

WIMBORNE MINSTER TOWN COUNCIL

MINUTES of a **MEETING of the TOWN COUNCIL** held on **TUESDAY 15 FEBRUARY 2022 at 7.15 pm** in the Council Chamber, Town Hall, West Borough, Wimborne Minster.

MEMBERS PRESENT

Cllr K F Webb – Town Mayor & Chairman of the Council
Cllr P Bache
Cllr C A Chedgy
Cllr L C Hinks
Cllr M J Hopkins
Cllr D J March
Cllr W J Richmond
Cllr A E Roberts
Cllr F Shirley
Cllr S Wheeler

MEMBERS NOT PRESENT

Cllr C L Butter - Deputy Town Mayor & Vice-Chairman of the Council
Cllr S K Bartlett
Cllr D Burt
Cllr J Hart

OFFICERS PRESENT

Assistant Town Clerk
Committee & Administration Officer

135 **ANNUAL TOWN COUNCIL MEETING HELD ON 6 MAY 2021**

RESOLVED that the Minutes of the meeting be confirmed and signed as a correct record.

136 **TOWN COUNCIL MEETING HELD ON 1 FEBRUARY 2022**

RESOLVED that the Minutes of the meeting be confirmed and signed as a correct record.

137 **CALENDAR OF MEETINGS**

The Town Clerk submitted a suggested calendar of meetings for the remainder of the 2021/2022 municipal year, a copy of which had been

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circulated to each Member and a copy of which appears as **Appendix A** to these Minutes.

RESOLVED that the Calendar of Meetings for the remainder of 2021/2022 be approved.

138

EXCEPTIONAL DECISION-MAKING ARRANGEMENTS – PROPOSED CHANGES TO THE OFFICER SCHEME OF DELEGATION

The Assistant Town Clerk submitted a report, a copy of which had been circulated to each Member and a copy of which appears as **Appendix B** to these Minutes.

The report set out recommendations suggested by the Monitoring Officer to increase the flexibility and robustness of the current delegation scheme of the Town Council.

Cllr Chedgy had, prior to the meeting, suggested that in Section 2 of the report (Dispensations Under Local Government Act 1972 – S85) the wording be amended. The Assistant Town Clerk had accepted that the amended wording was clearer, and she would substitute it for that included in the report.

RESOLVED that the proposed changes to the Delegation Scheme, as amended by the substitute wording mentioned above, be approved and adopted with immediate effect and Standing Orders be amended to incorporate these changes.

(Note: for completeness the revised wording in Section 2 of the report is as follows:

If a Member attends an informal meeting called by the Town Clerk under provision 9 of his delegated powers, this will automatically count as a dispensation/approval for not attending meetings in person under S85 of The Local Government Act 1972 and the six-month period shall start to run again for that Member from the date of that informal meeting.)

139

COMMUNITY GOVERNANCE REVIEW (Min 76 – 22.10.21)

The Assistant Town Clerk submitted a report, a copy of which had been circulated to each Member and a copy of which appears as **Appendix C** to these Minutes.

The report detailed Dorset Council's recommendations for amending the current community governance of the parish of Wimborne Minster. The Assistant Town Clerk reported that Dorset Council was meeting

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that evening to discuss the review. There would then be a further period of consultation, after which an Extraordinary Meeting of the Town Council would be held to finalise the Council's response to the proposals.

140 **CO-OPTIONS**

The Assistant Town Clerk referred to the co-option onto the Town Council in August 2021 of Cllr Paul Bache and Cllr Jeff Hart and suggested that for completeness these co-options should now be confirmed.

RESOLVED that the co-option onto the Town Council of Cllr Paul Bache and Cllr Jeff Hart be confirmed with immediate effect with Cllr Bache being appointed to sit on the Recreation & Leisure Committee and Resources Committee and Cllr Hart to sit on the Planning & Environment Committee and Resources Committee.

141 **TOWN MAYOR'S REPORT**

See **Appendix D** to these Minutes.

142 **TOWN COUNCIL REPRESENTATIVES' REPORTS**

Wimborne Cemetery Joint Management Committee – Cllr Hinks – see **Appendix E** to these Minutes.

Wimborne Valognes Twinning Association – Cllr Hinks – see **Appendix F** to these Minutes.

Wimborne Ochsenfurt Twinning Association – Cllr Roberts reminded Members that the WOTA AGM was due to be held on 24 February 2022 at 6.30 pm at St Catherine's Church.

