

Sherborne Town Council



Sherborne Town Council

Agenda and Minutes

Monday

9 July 2018

Extraordinary Meeting

SHERBORNE TOWN COUNCIL

To: The Town Mayor and all Members of Sherborne Town Council
Youth Advisors, the Public and Press



Dear Member

TOWN COUNCIL MEETING

YOU ARE HEREBY SUMMONED to attend an **EXTRAORDINARY** Meeting of the SHERBORNE TOWN COUNCIL to be held in The Manor House, Newland, Sherborne, at **7.00 p.m.** on **MONDAY 9 JULY 2018** for the transaction of the following items.

Trevor Savage
Town Clerk

3 July 2018

A handwritten signature in black ink, appearing to read 'Trevor Savage', written over the printed name and date.

AGENDA

Prior to consideration of the following Agenda, there will be a democratic quarter of an hour, which may be extended at the discretion of the Council, during which time members of the public may speak. During the course of the meeting, members of the public and elected representatives of other Councils may indicate they wish to speak, and, at the discretion of the Mayor, and with the approval of Members, they may be allowed to do so on points of information only. The Council may on occasions invite members of the public to comment on specific issues where points of information or their particular knowledge on a subject might prove beneficial to the Council. Standing Orders will need to be suspended to accommodate the above.

1. **APOLOGIES FOR ABSENCE**

2. **DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS**

Dispensation Requests must be submitted using the approved form and Members are reminded of their obligations to declare their interests in the following items and to indicate the action they will be taking when the item is considered as per the National Association of Local Councils (NALC) Model Code of Conduct which has been prepared to comply with the requirements of Section 27 of the Localism Act 2011.

3. **MINUTES**

To approve as a correct record the minutes of the Town Council Meeting held on 18 June 2018 (copy attached).

4. **COMMITTEE MINUTES**

To receive the minutes of the Plans Committee Meeting held on 2 July 2018 (copy attached).

5. **EXEMPT BUSINESS**

The public and press may be excluded from the meeting on the grounds that publicity might be prejudicial to the public interest as per the Public Bodies (Admission to Meetings) Act 1960.

5.1 **SERVICES/ASSETS/LIABILITIES TRANSFER PROPOSAL FROM WEST DORSET DISTRICT COUNCIL**

To consider a report in relation to the Service Devolution process and the proposed transfer of services/assets/liabilities from West Dorset District Council to Sherborne Town Council and to agree how to proceed (paper attached).

SHERBORNE TOWN COUNCIL

Minutes of the meeting of the SHERBORNE TOWN COUNCIL held at The Manor House, Sherborne, on Monday 18 JUNE 2018 at 6.45 p.m.

Present: Cllr D Elliott (Town Mayor)
Cllrs, J Carey, S Greene, A Hall, J Hogben, J Pentolfe and K Pike

In attendance: Mr T Savage (Town Clerk)
Mrs Y Hale (Responsible Finance Officer)

Youth Advisors: *Apologies from – Sherborne Girls*

25. PUBLIC SESSION

25.1 Police Report – There was no police report due to the demand of operational duties but the Town Clerk confirmed that the statistics for the month of May 2018 would be circulated in Members Weekly update on Friday 22 June 2018.

25.2 Mr Bloomfield raised four questions/points:

Is Sherborne Town Council expected to contribute towards the transitional costs associated with the move for a three tier local government system to two tiers? The Town Clerk confirmed that Sherborne Town Council would not be expected to financially contribute to the costs that will be incurred during the transition process.

Mr Bloomfield expressed his disappointment that the Town Council continues to provide financial support to the Tourism Forum from tax payers money. He did not expect an answer as he knows that his views differ from the Town Council.

Is the Town Council making plans to provide Electric Car Charging Points within the Town as there are units in some Dorset Towns? The Town Clerk confirmed that the Town Council had no plans but could not clarify if the District Council or County Council had plans.

National Coding day is on 17 September 2018 and Mr Bloomfield enquired if the Town Council was promoting this day due to the need for the Sherborne community to become computer literate to remain in the job market. The Town Clerk confirmed that there were no plans in place.

25.3 Cllr Greene informed the Town Clerk that brambles and vine weed were beginning to appear in Paddock Garden. The Town Clerk confirmed that this would be addressed.

