

## **SHERBORNE TOWN COUNCIL**

At the monthly meeting of the SHERBORNE TOWN COUNCIL held at The Manor House, Sherborne, on **MONDAY 16<sup>th</sup> February 2009** at 7.15 pm

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

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

*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 Constable O'Donnell updated members on police matters.*

A short presentation was given by Mr S Elliott detailing a triathlon to be staged by the Wessex Wizards Triathlon Club in conjunction with the Oxley Centre on 30<sup>th</sup> August, 2009.

### **103. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Waldron

### **104. MINUTES**

The Minutes of the monthly meeting held on 19<sup>th</sup> January 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.

### **105. MAYOR'S ANNOUNCEMENTS**

#### **105.1 Agendas**

The following agenda has been received:

- 105.1.1** DorBAG – Executive Committee Meeting to be held on Friday 27<sup>th</sup> March at 5.00 pm in the Corn Exchange, Dorchester.

#### **105.2 Minutes**

The following Minutes have been received:

- 105.2.1** Friends of the Quarr Local Nature Reserve 12<sup>th</sup> January 2009.  
**105.2.2** Sherborne Area Partnership Steering Group 12<sup>th</sup> January 2009.  
**105.2.3** DAPTC Central Area Committee 13<sup>th</sup> January 2009.  
**105.2.4** DorBAG meeting 16<sup>th</sup> January 2009.

#### **105.3 Publications**

The Clerk has copies of the following:

- 105.3.1** WDDC – Mediation Dorset  
**105.3.2** WDDC – West Dorset Spring Clean 1 – 30 April 2009  
**105.3.3** WDDC – Promotion of loans for energy efficiency improvements in West Dorset  
**105.3.4** Chamber of Trade January 2009 Newsletter

**105.4 Trees**

- 105.4.1** TP/09/00032 Application to remove the damaged limb of 1No Beech tree (T.1 in the Order); and to carry out some minor weight reduction of heavy laterals and remove major deadwood. Pendennis, Greenhill.

**106. DECLARATIONS OF INTEREST**

- 106.1** Councillor Elliott declared an interest in Item 107 Plans Committee minutes, as a member of the WDDC Development Control Committee; he would take no part in any discussion on these items.

**107. COMMITTEE MINUTES**

The following Minutes were received:

Plans Committee – held on 2<sup>nd</sup> February 2009

**RESOLVED: The Minutes are received and adopted.**

On the proposition of Councillor Greene and seconded by Councillor Batten.

**108. FINANCE AND RESOURCES**

Presented by Portfolio Holder, Councillor Boustead.

**108.1 To receive a report from the Internal Auditor**

Members noted the two minor points raised by the Internal Auditor, and agreed the action to be taken.

**RESOLVED: The report is received and the action confirmed.**

**108.2 Annual Review of Fees and Charges**

All members were in receipt of the recommendations for the changes for the financial year 2009/2010. A modest rise is proposed across some services, with the exception of cemetery charges which remain at the same rate as 2008/2009.

**RESOLVED: The increased charges as recommended are accepted and agreed.**

**108.3 Budget/Actual Comparison 3<sup>rd</sup> Quarter to 31.12.08.**

Members considered the actual to budget comparison for income and expenditure for the period to 31.12.08. Councillor Boustead reported no major variations from budgets.

**RESOLVED: The report is received and accepted.**

**108.4 Request for Grant Aid**

**108.4.1 Gryphon School Senior Choir** – The Gryphon School Senior Girls’ Choir is one of the three finalists in the nationwide BBC television ‘Songs of Praise’ competition to be held in Manchester and they sought a grant of £400 towards preparation costs.

**RESOLVED: That a grant of £400 be awarded to The Gryphon School Senior Girls Choir.**

**108.4.2 Castleton Waterwheel Group** – The Chairman of the Castleton Waterwheel Group attended the December Town Council meeting and gave details of the various schemes in hand for promotion and improvement of the project, and the costs involved.

**RESOLVED: That a grant of £1,000 is pledged to the Castleton Waterwheel Group towards the cost of providing a seating/picnic area.**

**108.5 Accounts**

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

**January 2009**

**\*Signed out of Committee**

<u>CHQ NO</u>		<u>AMOUNT</u>		
*106475	Land Registry	40.00	Registration Fee on acquisition at Ridgeway	OS
*106476	MT Boustead	54.40	Mileage to external meetings	Admin

