

Sherborne Town Council



Sherborne Town Council

Agenda and Minutes

Monday

16 February 2026

SHERBORNE TOWN COUNCIL

To: The Town Mayor and all Members of Sherborne Town Council
Youth Advisors, the Public, and Press

Dear Member,

TOWN COUNCIL MEETING

YOU ARE HEREBY SUMMONED to attend a Meeting of the SHERBORNE TOWN COUNCIL that will be held in the Council Chamber, The Manor House, Newland, Sherborne, DT9 3JL at **6.00 p.m.** on **MONDAY, 16 FEBRUARY 2026** for the transaction of the following items.



Steve Shield
Town Clerk
10 February 2026

AGENDA

Before considering the following Agenda, there will be a democratic half hour, which may be extended at the discretion of the Council, during which time members of the public may speak. During the meeting, members of the public and elected representatives of other Councils may indicate they wish to speak, and, at the discretion of the Mayor and with the approval of Members, they may be allowed to do so on points of information only. The Council may, on occasion, invite members of the public to comment on specific issues where points of information or their knowledge on a subject might prove beneficial to the Council. Standing Orders will need to be suspended to accommodate the above.

1. PUBLIC SESSION (30 MINUTES MAXIMUM)

- 1.1 Representation from the Statutory Bodies
- 1.2 Representation from the Community/Local Organisations – To include a report from the Patients Participation Group (PPG) representing the Grove and Apples Medical Centres
- 1.3 Representations from Members of the Public

2. REPORT FROM DORSET COUNCIL – COUNCILLOR ANDREWS

3. REPORT FROM DORSET COUNCIL – COUNCILLOR CRABB

4. APOLOGIES FOR ABSENCE

5. DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

Dispensation Requests must be submitted using the approved form. Members are reminded of their obligations to declare their interests in the following items and to indicate the action they will be taking when the item is considered as per the National Association of Local Councils (NALC) Model Code of Conduct, which has been prepared to comply with the requirements of Section 27 of the Localism Act 2011.

6. MINUTES

- 6.1 To approve the minutes of the Town Council meeting held on 19 January 2026 as a correct record.

7. FINANCE AND RESOURCES

7.1 STC Payment Schedule and Bank Balances

To receive and approve the bank reconciliation for January 2026, along with the attached payment schedules and bank balances.

7.2 Digby Hall and Library Payment Schedule and Bank Balances

To receive and approve the attached payment schedules and Bank Balances for January 2026

7.3 Memorial Bench for Abbey Close – To receive a verbal report from the Town Clerk to consider expenditure amounting to £995.26 from Open Spaces Misc Locations in collaboration with Sherborne & District Branch of the Royal British Legion for a new bench.

7.4 Speed Indicator Device (SID) – To consider Speed Surveys for the town costing £295+VAT for the first location, then £200+VAT for each additional survey done at the same time, in the same area.

7.5 Sherborne Trail Tale – To consider a report from the Town Clerk to approve a New Digital Trail Tale in conjunction with the Sherborne Chamber of Commerce, effective from the 1st April 2026.

8. STC POLICIES

To consider and approve a range of new policies as attached.

- a) Shared Parental Leave Policy
- b) Scattering of Ashes Policy

9. TOWN COUNCIL WORKING GROUPS AND PORTFOLIOS

To receive verbal updates from current Working Groups and Portfolio Holders.

10. PLANNING APPLICATIONS

a) [P/TRC/2026/00603](#)

61 Acreman Street, Sherborne, DT9 3PG
T1 Sitka Spruce (Picea Sitchensis) - Dismantle to ground level

b) [P/FUL/2026/00318](#)

45 Cheap Street, Sherborne, DT9 3PU
Erection of 3no. flats to the rear of the building. Internal alterations to the ground & first floor, including the creation of first floor balcony/walkway area at the rear

c) [P/LBC/2026/00358](#)

45 Cheap Street, Sherborne DT9 3PU
Internal alterations to the ground & first floor, including the creation of first floor balcony/walkway area at the rear

d) [P/VOC/2026/00389](#)

93 Newland Sherborne DT9 3AG
Erect 1 No. dwelling and create new vehicular access from The Avenue. (with variation of conditions no. 2,6,9 & 12 of Planning Permission No. P/FUL/2022/03334).

e) [P/LBC/2026/00387](#)

93 Newland Sherborne DT9 3AG
Create new vehicular access from The Avenue and install replacement garage doors.

f) [P/LBC/2026/00736](#)

2 Lower Acreman Street, Sherborne, DT9 3EX

External and internal alterations to replace 2no. windows to the front elevation.

11. EXEMPT BUSINESS

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.

Health Report to Sherborne Town Council – Meeting 16th.February 2026

Introduction:

This report provides an update on areas of health and wellbeing both locally and more widely, within the scope of both the NHS Dorset and NHS Somerset Integrated Care Boards.

NHS Integrated Care Board Cluster:

Senior management-level appointments for the NHS Integrated Care Board (ICB) Cluster covering Dorset, Somerset, Bath, Swindon and Wiltshire due to come into effect in the coming months, have now been published:

Cluster Chair

- Rob Whiteman has been appointed as the Chair of the new ICB cluster spanning NHS Bath and North East Somerset, Swindon and Wiltshire ICB; NHS Dorset ICB; and NHS Somerset ICB. He was previously Chair of NHS Dorset.

Cluster Chief Executive

- Jonathan Higman has been named the Chief Executive of the new ICB cluster covering the same three areas (Dorset, Somerset, BSW). He was previously Chief Executive of NHS Somerset ICB and brings extensive senior NHS leadership experience.

Executive Leadership Team

Chief Officers

- Alison Henly – Chief Officer Strategic Finance and Resources
- David Freeman – Chief Officer for Commissioning and Place
- Bernie Marden – Chief Medical Officer
- Shelagh Meldrum – Chief Nursing Officer
- Amanda Webb – Chief Officer for Population Health Improvement

Directors of Place

- Dean Spencer – Place Director, Dorset
- David McClay – Place Director, Somerset
- Gordon Muvuti – Place Director, Swindon

NHS Dorset Integrated Care Board (ICB)

Dorset General Practice Alliance:

NHS Dorset Integrated Care Board and the Dorset General Practice Alliance have been working with Bournemouth University media students to explore new ways of promoting careers in general practice. Through interactive sessions, students learned about the wide range of roles within GP practices and were challenged to develop a youth-led careers campaign using digital platforms such as Instagram, YouTube and a dedicated webpage.

The initiative highlights the scale and diversity of the general practice workforce, which supported around 493,000 appointments in Dorset in November alone, and supports wider efforts to improve understanding of modern general practice and strengthen the future workforce.

NHS Somerset Integrated Care Board (ICB)

Opening of Yeovil Diagnostic Centre

On Monday 19th January 2026, a new state-of-the-art diagnostic centre was officially opened next to Yeovil District Hospital. Operated by Somerset NHS Foundation Trust in partnership with InHealth, the facility began serving patients on Wednesday 21st January. The centre is expected to provide over 70,000 diagnostic tests and outpatient appointments annually for residents of Yeovil, North Dorset, and surrounding areas.

The new centre is part of a broader initiative to expand diagnostic services separate from acute hospitals, aligning with government healthcare goals. It features modern equipment and upgraded technology, ensuring clearer diagnostic imaging and improved patient experience. The facility will operate seven days a week, significantly reducing waiting times for essential services.

New Stoma Care Department for Yeovil Hospital

Patients under the care of Yeovil Hospital's stoma care department are set to benefit from a greatly improved environment, where they can get the care they need in one place.

Although the stoma care team has provided excellent care for years, they previously shared clinic rooms with other specialties, making access difficult.

January was the official opening of the new department – located in a unit on the former hospital car park next to the day theatre centre – this facility will be much more suited to patients' needs.

Dorset Council

Age Friendly Dorset

Over 700 older Dorset residents responded to the Age Friendly Dorset survey about what they considered was important to them. Among many issues, the survey found:

- Concern about the lack of step-down properties, especially bungalows, in their quest to find smaller properties as they grow older.
- A lack of transport causing both mobility and social networking issues.
- Around a fifth of people responding said they did not want to have everything online, although many said they had the technical knowledge to cope with the internet.
- People wanted their footpaths and bridleways clear to enable to safely exercise regularly.

The findings will be discussed by the Age Friendly Dorset reference and working groups, which include representatives from the council, NHS Dorset, Volunteer Centre Dorset, Age-UK, Help and Kindness and others.

People and Health Overview Committee

Health and Wellbeing Strategy Development

The committee recently considered a report that sets out a structured approach to refreshing and revitalising the Health and Wellbeing Board (HWB) to deliver prevention-focused integrated care in Dorset. It outlined how it is planned to update the strategy, with a clear outcomes framework, working with system and community partners.