1069 ATC Squadron – Cllr Wheeler reported that he had recently attended the AGM of the Squadron Committee. There was currently a vacancy for Chairman of that Committee. The Squadron had recently welcomed new recruits and was going from strength to strength.

Folk Festival – Cllr Wheeler reported that plans were in full flow for the 40th anniversary of the Folk Festival due to be held in June 2022.

143 **EXCLUSION OF PRESS & PUBLIC**

RESOLVED that, in view of the confidential nature of the business about to be transacted, the press and public be excluded from the remainder of the meeting.

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**144 APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR THE
QUEEN'S JUBILEE EVENT CELEBRATORY WEEKEND**

See Confidential Minute 144/413

The meeting closed at 7.46 pm.

Signed Date.....
Town Mayor and Chairman of the Council

TOWN COUNCIL

Subject: **Item 4 – Calendar of meetings**
Date: 9 February 2022
Author: Town Clerk

Proposed dates for the remainder of the 2021/22 municipal year.

Tuesday	22 Feb		FREE (School Holidays)
Tuesday	1 March	7.00 pm	Rec & Leisure
Friday	4 March	10.00 am	PP&S
Tuesday	15 March	7.00 pm	Resources
Tuesday	15 March	7.15 pm	P&E
Tuesday	22 March		FREE
Tuesday	29 March		FREE
Friday	1 April	10.00 am	PP&S
Tuesday	5 April	7.00 pm	Full Council
Tuesday	12 April		FREE (Easter Holidays)
Tuesday	19 April		FREE (Easter Holidays)
Tuesday	26 April	7.00 pm	Resources
Tuesday	26 April	7.15 pm	Rec & Leisure
Tuesday	3 May	7.00pm	Full Council
Friday	6 May	10.00 am	PP&S
Tuesday	10 May	7.00 pm	ANNUAL TOWN COUNCIL

Note: Annual Town Meeting - Date to be confirmed

WIMBORNE MINSTER TOWN COUNCIL

Subject: Exceptional Decision-Making Arrangements – Proposed Changes to the Officer Scheme of Delegation and Dispensations under Section 85 of the Local Government Act 1972

Date: 15 February 2022

Authors: Assistant Town Clerk

In April 2020, as part of the response to the coronavirus pandemic, the Government made regulations (the Flexibility Regulations) to enable local authorities to meet remotely (online).

The Flexibility Regulations expired on 6 May 2021 and were not capable of being extended due to a “sunset clause” contained in the Coronavirus Act 2020 under the provisions of which the Flexibility Regulations had been made.

The Government has consulted on the introduction of primary legislation to give authorities the flexibility to choose to meet remotely. More recently, and as reported by the National Association of Local Councils (NALC) on 24 January 2022, the Secretary of State for Levelling Up, Housing and Communities, Michael Gove MP, supported calls to allow local (parish and town) councils to have remote meetings.

In the meantime, should the need arise, there is no legal basis for authorities to hold formal, remote meetings at which Members make decisions; this decision rules out both fully remote meetings at which all Members attend online and hybrid meetings where some Members attend in person at the same location and other Members attend remotely. It does not though, rule out remote attendance by an Officer or third party. We are aware of meetings at Dorset Council where Members and some Officers have met in person, but other Officers have then joined virtually from another remote location.

Pending legislation to address the point, it is proposed that the Scheme of Delegation for Officers should be amended so that in exceptional circumstances and after consulting with the Chairman and Vice-Chairman of the Council, the Town Clerk may convene an informal, remote meeting of the Authority in order to consult all Members before making any necessary decisions under delegated powers.

The informal, remote meetings would take place in much the same way as the formal remote meetings arranged under the Flexibility Regulations. This means that:

- Public notice would be given in advance
- The agenda and any reports that were not confidential would be published
- Members of the public would be able to follow the meeting online
- Members would debate the issue and there might be a vote
- Minutes would be kept as a record of the meeting

The proposed changes would provide a lawful mechanism for Members to meet online and to express their views about the decision that they would have been inclined to

vote on, had they been able to meet in person. Any vote taken by Members at these informal, remote meetings would be nonbinding but an indication of the decision that the Town Council would have been “minded to make”. The Town Clerk as the Chief Executive and Proper Officer of the Town Council would, having heard the Member debate, then make the decision under delegated powers.

