

# STURMINSTER NEWTON TOWN COUNCIL

Council Offices, Old Market Hill, Sturminster Newton DT10 1FH

Tel: 01258 475136 Email: [admin@sturminsternewton-tc.gov.uk](mailto:admin@sturminsternewton-tc.gov.uk)



To: All Town Councillors

Dear Member,

You are hereby summoned to attend a meeting of the **Annual Meeting of the Town Council** which will be held on **Thursday 16th May 2019** at Council Offices, Old Market Hill, Sturminster Newton at **7.15pm** to transact the business set out in the Agenda below.

*EML Lindsay*

Emma Lindsay, Town Clerk

09.05.2019

Members of the public and press are welcome to attend in accordance with the Public Bodies (Admission to Meetings) Act 1960

No.	Agenda	Time (est.)
	Prior to the formal meeting members of the public are invited to raise any matter and speak for up to five minutes. The Chairman will normally permit visitors to speak at other times only in order to provide information and if specifically asked to do so. The Council cannot discuss matters raised unless they already appear on this Agenda	15 mins
1	To elect a Chairman of the Council and Town Mayor until the next annual meeting	5 mins
2	To receive the Declaration of Acceptance of Office by the Chairman and Town Mayor	1 min
3	To elect a Vice-Chairman of the Council and Deputy Town Mayor until the next annual meeting	5 mins
4	To receive and if agreed approve apologies for absence.	1 min
5	To approve the deferment of the acceptance of office by Cllr. Roake until 06.06.2019	1 min
6	To receive declarations of interests and approve any written applications for dispensations.	1 min
7	To approve the minutes of the previous meeting held on 18.04.2019	1 min
8	To approve recommendations from the following committee meetings:	5 mins
	i. Planning and Environment Committee 18.04.2019	
	ii. Finance and Personnel 25.04.2019	
9	To decide what comment to make on each planning application listed below	20 mins
10	To approve the list of payments checked by Cllrs Donaldson and Reed	5 mins
11	To approve the terms of reference and delegated powers of standing committees*	5 mins
12	To appoint members of standing committees*	20 mins
13	To appoint cheque signatories*	5 mins
14	To review and adopt appropriate Standing Orders and Financial Regulations*	5 mins
15	To resolve to exercise the General Power of Competence*	5 mins
16	To appoint representatives to outside bodies*	10 mins
17	To approve the list of subscriptions*	5 mins
18	To approve the calendar of meetings*	5 mins

Large print version available on request

Draft minutes of this meeting will be made available a few days after it to view at the Council Office between 9.30am and 12.30pm every weekday and on the website at [www.sturminsternewton-tc.gov.uk](http://www.sturminsternewton-tc.gov.uk)

19	To receive a report from the Town Mayor and discuss any issues raised	5 mins
20	To receive a report from the Town Clerk and discuss any issues raised	5 mins
21	To receive correspondence and discuss any issues raised	5 mins
22	To receive items submitted by DAPTC or NALC and discuss any issues raised*	5 mins
23	To receive information from members and discuss proposals for future business	5 mins

\* Indicates that this agenda item is the subject of a briefing note circulated with the agenda

Members are respectfully reminded that:

- Only agenda items where the indicated function is to approve or decide may be decided at this meeting. Other items are for information only and no decision can be taken upon them unless and until raised at a later meeting
- The Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, religion, belief or disability), Crime & Disorder, Health & Safety and Human Rights

### Planning applications received to be considered on 16<sup>th</sup> May 2019

**1**

**District Reference**                      **Applicant Name**  
2/2019/0385/FUL                      Mr A Trowbridge

**House Name**                      **Road**    **Town**  
AKH Heating                      Rivers Corner to Stalbridge Lane                      Sturminster Newton

**Postcode DT10 2AB**

Demolish existing garage and office buildings. Erect 1 No. dwelling and garage/carport.

