

Minutes of the Full Council Meeting on Tuesday 19th December 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 (arrived at 7.45pm), Lewer and Tippins

Absent: Cllrs Cook, Loader, Proctor, Wild and Yeo

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

In attendance: Press (0), Members of the public (2) and online (2)

[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.

- No members of the public made any representations.

The meeting commenced at 7.01pm.

FC98 Apologies

Officer report 1223FC1 was received and it was **RESOLVED** to accept apologies from Cllrs Cook, Loader and Proctor.

Proposed by Cllr Hollingshead		
Seconded by Cllr Lewer		
In Favour	6	Cllrs Edwyn-Jones, Hollingshead, Brown, Chase, Lewer and Tippins
Against	0	
Abstentions	0	
MOTION CARRIED		

FC99 Declarations of Interest

Officer report 1223FC2 was received. It was **NOTED** that Councillors should declare any interests if they arise.

Cllr Edwyn-Jones declared that she is recording the meeting. She also declared an interest in agenda item 6 due to her expenses claim.

FC100 Minutes

Officer report 1223FC3 was received and it was **RESOLVED** to adopt the minutes from the Full Council meeting on 21st November 2023.

Proposed by Cllr Hollingshead		
Seconded by Cllr Chase		
In Favour	6	Cllrs Edwyn-Jones, Hollingshead, Brown, Chase, Lewer and Tippins
Against	0	
Abstentions	0	
MOTION CARRIED		

It was **RESOLVED** to adopt the minutes from the Extraordinary Full Council meeting on 12th December 2023.

Proposed by Cllr Chase		
Seconded by Cllr Lewer		
In Favour	6	Cllrs Edwyn-Jones, Hollingshead, Brown, Chase, Lewer and Tippins
Against	0	
Abstentions	0	
MOTION CARRIED		

Action: Town Clerk

FC101 To receive a report for information to Full Council

Officer report 1223FC4 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

FC102 To receive and note minutes of and/or to determine recommendations by committees

Stuart Edwards from the FOSS group thanked the Town Clerk and her team for all the work at the Lido. He also provided some background on the recommendations from the committee.

The Chairman thanked the FOSS group for their work and dedication to the Lido.

Officer report 1223FC5 was received and noted.

FC102a The Planning and Highways minutes were noted.

FC102b It was **RESOLVED** to note the recruitment of a part-time pool manager.

Proposed by Cllr Chase		
Seconded by Cllr Tippins		
In Favour	5	Cllrs Edwyn-Jones, Hollingshead, Chase, Lewer and Tippins
Against	1	Cllr Brown
Abstentions	0	
MOTION CARRIED		

FC102c It was **RESOLVED** to

(1) extend the Cold Water in to 2024 at a cost of £1,248 taking funds from 4008 Lifeguard salaries (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

(2) note the feedback received from the trial.

Proposed by Cllr Chase		
Seconded by Cllr Tippins		
In Favour	6	Cllrs Edwyn-Jones, Hollingshead, Brown, Chase, Lewer and Tippins
Against	0	
Abstentions	0	
MOTION CARRIED		

Action: Town Clerk

FC103 To approve payments and receive financial reports

Officer report 1223FC6 was received and noted and it was **RESOLVED** to

a) Receive and note the income and expenditure records and general balances

- b) Approve the payments list for this month
 (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Proposed by Cllr Tippins		
Seconded by Cllr Chase		
In Favour	5	Cllrs Hollingshead, Brown, Chase, Lewer and Tippins
Against	0	
Abstentions	1	Cllr Edwyn-Jones
MOTION CARRIED		

Action: Town Clerk

Balance Sheet

07/12/2023		Shaftesbury Town Council	
16:44		Balance Sheet as at 30/11/2023	
31 March 2023			31 March 2024
	Current Assets		
4,734	Debtors	13,581	
61,508	Vat Control	14,955	
10,279	Prepayments	0	
89,748	NatWest Current A/c	84,643	
267,717	Public Sector Deposit A/c	267,717	
159,079	Cambridge & Counties Bank	159,079	
169,000	Nationwide Business Savings	169,000	
762,065		708,974	
	762,065 Total Assets		708,974