It is important that the Authority should have the flexibility to move online in exceptional circumstances. An example might be where there is a need for an urgent decision to be made, but at the same time a significant increase in covid transmission in the area of the Authority, such that it was not safe to meet in person or extreme weather conditions.

1 - Additional Delegated Powers

It is proposed that provision 9 of the current Delegation to the Town Clerk be amended as follows:

Insert the words “or other exceptional circumstances” after the words “In a national or local emergency”.

Insert the following additional paragraphs in provision 9, after the words “under this provision”.

Where this provision is activated, the process applied shall be as follows:

In exceptional circumstances and after consultation with the Chairman and Vice-Chairman of the Council to replace a formal in person meeting of the Authority or a committee with an online meeting or to convene an additional online Authority or committee meeting.

At an online meeting convened by the Town Clerk, in exceptional circumstances, to make any decision taking into account the views expressed by Members about the decision that they would have been minded to make had it been possible to hold a formal decision making meeting in person.

Members are asked to consider the exceptional decision-making arrangements described in this report and to approve the making of consequential changes to the Officer Scheme of Delegation.

2 – Dispensations under Local Government Act 1972 Section 85

Members are also asked to consider passing the following resolution:

In order to comply with Local Government Act 1972, any meetings held online and any Members attending those meetings shall, if a period of 6 months will pass before the next formal face to face meeting of the Authority has taken place, be granted a dispensation under Section 85 of that Act.

WIMBORNE MINSTER TOWN COUNCIL

Subject: COMMUNITY GOVERNANCE REVIEW (Min 76 – 22.10.21)
Date: 15 February 2022
Author: Town Clerk and Assistant Town Clerk

Background

In February 2021, Members were advised that there would be a governance review across the Dorset Council area commencing in the Summer 2021. The review would be an opportunity for Town and Parish Councils to put forward recommendations on boundary changes e.g., this could include joining parishes together or separating some parishes that have in the intervening years increased in size making them more viable. The curtilage of the parish of Wimborne Minster was last changed in 2012.

Following conversations with neighbouring parishes and some officer desk-based research, at an Extraordinary Informal Meeting of the Town Council held on 22 October 2021, Members were minded to request the following action be carried out under the delegated authority of the Town Clerk:

It was agreed that the Town Clerk make representations to Dorset Council as follows:

- a) That the parish of Wimborne Minster be altered to include the polling district of Pamphill South with the caveat that the Town Council would have no objection to the Parish Council's wish to retain the area coloured blue on the map attached as Appendix 2;*
- b) That the parish of Wimborne Minster be altered to include the area south of the River Stour known as Wimborne Showground coloured red on the map attached as Appendix 2;*
- c) That the warding of Wimborne Minster for electoral purposes be removed.*

These suggestions were sent to Dorset Council in late October 2021 to be reviewed by a working group made up of the Group Leaders and the Deputy Group Leaders of that Council.

Current Position

On 7 February 2022, the Town Clerk received an email from the Service Manager for Democratic & Electoral Services with an update on the Community Governance Review. A copy of the email, which has been circulated to all Members prior to the meeting, is attached as Appendix 1 to this report.

Dorset Council will consider a draft report with recommendations on changes to parish boundaries at its Full Council meeting on 15 February 2022. Please note the agenda and reports of the Dorset Council Full Council meeting are available to view on their [website](#).

Dorset Council's Recommendations for Wimborne Minster

In response to the representations made by the Town Council, the following recommendations have been set out by Dorset Council for Wimborne Minster:

1. *Bringing the area of Pamphill South within the Wimborne Minster parish. Pamphill parish were largely supportive of this but suggested that the Almshouses should remain in Pamphill. However, Dorset Council were not persuaded by the argument that this small group of properties would be better served in terms of governance by remaining within Pamphill.*
2. *Bringing the area known as "Wimborne Showground" within the Wimborne Minster parish. Dorset Council were persuaded by the argument that this area is more geographically aligned to the parish of Wimborne Minster.*
3. *Removing the warding arrangements for Wimborne Minster parish. Dorset Council recognised that it was not possible to remove the warding arrangements as the parish is split by 2 Dorset Council wards.*

In addition to this, Dorset Council is recommending changes to the governance arrangements.

