

## SHERBORNE TOWN COUNCIL

Minutes of the meeting of the SHERBORNE TOWN COUNCIL held at The Manor House, Sherborne, on Monday 9 APRIL 2018 at 6.45 p.m.

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

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

*Youth Advisors:* None Present

### **161. PUBLIC SESSION**

161.1 Police Report – There was no police report or crime figures due to operational requirements.

161.2 Mark Greenstock, Chairman of the Literary Society, expressed his concern about Events Crew's plans for a 'Pack Monday' weekend (12<sup>th</sup> -13<sup>th</sup> October) with events on the Friday and Saturday and Monday in the Pageant Garden. The Sherborne Literary Festival is held on the same weekend running from the 10<sup>th</sup> – 14<sup>th</sup> October and Mr Greenstock is concerned that each event might detract from the other. Although those people attending the Literary Festival may not attract the same audience as might attend an event in Pageant Gardens, there is bound to be some overlap, especially amongst the younger audience that the Literary Society is attempting to attract. He suggested that liaison between the two groups in future years might lead to a better outcome.

### **162. REPORT FROM COUNTY COUNCILLOR**

Cllr Andrews reported that:

- Bradford Road closure for 23 April for 4 -5 nights between 7.00 p.m. and 7.00 a.m. has been put off for now. However, there will be significant disruption in the run up to night time road closures along the A30. He is to attend a meeting on Thursday with his DCC colleague for Sherborne Rural Ward, Mary Penfold, to learn about the closures and the impact they might have.
- Cllr Andrews, along with Cllrs Elliott and M Hall, attended a Boundary Commission Seminar to learn about the proposals for changes to wards for the Unitary Council. The present proposal is for each Unitary member to look after a ward of 3,750 persons. There will be 2 councillors representing Sherborne Urban and 2 Sherborne Rural but it remains unclear as to whether the two Sherborne Urban members will have their own respective wards of East and West or whether they will share the responsibility for both.
- Cllr Greene asked if the ward boundary through Coombe would change and Cllr Andrews said he thought not.
- Cllr Pentolfe asked if the proposed changes to the Unitary Council would result in projects being put on hold. Cllr Andrews conceded that it is inevitable that there will be an element of purdah, but projects which are already funded and in hand should continue to their conclusion despite the changing circumstances.
- Cllr Andrews noted that DCC are attempting to repair the many potholes across the county but are struggling with limited resources.

### **163. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr A Cook.

## **164. 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.

164.1 Cllrs Elliott, M Hall and Legg declared an interest in Agenda Items No 7 and 14 as members of the District Council.

164.2 Cllr Hogben declared an interest in Agenda Item No. 8.3 as a Member of the Raleigh 400 Group.

164.3 Cllr Pike declared an interest in Agenda Item 12 as a Member of the Literary Society.

## **165. MINUTES OF THE TOWN COUNCIL MEETING HELD ON 19 MARCH 2018**

It was PROPOSED by Cllr Andrews and SECONDED by Cllr Pentolfe 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 subject to minor amendments.**

## **166. MAYORS ANNOUNCEMENTS**

Cllr Hogben had no particular announcement, but she took the opportunity to thank fellow council members for their support throughout her year in office and said how much she had enjoyed her time as Mayor of Sherborne.

## **167. PLANS COMMITTEE MINUTES**

Cllr Pike briefed members on the committee meeting of 3 April 2018.

It was PROPOSED by Cllr Pike and SECONDED by Cllr A Hall and AGREED (7 in favour and 4 non-votes) that:

**The Minutes of the Plans Committee (Appendix B) held on 3 April were received and adopted.**

## **168. FINANCE AND RESOURCES**

### **168.1 Payment Schedule**

Cllr Pentolfe introduced the items relating to finance commencing with the Payment Schedule, the paper was noted (see Appendix C) and it was PROPOSED by Cllr Pentolfe and SECONDED by Cllr A Hall and AGREED unanimously:

**That for the period 20/3/18 to 9/4/18 payment of Cheques (108288 to 108290) of £487.48, Credit Card Payments of £1,071.73, BACS Payments of £259,836.58 and Direct Debits amounting to £3,870.42 be approved from the Town Council Current Account and that for the period 20/3/18 to 9/4/18 BACS Payments of £6,402.80 and Direct Debits of £1,041.59 be approved from the Digby Hall and Library Account.**

### **168.2 Bank Balances**

The paper was noted (Appendix D) and it was PROPOSED by Cllr Pentolfe 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 March 2018 are approved.**

168.3 Grant Application – Sherborne Twinning Association – Raleigh 400 Section

Members considered a grant application from Sherborne Twinning Association – Raleigh 400 Section (Appendix E).

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

**Sherborne Town Council grants £300 toward Sherborne Twinning Association**

168.4 Grant Application – Sherborne Area Refugee Support (Shares)

Members considered a grant application from Sherborne Area Refugee Support (also known as Shares) (Appendix F).

PROPOSED by Cllr Hogben and SECONDED by Cllr Greene and AGREED unanimously that:

**Sherborne Town Council grants £100 toward Sherborne Area Refugee Support**

168.5 Outstanding Debts

Members were in receipt of a brief report (Appendix G) asking them to consider and approve writing off an outstanding debt owed to the Digby Hall and Library Trust. The debt currently owed amounts to £950 inclusive of VAT and is outstanding from January 2018. Members were concerned that a precedent should not be set whereby such outstanding debts are written off. The Town Clerk confirmed that this was an exceptional circumstance.

