



Wimborne Minster Town Council
Town Hall, 37 West Borough, Wimborne, Dorset, BH21 1LT

Minutes of **Wimborne Minster Town Council** meeting **25 April 2023 at 7pm** in the Council Chamber at Wimborne Minster Town Hall, 37 West Borough, Wimborne, Dorset BH21 1LT.

Present: Town Councillors: S Bartlett, D Burt, C Butter (Chairman and Town Mayor), C Chedgy, J Hart, L Hinks, M Hopkins, D March (Vice Chairman and Deputy Town Mayor), J Morgan, B Richmond, A Roberts and S Wheeler.
Dorset Councillors: D Morgan and M Roe.
Officers: L Harrison (Town Clerk) and K Brooks (Deputy Town Clerk).

FC/2023/140	Apologies for absence None.
FC/2023/141	Declarations of interest and dispensations Cllr Bartlett declared a non-pecuniary interest (member of Dorset Council).
FC/2023/142	Public Participation None.
FC/2023/143	Updates, announcements and reports The Town Mayor confirmed a summary of civic event she and / or the Deputy Town Mayor had attended over the current civic year was to be provided to the Annual Council meeting on 9 May. Dorset Councillor Roe provided information on Dorset Council's local nature recovery strategy and confirmed that an officer had been recruited to lead this project and town and parish council were to be invited to become involved. Dorset Councillor D Morgan informed Members he had received four emails from residents within the town concerning:

- parking and other road traffic concerns at and around Wimborne First School – Cllr D Morgan stated a further meeting with officers and portfolio holders was to take place on site during a weekday to assess road traffic concerns,
- upgraded street lighting causing light pollution within properties – Cllr Morgan confirmed he had liaised with officers and the upgraded street-lights had been assessed as not being any brighter than the previous lights,
- pedestrian crossings within the town - Cllr Morgan confirmed he had checked all the pedestrian crossings within the town and they all stopped traffic within the required 30 seconds time frame,
- request for a road mirror to be installed at Bennetts Lodge to facilitate access onto Leigh Road.

Cllr March requested the site visit to Wimborne First School to assess road traffic concerns should take in the morning.

Cllr Burt asked if Dorset Council, as the Highway Authority, intended to adopt the roads within the new developments. Cllr Bartlett confirmed the major “through” roads would be adopted after 10 years.

Cllr Roberts asked if the street lights could be switched off for a period of time overnight and / or alternative lights left on for security.

Cllr Roe left the meeting.

Cllr Bartlett provided information on the barge that was to be positioned off Portland to house migrants and confirmed he was following up enquiries raised by members of the public at the Town Council Assembly on 18 April regarding street/gully cleaning.

The Town Council’s Representative for the Valognes Twinning Association, Cllr Hinks, advised members she was unable to attend the next meeting of the Association because the date clashed with a meeting of the Cemetery JMC. Due to issues currently facing the Cemetery, the Cemetery JMC meeting was to take priority. An update regarding the Cemetery JMC was to be provided to members later in the meeting under item 8 (ii).

Cllr Hart informed members that a number of events were taking place organised by the Friends of Victoria Hospital to celebrate 75 years of the NHS. Cllr Butter requested Cllr Hart reminded Council nearer the time of the events.

The Town Council’s Representative for the Ochsenfurt Twinning Association, Cllr Roberts, confirmed the visit from Ochsenfurt been cancelled.

FC/2023/144

Minutes of Wimborne Minster Town Council meetings 28 March 2023

	<p>The minutes were debated. Cllr Richmond proposed to remove the word “rejected” under minute reference FC/2023/138 and insert the word “considered”, seconded by Cllr Chedgy, eleven in favour, one abstention. Resolved: the word “rejected” was removed under minute reference FC/2023/138 and the word “considered” inserted.</p> <p>Cllr Chedgy proposed to insert the words “it was agreed that the asset register/risk strategy/risk assessment (as relevant to the three documents) would be brought back to Resources Committee for review sooner than later” under minute reference FC/2023/133, seconded by Cllr Hinks, eleven in favour, one abstention. Resolved: the words “it was agreed that the asset register/risk strategy/risk assessment (as relevant to the three documents) would be brought back to Resources Committee for review sooner than later” were inserted under minute reference FC/2023/133.</p> <p>Cllr Wheeler proposed to approve the minutes for the meeting on 28 March 2023 as a correct record to be signed by the Chairman with agreed amendments, seconded by Cllr Chedgy, eleven in favour, one abstention. Resolved: the minutes for the meeting on 28 March 2023 were approved as a correct record and signed by the Chairman with agreed amendments.</p>
<p>FC/2023/145</p>	<p>Actions from previous meetings</p> <p>None.</p>
<p>FC/2023/146</p>	<p>Minutes, notes and recommendations from committees and working groups</p> <p>The draft minutes and notes for the Planning and Environment Committee meeting 28 March and 17 April, Town Liaison Group 31 March, Cemetery JMC 17 April, and Personnel, Policy and Strategy Committee 17 April were all noted.</p> <p>Cllr Chedgy referenced the use of the Town Council website for Minster events as noted in the Town Liaison Group notes from 31 March. The Town Clerk confirmed that this information had not been received to date and any information requested by a third party for inclusion on Council’s website was to be in line with Council’s social media and website policy which was due for a review by the relevant committee.</p> <p>Cllr Burt referenced a grammatical error in the Planning and Environment Committee meeting minutes on 28 March minute reference PE/2023/078 which was noted.</p>