'Towards a New Model of Day Opportunities'

In July 2024 the People and Health Overview Committee approved proposals for officers to commence a formal consultation on a new model of day opportunities in Dorset. This followed previous engagement events where officers started to build a portfolio of feedback from the views of people using services as well as other stakeholders. Feedback and best practice research led to the proposals set out in a formal consultation carried out between March and June 2025. The proposals put forward an extended day offer that includes development of community activities as well as a building-based offer for people with

complex needs. Reflecting the Council's commitment to whole-population services, and a focus on preventative, community-led support. The report set the Councils desire that day service transformation optimises resources, aligns with strategic objectives, and leverages existing community assets.

Relating specifically to Sherborne, it was reported that the day service is operated from an old house that is no longer fit for purpose. Only one floor of the property is used and it is not centrally located to other community resources. 3 people with learning difficulties attend, 7 older persons and 8 Self funders. It was noted that Sherborne Town has significant potential to offer improved services for local people, closer to the centre, harnessing local assets whilst maintaining a more appropriate building base for those that need it.

Initial Proposal: Maintain the services offered to the current clients but transition from the current building to a community-based model which will include: -

- Commissioning a smaller building closer to the town centre.
- Supporting more people to access community resources and local activities.
- Extend and develop community activity for those not assessed as needing building-based care.

The People and Health Overview Committee agreed to approve the draft cabinet report as presented.

Sherborne Primary Care Network

The Grove Medical Centre:

Free Health Checks

The surgery is continuing to offer NHS Health Checks to registered patients aged 40 to 74 as part of its commitment to preventative healthcare.

The NHS Health Check programme aims to identify early indicators of conditions such as heart disease, stroke, diabetes, kidney disease and dementia, often before patients experience symptoms. By detecting risks at an early stage, the surgery is able to support patients in reducing their likelihood of developing more serious health problems in the future.

Appointments last approximately 20 to 30 minutes and include assessments of blood pressure and cholesterol, alongside a review of lifestyle factors. Where appropriate, patients are offered personalised health advice or onward support.

The practice encourages eligible patients to attend when invited, highlighting the importance of early intervention and routine monitoring in maintaining long-term health.

Patient Appointments:

The Practice has recently experienced an increase in the number of patients arriving late for scheduled appointments. This trend is affecting the Practice's ability to deliver safe, efficient, and timely care to all patients, as late arrivals can disrupt clinic schedules and have a knock-on impact on other patients and the clinical team.

Did Not Attend (DNA):

During January there were 159 missed appointments equating to 40 hours, 10 minutes of wasted clinical time (Note: some appointment times are longer than others).

This consisted of:

- 37 General Practitioner/Advanced Nurse Practitioner appointments
- 122 Health Care Assistant/Nurse appointments

Most of the missed appointments were patient led requests from triage. Others were requests from the Practice for long-term condition reviews or for reauthorisation of medication.

Patient Newsletter:

Following the recent publication of the Winter edition of The Grove Newsletter, work is ongoing by the Patient Participation Group in preparing the Spring edition.

Apples Medical Centre

SystemConnect:

This lets patients consult with the Practice online by completing a quick triage form that is sent and then reviewed by the Practice. Patients can also be directed to self-help information, pharmacy advice and local self-referral services. Since its introduction there has been an increase in patient numbers using this system.

Staff Recruitment:

Since the introduction in November of increased opening hours there has been a need for recruiting an additional GP. Additionally, a new Practice Nurse has been recruited who will be commencing work in April.

Did Not Attend (DNA):

The Practice noted the following number of missed appointments that had arisen, including those relating to the Primary Care Network (PCN) clinics:

November 2025: 75 missed appointments

December 2025: 86 missed appointments

January 2026: 80 missed appointments

A small team drawn from members of the Patient Participation Group (PPG) are analysing the figures to gain a better understanding of the breakdown (i.e. GP, Nurse appointments etc.).

Future Healthcare Requirements:

The members of the PPG held a lengthy discussion with the Practice in relation to future healthcare requirements to meet the increase in local population projected in the local plan.

It was noted that there was a planned meeting involving Sherborne Town Council and health representatives scheduled to take place on the 3rd. March 2026.

Roger Marsh

Chair – Patient Participation Group

Grove Medical Centre

February 2026

SHERBORNE TOWN COUNCIL

Minutes of a MEETING of SHERBORNE TOWN COUNCIL held on Monday 19 January 2026 at 6.00 pm in the Sherborne Town Council, The Manor House, Newland, Sherborne.

Present: Cllr J Warburton (Mayor), Cllrs J Andrews, M Crossman, S Greene, J Griffen, P Jacobs, S Jeganathan, R Legg, T Martin and G Patterson.

In attendance: Mr S Shield (Town Clerk).

Youth Advisors: Lizzie, Phillipa and Rhianna.

90. PUBLIC SESSION

90.1 Representation from Statutory Bodies

The Mayor began the meeting by thanking Cllr Nick Ireland (Leader of Dorset Council) for meeting with Members before the meeting commenced. Cllr Ireland offered to stay at the meeting for a little longer and observe proceedings.

90.2 Representation from Community and Local Organisations

The Chairman of the local Patient Participation Group (PPG) was in attendance and had previously submitted a report, which was circulated to Members and considered during the meeting. He highlighted in the report the NHS 5 Year Plan, upcoming information webinars, and ongoing discussions, for instance, regarding the capacity of DCH should YDH fail to provide certain services and cross-county patient record access. Discussion and questions followed on the Dorset Council's 'Age Friendly Dorset' proposals and the Family Hubs within the town.

Sir Chris Colville reported on an event to take place on Friday, 23 January, on the Future Sherborne project. It is already likely to be well patronised with over 200 people confirmed, so only a few spaces are left. He thanked the Mayor for agreeing to start the evening off with a brief opening address.

90.3 Representations from Members of the Public

Two residents attended the meeting to relay their disappointment with a recent planning decision granted by Dorset Council relating to The Three Wishes Bistro in Cheap Street, which had been supported by STC during the planning process. The residents felt the decision which had been made by the Dorset Council Planning Team was undemocratic, also highlighting the potential loss of the beautiful secluded walled garden at the rear of the premises should the approved proposals proceed.

91. REPORT FROM DORSET COUNCIL – COUNCILLOR ANDREWS

Recent poor weather has caused a significant increase in potholes and related issues throughout the local area. Cllr Andrews encouraged everyone to continue reporting any concerns to help address issues promptly. Resurfacing works are planned at various locations, including a range of surface treatments to improve road conditions.

The library is experiencing further delays due to ongoing building improvements. Currently, reopening is anticipated in early April. In the meantime, alternative temporary arrangements have been made to support the community during this period.

57 Cheap Street continues to raise structural concerns. Dorset Council has been notified, and the property owners have also been informed. Robin James have also experienced some structural building issues in recent months.

Anyone wishing to vote by post needs to register with Dorset Council. Letters will be sent to residents shortly with instructions on how to register.

New legislation regarding pavement parking is expected to be introduced soon.

An upcoming meeting with the Dorset Council Highways Design Team will discuss options for the proposed pedestrian crossing on Horsecastles A352.

Cllr Greene complimented Dorset Council on the recent footpath restoration works alongside Lenthay Common.

Cllr Green also asked about the possibility for Sherborne becoming a 20-mph zone town. Cllr Andrews advised that the information was available on the Dorset Council website and that the town council would be welcome to apply.

92. REPORT FROM DORSET COUNCIL – COUNCILLOR CRABB

No report was received from Cllr Crabb, and he had provided his apologies for this meeting due to holiday.

93. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs R Crabb and C Kippax. Also, from the RFO and Civic & HR Officer.

94. DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

Councillors were reminded of their obligations to declare their interests in the following items and to indicate the action they will be taking when the item is considered in accordance with the National Association of Local Councils (NALC) Model Code of Conduct, prepared to comply with the requirements of Section 27 of the Localism Act 2011.

94.1 All Members declared an interest in Item 6.g as the applicant is a member of the Town Council.

95. MINUTES OF THE TOWN COUNCIL HELD ON 17 NOVEMBER 2025

It was PROPOSED by Cllr Andrews and SECONDED by Cllr Martin with nine in favour and one non vote that:

Sherborne Town Council approves and adopts the Minutes of the meeting held on 17 November 2025 (Agenda Item 6.1) and the approval of a corrected page from a previous meeting where a date error was highlighted by the Internal Auditor.

96. FINANCE AND RESOURCES

96.1 STC Payment Schedule and Bank Balances

The papers were noted (Agenda Item 7.1), and it was PROPOSED by Cllr Andrews and SECONDED by Cllr Martin and AGREED unanimously that:

The Bank Balances/Reconciliations for Sherborne Town Council for the months of November 2025 and December 2025 are approved as:

For the month of November 2025, Credit Card Payments of £660.04, BACS Payments of £82,379.90 and Direct Debits amounting to £4,909.21 are approved.

