

**Minutes of the Full Council Meeting on Tuesday 16<sup>th</sup> January 2024 at 7 pm**  
**Held in the Council Chamber, Shaftesbury Town Hall**

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

**Absent:** Cllrs Proctor and Yeo

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

**In attendance:** Press (1), Members of the public (14) 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.

- Local Police Constable, Matt Saunders introduced himself to councillors and members of the public
- Full time trained police officer required in Shaftesbury
- It was queried if town councillors were invited to the meeting with the Police Crime Commissioner (PCC) which took place last week. It was clarified that the local press invited the PCC to Shaftesbury
- Has a response from the PCC been received? Cllr Hollingshead clarified that a response has been received from the Police and Crime Commissioner and temporary Assistant Chief Constable
- Tribute to Nick Crumb
- Queries regarding the proposed budget (navigational signage, community grants)
- Councillors thanked Matt Saunders and his colleagues for their work in Shaftesbury

The meeting commenced at 7.18pm.

**FC110 Apologies**

Officer report 0124FC1 was received and it was **RESOLVED** to accept apologies from Cllr Proctor.

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

**FC111 Declarations of Interest**

Officer report 0124FC2 was received. It was **NOTED** that Councillors should declare any interests if they arise.

**FC112 Minutes**

Officer report 0124FC3 was received and it was **RESOLVED** to adopt the minutes from the Full Council meeting on 19<sup>th</sup> December 2023.

Proposed by Cllr Lewer
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Seconded by Cllr Tippins		
In Favour	9	Cllrs Edwyn-Jones, Hollingshead, Brown, Chase, Cook, Lewer, Loader, Tippins and Wild
Against	0	
Abstentions	1	Cllr Hall

**Action: Town Clerk**

**FC113 To receive and note minutes of and/or to determine recommendations by committees**

Officer report 0124FC4 was received and **NOTED**.

**FC114 To approve payments and receive financial reports**

Officer report 0124FC5 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 Hall		
Seconded by Cllr Loader		
In Favour	10	Cllrs Edwyn-Jones, Hollingshead, Brown, Chase, Cook, Hall, Lewer, Loader, Tippins and Wild
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

**Action: Town Clerk**

**Balance Sheet**

08/01/2024

**Shaftesbury Town Council**

14:43

**Balance Sheet as at 30/12/2023**

**31 March 2023**

**31 March 2024**

		<b>Current Assets</b>	
4,734		Debtors	13,257
61,508		Vat Control	24,425
10,279		Prepayments	0
89,748		NatWest Current A/c	96,850
267,717		Public Sector Deposit A/c	267,717
159,079		Cambridge & Counties Bank	159,079
169,000		Nationwide Business Savings	69,000

762,065

630,327

**762,065 Total Assets**

**630,327**

**Summary of Payments authorised**

## Proposed List of Payments Entered

Supplier and Invoice Details	Invoice Date	Invoice No	Amount Due
<b>AQUATIC</b> Aquatic Harriet <i>Cold water instruction 26/12</i>	26/12/2023	AH23/33	135.00
<b>BERWICK</b> Chris Berwick Ltd <i>Grounds Maintenance Dec</i>	31/12/2023	2842	5,604.00
<b>BRYAN</b> Bryan Lecoche Ltd <i>Removal notice abandoned vehicle</i>	08/01/2024	8284	348.00
<b>BURFITT</b> Burfitt and Garrett Ltd <i>Valuation 3 Town Hall</i>	09/01/2024	40254	22,585.97
<b>CLARITY</b> Clarity Copiers Ltd <i>Printing Dec</i>	28/12/2023	131697	39.64
<b>DCC</b> Dorset Council <i>Signs</i>	20/12/2023	2800376154	116.40
<b>DESIGN</b> Designjam Ltd <i>Monthly website support</i>	01/01/2024	3190	168.00
<b>DPCL</b> Dorset Planning Consultant Ltd <i>Planning support NHP</i>	29/12/2023	1012	2,169.12
<b>DWP</b> Dorset Waste Partnership <i>Waste Collection Jan to Mar</i>	05/01/2024	2800379907	741.00
<b>ELITE</b> Elite Playground Inspections <i>Monthly Play Inspections</i>	04/01/2024	110-13	231.00
<b>HAWES</b> Hawes Arborists <i>Tree works completed re Risk Assess</i>	04/01/2024	002929	1,393.20
<b>IPS</b> IPS Group Uk <i>Credit card transaction fee</i>	31/12/2023	92295	73.70
<i>Credit ref overcharge</i>	31/12/2023	CM55309	-38.42
			<b>35.28</b>
<b>JPL</b> JP Lennard Ltd <i>Deep leaf net</i>	03/01/2024	202097	35.28
<b>KATE</b> Kate Good Pottery <i>Tiles Park Walk Shelter</i>	09/01/2024	73	65.00
<b>MICROSHADE</b> Micorshade VSM <i>Rialtas hosting</i>	23/01/2024	18836	77.40
<b>MOTCOMBE</b> Motcombe Garage Ltd <i>Headlight Bulb</i>	14/12/2023	42312	9.54