The current governance arrangements for Wimborne Minster are as follows:

<i>Parish Ward</i>	<i>Number of councillors</i>	<i>Electorate 2021</i>	<i>Electorate 2026</i>	<i>Electors per councillor 2026</i>
<i>East</i>	<i>2</i>	<i>912</i>	<i>1777</i>	<i>889</i>
<i>Town</i>	<i>12</i>	<i>5631</i>	<i>6906</i>	<i>576</i>

The current governance arrangements for the Parish Council do not achieve electoral equality, taking into account the changes set out in the draft recommendation, and it is the Government's Guidance that "it is not in the interests of effective and convenient local government either for voters or councillors, to have significant difference in levels of representation between different parish wards".

Dorset Council therefore recommends an increase to councillor numbers in line with NALC recommendations as follows:

<i>Parish Ward</i>	<i>Number of councillors</i>	<i>Electorate 2021</i>	<i>Electorate 2026</i>	<i>Electors per councillor 2026</i>
<i>Wimborne East (polling district COM4)</i>	<i>3</i>	<i>912</i>	<i>1777</i>	<i>593</i>
<i>Wimborne Town (polling districts WIM1, WIM2 and WIM3)</i>	<i>13</i>	<i>5846</i>	<i>7136</i>	<i>548</i>

Dorset Council's draft recommendation is to make a change to the current governance arrangements to move parts of the parish of Pamphill to Wimborne Minster parish, and also to change warding arrangements for Pamphill, Shapwick and Wimborne Minster.

Next Stages

Subject to approval by Dorset Council's Full Council meeting on 15 February 2022, the draft Recommendations will be published for a second period of consultation from 28 February 2022 to 23 May 2022 inclusive. The Town Council will have an opportunity to make representations on the draft proposals during this time. Once again, any submission received during the second consultation period will be reviewed by Dorset Council and a report of final recommendations will be considered by their Full Council on 14 July 2022.

The Town Council is asked to consider the proposals to boundary changes and governance arrangements for the parish of Wimborne Minster and agree any further representations to Dorset Council for submission during the next consultation phase commencing on 28 February 2022.

Community Governance Review - Appendix 1

Email dated 7 February 2022

Dear Parish Clerk

I am writing to advise you that the report to Full Council setting out Community Governance Review draft recommendations has been published today. You can find the report and all associated papers [here](#). You will see that the report contains a link to the submissions document that sets out all the submissions received during the first round of public consultation in August - October last year.

You will be able to watch the Council meeting at 6.30pm on Tuesday 15 February that will be live-streamed using this [link](#).

Once Full Council has resolved the draft recommendations for public consultation, you will be able to respond to the draft recommendations using the online survey that will be available on [this page](#) from 28 February to 23 May 2022.

I'd be grateful if you could ensure that this information is shared with all your members.

