

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 6th April 2016 commencing after the Planning Meeting.

Present Councillors G Carr-Jones (Chair), P Ashcroft, P Brember, J Cowley, K Garland, D Hine, C Moore, B Penfold & J Wardell

T Watson (Clerk)

Absent Councillors: R Knapp

In attendance

There were 3 members of the public in attendance.

Apologies had been received from P Batstone (County Cllr.) and W Batty-Smith (North Dorset Dist. Cllr.)

Welcome to members of the public and introductions.

1. Community Open Forum.

T Wood spoke to members about the history of the Lights Group and its reasons for becoming a Sub-Committee of the Town Council. As the Sub-Committee had been dissolved the administration of the accounts falls under the TC and he hoped that some of the funds could be used for re-lighting the lime tree. The Chairman thanked Tony and Lesley Wood for all the hard work they had put into the Lights Group over the years.

2. To receive apologies.

Apologies had been received in advance of the meeting from T Bishop.

3. Declarations of interest.

K Garland declared a pecuniary interest item 17a (IK Services) and stated that she would abstain from the vote on that payment.

4. To approve the minutes of the meeting - held on 9th March 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.

T Bishop - Paper report circulated to members.

J Wardell – Attended the Information Office (IO) meeting and continues to be disappointed with the way in which they are run. Agendas lack information and there is no form of order. She asked for the election of a Vice Chairman be put on the next meeting agenda. She had raised J Cowley's query about Neighbourhood Watch; this is now Dorset Alerts, in the form of reports (which are printed off and filed), IO Reported that police are not interested. (Contradicted in subsequent conversation with PCSO who offered help in any way they could.) Attended the Library management meeting (LMG), for the Queens 90th birthday the library are having a photo montage and decorations. The LMG requested fire drill info (Clerk to provide at the next user group meeting). The library team are to be congratulated as they have been chosen for a case study on how to run a Community Library (Clerk to publicize on the TC newsletter).

P Ashcroft – Gave an update on the nature reserve management and asked that the grass on The Ring is not cut for 2-3 weeks after the crocuses have stopped flowering.

John Cowley – Will be attending the emergency planning meeting on the 21st April.

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K Garland – Members visit to Sturminster Newton High School assembly to introduce Stalbridge Youth Survey .

B Penfold – 17th April ROSPA & motorbike training on the airfield.

P Brember – Attended Sturminster Newton Youth advisory board meeting and gave update.

6. To receive North Dorset District Councillors reports.

G Carr-Jones gave an update on the communication changes with the Planning Office. Further consideration is being given to the options of tri-Council or unitary. He will be attending a meeting with Brandon Lewis (Minister of State for Housing and Planning) concerning the re-definition of affordable housing.

7. To receive the Dorset County Councillors report.

None.

8. To receive quotation for a new self-managed Town Council web site and give further instruction.

The Clerk explained that in the annual risk assessment it had been highlighted that the TC did not have total control of the web site in terms of content and timeliness of updates and that it would be very advantageous to have a web site that can be updated in the office. The potential saving in update and hosting costs would be approx. £570 P/A. A quotation had been received for setting up a new web site and hosting of £389.00, data transfer of archive records £165.00 and £20 for one hours training.

Resolved: It was proposed and agreed to set up a new self-managed Town Council web site in accordance with the quotation provided.

9. To receive notification of an increase in IT support costs for the financial year 16.17 and give further instruction.

The Clerk advised that the proposed increase in monthly cost was £20 from £116 to £136, effective from the 1st May 2016. Whilst this increase can be accommodated within budget there may need to be some re-allocation of funds to cover any on-site maintenance of the IT system. Members were keen to understand what the service includes and whilst some members were clear that you cannot run a network without appropriate IT support others were not convinced that it was necessary.

Resolved: It was proposed and agreed to accept an increase in IT support costs for the financial year 16.17 and to go to market in the Autumn.

10. To receive a quotation of a WIFI system which included monitoring and give further instruction.

The Clerk explained that whilst is not mandatory, it is now recommended that anyone providing free access public WIFI has some form of user and data capture so that should there be inappropriate use the TC has a method of proving that they were not the user. The one off cost for a new router is £250.00 and the recurring charge for data capture would be £59.00 per month. There would need to be some re-allocation of funds within the budget to cover this. J Cowley was interested to know if any other Councils has WIFI monitoring, however other members did not feel this was a factor in the TC considering it responsibility with regard to counter terrorism.

Resolved: It was proposed and agreed to accept the quotation for a WIFI system which included monitoring.

J Cowley abstained from the vote.

11. To install and service an additional dog bin on the railway. J Wardell

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J Wardell advised that the issue of excessive amount of dog faeces had become apparent on the nature reserve clearance day. The DCC rangers had offered to provide and install an extra bin. The question arose as to whether the town orderly could accommodate emptying of the extra bin and whether vehicle access is adequate. It was considered whether litter is coming from the factories in the area and G Carr-Jones offered to communicate with the factory management.

Resolved: It was proposed and agreed to have DCC Rangers install a red dog bin on a six month trial basis.

12. For the Town Council to purchase a new union Flag. P Ashcroft

It was understood that the current flag is becoming tatty and frayed. A price had been obtained for a new 137cm x 274cm 93 yard woven flag with Inglefield clips of £114.10 plus VAT. D Hine offered to provide an alternative supplier.