For the month of December 2025, Credit Card Payments of £1,861.43 BACS Payments of £114,578.67 and Direct Debits amounting to £5,720.90 are approved.

96.2 The Digby Hall and Library Payment Schedule and Bank Balances

The paper was noted (Agenda Item 7.2) and it was PROPOSED by Cllr Patterson and SECONDED by Cllr Andrews and AGREED unanimously that:

For the month of November 2025, BACS Payments of £69,596.38 and Direct Debits amounting to £0 are approved.

For the month of December 2025, BAC Payments of £12,143.35 and Direct Debits amounting to £3.20 are approved.

96.3 Sherborne Town Council Internal Audit report (1of 3) for the year ending 31 March 2026.

A copy of the Internal Audit Report (1 of 3) for the financial year 2025/2026 (Agenda Item 7.3) was received, and the Town Clerk discussed the findings with Members, noting three low-level points that were noted and actioned.

It was PROPOSED by Cllr Jeganathan and SECONDED by Cllr Griffen and AGREED unanimously that:

Sherborne Town Council notes and approves the latest internal audit report (1of 3) for the year ending 31 March 2026.

96.4 Grant Funding Applications

96.4i Sherborne Repair Cafe

It was PROPOSED by Cllr Warburton and SECONDED by Cllr Martin and AGREED unanimously that:

Sherborne Town Council approves a grant amounting to £500 towards the Sherborne Repair Cafe to assist with the setting-up costs of a 'Library of Things'.

96.5 Budget, Precept Demand and Fees and Charges for 2026/27

- i) Budget/Precept Demand for 2026/27– Members received a report and associated correspondence for approval.

The paper was noted and it was PROPOSED by Cllr Andrews and SECONDED by Cllr and AGREED unanimously that:

The Budget/Precept Demand for 2026/27, as detailed within the report and associated correspondence at Agenda Item 7.5 are approved. The Precept Demand will be £1,192,418.84, an increase of 2.95%, which equates to an annual increase in charge for a Band D property of £7.97 and a monthly £0.66.

ii) Fees and Charges 2026/27

The paper was noted, and it was PROPOSED by Cllr Andrews and SECONDED by Cllr Martin and AGREED unanimously that:

The Fees and Charges as detailed within the report at Agenda Item 7.5 are noted and approved.

96.6 Telephone and Broadband Contract

i) Proposed termination of contract with Focus Group Ltd for telephony and broadband
Councillors were in receipt of a report detailing the current contract with Focus Group Ltd (previously named South West Comms Ltd), which has been in place for the last 10 years. The service provided by Focus Group has deteriorated, and costs have risen, so it is proposed to terminate the contract. Although early termination will incur a cost of £6,158.82. The proposal received from the prospective provider (4c Managed Services Ltd) would achieve this figure in savings after 19 months from acceptance, alongside a superior service.

ii) Proposed Acceptance of proposal from 4c Managed Services Ltd
The council had received a report and itemised quote, detailing the proposal received from the Town Council's current IT provider, 4c Managed Services Ltd, to take over the provision and management of telephony and broadband requirements. As described in Item 96.6 the Town Council has previously engaged with Focus Group Ltd to cover telephony and broadband, whilst engaging with 4c Managed Services for IT provision, but it is now proposed to use the latter for all telephony and broadband, along with the IT provision. This would result in considerable cost savings and a more efficient service from a local provider. The annual cost should drop from £8,092.92 to £3,524.04, with one-off costs of £1,160 plus VAT for initial setup. The proposed contract term is for 36 months for the telephony and 24 months for the broadband.

It was PROPOSED by Cllr Warburton and SECONDED by Cllr Legg and AGREED unanimously that:

Sherborne Town Council notes the content of the report at Agenda Item 7.6i and approves the termination of the current contract with Focus Group/South-West Communications, allocating the termination fees from general unallocated reserves.

Sherborne Town Council also notes the content of the report at Agenda Item 7.6ii and accepts the proposal and quote from 4c Managed Services Ltd.

96.7 The Digby Hall Accounts Year Ending 31st March 2025

The Council had received a report and financial statements relating to the Digby Hall and Library accounts.

The paper was noted (Agenda Item 7.7), and it was PROPOSED by Cllr Martin and SECONDED by Cllr Andrews and AGREED unanimously that:

The Digby Hall and Library Accounts for Year Ending 31st March 2025 are approved.

97. TERRACE PLAYING FIELDS

Members had previously received a copy of the proposed refreshed rules and regulations for the Terrace Playing Fields. The minor change was agreed, but Cllr Andrews suggested a further change to the current half/hour allowed for changing. The Clerk agreed to consider this matter with the outside team and perhaps revise it in the future.

It was PROPOSED by Cllr Legg and SECONDED by Cllr Crabb and AGREED unanimously that:

Sherborne Town Council approves the revised Rules and Regulations for the Terrace Playing Fields

Cllr Greene noted the final provision in the document stating that the Terrace Car Park should be for the use of bona fide users of the field; she was concerned that this may not include walkers. It was suggested that the Latin term be removed, and it is reworded to reflect that the car park may be used by all legitimate users, whether for sport or for recreational walks.

It was PROPOSED by Cllr Greene and SECONDED by Cllr Jacobs and AGREED unanimously that:

Sherborne Town Council agree that Item 4.2 in the Rules and Regulations is amended to remove the Latin term bona fide and reworded to reflect that all legitimate users of the Terrace Field, in any capacity, may use the Terrace Playing Field car park for the duration of that use.

98. SHERBORNE TOWN COUNCIL POLICIES

Members were in receipt of seven new or revised policy documents relating to staffing and operational management. With changes in legislation, these policies have been developed using model templates but adapting them to the existing council procedure. It is likely that further revision will be required as significant changes in employment law are anticipated. The template for the Mayor's Cadet Policy has been drafted for many years but can now be applied as volunteers have come forward from the various local organisations within the town, the current Cadet being a Flight Sergeant from the AFC Group.

The paper was noted (Agenda Item 9), and it was PROPOSED by Cllr Andrews and SECONDED by Cllr Martin and AGREED with nine votes in favour and one abstention that:

Sherborne Town Council approve the following policy documents as attached at Agenda Item 10.

- a) Disciplinary Policy**
- b) Employee-code-of-conduct**
- c) Flexible working policy**
- d) Sickness absence policy**
- e) IT Policy**
- f) Mayors Cadet Policy**
- g) Privacy Policy**

99. TOWN COUNCIL WORKING GROUPS AND PORTFOLIOS

The Town Clerk provided a verbal update on Working Groups and Portfolios, with support from the relevant town councillors. The update included examples of positive feedback, communication efforts, and the introduction of reusable cups priced at £12. An initial stock of 500 cups was purchased using sustainability prize money. It is hoped that local venues, such as the Manor House, Eastbury Hotel, Sherborne Museum, and various coffee shops, will assist in selling the cups. For every cup sold, a tree will be planted.

Local community transport improvements are actively being explored in Sherborne and the surrounding areas. The Town Clerk has applied to Dorset Council for grant funding to help offset transport costs and has contacted an existing transport provider to discuss expanding current services. A response is awaited. Plans are underway to launch a pilot transport scheme early in the new financial year, in partnership with the Sherborne Transport Action Group. Councillor Legg has offered to contact parishes in the Sherborne Rural area to gauge their willingness to support this initiative.

Feasibility funding has also been allocated for a survey of the proposed Woodland Walk, with the project lead currently investigating land ownership.

It was noted that Sherborne Railway Station is due to be enhanced shortly, with the potential to create a community hub within the building. This matter will be discussed at a future meeting when further information and plans are made available.

Cllr Jacobs stated that the council is still pursuing various external grant funding opportunities for renewable projects. The meter at the Manor House has been changed, and it is hoped that the Smart Export Guarantee (SEG) payments will soon be received for excess energy exported to the National Grid. Meters at both Digby Hall and the Terrace Playing Fields are also scheduled to be changed for the same purpose.

100. PLANNING APPLICATIONS

a) P/ADV/2025/07429

89 Cheap Street Sherborne DT9 3LS
Display 1no. Illuminated fascia sign.

b) P/LBC/2025/07414

89 Cheap Street Sherborne DT9 3LS
Internal alterations to facilitate conversion of the ground floor to a nail and beauty salon. Display 1no. illuminated fascia sign.

It was PROPOSED by Cllr Crossman and SECONDED by Cllr Andrews and AGREED unanimously that:

Sherborne Town Council object to the applications at both (a) and (b) above on the grounds of the illuminated signage. The application site is in close proximity to a number of listed buildings and illuminated signage would not be in keeping.

c) P/LBC/2025/07578

Flat 3 Brecon House Long Street Sherborne DT9 3BY
Install replacement boiler and flue.