26. REPORT FROM COUNTY COUNCILLOR

Cllr Andrews was not present, and his apologies were noted.

27. APOLOGIES FOR ABSENCE

Apologies were received from: Cllrs Andrews, Birley, Cook, Legg, M Hall.

28. DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

Councillors were reminded of their obligations to declare their interests in the following items and to indicate the action they will be taking when the item is considered in accordance with the National Association of Local Councils (NALC) Model Code of Conduct prepared to comply with the requirements of Section 27 of the Localism Act 2011.

28.1 Cllr Elliott declared an interest in Agenda Items No 7 as District Councillors.

29. **MINUTES OF THE TOWN COUNCIL MEETING HELD ON 14 MAY 2018**

It was PROPOSED by Cllr A Hall and SECONDED by Cllr Hogben and AGREED unanimously that:

The Minutes (Appendix A), having been circulated to Members prior to the meeting, were taken as read and approved as a correct record.

30. **MAYORS ANNOUNCEMENTS**

None.

31. **PLANS COMMITTEE MINUTES**

Cllr Pike briefed members on the committee meeting of 4 June 2018 after which it was PROPOSED by Cllr Pike and SECONDED by Cllr A Hall and AGREED (4 in favour and 3 non-votes) that:

The Minutes of the Plans Committee (Appendix B) held on 4 June were received and adopted.

32. **FINANCE AND RESOURCES**

32.1 **Accounts and Annual Return for the Year Ending 31 March 2018**

A copy of the Accounts and Annual Return (see Appendix C) were received and it was PROPOSED by Cllr Hogben and SECONDED by Cllr Pentolfe and AGREED unanimously that:

Sherborne Town Council

i) **Notes the Internal Auditors report, observation 3.2 and the Town Mayor amended Minute No.138 of the 19 February 2018 Town Council minutes to read 22 January 2018 not 19 February 2018.**

ii) **Approves the Accounts and Annual Return for the year ending 31 March 2018.**

32.2 **Town Council Financial Reserves**

Members were in receipt of a report (Appendix D) recommending the apportionment of the 2017/18 financial years' surplus within the overall Town Council Reserves. The Town Clerk informed Members that since the report had been circulated financial issues had materialised in relation to the Digby Hall Refurbishment and the Local Government Review with both topics possibly requiring additional funding hence it was suggested to Members that the surplus should be allocated to the General Unallocated Reserve. Following discussion it was PROPOSED by Cllr A Pentolfe & SECONDED by Cllr Elliott & AGREED unanimously that:

Sherborne Town Council approves the allocation of the 2017/18 surplus to the General Unallocated Reserve.

32.3 **Digby Hall and Library Accounts for the Year Ending 31 March 2018**

A copy of the Accounts and Trustees Annual Report (see Appendix E) were received and it was PROPOSED by Cllr Pentolfe and SECONDED by Cllr A Hall and AGREED unanimously that:

The Digby Hall and Library Accounts and Trustees Annual Report for the year ending 31 March 2018 are approved.

32.4 Payment Schedule

The paper was noted (see Appendix F) and it was PROPOSED by Cllr Hogben and SECONDED by Cllr Carey and AGREED unanimously that:

That for the period 15/5/18 to 18/6/18 payment of Cheque (108296) of £117.00, Credit Card Payments of £1,215.24, BACS Payments of £54,664.05 and Direct Debits amounting to £15,477.02 be approved from the Town Council Current Account and that for the period 15/5/18 to 18/6/18, BACS Payment of £3,994.37 and Direct Debits of £1,871.88 be approved from the Digby Hall and Library Account.

32.5 Bank Balances

The paper was noted (Appendix G) and it was PROPOSED by Cllr Elliott and SECONDED by Cllr A Hall and AGREED unanimously that:

The Bank Balances/Reconciliations for Sherborne Town Council and the Digby Hall and Library as of the 31 May 2018 are approved.

32.6 Grant Application – Dorset Blind Association

Members considered a grant application from the Dorset Blind Association (Appendix H) and it was PROPOSED by Cllr A Hall & SECONDED by Cllr Hogben and AGREED unanimously that:

Sherborne Town Council grants £300 toward the Dorset Blind Association.