**2**

**District Reference**                      **Applicant Name**  
2/2019/0407/LBC                      Mrs Bolton

**House Name**                      **Road**    **Town**  
Woodlands Farm                      Access to Woodlands Farm                      Bagber                      Sturminster Newton

**Postcode DT10 2HS**

Install through floor lift and carry out associated internal alterations.

**3**

**District Reference**                      **Applicant Name**  
2/2019/0503/HOUSE                      Mr Bob Ames

**House Name**                      **Road**    **Town**    **Postcode**  
Mistletoe                      Upland Close                      Broad Oak                      Sturminster Newton                      DT10 2HL

Erect extension to garage and convert into living accommodation. Erect garage/store extension to side and raised decking to rear. Install roof windows. Carry out alterations to wall adjacent to the driveway (demolish car port).

**4**

**District Reference**                      **Applicant Name**  
2/2019/0540/HOUSE                      Mr Lance Rylaatt

**House Name**                      **Road**    **Town**    **Postcode**  
Woodview                      Bath Road                      Sturminster Newton                      DT10 1DU

Erect two storey extension (demolish existing conservatory and extension. Amendment to approved planning permission 2/2015/1867/HOUSE).

**Sturminster Newton Town Council**  
**Annual Meeting 16<sup>th</sup> May 2019**

This report provides supporting information for Agenda Items 11 to 18. The consideration of these items are required by Standing Order 5j, items not covered elsewhere in this agenda will be dealt with through the year.

**Agenda Item no. 11**

**Terms of Reference and Delegated Powers of Standing Committees**

**1. Introduction**

This agenda item provides the Town Council with the opportunity to review the terms of reference and delegations for Committees, summarised below. The current arrangements have been in place for some time and appear to work well.

**2. Recommendation**

- That the Town Council agrees to retain the existing terms of references and delegations for the standing committees outlined below.

**AMENITIES COMMITTEE TERMS OF REFERENCE**

1. For the purposes of these Terms of Reference, the expressions “amenity” and “amenities” mean:
  - (a) land and/or buildings owned by or leased to the Council or for which the Council is responsible under any other arrangement;
  - (b) a service delivered either to the general public or to any person or body of persons under any arrangement approved by the Council;
  - (c) trees, shrubs and plants, benches, shelters, signs, street-lamps, art-works, troughs, and facilities of all kinds for which the Council is responsible (whether owned by the Council or not)(including amenities which are managed by any person or body of persons under delegated powers conferred by or any other arrangement approved by the Council but excluding footpaths, bridleways and other rights of way).
2. Subject to paragraph 3 below, the following matters are within the terms of reference of this committee:
  - (a) monitoring all amenities;
  - (b) considering and making recommendations in respect of all aspects of the management of existing amenities (including proposed improvements and/or additions to or extensions of them);
  - (c) considering and making recommendations in respect of all proposals for the acquisition or creation of new or additional amenities;
  - (d) monitoring the activities and performance of Council staff insofar as their duties relate to existing and proposed amenities (including their exercise of delegated powers in that respect) and making recommendations with regard to them;
  - (e) monitoring and making recommendations in respect of the vehicles, equipment and materials belonging to the Council and used in connection with amenities;
  - (f) considering and making recommendations for the acquisition of replacement or additional vehicles, equipment and materials (including specifying the relevant needs);
  - (g) considering and making recommendations in respect of comments, compliments, complaints or suggestions regarding new or existing amenities; and
  - (h) monitoring and making recommendations in respect of health and safety and risk management issues relating to amenities.
3. Notwithstanding the contents of paragraph 2 above, the following matters are not within the committee’s terms of reference and shall not be discussed at its meetings:
  - (a) the processing of the acquisition or disposal by the Council of any interest in land;
  - (b) the procurement of goods and/or services in connection with amenities (after the specification has been agreed);

- (c) the processing of the disposal of surplus or redundant vehicles, equipment and materials by the Council;
- (d) the setting and monitoring of budgets relating to amenities;
- (e) the recruitment and remuneration of Council staff and the operation of grievance and disciplinary procedures applying to Council staff; and
- (f) any matter within the terms of reference of the Finance & Personnel Committee or the Planning & Environment Committee.