<b>OCTUPUS</b>	<b>Octopus Personnel</b>			
<i>Office support</i>		27/12/2023	15089	785.04
<i>Agency fee Project Support Off</i>		08/01/2024	15117	1,711.20
				<b>2,496.24</b>
<b>PARTNERSHI</b>	<b>Partnership Fire and Security</b>			
<i>Call out re door access</i>		09/01/2024	45392	108.00
<b>PROLUDIC</b>	<b>Proludic</b>			
<i>Balance Trail Deck</i>		29/11/2023	SIN008443	155.63
<i>Fixing for wobbleboard</i>		19/12/2023	SIN008572	116.35
				<b>271.98</b>
<b>RBS</b>	<b>RBS Software Solutions</b>			
<i>Purchase Ledger BACS Payment</i>		21/12/2023	ON ACC 5579	114.00
<b>RUTTERS</b>	<b>Rutters Solicitors</b>			
<i>Barton Hill Hut lease</i>		13/11/2023	22540	954.00
<b>SCATS</b>	<b>Mole Countrystores</b>			
<i>Shovel, Broom, Headlight</i>		19/12/2023	205690944	69.55
<b>WALLGATE</b>	<b>Wallgate</b>			
<i>Hand drier contract Bell St</i>		02/01/2024	026459	1,596.00
<b>Proposed Payment Total</b>				<b><u>39,363.60</u></b>

**Additional Payments for approval**

<b>BALDWIN</b>	<b>Denise Baldwin</b>			
<i>Milk</i>		04/01/2024	JEANS	1.25
<b>ELITE</b>	<b>Elite Playground Inspections</b>			
<i>Playground repairs as agreed</i>		12/01/2024	110-13A	902.40
<b>ITRANSPORT</b>	<b>i-Transport</b>			
<i>Traffic survey Mampitts</i>		31/12/2023	37258	682.50
<b>MADDOCK</b>	<b>Sybille Maddock</b>			
<i>Stamps 04/01/2024</i>	POSTOFFICE			11.25
<b>MOXHAM</b>	<b>Tracy Moxham</b>			
<i>Stamps 04/01/2024</i>	JAN			20.49
<b>NDM</b>	<b>NDM Electrical</b>			
<i>To attend to heating issues TH</i>		10/01/2024	2042	60.00
<b>REDLYNCH</b>	<b>Redlynch Leisure</b>			
<i>Supply &amp; install cableways Win</i>		31/12/2023	10503	7,180.80
<b>TRINITY</b>				
<i>Car Park</i>				50.00
				<b><u>8908.69</u></b>
				<b>Total Additional Payments</b>

**FC115 To consider and approve the Grounds outsourcing tender documentation**

Officer report 0124FC6 was received and noted and it was **RESOLVED** to approve the tender documentation in advance of the documentation being uploaded to Contract Finder in line with the tender process.

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

<b>Action: Town Clerk</b>
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**FC116 To consider the final version of the draft budget for adoption and resolve the precept demand for the financial year 2024-2025**

Officer report 0124FC7 was received and noted.

It was PROPOSED and SECONDED to agree the precept demand issued to Dorset Council by end of January 2024 to a value of £611,455.18 taking into account resolution from confidential session.

Proposed by Cllr Hollingshead		
Seconded by Cllr Cook		
In Favour	4	Cllrs Edwyn-Jones, Hollingshead, Cook and Lewer
Against	6	Cllrs Brown, Chase, Hall, Loader, Tippins and Wild
Abstentions		
<b>MOTION FELL</b>		

Against the recommendation and advice of the Town Clerk it was **RESOLVED** to agree the precept demand issued to Dorset Council by end of January 2024 to a value of £590,965.39, a 3.9% annual increase for a Band D property, with the following proposed cuts.

