

**STURMINSTER NEWTON TOWN COUNCIL**  
**MINUTES OF THE MEETING OF THE ANNUAL TOWN COUNCIL**  
**held on Thursday 5<sup>th</sup> May at 7.15pm in The Council Chamber**

Present:

Cllr P Batstone – arrived 08.01pm  
Cllr N Dobson  
Cllr A Donaldson  
Cllr C Fraser  
Cllr M Jones  
Cllr H Lacey

Cllr D Mantock  
Cllr P Marks  
Cllr H Reed  
Cllr J Rose

In Attendance: K Squire (Town Clerk), L Plumridge (Assistant Town Clerk), J Drew (Finance Officer) and Dorset Cllr C Jones

Members of the Public: 2

Minute No.	Comments	RESOLUTION <i>The proposer is named first followed by the seconder</i>
22/23/001	<b>ELECTION OF CHAIRMAN AND TOWN MAYOR</b> Cllr H Reed was proposed by Cllr J Rose and Cllr P Marks There were no other nominations. <b>Cllr H Reed was duly elected Chairman of the Council and Town Mayor until the Annual Meeting in 2023.</b>	Cllr J Rose Cllr P Marks
22/23/002	<b>SIGNING OF THE DECLARATION OF ACCEPTANCE OF OFFICE OF THE CHAIRMAN AND TOWN MAYOR</b> Cllr H Reed signed the Declaration of the Office of Chairman of the Council and Town Mayor.	
22/23/003	<b>ELECTION OF VICE CHAIRMAN OF THE COUNCIL AND DEPUTY MAYOR</b> Cllr J Rose was proposed by Cllr Donaldson and seconded by Cllr Lacey. <b>Cllr J Rose was duly elected Vice Chairman of the Council and Deputy Town Mayor until the Annual Meeting in 2023.</b>	Cllr Donaldson Cllr Lacey
22/23/004	<b>PUBLIC SESSION</b> The Open Spaces Chairman V Fox expressed formal thanks to the Council for nominating Alan Harrison and Jeremy Read for High Sheriff of Dorset Awards for their outstanding community service. He also asked for a meeting of the Town Council Queen's Green Canopy working party and the Sturminster Newton Queens Green Canopy project to discuss future plans.	
22/23/005	<b>APOLOGIES FOR ABSENCE</b> Apologies had been received from Cllr Fraser and Cllr Roake. The apologies were accepted by the members present.	
22/23/006	<b>DECLARATIONS OF INTERESTS AND DISPENSATIONS</b> No interests were declared and no written requests for dispensation had been received.	



22/23/007

**MINUTES OF PREVIOUS MEETINGS**

The Town Council meeting held on 7<sup>th</sup> April 2022, having been circulated, and publicised prior to the meeting, were taken as read and approved for signature by the Chairman as a true and correct record.

Cllr J Rose  
Cllr N Dobson

22/23/008

**COMMITTEE MEMBERSHIP AND CHAIRMAN AND VICE CHAIRMAN FOR EACH COMMITTEE**

The Council reviewed the membership for the three standing committees. The Council resolved to approve the following committee appointments including Chairman and Vice Chairman:

Planning & Environment all members including Chairman & Vice Chairman	Finance & Personnel 7 including Chairman & Vice Chairman	Amenities 7 including Chairman & Vice Chairman
Cllr P Batstone		☑
Cllr N Dobson	☑ Chairman	
Cllr A Donaldson – Vice Chairman	☑	☑
Cllr C Fraser – Chairman		☑
Cllr M Jones		☑ - Chairman
Cllr H Lacey	☑ Vice Chairman	
Cllr D Mantock	☑	
Cllr P Marks		☑ - Vice Chairman
Cllr M Roake	☑	
Cllr H Reed - Mayor	☑ ex officio	☑ ex officio
Cllr J Rose – Vice Mayor	☑ ex officio	☑ ex officio

Cllr J Rose  
Cllr M Jones

22/23/009

**TERMS OF REFERENCE AND DELEGATED POWERS OF THE STANDING COMMITTEES**

The Council resolved to retain the committee terms of reference and delegations for the Civic Year 2022/2023 – see attached.

Cllr J Rose  
Cllr M Jones

22/23/010

**FINANCIAL MATTERS**

**Cheque signatories:**

The Council resolved to retain the existing cheque signatories: Cllrs Rose, Lacey, Donaldson and Fraser

Cllr H Reed  
Cllr M Jones

**List of Annual subscriptions for 2022/2023**

The list of annual subscriptions were reviewed and approved by the Council as follows:

ICCM (Institute of Cemetery & Crematorium Management)  
£95.00 (renewal cost)

Clerks & Council Direct  
£12.00 (renewal cost)

CPRE (Campaign to Protect Rural England)  
£39.00 (renewal cost)

NALC (National Association of Local Councils)  
£38.93 (last year's cost)

SLCC (The Society of Local Council Clerks)  
£234.00 (last year's cost)

Cllr H Reed  
Cllr M Jones

**It was agreed the Town Clerk should investigate the subscription to DAPTC to see if membership is mandatory.**

**Action:  
Town Clerk**

DAPTC (Dorset Association of Parish & Town Councils)  
£960.36 (last year's cost)  
Estimated increase of 3%      £989.17

**Approval of payments for invoices in excess of £2000**

There were no payments in excess of £2000 to be approved.

