   |
|                                       |   |            |            | <b>199.55</b>           |
| <b>BROWNE</b>                         | <b>Harry Browne</b>                       |            |            |                         |
| <i>NPLQ Assessment</i>                |   | 01/09/2023 | HB18       | 50.00                   |
| <b>DANTEX</b>                         | <b>Dantex Enviromental Services</b>       |            |            |                         |
| <i>Annual tasks and showerhead cl</i> |   | 08/09/2023 | 61437      | 96.74                   |
| <b>HAWES</b>                          | <b>Hawes Arborists</b>                    |            |            |                         |
| <i>Reduce down dangerous beech PW</i> |   | 26/09/2023 | 002829     | 5,904.00                |
| <b>ITRANSPORT</b>                     | <b>i-Transport</b>                        |            |            |                         |
| <i>Ref Bus Gate Mampitts</i>          |   | 12/09/2023 | 36155      | 472.50                  |
| <b>OCTUPUS</b>                        | <b>Octopus Personnel</b>                  |            |            |                         |
| <i>Temp office staff</i>              |   | 13/09/2023 | 14873      | 424.56                  |
| <i>Temp office staff</i>              |   | 19/09/2023 | 14890      | 424.56                  |
|                                       |   |            |            | <b>849.12</b>           |
| <b>PARRY</b>                          | <b>Jake Parry</b>                         |            |            |                         |
| <i>NPLQ ongoing assessments</i>       |   | 13/09/2023 | 002/2023   | 120.00                  |
| <b>PARTNERSHI</b>                     | <b>Partnership Fire and Security</b>      |            |            |                         |
| <i>Call Fire Alarm TH</i>             |   | 18/09/2023 | 44390      | 108.00                  |
| <b>RIVERSMEET</b>                     | <b>The Gillingham C &amp; L Trust Ltd</b> |            |            |                         |
| <i>Lifeguards, salt, services</i>     |   | 15/09/2023 | SI2848     | 4,265.08                |
| <b>TOOGOODS</b>                       | <b>Toogoods Prop Ltd</b>                  |            |            |                         |
| <i>Lease Sept to Dec</i>              |   | 19/09/2023 | 19971      | 2,527.20                |
|                                       |   |            |            | <b>14,728.99</b>        |
| <b>Total Additional Payments</b>      |   |            |            | <b>14,728.99</b>        |
| <b>Total payments for approval</b>    |   |            |            | <b><u>48,562.90</u></b> |

Cllr Loader reported that she received various positive comments about the Grounds Team looking after the town, especially Park Walk. Councillors acknowledged the work of the grounds team. The Mayor acknowledged the work of the preferred grounds contractor Chris Berwick.

**FC67 To consider the tender documentation for the Jubilee Steps handrail and agree on a contractor**

Officer report 0923FC6 was received and noted and it was **RESOLVED** to pause the project until all three short listed contractors have provided confirmation of the structural integrity of the handrail, as well as confirmation that the proposed handrail meets British Standards.

|                       |   |   |
|-----------------------|---|---|
| Proposed by Cllr Hall |   |   |
| Seconded by Cllr Yeo  |   |   |
| In Favour             | 7 | Cllrs Hollingshead, Brown, Chase, Hall, Loader, Proctor and Yeo |
| Against               | 3 | Cllrs Edwyn-Jones, Lewer, Tippins                               |
| Abstentions           | 0 |   |
| <b>MOTION CARRIED</b> |   |   |

**Action: Town Clerk**

Cllr Hall left the meeting at 8:00pm.

**FC68 To receive and note minutes of and/or to determine recommendations by committees**

Officer report 0923FC7 was received and noted.

**FC68a** It was **RESOLVED** that the Neighbourhood Plan review quote is accepted at a cost of £9,117 +VAT noting a funding application for £5,000 to Locality is underway.

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

**Action: Town Clerk**

Cllr Hall returned the meeting at 8:01pm

**FC68b** Cllr Chase PROPOSED and Cllr Hollingshead SECONDED that the purchase of a sign for Lyons Walk is postponed until the next financial year.

|                               |   |  |
|-------------------------------|---|--|
| Proposed by Cllr Chase        |   |  |
| Seconded by Cllr Hollingshead |   |  |
| In Favour                     | 2 | Cllrs Hollingshead and Chase                               |
| Against                       | 6 | Cllrs Edwyn-Jones, Lewer, Loader, Proctor, Tippins and Yeo |
| Abstentions                   | 2 | Cllrs Brown and Hall                                       |
| <b>MOTION FELL</b>            |   |  |

