

MINUTES OF A MEETING OF THE COUNCIL
Held in the Council Chamber, Tetbury on Monday 26th June 2017 at 7pm

PRESENT:

Chairman: The Mayor, Councillor Hirst

Councillors: Ball, Walsh, Painter, Maslin, Morgan, Edge, Monks, Lea, Burrell, Stevenson

Officers: Town Clerk, Stephen Holley

Public: Four members of the Public and one Press

TC01. 06/17 Apologies for absence:

Received from Councillors Easterbrook, Lea and Williams and District Councillor Heaven. Councillor Edge was absent.

TC02. 06/17 Declarations of Interest:

None at this point in the Meeting, but Councillor Hirst later declared an 'Other' Interest in Minute TC18. 06/17 Correspondence received from the Corinium Museum, in that he was the District Council Portfolio Holder responsible for the Museum.

TC03. 06/17 Public Consultation:

None

At this point in the meeting the Chairman agreed to amend the order of business in order to accommodate an invited speaker.

TC04. 06/17 Development Plan for the Extended Burial Ground.

The Town Clerk presented a report recommending that the Council employ a professional to design a layout for the Extended Burial Ground and requesting that the Council consider a request from the Junior Footballers to phase the development in order to minimise the loss of playing field for as long as possible. Mr Richard Norris explained that, if the full 25metres was taken now, for many years to come people would be looking over the new wall at a Burial Ground that would be largely empty. He also felt that if the Council could take a small strip for its immediate needs it could continue its search for burial ground elsewhere. The Council noted that its plan to develop a 25metres strip took less than half of the land it had acquired from the West family sometime in the 1970s specifically for burials so, in effect, the Council had already decided to phase the plan. However, the situation outlined by Mr. Norris' was acknowledged and it was RESOLVED (i) to phase the development of the Extended Burial Ground - Record of Voting: For 5, Against 4, Abstained 9. (ii) to authorise the Town Clerk to seek further quotes for a professional landscaping and planting design that would accommodate phasing and to place the contract - Record of Voting: For 7, Against, Abstained 0. It was also agreed that the Council would make clear that it had no plans to take more than the 25metres previously agreed.

TC05. 06/17 Minutes of the Annual Meeting of the Council held on 15th May 2017:

The Minutes were APPROVED as a correct record, subject to the following amendments:-

TC10. 05/17 – Appointment of bankers and cheque signatories – Amend list of signatories to read "...and the Town Clerk, Mr. Holley"

TC15. 05/17 – Brief Updates - TRLRT – After "Advised that Helen Hyde had been appointed as Events Manager" insert the words "for a period of six months."

TC06. 06/17 Progress Reports:

Not presented. To be circulated at the earliest opportunity.

TC07. 06/17 Annual Town Meeting held 26th April 2017

The Minutes of the Annual Town Meeting were received. There was one action item for the Council, being to respond to the gravedigger's concern about the number of spaces remaining in the Burial Ground. Since the Town Meeting the Council had arranged for two Cherry trees (one dead, one in less than perfect condition) to be removed, allowing burials to take place in half of Row 17. In response to a member's question on the number of spaces now available, it

was explained that this made available 10/12 plots in Row 17 that were shown in the Burial Register, but not usable until the trees could be removed. In addition, a further 10/12 plots were available in the last half of Row 16.

TC08. 06/17 Reports from the Mayor and the Town Clerk for May and June:

Noted. In response to a question to the Mayor, Councillor Hirst explained that the meeting he was arranging to discuss pre-school provision would be attended by about six people. The Council congratulated the Deputy Town Clerk for obtaining the CiLCA qualification.

TC09. 06/17 Accounts to 31st March 2017 and Annual Return:

(i) The Council was requested to consider each of the statements in the Annual Governance Statement. Unanimous.

(ii) The Town Clerk/RFO presented the Accounts for the previous year and highlighted aspects thereof. It was RESOLVED that the Council's Accounts to 31st March 2017 be approved. Unanimous.

(iii) It was RESOLVED that the responses to the Annual Governance Statement be agreed, and the Annual Return approved for signature by the Chairman/Mayor and submission to the External Auditor.

(iv) The Council also noted the Internal Auditor's two comments and recommendations and AGREED that these items should be added to the Finance and Scrutiny Committee's Action Plan for 2017/18. Unanimous.

