

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 Annual Town Council Meeting held at the above address on Wednesday 7th May 2014

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

Absent Councillors:

T Watson (Clerk)

In attendance

There were 2 members of the public in attendance.

Welcome to members of the public and introductions.

1. **To elect a Chairman and receive the declaration of office.**

RESOLVED: G Carr-Jones was nominated, seconded and duly elected, the declaration of office was signed.

2. **To elect a Vice- Chairman and receive the declaration of office.**

RESOLVED: K Garland was nominated, seconded and duly elected, the declaration of office was signed.

3. **Community open forum.**

J Wardell gave an update on the safety measures that have been carried out to FP49 at its junction with the road.

4. **To receive apologies.**

Apologies had been received in advance of the meeting from C Moore & J Smith.

5. **Declarations of interest.**

None.

6. **To approve the minutes of the meetings - held on 9th April.**

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

7. **Correspondence: as detailed in annex 1a.**

Date	From	Info	Action
22.04.14	Lightwood Strategic	Request for an opportunity to meet with the Town Council regarding the promotion of two sites within Stalbridge in the North Dorset Local Plan Process.	Members decided that a meeting would be inappropriate. The Clerk was instructed to advise and re-direct to NDDC.
28.04.14	NDDC	Request to take over the open areas at Woodmills and adjacent to the school.	Members declined to take on the land at the moment but would like the tree works to commence.

STALBRIDGE TOWN COUNCIL

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

Email: clerk@stalbridgetowncouncil.gov.uk

28.04.14	NDDC	Consultation – Review of Community Partnerships in North Dorset.	T Bishop summarised the report. It was felt that as recently Stalbridge has not had assistance from a support worker the shame would be that there may not be any assistance available in the future for the skate park project
01.05.14	NDDC	Invitation to seminar 'Opportunities in renewable energy for local communities'	P Ashcroft may be able to attend
01.05.14	Playmapp	Opportunity for map entry for playgrounds.	All agreed to have map entry and send photo
02.05.14	NDDC	Notice of provisional TPO (beech tree 5 Park Grove)	Noted
06.05.14	DWP	Removal of recycling mini banks	It was noted that both the recycling points in Stalbridge are listed to be removed.

8. To review the insurance schedule in respect of all risks.

It was noted that this was the end of the second year of a 3 year agreement with Zurich. The fidelity cover stands at £250,000.00. (Total funds at 31.03 £112,497.18 plus half precept due this month total £153,997.18. The Hub building is now insured as one and the contents have been amended to reflect the purchases during 2013/14.

RESOLVED: The insurance schedule in respect of all risks was reviewed.

9. To receive nominations for existing committees & groups & appoint any new committees and approve terms of reference.

RESOLVED: It was proposed and agreed that all TC members be elected as members of the Planning Committee.

10. To review the terms of reference for committees & groups.

RESOLVED: There was general agreement to amend the lights group and Library management group in terms of membership. All other existing terms of reference remain unchanged.

11. To review the delegation arrangements to committee, sub-committees, employees & other local authorities.

It was agreed that delegation arrangements to committees groups are detailed in their terms of reference as previously approved. The Clerk has no delegated powers as such and the TC does not delegate any of its functions to other local authorities.

RESOLVED: The delegation arrangements to committee, sub-committees, employees & other local authorities.

12. To appoint representatives on external bodies and agree arrangements for reporting back.

Allotment Soc. Rep: D Hine
 Auditor TC: D Hine
 Lights Group: P Ashcroft
 DAPTC Area. : T Bishop

Playing Field: D Hine & C Moore
 Library Management group: D Hine
 Public Transport Rep.: J Rabbetts

STALBRIDGE TOWN COUNCIL

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

Email: clerk@stalbridgetowncouncil.gov.uk

Footpath Liaison officer: N Brown

Tree Officer: P Ashcroft

Henstridge Airfield C Cttee: R Knapp

Hall Cttee: T Bishop

Youth Club Rep. & Stur. Youth Centre Rep: G Carr- Jones

School: Whilst there is no formal representation K Garland & C Moore committed to facilitating the link. Reports will be made back to Council via member's matters of report. It was agreed that as the Clerk works directly with the Community Office Chairman a representative was not required.