It was PROPOSED by Cllr Andrews and SECONDED by Cllr Martin and AGREED unanimously that:

Sherborne Town Council supports this application.

d) P/LBC/2026/00026

1 The Lawns, Westbury, Sherborne, DT9 3EL
Rebuild Rear Boundary Wall.

e) P/HOU/2026/00087

1 The Lawns, Westbury, Sherborne, DT9 3EL
Rebuild Rear Boundary Wall

It was PROPOSED by Cllr Crossman and SECONDED by Cllr Andrews and AGREED unanimously that:

Sherborne Town Council supports the applications at both (d) and (e) above.

f) P/LBC/2025/07579

2, Swan Yard, Cheap Street, Sherborne
Alteration of colour to the shopfront.

It was PROPOSED by Cllr Warburton and SECONDED by Cllr Legg and AGREED unanimously that:

Sherborne Town Council supports this application.

g) P/HOU/2026/00116

1 The Furlongs, Sherborne, DT9 4DQ
Erect a single-storey side and rear extension with roof lights (Demolish Conservatory and Shed).

Sherborne Town Council declined to comment on this application as the applicant is a member of the Town Council.

The Youth Advisors left the meeting and were thanked for their attendance.

It was PROPOSED by Cllr Warburton and SECONDED by Cllr Andrews and AGREED unanimously that:

That in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings Act 1960), the Public and Press be excluded from the meeting in view of the confidential nature of the business to be discussed, within the meaning of Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

101. STAFFING UPDATE

The Town Clerk reported on staffing and property matters, the details of which are kept on file. He informed members of the actions to be taken by the Town Council, following legal advice, in regard to circumstances involving ex-employee number 11. Members were in support of these actions.

The meeting closed at 8.55 pm.

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Town Mayor

DRAFT

Sherborne Town Council

Agenda Item 7.1

Summary of Payments - January 2026

Meeting Date 16th Feb 2026

Breakdown per Payee		
4C Managed Services Ltd	664.38	
A J Supplies Ltd	324.64	
A R Blaze	1,367.64	
Activewear	212.93	CC
Adobe	29.67	CC
Amazon	286.17	
Andy Guppy Window Cleaning	265.00	
Bamfords (Yeovil) Limited	530.47	
Battens Solicitors Ltd	651.00	
Bradfords Building Supplies	70.32	
Bristol Road Garage	492.92	
Buxtons	33.98	CC
CANON Uk Ltd (Photocopiers)	205.33	
Castle Gardens	214.29	
Clive Barford Limited	53.12	CC
Cumbria Clock Company Limited	276.00	
Darkin Miller Ltd	421.25	
DC Pension	12,726.33	
Dorset Council CT	2,104.00	DD
E G Coles & Son	1,545.20	
ENGIE Power Limited	4,388.42	DD
Fuel Card Services Limited	271.97	DD
HMRC	12,464.44	
HSBC Credit Card	32.00	CC
Hygiene Depot	262.42	CC
Jurassic Doors Ltd	165.00	
Lee Holmes	2,038.22	
M P Renewable Consultancy Ltd	2,250.00	
Mole Valley Farmers Ltd	262.22	
Mr P Jacobs	18.80	
My Local Pitch Ltd.	34.78	
Newlands Training Ltd	942.00	
NG Cleaning Services Ltd	295.00	
O2	154.28	DD
OCS Group UK Limited	547.50	
Origin Amenity Solutions	1,449.00	
PLUSNET Plc	31.23	DD
Postsaver Europe Ltd	104.26	CC
Pozitive Energy	25.14	DD
Sage (UK) Ltd	148.80	DD
Salaries	36,394.93	
Screwfix	492.29	
Sherborne Turf Ltd	771.48	
Society of Local Council Clerks	961.20	
South West Communications	809.29	DD
SSE Enterprise	899.93	DD
The Pod Cheap Street Church	250.00	
Tudor Environmental	71.36	
W&S Waste Management Ltd	1,010.24	
Waterplus	222.55	
Wessex Waste Disposal Ltd	180.00	
Xero (UK) Ltd	102.60	CC
90,525.99		

Breakdown per Method	
Bank Payment	80,381.35
Direct Debit	8,833.06
Credit Card	1,311.58
Total	90,525.99

Breakdown per Department	
Admin	66,394.05
Abbey	1,470.93
Cemetery	1,208.62
Digby Hall	1,152.91
Manor House	8,022.37
Open Spaces	2,919.97
TPF	4,701.51
VPM	4,655.63
Total	90,525.99

Sherborne Town Council

Detailed Summary of Payments - January 2026

Meeting Date - 16th Feb 2026

Department	Date	Method	Payee	Value	Description
Admin	09/01/2026	BACS	4C Managed Services Ltd	580.38	Microsoft 365 Business Basic
TPF	30/01/2026	BACS	4C Managed Services Ltd	42.00	SoGEA Fibre, Business Managed Connection (Pavillion)
TPF	09/01/2026	BACS	4C Managed Services Ltd	42.00	SoGEA Fibre, Business Managed Connection (The Workshops)
Digby Hall	09/01/2026	BACS	A J Supplies Ltd	117.74	Cleaning supplies for DHL
TPF	30/01/2026	BACS	A J Supplies Ltd	206.90	Cleaning supplies for tpf
Digby Hall	09/02/2026	BACS	A R Blaze	555.30	DIGBY HALL - TO INVESTIGATE VARIOUS ISSUES
Manor House	09/02/2026	BACS	A R Blaze	812.34	To Investigate issue with Manor House Car park Lights
Cemetery	09/02/2026	BACS	Amazon	16.25	Air Freshener
Open Spaces	09/02/2026	BACS	Amazon	79.96	Work Trousers
Open Spaces	13/01/2026	BACS	Amazon	57.05	Batteries
TPF	09/02/2026	BACS	Amazon	6.81	Soil Scoop
TPF	09/02/2026	BACS	Amazon	22.99	Corner Flags
TPF	09/02/2026	BACS	Amazon	19.90	Air Freshener
VPM	09/02/2026	BACS	Amazon	67.72	Strimmer Line
VPM	09/02/2026	BACS	Amazon	15.49	Deicer
Digby Hall	09/02/2026	BACS	Andy Guppy Window Cleaning	265.00	Digby Hall clean
Manor House	30/01/2026	BACS	Bamfords (Yeovil) Limited	530.47	Works carried out:Called out
Admin	09/01/2026	BACS	Battens Solicitors Ltd	651.00	Legal fees
Open Spaces	30/01/2026	BACS	Bradforbs Building Supplies	70.32	POST FIX (NEW SIGN POST)
VPM	09/02/2026	BACS	Bristol Road Garage	241.81	EX59 GXM MOT
VPM	09/02/2026	BACS	Bristol Road Garage	251.11	BN13 XVW repairs
Admin	09/02/2026	BACS	CANON Uk Ltd (Photocopiers)	86.57	Copier rental
Admin	09/02/2026	BACS	CANON Uk Ltd (Photocopiers)	118.76	Copier rental
Cemetery	09/01/2026	BACS	Castle Gardens	80.89	COMPOST & TREE STAKES
Cemetery	09/02/2026	BACS	Castle Gardens	30.36	BARK CHIP
Open Spaces	09/01/2026	BACS	Castle Gardens	88.06	REPLACEMENT TREE (BRISTOL ROAD)
Open Spaces	09/01/2026	BACS	Castle Gardens	14.98	BULBS TOWN TUBS
Abbey	09/02/2026	BACS	Cumbria Clock Company Limited	276.00	Annual maintenance carried out on the clock
Admin	09/02/2026	BACS	Darkin Miller Ltd	421.25	Internal Audit work January 20262025/26 audit - visit 1 of 3
Admin	13/01/2026	BACS	DC Pension	12,726.33	Pension Contributions Dec 25
VPM	09/02/2026	BACS	E G Coles & Son	1,545.20	To carry out Winter Servicing to Kubota G26 Pick up Mower
Admin	13/01/2026	BACS	HMRC	12,464.44	PAYE & NIC Contributions Dec 25
Digby Hall	30/01/2026	BACS	Jurassic Doors Ltd	165.00	Call Id:2392. Digby Hall, Main Entrance Automatic Door.

