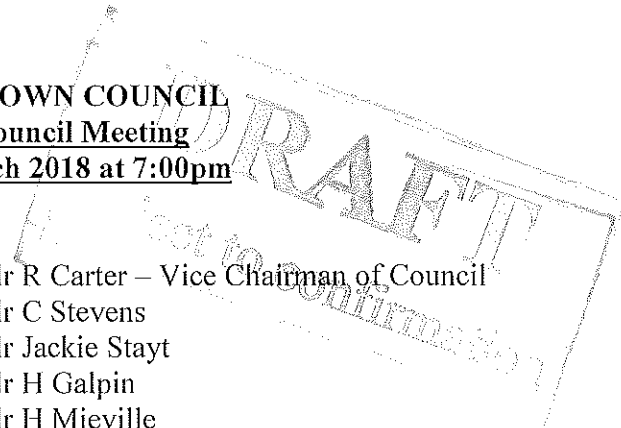


BLANDFORD FORUM TOWN COUNCIL
Minutes of the Town Council Meeting
Held on Monday 26th March 2018 at 7:00pm



PRESENT

Cllr P Clark – Chairman
Cllr H White
Cllr B Quayle
Cllr John Stayt
Cllr L Lindsay
Cllr N Lacey–Clarke
Cllr D Robinson

Cllr R Carter – Vice Chairman of Council
Cllr C Stevens
Cllr Jackie Stayt
Cllr H Galpin
Cllr H Mievile
Cllr S Hitchings

IN ATTENDANCE

Town Clerk
Operations Manager

Assistant Town Clerk
Nicci Brown – Press

178. PUBLIC SESSION

178.1 No members of public were in attendance.

179. REPORT FROM COUNTY COUNCILLOR

- 179.1 Previous Questions - Cllr Lindsay enquired about some breaking up of the resurface work. Cllr Quayle held a number of meetings with the community Highways officer and the works manager to check areas where work has been carried out. All are within the expected tolerance and some breaking is expected, which is why the surface dressing has been approved to protect the road surface further.
- 179.2 Local Bus Services - Since Cllr Quayle's last report, DCC officers have carried out an inspection of the Lidl service. A formal report has not been published yet but there seem to be some concerns. A joint interested party meeting in Blandford will be carried out by DCC, NDDC, Lidl and the service provider to address these issues. Currently the usage has increased to around 30 passengers per day.
- 179.3 Blandford Road Works - Due to the severe weather a number of potholes have opened up in Blandford. Cllr Quayle logged these potholes with Highways and many have already been filled in. Dorset will be given £1.5m towards the maintenance of roads. It is very important that residents log any potholes with Highways so they can be fixed as soon as possible.
- 179.4 Blandford resident issues – Cllr Quayle has been contacted by a number of residents about the excessive speeds of vehicles driving down Salisbury Road and St Leonards Avenue and they enquired about the installation of a SID (Speed Indicator Device). Highways have shown their support for such a device and the Town Clerk has added this to the agenda for the next T&GP meeting on 16th July 2018.
- 179.5 Parking Review Steering Group meeting - Earlier this month the parking review pack was submitted to the County Council, who have acknowledged the pack and will begin their process. Councillors have received the pack this morning.
- 179.6 Points to note - Joint Committee work - Cllr Quayle had hoped that the results from the Living and Learning Project would have been presented by now but one or two new opportunities have become available which he is currently following up on, which could delay any final proposal.

179. REPORT FROM COUNTY COUNCILLOR (cont)

Cllr Quayle received the feasibility study update regarding Tin Pot Lane and will work with officers to progress the recommendations for a safe pedestrian path.

Cllr Quayle advised that, although he doesn't report everything he is currently working on, Councillors should be assured that a lot of work is continuing in the background to address some of the many issues which affect Blandford. If residents approach Councillors regarding particular problems, please let Cllr Quayle know because he may already be working towards a solution for it.

179.7 Questions – Cllr Mieville reported that the utilities companies that are currently working on a development in his street are working very well together.

Cllr S Hitchings would like to start a conversation with the local MP to discuss for utility companies to work more efficiently and provide a better service. It would also be useful to discuss LGR, express what we want and where it is going.

180. REPORT FROM DISTRICT COUNCILLORS

180.1 Cllr Jackie Stayt – The NDDC planning meeting on Tuesday 27th March has been cancelled.

180.2 Cllr Lacey-Clarke – The S106 agreement for replacement of pavement slabs has been agreed by District and this has gone to County. This should move ahead fairly soon.