13. To review the inventory of land & assets inc. building and office equipment.

An annual review of the assets in physical terms will be done over the summer by I Kerr. During the year rolling inspections are carried out.

The Clerk advised that the inventory had been amended in error last year as the WC's at Station Rd car park are on a lease from NDDC. This will be re-stated in the 13.14 year end statement. The inventory had been updated to reflect the disposals and additions in conjunction with change of premises. It was agreed to list the Stalbridge pictures at a value of £25.00 each. The NDDC building award will be added and valued at a nominal £1.00.

RESOLVED: It was proposed and agreed to accept the inventory list of land & assets inc. building and office equipment as presented including the suggested additions.

14. Review of Standing Orders & Financial Regulations.

Members have personal copies of the documents. The Clerk advised that there would be a change in the near to update standing orders to the latest NALC version and the TC may decide to review the financial regulation in conjunction with the change in legislation regarding the requirement for future regarding 2 signatories.

RESOLVED: There was general agreement to accept the Financial Regulations as unchanged and consider the amended Standing orders at the June meeting.

15. To review the Councils complaints procedure.

The Clerk advised that there had been no changes in terms of legislation or the Councils operations since adopting the current complaints procedure in September 2011. The Contacts had been updated to reflect the new address.

RESOLVED: There was general agreement to accept the complaints procedure as previously adopted.

16. To review the procedure for handling requests made under the freedom of information act 2000 & Data Protection Act 1998.

The model publication scheme (Information act 2000) has been previously approved by the Council. The purpose of this publication scheme is to show what classes of Council information are available routinely. A copy of the schedule is retained in the Clerks office, the TC may decide to put the scheme on the web site. Any requests made under the freedom of information and data protection acts will be dealt with according to the model publication scheme. The council has had no requests for information in conjunction with the freedom of information act in the last year.

RESOLVED: There was general agreement to accept the procedure for handling requests made under the freedom of information act 2000 & Data Protection Act 1998 in conjunction with the model publication scheme (Information act 2000).

17. To review the Councils policy for dealing with press and media.

It was agreed that press communication should be sent Nicki Brown.

STALBRIDGE TOWN COUNCIL

Clerk: T Watson

TheHub@Stalbridge,

Station Road, Stalbridge, Sturminster Newton, Dorset, DT10 2RG.

Tel 01963 364276.

Email: clerk@stalbridgetowncouncil.gov.uk

RESOLVED: The policy in place for dealing with press and media was reviewed.

18. To set the dates, time & place of ordinary meetings for the Full Council year ahead.

RESOLVED: There was general agreement that the dates, time & place of ordinary meetings of the Full Council for the year ahead were set as presented.

19. To receive a report on the Travel Exchange survey. T Bishop

T Bishop made the report that was made to NDDC in conjunction with the grant received. The aim of the Travel Exchange is to promote the continued support for public transport and to reduce the necessity for travel in and around Stalbridge and North Dorset, by the provision of services and facilities at the Hub. To date TheHub@stalbridge has been established a centre for the provision of all travel information and there are ongoing plans and aspirations to participate in the provision of a Community Car Scheme and for the main Bus Stop in Stalbridge to relocate to the Hub. In addition to the information services offered at the Hub currently 1st Dorset Credit Union, First Point You (tenant based support agency) and Pauline Batstone (County Councillor) hold drop in sessions. Future aspirations are to develop and increase the profile of the hub and fulfil its potential to serve the community. This includes continuing to recruit more Volunteers, and to extend the opening hours. There will be another survey carried out within 12 months. Members expressed thanks to T Bishop for all his efforts.

