

SHERBORNE TOWN COUNCIL

At the monthly meeting of the SHERBORNE TOWN COUNCIL held at The Manor House, Sherborne, on MONDAY 16th June 2008 at 7.00 pm

Present: Mr D Elliott (Town Mayor)
Mr M Boustead (Deputy Town Mayor)

Mesdames S Greene, D Gurzynski, S Moody, K Pike,
J Smith and M Snowden
Messrs K Batten, V Clark, S Clayton and M Waldron

In attendance: Mrs V Todd (Town Clerk)
Mrs S Woodford (Minute Taker)

The Public Forum had taken place at 6.45 pm during which questions and comments were welcomed from the general public and CPSO Steve Richards updated members on police matters.

18. APOLOGIES FOR ABSENCE

There were no apologies for absence.

19. MINUTES

The Minutes of the Annual meeting held on 19th May 2008 and a Special Meeting held on 27th May 2008, having been circulated to the Members prior to the meeting, were taken as read, approved as a correct record and signed by the Town Mayor.

20. MAYOR'S ANNOUNCEMENTS

20.1 Agendas

The following Agenda has been received:

20.1.1. Sherborne Area Partnership Steering Group to take place on Monday 23rd June 2008 in the Council Chamber at the Manor House.

20.2 Minutes

The following minutes have been received:

20.2.1. Sherborne Transport Action Group Meeting Thursday 5th June 2008.

20.3 Publications

The Clerk has copies of the following:

20.3.1. European Union Regional Policy Newsletter, Inforegio News. Issue No.168, May 2008.

20.3.2. 'Let's Vitalise' Issue 10 Spring 2008 (magazine for Vitalise guests, volunteers and supporters).

20.3.3. Vitalise UK and European Breaks 2008-2009.

20.4 Trees

The following tree applications have been granted:

20.4.1. TP/08/00118 – To fell 1 No. Beech Tree (T.3 within Preservation Order 736) at The Beeches, North Road.

20.4.2. CA/08/00161 – To fell 5 trees and perform surgery on 12 trees at The Sheilings, The Avenue.

20.5. Road Closures

The following traffic notice has been received:

20.5.1. Temporary closure of Gas House Hill Level Crossing. All vehicles will be prohibited from proceeding along Gas House Hill Level Crossing between 22.45 hours on Saturday 28th June to 09.20 hours on Sunday 29th June 2008.

21. DECLARATIONS OF INTEREST

21.1 Councillor Gurzynski and Councillor Clark both declared an interest in item 6.1 as they are both on the Sherborne Area Youth Centre Management Committee.

22. COMMITTEE MINUTES

The following Minutes were received:

Plans Committee – held on 2nd June 2008.

22.1 Sherborne Conservation Area Appraisal – Proposed Extensions

At the Plans Meeting it was agreed that Item 8, proposed extension to the Sherborne Conservation Area should be discussed by full council as there was no consensus on a corporate response to the proposed inclusion of the cemetery within the Conservation Area. Members were divided on whether inclusion would afford greater protection in the future, or whether the duty the Town Council has to protect and enhance the cemetery would be sufficient to safeguard it for future generations.

It was agreed that a show of hands should be taken on whether the cemetery should be included in the extended Conservation Area resulting in three abstentions, four in favour of inclusion and five against inclusion.

RESOLVED: The Town Council object to the proposal to include Sherborne Cemetery in the Conservation Area.

RESOLVED: Subject to the foregoing, the Minutes are received and adopted.

On the proposition of Cllr Clark and seconded by Cllr Batten.

23. FINANCE AND RESOURCES

Presented by Portfolio Holder, Cllr Boustead.

23.1 Grant Applications

Members had previously been circulated with a list of the organisations requesting grant aid and Councillor Boustead explained each application; these were considered in turn.

Vitalise	£ 100
Victim Support Dorset	£ 100
Sherborne Douzelage	£ 240
WRVS Sherborne Luncheon Club	£ 250
Ironman UK - Lighting	£2,500
- Junior Duathlon	£1,000
Focus on Youth 2008	£1,000

No grant is awarded to the ‘Volunteer Centre Dorchester’ as Members felt that local residents were unlikely to benefit.

RESOLVED: That grants are awarded as detailed above.