180.2 Cllr Cooper - The Chairman of Council read out a report from Cllr Cooper. Dorset Waste Partnership held a waste analysis operation on samples taken from properties in Fishers Close on the 23rd March 2018 and Cllr Cooper will report the results at the next Town Council Meeting on 14th May 2018. NDDC is holding a meeting on 9th April with its members to discuss ward boundary changes due to LGR.

181. APOLOGIES

Cllr L Hitchings
District Cllr J Tanner

Cllr P Osborne
District Cllr B Cooper

182. TO RECEIVE ANY DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Cllr Quayle and Lacey-Clarke will not be voting on agenda item 9.1.6 as members of the Blandford Environmental Trust.

183. MINUTES OF THE TOWN COUNCIL MEETING HELD ON 26TH FEBRUARY 2018

It was PROPOSED by Cllr Jackie Stayt, SECONDED by Cllr Lacey-Clarke and AGREED (12 in favour, 1 abstention) that the Minutes be APPROVED and SIGNED.

184. TOWN CLERK'S REPORT & CORRESPONDENCE

184.1 The Town Clerk and Operations Manager attended a conference in London on 6th March 2018 focusing on a civic response to tragedy (with speakers from Kensington & Chelsea Borough Council and Southwark Borough Council) and Armistice 100.

Robert Lee, Royal British Legion – In the final year of the WW1 centenary, The Royal British Legion (RBL) is inviting the British public to say 'Thank You' to the First World War generation who served, sacrificed and changed our world. Members of the public from all walks of life can join their movement to express their gratitude to those who gave themselves to the war effort and rebuilt a better nation from its

184. TOWN CLERK'S REPORT & CORRESPONDENCE (CONT)

darkest hour. Between 8th August and 11th November 2018, the RBL will be asking the nation to say Thank You in their own way; whether online, at work or where they live. In Blandford Forum, the 14-18 working group has been working hard putting on events and exhibitions in the Town since 2014 and they have more to follow this year. In addition, on Monday 16th April 2018 at 10.45am by the Town Pump in the Market Place we will be marking the centenary of the events that led to Blandford-born Jack Counter being awarded the Victoria Cross. His commemorative stone lies at the foot of the Pump. This year Armistice Day falls on Sunday 11th November 2018, hence a short service will be held at 11am in the Market Place with the Remembrance Sunday parade being held (as usual) in the afternoon. As the year progresses, more news on the Thank You movement will be announced on the RBL page. Watch their campaign video at: <https://youtu.be/7nuoPt6-9Ps>. This information has been posted on the Town Council's Facebook page, advising that further information can be obtained by contacting the RBL at thankyou@britishlegion.org.uk, the Blandford branch of the RBL or the 14-18 working group at admin@blandfordforum-tc.gov.uk.

Staff Officer to the Earl Marshall, Death of a Royal – Jonathan Spencer talked civic officers through Operation London Bridge and Operation Spring Tide, detailing sensitive information on the events that will unfold following the death of The Queen. He asked that the local response should focus on the flag flying rules and designating an area for the public to lay flowers. Revd Canon Jonathan Triffitt has agreed to use of the churchyard as an area for laying flowers. Discussions were held regarding the police's concerns over the flowers being laid and the security issue this entails as they cannot possibly check each bouquet. The Queen will lie in state until D+10 (the day of the funeral). If D+10 falls on a Sunday, the funeral will be held on the Monday instead. If it falls on a weekday it will be a public holiday. The plans are based on The King's funeral in 1952 and the procession and funeral are followed by a private burial at King George VI chapel.

- 184.2 Feedback from DAPTC Conference – The Town Clerk, Assistant Town Clerk, Cllr Jackie Stayt and Cllr White attended the DAPTC conference in March, which had an excellent line up of speakers including County Cllr Rebecca Knox who updated delegates on the LGR.
- 184.3 U3A Talk and Tour – The U3A has written to say thank you very much for the excellent Presentation that was arranged for the Blandford U3A History Group in the Corn Exchange complex. This included a talk by the Mace Bearer and Cllr Carter.
- 184.4 Update on GDPR – The DAPTC had arranged training for clerks held on 26th March 2018 although it is still not clear how the legislation must be applied to town and parish councils. The Town Clerk is continuing to work through the NALC toolkit they have provided and this work will have a huge impact on the workload in the office.
- 184.5 Markets Transfer – The solicitor at the tri-council partnership dealing with the transfer of the markets has responded to an enquiry on progress from the Town Clerk, explaining that everything seems to be taking longer than expected. She wants to be absolutely sure that the work done on the Bridport Market had been successful before she proceeds with Blandford. The documentation has been signed by Bridport Town Council and subject to one internal form should be completed shortly. Bridport will then register the transfer and will advise if any issues arise (eg any reason why WDDC cannot transfer the rights that we are not aware of). If none, the solicitor will then try to get the franchise for Blandford Market registered and then transferred from NDDC. A further update has been diarised in four weeks.
- 184.6 Certificates of Appreciation – Councillors were reminded that the deadline for nominations is 31st March 2018.

