

**Sherborne Town Council**



# **Sherborne Town Council**

## **Agenda and Minutes**

**Monday**

**18 February 2019**



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 the Monthly Meeting of the SHERBORNE TOWN COUNCIL to be held in The Manor House, Newland, Sherborne, at **6.45 p.m.** on **MONDAY 18 FEBRUARY 2019** for the transaction of the following items.

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

Trevor Savage  
Town Clerk  
12 February 2019

**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. **PUBLIC SESSION**

- 1.1 Representation from Sherborne Police Station
- 1.2 Representations from Members of the Public

2. **REPORT FROM COUNTY COUNCILLOR**

3. **APOLOGIES FOR ABSENCE**

4. **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.

5. **MINUTES**

To approve as a correct record the minutes of the Town Council Meeting held on 21 January 2019 (copy attached).

6. **MAYOR'S ANNOUNCEMENTS**

7. **COMMITTEE MINUTES**

To receive the minutes of the Plans Committee Meeting held on 4 February 2019 (copy attached).

**8. FINANCE AND RESOURCES**

**8.1 Payment Schedule** – To receive and approve the payment schedule (to be tabled at meeting).

**8.2 Bank Balances** – To receive a statement of bank balances (to be tabled at meeting).

**8.3 Internal Auditor Report** – To receive the Internal Auditors Report (to be tabled at meeting).

**9. SHERBORNE AREA SCHOOLS TRUST**

To receive an update on the progression of the Sherborne Area Schools Trust (SAST) from the Chair of Trustees Nigel Rees and The Executive Head and Chief Executive Officer Steve Hillier. (paper attached).

**10. SHERBORNE CEMETERY EXTENSION**

To receive a report recommending the formation of a small Working Group to review the Rules and Regulation (paper attached).

**11. REPORTS FROM COMMUNITY AND LOCAL ORGANISATIONS**

Councillors, in their capacity as Town Council Representatives on outside bodies, are requested to advise the Chairman of Council or the Town Clerk in advance of the meeting if they wish to make a report under this heading.

**12. 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.

**12.1 STAFFING UPDATE**

The Town Clerk will provide Members with a verbal update regarding the recently advertised vacancy for a replacement Grounds Maintenance Operative.

SHERBORNE TOWN COUNCIL

Minutes of the meeting of the SHERBORNE TOWN COUNCIL held at The Manor House, Sherborne, on Monday 21 January 2019 at 6.45 p.m.

*Present:* Cllr D Elliott (Town Mayor)  
Cllrs, J Andrews, D Birley, J Carey, S Greene, A Hall, M Hall,  
R Legg, J Pentolfe, K Pike and J Warburton

*In attendance:* Mr T Savage (Town Clerk)  
Mrs S Woodford (Civic Administrator)  
Mrs Y Hale (Responsible Finance Officer)

*Youth Advisors:* Ellie Cruz (Sherborne Girls)  
Charlotte Bailey (Sherborne Girls)  
Katie Witcher (The Gyphon)

Subject to Confirmation  
**DRAFT**

**100. PUBLIC SESSION**

100.1 Police Report – Sgt Want was not able to attend due to operational need but had provided the Town Clerk with the figures for December which totalled 27 crimes which is a low figure for the time of year. 5 of these crimes took place within one household.

**101. REPORT FROM COUNTY COUNCILLOR**

- Cllr Andrews reported that a number of abandoned vehicles, reported previously at the December Town Council meeting, had been removed thanks to the combined efforts of the Dorset Waste Partnership and DCC.
- Road Traffic Orders relating to parking restrictions will hopefully be issued next week, there has been a delay due to staff absence and hand-over to new staff within DCC.
- RTOs are to be introduced on Station Road from 4 to 29 March to enable works by Southern Gas. Cllr Pike expressed concern about this in relation to the recent works on station bridge, but it was thought that the services are carried over the river in separate pipe.
- Cllr Andrews has been in contact with Martin Underhill, the Police and Crime Commissioner, to discuss the shortage of police in the Sherborne area, another burglary has taken place in Cheap Street and the town is vulnerable due to lack of a police presence.
- Cllr Pike asked Cllr Andrews about the state of the steps in the Secret Garden. Cllr Andrews considered these steps to be the responsibility of Persimmon Homes rather than the County Council. It was agreed that the Town Clerk would contact Persimmon, and copy the correspondence to DCC, highlighting the issues with access to the Secret Garden.
- Cllr M Hall was concerned about the lack of a Give Way sign at the end of Newland, although there is a sign in Cheap Street. A lot of traffic is failing to give way to oncoming traffic and causing problems at the Newland/Cheap Street junction.
- Cllr Greene was concerned about certain drivers habitually turning left out of Newland and going into the top of Cheap Street, despite the signage indicating that this is not permitted.
- Cllr Andrews pointed out that these problems can only be addressed by the police.