CHO NO		AMOUNT			
*106477	Accounts & Audit Services Ltd	208.52	First visit 2008/09	Admin	
*106478	AR Blaze	1853.08	Complete electrical refurbishment	MH	
*106479	Atlas (UK) Security Services Ltd	92.00	Fire alarm/emergency light tests January	MH	
*106480	Bayquest	264.50	Black refuse sacks	OS	
*106481	Bradfords Building Supplies Ltd	792.75	Blocks, cement, sand etc	Cem	
		40.37	Brown rock salt	OS	
		29.90	Plastic dustbin, face masks (re tennis courts)	TPF	
		5.87	868.89	Jubilee clips to fix dog bins	TPF
*106482	britannia catering supplies ltd	77.97	Galvanised mop bucket	TPF	
*106483	Cash	89.92	Reimburse petty cash to 31.01.09	Per Inv	
*106484	Christopher Phillips	1044.20	Repair water leak damage in changing rooms	TPF	
*106485	Cornwall & Devon Media Ltd	180.32	Caretaker advertisement	DH	
*106486	DA Services (Yeovil) Ltd	53.53	Replace ball valve in roof tank	TPF	
*106487	Dorset County Council	130.82	Compensatory Added Years Service costs	Admin	
*106488	E.on	1541.60	Quarterly gas supply	MH	
*106489	Evans Bros	27.60	Supply wallflowers	OS	
*106490	Gillian Gunner	120.00	Hosting SiB website 2009	Misc	
*106491	HSBC Invoice Finance (UK) Ltd	336.61	Replacement dog waste bins x 3	TPF	
*106492	King UK Limited	91.24	Cleaning materials	MH	
*106493	Konica Minolta Business Solutions (UK) Limited	46.69	Quarterly copy charges	Admin	
*106494	Lee Holmes	1621.07	Service nine items of machinery	VPM	
*106495	Lillington Plant & Construction Ltd	345.00	Remove fence post Ridgeway play area	OS	
*106496	Magic Mobility	270.25	Lift maintenance contract	MH	
*106497	Mid West Office Supplies	276.79	Stationery	Admin	
*106498	Mike Petidmange	1180.00	Energy survey	MH	
*106499	Nildram	15.65	Monthly broadband service Jan/Feb 09	Admin	
*106500	Orange PCS	17.37	49.80	Monthly mobile phone costs	DH
		32.43		Monthly mobile phone costs	OS
*106501	Playdale Playgrounds Ltd	45.43	Graffiti wipes	OS	
*106502	Screwfix	41.52	PVA glue, gloves, rubber mallet	OS	
*106503	Sherborne Window Cleaning Services	60.95	Routine clean	MH	
*106504	Amari Plastics plc	95.74	Polycarbonate sheet for information panels	PG	
106505	Abbey Decor	4.05	Reflector bulbs	DH	
		4.51	8.56	Key, lampholder	TPF
106506	Bradfords Building Supplies Ltd	27.72	Timber for fence	Cem	
106507	Brandon Hire plc	73.95	Hire of pump and hose	PG	
106508	Brewers Garage Ltd	14.60	Exhaust fittings Combo van	VPM	
106509	Castle Forge	79.00	Drilled bars for "No dogs" signs (play areas)	OS	
		14.00	65.00	Brackets for boot brushes	TPF
106510	Courtyard Sundials	60.00	Replacement sundial (vandalised)	Padd	
106511	Davenport Western Limited	18.41	73.41	New saw chain and files	VPM
		55.00		New Sugoil Silky saw	OS
106512	B&G Down	172.50	Fell tree resting on overhead cable	TPF	
106513	Lee Holmes	74.37	160.36	Service Honda mower	VPM
		85.99		Service Hayter mower	VPM
106514	Sherborne Area Partnership	130.00	Grant S137 re signage project	Admin	
106515	Sherborne Area Youth & Community Centre	1000.00	Grant S137 previously approved 64.1 20.10.08	Admin	