23.2 Pension Contribution Attribution Policy

Members of Staff who belong to the pension fund now make contributions dependant on their gross pay, ranging from 5.5% - 7.5%; compared to previously where an across the board figure of 6.5% was applied. Following advice from the DCLG and the DCC, the Town Council agreed to set the band on 1st April each year and for employees to remain on that band throughout the rest of the year.

RESOLVED: Local Government Pension Fund: The Town Council shall review and attribute the employee percentage contribution rate annually on 1st April each year and make no further changes during the ensuing year.

23.3 Direct Debit Payment – BP Fuel Card

Cllr Boustead asked members to consider payment by Direct Debit for payments to a BP Fuel Card.

RESOLVED: Payment for BP Fuel Card to be made by Direct Debit in the future.

23.4 Accounts

The following accounts had been received since the date of the last Meeting:-

May 2008

***Signed out of Committee**

CHQ NO		AMOUNT	DETAIL	CODE
*106143	Mole Valley Farmers Ltd	247.40	Weedkiller	OS/TPF
*106144	Colin Pitman	71.88	Personal protective equipment	Misc/41
*106145	Mole Valley Farmers Ltd	38.49	Safety boots, rat bait	Misc/41

<u>CHQ NO</u>			<u>AMOUNT</u>	<u>DETAIL</u>	<u>CODE</u>
*106146	Cash		215.00	Petty cash May reimbursement	As Inv
106147	Abbey Décor		32.41	Keys for new staff	OS
106148	Alpha Signs		35.25	Put Town Council logo on Pick-up doors	VPM
106149	AR Blaze		52.88	Replace faulty pull switch	TPF
106150	ATS Euromaster		60.34	Puncture repair	VPM
106151	M & J Bowers Limited		52.88	Confidential waste destruction	Admin
106152	Bradfords Building Supplies		87.32	Brushes & paint kettles re Adventure Playground	OS
106153	The Company of Landscapers		13747.50	Refurbishment works stage 3 less retention	PG
106154	Cornwall & Devon Media Limited		499.61	Staff advertising	Admin
106155	Ron Darch & Sons Co Ltd		1432.41	Vehicle fuel bunker filled	VPM
106156	Davenport Western Limited		135.99	Harnesses and face guards for new staff	OS
106157	Dorset County Council		100.26	Compensatory Added Years Service costs	Admin
106158	Help for Heroes		20.00	Tickets from Mayor's allowance (already voted)	Admin
106159	PJ Hill		975.00	Property management services (4 weeks)	Admin
106160	JP Fabrications		32.90	Repair sight screen	TPF
106161	Lee Holmes	1233.56		Service eight machines	VPM
		210.96		Wheel bearings Wessex, battery G2160 mower	VPM
		141.37	1585.89	Parts and consumables for own servicing	VPM
106162	Mid West Office Supplies		65.85	Stationery	Admin
106163	Orange PCS	17.85	50.75	Monthly mobile phone costs	DH
		32.90		Monthly mobile phone costs	OS
106164	Screwfix Direct		25.66	Gloves	OS
106165	SITA UK Limited	91.86		Green waste disposal to 28.05.08	OS
		146.88	238.74	Waste asbestos removal	Allots
106166	Viridor Waste (Somerset) Limited		278.77	Skip hire, lifts May	OS
106167	Westcup		8.11	Bottled water	MH
106168	West Dorset District Council	65.00		Share Council Tax re Bungalow (Jul instal.)	TPF
		959.00	1024.00	Share NNDR (Jul instal.)	MH
Total			£34,510.29		
DIRECT DEBITS TO BE TAKEN					
27.06.08	Southern Electric	92.72		Quarterly accounts	CEM
27.06.08		36.13		Quarterly accounts	PG
27.06.08		337.27		Quarterly accounts	TPF
27.06.08		656.23		Quarterly accounts	MH
27.06.08		19.37	1141.72	Quarterly accounts	Padd
19.06.08	Norwich Union		2558.22	Commercial Combined, 08/09 3 instalments	Admin
04.06.08	UK Fuels Limited		313.67	Texaco fuel card 30 Apr - 15 May	VPM
	Total		£4,013.61		
WAGES IMPREST ACCOUNT					
*Internet	Net Salaries		16619.60	Net salaries payable 23rd May 08	
*100828	HM Revenue & Customs		5512.72	PAYE due M2 May 08 less incentive	