TC10. 06/17 Payments for June:

The June payments were APPROVED. Unanimous.

TC11. 06/17 Creating an Action Plan for 2017/18:

The Council considered recommendations from its three Committees and the Town Clerk.

It was AGREED to add the following to the Action Plan for the Finance and Scrutiny Committee:

(i) the Internal Auditor's recommendation to assess risks and review the adequacy of arrangements to manage risks (ii) the Internal Auditor's recommendation to review the Council's Investments (iii) updated of the Complaints Procedure (iv) produce a Member/Officer Protocol (v) consider whether the list of Personnel items suggested by the Clerk (para 3.10 of the report) could adequately be considered by the Finance and Scrutiny Committee, or required the Council to create a new Personnel Committee.

It was also AGREED to add the following to the Action Plan for the Heritage and Regeneration Committee: (i) Item 8 – add consider adding Barbecue stands to the Picnic Area (ii) Discuss with Cotswold District Council the possible removal of some or all of the raised beds from the Gods Shed Car Park, to create more parking spaces (iii) Review the Council's Disabled Access Policy (iv) Review the Council's Policy on A Boards (v) Resurface the area behind the Market Hall, with S106 money.

Subject to the addition of the above items, it was RESOLVED to approve the Action Plan for 2017/18. Unanimous.

TC12. 06/17 Local Government Pay Claim 2017 – Response:

The National Association of Local Councils had forwarded the unions' pay claim for 2017 (5%) and requested that the County Associations and Direct Access Councils consider a response. It was RESOLVED to request the Mayor to relay the following through the County Association (of which he was Chairman): that the Town Council recommends a policy of paying at least the National Living Wage and that any pay settlement be in line with inflation as measured by the Retail Price Index. Unanimous.

TC13. 06/17 Bus Shelter on Hampton Street:

The Council was requested to consider accepting ownership of the bus shelter outside 80 Hampton Street in the light of an enquiry from the householder. Gloucestershire County

Highways had established that the shelter was built on publicly maintainable highway, even though it was privately owned land. Highways did not want the shelter removed as it served a purpose. It was RESOLVED that the ownership of the bus shelter outside 80 Hampton Street be regularised by formally accepting it from Gloucestershire County Council, subject its prior repair by Gloucestershire County Highways and on the understanding that the Town Council would be responsible for future maintenance and associated costs. Unanimous. It was noted that Highways would refurbish the shelter prior to transfer to the Council, so maintenance costs were unlikely for several years. The Town Clerk would request anti-graffiti paint.

TC14. 06/17 Lease over Coombe House, New Church Street:

The Bromford Group had written with proposed terms for the Lease. The Clerk had discussed the terms with the Council's Solicitor. It was RESOLVED (i) that the heads of terms for the proposed lease over Coombe House be agreed; (ii) that the Clerk be authorised to conclude the negotiations in consultation with the Mayor, the Deputy Mayor and the Chairman of the Finance and Scrutiny Committee; (iii) that the Mayor be authorised to sign the final draft lease on behalf of the Council; (iv) that the Bromford Group be requested to service the gas boiler prior to occupation by the Council. Unanimous.

TC15. 06/17 Committee reports:

The Minutes of recent meetings had been circulated. The Committee Chairs provided brief reports.

TC16. 06/17 Brief updates from the Feoffees, Dolphins Hall, Rail Lands Trust:

Feoffees – No report

Dolphins Hall Management Committee – Councillor Stevenson spoke on behalf of the Committee Chair. Bar income was increasing, with a couple of particularly successful weekends. The Lions Club had started to use the Hall for its meetings, it was not being charged room hire because of the bar income obtained when it was there.

Tetbury Rail Lands Regeneration Trust – Mr Cook was invited to report and explained that a number of events had sold out. The Office was now open from 11am to 1pm on weekdays. The café was expected to open as 'The Whistle Stop Café' from 10th July, between 9.30am and 4.30pm; two café managers had been employed, one full-time and one part-time. The compound for building materials in the Council's temporary fencing panels would be cleared by the end of the week, at which time the Council could remove the fencing. In response to members' questions, Mr Cook explained that the Trust wanted to make permanent the temporary outdoor seating area for the café; it would consult the Council on the plans before applying for planning permission. Mr Cook apologised for the oversight in not consulting the Council on the temporary facility.