Resolved: It was proposed and agreed to purchase a new union Flag

13. To appoint the new Community Fundraising Group as a sub-committee of the Town Council. G Carr-Jones

A new group has been formed called 'Stalbright', the terms of reference for the group are very similar to that of the lights group although the wider purpose of the group is to support local community projects to enhance the sense of community in Stalbridge including Christmas events. When the terms of reference have been agreed it will be brought to Council for approval.

Resolved: It was proposed and agreed to appoint the new Community Fundraising Group as a sub-committee of the Town Council.

14. To receive a quotation for the bus shelter refurbishment and give further instruction.

A quotation had been received for 2 options the first being to rivet plates over the rusted hole and paint at £90. Option 2 is to make a new bottom section for the front of the shelter and paint at £410.00.

Resolved: It was proposed and agreed to accept the quotation based on option 1 at £90.00

15. To receive an update on the Stalbridge Youth review and give further instruction.

It was understood that the two current Youth leaders would not be continuing after the funding is withdrawn. The Youth survey will be available for completion at the end of April; and will help to ascertain the wishes of the young people in Stalbridge. A suggestion was made that the club could merge with Henstridge.

16. Correspondence: as detailed in annex. 1a.

Date	From	Info	Action
18.03.16	Mr R Hunter	E mail ref parking in Pound Close	Members felt that this was an issue of encouragement of neighbour consideration and courtesy. J Cowley proposed that the TC contact the Highways Authority. The proposal was not seconded and therefore failed.
24.03.16	M Hansford DCC Highways	E mail response ref station Rd and the 16.07 capital programme	It was noted that the Community Highways Officer had registered Station Road as a capital scheme request. In prioritising this with other schemes County wide it did not meet the criteria for inclusion in this year's capital

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			maintenance programme and will continue to be monitored through our maintenance inspections and repairs policy.
24.03.16	S Hill NDDC	Unitary update	Noted
04.04.16	T Long DCC	Consultation re mobile library service proposal	Noted
06.04.16	L Hinks Stalbridge surgery PPG	Invitation to a Dementia Friends presentation	J Wardell & J Cowely agreed to attend

17. Finance.

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

HMRC	Tax & NI April	£172.23
Dorset County Pension fund	emp & emply pension cont. March	£260.56
P Garraway	Salary April	£398.97
T Watson	Salary April	£1017.15
T Watson	In lieu - Training "Sustainable Funding"	£30.00
T Watson	In lieu of underpayment ref PN233 (15/16)	£4.57
Williams Florist	2 x Christmas Trees	£16.00
Tesco Mobile	Mobile charges March	£11.50
Wessex Water	Ref 2026026137013 The Hub 30/09/15-07/03/16	£84.89
Wessex Water	Ref 2020947452013 WC's 30/09/15-07/03/16	£151.35
Prodigy IT Solutions	Inv PIT18631 Support Pack VoIP	£168.00
Prodigy IT Solutions	Inv SIL18520 Support Pack Silver	£139.20
Prodigy IT Solutions	Miscellaneous Service Charge - calls to 0800 numbers	£0.60
Dorset County Council	Construct ramp - Pound Close	£586.38
Custom fire & security	Repair auto front door 15.02.16	£90.00
Custom fire & security	Repair auto front door 25.02.16	£114.00
DD I K Services	Street Orderly Duties -March	£1,729.17
EON	Electricity WCs - 13.03.16 - 31.03.16 H12C57461A	£15.65
Direct Office Supplies	Stationery – Inv 48458	£6.24
Dorset County Council	Date Stickers/Advance notice sign hire	£77.40
R Sharp	NDDC & STC grass cutting 29.03.16	£851.50
Wessex Water	Water supply - allotments	£13.03
Dorset County Council	Dorset Waste Partnership – April 2016 – June 2016	£410.40

RESOLVED: It was proposed by D Hine, seconded by B Penfold and all agreed to approve the payments as presented.

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

b. To resolve the allocation of the funds for the Lights Group account.

The Clerk advised that the funds stand at £3,071.19 less £77.40 Dorset County Council Date Stickers/Advance notice sign hire as above. A provisional figure had been obtained for purchase of new lights for the lime tree of approx. £3,800. The TC has £3,000 set aside in allocated reserves for this project.

RESOLVED: It was proposed and agreed that the funds be used for the New 'Stalbright' group events start up with the remainder to be set aside to improve to lights in the Lime tree.

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c. To approve the appointment of the internal auditor for 2015/2016 accounting period and review the terms of reference and schedule for the internal audit.

The Clerk advised that Mr Bedford was happy to carry out the internal audit at a charge of £80.00. Members were happy to use the previous terms of reference and schedule for the internal audit.

RESOLVED: It was proposed and agreed to appoint Mr O Bedford as the internal auditor for the accounting period 15.16. The terms of reference and schedule for the internal audit were approved accordingly.

18. Clerks report on matters arising.

Larks meadow wet land area – The TC have been copied in on communications regarding NDDC taking the transfer of the land from the developer. The proposal is then to request the North Dorset Ranger service to manage it on NDDC's behalf.

19. Date of the Next meeting - The next Town Council meeting will be held on Wednesday 4th May 2016. All items for inclusion on the agenda must be received by the Clerk by 9.00am on Tuesday 26th April 2016.

There being no further business the Meeting closed at 9.00 pm

Date: 4th May 2016

Signed