CHQ NO		AMOUNT	DETAIL	CODE
*100829	Dorset County Council	2978.86	Pension contributions May 08	
*100830	T&GWU	9.97	Union subscriptions May 08	
*100831	Unison	16.30	Union subscriptions May 08	
Total		£25,137.45		
DIGBY HALL & LIBRARY				
100372	AR Blaze	1375.58	Works to lighting	
100373	DA Services (Yeovil) Ltd	4859.82	Stage payment air-conditioning	
100374	Sherborne Town Council	2941.33	Monthly expenses rechargeable	
		-298.71	VAT refund/Invoice mispaid by customer	
Total		£8,878.02		
DIRECT DEBITS TO BE TAKEN				
None				

RESOLVED: That payment of the accounts as listed is confirmed:

£34,510.29 and Direct Debits amounting to £4,013.61 from the Current Account .

£25,137.45 from the Wages Imprest Account.

£8,878.02 from the Digby Hall and Library Account.

23.5 Bank Balances

Balances at Bank and In Hand

As at 31st May 2008

Sherborne Town Council

Petty Cash Account		350.00
Wages Imprest		500.00
Current Account		500.00
Business Money Manager Account		48,999.54
Money Market Deposits		
<i>Principal</i>	<i>Rate</i>	<i>Maturing</i>
£110,000.00	4.33%	12.06.08
£250,000.00	4.70%	12.08.08
		360,000.00
Total Town Council Accounts		£410,349.54

Digby Hall & Library

Current Account	1,460.68
Business Money Manager Account	10,750.00
Total Digby Hall Accounts	£12,210.68

24. CHILD PROTECTION POLICY ADOPTION

It is proposed to adopt a Child Protection Policy with the purpose of outlining child protection procedures in place in order to ensure the safety of all children and young people that come into contact with the Town Council. It is also to inform staff, members and volunteers working with or in contact with children that some children do get abused, and to advise them of the procedure to be carried out if abuse is disclosed to them, or if they suspect abuse, this will assist the council in providing a secure environment to children.

RESOLVED: To adopt the Sherborne Town Council Children Protection Policy as written.

25. COUNCILLOR RESIGNATION

Members were informed of the resignation of Councillor Moody, who is leaving Sherborne. Councillor Gurzynski thanked Councillor Moody, on behalf of the Council, for her service to the Council over the last 13 months.

26. WEST DORSET DISTRICT COUNCIL LANDSCAPE CHARACTER ASSESSMENT – CONSULTATION DRAFT

The West Dorset District Council has provided a copy of its Landscape Character Assessment. Members agreed to ask Councillor Greene and Councillor Pike to study the document and to respond on behalf of the Council.

RESOLVED: Councillors Greene and Pike to consider the document and respond on behalf of the Council.

27. HIGHWAY MEETING JUNE 3rd 2008

Members considered the minutes of the meeting with officers from DCC on Tuesday 3rd June. Three matters from that meeting require agreement from the Town Council.

Item 1 – To request for double yellow lines adjacent to the Conduit in Cheap Street to prevent parking– Councillor Clark to provide Dorset County Council with a map indicating where lines are considered needed.

Item 10 – Cheap Street cones and barriers – Members discussed the types of bollard suitable for use in Cheap Street including plastic, cast iron or stainless steel retractable. It was agreed that Councillors Gurzynski, Smith and Elliott liaise with Richard Stubbs of Dorset County Council Highways to assess the various bollards and make a recommendation to the Council.

Item 17 – DCC Officer Andy Brown is asked for a report on the Safety Audit for the Acreman Street Improvement Scheme.

EXEMPT BUSINESS

RESOLVED: That in accordance with Section 1(2) of the Public Bodies (Admission to Meetings Act 1960), the Public and Press be excluded from the meeting in view of the confidential nature of the business to be discussed, with the meaning of paragraph 1, Part 1 of Schedule 12A of the Local Government Act 1972.

28. STAFF MATTERS

Councillor Gurzynski updated Members on recent resignations and appointments of staff.

The meeting closed at 8.30 pm

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Town Mayor

