

**PORTLAND TOWN COUNCIL**  
**TOWN COUNCIL MEETING**  
**HELD ON WEDNESDAY 20<sup>TH</sup> JUNE 2012 AT 7.00 PM**

**PRESENT:** Councillors Mrs S. Bradley (Mayor), L. Ames, Mrs J. Collinge, R. Denton-White, T. Munro, Mrs E. Munro-Price, I. Munro-Price, D. Symes, Mrs S. West and R. Wild.

**IN ATTENDANCE:** Ian Looker (Town Clerk), Rev. Tim Gomm (Mayor's Chaplain) and approximately thirty members of the public.

**2129 – PRAYERS**

The Mayor's Chaplain led the meeting in prayer.

**2130 – APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs R. Hughes and Miss A. Munro.

**2131 – DECLARATIONS OF INTEREST**

There were none.

**2132 – ORDER OF BUSINESS**

Cllr Munro requested that the agenda item about the telephone kiosk at Wakeham be taken immediately after Written Questions for the Mayor. This was agreed.

**2133 – NEIGHBOURHOOD PLANS**

Hilary Jordan, Spatial and Community Policy Manager at Weymouth & Portland Borough Council gave a presentation.

She began by stating that Neighbourhood Plans have originated with the Government's recent Localism Act. They are intended as a counter to the customary top-down approach to planning policy and as a way of obtaining more community involvement. With the Government also wanting to provide more opportunities for development they would be a way of harmonising them with the needs and aspirations of local communities.

Neighbourhood Plans may be treated on an equal footing with the wider Local Plans produced by the districts and are seen as complementary to existing Town and Parish Plans. They are required to conform to Government policy and the strategic Local Plan.

A Neighbourhood Plan can only be initiated by the local council, but the work may be delegated to a working group or, say, the Portland Community Partnership.

The phases of producing a Plan are as follows:-

- 1) Agree the area to be covered by the Plan.
- 2) Develop a draft Plan in consultation with the public (minimum six weeks).

- 3) Submit the draft Plan with evidence to the Borough Council. Allow the public to comment.
- 4) Submit the Plan to the inspector for comment.
- 5) Vote on the Plan by a local referendum. If more than 50% of voters support it, it has to be accepted.

Pilot schemes have commenced, Cerne Valley being included in the first batch of councils (Sherborne in the third). Cerne found the process complicated at first and resource intensive, with a need to report frequently to its Council.

Ms Jordan added that Borough Council officers would be available to offer help and advice. A key factor for the Town Council was to ask itself what it wanted to achieve from the exercise. If necessary she was willing to attend a further meeting.

Answering a question from Cllr Collinge, Ms Jordan said the expense of a referendum would be borne by the Borough.

Cllr Munro raised three issues. On the possibility of overdevelopment Ms Jordan said this was best prevented by amending the Local Plan. Regarding financial gain for the Borough she said that to maintain the same level of government input the Borough would need keep up its level of development projects. Concerning the possible conflict between maintaining SSSIs etc and developing tourism on the Island Ms Jordan advised consulting with bodies such as Natural England to find effective compromises.

Cllr Elspie Munro-Price asked how often the Local Plan would be reviewed, the answer being every five years.

## **2134 – OPEN FORUM**

### **a) Public Half-Hour**

Mrs June Pendrey expressed concern at what had effectively become a chicane by Officers' Field and the ability of the emergency services to operate effectively. She was advised to contact the police and Dorset Highways.

Mr William Buchan spoke of the pavement works going on in the vicinity and the consequent difficulty for disabled people coupled with the loss of access routes to shops etc nearby. Cllr Collinge remarked that she had tried to take up this point, but had received no reply from the advisory telephone numbers given her.

Another gentleman asked about the prevalence of dog mess, particularly around Victoria Place. Cllr Wild responded from his experience as a dog warden with the Borough. He said this was the most frequent complaint from the public, but the problem lay in catching the people who allowed it to happen.

Mrs Sue Illsley asked for the Council's support in obtaining a temporary Olympic call sign for a radio station to be set up at Fancy's Farm for the duration of the Games and immediately prior.

**RESOLVED** – that the Council write to the Radio Society of Great Britain in support of the request.

## **2135 – ORDER OF BUSINESS**

Cllr Elspie Munro-Price requested that the agenda item of matters arising from the Annual Town Meeting be taken immediately after the item about the Wakeham telephone kiosk. This was **RESOLVED**.

## **2136 – OPEN FORUM (Continued)**

### **b) Police Question Time**

No members of the Police were in attendance. Cllr Elspie Munro-Price asked whether any apologies had been received and was told no.

Cllr Ian Munro-Price said there was still uncertainty about the location of the Island's Police Station during the Games. The Clerk was asked to enquire.

## **2137 – MINUTES OF THE TOWN COUNCIL MEETING HELD ON 16<sup>TH</sup> MAY 2012**

### **a) Minute 2107 – Declarations of Interest**

The second paragraph was amended from "Cllr Ian Munro-Price" to "Cllr Tim Munro."

