

**STURMINSTER NEWTON TOWN COUNCIL**  
**MINUTES OF THE TOWN COUNCIL MEETING**  
Held on **Thursday 4<sup>th</sup> April 2019** in the Council Chamber at 7.15 pm

Present :

Councillor L Chater	Councillor H Lacey (Mayor)
Councillor V Fox	Councillor H Reed
Councillor C Fraser	Councillor G Rose
Councillor M Jones (Deputy Mayor)	Councillor R Taylor

Absent: Cllr Batstone, Cllr Donaldson

In attendance: Mrs Emma Lindsay (Town Clerk), Miss Kate Squire (Finance Officer)

Minute No.	COMMENTS	RESOLUTION for each item the proposer is named first followed by the seconder
TC/58/19	PUBLIC SESSION No members of the public were present.	
TC/59/19	APOLOGIES FOR ABSENCE Apologies were received from Cllr Batstone and Cllr Donaldson. These apologies were accepted by the Members present.	
TC/60/19	DECLARATIONS OF INTERESTS AND DISPENSATIONS Cllr Rose declared an interest in agenda item 9.	
TC/61/19	MINUTES OF THE PREVIOUS MEETING <b>The minutes of the Town Council Meeting held on 7<sup>th</sup> March 2019, 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.</b>	Cllr Reed CllrRose
TC/62/19	TO APPROVE RECOMMENDATIONS FROM THE FOLLOWING COMMITTEE MEETINGS: i Planning and Environment – The minutes of the Planning and Environment Committee held on 21 <sup>st</sup> March 2019 had been circulated and publicised in draft form. There were no recommendations to approve. ii Amenities Committee – The minutes of the Amenities Committee held on 28 <sup>th</sup> March 2019 had been circulated and publicised in draft form. <b>The Council RESOLVED to APPROVE the recommendations contained therein.</b>	Cllr Fox Cllr Jones
TC/63/19	FINANCIAL MATTERS <u>i. Approval of Payments</u> The list of payments detailed below and checked by Cllrs Fraser and Taylor were <b>APPROVED.</b>  <u>ii. Budget Comparison as at 31<sup>st</sup> March 2019</u> The Budget Comparison as at 31 <sup>st</sup> March 2019 was <b>APPROVED.</b>  <u>iii. Proposed Budget Virements</u> There were no budget virements to consider.	Cllr Fraser Cllr Taylor  Cllr Rose Cllr Lacey

Chair's initials



TC/64/19	<p>CODE OF CONDUCT</p> <p>The Clerk introduced the revised Code of Conduct which had been circulated with the meeting papers. She explained that this was based on the NALC template as the Unitary Code of Conduct wasn't available at this time. The Clerk advised that it would be prudent to adopt the Unitary Code when it becomes available as Unitary provides our monitoring officer.</p> <p><b>The Council RESOLVED to ADOPT the revised Code of Conduct and review the Unitary Code of Conduct when it is made available.</b></p>	<p>Cllr Rose Cllr Reed</p>
TC/65/19	<p>CO-OPTION POLICY</p> <p>After considering the co-option policy circulated with the meeting papers.</p> <p><b>The Council RESOLVED to ADOPT the co-option policy</b></p>	<p>Cllr Fox Cllr Reed</p>
TC/66/19	<p>TWINNING ASSOCIATION ANNIVERSARY CELEBRATIONS</p> <p>After considering the written report circulated with the meeting papers.</p> <p><b>The Council RESOLVED to APPROVE the request to support the Twinning Association anniversary celebrations with a donation of £300.</b></p>	<p>Cllr Reed Cllr Taylor</p>
TC/67/19	<p>MAINTENANCE OF THE STATION ROAD PUBLIC TOILETS</p> <p>After considering the report circulated with the meeting papers.</p> <p><b>The Council RESOLVED to APPROVE expenditure of up to £2000 for maintenance of the Station Road public toilets.</b></p>	<p>Cllr Reed Cllr Jones</p>
TC/68/19	<p>ECONOMIC DEVELOPMENT HUB</p> <p>Cllr Jones gave a verbal update on the Economic Development Hub, including news that the LEP funding application had passed through to the second stage. Cllr Jones agreed to continue updating the Council of future progress.</p>	
TC/69/19	<p>MARKET ACTIVITIES IN THE TOWN</p> <p>The Council discussed the reduction of stalls at the market, the reasons for this and possible solutions.</p> <p><b>The Council RESOLVED that the Town Clerk will write to the Pitt-Rivers Estate regarding the need to support Town market activities.</b></p>	<p>Cllr Reed Cllr Chater</p>
TC/70/19	<p>TOWN COUNCIL WEBSITE</p> <p>After considering the written report previously circulated.</p> <p><b>The Council RESOLVED to APPROVE the upgrading of the Town Council website using the current providers, Vision ICT.</b></p>	<p>Cllr Taylor Cllr Rose</p>
TC/71/19	<p>DISTRICT COUNCILLORS' REPORTS</p> <p>District Councillor Fox's report, having been previously circulated is included at the end of these minutes.</p>	
TC/72/19	<p>COUNTY COUNCILLOR'S REPORT</p> <p>County Cllr Batstone had sent apologies. No report was received.</p>	
TC/73/19	<p>TOWN MAYOR'S REPORT</p> <p>The Town Mayor's report, having been previously circulated is included at the end of these minutes.</p>	
TC/74/19	<p>DAPTC AND NALC</p> <p>No reports requiring Members' attention had been received.</p>	
TC/75/19	<p>TOWN CLERK'S REPORT</p> <p>The Town Clerk reported that the Internal Audit visit earlier that day had gone well. She also made the Council aware that the Town Sign was being taken</p>	



down for maintenance by Cllr Jones. Lastly she advised the Council that in response to a report from a member of the public regarding drones being flown on and around the recreation ground, she would be looking into the issue with a view to considering a course of action at the next Amenities committee meeting.

TC/76/19 CORRESPONDENCE

The Town Clerk reported that no correspondence within the Committee's terms of reference had been received.

TC/77/19 INFORMATION FROM MEMBERS

Cllr Donaldson – Asked for thanks to be conveyed to the Grounds Team for getting the hatches operational again.

Cllr Jones – Asked if there was a provision for the Town Council to take emergency action with regard to unsafe tree's. The clerk confirmed that in an emergency the appropriate action would be taken. He then raised concerns regarding warning signs on the river where there are often children playing. Cllr Fox responded that there was a sign warning of deep water nearby. Cllr Jones also thanked Kate Squire for helping the Who's Who team produce this year's leaflet

TC/78/19 EXCLUDE MEMBERS OF THE PUBLIC

**In exercise of the power conferred by the Public Bodies (Admission to Meetings) Act 1960, Section 1(2) the Committee RESOLVED that members of the public and press be excluded from the Meeting on the grounds that the business to be transacted being of a confidential nature it is likely that personal and/or exempt information would otherwise be improperly disclosed and members would feel unable to discuss the matter freely.**

Cllr Rose

Cllr Fox

TC/79/19 STURMINSTER NEWTON MILL

This item was deferred until the June Town Council Meeting.

The meeting was closed at 8.41pm

**District Councillor's report**

This will be my final report as NDDC will cease to exist at midnight on the 31<sup>st</sup> of the month. During March I attended the last meeting of NDDC where we approved the Sturminster Newton Neighbourhood Plan and my fellow Sturminster member, Michael Roake and I were both made Honorary Aldermen of North Dorset in recognition of our 20 years of service on the Council.

I took part in both a meeting of the License and Orders Committee and later in the day was part of a sub-committee of the L & O Committee dealing with a taxi license issue.

I did a very soggy site visit day with the Planning Committee and attended the final meeting of the Planning Committee.

As I am not standing as a candidate in the elections to the new Dorset Council or indeed the Town Council this will be my last report to the Council as the Shadow Council will be in a "caretaker" role until the new Council members are in place in May.

It has been a great honour and privilege to have been elected to represent the town on both councils and take great pride in being part the growth in both status and achievements of the Town Council.

Cllr Victor Fox.

**Town Mayors Report**

Chair's initials



From a civic point of view it has been a very quiet month.

The Annual Town Meeting took place on 14 March, earlier than usual because of the forthcoming local elections. It wasn't overwhelmingly attended but in the current political climate I'm not sure I'd have expected anything more to be honest. I also take it as a sign that we are doing things right! Joe gave a very interesting and informative presentation on the Williams Williams Trust.

The Town Clerk held an Interest Meeting for prospective candidates for the forthcoming election. I was a bit concerned that Councillors would not see anyone but we had four interested people turn up, which was encouraging. I was very disappointed to learn that one of these has now decided not to stand, but not because any of those Councillors present put them off you be please to know. They had been contacted by email by someone, who assumed because they had attended they were open to approach. This was not the case, and actually caused the individual concerned some distress, particularly as they had no idea how this person had got their email details.

I attended the DAPTC Conference with Emma on 26 February, which was held at Kingston Maurward. There were a number of interesting speakers. Matt Prosser, the Chief Executive for the new Unitary Authority spoke, it's clear that the first year will be a testing time for all, particularly for staff with the merging of County and District. That said I think we will also find it frustrating as currently it's not clear who we have to deal with in terms of direct contact.

We also need to note that if the Council wishes a planning application to be reviewed by Committee it must be done in writing, and as I understand it that will also have to be approved by the Head of Service. Interesting times ahead I feel!

Clr Jon Cousins of Glastonbury Council also spoke on the problems they had encountered in the town following the closure of all their four banks. The actions with this and other issues have been Community led, and have worked well. It was definitely food for thought. He was followed by Martin Horton of Deloitte on Managing Change. I've sat through a few talks on this subject during my career and his was definitely the most interesting and inspired.

Oh, and we 'won' a Gold Star Certificate for the DAPTC training Councillors and Staff have attended during the past year.

Finally I had a 'Coffee & Cake' morning on 27 March for the volunteers who helped with the Neighbourhood Plan. It was a shame not everyone could attend but those who came were very pleased to have been recognised for the work they had put in. My personal thanks to Louise and Kate for the work they put into the organisation & cake making.

## Sturminster Newton Town Council

## Expenditure transactions - approval list

Start of year 01/04/18

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
2126	DD190301	£260.34	£43.39	£216.95 01/03/19	Prodigy PC - Monthly Charges March	£260.34
2124	DD190301	£1,881.67	£0.00	£1,881.67 01/03/19	Royal London-Scottish Life -	£1,881.67
2134	DD190304	£157.08	£26.18	£130.90 18/02/19	British Telecommunications Plc - Workshop Phonenumber	£157.08
2128	DD190313	£1,881.67	£0.00	£1,881.67 13/03/19	Royal London-Scottish Life - Staff Pension	£1,881.67
2127	DD190315	£7.60	£0.00	£7.60 15/03/19	Bankline - Monthly Charges	£7.60
2132	DD190318	£114.12	£19.02	£95.10 03/03/19	British Telecommunications Plc - Broadband Workshop	£114.12
2130	DD190318	£111.07	£18.51	£92.56 24/02/19	UK Fuels Ltd - Fuel	£111.07
2121	DD190321	£158.72	£7.56	£151.16 07/03/19	Total Gas & Power Ltd - Electricity Pavilion 1/2-28/2	
2122	DD190321	£62.68	£2.99	£59.69 07/03/19	Total Gas & Power Ltd - Electricity Public Toilets 1/2-28/2	
2123	DD190321	£15.50	£0.74	£14.76 07/03/19	Total Gas & Power Ltd - Electricity Clock 4/2-3/3	
2125	DD190321	£23.28	£1.11	£22.17 07/03/19	Total Gas & Power Ltd - Electricity The Mill 1/2-28/2	£260.18
2129	DD190325 Debit Card	£17.45	£2.91	£14.54 22/03/19	Cult Pens - Registrars Ink	£17.45
2131	DD190329	£654.78	£109.13	£545.65 01/03/19	Isuzu Contract Hire - Monthly Lease Charges	£654.78
2133	DD190329	£8.99	£0.00	£8.99 03/03/19	Natwest Bank Plc - Monthly Charges	£8.99
<b>Total</b>		£5,354.95	£231.54	£5,123.41		