22/23/011

**STANDING ORDERS**

**As the National Association of Local Council (NALC) have just updated their standing orders, the Council resolved to adopt the Town Council standing orders with the proviso a working party review them in conjunction with NALC standing orders.**

Cllr Lacey  
Cllr Mantock

Cllr P Marks will provide a paragraph which he uses with his business on gender pronouns to help with the update of standing orders.

**Action:  
Cllr P Marks**

22/23/012

**APPOINTMENTS TO OUTSIDE BODIES**

**The Council resolved to approve the appointment of representatives, as set out on separate sheet attached to these minutes and change if necessary through the year**

Cllr Lacey  
Cllr Rose

Thanks were expressed to Vic Fox for his commitment and ongoing support for the Open Spaces Group.

Discussion ensued as to whether there was a need for a Tree Warden as Cllr Donaldson questioned the necessity. It was agreed to keep this position for the time being, but that tree matters could be taken off the Planning & Environment Agendas as a regular item. Tree matters could then be included as and when they arise.

22/23/013

**CORRESPONDENCE**

A member of the public had written in about smoke concerns in Stalbridge Lane. The Town Clerk had circulated this to Councillors and would reply as appropriate.

22/23/014

**TOWN CLERK'S REPORT**

The Town Clerk gave a verbal report as follows:

Queen's Jubilee: The Fire Brigade are assisting with putting up the flags and bunting and will do so free of charge. Cllr Jones, the Grounds Manager and Town Clerk will be meeting them next week to put a plan in place.

Community Newsletter – The Town Clerk will be liaising with David Shepherd of the Community Learning Centre as he had also recognised the need for a newsletter and put a template together. It is hoped that a successful partnership can be made which will also incorporate the previous, Voice of the Churches newsletter to bring much needed communication back to the town.

Swift Boxes – 10 swift boxes have been donated by a resident, Mrs Stansfield. The Town Clerk will be working with a professional contact to decide on best places to site the boxes and when. This will also provide the



opportunity of an interesting project monitoring the use of the boxes, which possibly the schools be involved in.

Telephone System – The office telephones are linked to The Exchange system and the contract is now ending. Different options are being looked at for a standalone system.

Complaints – the office receives a lot of complaints about maintenance problems, many of which are not in areas the Town Council are responsible for. Some people are unwilling to report the problems themselves online. This can take up considerable time for office staff who are not always best placed, as third party, to report issues accurately. It was suggested a leaflet and street scene map could be provided with all information as a handout, to make it easier for residents to report issues to the correct organisation. Cllr Lacey mentioned Dorset Council might be able to provide a street scene map and will investigate.

Action:  
Cllr Lacey

22/23/015

### **DORSET COUNCILLOR'S REPORT**

Dorset Councillor Carole Jones reported as follows:

- She and the Town Clerk are meeting Sgt Bradley next week to discuss policing in the town.
- The chaos caused at a Dorset Council meeting in April, with representatives of Extinction Rebellion gluing themselves to a desk, had highlighted the need for better security for Councillors and staff as this had been a frightening experience.
- Dorset Council are reviewing their 20mph policy in a further attempt to combat speeding. Could the Town Council add an Agenda item to purchase another speed indicator device (SID) for Sturminster Newton.
- Libraries – a consultation on future use of Libraries has taken place with some great and exciting ideas. Dorset Council will need to look at this further to plan and implement.
- Ukrainian families – the paperwork has been very complicated, but the first families are starting to arrive, they are very happy to be here. Donated laptops and trauma quilts are being provided for the children.
- Planning training – Cllr Jones suggested planning training would be a very useful tool for Councillors.
- The Pantry – has seen an increase in applicants, all pensioners struggling with the cost-of-living increases.

Action:  
Town Clerk

22/23/016

### **INFORMATION FROM MEMBERS**

*Cllr Donaldson* – noted there had been a slight increase in police presence in the town and was pleased that Dorset Councillor Jones and the Town were meeting Sgt Bradley.

He also endorsed Cllr Jones suggestion for all Councillors to undergo planning training.

*Cllr Batstone* gave a brief update on her Dorset Councillor activities.

*Cllr Mantock* – had observed as a new Councillor that the Town Council needed to raise its profile.

*Cllr Lacey* – updated on the closure of a shop in town and a criminal incident at another. She also asked the office to remind Wessex Water of remedial works required to a cover in the road by Clarke's Yard.

*Cllr M Jones* –

- the improvements at the Trailway will be completed in the next couple of months.
- Butts Pond signage board is nearly complete.

Action:  
Office Staff

- Would like better CCTV for the town to be discussed at an Amenities Committee to combat vandalism.
- Welcome banners – Cllr Jones asked to order 4 banners, which will be in blue and yellow, welcoming Ukranian refugees to the town.

*Cllr Reed* – Advertising banners for Pitmans Removals which haven't been authorised are at the Bridge. The Clerk will ask the Town Orderly to remove them.

Action:  
Town Clerk

The Chairman closed the meeting at 8.40pm

Approved on ..... *9<sup>th</sup> June 22* ..... Chairman's Signature ..... *A Reed* .....



