

STURMINSTER NEWTON TOWN COUNCIL

MINUTES OF THE TOWN COUNCIL MEETING

Held on Thursday 5th September 2019 in the Council Chamber at 7.15 pm

Present :

Councillor S Bevis	Councillor H Reed
Councillor A Donaldson	Councillor M Roake
Councillor M Jones (Deputy Mayor)	Councillor G Rose
Councillor H Lacey (Mayor)	Councillor R Taylor

Absent: Cllr L Chater, Cllr C Fraser, Cllr J Janes

In attendance: 2 Members of the Public, Dorset Cllr Jones, Mrs Emma Lindsay (Town Clerk) and Kate Squire (Finance Officer)

Minute No.	COMMENTS	RESOLUTION for each item the proposer is named first followed by the seconder
TC/139/19	<p>PUBLIC SESSION</p> <p>A member of the public presented concerns regarding excessive speeds on Rixon Hill. Dorset Councillor Jones also expressed the concerns regarding this on behalf of a group of Elm Close residents. The Clerk suggested that this issue be given consideration as a future agenda item for Planning and Environment Committee Meeting. Dorset Councillor Jones also asked the Council for help regarding the flood risk due to tree's and branches that had not been cleared from the river. The Mayor advised she would be speaking to the Estate's managing agent regarding this and other issues.</p>	
TC/140/19	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies were received from Cllr's Chater, Fraser and Janes. These apologies were accepted by the Members present.</p>	
TC/141/19	<p>DECLARATIONS OF INTERESTS AND DISPENSATIONS</p> <p>No interests were declared and consequently no written requests for dispensation had been received.</p>	
TC/142/19	<p>MINUTES OF THE PREVIOUS MEETING</p> <p>The minutes of the Town Council Meeting held on 4th July 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.</p>	Cllr. Donaldson Cllr. Jones
TC/143/19	<p>RECOMMENDATIONS FROM COMMITTEE MEETINGS</p> <p>i. Planning and Environment Committee 20th June 19, 18th July 19 and 15th August 19.</p> <p>The Council RESOLVED to APPROVE the recommendations contained therein.</p> <p>ii. Amenities Committee 27/6</p> <p>The Council RESOLVED to APPROVE the recommendations contained therein.</p> <p>iii. Finance and Personnel Committee 25/7</p> <p>The Council RESOLVED to APPROVE the recommendations contained therein.</p>	Cllr Reed Cllr Rose Cllr Reed Cllr Taylor Cllr Rose Cllr Donaldson

TC/144/19 CONSIDERATION OF PLANNING APPLICATIONS

1 Plan Number *District Reference*
2019/08/01 2/2019/1117/MODPO

Applicant *House Name* *Road*
Mr R Rossiter Barnhaven Farm Rivers Corner to
Salkeld Bridge

Town *County* *Post Code*
Sturminster Newton Dorset DT102AD

Request to discharge Planning Obligations as detailed in schedule 3 paragraph 2(i)-(ii) of the attached Section 106 agreement dated 3rd February 1997, against planning application no. 2/96/00473(54).

No Objections.

Cllr Jones
Cllr Donaldson

TC/145/19 i. APPROVAL OF PAYMENTS

The Council RESOLVED to APPROVE the payments listed below.

Cllr Lacey
Cllr Donaldson

ii. BUDGET COMPARISON

The Budget Comparison as at the 31st August 2019 was APPROVED.

Cllr Lacey
Cllr Taylor

iii. VIREMENTS

The Council RESOLVED to APPROVE the following virements.

£5000 from Car Park Reserve to code 2010 Workshop Premises.

Cllr Lacey
Cllr Jones

TC/146/19 NORTH DORSET AREA STRATEGIC LANDSCAPE AND HERITAGE SENSITIVITY ASSESSMENT STUDY

Having considered the report previously circulated the Council concluded that the material provided was of a fact checking nature and therefore no comments were made on the content therein.