Summary of Payments authorised

Proposed List of Payments Entered

Supplier and Invoice Details	Invoice Date	Invoice No	Amount Due
AQUAS Aqua Supplies Ltd			
Toilet Rolls TH	18/10/2023	S38638	56.29
BALDWIN Denise Baldwin			
Milk	28/11/2023	NOV	1.25
BERWICK Chris Berwick Ltd			
Grounds Support Nov	30/11/2023	SI-2827	5,772.00
BRYAN Bryan Lecoche Ltd			
Removal of Caravan Barton Hill	09/10/2023	8052	2,811.88
BURFITT Burfitt and Garrett Ltd			
Valuation 2, Town hall works	12/12/2023	40218	15,584.08
CLARITY Clarity Copiers Ltd			
Printing Nov	27/11/2023	131355	51.71
COBBLEBOX Cobblebox			
Mayor's Christmas Cards	11/12/2023	0963	22.50
DESIGN Designjam Ltd			
Website Hosting	01/12/2023	3187	168.00
DPCL Dorset Planning Consultant Ltd			
Planning support NHP	29/11/2023	0998	2,169.12
EDWYN-JONE Virginia Edwyn Jones			
Travel to from Civic Events	23/11/2023	TRAVELEXPENSES	338.78
ELITE Elite Playground Inspections			
Monthly Play inspections	01/12/2023	110-12	231.00
FAIRTRADE Fairtrade C/o A Simmonds			
Fairtrade Coffee/Tea	07/12/2023	7/12/2023	19.50
HAWES Hawes Arborists			
Correction to invoice	18/09/2023	2920A	449.00
Tree condition report Pine Walk	04/12/2023	2904	1,198.80
Tree works ref RA	07/12/2023	2912	1,963.20
			3,611.00
HEALTH Health Assured Ltd			
Management Referral	08/12/2023	SF-184183	777.60
HEALTHMATIC Healthmatic Ltd			
Repair faulty door latch Bell St	08/12/2023	S0106	386.10
ITRANSPORT I-Transport			
Traffic Surveys Mampitts	30/11/2023	37000	3,894.00
LYRECO Lyreco			
Computer Monitor	30/11/2023	8410337792	230.17
MADDOCK Sybille Maddock			
Hand soap refill	29/11/2023	MYRTLEMARIGOLD	1.10
Milk	30/11/2023	NOV21	8.30
Milk	30/11/2023	PETTYCASH	10.00
			19.40
MICROSHADE Micorshade VSM			
Rialtas Hosting	23/12/2023	18704	77.40

MOXHAM	Tracy Moxham			
<i>Air Fresheners Pool</i>		24/11/2023	TESCONOV	20.00
<i>Travel Claim</i>		30/11/2023	TECFNOV	72.90
				92.90
NDM	NDM Electrical			
<i>Connecting power parking meter</i>		23/11/2023	1987	180.06
<i>Tripping fault Bell St</i>		24/11/2023	1990	60.00
				240.06
OCTUPUS	Octopus Personnel			
<i>Office admin support</i>		28/11/2023	15033	424.56
<i>Office Support</i>		05/12/2023	15047	785.04
				1,209.60
ONEWEST	Onewest			
<i>Data Protection Services</i>		11/12/2023	7917568	1,500.00
PARTNERSHI	Partnership Fire and Security			
<i>Replace emergency button</i>		05/06/2023	43429	124.80
<i>Repairs to emergency lights</i>		22/11/2023	45027	264.00
<i>Access control fault</i>		06/12/2023	45159	108.00
<i>Works to intruder alarm</i>		06/12/2023	45160	108.00
<i>New battery alarm</i>		06/12/2023	45162	40.80
				645.60
PEAR	Pear Technology			
<i>Mapping training GP</i>		16/11/2023	139919	171.00
Proctor, Watts, Cole & Rutter				
<i>Ref Mampitts Hub planning</i>		24/11/2023	3/12/51662	2,471.18
<i>Re planning Mampitts Hub</i>		24/11/2023	3/12/51663	1,800.00
				4,271.18
RBS	RBS Software Solutions			
<i>Training Webinar BM</i>		23/11/2023	38561	114.00
REDLYNCH	Redlynch Leisure			
<i>New Goal Posts Wincombe</i>		30/11/2023	10470	2,820.00
RIVERSMEET	The Gillingham C & L Trust Ltd			
<i>SLA Pool FC94.1</i>		23/11/2023	513036	1,080.00
SCREW	Screwfix (Trade UK)			
<i>Step Ladder</i>		09/10/2023	1422585190	48.99
<i>Oil Filled Radiator x 2</i>		05/12/2023	1442812389	68.98
<i>Oil filled radiator Unit 9C</i>		05/12/2023	1442812397	34.99
				153.96
TESCO	Tesco Stores Ltd			
<i>Quarterly Lease Coppice St</i>		05/12/2023	0000554228	0.30
			Proposed Payment Total	<u>48,500.34</u>
<u>Additional payments</u>				
BALDWIN	Denise Baldwin			
<i>Postage</i>		14/12/2023	POSTOFFICE	3.30
BRYAN	Bryan Lecoche Ltd			
<i>Removal abandoned vehicle Bart</i>		16/11/2023	8178	468.00
CG	C & G Tarmac			
<i>Surface repairs Park Walk</i>		06/12/2023	17377	5,844.00
EQUIPTEST	Equiptest			
<i>PAT testing Town Hall</i>		18/12/2023	24188	152.04
<i>PAT testing pool</i>		19/12/2023	24189	96.84
				248.88

