

STALBRIDGE TOWN COUNCIL

Clerk: T Watson
TheHub@Stalbridge,
Station Road, Stalbridge, Sturminster Newton, Dorset, DT10 2RG.
Tel 01963 364276.

Email: clerk@stalbridgetowncouncil.gov.uk

Approved minutes of The Town Council Meeting held at the above address on
Wednesday
4th February commencing at 7pm.

Present Councillors: G Carr-Jones (Chair), P Ashcroft, W Batty-Smith, T Bishop, J Cowley, K Garland, R Knapp, C Moore, & J Wardell.

Absent Councillors: J Smith

T Watson (Clerk)

In attendance

There were 5 members of the public in attendance.

Pauline Batstone (Dorset County Councillor) was present.

Welcome to members of the public and introductions.

1. Community Open Forum.

T Woods asked if there had been any progression on the fly the flag project. It was understood to the Lights Group were happy to work with the TC on the project if the TC adopted the flag, which had been done on the 9th April 2014. It was noted that if a flag was to be flown on the ring it would need to be larger and that the TC would be happy to work on the project with the Lights Group.

2. To receive apologies.

Received in advance of the meeting from D Hine and C Moore, K Garland & R Knapp may be late.

3. Declarations of interest.

None.

4. To approve the minutes of the meetings - held on 7th & 21st January.

A minor amendment was made

RESOLVED: The minutes of the meetings having previously been circulated to Councillors including the amendment were approved and signed by the Chairman.

5. Correspondence: as detailed in annex 1a.

Date	From	Info	Action
Jan 2015	DAPTC	Chief execs circular 01.15 Information regarding changes to the Public Works Loan Board	Noted
07.01.15	Borough Of Poole	Consultation on draft SPD on Dorset heathlands	Noted
07.01.15	DCC Highways	Request for road narrowing signs Barrow Hill Stalbridge.	Members disagreed with the statement in the letter regarding the adequate road width. However they agreed that the installation of signs would be costly and not have a substantial affect.
13.01.15	DAPTC	NALC nominations for the Queen's birthday & new	Noted

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		year's honours	
13.01.15	South Somerset District Council	Examination of the Local Plan 2006-2028	Noted
15.01.15	DCC	Stakeholder drop-in session National grid visual impact provision project	Noted
15.01.15	Sturquest & NDDC Planning Dept.	Workshop on neighbourhood planning	Agreed to pass to R Knapp
23.01.15	DAPTC	Open meeting to help town & Parish councils gain fresh interest in the spring elections.	Noted
23.01.15	Post Office	Notice of branch closure for refurbishment	It was noted that although the building is listed no planning permission is required as the internal works do not have any permanent affect on the internal structure of the building.
27.01.15	DCC Highways	CC Request for weight restriction , Lower Rd, Stalbridge	Noted
30.01.15	R Mainstone Dorset Highways County Lighting Engineer	Notification of early hours light switch off north & Rural areas	Members had not received any negative comment on the changes.
02.02.15	DCC Highways	DCC Highways capital programme 15.16	Noted

R Knapp arrived at 7.27pm

6. For the Town Council to approve the setting up of a town archive and facilitate storage facilities.

D Hine

D Hine had provided a report to Council which the Clerk read out. It was understood that a start was to be made with information from the sports clubs, British Legion, Station and Gardening club. Jude Watts and Anne More had agreed to be the archivists with the assistance of a local conservator and some training had been arranged. G Carr-Jones supported the initiative and offered the use of his A3 colour copier. It was understood that the group were looking for storage in the form of filing cabinets. Whilst there was in general support some members had concerns regarding the use of the Tim Stone room for storage and the adequacy of The Hub security for storing original documents, favouring digital storage of documents. It was understood that in most cases the stored documents would be copies and alternative storage of originals at the County archive.

RESOLVED: There was general agreement to provide one filing cabinet to enable the project to commence. Further storage arrangement to be confirmed as the project progresses.

7. To consider The Ring project phase II and give further instruction :

- a. The replacement of the wooden posts at the south corner adjacent to the A357 closer to the curb. (approx. 6 posts)

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It was agreed that the more open plan layout had made the lighting of the tree more user friendly in terms of space and use. P Ashcroft explained that in order to stop vehicles cutting over the grassed corner the cheaper option would be to install wooden posts closer to the edge of the verge and showed members a sketch. At the same time some of the posts on the A357 side need to be replaced as well. A suggestion was made to investigate the dimensions and potential turning circle of the buses that make the turn. P Ashcroft advised that she had seen some buses make the turn without cutting the corner. It was felt that very well set sturdy posts would be required and putting red disc on the posts was suggested for night visibility.

b. Re-location of the bench from under the tree.

P Ashcroft advised that the intention was to move the bench away from the tree canopy, as the sap from the lime makes the bench sticky and unusable at some points in the year.

c. Resolve the TC position on the retention of the tiled date. P Ashcroft

It was understood that there had been some previous idea to locate the tiled date in a modern Perspex box.

RESOLVED: There was general agreement that P Ashcroft & K Garland progress the project and bring plans and quotes back to council.

8. A proposal that 25k is ring fenced for the Skate Park Project. K Garland

It was noted that there was approximately £28,000 left in the capital reserve funds. It was understood that the figure for the project remain provisional at £60,000 based on the original designs. Members considered their previous capital funds commitment of £25,000 to the pavilion project and felt in hind sight that some time frame should have been specified for the funds being held.

RESOLVED: It was proposed and unanimously agreed to set aside earmarked capital funds of £20,000 for the skate park project for an initial two year period subject to review during the period.

C Moore arrived at the meeting and stated that he had no interest to declare.