Councillor H Reed left the meeting at 19.42

TC/147/19 ALLOCATION OF FREE PARKING DAYS

The Council RESOLVED to allocate four of five free car parking days for Town events as follows:

Cllr Rose
Cllr Jones

30th November 19 Christmas Event

1st January 20 New Year's Day Car Rally

Sturminster's Big Weekend 2020

The Boogie Woogie Festival 2020

TC/148/19 TOWN CENTRE CHRISTMAS LIGHTS

After considering the written report circulated with the meeting papers.

The Council RESOLVED to APPROVE a contribution of £500 be made both the 2019/2020 and the 2020/2021 grants budgets to support the funding of the Christmas tree lights.

Cllr Rose
Cllr Taylor

TC/149/19 TOWN CARNIVAL CLOSURE

Cllr Rose reported that after several years of struggling to finance and organise the carnival, the committee had decided to close. As trustees of the carnival, the committee had requested that the Town Council look after the remaining assets. Cllr Rose suggested this be for the term of the current Council. The Town Clerk advised creating an ear marked reserve for remaining funds and requested an inventory of physical assets such as trophies to be stored by the Town Council for safe keeping.

The Council RESOLVED to act as custodian of the carnival assets for the

Cllr Rose



remaining term of the Council.

Cllr Donaldson

- TC/150/19 VE DAY 75TH ANNIVERSARY
The Council discussed content of a letter from SSAFA previously circulated. The Town Clerk will approach representatives from the Sturminster Newton Branches of the Royal British Legion and SSAFA regarding their plans and report back to the Council in October.
- TC/151/19 DORSET COUNCILLORS REPORT
The Council noted a report previously circulated by Dorset Councillor Carole Jones. She asked the Council for opinions regarding Mother and Baby Parking Spaces in the Town. The Council commented that though this facility would be nice to have, it wasn't essential for the Town. Cllr Jones also reported that the parking charge redemption scheme was progressing well.
- TC/152/19 TOWN MAYORS REPORT
The Town Mayor reported that she had attended a festival at Yewstock College which was very successful and will hopefully become an annual event. She had also attended the SNADS youth summer workshop performance and a community event at Colten Care. There had been 2 business breakfast meetings and she reported that the White Hart Public House was due to be reopened under new management shortly.
- TC/153/19 TOWN CLERKS REPORT
The Town Clerk reported that she had appointed a new grounds operative to fill the vacant post. She reminded the Councillors that phase 2 of the projects planning meeting was on the 12th September. She also reported that the Consecration service at the Cemetery was booked for the 26th September. She then updated the Council that the upgrade of the website was in progress and in the design stages. She finally advised the Council that she had met with Michael Potter from Dorset Council regarding the proposed traffic survey on Station Road and was now waiting for him to let her know the dates this will happen.
- TC/154/19 DAPTC AND NALC
The Town Clerk had received information from the DAPTC regarding their new schedule of training courses. The Town and Deputy Town Mayor agreed to attend the Councillors Seminar on the 10th October.
- TC/155/19 CORRESPONDENCE
The Town Clerk reported that she had received a letter from a resident asking that the Councillors be made aware of an issue they had regarding the local Co-Op store. The Town Clerk advised that she had advised the resident to report such issues to the environmental health. She had also received a request from Dorset Council regarding the implication of reducing the number of spaces in the car park adjacent to Church Street. Councillors expressed concern about this and would await more detail to enable consideration as a future agenda item. The Town Clerk then advised the Council that Wyatt Homes were holding a community engagement event on the 10th September. She would be sending the representative a copy of the Town Council Pre-Application Protocol.
- TC/156/19 MEMBER INFORMATION
Cllr Donaldson – Advised that he had attended a meeting regarding the Hinton Mosaic. He stressed that he had attended as a resident rather than as a Councillor as there had been some confusion regarding this.

Cllr Roake – Reported concerns by residents of drug use on a piece of coppice land near Butts Pond Industrial Estate. The Town Clerk advised that the grounds team were collecting evidence of drug useage in the Town and were reporting incidents to the police to build a picture of the problem. Cllr Roake also asked about the state of the road and pavements at Butts Pond. Cllr Lacey advised this was a matter to be taken up with the Hinton St Mary Estate. Finally he had been approached about the unadopted roads at Drovers. The Town Clerk advised that she would need to write to the Dorset Council regarding this.