Sherborne Town Council

Detailed Summary of Payments - January 2026

Meeting Date - 16th Feb 2026

Department	Date	Method	Payee	Value	Description
VPM	30/01/2026	BACS	Lee Holmes	650.82	STONE SAW SERVICE
VPM	30/01/2026	BACS	Lee Holmes	725.00	BACK PACK BLOWER (BR700) TERRACE
VPM	30/01/2026	BACS	Lee Holmes	662.40	SERVICE/REPAIR STRIMMERS STHIL x4
Manor House	09/01/2026	BACS	M P Renewable Consultancy Ltd	2,250.00	Project Management Invoice50% payable
TPF	09/01/2026	BACS	Mole Valley Farmers Ltd	262.22	HAND TOOLS SHOVELS YARD BRUSHES ETC
Admin	30/01/2026	BACS	Mr P Jacobs	18.80	Mileage Claim
Digby Hall	12/01/2026	BACS	My Local Pitch Ltd.	34.78	Jan 2026 Monthly Subscription
TPF	30/01/2026	BACS	Newlands Training Ltd	942.00	Tractor Training
Abbey	30/01/2026	BACS	NG Cleaning Services Ltd	295.00	Cleaning Service at SAYCCWeekday Toilet Cleaning
Admin	30/01/2026	BACS	OCS Group UK Limited	547.50	Keyholding 01/12/2025 -31/12/2025
TPF	30/01/2026	BACS	Origin Amenity Solutions	1,449.00	Impact Standard White RTU 10Ltr Drum 9FG002
Admin	23/01/2026	BACS	Salaries	36,394.93	Salaries Jan 2026
Cemetery	30/01/2026	BACS	Screwfix	80.94	WORK GLOVES 10 PACK (171YW)
Cemetery	30/01/2026	BACS	Screwfix	67.68	SAFETY SPECS (385YW)
TPF	30/01/2026	BACS	Screwfix	52.99	WET VAC
TPF	30/01/2026	BACS	Screwfix	31.96	STORAGE HOOKS (7067J)
TPF	30/01/2026	BACS	Screwfix	26.98	FUEL CAN (840FY)
TPF	09/12/2025	BACS	Screwfix	-	WORK TROUSERS (691AF)
TPF	30/01/2026	BACS	Screwfix	166.09	GLOVES (171YW)
VPM	30/01/2026	BACS	Screwfix	12.97	AD BLUE (776)
VPM	30/01/2026	BACS	Screwfix	52.68	STRIMMER LINE (386VP)
Cemetery	30/01/2026	BACS	Sherborne Turf Ltd	13.18	TURF
Cemetery	30/01/2026	BACS	Sherborne Turf Ltd	52.70	TURF
Open Spaces	09/02/2026	BACS	Sherborne Turf Ltd	705.60	CONTRACTOR MULCH
Admin	30/01/2026	BACS	Society of Local Council Clerks	480.60	Overpayment of Study days
Admin	09/01/2026	BACS	The Pod Cheap Street Church	250.00	Contribution towards electricity cost of the community fridge
VPM	30/01/2026	BACS	Tudor Environmental	71.36	Silky saw blade
Open Spaces	30/01/2026	BACS	W&S Waste Management Ltd	446.40	General waste
Open Spaces	30/01/2026	BACS	W&S Waste Management Ltd	563.84	For the disposal of trade waste in Sherborne in December 2025
Open Spaces	09/02/2026	BACS	Waterplus	22.27	Westbridge Park water bill Jan 26
Open Spaces	09/01/2026	BACS	Waterplus	200.28	Westbridge Park water bill Dec 25 (Actual)
TPF	09/01/2026	BACS	Wessex Waste Disposal Ltd	180.00	Empty Septic tank
Open Spaces	09/12/2025	CC	Activewear	212.93	Work Trousers

Sherborne Town Council

Detailed Summary of Payments - January 2026

Meeting Date - 16th Feb 2026

Department	Date	Method	Payee	Value	Description
Admin	28/01/2026	CC	Adobe	13.03	Adobe Pro pack
Admin	05/01/2026	CC	Adobe	16.64	Adobe Pro pack
VPM	08/01/2026	CC	Buxtons	33.98	Spring pins
VPM	26/01/2026	CC	Clive Barford Limited	53.12	Replacement work light
Admin	29/01/2026	CC	HSBC Credit Card	32.00	Annual fee
Open Spaces	28/01/2026	CC	Hygiene Depot	262.42	Nitrile Gloves
Open Spaces	08/01/2026	CC	Postsaver Europe Ltd	104.26	Fence post trimmer guards
Admin	05/01/2026	CC	Society of Local Council Clerks	160.20	Community Governance Study Days September 2026
Admin	05/01/2026	CC	Society of Local Council Clerks	160.20	Community Governance Study Days April 2026
Admin	05/01/2026	CC	Society of Local Council Clerks	160.20	Community Governance Study Days February 2026
Admin	01/01/2026	CC	Xero (UK) Ltd	102.60	Monthly Xero fees
Cemetery	02/01/2026	DD	Dorset Council CT	711.00	Cemetery - Rates 2025/26
Manor House	02/01/2026	DD	Dorset Council CT	923.00	Manor House - Rates 2025/26
Manor House	02/01/2026	DD	Dorset Council CT	244.00	Car Paces at Manor House - Rates 2025/26
TPF	02/01/2026	DD	Dorset Council CT	226.00	Bungalow - Rates 2025/26
Cemetery	28/01/2026	DD	ENGIE Power Limited	8.46	South Chapel Dec 25
Cemetery	28/01/2026	DD	ENGIE Power Limited	147.16	Chapel workshop elec Dec 25
TPF	28/01/2026	DD	ENGIE Power Limited	885.86	Gainsborough Pav elec bill Dec 25
Manor House	28/01/2026	DD	ENGIE Power Limited	1,781.69	Manor house elec bill Dec 2025
Manor House	28/01/2026	DD	ENGIE Power Limited	1,480.87	Manor house elec bill Nov 25 adjusted
Open Spaces	28/01/2026	DD	ENGIE Power Limited	8.72	Pageant elec bill Dec 25
TPF	28/01/2026	DD	ENGIE Power Limited	75.66	Implement shed elec Dec 25
VPM	02/02/2026	DD	Fuel Card Services Limited	97.02	Diesel
VPM	26/01/2026	DD	Fuel Card Services Limited	83.39	Diesel
VPM	12/01/2026	DD	Fuel Card Services Limited	91.56	Diesel
Admin	22/01/2026	DD	O2	50.53	Mobiles Admin
Digby Hall	22/01/2026	DD	O2	15.09	Mobiles Digby Hall
Open Spaces	22/01/2026	DD	O2	57.74	Mobiles Open Spaces
TPF	22/01/2026	DD	O2	30.92	Mobiles TPF
TPF	14/01/2026	DD	PLUSNET Plc	31.23	Broadband for Cem
Open Spaces	08/01/2026	DD	Pozitive Energy	25.14	Paddock Garden elec Dec 25
Admin	16/01/2026	DD	Sage (UK) Ltd	148.80	Payroll
Admin	05/02/2026	DD	South West Communications	809.29	Horizon Additional Users

Sherborne Town Council

Detailed Summary of Payments - January 2026

Meeting Date - 16th Feb 2026

Department	Date	Method	Payee	Value	Description
Abbey	21/01/2026	DD	SSE Enterprise	170.32	AGR3588240 - Abbey Lights
Abbey	08/01/2026	DD	SSE Enterprise	160.21	AGR3588240 - Abbey Lights
Abbey	07/01/2026	DD	SSE Enterprise	157.17	AGR3588240- Abbey Lights
Abbey	06/01/2026	DD	SSE Enterprise	142.80	AGR3588240 - Abbey Lights
Abbey	05/01/2026	DD	SSE Enterprise	138.36	AGR3588240 - Abbey Lights
Abbey	05/01/2026	DD	SSE Enterprise	131.07	AGR0098148 - Abbey Lights
Total value of payments				<u>90,525.99</u>	

Bank Reconciliation as at 31 January 2026

Per Bank Statement	£	31 Dec 25	Variance
1 HSBC Current Account	60,834.88	46,885.17	13,949.71
2 HSBC Business Money Manager Account	436,217.40	504,343.11	(68,125.71)
3 CCLA Public Sector Deposit Fund Account	400,000.00	400,000.00	-
4 Petty Cash	684.39	386.49	297.90
Total Cash and Bank at 31 Jan 2026	£ 897,736.67	£ 951,614.77	
Plus Cheques not cleared	528.00	268.00	
Less Unpresented cheques	-	-	
Balance to Reconcile to Xero	£ 898,264.67	£ 951,882.77	
Balances Per Xero			
1 HSBC Current Account	61,362.88	47,153.17	
2 HSBC Business Money Manager Account	436,217.40	504,343.11	
3 CCLA Public Sector Deposit Fund Account	400,000.00	400,000.00	
4 Petty Cash	684.39	386.49	
Total Cash and Bank per Xero	£ 898,264.67	£ 951,882.77	