Members asked the Town Clerk to review the Grants Guidance highlighting that applicants should focus on seeking funding for projects not general running costs.

33. LOCAL GOVERNEMENT REVIEW - UPDATE

The Town Clerk apologised for the lack of a report within the agenda papers; when the agenda was prepared there was nothing to report but on Thursday 14 June WDDC presented STC with a Service/Asset/Liability transfer proposal. The information contained within the proposals was confidential hence the Town Clerk requested that Members consider moving this item to the Exempt Business section of the agenda.

It was PROPOSED by Cllr Hogben and SECONDED by Cllr Pike and AGREED unanimously that this agenda item is considered within the Exempt Business section of the Agenda:

34. DIGBY HALL REFURBISHMENT - UPDATE

The Town Clerk apologised for the lack of a report within the agenda papers, but the agenda was distributed ahead of the Friday 15 May 2018 Digby Hall Working Group Meeting. The Town Clerk then distributed copies of his verbal report (Appendix I) to Members which detailed the initial costing proposals for the project which amounted to £641,000 against an allocated budget of £550,000. The Town Clerk provided Members with a breakdown of anticipated works by the main contractor and confirmed that Members of the Working Group would be meeting with the Contractor and project Managers DCC on Tuesday 19 June 2018. The purpose of that meeting was to identify non essential works that could be removed from the project to bring it in line with the approved budget. Reference was also made about the short lead in time to starting work on the refurbishment and the need for STC to be responsive to decision making throughout the duration of the project. Members of the Working Group emphasised the importance of continuing with this project as previous projects had been halted for various reasons.

Following discussion, it was PROPOSED by Cllr Hogben and SECONDED by Cllr Pentolfe and AGREED unanimously that:

That Sherborne Town Council:

- i) Notes the progress being made in relation to this project.**
- ii) Delegates authority to the Town Clerk in consultation with the Property Portfolio Holder to progress the Refurbishment of the Digby Hall project through DCC Property Management Team and procurement processes.**
- iii) Approves and delegates expenditure authority of the previously agreed £550,000 to the Town Clerk supported by the Responsible Finance Officer, following consultation with the Property Portfolio Holder.**
- iv) Authorises the Town Clerk supported by the Responsible Finance Officer, following consultation with the Property Portfolio Holder to request the release of previously approved funding of £225,000 from the Simon Digby (Sherborne) Memorial Trust following discussions with the Trusts Chairman.**
- v) Requests that the Working Group continues to meet as and when required during the refurbishment programme.**

35. WEST DORSET DISTRICT COUNCIL – FREE CAR PARKING DAYS

Members were in receipt of a report (Appendix J) outlining the introduction of a new Car Parking Policy, adopted in October 2017 by West Dorset District Council. The report includes support for local business in the various Towns in West Dorset through the provision of free car parking days which needed to be requested by the respective Town Councils. The report also clarifies local consultation with the business community. Members asked the Town Clerk to contact the organisers of Pack Monday and the Literary Festival to enquire whether free car parking on Saturday 13 October 2018 would be beneficial and if supported locally to include that in the submission to West Dorset District Council.

It was PROPOSED by Cllr A Hall and SECONDED by Cllr Carey and AGREED unanimously that:

That Sherborne Town Council submits a formal request to West Dorset District Council for:

- 4.1 Monday 3, Monday 10, Monday 17 and Monday 24 December 2018 as free car parking days in the lead up to Christmas 2018.**
- 4.2 Saturday 13 October 2018 for the Sherborne Literary Festival and the build up to Pack Monday as one of the five free car parking days available to Sherborne Town Council.**
- 4.3 Monday 15 October 2018 for Pack Monday as one of five free car parking days available to Sherborne Town Council.**

36. SHERBORNE TOURISM FORUM

Members were in receipt of a report (Appendix K) requesting them to consider a proposal from the Sherborne Tourism Forum that Sherborne Town Council funds a range of promotional tools to highlight Sherborne as a visitor destination.

