

**Minutes of the Full Council Meeting on Tuesday 15<sup>th</sup> October 2024 at 7 pm**  
**Held in the Council Chamber, Shaftesbury Town Hall**

**Members Summoned and Present:** Cllrs Chase (Chair), Edwyn-Jones (Vice-Chair), Barratt, Dibben, Elmendorff, Hollingshead, Loader, Philpott, Salkeld, Smith and Wild

**Absent:** Cllrs Brown, Heritage, Williams and Yeo

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

**In attendance:** Press (1), Members of the public (5) 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.

- Item 5 – Five recommendations SuSAC is hoping for this Council to approve at this meeting
- Chair of SuSAC gave further information about the proposed budget request
- Support of item 5 Town Tree Plan as well as proposal for Shaftesbury being an Orchard Town

The meeting commenced at 7.08pm.

**FC71 Apologies**

Officer report 1024FC1 was received and it was **RESOLVED** to accept apologies from Cllrs Brown, Heritage and Williams.

Proposed by Cllr Barratt		
Seconded by Cllr Wild		
In Favour	11	Cllrs Chase, Edwyn-Jones, Barratt, Dibben, Elmendorff, Hollingshead, Loader, Philpott, Salkeld, Smith and Wild
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

**FC72 Declarations of Interest**

Officer report 1024FC2 was received. It was **NOTED** that Councillors should declare any interests if they arise.

Cllr Wild declared an interest in agenda item 6 due to receiving payment for Aqua instruction.

**FC73 Minutes**

Officer report 1024FC3 was received and it was **RESOLVED** to adopt the minutes from Full Council meeting held on 17<sup>th</sup> September 2024.

Proposed by Cllr Edwyn-Jones		
Seconded by Cllr Dibben		
In Favour	11	Cllrs Chase, Edwyn-Jones, Barratt, Dibben, Elmendorff, Hollingshead, Loader, Philpott, Salkeld, Smith and Wild
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

Officer report 1024FC3 was received and it was **RESOLVED** to adopt the minutes from the Extraordinary Minutes held on 2<sup>nd</sup> October 2024, with changes being made to update Mampitts Lane to Mampitts Road where appropriate.

Proposed by Cllr Edwyn-Jones		
Seconded by Cllr Wild		
In Favour	10	Cllrs Chase, Edwyn-Jones, Barratt, Dibben, Elmendorff, Hollingshead, Loader, Salkeld, Smith and Wild
Against	0	
Abstentions	1	Cllr Philpott
<b>MOTION CARRIED</b>		

<b>Action: Town Clerk</b>
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**FC74 To receive a report for information to Full Council**

Officer report 1024FC4 was received and **NOTED**.

**Civic Report** – included as a link within the agenda. Cllr Chase thanked the carnival committee for their successful event and particularly the chairman for dealing with the road issue so effectively.

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

**Local Organisation Reports** – Cllr Beer is picking up an Award for Britain in Bloom

**Other Reports** – Cllr Loader advised that the VE Working Day group will have their first meeting on Monday 21<sup>st</sup> October.

**FC75 To receive and note minutes of and/or to determine recommendations by committees**

Officer report 1024FC5 was received and **NOTED**.

**FC75a SS17 To receive an update from FOSS including the 2025 calendar**

It was **RESOLVED** to set up an Earmarked Reserve for Friends of Shaftesbury Swimming fundraising to ringfence funds.

Proposed by Cllr Wild		
Seconded by Cllr Edwyn-Jones		
In Favour	11	Cllrs Chase, Edwyn-Jones, Barratt, Dibben, Elmendorff, Hollingshead, Loader, Philpott, Salkeld, Smith and Wild
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

**FC75b SuS51 To consider the adoption of Action Plan Appendices C (5-year Tree Plan 2024-2029 including Orchard Town Proposal) and D (Allotment Policy)**

SuS51a To review Appendix C: 5-year tree plan including the Orchard Town proposal

It was **RESOLVED** that STC adopts the 5-Year Tree Plan (as Appendix C to the Sustainable Shaftesbury Plan) and adopts the Orchard Town proposal at a cost of up to £2,000 taken from Tree Works budget line 4256 (£953 Tree plan + guards cost TBC and £778 Orchard Plan) (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Proposed by Cllr Edwyn-Jones		
Seconded by Cllr Dibben		

In Favour	11	Cllrs Chase, Edwyn-Jones, Barratt, Dibben, Elmendorff, Hollingshead, Loader, Philpott, Salkeld, Smith and Wild
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

SuS51b To review Appendix D: Allotment Policy)

It was **RESOLVED** that STC approves and adopts the allotment holder policy and this forms part of the Sustainable Shaftesbury Plan as Appendix D.

