

SHERBORNE TOWN COUNCIL

Minutes of the meeting of the SHERBORNE TOWN COUNCIL held at The Manor House, Sherborne, on Monday 16 March 2020 at 6.45 p.m.

Present: Cllr J Andrews, (Town Mayor), Cllrs, J Carling, V Coleridge-Matthews, M Crossman, S Greene, A Hall, M Hall, R Legg, C Pentolfe and J Warburton.

In attendance: Mr S Shield (Town Clerk), Mrs S Woodford (Civic Administrator)

Youth Advisors: Apologies



124. PUBLIC SESSION

124.1 Police Report

Sgt Matt Whetham reported 35 crimes in the month of February. He is currently responding to a query raised previously by Cllr Warburton regarding drug use in Sherborne, noting that it is still relatively low level. Cllr Vaughan-Matthews was concerned that crime levels are rising in Sherborne as criminals perceive it to be a 'soft-touch'. Sgt Whetham explained that he hopes to get more officers in rural areas when the uplift promised by the Home Office comes into practice.

124.2 Cllr Greene queried progress with correspondence with Velcourt regarding Footpath N/7 14, 15 and 16. This is dealt with at Item 129.

124.3 Report from SAYCC circulated prior to the meeting

125. REPORT FROM DORSET COUNCIL – COUNCILLOR ANDREWS

Cllr Andrews reported: -

- All non-urgent meetings have been cancelled at Dorset Council, although it is hoped to continue some form of 'virtual meetings'.
- Carbon Free Dorset is looking at the single use plastics policy and are aiming to reduce their use in schools and other Dorset Council facilities.
- Street Collection permits are to become the responsibility of the Town Councils, who will take over the issue of permits in the future.
- Street Naming – having received advise from Dorset Council, which dismissed the use of living or dead persons as the basis for new street names, Cllr Andrews queried this and found that it was not based on a policy but just on guidelines. So that advice has now been retracted and names proposed for the new developments in Sherborne will be as agreed at the February Town Council meeting.

126. REPORT FROM DORSET COUNCIL – COUNCILLOR M HALL

Cllr Hall reported: -

- Southwalks, County Hall and the County Libraries are well placed for dealing with the Coronavirus Covid 19. DWP are recommending those persons who are self-isolating because they are infected should double bag their rubbish.
- Visiting at the Hayes is no longer permitted, and respite beds are no longer available. At present no plans to halt day services.
- Some verge works have been carried out by the Laurel Hedge.
- A natural spring has risen up near the primary school on Lenthay Road.
- Cllr Hall has conducted some trips around town for Members and is willing to do some more.

127. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Carey and Cllr Taylor.

128. 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.

128.1 Cllrs Andrews, M Hall and Legg, as Members of the Dorset Council, declared an interest in Item No. 7 the Plans Committee Minutes.

128.2 Cllr Andrews, Cllr M Hall and Legg declared an interest in Item 5.13 as Members of Dorset Council.

129. MINUTES OF THE TOWN COUNCIL MEETING HELD ON 17 FEBRUARY 2020

It was PROPOSED by Cllr A Hall and SECONDED by Cllr Warburton and AGREED (9 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.

The Town Clerk referred to the following matters arising from the Minutes of 17 February 2020:

- A reply has been received from Velcourt regarding Footpaths N7/14, N7/15 and N7/16, but the correspondence is still ongoing with a further letter from Yeohead Parish Council to Velcourt.
- A letter of thanks has been received from 'Read Easy' for the Town Council donation.
- The article for the Sherborne Times is lodged with them for inclusion in the April issue.
- Can confirm that the street names suggested at the February meeting have now been approved by Dorset Council for use in future developments in Sherborne.
- The item under exempt business – the Town Clerk has obtained his Personal Licence and will become the Designated Premises Supervisor (DPS) with effect from the 1st May 2020.
- The existing bar equipment in the Digby Hall has been purchased from the previous Licensee
- The advertisements for the Communications Officer and the Road Sweeper have been placed with the Blackmore Vale Magazine and will appear on their online Fish4 jobs, on the Dorset Council website and DAPTC. The adverts will also be published on the Town Council Website and Noticeboards.
- The recruitment panels are set up with Cllrs Andrews or M Hall, Taylor, Warburton and the Town Clerk to interview for the Communications Officer and the Town Clerk, Property Manager and Grounds Maintenance Supervisor to interview for the Road Sweeper which are planned for April 2020.