Cllr Taylor – Reported regarding the Community Land Trust meeting and advised that he would keep the Council updated with progress.

Cllr Jones – Reported that there was traffic and parking problems at Butts Pond, possibly caused by large deliveries. The Councillors suggested that this may be an issue to take up with the health and safety representatives of the companies.

Cllr Lacey – Thanked Cllr Jones for arranging a fitting the pictures at the windows of the former bank building. She asked about the damaged horse trough. The Town Clerk advised that an insurance claim was being made as the trough was grade 2 listed and would need specialist restoration.

TC/157/19

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 member 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 Taylor
Cllr Rose

TC/158/19

TOWN COUNCIL SOFTWARE

Having fully considered the report previously circulated to the members.

The Council RESOLVED to:

- i. **Terminate the current contract with Edge IT Ltd.**
- ii. **To purchase finance and planning software and support from Riatas Business Solutions Ltd**
- iii. **To purchase cemetery management software and support from Pear Technology.**

Cllr Jones
Cllr Rose

The meeting was closed at 8.50pm

Approved on 3/10/19

Chair's signature 

Sturminster Newton Town Council

BACS Payments 10 Oct 2019 - approval list

Start of year 01/04/19

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
2394	BACS1909 10A	£4.92	£0.82	£4.10 05/09/19	Sturminster Newton Building Supplies - Projecting Bolt	£4.92
2395	BACS1909 10B	£11.72	£1.95	£9.77 31/07/19	Hart & Sons (Dorset) Ltd - Descaler & PTFE Tape	£11.72
2396	BACS1909 10C	£7.50	£1.25	£6.25 29/07/19	Hart & Sons (Dorset) Ltd - 3 x Keys Cut	£7.50
2397	BACS1909 10D	£16.97	£2.83	£14.14 04/07/19	Hart & Sons (Dorset) Ltd - Plant Food & Hose Set	£16.97

Chair's initials



2398	BACS1909 10E	£14.40	£2.40	£12.00	19/07/19	Hart & Sons (Dorset) Ltd - Light Bulbs	£14.40
2399	BACS1909 10F	£31.51	£5.25	£26.26	27/08/19	DCM Tyres (Wessex) Ltd - Tyre Repair	£31.51
2400	BACS1909 10G	£1,944.00	£324.00	£1,620.00	29/07/19	Partnership Security Ltd - CCTV Upgrade	£1,944.00
2401	BACS1909 10H	£36.51	£1.74	£34.77	07/08/19	Northover G & Sons Ltd - Fuel	£36.51
2379	BACS1909 10I	£2,819.82	£0.00	£2,819.82	16/08/19	H M Revenue & Customs - Staff Tax and NI August 19	£2,819.82
2403	BACS1909 10K	£284.20	£40.95	£243.25	31/07/19	The Exchange - Recharges July 2019	£284.20
1		£58.69	£9.78	£48.91		OA Recharges Electricity	
2		£5.81	£0.97	£4.84		OA Recharges Alarms	
3		£20.79	£0.00	£20.79		OA Recharges Water	
4		£27.41	£4.57	£22.84		OA Recharges Gas	
5		£2.60	£0.43	£2.17		OA Recharges Refuse	
6		£17.70	£0.00	£17.70		OA Recharges Insurance	
7		£151.20	£25.20	£126.00		OA Recharges Fixed Wire Inspection £2160 @ 7%	
2404	BACS1909 10L	£120.00	£0.00	£120.00	13/08/19	Dorset Council - Pre- Application Fee Notice Board Butts Pond Ind Est	£120.00
2406	BACS1909 10N	£42.16	£7.03	£35.13	31/08/19	Condor Office Solutions - Photocopying Charges August 19	£42.16
2418	BACS1909 10O	£2,580.00	£430.00	£2,150.00	02/09/19	Ellis Whittam Ltd - Combined Service Year 5 of 5	£2,580.00
2407	BACS1909 10P	£41.99	£7.00	£34.99	31/07/19	Condor Office Solutions - Photocopying Charges July 2019	£41.99
2408	BACS1909 10Q	£119.50	£19.92	£99.58	30/07/19	The Consortium - Archive Boxes and Office Chair	£119.50
2409	BACS1909 10R	£83.01	£3.95	£79.06	02/08/19	Southern Electric - Street Lighting 2/7-1/8	£83.01
2410	BACS1909 10S	£16.73	£0.79	£15.94	02/08/19	Southern Electric - Street Lighting 2/7-1/8	£16.73
2411	BACS1909 10T	£36.00	£6.00	£30.00	01/08/19	Lyreco Uk Ltd - Copier Paper	£36.00
2412	BACS1909 10U	£133.00	£15.75	£117.25	27/08/19	The Exchange - Recharges August 2019	£133.00
1		£58.69	£9.78	£48.91		OA Recharges Electricity	
2		£5.81	£0.97	£4.84		OA Recharges Alarms	
3		£20.79	£0.00	£20.79		OA Recharges Water	
4		£27.41	£4.57	£22.84		OA Recharges Gas	
5		£2.60	£0.43	£2.17		OA Recharges Refuse	
6		£17.70	£0.00	£17.70		OA Recharges Insurance	
2413	BACS1909	£144.00	£24.00	£120.00	05/09/19	Getmapping Plc - Annual	£144.00