It was PROPOSED by Cllr Andrews and SECONDED by Cllr Elliott and AGREED (8 in favour and 3 abstentions) that:

**Sherborne Town Council, as Trustee of the Digby Hall and Library Trust writes off the outstanding debt of £950 owed to the Digby Hall and Library Trust.**

**169. ADVERSE WEATHER MANAGEMENT PLAN**

Members were in receipt of a report (Appendix H) requesting that they consider forming a Working Group to review the Adverse Weather Management Plan. The existing plan was prepared 5 years ago and is in need of review.

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

**Sherborne Town Council forms a Working Group to review the present Adverse Weather Management Plan with a report back to Town Council. The Working Group to include Cllrs Andrews, Greene, A Hall, M Hall and Hogben.**

**170. CENTENARY MARKING THE END OF WORLD WAR 1**

Members were in receipt of a report (Appendix I) requesting that they consider forming a Working Group to put in place arrangements to mark the centenary of the end of World War 1. The Town Clerk noted that there is presently no budget allocation, but grants may be available from WDDC. Cllr Legg stressed that it was important that the Town contributes to marking the event with some form of commemoration that could complement the events being led by the Abbey, so therefore there is a role for the Town Council. Members came forward with suggestions but agreed that these should be discussed by the Working Group that is to be formed.

It was PROPOSED by Cllr Hall and SECONDED by Cllr Andrews and AGREED (10 in favour and 1 abstention) that:

**Sherborne Town Council forms a Working Group to develop an event/s to celebrating the end of World War 1 with a report back to Town Council. The Working Group to include Cllrs Carey, Elliott, M Hall, Hogben and Pike.**

**171. SHERBORNE TOWN COUNCIL – FORWARD PLAN 2015-2019**

Members were in receipt of a report (Appendix J) asking them to note the progress to date in delivering the Forward Plan. Of the 53 topic areas of the Plan 66% have been completed/frozen while 32% are presently in progress and 2% have not yet been progressed. The Town Clerk informed Members that he has completed the CiLCA module for the ‘General Power of Competence’ and it has been submitted.

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

**Sherborne Town Council notes the progress being made in delivering the Sherborne Town Council Forward Plan 2015-2019.**

**172. PACK MONDAY FAIR 2018**

Members were in receipt of a report (Appendix K) suggesting they consider a request from the organisers of Pack Monday Fair (Events Crew Ltd) to use part of the Pageant Gardens over the weekend before Pack Monday for a music event and to hold a craft fair during Pack Monday. Members raised the need for a wet weather contingency; that the event should not conflict with the refurbishment of the bandstand and that the events taking place should responsibly manage noise nuisance to neighbouring properties. The Town Clerk was confident that every effort will be made to address these points. Cllr Pike reiterated the concerns voiced by Mr Greenstock, as the Literary Society events will clash with this event and young people will be drawn from one to the other and she did not want the Literary Society to suffer as a result. It was suggested that Events Crew be invited to a Monday evening closed meeting to explain Events Crew’s plans for the future of Pack Monday Fair during the 5 years duration of their agreement. The Town Councillors are keen to share their thoughts on how Pack Monday, which is an important Sherborne event, can be improved.

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

**Sherborne Town Council approves the use of part of Pageant Gardens as detailed in the report at Appendix A and requests that a meeting be organised with Events Crew to discuss the future of Pack Monday Fair.**

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

Cllr Pike reported on a recent meeting of the Sherborne Society CPRE.

**174. PLANNING APPLICATIONS**

WD/D/18/000389

Proposed internal alterations and removal of various courtyard structures.  
88 Cheap Street, Sherborne, DT9 3BJ

It was PROPOSED by Cllr Pike and SECONDED by Cllr Andrews and AGREED 99 in favour 2 non-votes) that:

**The Town Council has no objection subject to the approval of the Listed Buildings Officer.**

**175. EXEMPT BUSINESS**

It was PROPOSED by Cllr Pentolfe and SECONDED by Cllr Elliott 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.**

175.1 Staff Annual Review

Members were in receipt of a report (Appendix L) noting that appraisals have not taken place due to the Town Clerk's sickness during March, when his time was spent on more pressing issues, but all staff will be offered an appraisal in June 2018. The result of the Local Government Pay Review 2018 is imminent but the settlement has not yet been announced. The Town Clerk has carried out a periodic staff review and compared staff grading with 9 other Dorset Town Clerks. As a result of this review it became apparent that consideration needed to be given to updating the salary spinal column points used by STC to ensure that the Council stays in line within industry norms within Dorset and does not drop behind other Councils and become an unattractive employer. It was also noted that the roles and work of employees within STC continue to be expanded and good progress is being made in delivering the Forward Plan. The Town Clerk identified the posts within STC that should be amended slightly and confirmed that these costs had been built into the 2018/19 budgets.

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

- i) **Approves the yet to be agreed National 2 year Pay Offer for 1 April 2018 and 1 April 2019.**
- ii) **Approves the amendments to the salary spinal column points identified in Appendix B of this report.**
- iii) **Implements the changes from 1 April 2018 and a copy of the report will be kept in the staff file.**

175.2 Digby Hall Bar Franchise

The Town Clerk gave a verbal update on the position with the franchise confirming that a Franchise Agreement for 2018/19 had been reached with the proprietor of the Carpenters Arms with a view to extend that Agreement for a further 3 – 5 years. Upgrading of the CCTV, Security Arrangements, Cellar and Cooling Equipment is being financed by the Franchisee and they will functional ready for their first booking. Regular meetings are taking place between STC employees and the Franchisee.

The meeting closed at 8.35 p.m.

..... Town Mayor