9. To receive an update on the Skate Park project and give further instruction.

G Carr-Jones

The tree survey report was read out and G Carr-Jones advised that the next stage was an artist's impression of the project and a land survey.

10. To review the annual risk assessment and give further instruction.

The following areas were assessed: Allotments, Bonfire celebrations, bus Shelters, code of conduct, community Centres, Computing Council Meetings, council property / documents, data protection, Employment if staff, Financial management, gifts, land , litter , meetings of the Council, Newsletters, planning & Dev control, play areas ,provision of office accommodation, provision on web site / internet, public buildings, public conveniences , shelters & seats, Town & Country planning & war memorials. Required actions listed in order of action plan rank: Establish management of the allotment gardens with associated changes to the lease of land transfer and an allotment agreement.

Establish Playing Fields Management Committee insurance

Confirm Scouts health and safety arrangements and insurance for the Bonfire night.

Refurbishment of the bus shelter post inventory report.

Employ assistant and deal with lone working arrangements.

Adoption of a Data Protection policy.

Gain control of software and updating of the TC web site.

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T Bishop suggested the best way forward for the allotment area was to progress with the land transfer from NDD, which would then facilitate the creation of an allotment agreement that would not be governed by any lease terms. In the interim the Clerk advised she would be seeking confirmation of insurance from the allotment society.

RESOLVED: It was proposed and agreed to accept the review of the risk assessment as presented.

11. To consider the installation of an external bulkhead light over the service door of the Public WCs at Station Rd car park and give further instruction.

DEFERRED: Pending further quotations.

12. To consider the May Town Council elections and give further instruction.

The Clerk advised that it was part of her job role to publicise the election and the DAPTC have provided an election pack for information and publicity and it was suggested that information was put on the TC web site. It was noted that it is preferable to have elected rather than co-opted members in terms of eligibility for the use of the General Power of Competence. G Carr-Jones felt that it was important that there is awareness of the Chairman's role in representing Stalbridge at events and meetings. Members agreed that if they were not standing they would inform the Clerk.

13. To receive notice of the NJC national salary award 2014-16 for local Council employees.

Implemented from the 1st January 2015.

14. Finance.

a) To approve the accounts as presented in annex 1b. For payment.

HMRC	Tax & NI February	£269.61
T Watson	Salary February	
T Watson	In lieu purchase Arnold Baker local council administration	£69.00
The English Florist	Chairman's fund gift Ref mtg. 07.01.15	£30.00
J Fieldhouse Design & print Information Commissioners Office	Community web site hosting costs	£399.15
	DD Data protection 2015	£35.00
Prodigy PC DD	DD Silver BS 5 units & back up February	£139.20
Prodigy PC	DD Site visit to fix public WIFI network	£84.00
J Rabbets	In lieu of taxi transport to Transport action group mtg	£10.00
BT	DD Line rent and diversion charges 364276 01.01-31.01.15	£68.83
BT	DD Line rent and diversion charges 364177 01.01-31.01.15	£92.40
Total gas & Power	DD Gas Hub 30.11.14-31.12.14	£163.89
Total gas & Power	DD Gas Hub 31.12.14-13.01.15	£92.40
Buzz Networks Ltd DD	DD VOIP phones December	£27.05
J Skinner Vale Fire services	Annual fire extinguisher service HUB	£73.80
DCC	Hub & town bins Jan - March 2015	£391.99
PHS Group	Hub & Public WC sanitary disposal	£169.92
EON	DD Public WC electricity 25.11-23.12.14	£61.47
EON	DD Public WC electricity 23.12.14-21.01.15	£59.43
T Watson	In Lieu of car parking Blandford 04.02.15	£2.40
DMH Solutions Ltd	KCRS local Councils risk system CD	£120.41

RESOLVED: Proposed by W Batty-Smith seconded by T Bishop and agreed that approval of the invoices as presented be made.

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b) To approve the setup of a whole bill direct debit to PHS.

Whole bill Direct debit 1 year £169.92

RESOLVED: Proposed by W Batty-Smith seconded by T Bishop and agreed that approval of the invoices as presented be made.

15. Clerks report on matters arising.

Pop up mindful café at the Hub - 12th March

Springfields recycling area – Waiting on a response from the developer

TROs Stalbridge – Information leaflets have been given to high street businesses as requested. Thanks to Pat for her help. P Batstone had enquired that the orders could be considered at the regulatory committee in January and was advised by DCC Highways that this was not possible, due to the timescale for checking drafts.

16. To receive Town Councillors reports.

J Cowley – BT manhole on Ring Street is broken. The Clerk advised this had been reported to BT and the area made safe, she would progress the repair. Queried the status of the initial discussions with regard to the potential land transfer of the car park, WCs and green space. T Bishop advised that he and G Carr-jones were due to attend a meeting with NDDC the next day. His preferred option was a freehold transfer of the land.

G Carr-Jones – Advised that the allotment land would form part of the discussion at the above meeting.

T Bishop- Attended a meeting with Prodigy PC regarding the Hub telephone system, pending proposals will bring back to Council. Attending a meeting of the North Dorset Travel working group.

J Wardell – The pavement was left in a mess after the BT works on the Pound.

17. To receive North Dorset District Councillors reports.

None.

18. To receive the Dorset County Councillors report.

Written report to follow. Local involvement with the proposed TROs in Stalbridge and resident issues at Knightstone Court.

19. Date of the Next meeting - The next Town Council meeting will be held on Wednesday 4th March 2015. All items for inclusion on the agenda must be received by the Clerk by 9.00am on Tuesday 24th February 2015.

Date 04.03.15

Signed.....
Chairman