130. PLANS COMMITTEE MINUTES

Cllr A Hall referred to the meeting held on 2 March 2020. It was PROPOSED by Cllr A Hall and SECONDED by Cllr Crossman and AGREED (5 in favour and 5 non votes) that:

The Minutes of the Plans Committees (Appendix B) held on 2 March 2020 were received and adopted.

131. FINANCE AND RESOURCES

131.1 Payment Schedule

The paper was noted (see Appendix C) and it was PROPOSED by Cllr Warburton and SECONDED by Cllr Taylor and AGREED unanimously that:

That for the period 17/2/2020 to 16/3/2020 Credit Card Payments of £1,130.77, BACS Payments of £99,556.99 and Direct Debits amounting to £5,867.18 be approved from the Town Council Current Account and that for the period 17/2/2020 to 16/3/2020 BACS Payments of £44,784.57 and Direct Debits amounting to £1,314.31 be approved from the Digby Hall and Library Account.

Cllr A Hall suggested that the locking of the Ridgeway Play Area was abandoned as it may no longer be necessary. Agreed this should be discussed at a future meeting when a resolution may be passed.

131.2 Bank Balances

The paper was noted (Appendix D) and it was PROPOSED by Cllr M Hall 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 29 February 2020 are approved.

132. REPORTS FROM COMMUNITY AND LOCAL ORGANISATIONS

132.1 Cllr Carling gave a report on the Friends of the Yeatman Hospital

132.2 Cllr A Hall gave a report on Sherborne in Bloom.

133. INTERNAL AUDIT REPORT

The paper was noted, and Members were delighted that there were no observations recorded by the Internal Auditor. Members congratulated the staff team with especial thanks to the Finance Officer, Yvonne Hale.

It was PROPOSED BY Cllr M Hall and SECONDED by Cllr Coleridge-Matthews and AGREED unanimously that Sherborne Town Council:

Sherborne Town Council notes the content of the report.

134. INTERNAL AUDIT SUPPORT FROM DARKIN MILLER CHARTERED ACCOUNTANTS FOR PERIOD 2020/21 TO 2024/25

Members were in receipt of a letter enclosing Darkin Miller's proposed audit programme in respect of the financial years 2020/21 to 2024/25, noting that there is a discount if their services are booked for a term of 3 to 5 years.

It was PROPOSED BY Cllr M Hall and SECONDED by Cllr A Hall and AGREED unanimously that Sherborne Town Council:

Approves the engagement of Darkin Miller Chartered Accountants to continue to carry out the Internal Audit service for Sherborne Town Council for a 3-year period commencing 2020/21.

135. PURCHASE OF ECO CITY SWEEPER2 PEDESTRIAN STREET SWEEPER, 100% BATTERY POWERED VEHICLE WITH ZERO EMISSIONS

Members were in receipt of a report (Appendix E) requiring them to consider the purchase of the Eco City Sweeper2. The Council are in the process of recruiting a road sweeper to enhance the appearance of Sherborne, and this vehicle will assist in that role. It has the advantage of being the first all-electric Town Council vehicle with zero emissions. It is also proposed to engage a service contract that covers four services per year to keep the vehicle in good working order. Cllr Coleridge-Matthews queried the life expectancy of the vehicle, the Town Clerk suggested that with regular servicing and sensible use the council should be assured that the vehicle will have a reasonable life expectancy.