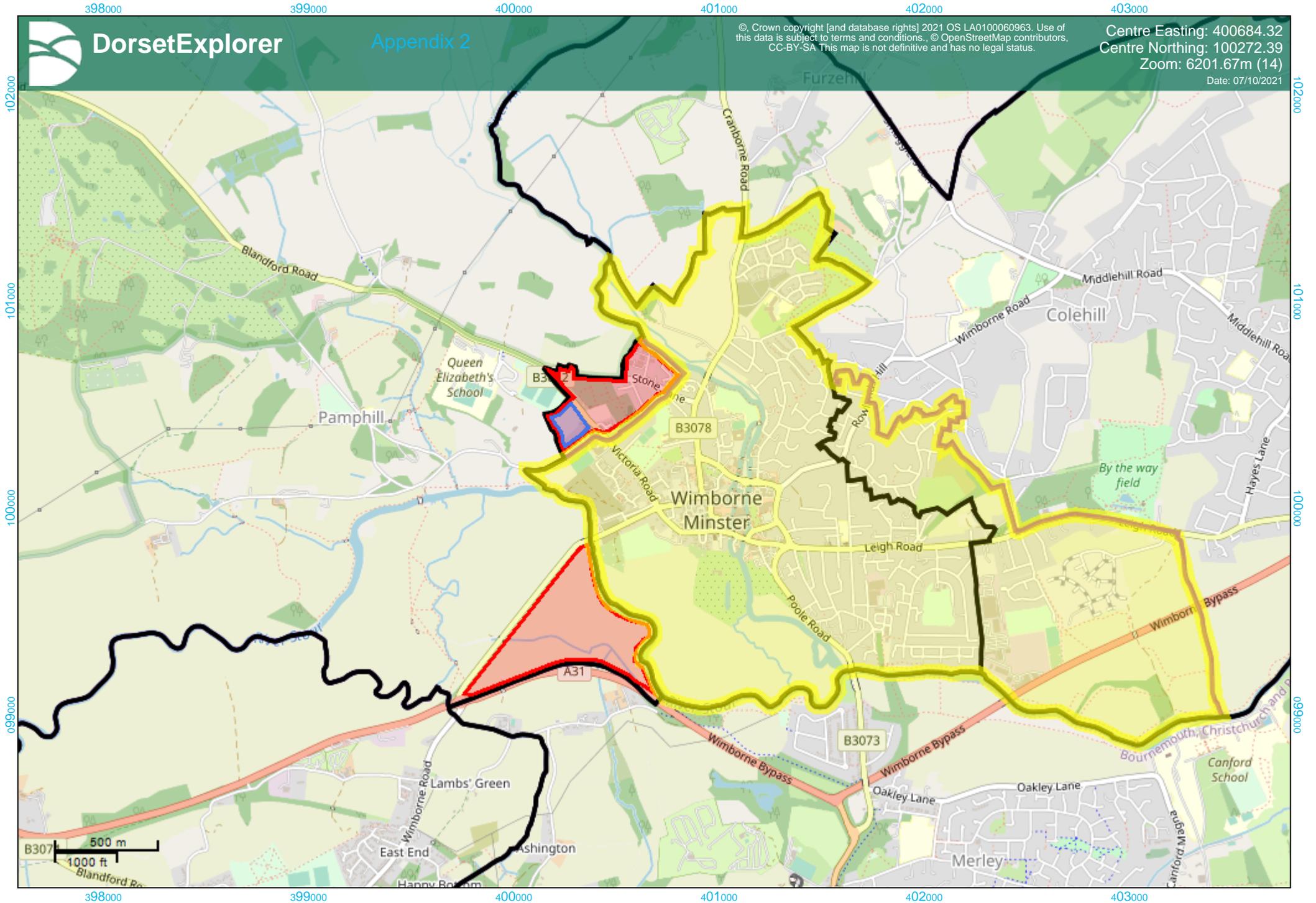
You will see in some cases that Dorset Council has supported submissions made by Parish Councils in respect of grouping or de-Grouping of parishes, but this is subject to the parish arranging a parish meeting to seek support for these changes. In case it is of assistance, I am attaching a National Association of Local Councils document that sets out how to convene a parish meeting, together with copies of documents mentioned in this note (many thanks to colleagues at DAPTC for providing this). If your parish is affected by this requirement, please ensure that you arrange the necessary meeting and confirm to Dorset Council the resolution. Confirmation can be provided either via the online survey or by emailing cgr@dorsetcouncil.gov.uk

Yours sincerely

Jacqui Andrews

**Service Manager for Democratic & Electoral
Services**





Town Mayor's Report Jan 15th 2022

Last time I gave a Mayoral report on engagements, I'd been saying how much quieter it was insofar as engagements. That is still true with regards to civic events out of town but it has been much busier in town – particularly given the Christmas period of course. Since our last meeting in November, there have been a further 14 Mayoral events. It was particularly rewarding to be a part of the Save the Children Parade – another great effort from all of those volunteers involved.

Thank you to those Cllrs that helped with the fund raising at the various events, even though we didn't have particularly good weather – Christmas Light Switch on was bitterly cold, we raised approximately £1400 which I'm really pleased with.

In my capacity as Chairman, it has also been a busy period dealing with Council matters and I would like to thank the staff for stepping up and taking on more work to help with the additional workload. The coming months are also going to be challenging for the Town Council as there are a number of changes and projects on the horizon.

We continue to work closely with Wimborne BID on town matters, a wider working party in relation to Jubilee celebrations, Dorset Council – relating to the QE Leisure Centre consultation and the Boundary Review – some of these matters included on tonight's agenda.

I include a list of civic engagements to be included in the minutes of this meeting.