20. Finance.

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

PWLB	Office loan 1st payment 2013	£3,614.42
Prodigy PC	Silver BS 5 units & back up May	£109.20
Direct Office	Printer toner	£311.82
Tracey Watson	In lieu of purchase tea pot and sugar bowl	£9.50
Tracey Watson	Mileage 11/13- 05/14	£36.45
Zurich	Insurance premium 2014	£2,562.23
DCC	Hub & town bins 04-06/14	£392.28
IK Services	Street & WC cleaning April	£1,552.00
IK Services	Hub cleaning 31st- 30th April	£50.00
N Power	Electricity Hub 13.01.14- 22.04.14	£236.66
T Watson	Salary May	£793.24
HMRC	Tax & NI May	£62.24
R Sharp		
Buzz networks Ltd	Grass cutting STC, NDDC & Jarvis Field	£1,074.00
Total Gas & Power	VOIP phones April	£25.56
N Mitchell	Gas Hub 28/02-31/03/14	£72.92
	Jarvis field play area fence repair, Ring & Hub posts	£573.00

The Clerk advised that when work commenced on the Jarvis Field fence on closer inspection there were some extra holes that need patching and the bill reflects this extra work.

The Clerk requested a signature of cheque for the BT bill approved at the April Meeting for £100.80 and a replacement cheque made payable to HMRC for the sum of £59.24 approved at the April meeting plus May meeting £62.24 (total £121.48)

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

21. Clerks report on matters arising.

DWP – Box caddy distribution – 5 of each will be held for local pick up at The Hub.

STALBRIDGE TOWN COUNCIL

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

Email: clerk@stalbridgetowncouncil.gov.uk

8 Ring Street Stone Work – Synergy advised 2nd May that the builder is planning to go back next week and work on the front, weather permitting.

Community Managed Library - Visit from Welsh Local Govt. Association with regard to a model approach to Community Managed Libraries.

Theft and vandalism – Items taken from the Gents WC, Ladies WC blocked with loo rolls and flush left running to flood, plastic on the sides of the bike shelter have been burned. PC Sugrue has been informed and a patrol action has been made. He has suggested removing all additional items from the WC's for now.

ATM – Weds 21st May 7.30pm at The Hall. If there is a planning meeting this will precede at the hall at 7pm.

At The Hub - Mencap Open afternoon – 14th May. Charity art exhibition – 16th, 17th & 19th May, History Group Town Trail launch Sat 24th May 11am, all members invited.

Highways vegetation management – Received the schedule 1st cut was due between 17 March & 28th April, no sign of this. Second cut was due between the 28th April & 26th May.

22. To receive Town Councillors reports.

P Ashcroft – Met with garden contractor at The Ring to discuss ideas. A fence to private property has fallen over at the cut through by the garage (no 73), contacted the agent. J Wardell agreed to view.

T Bishop - Letting income at Stalbridge Hall is reduced due to a shortage of weekend bookings. Fund raising sub-committee appointed who are doing a great job. Expressed concern that the screen in the Hub reception area is not being used. The Local Action Group options were discussed at the DAPTC meeting.

J Cowley – suggested a list be made of potholes throughout the parish. Members agreed to report holes to DCC highways as found.

D Hine - Library Management Group have requested that the grass at the rear is cut.

23. To receive Dorset District Councillors reports.

W Batty-Smith advised members of the standards board hearing concerning Cllr. Pritchard (Ward Member for Shaftesbury Grosvenor & Mayor Shaftesbury Town Council).

24. To receive the Dorset County Councillors report.

Report e-mailed to members, paper copies to J Cowley and R Knapp.

25. Date of the Next meeting - The next Town Council meeting will be held on Wednesday 4th June 2014. All items for inclusion on the agenda must be received by the Clerk by 9.00am on Tuesday 27th May 2014.

The meeting closed at 9.00 pm

Date...04/06/14

Signed.....
Chairman