	<p>Cllr Butter informed members that Cllr Webb had formally resigned representing the Town Council on the Cemetery JMC. Cllr Chedgy confirmed she was willing to stand as a representative. Cllr Hinks proposed to appoint Cllr Chedgy as the representative on the Cemetery JMC, seconded by Cllr Wheler, all in favour.</p> <p>Resolved: Cllr Chedgy was appointed the Town Council representative on the Cemetery JMC.</p>
<p>FC/2023/147</p>	<p>Recommendations from Committees and/or Working Groups</p> <p>The recommendations from the Personnel, Policy and Strategy Committee were considered.</p> <p>Cllr Chedgy proposed the mayor making process was to proceed for the current year as detailed by the Town Clerk (office to send an email to all councillors following the next Full Council meeting requesting Town Mayor and Deputy Town Mayor nominees, proposers name, seconders name, membership preference in table format and deadline for responses (tbc), councillors were to subsequently review responses and agree informally a proposal for these matters at the Annual Council meeting on 9 May), and the Committee was review Standing Orders in this respect, seconded by Cllr Bartlett, all in favour.</p> <p>Resolved: the mayor making process was to proceed for the current year as detailed by the Town Clerk (office to send an email to all councillors following the next Full Council meeting requesting Town Mayor and Deputy Town Mayor nominees, proposers name, seconders name, membership preference in table format and deadline for responses (tbc), councillors were to subsequently review responses and agree informally a proposal for these matters at the Annual Council meeting on 9 May), and the Committee was review Standing Orders in this respect.</p> <p>The report on the draft Scheme of Delegation and committee structure / terms of reference was discussed. Cllr Chedgy proposed to approve and adopt the Scheme of Delegation and committee structure and terms of reference with one amendment, seconded by Cllr Hart, agreed by all.</p> <p>Resolved: the Scheme of Delegation and committee structure and terms of reference with one amendment was approved and adopted.</p> <p>It was agreed that item 8 (ii) on the agenda would be moved to the end of the meeting.</p>
<p>FC/2023/148</p>	<p>External Auditor request</p>

	<p>The request from the External Auditor was considered. Cllr Wheeler proposed there was no conflict of interest with regards to the appointment of BDO as Council s External Auditor, seconded by Cllr Hopkins, all in favour: Resolved: no conflict of interest with regards to the appointment of BDO as Council s External Auditor.</p>
<p>FC/2023/149</p>	<p>Banking authorisation for payroll purposes</p> <p>Cllrs Chedgy and Hopkins volunteered to be councillor signatures for the purpose of BACS payroll. Cllr Wheeler proposed to approve and authorise Cllrs Chedgy and Hopkins as the two councillor bank signatories for BACS payroll purposes, seconded by Cllr Hart, all in favour. Resolved: Cllrs Chedgy and Hopkins were approved and authorised as the two councillor bank signatories for BACS payroll purposes.</p>
<p>FC/2023/150</p>	<p>Correspondence, meetings, training, consultations, and forthcoming meetings</p> <p>The deadlines of the two Dorset Council consultations (strategic review of sports and physical activity and Public Spaces Protection Order) in relation to forthcoming Council meetings were discussed. Cllr Wheeler proposed Dorset Council was contacted by Cllr Bartlett and an extension for both consultations was requested, seconded by Cllr Bartlett, all in favour. Resolved: Cllr Bartlett was to contact Dorset Council and request an extension for both consultations (Strategic review of sports and physical activity and Public Spaces Protection Order).</p> <p>Cllr Morgan proposed the Town Council’s response to the Government’s technical consultation on the Infrastructure Levy was delegated to the Planning and Environment Committee, seconded by Cllr Chedgy, all in favour. Resolved: the Town Council’s response to the Government’s technical consultation on the Infrastructure Levy was delegated to the Planning and Environment Committee.</p> <p>The correspondence from Dorset Police was noted. A discussion took place concerning the lack of police presence at the Annual Town Assembly on 18 April and other Council meetings. It was agreed that this was contrary to information previously provide by Dorset Police and Crime Commissioner. It was agreed that the Town Clerk was to contact a police representative to attend a future Full Council meeting.</p> <p>Upcoming meetings were noted.</p>

<p>FC/2023/151</p>	<p>Exempt Business</p> <p>Cllr Hinks proposed the discussion in relation to item 8 (ii) on the agenda (Cemetery JMC) should to go into Exempt Business due to the confidential and sensitive nature of the legal information to be discussed, under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s. 100 of the Local Government Act 1972) and the public and accredited representatives of newspapers be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in Part 1 of Schedule 12A on the Local government Act 1972. Seconded by Cllr Roberts, all in favour.</p> <p>Resolved: under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s. 100 of the Local Government Act 1972), the public and accredited representatives of newspapers were excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in Part 1 of Schedule 12A on the Local government Act 1972.</p> <p>Dorset Council Councillor D Morgan left the meeting.</p> <p>The confidential report was debated and noted.</p>
<p>FC/2023/152</p>	<p>Close of meeting</p> <p>The meeting was closed at 8.51pm.</p>

Signature of Chairman:

Date: