



To: All Town Councillors

For Information: Dorset Council Councillors, Members of the Public & Press

A G E N D A

FULL COUNCIL MEETING OF THE TOWN COUNCIL

You are summoned to a meeting of the council for the transaction of the business shown on the agenda below. To be held at **7 pm on Tuesday, 19th December 2023** in the **Council Chamber, Shaftesbury Town Hall**. The meeting will also be hosted online. Public, press and non-committee members, join on your computer or mobile app using [Microsoft Teams](#).

Mrs Brie Logan

Town Clerk, 13th December 2023

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.

Members are reminded of their duty under the [Code of Conduct](#), [Scheme of Delegation](#) and [Standing Orders](#).

The Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, religion, belief or disability), Crime & Disorder, Health and Safety and Human Rights. Disabled access is available.

All in attendance should be aware that filming, recording, photography or otherwise may occur during the meeting.

The 7 principles of public life

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

(Committee on Standards in Public Life, 1995)

1. [Apologies – To receive and consider for acceptance](#)
2. [To receive any Declarations of Interests and Requests for Dispensation](#)
3. [Minutes of the Full Council meeting held on 21st November 2023 and Extraordinary Full Council meeting held on 12th December 2023](#)
4. [To receive a report for information to Full Council](#)
5. [To receive and note minutes of and/or to determine recommendations by committees](#)
6. [To approve payments and receive financial reports](#)
7. [To consider a Member's Motion](#)
8. [To consider a road closure application in relation to the Weekly Thursday Market](#)
9. [Clerk's Report including correspondence and progress report on Full Council business](#)

Agenda Item No. 1

Apologies – To receive and consider for acceptance

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.

No apologies were received.

Agenda Item No. 2

To receive any Declarations of Interests and Requests for Dispensation

Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct – adopted in July 2021. The Clerk will report any dispensation requests received.

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)

Agenda Item No. 3

Minutes of the Full Council meeting held on 21st November 2023 and Extraordinary Full Council meeting held on 12th December 2023

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.

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).

Recommendation

Confirm the accuracy of the Minutes of the Town Council meeting held on [21st November 2023](#) and Extraordinary Full Council Meeting held on [12th December 2023](#).

Agenda Item No. 4

To receive a report for information to Full Council

Civic Report

Councillors are invited to provide a report at this point.

[Mayoral diary](#)

Dorset Council Reports

Dorset Councillors are invited to provide a report at this point. [Cllr Beer provided a report](#) in advance of this meeting.

Other Reports

None

Local Organisation Reports

Local Organisation representatives invited to provide a report at this point.

Recommendation

That the reports are received, and any points of note are identified for future meetings of the Council or its committees or for action by officers of the Council.

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

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

Receive and note minutes of and/or to determine recommendations by committees.

When a council delegates its responsibilities to a committee, sub-committee, officer or another local authority, they are acting for and on behalf of the council. The statutory authority for a delegation is found in Local government Act, 1972 s.101. (NALC, 2018)

Minutes for the Planning and Highways committee are provided for information using the hyperlinks below and any recommendations for Full Council to consider are noted.

Draft minutes from the Planning and Highways committee meeting on [5th December 2023](#).

| Ref | Recommendation | The Council is requested to resolve: |
|------|--|--|
| P&H | No recommendations arising from the December meeting that need a Full Council resolution. | |
| SSAC | 1. The SSAC committee considered the 2024 operational needs of the Lido and recommends to STC that (1) a Lido Manager is recruited to manage all aspects of the pool operation in-house, including staff management, customer experience and all aspects of operational compliance and (2) continues to work with GCLT on matters of operational compliance where appropriate. | That a part-time pool manager is recruited on an average hour contact of 16.75 per hours per week (less in the winter and more in the summer) on SSP24 (as per the Staffing report undertaken in 2021) and revised Job Description . |
| SSAC | 2. Cold Water Swimming 2024 The Cold Water Swimming trial has been a resounding success. After week one the number of sessions doubled and it is expected that nearly 200 participants will have experienced the trial over the 4-week period. There is now an opportunity to extend the experience in to the new year. Monthly income estimate £2,160 versus estimated costs of £416. The 2024/ 2025 draft budget includes the Lido being operational for 52 weeks of the year with Cold-Water Swimming during the winter months. £1,248 cost from January 2024 to end of March 2024. | To extend the Cold Water experience in to 2024 at a cost of £1,248 taking funds from 4008 Lifeguard salaries (<i>note this includes Cold-Water Swimming consultancy costs with presence at every session.</i>) |
| SSAC | 3.The 74 feedback responses received from the Cold Water Swimming Trial are overwhelmingly positive. The first three weeks have been very well received, with everyone having enjoyed the experience. | To note the feedback received so far. |

Update relating to P&H:

Under item 5 of the agenda (P/FUL/2023/05314) it was claimed that 720 people had signed a petition in support of the Mampitts Community Land CIC that had been submitted to Dorset Council. A Freedom of Information request to Dorset Council confirms that there were 465 total responses from 173 households: 319 of the respondents were adults and 146 were under 18 years of age.

Recommendation

Councillors are requested to resolve that

- (1) the Planning and Highways minutes are received and noted
- (2) the council notes the recruitment of a part-time pool manager
- (3) the Cold Water experience is extended in to 2024 at a cost of £1,248 taking funds from 4008 Lifeguard salaries (*note this includes Cold-Water Swimming consultancy costs with presence at every session.*)
- (4) the feedback received from the trial is noted.

To approve payments and receive financial reports

Summary

The Council should have a clear understanding of the Council's financial position throughout the year. Every local council must ensure that it has a sound system of internal control which facilitates the effective exercise of its functions.

The following summaries are for the committee to receive and note:

[Balance Sheet](#)

[Summary Income and Expenditure by budget heading](#)

[List of payments](#)

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

Legal Implications

Every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs. *Local Government Act 1972 s.151*

Recommendation

That the Council receives and notes the income and expenditure records, general reserves balance and resolves on the payments list for this month and raises any queries it may have.

Reason for Recommendation

Members should be kept up to date with the council's accounts to ensure that there are sufficient funds to meet commitments.

To consider a Members Motion

| | |
|---------------------------------------|--|
| Title of Motion | Letter to Dorset Police Chief Constable and Police & Crime Commissioner |
| Proposed by | Cllr Andy Hollingshead |
| Seconded by* | Cllr Alex Chase |
| Proposed Resolution 1 | That the Town Council write to the Chief Constable of Dorset Police and the Police and Crime Commissioner to request extra sworn police officer resources are allocated to Shaftesbury and North Dorset. (Draft letter can be viewed via this link) |
| Background (provided by the proposer) | <p>Following the austerity policies introduced by the coalition government in 2010 Dorset Police had to make substantial budget savings. HMIC reported in 2012 as below:</p> <ul style="list-style-type: none"> • Dorset Police needs to save £20 million between March 2011 and March 2015. • The force is planning to cut its total workforce number (i.e. police officers, police staff and police community support officers) by 590 between March 2010 and March 2015. • 310 of these will be police officer posts; this means there will be 21% fewer officers in Dorset (compared with a 10% officer reduction across England and Wales as a whole). <p>Clearly this policy impacted heavily on police provision across Dorset as a whole. However, funding increases have seen improvements in police numbers. Over the past 3 years 170 FTE police officers have been recruited into Dorset Police and a further 155 are due to be recruited by March 2024. (BBC 16 May, 2023).</p> <p>Dorset Police have confirmed that since September 2021, 19 additional police officers have been posted to Blandford, which is the hub for North Dorset. They are not able to confirm how many, if any, will be posted to the Blandford Hub from the future intake.</p> <p>Currently, there are 30 FTE police constable posts allocated to the North Dorset hub, although only 27 FTE's are currently in post. Officers work out of Blandford on a 5 squad pattern and cover Shaftesbury, Gillingham and Sturminster Newton an area of 235 square miles. Patrol officers do not get posted to the outer stations, which includes Shaftesbury. Full strength would imply 6 officers per squad but annual leave, sickness, training courses and court commitments will reduce this number. Of those officers one is dedicated to Shaftesbury specifically but patrol availability depends on other operational requirements across North Dorset. In the event of an arrest being made custody suites are at Bournemouth and Weymouth.</p> <p>Crime statistics just for Shaftesbury for the period 1st January 2023 to 31st July 2023 show total recorded crime of 406, of which 12 were domestic burglary, 195 were violent and sexual offences, and 82 were theft from and theft of motor vehicles. There were also 74 reports of anti-social behaviour (ASB) and 577 calls to police 999.</p> <p>The PCC precept has increased year-on as shown below and this, together with one-off central government grants, has enabled additional police resources as discussed. The tax base for Shaftesbury has also increased year-on leading to increased revenue provision to the police budget. While it is the responsibility of the Chief Constable to consider the whole demands of their force when allocating resources it is within our remit as elected councillors to submit proposals to the Chief Constable in pursuance of the interests of our town. While noting that operational deployment is solely a matter for the Chief Constable</p> |

| | |
|---|---|
| | <p>it is the proposer and seconder's contention that there is now the fiscal headroom for the Chief Constable to direct dedicated FTE police officer post(s) to Shaftesbury. This would assist the force in delivering on the commitments made in the PCC's Police and Crime Plan 2021/29 as well as closing the resourcing gap so often commented on by constituents to councillors.</p> <p>Dorset PCC Precept: Band D 23/24 £280.58 5.65% increase Band D 22/23 £265.58 3.91% increase Band D 21/22 £255.58 6.23% increase</p> |
| Background (provided by the Proper Officer) | <p>The Dorset Police and Crime plan from 2021 to 2029 outlines the key priorities and a summary of the themes can be viewed via this link.</p> <p>Excerpt below details Dorset Police key priorities and those linked to this MM have been highlighted:</p> <ul style="list-style-type: none"> • CUT CRIME & ANTI-SOCIAL BEHAVIOUR is the number 1 priority • MAKE POLICING MORE VISIBLE & CONNECTED is priority 2 • FIGHT VIOLENT CRIME & HIGH HARM is priority 3 • FIGHT RURAL CRIME is priority 4 • PUT VICTIMS & COMMUNITIES FIRST is priority 5 • MAKE EVERY PENNY COUNT is priority 6 <p>The over-riding statement is to MAKE DORSET THE SAFEST COUNTY.</p> <p>The Police element of the 2024/ 2025 Dorset Council precept has not been published.</p> |
| Financial implication (anticipated - proposer) | Nil |
| Financial implications (anticipated - Proper officer) | Nil |
| Legal implications | Nil |
| Proposer's signature | A Hollingshead |
| Seconder's signature | A Chase |

To consider a road closure application in relation to the weekly Thursday Market

Background

In 2021 and 2022 the Town Council applied for a Traffic Regulation Order for the High Street to be closed for every Thursday for the market. The official road closure is from 9am until 2pm.

The closure is being marshalled from the top end of the High Street, just outside Reeves and road closure signs are placed at the bottom of the High Street. A sign is also placed at the Royal Chase Roundabout advising of the closure and alternative routes.

Further Information

The existing TRO, which expires at the end of March 2024, states that *all vehicles (apart from emergency services, deliveries and buses) will be prohibited from proceeding along B3091 High Street, Shaftesbury from the junction with Angel Lane to the junction with The Commons (in both directions) a distance of approximately 290 metres.*

The application for a new licence must be submitted three months in advance, therefore a new application for 2024/25 will need to be submitted by the end of 2023.

STC completed an EqIA for the 2023 road closure. During 2023 no further comments were received and therefore the [current EqIA](#) is deemed as still up to date.

Financial Information

Cost of the road licence application is £235.

Recommendation

Councillors are requested to consider if they wish for Officers to apply for the renewal of the road closure licence for the High Street Market Day for April 2024 to March 2025 at a cost of £235 taken from budget line 4341/302 Legal and Professional (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

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

Report Content/Detail

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

9.1 Clerk’s Report

2023 DAPTC Annual General Meeting - A short video of the AGM outcomes is available to watch: [DAPTC AGM Bitesized Highlights](#)

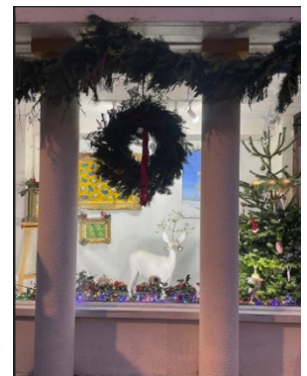
Shaftesbury Market SLA – [Revised version – April to October 2024](#)

Note; the 2024 market SLA has since been updated to exclude November, as the second Sunday is Remembrance Day and out of respect the market will not take place on this important day.

Dorset Council Public Space Protection Order - The new 2024 dog-related Public Spaces Protection Order (PSPO) across the Dorset Council area has officially been confirmed. This follows the council’s Cabinet approving the recommendations made to them in a report on 7 November.

The Order can be challenged within 6 weeks. If this does not happen the new PSPO will start 1 January 2024. More details can be found on the [Dorset Council website](#) .