	10V					Subscription 19/20	
2414	BACS1909 10W	£48.00	£8.00	£40.00	20/08/19	M&J Bowers - Document Destruction	£48.00
2415	BACS1909 10X	£129.56	£21.59	£107.97	29/08/19	Engelbert Strauss Ltd - Work Trousers	£129.56
2416	BACS1909 10Y	£30.28	£1.44	£28.84	28/08/19	Northover G & Sons Ltd - Fuel	£30.28
2417	BACS1909 10Z	£29.17	£4.86	£24.31	30/08/19	Sturminster Newton Building Supplies - Gaffa Tape, Swarfega, Smart Straw, Door Bolt, Cable Ties	£29.17
2405	BACS1910 09M	£48.00	£8.00	£40.00	06/08/19	M&J Bowers - Paperwork Destruction	£48.00
2402	BACS1910 10J	£2,410.00	£401.67	£2,008.33	08/07/19	Coombs, Andrew (Gas Engineer) Ltd - Boiler Replacement Pavilion	£2,410.00
Total		£11,182.95	£1,341.19	£9,841.76			

Direct Debits July 2019

Start of year 01/04/19

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
2357	DD190701	£260.34	£43.39	£216.95 01/07/19	Prodigy PC - July Silver Support	£260.34
2358	DD190701	£437.00	£0.00	£437.00 01/07/19	Dorset Council - Office Business Rates	£589.00
2360	DD190701	£152.00	£0.00	£152.00 01/07/19	Dorset Council - Business Rates Cemetery	£589.00
2364	DD190722	£44.49	£2.12	£42.37 06/07/19	Total Gas & Power Ltd - Public Toilets Electricity	£178.25
2365	DD190722	£54.07	£2.58	£51.49 07/07/19	Total Gas & Power Ltd - Sturminster Mill Electricity	£178.25
2368	DD190709	£60.90	£10.15	£50.75 09/07/19	Harvest Energy - Fuel	£60.90
2359	DD190715	£246.00	£0.00	£246.00 15/07/19	Dorset Council - Public Toilets Business Rates	£246.00
2362	DD190715	£11.60	£0.00	£11.60 15/07/19	Bankline - Natwest Bankline Charges	£11.60
2363	DD190718	£33.04	£1.57	£31.47 18/07/19	Total Gas & Power Ltd - Market Place Clock Electricity	£33.04
2366	DD190722	£61.18	£2.92	£58.26 22/07/19	Total Gas & Power Ltd - Pavilion Electricity	£178.25
2367	DD190722	£18.51	£0.88	£17.63 22/07/19	Total Gas & Power Ltd - Market Place Clock	£178.25
2361	DD190731	£13.72	£0.00	£13.72 31/07/19	Natwest Bank Plc - Bank Charges	£13.72
2369	DD190731	£654.78	£109.13	£545.65 31/07/19	Isuzu Contract Hire - Vehicle Leases	£654.78
Total		£2,047.63	£172.74	£1,874.89		