Proposed by Cllr Chase		
Seconded by Cllr Smith		
In Favour	11	Cllrs Chase, Edwyn-Jones, Barratt, Dibben, Elmendorff, Hollingshead, Loader, Philpott, Salkeld, Smith and Wild
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

**Action: Town Clerk**

**FC75c SuS53 To receive a proposal for Shaftesbury Nature & Wildlife Friendly Town**

It was **RESOLVED** that £2k budget is ringfenced during the 2025/2026 budget setting process for development of Shaftesbury Nature & Wildlife Friendly Town and SuSAC develops a recommendation for STC to consider at a later date.

Proposed by Cllr Wild		
Seconded by Cllr Dibben		
In Favour	11	Cllrs Chase, Edwyn-Jones, Barratt, Dibben, Elmendorff, Hollingshead, Loader, Philpott, Salkeld, Smith and Wild
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

**Action: Town Clerk**

**FC75d SuS55 To receive an update from the Action Plan working groups**

It was **RESOLVED** that £5k budget is ringfenced during the 2025/2026 budget setting process for development of the working groups and SuSAC develops a recommendation linked to the detail of each proposal for STC to consider at an appropriate time, subject to an agreed selection process, to be decided by SuSAC and the Town Clerk.

Proposed by Cllr Hollingshead		
Seconded by Cllr Philpott		
In Favour	11	Cllrs Chase, Edwyn-Jones, Barratt, Dibben, Elmendorff, Hollingshead, Loader, Philpott, Salkeld, Smith and Wild
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

**Action: Town Clerk**

**FC75e SuS58 To consider requesting for the Low Carbon Dorset Exhibition to visit Shaftesbury**

It was **RESOLVED** that STC supported that the Low Carbon Dorset photography Exhibition comes to Shaftesbury in January, with the venue ideally being the former TIC (still to be confirmed) The exhibition will be manned by volunteers.

Proposed by Cllr Edwyn-Jones		
Seconded by Cllr Loader		
In Favour	11	Cllrs Chase, Edwyn-Jones, Barratt, Dibben, Elmendorff, Hollingshead, Loader, Philpott, Salkeld, Smith and Wild
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

**Action: Town Clerk**

**FC76 To approve payments and receive financial reports**

Officer report 1024FC6 was received and noted.

**Summary of Payments noted**

Supplier and Invoice Details		Invoice Date	Invoice No	Amount Due
ACE	ACE Plumbing and Heating			
Replace new dual flush		09/08/2024	225311	£ 256.94
Leak ladies Lido		16/08/2024	225317	£ 96.00
Re do pipe work and lag mains		26/09/2024	225717	£ 398.08
				<b>£ 751.02</b>
AQUA	Aqua cleaning Services			
Sanitary Disposal Oct		01/10/2024	CL10121	£ 12.00
AQUATIC	Aquatic Harriet			
Keys for Lido		30/09/2024	3COUNTY	£ 24.60
BALDWIN	Denise Baldwin			
Milk		30/09/2024	SEPT2024	£ 2.05
BERWICK	Chris Berwick Ltd			
Works to Gold Hill Wall		30/09/2024	3074	£ 588.00
CALOO	Caloo Ltd			
Spares for outdoor gym equip		02/10/2024	7490	£ 55.92
CLARITY	Clarity Copiers Ltd			
Printing September		30/09/2024	134179	£ 42.31
DARWIN	Darwin Ecology Ltd			
Habitat Mangament plan St James		26/09/2024	6-10699	£ 570.00
DCC	Dorset Council			
Waste Collection		02/10/2024	2800416214	£ 152.00
DESIGN	Designjam Ltd			
Website Hosting		01/10/2024	3315	£ 168.00