Former TIC – Following a recent meeting with the Arts Council an approach was made to Dorset Council to seek permission for the Shaftesbury Arts Centre to create a festive window display to highlight Christmas activities and events in and around the town. This activity was also prompted by resident complaints about the poor visual appearance of the building and unacceptable standard of the window display. Permission was granted.



Message from Dorset Council: *That’s an amazing transformation; thanks very much to those involved*

Town Hall works - The architect has issues [certificate No2](#) as well as the [valuation for payment](#) direct to the contractor Burfitt & Garrett.

Coppice Street Car park – The ticket machine is now in operation. Users can pay using cash, a card or the Just Park app.

9.2 Delegated Decisions for Information (within the Clerk’s delegated spend)

| No | Delegated Decision | Comments | Cost | Budget |
|-------|-----------------------------------|---|--------------|-------------------------|
| 9.2.1 | Cold Water Swimming on Boxing Day | Due to the success of the trial and huge public support the Lido will open on Boxing Day with sessions at 9am, 9:45 and 10:30 with 20 people in each session. | £273 | 4008 Lifeguard salaries |
| 9.2.2 | Architects fee for Mampitts Hub | Invoice details the additional scope of works | £1,500 + VAT | Mampitts EMR 4943 |

Recommendation

That the reports are received and noted and any actions arising identified for future meetings of the Council or its Committees and to **resolve** on any matters as referenced above.

9.3 Other Matters to resolve

| No | Subject | Description | Cost | | | | | | | | | |
|--|---|--|-------------------|--|--|-------|-----------------------|-----------------------|-----------|---------|--------|-----|
| 9.3.1 | Tree works at Rutters Close and Park Walk | <p>Rutter Close</p> <ul style="list-style-type: none"> A resident from Fairlane requested for the trees behind their property to be cut back, as they have grown too tall, taking away sun light. The tree risk assessment does not show any recommendations as the trees are not at risk. Trees T339, T340 and T341. Another resident requested for T345 to be cut back as it is also blocking light. There is no risk associated with the cherry tree. <p>Park Walk</p> <ul style="list-style-type: none"> A resident reported that the acer T258 looks out of shape. <p>Historically the Town Council has only ever managed its trees on a risk basis. There has been little or no maintenance works.</p> | £1,475 | | | | | | | | | |
| <p>Recommendation: Councillors are requested to either approve or not approve these tree works in Rutters Close and Park Walk at a cost of £1,475.00 taking funds from 4256 Treeworks noting the year-to-date expenditure is £22,525 versus a budget of £12,000.</p> | | | | | | | | | | | | |
| 9.3.2 | Beech Trees at Pine Walk | <p>In September tree works were carried out to Beech Tree on Pine Walk due its decaying state. It was advised to commission a Tree Condition Report to assess the level of decay in the other Beech trees (refer to section 2.13 for the detailed findings). The Arborist has recommended an acoustic tomographic survey and a PiCUS Sonic Tomograph to establish the level of decay in the Beech trees and assess the structural condition of each tree.</p> | £875 | | | | | | | | | |
| <p>Recommendation: Councillors are requested to approve the acoustic tomographic and PiCUS Sonic Tomograph surveys for the Beech Trees on Pine Walk at a cost of £875 taking funds from 4256 Treeworks noting the year-to-date expenditure is £22,525 versus a budget of £12,000.</p> | | | | | | | | | | | | |
| 9.3.3 | Guildhall Hire | <p>Three Hall Hirers have complained that the Town Hall renovation works are impacting on footfall this making their events not profitable.</p> <p>The current charges are detailed below and discounts are already in place for charities, community based organisations and regular users.</p> <table border="1" data-bbox="470 1552 1321 1709"> <thead> <tr> <th colspan="3">Hall Hire Charges</th> </tr> <tr> <th>Venue</th> <th>Session Standard Rate</th> <th>All day Standard Rate</th> </tr> </thead> <tbody> <tr> <td>GUILDHALL</td> <td>£121.00</td> <td>242.00</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Shaftesbury based registered charities and Shaftesbury non-profit making, community-based organisations – 50% discount. National registered charities – 25% discount. Regular users (minimum of 10 pre-booked sessions) – 10% discount. | Hall Hire Charges | | | Venue | Session Standard Rate | All day Standard Rate | GUILDHALL | £121.00 | 242.00 | TBC |
| Hall Hire Charges | | | | | | | | | | | | |
| Venue | Session Standard Rate | All day Standard Rate | | | | | | | | | | |
| GUILDHALL | £121.00 | 242.00 | | | | | | | | | | |