### **b) Minute 2115 – Appointment of Representatives to Outside Bodies and Voluntary Posts**

Cllr Bradley proposed the following amendment to replace the first two paragraphs of the minute:-

"It was initially proposed and **RESOLVED** - that the complete list of named representatives enclosed with the agenda be accepted en bloc for the coming municipal year.

It was then pointed out that Cllr West was not eligible to serve as Deputy on the Standards Committee, now that she had become a member of Weymouth & Portland Borough Council. However nominations and a vote were taken for all three posts, whereas Cllrs Ames and Bradley had been already elected to serve by the resolution immediately before."

The amendment was **DEFEATED**.

(Cllr Ian Munro-Price left the meeting at 8.05 pm.)

### **c) Minute 2126 – Personnel Matters**

The Clerk requested that the second resolution be deleted as this involved business that was not directly related to that of the agenda item, which concerned a staff salary increment. This was **RESOLVED**.

With these two changes the minutes were formally agreed and signed as a correct record.

## **2138 – MINUTE UPDATE AND MATTERS ARISING**

### **a) Minute 2111(a) – Events Working Group**

Cllr Elspie Munro-Price raised the point that the Events Working Group had still not met. From the Chair Cllr Bradley said her intention was to hold a meeting in the next week or two.

**b) Minute 2111 – IT Improvements / Provision of Internet Services**

Cllr Elspie Munro-Price asked whether superfast broadband had been installed. The Clerk replied in line with his written report that this had been done but only in part, necessitating extra work by Coastal Computing

**c) Minute 2122 – Flagpole**

Cllr Munro enquired about progress in buying a flagpole. The Clerk referred to his written report and said that greater priorities had had to be dealt with since the Jubilee holidays.

**d) Minute 2118 – Grants Working Group**

Cllr Elspie Munro-Price asked about setting up a meeting for the Group. The Clerk suggested she e-mail some possible dates.

**2139 – TOWN MAYOR’S ANNOUNCEMENTS**

Cllr Bradley thanked those who had attended the Jubilee Civic Service, in particular Cllrs Amanda and Tim Munro, Rod Wild and Jenny Collinge.

**2140 – WRITTEN QUESTIONS FOR THE MAYOR**

There were none.

**2141 – TELEPHONE KIOSK, WAKEHAM**

Mr Nigel Glover gave a short presentation on behalf of the Wakeham residents. The residents were still considering whether to retain the phone, as well as the kiosk becoming a small tourism bureau. The Clerk took up one point from Mr Glover’s address, the ownership of the kiosk. It appeared to contradict previous assurances he had been given that ownership would rest with the residents. Mrs Wilma Butler confirmed that they did intend buying the telephone box.

It was proposed by Cllr Tim Munro and **RESOLVED** – that the Council buy the kiosk from BT for one pound and sell it to the Wakeham residents for the same sum.

**2142 – MATTERS ARISING FROM THE ANNUAL TOWN MEETING**

**a) Portland Neighbourhood and Town Plans**

At the request of the Chair Mr Andy Matthews gave a short explanation of Portland Community Partnership’s action in forming a review group to assist the Council, should it decide to initiate a Neighbourhood Plan for the Island.

Cllr Tim Munro proposed and it was **RESOLVED** – that the Council continue to support the Partnership in its work on a Plan. It was also agreed to bring the item back to the next meeting of the Council when members had had an opportunity to view the Borough’s Local Plan.

**b) Hambro Car Park**

Mr Matthews explained it was understood the future of the particular parcel of land at Hambro was linked to the development of the Council Offices. Revive was quite content to take over management of the land temporarily for two years and carry out improvements, subject to handing it back to the Borough when requested.

Cllr Elspie Munro-Price proposed and it was **RESOLVED** – that the Council write to the Borough supporting Revive's bid to take over the land, subject to the proviso of its return.

### **2143 – FINANCIAL MATTERS**

#### **a) Payments for Authorisation**

**RESOLVED** – that the schedule of invoices (cheque refs. 2737 – 2754) in the sum of £5,035.71 including VAT be authorised for payment.

#### **b) 2012/13 Financial Report to 31<sup>st</sup> May 2012**

Cllr Tim Munro criticised the use of two class stamps to mail his agenda. The Clerk replied that this was the correct first class large letter postage (over 100g) to comply with the need to give at least three days clear notice. At the request of Cllr Denton-White the Chair terminated the exchange.

**RESOLVED** – that the report be accepted.

#### **c) Annual Financial Return, 2011/12**

Cllr Elspie Munro-Price highlighted two items of concern in the internal auditor's report, the lack of bank reconciliations during the year and the level of petty cash held. Cllr Tim Munro stressed the importance of bank reconciliations and suggested they be conducted monthly, if not weekly. Cllr Ames drew attention to the details of the auditor's comments concerning the petty cash account.