It was **RESOLVED** that the sign for Lyons Walk is purchased from Sign of the Times at a cost of £158.76, using budget line 105 (Local Delivery Services) 4250 - Repairs and Maintenance - budget £2,500 YTD spend £2,698. (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

|                              |   |  |
|------------------------------|---|--|
| Proposed by Cllr Lewer       |   |  |
| Seconded by Cllr Edwyn-Jones |   |  |
| In Favour                    | 6 | Cllrs Edwyn-Jones, Lewer, Loader, Proctor, Tippins and Yeo |
| Against                      | 3 | Cllrs Brown, Chase and Hollingshead                        |
| Abstentions                  | 1 | Cllr Hall  |
| <b>MOTION CARRIED</b>        |   |  |

**FC69 To receive a report for information to Full Council**

Officer report 0923FC8 was received and **NOTED**.

**Civic Report** – included as a link within the agenda

**Local Organisation Reports** - none

**Dorset Council Reports** - included as a link within the agenda.

**Other Reports** - none

**FC70 Clerk’s Report including correspondence and progress report on Full Council business**

**FC70a** Officer report 0923FC9.1 was received and **NOTED**.

**FC70b** Officer report 0923FC9.2 and 0923FC9.3 were received and **NOTED**. It was **RESOLVED** to accept the reports and to ratify expenditure authorised under the Clerk’s Scheme of Delegation and as per Financial Regulation 4.1 – authorisation by Chair as item over £2,500 and less than £5,000).

- Eviction of caravan and trespasser at Barton Hill
- Drainage issue - broken pipe at the Lido
- Christmas Lights - pull testing for eyebolts
- Replacement electrical boxes
- Felling of Beech Tree to a safe height at Pine Walk
- Tree works to remove saplings to St James Park slopes

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

**Action: Town Clerk**

**FC70d** Officer report 0923FC9.4 was received and **NOTED**.

**1. Tree works following Tree Risk Assessment 2023**

It was **RESOLVED** to authorise the works at a cost of £11,439, noting the exception of the Lime Trees at Trinity. Councillors also note the overspend on budget line Tree Works 4256 of £10,809, which will be drawn from General Reserves (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

|                        |    |  |
|------------------------|----|--|
| Proposed by Cllr Chase |    |  |
| Seconded by Cllr Lewer |    |  |
| In Favour              | 10 | Cllrs Edwyn-Jones, Hollingshead, Brown, Chase, Hall, Lewer, Loader, Proctor, Tippins and Yeo |

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

**Action: Town Clerk**

## **2. Staff changes**

Councillors **NOTED** the staffing updates and **RESOLVED** to accept the amendments to the payroll database.

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

**Action: Town Clerk**

## **3. Shaftesbury Business Awards 2023**

It was **RESOLVED** to sponsor the Independent Business of the Year category at a cost of £350+VAT taking funds from budget line 4945 Economic Development (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

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

**Action: Town Clerk**

## **4. Dorset Council Free Parking days for 2024**

It was **RESOLVED** to approve the following Dorset Council Free Car Parking Days for 2024;

- Sunday 11<sup>th</sup> February – Snowdrop Festival
- Sunday 5<sup>th</sup> May – Food and Drink Festival
- Saturday 27<sup>th</sup> July – Fringe
- Saturday 28<sup>th</sup> September – Shaftesbury Carnival
- Saturday 2<sup>nd</sup> December – Small Business Saturday (as per DC policy)
- Friday 22<sup>nd</sup> December – Last minute shopping day

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

Action: Town Clerk

### **5. Replacement Barrier Barton Hill car park**

It was **RESOLVED** to approve the cost of the replacement height restriction barrier at Barton Hill car park at the cost of £3,805, with the works being carried out in the Spring 2024 and the invoice being paid in the next financial year, taking funds from budget line 105/4950 Local Delivery Services – repairs and maintenance budget (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

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

Action: Town Clerk

### **FC71 To receive an update on the complaints policy review**

Cllr Hollingshead PROPOSED an amendment which was SECONDED by Cllr Chase that at the next review date it will be considered to include a section vexatious complaints.

Officer report 0923FC10 was received and **NOTED**. It was **RESOLVED** to retain the current Town Council procedure.

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

Action: Town Clerk

There being no further business, the meeting was closed at 8:40pm.

These minutes were adopted on 17<sup>th</sup> October 2023 under minute reference FC74 as a true record of the decisions taken and are duly signed below by the chair of that meeting.