



# Stalbridge Town Council Meetings

## Town Council Meeting Minutes

Draft minutes of a meeting of the Town Council Meeting held on Wednesday 19<sup>th</sup> June 2024. (Held at The Hub Commencing at 7 p.m.)

### Councillors present at the meeting:

K Garland (Chair), P Hancock, H Hatcher & N Wardle.

### Clerk for the meeting:

T Watson

J Wardell (ROWLO / TC Auditor) was present

There was one member of the public present.

### Open forum.

Questions were raised about the ownership of a grass verge outside 14 The Hawthorns. This had been maintained by a householder for many years although not in their ownership. Further enquiries to be made by the J Wardell (RWLO) on behalf of Council and a response provided. Reported the springfields hedge is overgrown and a hazard to pedestrians. TC to action remedial works.

### 1. To receive apologies.

None.

### 2. To receive declarations of interest and requests for dispensations (Please notify the Town Clerk prior to the meeting)

K Garland Item 14a. pecuniary in relation to the payment to IK Services.

### 3. To approve the minutes of the meeting held on 15th May 2024

**RESOLVED:** The minutes of the meeting having previously been circulated to Councillors were approved and signed by the Chairman.

### 4. To receive the Dorset Councillors report.

None.

### 5. To consider a fibre broadband connection to the Hub and give further instruction.

A paper had been provided prior to the meeting including costs.

**RESOLVED: To approve the connection of a fibre broadband connection to the Hub.**

**6. To receive the Rights of Way Liaison Officers report.**

A paper had been provided prior to the meeting.

Stalbridge Footpath 39 access to/from Robin Way. No progress with DC Rangers in achieving a more accessible access.

Stalbridge Footpath 1 (Grosvenor Rd to Wood Lane): Investigation in relation to report of a possible electric fence alongside the path. Investigation indicates that there is sufficient width, even if the seasonal growth disguises the width available. Wire tested; not live. Further investigation ongoing. The Trailway and connecting bridleways (74 & 75) are awaiting work to improve the surface with 106 funds, very slow progress.

Enhanced SLA Path vegetation cutting still outstanding by DC Rangers.

Green spaces vergeboards which have appeared in green spaces and along verges. In the Nature Reserve orchids have been seen

**ACTION: Clerk instructed to write to DC Rangers to expedite action on Footpath 39 access to/from Robin Way and trailway surface improvements with section 106 funds.**

**7. To consider the updated Hub terms of hire and give further instruction.**

A paper had been provided prior to the meeting.

**RESOLVED: To approve the updated Hub terms of hire**

**8. To adopt the NALC Model Financial Regulations Updated - May 2024**

A paper had been provided prior to the meeting.

**DEFERRED: To the first meeting of the Finance Committee to make a recommendation to full council.**

**9. To carry out a 6 month plus review of the Town Council facebook page and give further instruction. (TCM 13.09.24)**

Members considered the benefit of the page and preferred to use stalbridge.info face book page for publicising Council news going forward.

**RESOLVED: To close the Town Council facebook page and use stalbridge.info face book page for publicising Council news going forward.**

**10. To make changes to the new office layout**

**P Hancock**

A paper had been provided prior to the meeting.

**a. Office door opening.**

Planning approval was not considered to be required for this minor change.

**RESOLVED: To approve the increase of the width of internal office doorframe to accommodate a counter.**

**b. Reduce WC size (non- disabled facility).**

**RESOLVED:** To retain the option of a disabled facility within the extension subject to available lobby space.

**c. Addition of a designed as an emergency escape window in the office.**

**RESOLVED:** To approve the installation of an emergency escape window in the office.

**11. Future Town Vision Project: To receive members portfolio reports.**

**a. K Garland (Sport & recreation) – Stalbridge connect update**

Report provided in meeting papers. Update on previous report as aware there have been 2 expressions of interest in joining the Council and would like this to remain until all members have had the opportunity to consider joining the group.

**b. Garland (Neighbourhood) – Historic Youth Club finances**

Report provided in meeting papers. Meeting attended with former Youth Club Treasurer. The bank account has been made dormant and we are looking at ways to transfer the funds to the Town Council, so they may be 'ring fenced' for Youth Club items, e.g. Arts and crafts facilities etc. Also, the possibility of providing a bench at the Hall in Jenny's memory. Council is informed of this to ensure full transparency as to the origin of these funds when they do come in and ensure members feel that this is acceptable and have the opportunity for input.

**c. P Hancock (Environment) - APP/D1265/W/23/3333249 – Station Road North – 160 Dwellings**

Report provided in meeting papers which explained P Hancocks virtual attendance of the appeal hearing and contribution. Now a matter of waiting for the outcome.

**12. Future Town Vision Project: To receive members portfolio proposals.**

**a. To approve the amended portfolio titles, content and finance committee membership**  
**P Hancock**

A paper and diagram explaining portfolio titles and content had been provided prior to the meeting.