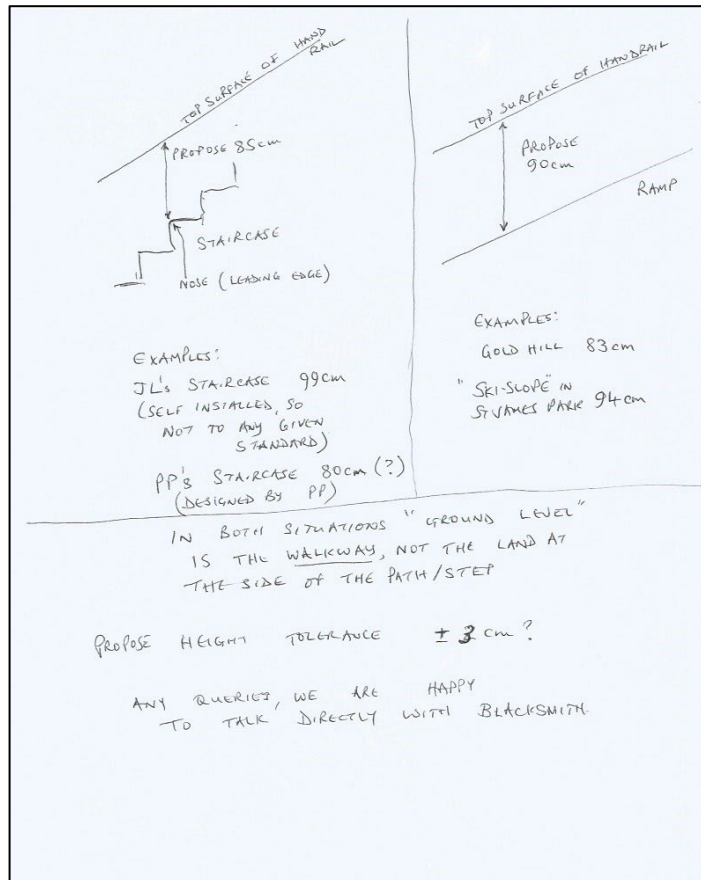
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|--|--|--|
| | <p>Current income for existing bookings January to March (inclusive) is £3,581.75</p> <p>Loss of income for the period January to end of April (based on a 20% reduction) would be £716.35 (based on a 50% reduction) would be £1,790.87</p> | |
|--|--|--|

Recommendation: Councillors are requested to consider offering a discount to the Hall Hires throughout the duration of the renovation works.

9.3.4 Jubilee Steps Handrail

Following the resolution in November 2023, Cllrs Proctor and Lower provided the preferred height for the handrail to the Blacksmith.

The image below show the handrail height that Cllr Proctor and Lower are recommending:



£0

The response from the Blacksmith is as follows:
*Thank you for your email yesterday regarding the suggested alteration of the handrail height at Jubilee Steps.
 I am happy to meet the councillors at the steps to discuss matters however, it is worth nothing that the handrail is there not only to provide support for people as they walk up and down the hill but also, as a barrier in case people trip or fall. If the handrail is set too low, then the risk is that people will topple over the top.
 If a lower height is deemed necessary, I would need it in writing from a planning officer that this is acceptable. I am legally*

| | | | |
|-------|--|---|----|
| | | <i>bound by the Building Regulations and would be held legally for any injury caused by the rail being too low, even if the council wrote a letter exempting me of any liability.</i> | |
| | Recommendation: Councillors are requested to accept the professional guidance from the Blacksmith, following Building Regulations as set by HM Government on handrails. | | |
| 9.3.5 | Proposed road closure of Shaftesbury Road, Gillingham | Road Closure application from Mata Construction Limited to close Shaftesbury Road, Gillingham between Ham Roundabout and Cole Street Lane, a distance of approximately 320 metres. The closure has been requested to allow Mata Construction Limited to enable gas connection works in the highway. These works are programmed to commence from 15 th January 2024 until 30 th January 2024 with the closure in place 24hrs a day. A further closure is programmed to commence from 5 th February 2024 until 16 th February 2024 with the closure in place 24hrs a day. | £0 |
| | Recommendation: Councillors are requested to consider the proposed road closure and provide any comments if they so wish. | | |