### **FINANCE & PERSONNEL COMMITTEE TERMS OF REFERENCE**

The following matters are the responsibilities of the committee:

1. reviewing and recommending the following matters to council for approval:
  - a. Quarterly Examination of Accounts
  - b. Annual Budgets
  - c. Annual Financial Risk Assessment
  - d. Standing Orders
  - e. Financial Regulations
  - f. To Oversee Grant Applications
  - g. Contracts of Employment for Staff
  - h. Appointment of Staff
  - i. Staff Relations and Training
  - j. Training for Councillors
  - k. Legal Matters
  - l. Leasing and Licensing Matters
  - m. Insurance Matters
  - n. Purchases of Goods & Services
  - o. Acquisitions and Acceptances of Interests in Land
2. Reviewing and approving payments by all permissible methods

### **DELEGATED POWERS OF THE FINANCE & PERSONNEL COMMITTEE**

1. The committee has the power to authorise or approve payments by all permissible methods
2. The committee has power to make decisions on urgent personnel and staffing matters and make staff appointments on behalf of the council

### **PLANNING & ENVIRONMENT COMMITTEE TERMS OF REFERENCE**

The following matters are the Terms of reference of this Committee:

1. To make observations on planning applications and planning appeals and to notify North Dorset District Council of the committee's observations
2. To make observations on tree matters and to notify North Dorset District Council of observations and comments
3. To receive and examine notification of the decisions of North Dorset District Council
4. To inform the relevant authorities of concerns of the committee related to public rights of way, highways, road safety, planning and environmental matters
5. To monitor the built environment with particular reference to listed buildings and the conservation area
6. To endeavor to preserve and improve the quality of the environment
7. To monitor the activities of the relevant authorities with regard to enforcement matters
8. To oversee the activities of Council Staff with regard to public rights of way and highways

### **DELEGATED POWERS OF THE PLANNING & ENVIRONMENT COMMITTEE**

1. This committee has the power to make observations on planning applications, planning appeals, rights of way, highways, road safety and tree matters and to notify the relevant authorities of those observations.
2. The Town Council nominated Tree Officer is given the responsibility to investigate and make recommendations to this Committee regarding Tree Preservation Orders, Tree Works and other related tree matters.
3. The Town Council nominated Rights of Way Officer is given the responsibility to investigate and make recommendations to this Committee regarding maintenance, obstruction and diversion of public footpaths and bridleways and other related rights of way matters.

## **Agenda Item no. 12**

### **Appointment of Standing Committees**

#### **1. Introduction**

This item is a standing item for consideration at the Annual Meeting of the Town Council. The tables below identify the composition of each committee. It should be noted that the Mayor and Deputy Mayor are Ex Officio Members of the three standing committees. The membership requirements for each committee are outlined below.

Members have been asked to express their committee preferences prior to the meeting. For each Committee the Council is also required to appoint a Chairman and Vice Chairman.

#### **2. Recommendation.**

- That the Town Council decides the membership of the three committees and appoints the Chairman and Vice Chairman of each committee.

<b>FINANCE &amp; PERSONNEL COMMITTEE</b>
<b>Committee Chair</b>
<b>Committee Vice-Chair</b>
<b>+ 3 Councillors</b>

<b>PLANNING &amp; ENVIRONMENT COMMITTEE</b>
<b>Committee Chair</b>
<b>Committee Vice-Chair</b>
<b>All Councillors</b>
<b>Co-opted Member(Non-voting)</b>

<b>AMENITIES COMMITTEE</b>
<b>Committee Chair</b>
<b>Committee Vice-Chair</b>
<b>+ 3 Councillors</b>
<b>Co-opted member(Non-voting)</b>

## **Agenda Item no. 13**

### Cheque Signatories

#### **1. Introduction**

The Council reviews its cheque signatories at this time of year. The signatories are currently Cllrs, Donaldson, Lacey, Fraser, Rose and the Town Clerk. I recommend that these signatories are retained for a further year.