**RESOLVED:** To approve the revised portfolio headers. Portfolio holders to individually review their portfolio content.

**13. Planning**

**a. Recent planning decisions of Dorset Council**

P/FUL/2024/00958. Change of use of part of garden to school land for education use, including installation of fencing to site boundary. The Tree House Duck Lane Stalbridge DT10 2LP.

Granted 04.06.24.

P/ADV/2024/01135. Display 1 No. non-illuminated V-stack sign. Land South of The Paddocks Lower Road, Stalbridge.

Granted 10.05.24.

P/NMA/2024/02070. Non-material amendment - changes to external materials; to Planning Permission No. P/FUL/2023/04803. (Change of use of part of the ground floor shop (Class E) to

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facilitate use as a dwelling (Class C3)). Meaders Station Road Stalbridge Dorset DT10 2RQ.  
Granted 21.05.24.

P/OUT/2024/01657. Erection of 2no. dwellings (outline application with all matters reserved).  
Land South of Lower Road Stalbridge DT10 2PQ. Withdrawn 13.06.24.

**b. Report on responses to planning consultations**

None.

**c. Appeals and matters of report from previous applications**

None

**d. Members planning matters of report**

None

**14. Finance.**

**a. To receive a list of payments**

To / from	Detail	payments	receipts
Tesco	Mobile phone	£12.40	
JF design & Print	Stalbridge.info April 24	£288.00	
JF design & Print	Stalbridge.info May 24	£288.00	
British Gas Lite	Hub electricity 01/05-5/06/24	£49.16	
EDF	Hub gas 01/05-05.06.24	£71.63	
IK Services	Town orderly services April balance x ref pn 46	£2,700.00	
IK Services	Town orderly services May s/o	£2,808.00	
British Gas Lite	public WC elec 26.04-26.05.24	£20.18	
Community Heartbeat trust	Annual support defibrillator 24.25	£162.00	
Dorset Council	Hub Rates 4 or 10	£848.00	
Dorset Council	car park rates 4 of 10	£542.00	
M Grayson	Plants for A357 north by town sign	£44.40	
T Watson	in lieu of copier paper purchase	£8.40	
P Channon	supplies for display boards	£1.95	
Clerk	Salary June 24	£1,405.80	
Admin Assistant	Salary June 24	£724.49	
HMRC	Tax / NI June 24	£453.87	
Dorset Council pension fund	Pension June 24	£458.98	
Bankline	June charges	£28.10	
St Marys PCC	Grant 24.25	£6,500.00	
Stalbridge Hall	Grant 24.25	£3,500.00	
SCARS	Grant 24.25	£200.00	
Playingfields Trust	Grant 24.25	£2,500.00	
IK Services	Bin Hire		£32.50
J Wardell	Internal audit 23.24	£80.00	
LG Glazing	Additional invoice for repairs to Pavilion door	104.00	
Vale Fire	Fire Training	240.00	
Vining Bros. Building Ltd	Work carried out as per estimate 27.11.24 to wall plate height & positioning of trusses	£24,000.00	

**RESOLVED: List of payment & receipts received**

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**b. To receive the year end 31.03.24 financial report**

A report had been received in the meeting papers.

**RESOLVED: To accept the year-end financial report as presented.**

**15. Confirmation any conflicts of interest with BDO LLP**

**RESOLVED: Stalbridge Town Council does not have any conflicts of interest with BDO LLP. Form completed and signed by the Clerk & Chairman.**

**16. To receive notice of the advertisement and period for the Exercise of Electors rights.**

The dates were noted as between the Tuesday 25<sup>th</sup> June & Monday 5<sup>th</sup> August 2024

**17. To receive and consider the effectiveness of the internal auditors report for 23.24**

It was noted that the internal audit covers the TC current, deposit and all sub-committee accounts in terms of finance and had been carried out in accordance with the JAPG Practitioners guide March 2023. Minor points raised were noted and TC office to address points raised.

**RESOLVED: That the internal audit 23.24 had been effective and thorough.**

**18. To approve section 1 Annual Governance Statement annual return for year ending 31.03.24**

Sections 1-9 of section 1 of the annual Governance statement were considered.

**RESOLVED: It was proposed and agreed to record Yes in boxes 1-8 & N/A in box 9 of the Annual governance statement.**

**19. To approve section 2 Accounts Statement annual return for year ending 31.03.24**

Box 7 in the accounting statements was verified against the bank reconciliation.

**RESOLVED: It was proposed and agreed to accept the figures presented for sections 1-10 and to enter N/A in section 11 of the accounting statement.**

**20. Town Clerks report & Correspondence:**

Correspondence regarding the leylandii hedge on Jarvis way which belongs to Hunts (TC are already in communication with hunts) and overgrown residential hedges on Jarvis Way. (Highways template letters will be sent to residents of properties concerned)

**21. The next meeting of the Town Council will be on Wednesday 17<sup>th</sup> July 2024**

There being no further business the Meeting closed at 8:22 pm.