Salary	£ 4,902
Election	£ 6,000
Wincombe unit	£ 5,000
Trinity	£ 650
Civic budget	£ 1,500
Legal and professional	£ 2,000
Total of proposed cuts	£ 20,052

The proposed cuts will be ratified or amended as appropriate at February Full Council.

Proposed by Cllr Chase		
Seconded by Cllr Hall		
In Favour	6	Cllrs Brown, Chase, Hall, Loader, Tippins and Wild
Against	4	Cllrs Edwyn-Jones, Hollingshead, Cook and Lewer
Abstentions		
<b>MOTION CARRIED</b>		

It was **RESOLVED** to delay the confirmation of rollover EMR funds (correct as at 31/12/2023) associated with the projects as listed in the EMR section of the Full Council report to February Full Council.

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

**Action: Town Clerk**

**FC117 To receive a report for information to Full Council**

Officer report 0124FC8 was received and **NOTED**.

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

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

**Local Organisation Reports** - None

**Other Reports** - None

**FC118 To consider responses to Planning Applications**

[P/HOU/2023/07196](#) and [P/LBC/2023/07197](#)

**Proposal:** Formation of doorway opening in outbuilding to create access from parking space

**Location:** 38 Salisbury Street, SP7 8EJ

**Consultation Ends:** 23<sup>rd</sup> January and 30<sup>th</sup> January

**Comment: No objection**

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

**FC119 To consider an Asset of Community Value application for the Westminster Memorial Hospital**

Officer report 0124FC10 was received and noted and it was **RESOLVED** to approve the nomination to Dorset Council for the Westminster Memorial Hospital to be placed on the Asset of Community Value Register.

Proposed by Cllr Brown		
Seconded by Cllr Loader		
In Favour	10	Cllrs Edwyn-Jones, Hollingshead, Brown, Chase, Cook, Hall, Lewer, Loader, Tippins and Wild
Against	0	
Abstentions	0	

**MOTION CARRIED****Action: Town Clerk****FC120 Clerk's Report including correspondence and progress report on Full Council business****FC120a** Officer report 0124FC11.1 was received and **NOTED**.

Cllr Wild left the meeting at 8.28pm and returned at 8.30pm.

- Town Hall external works
- Park Walk Tarmac Repairs
- Dorset Council Planning for climate change guidance documents
- Mampitts Hub
- Mampitts Hub Architect information
- Castle Hill ponds
- Letter to Chief Constable of Dorset Police and the Police and Crime Commissioner
- Jubilee Steps Handrail
- Government Consultation on Street Vote Development Orders

It was PROPOSED and SECONDED to write a follow up letter to the Chief Constable of Dorset Police and the Police and Crime Commissioner.

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

It was PROPOSED and SECONDED to send an invitation for attendance at a Full Council meeting to the Police and Crime Commissioner.

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

**FC120b** Officer report 0124FC11.2 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. Leave of member of the grounds team
2. Appointment of part-time Admin and Project Support Officer SSP25 (20 hours per week)
3. Recruitment of a part-time Comms Officer SSP12 (16 hours per week)
4. Recruitment of a part-time Pool Manager at SSP24 (16.75 hours per week – average hour contract)
5. Staff training at £1,285 + VAT

6. Staff training at £500 + VAT  
 7. Licensed Wedding Venue renewal at £1,212

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

**Action: Town Clerk**

**FC120c** Officer report 0124FC11.3 was received and **NOTED**.

**1. Castle Hill Open Space Tree Survey**

It was **RESOLVED** to delegate the management of this work to the Town Clerk once the second quote has been received from Dorset Council, taking funds from budget line 4256 Treework (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, Cook, Hall, Lewer, Loader, Tippins and Wild
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

**Action: Town Clerk**

**2. Proof of Life policy**

It was **RESOLVED** to adopt the Proof of Life policy, with the amendment that a £25 charge is added when the task is undertaken outside the Town Council offices.

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

**Action: Town Clerk**

**3. Nationwide Savings accounts transfer to STC current account**

It was **RESOLVED** to note the transfer of funds from the savings account to the current account.

Proposed by Cllr Chase		
Seconded by Cllr Edwyn-Jones		
In Favour	10	Cllrs Edwyn-Jones, Hollingshead, Brown, Chase, Cook, Hall, Lewer, Loader, Tippins and Wild
Against	0	
Abstentions	0	



**MOTION CARRIED**

**Action: Town Clerk**

There being no further business, the meeting was closed at 8:42pm.

These minutes were adopted on **enter date**, under minute reference **enter ref.** as a true record of the decisions taken and are duly signed below by the chair of that meeting.

DRAFT