



Beaminster Town Council

Minutes of the Town Council meeting held on Tuesday 23rd July 2024 in the Cowie Room, Public Hall commencing at 7.00 pm.

The meeting was attended by four members of the public, the following issues were raised:

- Concern and frustration was expressed by two residents with regard to activities taking place on a site on the outskirts of the town which, despite being reported to the relevant authorities, no action had been taken. Dorset Councillor Craig Monks spoke with the residents regarding their concerns.
- One resident referred to the Community Response Team that, it would appear had been stood down, the Town Clerk advised following the Council elections in May a new team were to be appointed.
- One resident referred to his efforts to engage with Dorset Council with regard to long term resilience for the town and the county and sought the Town Council's support for a formal dialogue.

3020 Members present – Cllr Turner (Chairman), Cllr Anderton, Cllr Corbett, Cllr Gillings, Cllr Ginder, Cllr Gunning, Cllr Hutchinson and Cllr Woods; also Christine Bright (Town Clerk).

3021 Dorset Police – in the absence of a police representative the Town Clerk read a report received from PCSO Alex Bishop advising:

- Between 4pm on Tuesday 25th June and 10am on Wednesday 26th June damage was discovered to the CCTV system at a business in the Whitcombe Road area, the offenders also broke into a store and spilled chemicals over the floor.
- At 11am on Thursday 4th July a male was seen wandering around a garden in Culverhayes.

3022 Dorset Councillor – Cllr Craig Monks reported on the following issues:

- He had recently attended a meeting of the Audit & Scrutiny Panel, one item discussed had been community resilience however they had been little mention at local level and the need for consultation/engagement with town and parish councils had been highlighted.
- Recently the Council had resolved amendments to the planning process which would add more weight to town/parish/ward member concerns and drive applications for committee approval.
- A number of potholes had been filled in and roads re-surfaced – he would monitor to ensure time scales were adhered to in order to minimise disruption. Cllr Monks encouraged councillors and residents to report issues via the Dorset Council website as it provided a reference number which assists with an audit trail when investigating complaints.
- Dorset Council had declared a nature emergency.
- On a local level Cllr Monks hoped to attend every Full Council meeting of the Town Council whenever possible; he had also attended two councillors surgeries and would be looking to launch bi-monthly forum meetings. He highlighted the lack of public litter bins on the west side of the town and asked the Town Council to consider purchasing or resiting bins, members noted the cost of £100 per litter bin to purchase and a cost of £6 per collection.

- 3018 Enforcement Officer** – In the absence of the Enforcement Officer the Town Clerk read a report submitted by the Enforcement Officer which advised of issues he had dealt with –
- Horse riders going along Clay Lane heading to St James were cutting through one of the turnings and using a public footpath as a bridlepath, this was very dangerous and against the law
 - A number of laws relating to the need for dogs to have ID tags, collars and being left in hot vehicles were being broken; also owners need to be aware when its safe to walk a dog during a heat wave
 - Complaints had been received with regard to footballs being used in the skate park when younger children were trying to use it
 - Complaints had been received with regard to dog fouling on Footpath 69 between the playing field and school woods
 - An incident took place in the fields at Parnham, if a dog is off the lead the owner must have recall and control of the dog, not all dogs are friendly when approached.
- 3023 APOLOGIES FOR ABSENCE**
Apologies for absence were received from Cllr body.
- 3024 MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 14TH MAY 2024**
The minutes of the Annual Council meeting held on 14th May 2024 having previously been circulated were confirmed and signed by the Chairman as a correct record.
- 3025 MINUTES OF THE COUNCIL MEETING HELD ON 14TH MAY 2024**
The minutes of the Town Council meeting held on 14th May 2024 having previously been circulated were confirmed and signed by the Chairman as a correct record.
- 3026 MINUTES OF THE SPECIAL COUNCIL MEETING HELD ON 4TH JUNE 2024**
The minutes of the Special Council meeting held on 4th June 2024 having previously been circulated were confirmed and signed by the Chairman as a correct record.
- 3027 CO-OPTION TO FILL VACANT SEAT**
Members having previously been circulated with the three applications received for co-option to fill the vacancy following the resignation of Rachel Goode. The successful candidate required an overall majority, following the first round of voting one candidate was eliminated. In the second round of voting Paula Tuff received an overall majority and duly co-opted as a member of the Town Council.
- 3028 DECLARATIONS OF INTEREST & DISPENSATIONS**
No declarations of interest or dispensations were received.
- 3029 PAYMENTS AND RECEIPTS**
Members were circulated with details of the payments made in July 2024 including cheque numbers 105970 -105972, direct debits and bank payments including one cheque from the CB3 account number 100054 totalling £43,035.54; also receipts totalling £2,769.42 (copy attached). Members **RESOLVED** adoption as presented.
- 3030 RESOLVE MINUTES OF FOLLOWING COMMITTEE MEETINGS**
- (a) Community Engagement Committee meeting held on 25th April 2024**
The minutes of the Community Engagement Committee meeting held on 25th April 2024 having previously been circulated were **NOTED**.