TC17. 06/17 Working group reports:

Neighbourhood Plan Working Group – Cotswold District Council was going through the public consultation process and had appointed an Examiner.

Website Working Group - The Working Group had arranged to visit the Wood McKeever agency to discuss branding ideas from Mrs Alison McKay, a tourism consultant and lecturer on rural tourism and branding at a local university who had offered some free advice.

TC18. 06/17 Correspondence received:

Dolphins Hall Committee: letter requesting the Town Council's help persuading the District Council to take on emptying the new dog waste bin near the Skatepark. The Clerk would relay the request.

Corinium Museum: letter reminding the Council that, in 1994, it had given the Corinium Museum a former milestone plate from the Long Newton Road under a rolling five year loan. A replica had been installed at the time. It was AGREED that the Corinium Museum was better placed to care for such items and the Tetbury milestone plate could be added permanently to the Museum collection of milestone plates.

TC19. 06/17 – Brief County, District and Town Councillor Reports

Gloucestershire County Council:

Councillor Hirst (Tetbury Division) reported that the Police Neighbourhood Support van would be in the Tesco car park the following day, along with horses from the Mounted Section. The County Council was undertaking a survey of 4G and broadband connectivity and wanted to hear complaints. The road repair programme continued, and would include the junction of Long Street, New Church Street, Hampton Street and the London Road, but the design of the railings was yet to be settled. The Highways Working Group would discuss the junction and the railings at its next meeting.

Cotswold District Council:

(i) Councillor Hirst (Tetbury Town Ward) reported that the District Councillors had been given an allowance of £1,500 to support youth work in their respective Wards.

(ii) Councillor Stevenson (Tetbury West Ward) reported that she would allocate £200 of her youth work money to pay for a coach to take Tetbury children to the Phoenix Festival in Cirencester. Also, each Ward Councillor had £2,000 to support the installation of defibrillators.

In response to a member's question, Councillor Hirst would find out whether the District Council had arranged any summer holiday activities this year.

Tetbury Town Councillors:

(i) Councillor Walsh advised that he knew of two people interested in being co-opted to the vacancies on the Council.

(ii) Councillor Painter noted that the District Council had done a good job of re-surfacing and re-marking the car parks in West Street and Church Street. He and Councillor Burrell asked why no allocated spaces had been allocated for disabled drivers, with yellow hatching to allow car doors to be opened fully. Councillor Hirst would relay the question.

(iii) Councillor Morgan felt that the Council should record its thanks to the organisers of the French Trip/Visit. Much had been done for the visitors from Chatillon-sur-Indre and the organisers should be proud of what they had done.

(iv) Councillor Burrell asked if the Highways Working Group had written to Pulhams Coaches or the County Council about Pulhams buses being parked outside the Ormond Hotel on Long Street for 20-25 minutes on Saturdays.

(v) Councillor Hirst relayed advice from the Bromford Group that none of its properties used exterior cladding of the type associated with the recent tragedy at Grenfell Tower, North Kensington.

TC20. 06/17 Items for inclusion on future agendas:

Grant application by St Mary's Playgroup; Pre-school provision; Acquiring new burial land; 100th Anniversary of the end of the First World War

TC21. 06/17 Date for the next meeting of the Council:

Monday 24th July at 7pm.

TC22. 06/17 Exclusion of the Public and Press:

It was RESOLVED that under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the Public and Press be excluded from the Meeting for the following item of business on the grounds it involved the likely disclosure of confidential information (as defined in paragraphs (1)(2) and (4) of Part I of Schedule 12A to Section 100A(4) of the Local Government Act 1972 [Information relating to an individual; Information which is likely to reveal the identity of an individual; and Information relating to any consultations or negotiations, or contemplated consultations for negotiations in connection with any labour relations matter]), and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information concerned. Unanimous.

TC23. 06/17 Employment matter:

The Council noted that the new Town Clerk, Mr Holley had completed his Probationary Period of thirteen weeks. In view of a recommendation from the Finance and Scrutiny Committee it was RESOLVED that Mr Holley's employment be confirmed and the position made permanent. Unanimous.

Note: the above item was considered in Closed Session for the reasons agreed in Minute TC16. 06/17, but the decision in this Minute is not Exempt/Confidential.

The Meeting closed at 9.39pm

Chairman

Date

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