MAYOR'S ENGAGEMENTS

	Date
11 th November 2021	Armistice Day – The Mayor & Deputy Mayor attended the service on Minster Green and The Mayor laid a wreath
13 th November 2021	Wimborne In Bloom Charities Fair – One of The Mayor's charities took a table at the fair (High Mead Farm)
14 th November 2021	Remembrance Sunday – The Mayor & Escort, Mr Trevor Webb attended the service at The Minster. The Mayor laid a wreath at the War memorial.
27 th November 2021	Christmas Light Switch On
4 th December 2021	Wimborne Choral Society – The Deputy Mayor attended the choral service in The Minster
3 rd December 2021	Dorset Federation of Women's Institutes – The Mayor attended the carol service in The Minster
4 th December 2021	Presentation of Life Membership of the Canoe Club – The Mayor and Deputy Mayor attended and gave the presentation to life member Jack Evers
11 th December 2021	The Launch of the Great Pudding Stir – The Mayor attended the event at East Dorset Museum. She gave a short speech to declare the Great Pudding Stir open, stirred the dry pudding mix and made a wish, then sampled the pudding.
11 th December 2021	Save the Children Parade – The Mayor and her Escort, Mr Trevor Webb took part in the parade which commenced at Cobham's
17 th December 2021	Carols in the Cornmarket – The Mayor attended the carols and recited a reading

Town Mayor's Report Jan 15th 2022

24 th December 2021	Collection for Mayor's Charities – The Mayor and various councillors collected monies for Diverse Abilities and High Mead Farm
29 th January 2022	Remembrance of the Holocaust – The Mayor & Deputy Mayor attended the remembrance service in The Minster
31 st January 2022	Valognes Tree - Dedication Ceremony – The Mayor attended the ceremony. The sapling was planted in memory of those that lost their lives due to Covid.
6 th February 2022	70th Anniversary of Queen's Accession – The Mayor and Escort, Mr Trevor Webb attended the service held in The Minster

Wimborne Cemetery JMC

Town Representative report – 15.02.22

The Planned Maintenance is on schedule with all areas, including grass and pathways cleared and tidied during during January. This will be ongoing with the arrival of Spring. Everything with the allotments is in order and there is a current waiting list of 24. The Clerk is liaising with the Administration Office at WMTC regarding the waiting lists generally.

The grave maintenance programme is ongoing with graves being monitored for sinking etc. The Memorial maintenance is on track but the current sections are probably going to need the most work and therefore, be the costliest. After these sections are done, the Clerk is anticipating there is less work as the subsequent sections will be within the BRAM guidelines timescale and therefore in better condition.

The renovation of the Lodge is nearly complete and the Clerk is very happy with the work. The fencing of the garden is finished and is looking really good.

I reported previously on an incident that happened in October last year when the cemetery gates at Stone Lane were damaged by a car. A man was subsequently arrested for drink driving and, despite the Clerk notifying the police about the damage to the gates, the Police didn't link the arrest and the damage. Therefore, when the case was heard in court the cost to repair the gates was not taken into account. The insurance company is now aware and they hope to pursue this further. The court case only came to light when it was reported in the Echo!

The next meeting is scheduled for the end of February.

Wimborne – Valognes Twinning Association

Town Representative report – 15.02.22

The Twinning Association held their AGM last week which was well attended. All Committee members were re-elected except one who had decided to step down. The President, David Emes, gave a full report to the membership.

The Association have planned all their events for the coming year with the main event being the bi-annual visit from the French, which will be on the Folk Festival weekend in June. Hopefully this will go ahead this year after the postponement of this visit for the last two years because of the pandemic.

The Civic Reception is in the Mayor's diary and a room is booked in Allendale House. The Dorset Youth Band will be playing to welcome our French friends, thanks to Cllr Simon Wheeler for his assistance with this.

There will be a dinner in the evening at Crane Valley Golf Club and an old-fashioned style double decker bus has been booked to transport the guests from Wimborne to the Club. A very British mode of transport which we hope the French will enjoy. The other social events are on the Association's website and will be in the newsletter which will be sent out shortly.

The Association thanked the Town Council for their financial contribution to the new gazebo and are keen to use it. They have registered their interest with the office to be involved in the Jubilee celebrations at Redcotts. They are also looking for a date in July to have a pitch on the Square and are liaising with DC on this. With this in mind there are plans for new enamel badges with the twinning logo and polo shirts so the Association has more of a presence in the town. The subscription charges next year will go up a little as they have been at the same level for longer than anyone could remember!

Finally, the Valognes garden – there was a small ceremony to plant a tree with Growing Compassionate Communities in memory of those that have died during the pandemic. This was planted in the Valognes garden in the autumn and the ceremony was held recently. The Association are keen to link up with the Town Council and Wimborne in Bloom to tidy up the garden and make this a welcoming and vibrant space before the French visit in June and as a continuing project.