There being no items raised for discussion, members **RESOLVED** adoption.

(b) Town Amenities Committee meeting held on 21st May 2024

The minutes of the Finance & General Purposes Committee meeting held on 21st May 2024 having previously been circulated were **NOTED**.

There being no items raised for discussion, members **RESOLVED** adoption.

(c) CB3 Management Committee meeting held on 17th June 2024

The minutes of the CB3 Management Committee meeting held on 17th June 2024 having previously been circulated were **NOTED**.

There being no items raised for discussion, members **RESOLVED** adoption.

Finance & General purposes Committee meeting held on 25th June 2024

The minutes of the Finance & General Purposes Committee meeting held on 25th June 2024 having previously been circulated were **NOTED**.

There being no items raised for discussion, members **RESOLVED** adoption.

(e) CB3 Management Committee meeting held on 15th July 2024

The minutes of the CB3 Management Committee meeting held on 15th July 2024 having previously been circulated were **NOTED**.

There being no items raised for discussion, members **RESOLVED** adoption.

3031 TO REVIEW & RESOLVE ADOPTION OF CODE OF CONDUCT

Members having previously been circulated with a draft copy of the Code of Conduct based on the LGA Councillor Model Code of Conduct **RESOLVED ADOPTION**.

3032 TO REVIEW & RESOLVE ADOPTION OF THE FOLLOWING POLICIES, STRATEGIES & STATEMENTS

(a) Health & Safety Policy

Members having previously been circulated with a draft copy of its Health & Safety Policy **RESOLVED ADOPTION**.

(b) Safeguarding Policy

Members having previously been circulated with a draft copy of its Safeguarding Policy **RESOLVED ADOPTION**.

(c) Retention of documents & records Management Policy

Members having previously been circulated with a draft copy of its retention of documents & records Management Policy **RESOLVED ADOPTION**.

(d) Community Engagement Strategy

Members having previously been circulated with a draft copy of its Community Engagement Strategy **RESOLVED ADOPTION**.

(e) Anti-slavery & Human Trafficking Statement

Members having previously been circulated with a draft copy of its Anti-slavery & Human Trafficking Statement **RESOLVED ADOPTION.**

3033 COMMUNITY RESILIENCE PLAN: Volunteer Activity Risk Assessments

(a) To appoint an Community Emergency Response Team

As a result of a significant change to Council members as a result of the Council elections in May it had become necessary to appoint a new Community Response Team who would coordinate Community Wardens and Volunteers to assist in times of emergency or crisis. **RESOLVED** the Community Response Team as follows:

- Cllr Anderton, Cllr Gillings, Cllr Gunning and Cllr Woods.

(b) To Review & adopt the following Volunteer Activity Risk Assessments

Members had previously been circulated with draft copies of Volunteer Activity Risk Assessments associated with the various activities the Town Council utilise volunteers from time to time including Flood Wardens. **RESOLVED ADOPTION**

3034 CONSULTATION DOCUMENTS

(a) Parliament UK – Safety of lithium ion batteries

Members had previously been circulated with a copy of correspondence received seeking support for the campaign on the safety of lithium ion batteries and their disposal. **AGREED** to support the campaign in principle.

3035 CORRESPONDENCE

No significant items of correspondence had been received.

3036 PROGRESS REPORT

Members **NOTED** progress as follows:

Public Hall

External works completed and scaffolding removed.

Identified water leak under the kitchen – a date for commencement of repair awaited from the contractor

Memorial Playing Field

Lime trees – following the incident of fallen tree blocking the lane a quotation has been sought and accepted for pollarding of the remaining three lime trees to ensure they are not a risk to public safety at a cost of £660

Cemetery

Following an incident with cattle getting in to the Cemetery the new field gate has been padlocked by the farmer. It is thought the gate was left open by walkers, a sign has been erected to advise 'no public right of way'

3033 FUTURE AGENDA ITEMS

No items were raised.

3034 PUBLIC BODIES (Admission to Meeting Act) 1960

RESOLVED to exclude public and press from the meeting whilst discussion took place on the following items on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of business to be transacted in respect of outstanding financial issues.

(a) The National Lottery Grant

Members had previously been circulated with the Town Clerk's confidential report advising of the deadline for claiming the National Lottery grant awarded for the provision of public toilets in Memorial Playing Field. The deadline **NOTED**, discussions were ongoing.

(b) The National Lottery Grant – Skate Park

Members **NOTED** the response received from The National Lottery with regard to the balance of the grant awarded that currently had not been spent in the sum of £2,745.45. **RESOLVED** to utilise the remaining funds to support the ongoing outreach services provided by the Prout Bridge Project.