Cllr Ames proposed and it was **RESOLVED** – that the Annual Return and the Annual Governance Statement be approved and signed by the Chair.

#### **d) Appointment of External Auditor**

Cllr Denton-White proposed and it was **RESOLVED** – that the Council confirmed the re-appointment of BDO LLP as external auditor.

### **2144 – ELECTION OF CHAIRS AND DEPUTY CHAIRS FOR 2012/13**

#### **a) Planning and Highways Advisory Committee**

**RESOLVED** – that Cllr Collinge be elected Chair. Cllr Woodcock was reaffirmed as Deputy Chair.

#### **b) Portland Youth Council**

**RESOLVED** – that Cllr Denton-White be elected Lead Councillor.

### **2145 – APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES AND VOLUNTARY POSTS**

This was a conditional item and not taken up because of an earlier decision in the meeting.

### **2146 – TOWN COUNCIL RESPONSIBILITIES**

Cllr Denton-White spoke to his motion, in particular comparing the difference in responsibilities and activities between Portland Town Council and that of Bridport.

Following a general discussion Cllr Denton-White proposed an amendment to add the following: "This principle should be included in the mission statement of a Portland Neighbourhood Plan." This was **CARRIED**.

**RESOLVED** – In the spirit of the Localism Act the Council requests Weymouth & Portland Borough Council to transfer its parish council level responsibilities for the Island to this Town Council. This principle should be included in the mission statement of a Portland Neighbourhood Plan.

(Cllr Elspie Munro-Price left the meeting at 9.05 pm.)

#### **2147 – LENGTHSMAN SERVICE**

Cllr Wild proposed and it was **RESOLVED** – that the Council not take up the offer of a lengthsman service from Dorset Area Community Partnership.

#### **2148 – CODE OF CONDUCT**

Cllr Tim Munro thought the Council should follow the advice of the Borough's Monitoring Officer in adopting a Code. He therefore proposed and it was **RESOLVED** – that the Council should adopt Weymouth & Portland Borough Council's Code of Conduct for its own use.

#### **2149 – COUNCIL INSURANCE**

The Clerk presented the current Asset Register, which is under review, for comment by members.

Cllr Ames suggested the Council contact the Borough to find out if there are any items there, which the Town owns or has some involvement with.

Cllr Tim Munro queried the ownership of the Gateway Pillars and suggested this be checked with the Masons.

Answering an enquiry from Cllr Munro, the Clerk said he had spoken to an officer from the Borough, who was trying to establish ownership of the furniture and artefacts held in the Town Council Offices. The problem was that most of the relevant information would be held in archived files dating as far back as the 1970s.

#### **2150 – RISK ASSESSMENT**

Cllr Tim Munro requested that the item be discussed at the next meeting with a copy of the full risk assessment carried out included in the agenda. This was agreed.

#### **2151 – PENSIONS: EMPLOYER DISCRETIONS**

On the advice of the Clerk it was proposed and **RESOLVED** – that a Working group be set up to examine the detail involved and report back to the Council, the Group to comprise Cllrs Ames, Bradley and Tim Munro.

#### **2152 – REPORTS FROM BOROUGH AND COUNTY COUNCILLORS**

Cllr Tim Munro said there would be disruption on local highways over the next three months as a result of the forthcoming Games. However tow-trucks would be on hand close to the beach road to deal quickly with vehicles breaking down there.

Cllr Collinge enquired about the dumpy bags positioned behind first Olympic perimeter fence. Apparently LOCOG was responsible for their presence and planning permission has not yet been sought for them. Cllr Ames said they were being used to stop vehicles deliberately driving through to breach the security cordon.

Cllr Denton-White asked when the Academy would come into operation and Cllr Munro replied that it would be working from the end of this term.

**2152 – REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES AND VOLUNTARY POSTS**

Referring to the DORBAG report, Cllr Denton-White commended the group's efforts to secure a Radio Dorset weekday breakfast show, starting next year.

**2153 – FORWARD PLAN**

Cllr Denton-White said he intended to bring a draft tourism brief to the next meeting. It was felt there was no need for any further briefholders at present, no conspicuous need having arisen.

**2154 – EXCLUSION OF PRESS OR PUBLIC**

Cllr Tim Munro argued that there was no need for the public to be excluded for the following agenda item, because there was nothing of a personal nature involved. The Clerk offered a contrary opinion.

**RESOLVED** - that pursuant to the provisions of section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following item, by reason of the confidential nature of the business to be transacted.

**2155 – STAFF ABSENCE**

Speaking to his confidential report the Clerk outlined the current situation with a member of staff absent for a significant length of time and the possibilities open to deal with it.

**RESOLVED** – that the Assistant Clerk be allowed to work paid extra hours for the duration of the absence.

**2156 – DATE OF NEXT MEETING**

The next scheduled meeting is due to take place on Wednesday 18<sup>th</sup> July 2012, starting at 7.00 pm.

The meeting ended at 9.50 pm.

Signed..... Dated.....  
(Chair)