FAIRTRADE	Fairtrade C/o A Simmonds			
<i>Fairtrade Coffee</i>	14/12/2023	141223		11.00
GCS	GCS Agricentre			
<i>Assorted cotter pins, c-files</i>	13/11/2023	235346		47.80
MADDOCK	Sybilie Maddock			
<i>Dishwasher tablets, cleaning</i>	18/12/2023	TESCODEC		13.19
NDM	NDM Electrical			
<i>Power outage Town Hall</i>	18/12/2023	2019		127.24
OCTOPUS	Octopus Personnel			
<i>Office support</i>	12/12/2023	15061		424.56
<i>Office support</i>	18/12/2023	15077		424.56
PRODOSE	Prodose Ltd			
<i>Call out pool</i>	19/12/2023	200503		750.00
TOOGOODS	Toogoods Prop Ltd			
<i>Rent Unit 9C Dec to March</i>	15/12/2023	20634		2,812.50
TRAVPERK	Travis Perkins			
<i>Consumables</i>	03/11/2023	9054ATP154		106.00
<i>Timber</i>	15/11/2023	9054ATQ199		29.54
				135.54
WATER	Wessex Water			
<i>Water pool 2/11-01/12</i>	15/11/2023	406438091		468.86
21/12/2023	Dorset Marshals re Remembrance	ONLINE	100.00	100.00
21/12/2023	Pool Refund	ONLINE	7.50	7.50
	Total Additional Payments			11,886.93
	Total Payments for approval			<u>£60,387.27</u>

FC104 To consider a Member's Motion

Officer report 1223FC7 was received and noted and it was **RESOLVED** that the town council writes to the Chief Constable of Dorset Police and the Police and Crime Commissioner to request sworn police officer resources are allocated to Shaftesbury and North Dorset.

Proposed by Cllr Hollingshead		
Seconded by Cllr Chase		
In Favour	6	Cllrs Edwyn-Jones, Hollingshead, Brown, Chase, Lewer and Tippins
Against	0	
Abstentions	0	
MOTION CARRIED		

Action: Town Clerk

FC105 To consider a road closure application in relation to the weekly Thursday Market

Officer report 1223FC8 was received and it was **RESOLVED** to apply for the renewal of the road closure license 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). The Town Clerk is requested to write to the Dorset Council officer to enquire if busses can be excluded from the High Street during the Thursday Market closure.

Proposed by Cllr Chase	
Seconded by Cllr Brown	

In Favour	5	Cllrs Edwyn-Jones, Hollingshead, Brown, Chase and Lewer
Against	1	Cllr Tippins
Abstentions	1	Cllr Hall
MOTION CARRIED		

Action: Town Clerk

FC106 Clerk's Report including correspondence and progress report on Full Council business

FC106a Officer report 1223FC9.1 was received and **NOTED**.

- DAPTC – AGM
- Shaftesbury Market SLA
- Dorset Council – public Spaces Protection Order
- Former TIC – Xmas window
- Town Hall works
- Coppice Street car park – now operational

FC106b Officer report 1223FC9.2 was received and **NOTED**. It was **RESOLVED** to accept the report and to ratify expenditure authorised under the Clerk's Scheme of Delegation (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

1. Cold Water Swimming on Boxing Day at £273+VAT
2. Architects fee for Mampitts Hub at 1,500 + VAT

Proposed by Cllr Chase		
Seconded by Cllr Tippins		
In Favour	7	Cllrs Edwyn-Jones, Hollingshead, Brown, Hall, Chase, Lewer and Tippins
Against	0	
Abstentions	0	
MOTION CARRIED		

Action: Town Clerk

FC106c Officer report 1223FC9.3 was received and **NOTED**.

1. Tree works at Rutters Close and Park Walk

It was **RESOLVED** to not approve the tree works in Rutters Close as these are non-essential maintenance works. If the resident is minded to pay for the tree works then this will be brought back to Full Council for consideration.

Proposed by Cllr Chase		
Seconded by Cllr Hollingshead		
In Favour	7	Cllrs Edwyn-Jones, Hollingshead, Brown, Hall, Chase, Lewer and Tippins
Against	0	
Abstentions	0	
MOTION CARRIED		

It was **RESOLVED** to note the concerns raised about the Acer tree on Park Walk.

Proposed by Cllr Edwyn-Jones		
Seconded by Cllr Chase		
In Favour	7	Cllrs Edwyn-Jones, Hollingshead, Brown, Hall, Chase, Lewer and Tippins
Against	0	
Abstentions	0	

MOTION CARRIED**Action: Town Clerk****2. Beech trees at Pine Walk**

It was **RESOLVED** 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 budget of £12,000 (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Proposed by Cllr Chase		
Seconded by Cllr Hall		
In Favour	7	Cllrs Edwyn-Jones, Hollingshead, Brown, Hall, Chase, Lewer and Tippins
Against	0	
Abstentions	0	
MOTION CARRIED		

Action: Town Clerk**3. Guildhall Hire**

It was **PROPOSED** and **SECONDED** to approve a 10% discount to all hall hirers from 19th December to the end of the Town Hall works.

Proposed by Cllr Hollingshead		
Seconded by Cllr Tippins		
In Favour	3	Cllrs Edwyn-Jones, Hollingshead and Tippins
Against	4	Cllrs Hall, Brown, Chase and Lewer
Abstentions	0	
MOTION FELL		

It was **RESOLVED** to not approve a discount to all hall hirers, however the town hall staff will continue to support to publicise events.

Proposed by Cllr Chase		
Seconded by Cllr Hall		
In Favour	4	Cllrs Hall, Brown, Chase and Lewer
Against	3	Cllrs Edwyn-Jones, Hollingshead and Tippins
Abstentions	0	
MOTION CARRIED		

Action: Town Clerk**4. Jubilee Steps Handrail**

It was **RESOLVED** to accept the professional guidance from the Blacksmith, following Building Regulations as set by HM Government on handrails.

Proposed by Cllr Hollingshead		
Seconded by Cllr Edwyn-Jones		
In Favour	7	Cllrs Edwyn-Jones, Hollingshead, Brown, Hall, Chase, Lewer and Tippins
Against	0	

Abstentions	0	
MOTION CARRIED		

Action: Town Clerk

5. Proposed road closure of Shaftesbury Road, Gillingham

It was **RESOLVED** to note the road closure and to support the position taken by Gillingham Town Council.

Proposed by Cllr Hollingshead		
Seconded by Cllr Lewer		
In Favour	7	Cllrs Edwyn-Jones, Hollingshead, Brown, Hall, Chase, Lewer and Tippins
Against	0	
Abstentions	0	
MOTION CARRIED		

Action: Town Clerk

There being no further business, the meeting was closed at 8:23pm.

These minutes were adopted on 16th January 2024 under minute reference FC112 as a true record of the decisions taken and are duly signed below by the chair of that meeting.