**102. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Cook.

### **103. 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.

103.1 Cllr Elliott, Cllr M Hall and Cllr Legg declared an interest in Agenda Item No. 7 as District Councillors.

103.2 Cllr Hall declared an interested in Item 10 as a member of the Local Government Pension Scheme.

### **104. MINUTES OF THE TOWN COUNCIL MEETING HELD ON 10 December 2018**

It was PROPOSED by Cllr Pentolfe and SECONDED by Cllr A Hall and AGREED (10 in favour and 1 non-vote) that:

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

### **105. MAYORS ANNOUNCEMENTS**

None

### **106. PLANS COMMITTEE MINUTES**

Cllr Greene briefed members on the committee meeting of 7 January 2019. Cllr Pike, who was unable to attend the meeting, queried the state of the sewage system covering the Barton Farm development, as it has been reported locally that there was a recent sewage overflow. Cllr M Hall gave assurance that DCC and WDDC are aware of the problem.

It was PROPOSED by Cllr Greene and SECONDED by Cllr A Hall and AGREED (5 in favour and 6 non-votes) that:

**The Minutes of the Plans Committee (Appendix B) held on 7 January were received and adopted.**

### **107. FINANCE AND RESOURCES**

#### **107.1 Payment Schedule**

The paper was noted (Appendix C) and it was PROPOSED by Cllr Andrews and SECONDED by Cllr Pentolfe and AGREED unanimously that:

**That for the period 10/12/18 to 21/1/19 payment of Cheque (108403) of £1,000, Credit Card Payments of £422.54, BACS Payments of £49,993.41 and Direct Debits of £7,139.35 be approved from the Town Council Current Account and that for the 10/12/18 to 21/1/19, BACS Payment of £6,112.47 and Direct Debits of £1,355.38 be approved from the Digby Hall and Library Account.**

#### **107.2 Bank Balances**

The paper for December 2018 was noted (Appendix D) and it was PROPOSED by Cllr Andrews and SECONDED by Cllr Birley and AGREED unanimously that:

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

107.3 Budget Review - Quarter to December 2018

The paper was noted (Appendix E) and it was PROPOSED by Cllr Carey and SECONDED by Cllr Warburton and AGREED (10 in favour and 1 abstention) that:

**The Town Council receives and notes the Budget / Actual Comparisons report for the period 1 April 2018 to 31 December 2018.**

107.4 Fees and Charges Review

Members were in receipt of a report (Appendix F) providing them with details of the proposed charges for 2019/2020, which predominantly remain unchanged for the coming year. As part of the refurbishment of the Digby Hall it is proposed to introduce a revised charging system from September 2019.

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

**Sherborne Town Council agrees that the charges for 2019/2020, as contained in Appendix F, are approved and implemented from 1 April 2019.**

107.5 Budget and Precept 2019/2020

Members were in receipt of a report (Appendix G) detailing the draft budget proposals as discussed at the Budget Seminars for Councillors held on 18 December 2018. Members gave consideration to the loss of the WDDC grant, the increase in the Council Tax Base, the Government's decision not to cap Parish and Town Councils for the three-year period to 2021, the importance of maintaining a service to the residents of Sherborne and their desire to prepare financially for the devolution of services from WDDC and DCC. Cllr Pentolfe thanked Yvonne Hale (RFO), for her diligent work in preparing the budget papers.

It was PROPOSED by Cllr Warburton and SECONDED by Cllr Pentolfe and AGREED (10 in favour and 1 abstention) that Sherborne Town Council:

**Approves the budget figure of £759,085 for the 2019/2020 financial year less the Local Tax Support Grant of £0.00 from WDDC, resulting in a Precept for 2019/20 of £759,085 which equates to a Precept figure for a Band D property in 2019/20 of £209.01.**

**108. SHERBORNE TOWN COUNCIL FORWARD PLAN**

Members were in receipt of a report (Appendix H) updating them on the status of the 2015-2019 Forward Plan. It was noted that there are eight topics within the Forward Plan that rely on other parties contributing to the process, so some of these topics have not progressed. Members were required to consider whether these topics should be put on hold (frozen) for the remainder of the councils 4 year period of administration finishing in May 2019. Members sought confirmation that these topics could be 'unfrozen' by the new council in May 2019, if that council wished to include them. Members noted that the next Forward Plan would cover 5 years.

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

**Sherborne Town Council:**

- i) **Puts on hold (freezes) any projects that involve the District or the County Council until after the new Unitary Council is in place.**
- ii) **Notes the progress being made in delivering the Sherborne Town Council Forward Plan 2015-2019.**

**109. DORSET COUNTY PENSION SCHEME**

Members were in receipt of a report (Appendix I) seeking Members approval of the Statement of Policy on the Local Government Pension Scheme 2014 Discretions.

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

**Sherborne Town Council adopts the Statement of Policy on the Local Government Pension Scheme 2014 Discretions, as contained in Appendix B of the report at Appendix I) and a copy sent to Dorset County Pensions Fund.**

**110. REPORTS FROM COMMUNITY AND LOCAL ORGANISATIONS**

There were no reports.

**111. EXEMPT BUSINESS**

There was no exempt business.

The meeting closed at 7.45 pm.

..... Town Mayor



SHERBORNE TOWN COUNCILPLANS COMMITTEE4 February 2019

At a meeting of the PLANS COMMITTEE held at the Council Chamber, The Manor House, Sherborne on Monday 4 February 2019 at 7.00 pm.

*Present:* Cllr K Pike- Chairman  
Cllrs J Andrews, J Carey, S Greene, A Hall, M Hall, J Pentolfe and J Warburton

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

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs D Birley and A Cook

**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.

2.2 Cllr Hall also declared an interest in Item 5.2 as he works for the neighbour of the applicant.

**3. MINUTES**

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

**The Minutes of the Plans Committee meeting held on 7 January 2019 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/18/002902 (LBC)**

Replace existing timber fireplace with Georgian style marble fireplace  
ABBOTS FEE, GREENHILL

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

**The Town Council has no objection**

**5.2 WD/D/18/002842 (Reserved Matters)**

Application for approval of reserved matters of appearance, landscaping, layout and scale of outline approval WD/D/18/000811 (Erection of dwelling)  
4 WYNNES RISE

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

**The Town Council has no objection**

**5.3 WD/D/18/002955 (Full)**

Erect two storey rear extension, single storey front garage extension and alterations to existing dormer windows  
EVENLODE, THE AVENUE

It was PROPOSED by Cllr Pentolfe and SECONDED by Cllr Andrews and AGREED (4 in favour, 1 against and 3 abstentions) that:

**The Town Council has no objection**

**5.4 WD/D/18/002992 (Full)**

Erection of single storey rear extension  
FAIRLYNCH, LONG STREET

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

**The Town Council has no objection**

**5.5 WD/D/18/002999 (Change of Use)**

Change of use from A1 (retail) to mixed use A1 (retail) and D1 (cookery school)  
14 CHEAP STREET

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

**The Town Council has no objection, but would like the signage be hand painted on a wooden fascia board.**

**5.6 WD/D/19/000048 (Full)**

Erection of office building (Use Class B1/A2) and associated parking  
BARTON FARM, YEOVIL ROAD.

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

**The Town Council has no objection in principle but remains concerned about the adequacy of the sewage system which services the Barton Farm development.**

**5.7 WD/D/19/000137 (Full)**

Installation of Combi Boiler in kitchen. Fix the flue through stone wall outside  
FLAT 2, BRECON HOUSE, LONG STREET

**5.8 WD/D/19/000138 (LBC)**

Installation of Boiler in kitchen. Fix the flue through stone wall outside  
FLAT 2, BRECON HOUSE, LONG STREET

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

**The Town Council has no objection**

The meeting closed at 7.25 p.m.

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Chairman

## **Sherborne Area Schools Trust**

### **1.0 Introduction**

- 1.1 The purpose of this agenda item is for Sherborne Town Council (STC) to receive an update on the progression of the Sherborne Area Schools Trust from the Chair of Trustees Nigel Rees and The Executive Head and Chief Executive Officer Steve Hillier.

### **2.0 Report Detail**

- 2.1 The invitation to Nigel Rees and Steve Hillier to attend a STC meeting originated from a discussion at the STC Meeting held on 10 December 2018 and minutes as follows:

#### **98. REPORTS FROM COMMUNITY AND LOCAL ORGANISATIONS**

Cllr Warburton, Health and Education Portfolio Holder, gave a report on the Friends of the Yeatman and developments within the National Health in Sherborne. She reported that a Press Release is to be issued shortly which will announce that the Bute House and Newland Surgeries will merge to form Grove Medical Centre, with a projected date of 1 July 2019. The combined surgery will look after in excess of 12,000 patients, with Dr. Rob Childs as the senior partner. She also reported changes to the Minor Injuries Unit at the Yeatman, which will become an Urgent Treatment Centre being able to take on more cases. Finally, the Yeatman took part in an 'Older Friendly Assessment', improving their status with regards to care of the elderly and dementia.

Cllr M Hall expressed concern to Cllr Warburton about the new arrangements for combined education between the Gryphon, King Arthurs and Yeovil College, which involves students travelling from the various campus sites for different lessons/subjects. He considered this unacceptable as it leaves the young students little time for exercise or meals and is disruptive. Cllr Warburton agreed to ask a representative of SAST to attend a future Town Council meeting to give an update on SAST.

- 2.2 In light of the above minute and following discussion with Cllr Warburton the Town Clerk initiated discussions with SAST resulting in Nigel Rees and Steve Hillier welcoming the opportunity to attend a Town Council meeting.

### **3.0 Conclusion**

- 3.1 To provide Nigel Rees and Steve Hillier with the opportunity to update STC on SAST's progression and Councillors the opportunity to ask questions, this matter has been included in the main body of the Agenda rather than in the public session. This will require STC to suspend Standing Orders at the beginning of the Agenda Item.



## **Sherborne Cemetery Extension**

### **1.0 Introduction**

- 1.1 The purpose of this agenda item is for Sherborne Town Council (STC) to consider a report recommending the formation of a small Working Group to review the Rules and Regulations for the Cemetery Extension.

### **2.0 Report Detail**

- 2.1 STC formed a Working Group in October 2010 to consider how to address the pressing need for additional burial plots in Sherborne as the existing cemetery was close to its useable capacity.
- 2.2 The Working Group met regularly between 2010 and 2016 with the outcome of that work being the development of the Sherborne Cemetery Extension which was formally brought into use in April 2016.
- 2.3 One aspect of developing the Cemetery Extension was the formation of a comprehensive set of Rules and Regulations to govern its operation and guide Officers on how the site should be managed so that maximum occupancy could be achieved for future years.
- 2.4 At the beginning of January 2019 STC was approached by a resident regarding the Cemetery Extension Rules and Regulations seeking an amendment. The Town Clerk and Facilities Officer met with the resident to obtain a full understanding of their request. This was followed by discussions with the Open Spaces Portfolio Holder, Cllr A Hall, the Town Mayor and Deputy Mayor.

### **3.0 Conclusion**

- 3.1 The conclusion of the discussions referred to in paragraph 2.4 above was that STC should consider forming a small Working Group of between 3 and 5 Councillors supported by Officers to consider the residents request and to report its findings and recommendations to the STC Meeting scheduled for either March or April 2019.

### **4.0 Recommendation**

That Sherborne Town Council forms a small Working Group of between 3 to 5 Councillors to consider this matter and to report back to either the March or April 2019 Town Council Meeting.