184. TOWN CLERK'S REPORT & CORRESPONDENCE (CONT)

184.7 Re-charges for administering town and parish by-elections – NDDC has written to advise the following:

You may be aware that at its meeting on 26 February 2018, North Dorset District Council resolved that recharges would in future be made to town and parish councils for the administration of all elections with effect from 1 April 2019. North Dorset was the only district in Dorset that did not already recharge, or had not taken a decision to introduce a recharge for scheduled elections, although from April 2013 North Dorset has recharged town and parish councils for any by-election that took place outside of the usual 4-yearly scheduled elections cycle. The recharge made by the Council will cover actual costs, and to give you an idea of what this is likely to be a likely breakdown of costs as at March 2018 has been provided – obviously the Council is unable to control certain costs eg postage. It is difficult to advise each local council individually of what their costs may be as this will be dependent upon a number of factors eg the number of polling stations, the size of the electorate and the number of postal votes. The charges indicated reflect those made by the other District Councils across the County, or set out in guidance from the Electoral Commission. To give an idea of costs, a recent by-election for a town council seat with an electorate of 6373 with 912 postal electors and 2 polling stations cost £4658.71. Obviously, the smaller parishes will be considerably lower. It is also important to remember that at by-elections the costs are rarely shared, but if the parish election takes place at the same time as a principal council or parliamentary election, many of the costs would be lower eg shared costs for polling stations, staff etc. The District Council recognises that the town and parish councils would need to precept to cover these costs which is why it was agreed that the charges would be made on a cost recovery basis ie those charges incurred in 2019, would be recoverable in the 2020/21 financial year. If you would like any further information in respect of these costs please do not hesitate to contact the Electoral Services Team at elections@dorset.gov.uk.

185. CIVIC REPORT

The paper was tabled (see Appendix A).

186. RECOMMENDATIONS AND RECEIPT OF MINUTES

186.1 Finance & Staffing Committee Meeting held on Monday 19th March 2018

183.1.1 To consider and note the Town Councils Investment Policy

It was PROPOSED by Cllr White, SECONDED by Cllr Stevens and AGREED unanimously that

The Investment Policy, as per Appendix H, is approved with no amendments.

ACTION: TOWN CLERK

183.1.2 Insurance Risk Assessment relating to the Town Council's insurance cover and approval of insurance premiums for 2018/19

It was PROPOSED by Cllr Lindsay, SECONDED by Cllr Robinson and AGREED unanimously that

The Town Council confirms that there are no further aspects of insurance cover they wish to amend. The Committee also confirms approval to enter into a further 3-year long term agreement until 18th April 2021 with Company A at a cost of £13,056.88 for 2018/19, subject to any changes decided above and any revised insurance values. It was noted that the cost to insure the ANPR system has been included since the Finance & Staffing meeting took place.

ACTION: TOWN CLERK

186. RECOMMENDATIONS AND RECEIPT OF MINUTES (CONT)

183.1.3 Review of the risk assessment management policy (including financial) arrangements for 2018/2019

It was PROPOSED by Cllr Robinson, SECONDED by Cllr Clark and AGREED unanimously that

The Risk Assessment Management Policy (including financial) arrangements for 2018/19 are approved for 2018/19.

ACTION: TOWN CLERK

183.1.4 To review the Finance & Staffing Committee Remit and the Financial Regulations

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Clark and AGREED unanimously that

The proposed amendments are approved.

ACTION: TOWN CLERK

186.1.5 To consider proposals for virement of funds from the payroll budget totalling £20,000

It was PROPOSED by Cllr Robinson, SECONDED by Cllr Lindsay and AGREED unanimously that

A virement of £20,000 is made from the Payroll budget line (4400) to Support for Essential Services (1015), including any further underspend between 21st February 2017 and 31st March 2018.

ACTION: TOWN CLERK

186.1.6 Blandford Environmental Trust

It was PROPOSED by Cllr Stevens, SECONDED by Cllr White and AGREED (11 in favour, 2 non-votes) that

A grant of £245 is approved to help with the planting of trees and purchasing of labels and equipment.

ACTION: TOWN CLERK

186.1.7 Blandford Forum Railway Club

It was PROPOSED by Cllr Robinson, SECONDED by Cllr Mieville and AGREED unanimously that

A grant of £200 is approved to help with re-roofing of two large outside sheds, although a grant is not normally awarded in consecutive years.

