

# STALBRIDGE TOWN COUNCIL

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

**Draft minutes of The Town Council Meeting held at the above address on Wednesday 7<sup>th</sup> February commencing at 7.15 pm.**

**Present Councillors** G Carr-Jones (Chair), T Bishop , P Brember, J Cowley, C Moore, B Newton, B Penfold & J Wardell.

**Absent Councillors:** R Knapp

T Watson (Clerk)

## **In attendance**

There were 2 members of the public in attendance.

G Carr-Jones (North Dorset Dist. & DC Cllr.) was present. Apologies had been received from W Batty-Smith (North Dorset Dist. Cllr.)

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

### **1. Community open forum.**

A request was made to site and event advert board for SCARS on the Ring for 2 weeks. It was noted that other boards which are placed on The Ring short term have been placed without asking for permission. Some members expressed concerns at the period of time requested and any precedent that may be set. With this in mind it was agreed to formally consider the request at the March TC meeting, B Newton to propose.

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

D Hine & K Garland

### **3. To approve the minutes of the meetings - held on 10<sup>th</sup> & 24<sup>th</sup> January 2018**

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

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

T Bishop – Attended CCG Sustainability and Transformation meeting where link between the NHS and communities were discussed.

C Moore – Will be attended Playing Fields management meeting where the pavilion remedial works will be discussed.

J Wardell – The Mile map was launched with an article in the Blackmore Vale Magazine.

B Newton – Issue of customers of the Swan parking on the high street

G Carr-Jones – will progress a reply to the TC's letter regarding the Playingfields lease extension.

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

C Carr-Jones advised that the decision on the unitary proposal is expected in mid to late February and should this go forward part of the proposal is for the 1<sup>st</sup> two terms of election to be 5 years rather than the current 4.

### **6. To receive the Dorset County Councillors report.**

Report circulated.

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

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Members had received the action plans prior to the meeting. 33 areas / functions had been risk assessed and the following actions are required:

Allotments – Obtain copy of Allotment society insurance & formalise an agreement with the allotments society for management of the area.

Bonfire celebrations – ensure the scout group risk asses and indemnify the event.

Car parks – Set up a car parking order

Community centres – Hub lone working policy review. Fire training

Data Protection – Ensure GPDR compliance

Litter – fly posting policy

Play areas – review of inspections

Provision of office equipment – PAT testing is due

Website / internet access – the process of getting direct control of domain name

Street / footway lighting - Establish maintenance contract for car park lighting

Financial Management – It was noted that the fidelity guarantee had been increased to reflect the bank balance when the precept is received

**RESOLVED: It was prosed and agreed to accept the annual risk assessment as presented.**

## **8. To receive notice of a gift to the Town Council.**

Member were most grateful for the Gift in memory Bernard Clarke to be used towards something for the town. It was suggested to review the shaping consultation in relation to what may be required. A suggestion of styles to gate on footpaths was made.

## **9. To consider a Survey on the trees in TC ownership and give further instruction.**

It was felt to be advisable that the TC should have an awareness of the condition of trees on their land.

**RESOLVED: Agreed to have an independent survey on the trees in TC ownership**

## **10. To review the Hub letting charges and give further instruction.**

A comparison with the Hall Youth area charges had been carried out to ensure Hub charges did not undercut Hall charges.

**RESOLVED: Agreed to keep the current charges the same.**

## **11. To review the way in which the TC deals with planning applications upon which they have been consulted and give further instruction** J Wardell

J Wardell advised that the proposed change was due to the current system proving to be time consuming and difficult to co-ordinate amongst POSAG members. It was noted that the change was mainly in relation to TC members attendance at site. The responsibility for a site visit request being moved to all members and any members requesting a site visit to attend. The Chairman thanked J Wardell for all her efforts.

**RESOLVED: Agreed to adopt the amended procedure and the POSAG terms of reference accordingly.**

## **12. For the TC to indemnify the two silent soldiers** P Brember

The Clerk advised that it is not worth the TC insuring them as assets as excess is equal to their value. It had been confirmed that they would be covered on the PL insurance subject to the completion of risk assessments and obtaining permission to site if not on TC land.