DPCL	Dorset Planning Consultant Ltd				
NHP support		01/10/2024	1106	£	1,407.60
DVH	Dorset Vehicle Hire				
Van Hire		30/09/2024	570949	£	403.20
ECO	Eco Sustainable Solutions Ltd				
Play bark - Wincombe		28/09/2024	130104402	£	531.50
FUSION	The Fusion Workshop				
Stainless Steel Plaque Bat Poe		28/09/2024	201	£	93.50
HELLO	Helloprint				
Shaftesbury Loop Leaflets		02/10/2024	4253306	£	60.75
MICROSHADE	Micorshade VSM				
Rialtas Hosting		23/09/2024	19868	£	77.40
Rialtas Hosting		23/10/2024	19994	£	77.40
				£	<b>154.80</b>
MOORE	Richard Moore Contractors				
Height Restriction Barrier Bar		25/09/2024	8985	£	4,566.00
NDM	NDM Electrical				
New external supply Barton Hil		17/09/2024	2289	£	739.34
PALMER	Graham Palmer				
Keys for office		30/09/2024	CREWFIXSEPT	£	14.00
PROLUDIC	Proludic				
Playground Spares		30/09/2024	SIN009820	£	418.54
Proludic playground spares		30/09/2024	SIN009821	£	288.45
				£	<b>706.99</b>
SCATS	Mole Countrystores				
Consumables		03/09/2024	207408005	£	47.98
Teak oil, wood filler		16/09/2024	207487536	£	21.99
Glue		16/09/2024	207487757	£	52.29
				£	<b>122.26</b>
SCREW	Screwfix (Trade UK)				
Fixings, lubricant		28/09/2024	1543326390	£	46.27
SHACKELL	Aileen Shackell Landscape Design				
Services playspace upgrade		20/09/2024	389	£	3,200.00
SPRUCE	Spruce Pools				
Handle for Dolphin Cleaner		24/09/2024	682184	£	28.14
Replacement suction valves		27/09/2024	62242	£	238.44
				£	<b>266.58</b>
WILD	The Wild Co				
Aqua Fit Lessons		30/09/2024	WT5	£	418.75
WPS	James Hallam				
Additon of hire vehicle		20/09/2024	5373666819	£	28.00
	Total Payments			£	<b>15,125.44</b>

Additional Payments for Information				
AQUAS	Aqua Supplies Ltd			
Cleaning products Bell St		08/10/2024	S41957	£ 71.02
BDO	BDO LLP			
AGAR Yr ending 31/03/2023		14/10/2024	595386	£ 6,025.80
BURFITT	Burfitt and Garrett Ltd			
Supply & fit new door to Lido		08/10/2024	40621	£ 699.60
DAPTC	DAPTC			
Clerks Conference BL		10/10/2024	2150	£ 58.00
HAWES	Hawes Arborists			
Pollard Limes in Trinity		15/10/2024	3128	£ 3,540.00
LANTRAC	Semley Lantrac - 4x4 Ltd			
Service & Repairs Nissan		14/10/2024	1207	£ 3,560.30
SMITH	Clive Smith Ltd			
Skip - St James Allotment		17/09/2024	817	£ 234.00
TRAVPERK	Travis Perkins			
Paddock		31/07/2024	1003803179	£ 28.62
Paint, varnish, filler		17/09/2024	1006779201	£ 49.14
	<b>Total Payments for Information inc additional</b>			<b>£ 29,391.92</b>

**Payment for Approval (over £5,000)**

BDO	BDO LLP			
AGAR Yr ending 31/03/2023 inc Electors Queries		14/10/2024	595386	£ 6,025.80

It was **RESOLVED** to approve the invoice to the external auditor BDO at a cost of £6,025.80 incl VAT (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Proposed by Cllr Edwyn-Jones		
Seconded by Cllr Elmendorff		
In Favour	11	Cllrs Chase, Edwyn-Jones, Barratt, Dibben, Elmendorff, Hollingshead, Loader, Philpott, Salkeld, Smith and Wild
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

**Action: Town Clerk**

**Balance Sheet**

08/10/2024		Shaftesbury Town Council	
15:54		Balance Sheet as at 30/09/2024	
31 March 2024		31 March 2025	
		<b>Current Assets</b>	
33,830		Debtors	26,423
56,237		Vat Control	17,668
9,272		Prepayments	0
113,558		NatWest Current A/c	334,359
10		NatWest Reserve A/c	10
0		Petty Cash- Swimming Pool	20
117,717		Public Sector Deposit A/c	117,717
162,736		Cambridge & Counties Bank	162,736
500		Nationwide Business Savings	500
<b>493,860</b>			<b>659,433</b>
	<b>493,860</b>	<b>Total Assets</b>	<b>659,433</b>

It was **RESOLVED** to acknowledge the Q2 review including the breakdown of each budget line.