It was PROPOSED by Cllr Hogben and SECONDED by Cllr A Hall and AGREED unanimously that:

Sherborne Town Council:

- i) Supports the proposals recommended within the Sherborne Tourism Forum paper attached to this report.**
- ii) Approves expenditure authority for the inclusion of Sherborne within the West Dorset District Council Visitor Guide 2018 (advertising package option D).**
- iii) Approves expenditure authority for Public Relations (PR) Activity as detailed within the report.**
- iv) Approves expenditure authority for maintaining the sherbornedorset.com website and the enhanced use of both Twitter and Facebook.**
- v) Approves expenditure authority not exceeding £4,500 from the 2018/19 tourism promotion budget.**

37. DAPTC RESOLUTIONS

Members were in receipt of a brief report (Appendix L) reminding them of the forthcoming Annual General Meeting of the DAPTC and to give consideration to any resolution they may wish to propose for consideration at that meeting.

The report was noted.

38. REPORTS FROM COMMUNITY AND LOCAL ORGANISATIONS

Cllr Pike gave a CPRE report.

39. EXEMPT BUSINESS

It was PROPOSED by Cllr Carey and SECONDED by Cllr Hogben and AGREED unanimously:

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, within the meaning of Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

39.1 EMPLOYEE APPRAISAL SCHEME

The Town Clerk confirmed to Members that the 2017/18 appraisal process would be completed by the end of June and that no major issues had surfaced but there was some concern as to the possible but unknown impact the creation of a Unitary Council for rural Dorset might have.

The update report was noted.

39.2 LOCAL GOVERNEMENT REVIEW - UPDATE

The Town Clerk distributed copies of his verbal report that focused on, after two years of discussions, West Dorset District Council (WDDC) finally presenting a formal Service/Asset/Liability transfer proposal for Sherborne Town Council (STC). The offer incorporated the freehold transfer of the three blocks of public toilets in Sherborne with a limited funding package along with the freehold transfer of three other assets and a small number of leases. The Town Clerk apologised for not being able to provide a detailed written

report in advance of the meeting to enable Members to make a well-informed decision. The Town Clerk informed Members that the decisions that need to be taken regarding service/asset/liability transfers from WDDC to STC are huge and they have long term staffing and financial implications for this Council. The Town Clerk suggested that it would be sensible to hold an additional Town Council meeting on the 9 July 2018, starting at 7.00 with this topic as the only agenda item for consideration in Exempt Business.

Following a discussion Members felt that the Service/Asset/Liability transfer proposal tabled by WDDC warranted more detailed consideration by STC.

It was PROPOSED by Cllr A Hall and SECONDED by Cllr Carey and AGREED unanimously:

That Sherborne Town Council:

- i) Noted the detailed content of the Town Clerk verbal report.**
- ii) Approved the organisation of an Extraordinary Town Council meeting to be held on Monday 9 July at 7.00 p.m. specifically to consider the Service/Asset/Liability transfer proposal from West Dorset District Council to Sherborne Town Council.**
- iii) That the Town Clerk should produce and distribute ahead of the 9 July meeting as detailed a report as is practically possible given the limited time available.**

The meeting closed at 8.30pm.

Mayor

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Town

PLANS COMMITTEE

2 July 2018

At a meeting of the PLANS COMMITTEE held at the Council Chamber, The Manor House, Sherborne on Tuesday 2 July 2018 at 7.00 pm.

Present: Cllr K Pike - Chairman
Cllrs J Carey, S Greene, A Hall, M Hall and J Hogben

In attendance: Mr T Savage (Town Clerk) and Mrs S Woodford (Civic Administrator)

1. **APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs J Andrews, D Birley and A Cook, and J Pentolfe

2. **DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS**

2.1 Cllr M Hall declared that taking part in the discussions and vote on new planning applications at this meeting, has been done on the understanding that his decisions are based on the information available at this time and that he reserves the right to change those decisions when the applications are discussed at West Dorset District Council.

3. **MINUTES**

It was PROPOSED by Cllr Pike and SECONDED by Cllr Andrews and AGREED unanimously that:

The Minutes of the Plans Committee meeting held on 4 June 2018 were taken as read.

4. **DECISIONS**

The Chairman referred to decisions made by the Development Control Committee in respect of applications previously considered by the Committee.