**RESOLVED: Agreed that the TC will indemnify the two silent soldiers.**

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## 13. To make representation on the Sturminster Newton Neighbourhood Plan.

Members had received a briefing paper prior to the meeting.

**RESOLVED:** That Stalbridge Town Council are happy to support the plan and wish Sturminster Newton the best of luck with their neighbourhood planning endeavours.

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

	St Marys PCC	Thankyou letter for grant towards the cost for the Remembrance book cabinet	Noted
19.01.18	DAPTC	Invitation DAPTC Annual Conference	T Bishop will endeavour to attend
19.01.18	NDDC	Invitation to Parish and Town Planning Session	J Wardell to attend
	White Hart Link	Business Plan	Thanks and congratulation were expressed to J Wardell
19.01.18	DH Brice	CC letter sent to DNNC regarding land at E373455 & N117436 & development	Noted
07.02.18	Stalbridge Archive group	Invitation to AGM Mon 05.03.017 7.30 pm at The hub	J Cowley to attended

## 15. Finance.

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

Prodigy IT Solutions	SIL27331 Silver Support Pack February	£ 241.20
Prodigy IT Solutions	PIT27380 Support Pack - VoIP	£ 134.64
I K Services	Street Cleaning Services -Jan	£ 1,816.67
NatWest	Bankline	£ 20.00
T Watson	In lieu Dike & Son - refreshments for Clerks' Meeting	£ 4.19
T Watson	Salary - February	£ 1,110.29
P Garraway	Salary - February	£ 424.17
HMRC	Tax & Ni February	£ 251.73
Dorset County Pension Fund	Emp & Empl pension contribution Feb	£ 367.18
Direct Office Supplies	A4 80gm Paper	£ 17.51
John Fieldhouse Design & Print	Web authoring for Stalbridge Info for w/e 07/01-28/01/18	£ 288.00
SSE	Electricity charges The Hub - 25.10.17 - 22.01.18	£ 133.79
Tesco Mobile	Mobile charges 9/01/18-08/02/18	£ 11.50
Dorset County Council	Parish Rights of Way SLA	£ 386.32
Total Gas & Power	Gas hub 31.12.17-31.01.18	£ 177.28
Natwest	Bankline January 18	£ 20.00
RBL	Silent Soldiers x 2	£ 200.00

February meeting Prodigy DD was £375.58 not £364.58

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**RESOLVED: It was proposed by J Wardell seconded by J Cowley and agreed to approve the payments as presented.**

## **16. Clerks report on matters arising.**

NDDC Office move - Relocating on 15 February. The main building will close and an office will move to the Nordon Lodge on the Nordon estate which is few metres away from the current office. The Nordon Lodge will open at 10am on 15 February. There will be some temporary service arrangements on 14 and 15 February, while the move takes place. The current building is in the process of being vacated. Some frontline officers remain and will transfer to the new office on 15 February. Discussions on the proposed sale of Nordon have been taking place since 2014 and the decision to dispose of the site but maintain a local centre was agreed by Cabinet on 19 October 2015. Parts of the main building have already closed, with council meetings now taking place at Durweston Village Hall and South Walks House, Dorchester.

Highways defects reported – Wessex water loose manhole cover in road outside the post office and DCC highways blocked bullies at Cookes Lane junction to Pooles Town and between Waterloo Lane & Kings Stag junctions.

BT telephone boxes at Church Hill and Ring Street made - New application made to adopt 31.01.18. Received agreement for sale for Church Hill points to note : Decommissioning at TC cost, maintenance and lead paint, insurance.

Community car scheme- in the light of the GP surgery closure this has been suggested. Have made some prelim enquiries with and existing scheme in Sherborne and passed this the interested party.

## **17. Date of the Next meeting - The next Town Council meeting will be held on Wednesday 7<sup>th</sup> March 2018. All items for inclusion on the agenda must be received by the Clerk by 9.00am on Tuesday 27<sup>th</sup> February 2018.**

There being no further business the Meeting closed at 8.38 pm