Proposed by Cllr Edwyn-Jones

Seconded by Cllr Hollingshead		
In Favour	10	Cllrs Chase, Edwyn-Jones, Barratt, Dibben, Elmendorff, Hollingshead, Loader, Philpott, Salkeld and Smith
Against	0	
Abstentions	1	Cllr Wild
<b>MOTION CARRIED</b>		

**FC77 To consider and note the Grounds Contractor – Open Spaces Progress Report**

Officer report 1024FC7 was received and noted.

Cllr Edwyn-Jones expressed her thanks to the contractor for the report and the improvement to the town which was echoed by all members.

It was **RESOLVED** to approve proposals and expenditure up to a value of £2,000 for seasonal planting in advance of the spring and summer 2025 taking funds from budget line 103/4257 Plants, noting the current YTD spend of £170 versus budget of £300 thus creating an overspend of £1,870 (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Proposed by Cllr Hollingshead		
Seconded by Cllr Elmendorff		
In Favour	11	Cllrs Chase, Edwyn-Jones, Barratt, Dibben, Elmendorff, Hollingshead, Loader, Philpott, Salkeld, Smith and Wild
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

**Action: Town Clerk**

**FC78 To receive a report on the current STC bins and consider the proposed upgrades**

Officer report 1024FC8 was received and noted.

It was **RESOLVED** to approve the phase 2 plan to update the STC bins and to purchase new bins as outlined in the report, at a cost of £9,314 taking fund from budget line EMR 4910 Street Furniture (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8) and to request for officers to investigate having the STC Crest on all new and existing Cast Iron bins in the High Profile Areas, which can be approved under delegation.

Proposed by Cllr Edwyn-Jones		
Seconded by Cllr Dibben		
In Favour	11	Cllrs Chase, Edwyn-Jones, Barratt, Dibben, Elmendorff, Hollingshead, Loader, Philpott, Salkeld, Smith and Wild
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

**Action: Town Clerk**

**FC79 To consider adopting the NALC Model contract for all staff members**

Officer report 1024FC9 was received and noted.

It was **RESOLVED** to adopt the NALC model contract for all new staff members and existing staff contracts are updated through consultation and as advised by the current STC HR provider.

Proposed by Cllr Elmendorff		
Seconded by Cllr Lester		
In Favour	11	Cllrs Chase, Edwyn-Jones, Barratt, Dibben, Elmendorff, Hollingshead, Loader, Philpott, Salkeld, Smith and Wild
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

**Action: Town Clerk**

**FC80 To consider setting up a Working Group for the Navigational Signage project**

Officer report 1024FC10 was received and noted.

It was **RESOLVED** to form a visitor experience/navigational signage working group with its terms of reference formed at the first meeting for consideration by STC. Members will include Cllrs Edwyn-Jones and Elmendorff. All councillors can attend the working group meetings.

Proposed by Cllr Barratt		
Seconded by Cllr Edwyn-Jones		
In Favour	11	Cllrs Chase, Edwyn-Jones, Barratt, Dibben, Elmendorff, Hollingshead, Loader, Philpott, Salkeld, Smith and Wild
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

**Action: Town Clerk**

**FC81 Clerk's Report including correspondence and progress report on Full Council business**

**FC81a** Officer report 01024FC11.1 was received and **NOTED**.

- Shaftesbury Football Club – Signed Deed of Variation and Sinking Fund statement received
- Youth Club Lease renewal for another year has been confirmed
- Bus Gate TRO Consultation Response submitted to DC
- Staff Handbook – updated to reflect caretaker requirements to work on Bank Holidays
- Capital Leverage Fund Round 5 – funding application for £25,000 towards Lido improvements has been successful
- Proposed Temporary Road Closure of Various Roads, Cann – 11<sup>th</sup> November
- Staff Dismissal – A temporary Lifeguard was dismissed on gross misconduct

**FC81b** Officer report 1024FC11.2 was received and Councillors **NOTED** the expenditure authorised under the Clerk's Scheme of Delegation (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

1. Replacement Lido Office door £583.00
2. P&H Committee Membership – Cllr Chase resigned from the Committee
3. Landscape Architect Service, Mampitts planning application at £790.50
4. Landscape Architect Service, Assisting with Grounds Maintenance Tender at £1,602.50