<u>CHO NO</u>		<u>AMOUNT</u>			
106516	Sherborne Turf Ltd	69.00	Two bags topsoil	Cem	
106517	Viridor Waste (Somerset) Limited	272.83	Skip hire, 2 exchanges January	OS	
106518	Westcup	7.83	Four water bottles less deposit adjustment	MH	
106519	Zurich Management Services	166.75	LCAS subscription renewal	Admin	
<b>Total</b>		<b>£13,440.60</b>			
<b>DIRECT DEBITS TO BE TAKEN</b>					
29.01.09	British Telecomm plc	36.30	150.64	Quarterly telephone account	Cem
29.01.09		52.45		Quarterly phone account (alarm line)	MH
29.01.09		61.89		Quarterly telephone account	TPF
21.01.09	Fuel Network Limited	64.95	185.55	BP fuel card to 12.01.09	VPM
04.02.09		66.47		BP fuel card to 21.01.09	VPM
		54.13		BP fuel card to 02.02.09	VPM
10.10.09	Norwich Union	852.74	1091.90	Commercial Combined, 08/09 10th instalment	Admin
		239.16		Motor vehicle, 08/09 10th instalment	VPM
St Order	West Country Vending		12.21	Water cooler rental February	MH
1st mnthly					
<b>Total</b>		<b>£1,440.30</b>			
<b>WAGES IMPREST ACCOUNT</b>					
*100858	Cancelled		-65.49	Correction of amount previously shown Nov 08	
*100859	Mrs HA Killeen		28.56	Correction of amount previously shown Nov 08	
*Internet	Net Salaries		17854.92	Net salaries payable 26th January 09	
*100865	HM Revenue & Customs		5892.60	PAYE due M10 January 09	
*100866	Dorset County Council		4565.38	Pension contributions January 09	
*100867	T&GWU		9.97	Union subscriptions January 09	
*100868	Unison		15.81	Union subscriptions January 09	
<b>Total</b>		<b>£28,301.75</b>			
<b>DIGBY HALL &amp; LIBRARY</b>					
*100430	Britannia catering ltd		19.68	10 litres dishwasher fluid	
*100431	Sherborne Window Cleaning Services		170.20	Routine clean	
100432	British Gas Business		1739.59	Gas supply six weeks	
100433	DA Services (Yeovil) Ltd		65.40	Replace immersion heater in workshop	
100434	PHS Group plc		388.88	Hygiene Service quarter March/May	
100435	Sherborne Town Council	2158.55		Monthly rechargeable expenses	
		-666.00	1492.55	Cost re cones & chains recovered from DCC	
<b>Total</b>		<b>£3,876.30</b>			
<b>DIRECT DEBITS TO BE TAKEN</b>					
10.02.09	Norwich Union		163.72	Commercial combined (instalment 8 of 9)	
20.02.09	Southern Electric		1371.28	Quarterly supply account	
<b>Total</b>		<b>£1,535.00</b>			

**RESOLVED:** That payment of the accounts as listed is confirmed:  
**£13,440.60 and Direct Debits amounting to £1,440.30 from the Current Account.**  
**£28,301.75 from the Wages Imprest Account.**  
**£3,876.30 and Direct Debits amounting to £1,535.00 from the Digby Hall and Library Account.**

**108.6 Bank Balances****Balances at Bank and In Hand  
As at 31<sup>st</sup> January 2009 (Reconciled)****Sherborne Town Council**

Petty Cash Account	350.00
Wages Imprest	500.00
Current Account	-5,408.41
Business Money Manager Account	122,408.86

## Money Market Deposits

<i>Principal</i>	<i>Rate</i>	<i>Maturing</i>	
£200,000.00	2.25%	11.02.09	£200,000.00

**Total Town Council Accounts                   £317,850.45**

**Digby Hall & Library**

Current Account	326.10
Business Money Manager Account	7,750.00
<b>Total Digby Hall Accounts</b>	<b>£8,076.10</b>

**109 CCTV SYSTEM FOR TOWN CENTRE**

Members were in receipt of a letter from the Community Safety Team Leader at West Dorset District Council concerning funding for a consultancy fee for the CCTV project. The District Council are prepared to fund two thirds of the total fee of £3,500 and are seeking the balance of £1,150 from the Town Council. It is intended that the consultant's report be presented to the April Town Council meeting for full discussion before any final decisions are taken.

**RESOLVED: That the Town Council agree to fund £1,150, one third of the consultancy fee.**

**110. PARKING PERMIT SCHEME**

The West Dorset District Council's Executive Committee recently agreed to extend the town centre residents permit scheme to cover Sherborne and they are seeking comments from the Town Council on the location of the boundary defining eligibility for the scheme. The Scheme is open to all town centre residents that do not have access to off-street parking facilities. It will cost £140 per annum and allow unlimited parking in any long stay car park in the town, hopefully reducing the number of vehicles parked on the highways. Members generally supported the proposal, although concern was expressed about the lack of provision for reduced parking costs for town centre workers, who frequently park on the highways. Councillor Snowden wishes it to be placed on record that she considers there should be no charge made for parking in the car parks as this would remove vehicles from the roads.

**RESOLVED: To suggest the boundary is extended to include all of Acreman Place , but altered to exclude Fairfield Heights, as all these properties have off street parking facilities.**

**111. SEALING OF DOCUMENTS**

The route for a Right of Way at the Terrace Playing Fields has been agreed with Castleton Parish Council. This formalises the footpaths that have been used for many years, whilst allowing the Town Council to maximise use of the playing area.

**RESOLVED: The route of the path is agreed and the document sealed.**

**112. TV DIGITAL SWITCHOVER**

Councillor Smith updated members on the coming switchover to Digital Television. The date of 5<sup>th</sup>/6<sup>th</sup> May for the initial change to BBC 2 is unchanged with further changes two weeks after that. Once the changes are completed the signal should be stronger, providing a better picture in currently weak areas. A “Help Scheme” has been set up for those 75 years and over, and those with disabilities or in care homes, this includes advice plus the provision of a high quality free-view box for £40. Those eligible for this scheme should have received information in the post. The mobile Roadshow will be in the Parade in Sherborne on Friday 3<sup>rd</sup> April to publicise the changes and offer advice.

The meeting closed at 8.15 pm.

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Town Mayor