#### **2. Recommendation**

- That the Town Council re-appoints Cllrs Donaldson, Lacey, Fraser, Rose and the Town Clerk as cheque signatories for the 2019/20 municipal year.

## **Agenda Item no. 14**

### Adoption of Standing Orders and Financial Regulations

#### **1. Introduction**

The review and adoption of the Standing orders and financial Regulations is a standing item for consideration at the annual meeting of the Town Council. The Standing Orders and Financial Regulations were revised in March using the latest National Association of Local Councils models and were formally approved and adopted by the Town Council on 4<sup>th</sup> April 2019. Copies of both documents have been circulated to members prior to the meeting.

#### **2. Recommendation**

- That the Town Council re-adopts the Standing orders and Financial Regulations for the municipal year 2019/20

## **Agenda item no. 15**

### General Power of Competence

#### **1. Introduction**

The General Power of Competence (GPC) was introduced by the Localism Act 2011 and replaces the former Power of Wellbeing. The Government hopes that the GPC will give local councils confidence in their legal capacity to act for their communities. It encourages councils to use this power to work with others in providing cost-effective services and facilities in innovative ways to meet the needs of local people. In summary, the GPC enables councils to do things:

- An individual may generally do
- Anywhere in the UK or elsewhere
- For a commercial purpose or otherwise, for a charge or without a charge
- Without the need to demonstrate that it will benefit the authority, its area or persons resident or present in its area (although in practice councils will want to realise such benefits. The GPC will not:
  - Provide councils with new powers to raise tax or precepts or to borrow
  - Enable councils to set charges for mandatory services, impose fines or create offences or byelaws, over and above existing powers to do so.

#### **2. Recommendation**

- That the Council confirms that it meets the criteria for eligibility (two thirds elected members and CiLCA qualified Clerk).
- That the Council resolves to adopt the General Power of Competence

## **Agenda Item no. 16**

### Appointment of Representatives to Outside Bodies

#### **1. Introduction**

Council representation on external bodies is reviewed annually. The table below summarises the arrangements for 2018/19.

#### **2. Recommendation**

- That the Town Council reviews the list of bodies and decides where it wishes to be represented and makes appointments accordingly for the municipal year 2019/20

#### **MEMBERS APPOINTED TO REPRESENT THE COUNCIL ON OUTSIDE BODIES AND ORGANISATIONS 2018/19**

Blackmore Vale Transport Forum	Cllr Reed +vacancy
Butts Pond Local Nature Reserve <i>(Co-opted to Amenities Committee)</i>	Mr. Jeremy Read
Carnival Trustees	Cllr Joe Rose+ vacancy
Cemetery Liaison	Cllr Helen Reed
Development Working Party	Mayor, Chair of Planning and Environment, Town Clerk
DAPTC Larger Local Councils & AGM	Mayor, Deputy Mayor, Town Clerk
DAPTC – Northern Area Meetings	Mayor +vacancy
Dementia Friendly Sturminster Newton Project Group	Cllr Helen Reed
Footpaths Liaison Officer	Mr. Alan Harrison
Liaison with Planning the authority	Chair of Planning and Environment, Town Clerk
Newsletter & Unity.Com	Mayor and Town Clerk
Press Releases/Media	Town Clerk and Mayor
Rural Sounding Board	Vacancy
Sturminster Newton Allotments Association	Cllr Joe Rose
Sturminster Newton Museum & Mill Society	Cllr Martin Jones
Sturminster Newton Twinning Association	Mayor
Open Spaces Group	Vacancy
Trailway Support Group	Cllr Jones and vacancy
Tree Warden	Vacancy
William Williams Trust	Cllr Helen Lacey
Youth Club	Cllr Robert Taylor

## **Agenda item no.17**

### **Review of subscriptions**

#### **Introduction**

The Town Council's current subscriptions are listed below (along with the projected costs). The list includes all "political" subscriptions but not technical office matters (e.g. payroll support, IT support etc.) which are handled separately either by me under delegated powers or at meetings.