1 HSBC Current Account	£	3 CCLA Public Sector Deposit Fund Account	
Balance per Xero at 31 Dec 25	47,153.17	Balance per Xero at 31 Dec 25	400,000.00
Plus receipts within month	24,325.74	Less transfer to Current Account	-
Less cheques not cleared by 31 Jan 26	528.00		
Less payments within month	84,966.62	Statement balance at 31 Jan 26	£ 400,000.00
Plus transfers from BMM Account	74,850.59		
Statement balance at 31 Jan 26	£ 60,834.88		
2 HSBC Business Money Manager Account		4 Petty Cash	
Balance per Xero at 31 Dec 25	504,343.11	Balance as at 31 Dec 25	386.49
Less transfers to Current Account	74,850.59	Plus cash received within month	410.00
Plus receipts within month	6,724.88	Less payments within month	112.10
Statement balance at 31 Jan 26	£ 436,217.40	Balance at 31 Jan 26	£ 684.39

Prepared by: Matt Worton-Warr - RFO

Approved by: Steve Shield - Town Clerk

Bank Reconciliation as at 31 January 2026

Per Bank Statements:	A/C Number	31 Jan 2026	31 Dec 2025
Treasurer Accounts	71227033	14,689.67	11,550.41
Business Money Manager	21256645	2,086.06	2,086.06
		£ 16,775.73	£ 13,636.47
Plus Receipts not banked		48.00	84.00
Balance to Reconcile to Xero		£ 16,823.73	£ 13,720.47
Per Xero Accounts			
Treasurer Accounts	71227033	14,737.67	11,634.41
Business Money Manager	21256645	2,086.06	2,086.06
		£ 16,823.73	£ 13,720.47
<u>Treasurer Account</u>			
Balance per Xero at 31 Dec 25		11,634.41	
Plus receipts		6,486.32	
Less payments		3,383.06	
Balance per statement at 31 Jan 26		£ 14,689.67	
<u>Business Money Manager Account</u>			
Balance per Xero at 31 Dec 25		2,086.06	
Balance per statement at 31 Jan 26		£ 2,086.06	
Total Cash and Bank per Statements		£ 16,775.73	

Detail of Payments - January 2026

Date	Method	Payee	Value	Description
22/01/2026	BACS	Engie Power Ltd	1,402.54	Elec bill Dec 25
22/01/2026	BACS	Engie Power Ltd	1,979.72	Gas bill Dec 25
04/01/2026	DD	HSBC	0.80	Charges

Prepared by: Matt Worton - RFO

Approved by: Steve Shield - Town Clerk

Highways

SPEED INDICATOR DEVICE (SID) Information sheet for local communities

As the Highway Authority the community SID programme is operated in accordance with Health and Safety and Traffic Regulation requirements, therefore it is imperative communities refrain from any advanced decisions or expenditure until first meeting with representatives of Dorset Council (refer to process flowchart), who will guide you through the process (contact details below). Under no circumstances should communities purchase a SID until authorised to do so.

- SID is a temporary vehicle activated illuminated sign, moved at regular intervals across 2 or 3 sites.
- In order to ensure the SID programme remains consistent, local communities can only purchase SIDs that have been approved by Dorset Council. However, if you have other SID suppliers you would like us to consider please let us know. As long as the device meets the specifications we require, then it can be approved for use on the Highway.
- There is currently only one SID (Vario) compliant with our highway specification requirements and have proven to be very reliable. Please do NOT place an order for a SID until we have approved you to do so. The costs for a SID & associated kit are currently (Oct 2025);

• Viasis Vario Kit	£2656.37+VAT
○ (Includes Sign, 1 x Mounting Kit, 1 x Solar, 1 x Battery)	
• Additional Solar Kits	£357.57+VAT
• Additional Mounting Kits	£123.03+VAT
• Carriage	£120.00+VAT
- *Whilst the solar panel will keep the battery topped up, there may be occasions when the battery will need a charge during the winter months, due to the reduced daylight hours.*
- An initial speed survey will be required to establish whether a SID can be authorised. Surveys cost £295+VAT for the first site and £200+VAT for any additional surveys at the same time unless existing speed data is already available.
- Cost for installing a SID post is approximately between £400 & £550+VAT depending on location and health and safety requirements.
- SIDs should not be deployed permanently. but as directed by Dorset Council as the Highway Authority.
- Deployment periods are currently for 4-6 weeks per site, with an upper limit of 3 sites per SID.
- SIDs should only display vehicle speeds and authorised messages

- The parameters for the SID speed display should be limited to the speed limit and above. Ideal setting on a 30mph road: Display to activate at 30 MPH up to 45MPH, subject to site conditions.
- Settings for SIDs are as follows:
 - 40mph Limits
 - 37mph – 40mph “Thank You” (In White)
 - 40mph – 44mph Numbers (In White)
 - 45mph – 47mph Numbers (in Red)
 - 47mph – 55mph (Red Flashing)
 - 56mph+ “SLOW DOWN” (Red Flashing)
 - 30mph Limits
 - 27mph – 30mph “Thank You” (In White)
 - 30mph – 33mph Numbers (In White)
 - 34mph – 35mph Numbers (in Red)
 - 36mph – 45mph (Red Flashing)
 - 46mph+ “SLOW DOWN” (Red Flashing)
 - 20mph Limits
 - 17mph – 20mph “Thank You” (In White)
 - 20mph – 22mph Numbers (In White)
 - 23mph – 25mph Numbers (in Red)
 - 25mph – 26mph (Red Flashing)
 - 27mph+ “SLOW DOWN” (Red Flashing)
- SIDs can only be deployed at locations approved and assessed by Dorset Council that also meet the required speed criteria (see below) and risk assessment criteria.
- **Local communities deploying their own SID should do so in accordance with Dorset Council operational guidance and pursuant S72 Road Traffic Regulation Act 1984. Adequate Public Liability Insurance is also required by the community group to cover this activity.**
- Local communities deploying their own SIDs must keep Dorset Council informed on deployment periods. This should include location, time deployed and dates.
- Volunteers will only be authorised to deploy SIDs on the Highway after the required training is completed and signed off, which will include Health and Safety guidance and Risk Assessment details.

Criteria for Community owned SID sites

Any site considered for a community owned SID must meet operational and statistical criteria. This includes, Health and Safety, Effectiveness, Speed, and practical considerations.

The 85thile speed (This being the speed threshold at which 85 percent of vehicles are travelling at or below) needs to be a minimum of 10%+2mph greater than the speed limit, as set out in the National Police Chiefs' Council (NPCC) guidelines.

Speed limit	Required 85 th percentile speed
20 mph	24mph
30 mph	35mph
40 mph	46mph

Sites that meet the necessary speed criteria, but no suitable location can be identified for the safe deployment of a SID, will be refused.

20mph Policy and SIDs

For communities who have SIDs and then apply for a new 20mph limit, their SIDs will be able to be programmed to operate and support their new speed limit. No new surveys will be required, unless additional sites in other locations are requested.

For communities that are applying for a new 20mph limit and do not have SIDs already the approach is slightly different. Within the 20mph policy there is reference to "other engineering methods" to be used to support those applications where the average speeds are slightly higher than 24mph. In some case, where appropriate this may be a SID.

SIDs may be able to be utilised in the locations where a survey has been carried out to support the 20mph application, if the recorded speeds show that one is required. If a SID is requested in an alternative location to the survey point, then a new survey will be required, at the expense of the community, once the new limit has been established.

The information and guidance are provided to ensure Speed Indicator Devices are deployed effectively and appropriately on the Highway and in line with thorough evaluation. It also conforms to the Department of Transport guidance below.

DfT Traffic Advisory leaflet for vehicle activated signs &

TRAFFIC SIGNS MANUAL - CHAPTER 1

1.3.2. In order to achieve safe and efficient operation of a highway network, it is essential that all signing provided is necessary, clear and unambiguous, and gives its message to road users at the appropriate time. The message must be quickly and easily understood at the point it is needed; neither too soon that the information might be forgotten, nor too late for the safe performance of any necessary manoeuvre.

2.2 Standardisation of traffic signs 2.2.1. Consistency of sign appearance and use are essential for road safety, as is the selection of sizes appropriate for the prevailing traffic speed. Warning signs sited at different distances from the associated hazards in different localities, for instance, could mislead road users who venture outside their local area. Overuse of warning signs may be distracting to the road user as illustrated in Figure 2-1. To obtain the fullest benefits of uniformity, therefore, there should not only be uniformity of signs but also uniformity in their use, in their siting and their illumination (see 5.2 and section 11).