5. Landscape Architect Service, Play Spaces upgrade, technical advice Gold Hill and Castle Hill at £1,540.50
6. Zone 1 Tree Risk Assessment at £1,400.00

**FC81c** Officer report 1024FC11.3 was received and **NOTED**.

### **1. First Registration Various Parcels of Land**

It was **RESOLVED** to approve for the STC solicitor to start the process of First Registration for Alley Way, Coppice Street and Castle Hill access road up to the value of £1,500 and this is delegated to the Town Clerk (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Proposed by Cllr Edwyn-Jones		
Seconded by Cllr Philpott		
In Favour	11	Cllrs Chase, Edwyn-Jones, Barratt, Dibben, Elmendorff, Hollingshead, Loader, Philpott, Salkeld, Smith and Wild
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

### **2. STC representative for Compton Abbas Airfield Consultative Group**

It was **RESOLVED** to approve the appointment of Cllr Salkeld as the STC representative to the Compton Abbas Airfield Consultative Group.

Proposed by Cllr Hollingshead		
Seconded by Cllr Elmendorff		
In Favour	11	Cllrs Chase, Edwyn-Jones, Barratt, Dibben, Elmendorff, Hollingshead, Loader, Philpott, Salkeld, Smith and Wild
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

### **3. STC representative to the Fringe**

It was **RESOLVED** to approve the appointment of Cllr Elmendorff as the STC representative to the Fringe.

Proposed by Cllr Elmendorff		
Seconded by Cllr Edwyn-Jones		
In Favour	11	Cllrs Chase, Edwyn-Jones, Barratt, Dibben, Elmendorff, Hollingshead, Loader, Philpott, Salkeld, Smith and Wild
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

### **4. Free Parking Days 2025**

It was **RESOLVED** to approve the following free parking days for submission to Dorset Council.

- Sunday 9<sup>th</sup> February – Snowdrop Festival
- Sunday 4<sup>th</sup> May – Shaftesbury Feastival
- Saturday 19<sup>th</sup> July – Fringe
- Saturday 27<sup>th</sup> September – Carnival
- Saturday 6<sup>th</sup> December – Small Business Saturday
- Monday 22<sup>nd</sup> December – Last Minute Shopping Day

Proposed by Cllr Loader		
Seconded by Cllr Smith		
In Favour	11	Cllrs Chase, Edwyn-Jones, Barratt, Dibben, Elmendorff, Hollingshead, Loader, Philpott, Salkeld, Smith and Wild
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

### **5. Grounds Vehicle – Nissan Navara**

It was **RESOLVED** to retrospectively approve expenditure of £2,886.42 (including any potential fitting costs) to replace the DPF filter, taking funds from budget line 103/4281 Motor Expenses noting the funds available of £862 thus causing this budget line to show as an overspend (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

STC further resolved to delegate to the Town Clerk to investigate the option to part exchange the Nissan Navara for a two-person vehicle that is more akin to shorter journeys at zero cost as well as looking into the option of leasing an electric vehicle.

Proposed by Cllr Smith		
Seconded by Cllr Dibben		
In Favour	11	Cllrs Chase, Edwyn-Jones, Barratt, Dibben, Elmendorff, Hollingshead, Loader, Philpott, Salkeld, Smith and Wild
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

### **6. Shared Prosperity Fund**

It was **RESOLVED** to submit a funding application to cover costs associated a feasibility study for a permanent 'Managed Traffic' scheme in the High Street.

Proposed by Cllr Edwyn-Jones		
Seconded by Cllr Smith		
In Favour	11	Cllrs Chase, Edwyn-Jones, Barratt, Dibben, Elmendorff, Hollingshead, Loader, Philpott, Salkeld, Smith and Wild
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

<b>Action: Town Clerk</b>
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**FC82** It was **RESOLVED** to enter into a confidential session.

Proposed by Cllr Wild		
Seconded by Cllr Elmendorff		
In Favour	11	Cllrs Chase, Edwyn-Jones, Barratt, Dibben, Elmendorff, Hollingshead, Loader, Philpott, Salkeld, Smith and Wild
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

Confidential Officer report 1024FC12 was received and **NOTED**.

There being no further business, the meeting was closed at 8.13pm.

These minutes were adopted on 19<sup>th</sup> November 2024 under minute reference FC85 as a true record of the decisions taken and are duly signed below by the chair of that meeting.