Salaries July 2019

Total £10,076.60

Chair's initials



BACS Payment 12 Aug 2019 - payment approval list

Start of year 01/04/19

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
2370	BACS1908 12	£2,859.32	£0.00	£2,859.32	23/07/19	H M Revenue & Customs -	£2,859.32
Total		£2,859.32	£0.00	£2,859.32			

Direct Debits August 2019 - payments list

Start of year 01/04/19

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
2381	DD190801	£260.34	£43.39	£216.95	15/07/19	Prodigy PC - Silver I.T Support August	£260.34
2380	DD190801	£148.74	£24.79	£123.95	01/08/19	Condor Office Solutions - Photocopier Quarterly Rental	£148.74
2382	DD190801	£437.00	£0.00	£437.00	01/08/19	Dorset Council - Office Business Rates	£589.00
2383	DD190801	£152.00	£0.00	£152.00	01/08/19	Dorset Council - Cemetery Business Rates	£589.00
2393	DD190830	£654.78	£109.13	£545.65	01/08/19	Isuzu Contract Hire - Vehicle Lease Charges	£654.78
2389	DD190821	£28.76	£1.37	£27.39	06/08/19	Total Gas & Power Ltd - Public Toilets Electricity	£138.73
2390	DD190821	£50.83	£2.42	£48.41	06/08/19	Total Gas & Power Ltd - The Mill Electricity	£138.73
2391	DD190821	£59.14	£2.81	£56.33	06/08/19	Total Gas & Power Ltd - Pavilion Electricity	£138.73
2388	DD190821	£151.20	£25.20	£126.00	07/08/19	British Telecommunications Plc - Charges 01258 473835	£151.20
2384	DD190815	£15.20	£0.00	£15.20	15/08/19	Bankline - Monthly Charges	£15.20
2385	DD190815	£246.00	£0.00	£246.00	15/08/19	Dorset Council - Public Toilets Business Rates	£246.00
2386	DD190819	£56.96	£2.71	£54.25	19/08/19	Total Gas & Power Ltd - Pavilion Gas	£56.96
2387	DD190820	£164.16	£27.36	£136.80	20/08/19	Harvest Energy - Fuel	£164.16
2392	DD190830	£17.12	£0.00	£17.12	30/08/19	Natwest Bank Plc - Charges	£17.12
Total		£2,442.23	£239.18	£2,203.05			

Salaries August 2019

Total **£10,022.34**



Financial Budget Comparison

Comparison between 01/04/19 and 31/08/19 inclusive.

Excludes transactions with an invoice date prior to 01/04/19

	2019/2020	Actual Net	Balance	
INCOME				
Office & Administration				
100	Precept	£300,645.00	£150,322.50	-£150,322.50
105	Contributions to Expenditure	£970.00	£0.00	-£970.00
110	Interest - Public Sector Deposit Fund	£150.00	£192.98	£42.98
115	Interest - Bath Building Society	£150.00	£0.00	-£150.00
120	Chamber hire	£400.00	£100.00	-£300.00
125	Grants received	£0.00	£0.00	£0.00
126	Contributions Received	£0.00	£0.00	£0.00
130	Photocopying, printing, etc.	£5.00	£0.00	-£5.00
135	Insurance Settlements	£0.00	£0.00	£0.00
140	VAT reclaimed	£0.00	£3,677.93	£3,677.93
199	Other	£0.00	£127.00	£127.00
Total Office & Administration		£302,320.00	£154,420.41	£147,899.59
Amenities & Services				
200	Recreation Grounds	£4,250.00	£135.00	-£4,115.00
205	Cemetery	£4,500.00	£2,165.00	-£2,335.00
210	Agency Agreements	£6,200.00	£150.00	-£6,050.00
215	Street cleansing	£9,000.00	£0.00	-£9,000.00
220	Contributions	£625.00	£0.00	-£625.00
225	Allotments	£0.00	£0.00	£0.00
299	Other	£0.00	£0.00	£0.00
Total Amenities & Services		£24,575.00	£2,450.00	£22,125.00
Capital Projects				
300	Developer Contributions	£0.00	£0.00	£0.00
399	Other contributions, grants & donations	£0.00	£0.00	£0.00
Total Capital Projects		£0.00	£0.00	£0.00
Total Income		£326,895.00	£156,870.41	-£170,024.59
EXPENDITURE				
Office & Administration				
1000	Office staff payroll	£79,750.00	£30,068.69	£49,681.31
1010	Office premises	£8,699.00	£3,433.79	£5,265.21
1020	Office facilities & operations	£13,682.00	£2,192.99	£11,489.01
1030	Insurance	£7,214.00	£7,294.33	-£80.33
1040	Bank Charges	£530.00	£174.41	£355.59
1045	Professional fees	£10,970.00	£325.00	£10,645.00
1050	Civic & ceremonial	£2,369.00	£618.47	£1,750.53
1060	Training	£3,183.00	£794.50	£2,388.50