5. **APPLICATIONS**

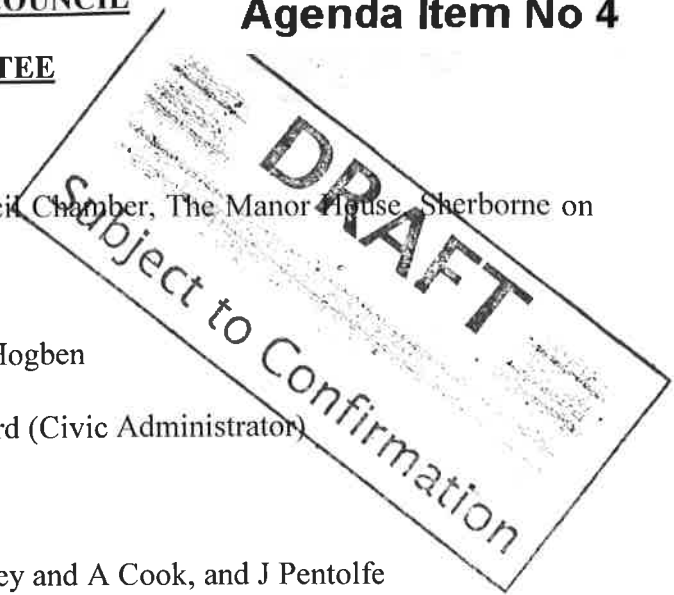
5.1 **WD/D/18/001079 (Full)**

Erection of 5no. additional hotel rooms within the grounds of Eastbury Hotel
EASTBURY HOTEL, LONG STREET

5.2 **WD/D/18/001080 (LBC)**

External works to facilitate the erection of 5no. hotel rooms
EASTBURY HOTEL, LONG STREET

It was proposed by Cllr Pike and SECONDED by Cllr M Hall to suspend Standing Orders to enable the Managing Director of the Eastbury Hotel to speak in favour of the application. He explained that the 5 extra bedrooms, to be built in the garden at the rear of the Eastbury, will be named the 'potting sheds' and will be designed in that style to blend in with minimum disruption to the garden. They aim to bring the hotel from 3 Star to 4 Star rating and these extra facilities will help with that process. In response to a query from a local resident about arrangements for parking, he explained that they are working on an arrangement with Hunts and will have use of their extensive car park at weekends and peak times, when Hunts have less use for it. It was then proposed by Cllr Pike and SECONDED by Cllr Carey to reinstate Standing Orders. Cllr Greene was pleased that the trees are to be largely retained and that the buildings are eco friendly. Cllr A Hall remarked that buildings were quirky and appealing. Cllr Hogben was concerned about light pollution and Cllr Pike supported the Conservation Officer's concern about the wavy planks.



It was PROPOSED by Cllr Pike and SECONDED by Cllr A Hall to suspend Standing Orders to enable the architect to speak, he gave assurance that the proposed lamps may be withdrawn from the plans and revised plans had already been submitted for straight planks rather than wavy. It was then proposed by Cllr Pike and SECONDED by Cllr M Hall to reinstate Standing Orders.

It was PROPOSED by Cllr Hogben and SECONDED by Cllr Carey and AGREED unanimously that

The Town Council has no objection. It suggests that attention is given to minimising light pollution and straight planks are used instead of waved ones.

5.3 WD/D/18/001081 (Full)

Erection of boutique mini-spa within the grounds of Eastbury Hotel
EASTBURY HOTEL, LONG STREET

5.4 WD/D/18/001082 (LBC)

Erection of boutique mini-spa within the grounds of Eastbury Hotel
EASTBURY HOTEL, LONG STREET

It was PROPOSED by Cllr Pike and SECONDED by Cllr M Hall to suspend Standing Orders and again the Managing Director of the Eastbury explained the plans for the unique Hobbit Spa. It will cause minimum disruption to the gardens and will be well disguised with a turf roof, although the facilities will be largely for resident use, it is hoped to extend this to the public with the introduction of Spa days. Members queried disabled access but were assured it would meet the criteria of the DDA. It was then PROPOSED by Cllr Greene and SECONDED by Cllr Hall to reinstate Standing Orders.

It was PROPOSED by Cllr Carey and SECONDED by Cllr Greene and AGREED unanimously that:

The Town Council has no objection.

The meeting closed at 7.30 p.m.

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Chairman