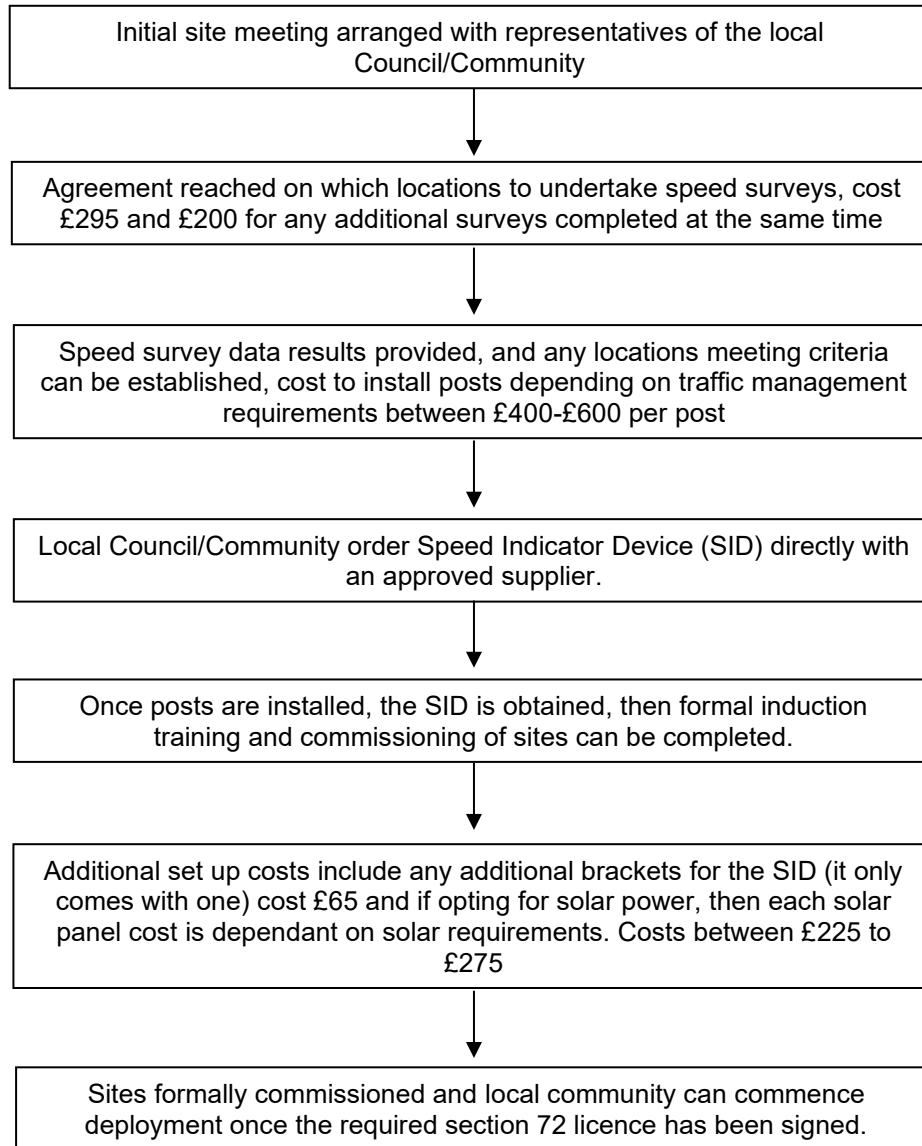
4.5.1. In order to perform the function for which they are intended, it is essential that signs can be read and understood by road users in good time for subsequent actions to be carried out safely. This includes signs having appropriate illumination. Signs should be adequate in design and construction without being over-designed.

Contact Details

Email: sids@dorsetcouncil.gov.uk

Please refer to procedures and costs flow chart below:

SID PROCESS FLOWCHART *



All costs quoted are subject to VAT

Current evaluation on the effectiveness of SIDs support a consistent and measurable reduction in vehicle speeds

*A different process may be applied to those applying alongside the 20mph policy.

SID BUYERS GUIDE — After meeting the SID Team!

Once you have sites approved by the SID Team, we recommend you follow these best practice buying steps:

1. Parish/Town Council meeting to confirm commitment to a SID project and the available budget to complete this
2. Select your preferred SID provider in a compliant way to ensure best value, usually through a framework, or by comparing quotes but make clear the SID must meet the SID Team's highway specification
3. Send details of your preferred provider to the SID Team to check it meets the highway specification requirements
4. Do your due diligence on the company you are looking to purchase from including any potential political conflicts, financial history and service record.
5. Agree terms of your contract, including:
 - Cost and timing of payment;
 - The delivery date of your SID and ensure you have compensation or a right to cancel if the SID isn't delivered in time;
 - The provider's policy on returns and warranties

Sherborne Digital Trail Tale

1.0 Introduction

- 1.1 Trail Tale bring together Great British Cities, Towns and Villages by producing self-guided walks and manages the entire trail creation process from concept to publication, working collaboratively with local historical societies and civic groups to ensure authentic, engaging content.

2.0 Details of Report

- 2.1 Their comprehensive Service Includes:

Research & Planning

- In-depth research to identify compelling local stories and points of interest
- Site visit to capture current photography and conduct safety assessment of proposed routes
- Route planning with accessibility considerations

Content Creation

- Professional storytelling for each point of interest (typically 200-400 words per story)
- Content verification with local historical societies to ensure accuracy
- Professional English editing leading to the audio narration
- Sourcing of copyright-free historical images, maps, and diagrams where available

Technical Development

- Precise route plotting with clear walking instructions
- Trail assembly
- Publication on the Trail Tale platform

Promotion & Marketing

- Featured promotion on our website and social media channels
- Inclusion in our internal and external blog content
- Ongoing marketing support to maximise visitor engagement

3.0 Conclusion

- 3.1 With established partnerships across multiple councils and heritage organisations, Trail Tale has proven expertise in creating engaging, accessible digital experiences that increase tourism, extend visitor stays, and strengthen community pride while requiring no ongoing maintenance from local authorities. The introduction of this digital software would create a heritage trail for Sherborne and showcase it to the national and international audience.

- 3.2 The Sherborne Chamber of Trade has agreed to contribute half of the initial costs (£1497.50) of the project which amounts to £2.995+VAT. This figure includes a two-year app subscription and therefore it will cost £150+VAT.

4.0 Recommendation

That Sherborne Town Council:

- 4.1 Notes the content of the report.
- 4.2 Approves expenditure from the next financial year amounting to £1497.50+VAT for half the cost of the overall project from the tourism budget.
- 4.3 Authorises the Town Clerk to finalise the necessary agreement effective from 1st April 2026.

Steve Shield
Town Clerk
12/01/2026



Shared parental leave policy

Policy statement

This policy sets out the Sherborne Town Council's stance on employee entitlement to take shared parental leave (SPL), an explanation of the available entitlements and the procedures employees should follow in order to take leave. SPL may be taken in the case of both births and adoptions. This policy uses the word "parent" to describe employees in both birth and adoption circumstances.

Any employee wishing to take SPL should inform their line manager at the earliest possible opportunity so that their entitlement can be explained to them. Due to the flexibility of the SPL system, it is essential that employees understand the procedural requirements involved in taking such leave.

The essential features of SPL are:

- Eligible employees will be able to bring maternity/adoption leave to an early end and share the remaining leave entitlement
- Eligible employees will have a certain amount of flexibility to decide which parent takes leave and when, including being on leave at the same time
- The maximum amount of leave to be shared is 50 weeks
- Leave may be taken in minimum blocks of one week
- Eligible employees may make up to three requests for leave, including any changes to previously booked leave
- A request for a continuous period of leave becomes fixed
- A request for discontinuous leave is subject to agreement with the Town Clerk.

In addition to shared parental leave, eligible employees who are responsible for a baby born on or after 6 April 2025 who requires neonatal care are entitled to neonatal care leave. For details on your entitlement to time off, pay during leave and support available, you should read our separate Neonatal Care Leave Policy.

Eligibility requirements

In order to take SPL, both the employee and their partner must meet certain eligibility criteria. You must:

- be the mother, father, or main adopter of the child, or the partner of the mother or main adopter
- have 26 weeks' service at the end of the 15th week before the expected week of childbirth (EWC) or at the week in which the main adopter was notified of having been matched for adoption with the child (known as the "relevant week")
- have a partner who meets the employment and earnings test (see below)



- share the primary responsibility for the child with the other parent at the time of the birth/adoption
- have made the required notifications in respect of their entitlement and have provided the necessary declarations and evidence
- be working for Sherborne Town Council until the week before any leave is taken.

Employment and earnings test

Your partner must have, in the 66 weeks before the EWC, worked for at least 26 weeks and earned on average at least £30 a week in any 13 weeks.

Amount and timing of SPL

Parents cannot take more than 52 weeks of leave in total, made up of maternity or adoption leave and SPL, but excluding paternity leave, which is a standalone entitlement.

Partners (i.e., the baby's father or the mother's husband/civil partner/partner, etc) are still entitled to take two weeks' paternity leave, subject to qualifying conditions.

If the mother is entitled to statutory maternity/adoption pay/maternity allowance but not maternity/adoption leave, the maximum number of weeks of SPL to be taken is the remainder of 52 weeks minus the number of weeks' pay received.