(c) Low Carbon Dorset – Grant application

Members had previously been circulated with the Town Clerk's confidential report detailing the background behind the application and the funders requirement for confirmation that the grant monies would be expended prior to 30th November 2024. Due to the complexities of the items within the application and the tight timescale members **AGREED** to decline the funding on this occasion. With regard to the replacement of the main hall lighting it was **AGREED** to pursue further within existing budgets.

(d) Neighbourhood Plan

The Town Clerk outlined the timetable and associated costs as proposed by the appointed consultants with regard to the preparation of a Neighbourhood Plan, an application to Locality would be submitted for a grant of £10,000 to fund professional expertise. **RESOLVED** to engage the services of Andrea Pellegram Ltd as outlined.

3035 DATE OF THE NEXT MEETING

The date of the next meeting was **NOTED** as Tuesday 24th September 2024.

3036 MEETING

The meeting commenced at 7.00pm and closed at 9.15pm

Chairman
24th September 2024

**BEAMINSTER TOWN COUNCIL
RECEIPTS AND PAYMENTS - July 2024**

PAYMENTS

Direct Debits

D/D	Autorama	Van Service Plan	30.42
D/D	Concorde	Photocopier - monthly	20.45
D/D	Dorset Waste	Wheely Bins	67.03
D/D	Ecotricity	Gas Supply	25.79
D/D	Ecotricity	Gas Supply	23.94
D/D	Ecotricity	Electric Supply	140.05
D/D	Ecotricity	Electric Supply	83.65
D/D	Ecotricity	Electric Supply	41.8
D/D	Great Guns	Office rental - Monthly	540
D/D	HSBC	Bank Charges - June 2024	17.44
D/D	HSBC	CB3 - Bank Charges June 2024	18.15
D/D	NOW Pensions	Pension contributions July 2024	896.26
D/D	NOW Pensions	Pension admin Fee July 2024	24.00
D/D CB3	UK Fuels	Fuel Charges - MPF	55.79
D/D CB3	UK Fuels	Fuel Charges - CB3 & MPF	184.61
D/D CB3	UK Fuels	Fuel Charges - CB3	45.16
D/D	Lex Autolease	Electric van lease	388.75
D/D	O2	Mobile phone charges June 24	32.26
D/D	SIEMENS Financial	Photocopier - Lease July24-Oct24	233.90
D/D	VPW Systems	Remote Back up for file servers - Quarterly	129.79
D/D	VPW Systems	Business Support - quarterly	36.00
D/D	Water2Business	Water Supply - Monthly	147.73
D/D	YGP	Gas Supply	73.86
Bank Payments			
Bank Payment	Lanehouse Bridport	Electric Van Service	190.97
Bank Payment	Donovan Ateyo	July Salaries 2024	13,087.20
Bank Payment	Eden Enterprises	Monthly Social Media June and July	600.00
Bank Payment	Chris Turner	Reimbursement - Temp Vehicle Hire	1,530.40
Bank Payment	Nigel Corbett	DDay supplies - Reimbursement	202.32

C/FWD 18,867.72



**BEAMINSTER TOWN COUNCIL
RECEIPTS AND PAYMENTS - July 2024**

	B/FWD	18,867.72
Bank Payment Mr P H Chaloner		11.99
Bank Payment Mr R G Driscoll		235.93
Bank Payment OCD		960.00
Bank Payment Alex Alexander		49.00
Bank Payment Stephen Amatt		22.99
Bank Payment Steve Toms Trees & Gardens		296.64
Bank Payment Pithers Cleaning Services		30.00
Bank Payment Greenlink Groundworks		7,800.00
Bank Payment Barry Lovejoy		120.00
Bank Payment Obriens		14,258.89
Bank Payment Dylan Ross		160.00

Cheques

105970 Larcombes	77.71
100054 James Hallam	56.00
105971 DAPTC	80.00
105972 Barletts	8.67
	<u>42,915.54</u>
	43,035.54

RECEIPTS

MER - Credit	28.38
A J Wakely	270.00
Somerset Council	60.00
CB3 Income	801.83
NSIB	346.98
HSBC	278.20
Fire Station	1.00
Fleet club	320.83
PH Hire	662.20
	<u>2,769.42</u>
	TOTAL



**BEAMINSTER TOWN COUNCIL
RECEIPTS AND PAYMENTS - July 2024**

NOTES FOR COUNCIL INFORMATION

The above payments are approved expenditure items within existing contracts and / or the agreed budget framework. Councillors expenses having been vetted and authorised by the Chairman / Town Clerk or in the case of the Chairman's expenses, by Vice Chairman. Receipts are those from expected sources and within budget projections. Salary Cheque excludes employers and employees pension contributions. Payments include VAT where applicable.

Christine Bright

Responsible Finance Officer



Date: 23rd July 2024