It was PROPOSED BY Cllr Warburton and SECONDED by Cllr Crossman and AGREED unanimously that Sherborne Town Council:

- i) Notes the content of the report.**
- ii) Resolves to purchase the Eco City Sweeper2 Pedestrian Sweeper directly from the supplier using Financial Regulations 11.1vi containing an exemption from carrying out a full procurement exercise as it is currently the only machine of its type of the market at a cost of £19,319.18 plus VAT.**
- iii) Approves the annual service contract amounting to £1,499 plus VAT.**
- iv) Authorises the Town Clerk to order this equipment and arrange for an annual service contract.**

136. CULVERHAYES CAR PARK – REMOVAL OF HEAVY GOODS VEHICLE BAYS

Members were in receipt of a report requiring they consider requesting the removal of the HGV Bays in the Culverhayes Car Park, following many years of complaints from nearby residents who are awoken at 4 am by the sounds of revving engines and the continuous drone of the refrigeration units. Barriers had been put up to discourage these large vehicles, but this had proved unsuccessful.

It was PROPOSED BY Cllr Carling and SECONDED by Cllr Warburton and AGREED unanimously that Sherborne Town Council:

- i) Notes the content of the report**
- ii) Authorises the Town Clerk to write to Dorset Council Parking Services requesting an urgent review of the car park and consideration to the removal of most HGV parking bays whilst retaining two spaces for coach purposes only. With the remaining spaces allocated for additional car parking.**

137. GENERAL AND MOTOR INSURANCE POLICIES FOR SHERBORNE TOWN COUNCIL

The Town Clerk reported that a recent review of the Town Council insurance policies has been carried out with WPS Hallam Insurance Brokers. A 3-year long term policy is currently in place with Royal Sun Alliance Insurance PLC. General insurance has increased to reflect new assets, all risks, increased turnover, extended rent projection to 3 years and increased street furniture. Motor insurance has also increased to reflect the purchase of additional machinery and equipment. The Cyber/Crime package has been transferred to a different company, as the current provider is withdrawing the scheme, which results in an increase in premium.

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

Sherborne Town Council notes the content of the report and approves the current arrangements for insurance cover.

138. SHERBORNE TOWN COUNCIL FORWARD PLAN AND EXPENDITURE RELATING TO THE COMMUNITY INFRASTRUCTURE LEVY (CIL) AND SECTION 106 FUNDING

The Town Clerk gave a verbal report on progress with the Forward Plan and arrangements for external funding received via CIL and Section 106.

- 138.1 Green Sherborne achievements include the current advertisements for the employment of a Road Sweeper along with the provision of a zero emissions electric vehicle, also the provision of litter and recycling bins and a water filling station in Pageant Gardens. An on-line approach to Low Carbon Dorset requesting support with the provision of energy savings at the Terrace sports facility and with the proposed new Town Council Offices. The preparation of an Environmentally Friendly Planting Policy which is being written with a clear focus that all future planting is linked to environmental improvements.
- 138.2 Communicating Sherborne achievements include the current advertisements for the employment of a media professional, improvements in Community Engagement and a submission to the Local Council Award Scheme.
- 138.3 Innovating Sherborne achievements include initial valuations of Town Council owned buildings, work with health providers on a potential site for a Community Garden at the McCreery Road allotment site. The importance of the Plans Committee and agreement to continue with the current format for the time being.

139. EXEMPT BUSINESS

There was no exempt business.

Although not an agenda item, but following urgent Government directives, Members discussed the emergency arrangements put in place following the spread of Coronavirus COVID 19. The Annual Parish Meeting has been indefinitely postponed as has the Statutory Meeting and the next Plans Committee. There is presently a legal requirement for the Statutory meeting to take place in the month of May, but the National Association of Local Councils (NALC) are to issue new governance guidelines and it is understood that this will include a relaxation of these requirements in the wake of this crisis. Members agreed to the temporary closure of the Terrace Playing Field changing facilities, the Digby Hall and the Manor House. It was agreed to leave the open spaces accessible for the time being unless directed otherwise. The Town Clerk is to meet with staff and discuss the way forward with regards to home working and means to avoid the spread of the virus.

The meeting closed at 8.40 pm.

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Town Mayor