<b><u>Name</u></b>	<b><u>Description</u></b>	<b><u>Estimated cost (exc. VAT)</u></b>
DAPTC	Membership of the County Association providing representation, advice and training principally for members (but also for staff)	£880.00
	Local Councils Review – Quarterly magazine containing news and information about the Town and Parish Councils sector (2 No. copies)	£34.00
Society of Local Council Clerks	Technical advice, CPD and other training and support for the Clerk and office team	£273.00
Campaign for the Protection of Rural England	Campaigning information, advice and support in connection with planning, environmental and conservation issues.	£39.00
Clerks & Councils Direct	Quarterly magazine containing news and information about the Town and Parish Councils sector (£12 per subscriber)	£24.00

#### **Recommendation**

- That the Council reviews and approve the list of subscriptions for 2019/20

## Agenda item no. 18

### Calendar of meetings

#### 1. Introduction

The calendar of meetings for the municipal year 2019/20 was approved by the Town Council on the 7<sup>th</sup> March 2019.

#### 2. Recommendation

- That the Town Council review and approve the calendar of meetings for the municipal year 2019/20

## **CALENDAR OF MEETINGS 2019-2020**

MAY	9	<b>MEMBER INDUCTION</b>
	16	<b>ANNUAL TOWN COUNCIL</b>
JUNE	6	<b>TOWN COUNCIL</b>
	20	<b>PLANNING &amp; ENVIRONMENT COMMITTEE</b>
	27	<b>AMENITIES COMMITTEE</b>
JULY	4	<b>TOWN COUNCIL</b>
	18	<b>PLANNING &amp; ENVIRONMENT COMMITTEE</b>
	25	<b>FINANCE &amp; PERSONNEL COMMITTEE</b>
AUGUST	22	<b>PLANNING &amp; ENVIRONMENT COMMITTEE</b>
SEPTEMBER	5	<b>TOWN COUNCIL</b>
	19	<b>PLANNING &amp; ENVIRONMENT COMMITTEE</b>
	26	<b>AMENITIES COMMITTEE</b>
OCTOBER	3	<b>TOWN COUNCIL</b>
	17	<b>PLANNING &amp; ENVIRONMENT COMMITTEE</b>
	24	<b>FINANCE &amp; PERSONNEL COMMITTEE</b>
NOVEMBER	7	<b>TOWN COUNCIL</b>
	21	<b>PLANNING &amp; ENVIRONMENT COMMITTEE</b>
	28	<b>FINANCE &amp; PERSONNEL COMMITTEE</b>
DECEMBER	5	<b>TOWN COUNCIL</b>
	19	<b>PLANNING &amp; ENVIRONMENT COMMITTEE</b>
JANUARY	2	<b>TOWN COUNCIL</b>
	16	<b>PLANNING &amp; ENVIRONMENT COMMITTEE</b>
	23	<b>FINANCE &amp; PERSONNEL COMMITTEE</b>
	30	<b>AMENITIES COMMITTEE</b>
FEBRUARY	6	<b>TOWN COUNCIL</b>
	20	<b>PLANNING &amp; ENVIRONMENT COMMITTEE</b>
MARCH	5	<b>TOWN COUNCIL</b>
	19	<b>PLANNING &amp; ENVIRONMENT COMMITTEE</b>
	26	<b>AMENITIES COMMITTEE</b>
APRIL	2	<b>TOWN COUNCIL</b>
	9	<b>ANNUAL TOWN PUBLIC MEETING (7.30PM START)</b>
	16	<b>PLANNING &amp; ENVIRONMENT COMMITTEE</b>
	23	<b>FINANCE &amp; PERSONNEL COMMITTEE</b>

Emma Lindsay  
Town Clerk