Financial Budget Comparison

Comparison between 01/04/19 and 31/08/19 inclusive.

Excludes transactions with an invoice date prior to 01/04/19

	2019/2020	Actual Net	Balance
1070 Subscriptions	£1,264.00	£1,099.38	£164.62
1080 Loan repayments	£15,881.00	£7,708.76	£8,172.24
1090 VAT paid	£0.00	£0.00	£0.00
1999 Other	£0.00	£0.00	£0.00
3050 Petty Cash	£0.00	£0.00	£0.00
Total Office & Administration	£143,542.00	£53,710.32	-£89,831.68
Amenities & Services			
2000 Grounds staff payroll	£117,326.00	£42,842.82	£74,483.18
2010 Workshop premises	£3,082.00	£537.90	£2,544.10
2020 Grounds operations	£15,526.00	£5,587.88	£9,938.12
2030 Sports pavilion & facilities	£2,467.00	£730.40	£1,736.60
2040 Town Clock	£562.00	£352.33	£209.67
2050 Play facilities	£8,912.00	£11.90	£8,900.10
2060 Gardens & ornamental	£2,319.00	£1,115.72	£1,203.28
2070 Car Parks	£106.00	£0.00	£106.00
2080 Public toilets	£9,603.00	£7,425.62	£2,177.38
2090 Allotments	£54.00	£0.00	£54.00
2100 Cemetery	£1,963.00	£610.10	£1,352.90
2110 Sturminster Mill	£3,607.00	£554.35	£3,052.65
2120 Footway lighting	£7,623.00	£444.19	£7,178.81
2130 Town Centre	£836.00	£2,436.15	-£1,600.15
2140 Open Spaces	£2,228.00	£0.00	£2,228.00
2150 Benches & Other Infrastructure	£212.00	£675.00	-£463.00
2160 Events & Festivals	£318.00	£0.00	£318.00
2170 Rights of Way	£1,327.00	£0.00	£1,327.00
2180 Traffic management	£530.00	£0.00	£530.00
2190 Tree management	£1,591.00	£1,200.00	£391.00
2999 Other	£0.00	£0.00	£0.00
Total Amenities & Services	£180,192.00	£64,524.36	-£115,667.64
Capital Projects			
3000 Section 137	£0.00	£0.00	£0.00
3010 Grants	£4,481.00	£500.00	£3,981.00
3020 Skate Bowl Project	£0.00	£0.00	£0.00
3030 Neighbourhood Development Plan	£0.00	£0.00	£0.00
3035 WW1 Centenary Commemoration	£0.00	£0.00	£0.00
3040 Economic Development Plan	£0.00	£0.00	£0.00
3045 Community Resource Support	£0.00	£0.00	£0.00
Total Capital Projects	£4,481.00	£500.00	-£3,981.00
Total Expenditure	£328,215.00	£118,734.68	£209,480.32
Total Income	£326,895.00	£156,870.41	-£170,024.59
Total Expenditure	£328,215.00	£118,734.68	£209,480.32
Funded by reserves		£0.00	
Total Net Balance	-£1,320.00	£38,135.73	

