

# STALBRIDGE TOWN COUNCIL

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

Email: [clerk@stalbridgetowncouncil.gov.uk](mailto:clerk@stalbridgetowncouncil.gov.uk)

**Approved minutes of The Town Council Meeting held at the above address on Wednesday 11<sup>th</sup> January 2017 commencing at 7pm.**

**Present Councillors** G Carr-Jones (Chair), T Bishop, P Brember, J Cowley, K Garland, R Knapp, B Newton, B Penfold & J Wardell

T Watson (Clerk)

## **In attendance**

There were 2 members of the public in attendance.

P Batstone (County Cllr.) and W Batty-Smith (North Dorset Dist. Cllr.) were present

## **Welcome to members of the public and introductions.**

### **1. Community Open Forum.**

No comments.

### **2. To receive apologies.**

Apologies had been received in advance of the meeting from D Hine & C Moore.

### **3. Declarations of interest.**

K Garland declared a pecuniary interest item 16.a (IK Services) and stated that she would abstain from the vote on that payment.

### **4. To approve the minutes of the meeting - held on 14<sup>th</sup> December 2016.**

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

### **5. To receive Town Councillors reports.**

B Penfold - Suggestion of a boules court.

K Garland – Letter of thanks received from the Youth Club for grant funding.

J Cowley – Intention to make representation on planning applications on behalf of neighbours. Queried why he was not permitted to use the TC electoral role to find an address for personal use. (The Clerk had taken previous advice on the issue but agreed to take advice again and report back.) Pothole he had reported had not been filled and the fire hydrant point outside Candy's is still broken.

T Bishop - Attended the Information Office meeting issues raised, non-involvement with Stalbridge .info and problems using windows 10. Attended the CEPEND Chairs meeting where future funding was discussed and the DAPTC meeting where future proofing Town & Parish budgets was discussed and thanks were expressed to J Wardell for her work on the White Hart Link. Will be attending the Stalbridge patient participation Group meeting on Thursday 2nd February, 5.30-6.30pm at the Hub.

J Wardell: Thanks to Tracey for her hard work with Stalbright on the Christmas event. Attended the Library Management Group meeting, there is an author talk on 18th February. Work progressing with the White Hart Link in communication with land owners and parishes on the route.

### **6. To receive North Dorset District Councillors reports.**

W Batty-Smith advised that the work on the solar park has commenced.

G Carr-Jones gave an update on the Local Governments re-organisation.

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## 7. To receive the Dorset County Councillors report.

P Batstone gave an update on the County Councils budget setting process.

## 8. To appoint a new member to the Planning and Open Spaces Advisory Group.

It was understood that the group of 2 are looking for active new members to join them in attending site visits and dealing with matters related to open spaces in Stalbridge.

**RESOLVED**: P Brember & R Knapp be appointed as members of the Planning and Open Spaces Advisory Group.

## 9. To receive a request for a grit bin in Grove Lane Close and give further instruction.

**RESOLVED**: To delegate to the Planning and Open Spaces Advisory Group to evaluate the request and make a recommendation.

## 10. To approve a preliminary list of meeting dates for 17.18

**RESOLVED**: To accept the draft list with just one meeting in December on the 13<sup>th</sup> 2017.

## 11. To approve the 'Lone Working Policy'

The Clerk advised that the need for this policy and the subsequent lone working risk assessment had arisen as a result of ongoing risk assessments for the building and operations. The focus of both documents is a duty of care to staff, volunteers and Hub users.

**RESOLVED**: To approve with one amendment.

## 12. To review the annual risk assessment and give further instruction.

The Clerk advised the area of risk previously identified concerning control of the TC web site had been addressed by a self managed web site. The areas of ongoing risk requiring further action are the absence of an allotment agreement. This is pending the freehold transfer of the allotment land from NDCC to STC. Comp. Date TBA. In the interim the Allotment Society have provided a copy of their PL insurance. For the bonfire celebrations at the Playing Fields the Clerk will ensure TC approval of the event, permission is given by the Playing Fields Association and the Scouts Group confirm appropriate insurance cover and risk assessment. Members understood that there have been no issues regarding building security at The Hub.

**RESOLVED**: To approve the annual risk assessment no further instruction.

## 13. To review the revised door quotations and give further instruction. R Knapp

**DEFERED**: Pending requesting quotes for Geze mechanisms.

## 14. Correspondence: as detailed in annex. 1a.

Date	From	Info	Action
09.12.16	Dorset Councils online	Reshaping Your Councils consultation results	noted
09.12.16	NDCC Planning	December Bulletin for the Local Council Online Consultation project	Noted
15.12.16	DAPTC	Extraordinary Chief Executives circular	Noted proposed increase in subs 17/18 of 2%
16.12.16	Dorset Police & Crime Commissioner	Have your say on police funding	Notes & circulate

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17.12.16	Shaftesbury & district task force	Update	noted
22.12.16	DCC Highways	Dorset Highways performance report	Noted. Members requested Roger Bell attend a TC meeting.
01.01.17	NALC via the DAPTC	Dependant carers survey	Noted & circulate
	DCC Highways	Notice of road closure Station Rd car park road	Members expressed concern at the need for the work. Clerk instructed to clarify.

## 15. Finance.

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

Prodigy IT Solutions	SIL21338 - Silver Support Pack - December	£216.00
Prodigy IT Solutions	Inv Line 100084 rentals incl broadband	£134.37
T Watson	In lieu 1 years subscription dropbox upgrade	£79.00
T Watson	in lieu of payment to D Bailey ref christmas trees at hub	£30.00
T Watson	in lieu of payment for printer cartridges	£211.57
T Watson	In lieu of payment for stamps	£13.20
T Watson	Salary January	£1021.73
HMRC	Tax & NI Jan	£201.10
P Garraway	Salary Jan	£388.54
Dorset County Pension Fund	emp & empty pension cont. Jan	£266.76
Direct office supplies	copy paper	£16.00
Tesco Mobile	Inv1386030272 - Mobile charges 09.12.16-08.01.17	£11.50
EON	Electricity WC's 16.11.16-03.01.17	£52.12
IK Services	SO Street Orderly Duties January	£1,772.33
North Dorset electrical services	Materials & cherry picker for the lime tree lights	£312.00
Total gas & power	Gas hub 30.11.-31.12.16	£148.26
ICO	Data Protection Registration 2017	£35.00

**RESOLVED: Proposed by G Carr-Jones, seconded by B Newton and all agreed to approve the payments as presented.**

K Garland abstained from the vote on the payment to IK Services.

### b. To consider the allocation of funds to the reserve account and give further instruction.

**DEFERRED: To the precept meeting 25.01.17**

### c. To carry out the annual review of direct debits & standing orders.

**RESOLVED: That the annual review had been carried out.**

## 16. Clerks report on matters arising.

Extraordinary meeting 25.01.17 - to set the precept demand 17.18.

Instruction – To Circulate the Terms of reference for the PAOSAG, planning Committee procedure, planning applications management document and planning material considerations document.

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- 17. Date of the Next meeting - The next Town Council meeting will be held on Wednesday 8<sup>th</sup> February 2017. All items for inclusion on the agenda must be received by the Clerk by 9.00am on Tuesday 31<sup>st</sup> January 2017.**

There being no further business the Meeting closed at 8.29 pm

Date: 8 February 2017

Signed: .....