ACTION: TOWN CLERK

186.1.8 Artsreach

It was PROPOSED by Cllr Mieville, SECONDED by Cllr Stevens and AGREED (11 in favour, 1 against, 1 abstention) that

A grant to cover the cost of hire of the Corn Exchange is approved for an Artsreach performance in the Corn Exchange, subject to further details.

ACTION: TOWN CLERK

186.1.9 To receive a report regarding the new foundation living wage rate from 1st April 2018

It was PROPOSED by Cllr Lindsay, SECONDED by Cllr Robinson and AGREED unanimously that

186. RECOMMENDATIONS AND RECEIPT OF MINUTES (CONT)

The Committee considers to pay the national foundation living wage to the staff concerned and a supplement to both SCP 13 and 14 is given if the New Proposed Pay Increase has not been agreed before April, bringing the hourly rate to:

Scale Point 13 £8.75/hour

Scale Point 14 £8.80/hour

When the new pay increase is approved then it is to implement the new rate of pay if greater than the Living Wage Supplement, paying any backdated pay if owing from 1st April 2018.

This will then be reviewed with the Payroll budget in October this year to consider raising other Scale Points instead of adding the supplement to a lower scale point.

ACTION: TOWN CLERK

186.1.10 To consider a report regarding Badbury Heights S106 Monies

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Lindsay and AGREED unanimously that

The Phase 3 monies are now transferred and shown in Income and Expenditure as recommended by the external auditor, prior to the land being transferred over to the Town Council.

ACTION: TOWN CLERK

186.2 The Minutes were RECEIVED.

187. TO RECEIVE FEEDBACK FROM A CONSULTATION WITH EXHIBITORS FOR THE WELL & CONNECTED EXPO AND CONSIDER THE CONTINUATION OF THE EVENT

The paper was noted (see Appendix B).

It was PROPOSED by Cllr Mieville, SECONDED by Cllr John Stayt and AGREED unanimously that

The Town Council agrees to combine the Well and Connected Expo with the annual Community Expo in September.

ACTION: TOWN CLERK

188. TO RECEIVE AN UPDATE AND CONSIDER ANY REQUESTS FROM THE:

188.1 Neighbourhood Plan Working Group – Blandford +

Cllr Carter reported that there will be a meeting on 5th April with NDDC. Locality is chairing the meeting, and the aim is to look for a common ground on the Neighbourhood Plan and North Dorset housing numbers.

188.2 14-18 Working Group (First world War Centenary)

Cllr Carter reported that the group was not in favour of the Thank You logo but are using it sparingly. They are pleased that Armistice Day will be going ahead, and he confirmed that the Poppy boards will be staying up. The group has organised a Spring Bingo on 7th April in the Corn Exchange and he hopes as many Councillors as possible will attend. The Tanks and Aircrafts exhibition is from 27th to 30th April. Archbishop Wake School have shown interest and he will invite all the other schools too.

188. TO RECEIVE AN UPDATE AND CONSIDER ANY REQUESTS FROM THE: (cont)

188.3 Corn Exchange Working Group

The paper was noted (see Appendix C).

It was PROPOSED by Cllr Lindsay, SECONDED by Cllr Carter and AGREED unanimously that

The Working Group will be for the council term (currently 4 years, but due to change to 5 years in 2019) and a Chairman will be selected within the Working Group.

ACTION: TOWN CLERK

189. REPORTS FROM COMMUNITY AND LOCAL ORGANISATIONS

189.1 TIC meeting - Cllr Jackie Stayt submitted her report updating Councillors on work within the TIC.

8.06pm - The meeting was suspended and a Trust meeting was held.

8.23pm - The meeting resumed.

190. CONFIDENTIAL

It was PROPOSED by Cllr Lindsay, SECONDED by Cllr Lacey-Clarke and AGREED unanimously that

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.

190.1 Town Clerk's Report

Nothing to report.

190.2 Minutes of the Confidential Meetings held on 5th February 2018

It was PROPOSED by Cllr Lindsay, SECONDED by Cllr Lacey-Clarke and AGREED (12 in favour, 1 abstention) that the Minutes be APPROVED and SIGNED.

190.3 Confidential recommendation from the Finance & Staffing Committee Meeting held on 19th March 2018

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr White and AGREED unanimously that

The increase listed in the report is approved with effect from 1st April 2018 and the job title is changed to Project Co-ordinator.

ACTION: TOWN CLERK

190.3 To consider a joint approach to the district and county councils regarding the local government reorganisation

The Town Clerk has a meeting scheduled with North Dorset Clerks and NDDC to discuss the possibility of services being handed down. Councillors will wait for an update before discussing this further.

The meeting closed at 8:46pm.

SIGNED DATED