Mothers are not able to share the compulsory maternity leave entitlement of two weeks. This is a statutory requirement enabling the employee to recover from the birth and is to be taken exclusively by her. Correspondingly, adopters may share a maximum of 50 weeks' leave.

SPL can only be taken in minimum blocks of one week; it is not possible to take a day's SPL. The minimum amount that can be taken is one week.

Entitlement to Shared Parental Pay

Shared Parental Pay (ShPP) can be paid to both parents for a maximum of 39 weeks in total. This includes any weeks in which statutory maternity or adoption pay was received, and the timing of pay will be decided between the parents.

To be eligible to receive ShPP, you must:

- have been continuously employed for at least 26 weeks up to and including the "qualifying week" (the 15th week prior to the expected week of childbirth or placement for adoption)
- have average earnings not less than the lower earnings limit calculated over the eight weeks prior to the qualifying week
- comply with the notification requirements.

All ShPP is paid at the lower of the standard rate or 90% of the employee's normal weekly earnings.



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Sherborne Town Council operates an enhanced shared parental pay policy according to the following:

- employees must have a minimum of 26 weeks' service
- The rate of pay is 6 weeks at 90% salary, followed by 12 weeks at 50% pay and is offset against any ShPP being received by the employee and is payable only at the time when the employee is receiving ShPP
- The amount of enhanced shared parental pay to be received will be reduced by any amount of enhanced maternity/adoption leave received by the employee in respect of the same child in relation to which ShPP is paid
- An employee is required to repay the element of enhanced pay paid in excess of statutory entitlement in the event that the employee does not return to work for a period of months after the end of the SPL period, which ends one year after the birth/adoption.

Notification requirements

Notice of entitlement and intention to take leave and pay

At least eight weeks before any leave is to be taken, employees must provide notice of their entitlement and intention to take shared parental leave. A relevant form is available from the Town Clerk or Civic & Human Resources Officer.

Curtailment notice

Maternity/adoption leave must be curtailed (ended early) if SPL is to be taken. The mother/main adopter must inform Sherborne Town Council that maternity/adoption leave will be brought to an end by providing a curtailment notice at the same time as the notice of entitlement is provided. The curtailment notice will give eight weeks' notice of leave (or pay in the event that the employee is not entitled to leave) being brought to an early end.

A notice of curtailment can only be revoked in the following specific circumstances:

- where it is discovered in the eight weeks following the notice that neither the mother/adopter nor their partner has any entitlement to SPL or pay
- in the event of the death of the partner
- if the notice was given before the birth, and the mother revokes her maternity leave curtailment notice in the six weeks following the birth.

Notice of curtailment must be provided to Jobcentre Plus if the mother is not entitled to maternity pay but instead receives maternity allowance.

Notice to take a specific period of SPL and ShPP

Although an indication of leave dates will have been given in previous notices, a period of leave is not fixed (unless stated to the contrary) until a period of leave notice is submitted. A maximum of three periods of leave notices are permitted, which will include any notices to amend a period of leave already booked. A period



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of leave notice gives eight weeks' notice to Sherborne Town Council that you intend to take leave on the specified dates. The date that leave will start should be given unless the period of leave notice is given before the birth of a child, in which case the start date may be expressed as, e.g., "two weeks" after the birth, to last for "four weeks".

You should also indicate in this notice whether you intend to allocate ShPP to the period of leave.

There may be circumstances where the Organisation permits more than three periods of leave notices to be submitted, e.g., where the Sherborne Town Council asks you to change a period of leave already booked.

It is important that all of the relevant information is provided according to the set timelines. If it is not, then the Council cannot guarantee that the leave will be granted.

Confirmation of SPL and ShPP

If you request one continuous block of leave in a period of leave notice, you are entitled to take this period of leave, and we will confirm the dates to you in writing.

However, if you request more than one period of leave, i.e. discontinuous blocks of leave in one period of leave notice, the Council will make a decision on whether this can be accommodated. The Town Clerk will arrange a meeting with you at which the request will be discussed with you. The outcome of the request will be one of the following:

- agreement to the request
- proposal of alternative leave dates
- refusal of the request.

If no agreement can be reached within two weeks of the period of leave notice being submitted, the default provisions will apply, which means you are able to withdraw the request at any time up to the 15th day after it was made.

If the request is not withdrawn, you can take the leave in one continuous block to start on the first date of leave specified in the notice. Alternatively, the leave can be taken in one block on a new date notified by you within 19 days of the original request.

Varying a period of leave

Once a period of leave notice has been submitted, you may change the dates on which leave is to be taken by submitting a request to vary a period of leave, giving eight weeks' notice. These notice provisions are waived in the event of an early birth, and your leave will start the same length of time after the birth as it would have started had the baby not come early. In this case, notice should be given as soon as reasonably practicable. In all other cases, the following applies:



- In this case, notice to vary the start date should be given as soon as reasonably practicable after the birth of the child
- in order to change the start date of leave, you must give eight weeks' notice, counted back from the earlier of either the original date or the new date
- to change the duration of a period of leave, you must give eight weeks' notice of the original start date.

You may also request that a continuous period of leave be separated into a discontinuous period, or that a discontinuous period is consolidated into a continuous period.

Submitting a variation notice will count towards your maximum of three notices unless it is made as a result of the child being born earlier or later than the expected week of childbirth.

If you are submitting a variation notice subsequent to a request to do so by the Council, it will not count as one of the maximum three notices.

Evidence requirements

In order for us to verify the information you have provided, you may be required to produce:

- a copy of the child's birth certificate
- the name and address of the other parent's employer.

If the other parent is not employed, a declaration must be signed to this effect.

Within 14 days of our receipt of your notice of entitlement in relation to an adoption, you may be required to produce documents from the adoption agency which show the following:

- the adoption agency's name and address
- the date you were notified of being matched with the child
- the expected date of placement.

Where requested, the information above must be provided within 14 days. Where you are unable to provide a birth certificate because it has not yet been issued, you will be required to sign a declaration to that effect which also includes the date and location of the child's birth.

"SPLIT" days

During SPL, you may work for up to 20 SPL "in touch" days (SPLIT days) without statutory payments being affected. We recognise the benefit of SPLIT days and encourage you to use them; however, they are optional: you are not obliged to use them, and we are not obliged to permit them.



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You will be paid at your normal rate for work on a SPLIT day. Any work done on one day will count as one SPLIT Day.

Your entitlement to 20 SPLIT days is not affected by your entitlement to 10 KIT days during maternity or adoption leave.

Terms and conditions during SPL

You will continue to receive all contractual benefits (with the exception of salary) during SPL. For clarity, your holiday entitlement will continue to accrue during SPL in the same way as if you were not absent. Prior to taking your leave, a discussion will take place between you and the Town Clerk / Line Manager regarding arrangements for taking annual leave around your SPL.

Returning from SPL

Employees who wish to amend the date on which they are to return to work after SPL must give eight weeks' notice of the original end date or the new end date, whichever is earlier.

After SPL, provided the total amount of leave taken by you (including maternity or adoption leave) does not exceed 26 weeks, you are entitled to return to the same job on the same terms and conditions of employment as if you had not been absent.

When you are considering your return to work, for reasons related to childcare, you may request a change to your previous working arrangements. Any such request will be considered in line with the operational requirements of the Council, and there is no automatic right to return to work on altered conditions.

Redundancy

Should the need to consult with you regarding redundancy arise during your SPL or within 18 months of the birth or adoption of your child (subject to eligibility), please refer to the separate redundancy policy for information on your rights during that process.



Scattering of Cremated Remains Policy

Introduction

Sherborne Town Council's Open Spaces team have now introduced a policy regarding the scattering of cremated remains on the Council's open spaces.

This is to ensure that the issue is addressed for the mutual benefit of all users. It is intended that this policy will cover the broad common issues; the content of this policy will be revised as necessary to meet changing circumstances and trends. The policy will be reviewed annually.

The Council's Facilities Officer and Grounds Manager manage the scattering of cremated remains within Sherborne Cemetery.

Objectives of the policy

The Council is seeking to ensure that it is adopting a clear, measurable and sympathetic approach to the management of its facilities, which will take account of the sometimes-contrasting needs of a variety of users of our open spaces. Any complaints relating to the implementation of the policy will be dealt with through the Council's complaints procedure.

Scattering of cremated remains on open spaces

- 1) The scattering of cremated remains is not permitted on Sherborne Town Council's parks and open spaces.
- 2) The scattering of cremated remains is not permitted on purchased or unpurchased graves in Sherborne Cemetery.
- 3) There is a designated Garden of Remembrance within Sherborne Cemetery where cremated remains may be scattered. Arrangements for this should be made in advance with the Facilities Officer.
- 4) No memorials are permitted in the Garden of Remembrance.