Signature

Signature

Date

## Sturminster Newton Town Council

## Expenditure transactions - approval list

Start of year 01/04/18

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
2100	BACS1904 09	£19 00	£0 00	£19 00 15/03/19	D B Window Cleaning - Window Cleaning	£19.00
2101	BACS1904 09	£390 00	£65 00	£325 00 21/03/19	The Play Inspection Co Ltd - Outdoor Annual Play Equipment Inspection	£390 00
2102	BACS1904 09	£394.95	£0 00	£394.95 13/03/19	Water2business - 26/9- 12/3 Water Toilets Station	£1,155.55
2103	BACS1904 09	£641 09	£0.00	£641 09 20/03/19	Water2business - 6/9-13/3 Water Recreation Ground	£1,155.55
2104	BACS1904 09	£11 36	£0 00	£11 36 13/03/19	Water2business - 27/9- 11/3 Water Standpipe	£1,155.55
2105	BACS1904 09	£92 85	£0 00	£92.85 15/03/19	Water2business - 7/9-14/3 Water Public Toilets at Mill	£1,155.55
2106	BACS1904 09	£136 59	£22.77	£113.82 13/03/19	A J Supplies Ltd - Cleaning Supplies	£136.59
2107	BACS1904 09	£190 00	£0 00	£190 00 12/03/19	Coombs, Andrew (Gas Engineer) Ltd - Boiler Service Workshop/Pavilion	£190 00
2108	BACS1904 09	£21 61	£3 60	£18 01 06/03/19	Rochford Garden Machinery Ltd - Filing Kit and 2 Stroke Mix Beaker	£21.61
2109	BACS1904 09	£324 00	£54.00	£270.00 01/02/19	4D Signs - Sign Writing Second Truck	£324 00
2110	BACS1904 09	£36 00	£6 00	£30.00 15/03/19	Edge IT Systems Ltd - End of Year Finance Webinar	£36 00
2111	BACS1904 09	£92 46	£15.41	£77.05 11/03/19	MJS Fire & Security Ltd - Annual Service Replacement Battery	£92 46
2138	BACS1904 09	£140 00	£0.00	£140.00 06/03/19	Symonds and Sampson - Rend Land Adj to Recreation Ground	£140 00
2139	BACS1904 09	£2.92	£0.49	£2 43 22/03/19	Cox C J Ltd - Balance Underpaid by VAT	£2 92
2140	BACS1904 09	£15 30	£0.00	£15 30 22/03/19	Water2business - Handwash Basin inside Mill	£1,155.55
<b>Total</b>		£2,508 13	£167.27	£2,340.86		

Signature

Signature

Date

Chq Payments

# Sturminster Newton Town Council

## Expenditure transactions - payments approval list Start of year 01/04/18

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
2136	Petty Cash Chq 2346	£40.90	£0.00	£40.90	29/03/19	Co-op - Refreshments for Annual Public Meeting, Neighbourhood Plan Event, Office	£40.90
2137	Petty Cash Chq 2346	£5.00	£0.00	£5.00	29/03/19	Dorset Association of Parish & Town Councils - USB Memory Stick Planning Seminar	£5.00
<b>Total</b>		£45.90	£0.00	£45.90			

Signature

Signature

Date