

### **MINUTES OF ANNUAL COUNCIL MEETING**

Held in the Council Chamber, Tetbury on Monday 16<sup>th</sup> May 2016 at 7pm

**PRESENT:** Cllrs Ball, Walsh, Hirst, Painter, Maslin, Williams, Easterbrook, Morgan, Edge, Hamlett, Pearce, Lea, Burrell, Stevenson, Chief Executive Natalie Haines, Executive Officer Tara Niblett, Public District Cllr Heaven + 3 additional members of Public

Before Mayoral elections took place Cllr Ball thanked Cllrs for their support over the past couple of years, it has been a privilege to represent Tetbury Town Council and was honoured to receive the Tetbury Lions unsung hero accolade. Due to recent events it has been an unfortunate way to end 2 years as Mayor. Thanked Cllr Walsh for his support as Deputy Mayor and her husband Brian. Deputy Mayor, Chief Executive, Executive Officer and Customer Relations Officer received a thank you gift from Cllr Ball.

Cllr Walsh thanked Cllr Ball for the past 2 years and whom he felt had a diplomatic mind-set and wonderful community engagement. Cllr Ball was presented with a painting as a thank you gift.

Before the election of Mayor the 3 candidates were asked about their vision for Tetbury and what they would like to achieve.

**TC01. 05/16 Election of Mayor:** Following a vote Cllr Hirst was elected as Mayor. Cllr Hirst signed the Mayor's declaration of Acceptance of Office.

**TC02. 05/16 Election of Deputy Mayor:** Following a number of votes, Cllr Painter was elected as Deputy Mayor.

**TC03. 05/16 To note any apologies for absence:** None

**TC04. 05/16 Declarations of Pecuniary Interest in addition to those declared on Register:** None

**TC05. 05/16 Public Consultation:** None

**TC06. 05/16 Adoption of minutes held 18<sup>th</sup> April 2016:** It was proposed by Cllr Painter, seconded Cllr Ball to adopt the minutes – voted 12 in favour, 2 abstentions.

**TC07. 05/16 Progress Reports:** Road surfacing at Lowfield Road – TTC to contact Gill Portlock for a date when contractor will be returning. Set up working party for Day Centre – next meeting taking place 24<sup>th</sup> May. Contact Police regarding crime figures – Ask PC Davis if TTC could obtain numerical figures only. Arrange Youth Council meeting – awaiting date.

**TC08. 05/16 To confirm Committees and currently elected members to committees:** Planning remove Cllr Edge and replace with Cllr Ball. Finance & Scrutiny Add Cllr Easterbrook. Heritage & Regeneration Add Cllr Morgan.

**TC09. 05/16 To elect representatives to public bodies, charitable trusts, working groups:** TRLRT – Cllrs Hirst & Edge. Dolphins Hall Committee – Cllrs Stevenson & Pearce. NPHAA Allotments – Cllr Lea. GAPTC – Cllr Hirst. Tetbury in Bloom – Cllr Edge. Glos Market Town Forum – Cllr Painter. Gloucestershire Parish Charter – Cllr Easterbrook. Tenants Association – Cllr Edge. Highways Working Group – Cllrs Hirst, Painter, Walsh, Stevenson, Lea, Pearce, Ball. Neighbourhood

Development Plan – Cllrs Ball & Hirst. Gloucestershire Playing Fields Association – Cllr Stevenson.  
Tourism – Cllrs Painter, Ball, Stevenson and Hirst.

**TC10. 05/16 To confirm appointment of bankers (Lloyds) and cheque signatories (Cllrs Hirst, Ball, Walsh, Pearce):** Agreed to stay with Lloyds and no amendments to cheque signatories. Current signatories, Cllrs Ball, Hirst, Pearce & Walsh.

**TC11. 05/16 To agree Remit of Committees, Standing Orders and Financial Regulations:** Each committee to agree their remit of their committees at the first meeting and bring any amendments back to Full Council in June for approval. Under standing orders a system to be considered where the potential Mayor(s) are interviewed by Cllrs before voting takes place to be discussed at F&S.

**TC12. 05/16 To note end of March 2016 accounts:** There is a total figure of £257,396.27 in the bank with a £18,702 surplus for the year which is a positive year end for 2015/16.

**TC13. 05/16 To approve the Annual Return for 2015/16 Sections 1&2:** It was proposed by Cllr Walsh, seconded Cllr Ball to approve Section 1 – Annual Governance Statement 2015/16 and Section 2 – Accounting Statements 2015/16 of the Annual Return for the year ended 31 March 2016 – All in favour, Agreed.

**TC14. 05/16 To approve the Fixed Asset Register which includes bond:** Chief Executive advised that following advice from the auditor we need to add onto the register the Dolphins Hall building (with a nil value) as TTC are Custodial Trustees, in addition the Aberdeen fixed bond needs to be included on the Fixed Asset Register. It was proposed by Cllr Williams, seconded Cllr Pearce to approve the Fixed Asset Register – all in favour. Chief Executive has arranged a meeting with insurance broker to discuss Fixed Asset Register and amend where necessary.

**TC15. 05/16 To discuss ways forward for Cotswold Volunteer and Dial-a-ride services:** The day centre is still going strong with financial donations being held through Tetbury in Need. Look at the possibility of budgeting for next year to assist Day Centre provision. Although Community Connexions had adopted the transport element it was suggested that it would be beneficial for the residents of Tetbury to be served with their own bus. Cllr Hirst to obtain costs and lease information for a vehicle. This could possibly be a Council initiative in the future, although fundraising options and costs need to be obtained before moving forward and should remain separate from the day centre provision. Once figures have been obtained; F&S to consider and provide a recommendation to Full Council.

**TC16. 05/16 To discuss plan of action for burial ground and appoint working group:** In the past it was felt that an error in registering land as a whole may have been misleading, and it was felt by some Cllrs that the land should be registered separately clearly defining the training ground and the original recreation ground. It was proposed by Cllr Morgan, seconded Cllr Painter to set up a working group – voted all in favour. Cllrs who would like to represent the working group Cllr Ball, Pearce, Walsh, Painter, Burrell and Lea contact Tetbury Churches Together to see if they would like a representative on the working group as well as representatives from the Dolphin Hall Trust. TTC to set up meeting in the evening this needs to be a project group with a clear remit to resolve burial ground for both medium and long term future of Tetbury.

**TC17. 05/16 To consider subscription payment to Associate Membership to South West Councils for 2016/17:** Membership provides advice regarding disputes within the Council which has proved

vital in the past. GAPTC offer a free HR advice service which is obtained through our membership. It was proposed by Cllr Painter, seconded Cllr Walsh for the Chief Executive to compare like for like and delegate the responsibility on whether to renew this subscription – Voted all in favour.

**TC18. 05/16 To consider French trip invitation:** Maggie Heaven thanked Cllr Lea and Richard Norris for all their assistance so far. 20 countries will be attending this event, unfortunately there are no funds available to assist with the Mayor’s expenses should they wish to attend the event. Cllr Ball will be attending and is happy to represent Tetbury. Advised Cllr Ball or Mayor (if attending) must attend a business meeting. Cllr Lea advised that they are still awaiting confirmation on whether SWR minibuses can be used. The Eurotunnel will cost £150 per minibus. R&J Pearce and The Pink Cab have sponsored shirts. Lions Club and Feoffees have been approached for funding. The cost per child £25, any monies left over will be kept to assist next year’s trip. Cllr Lea requested assistance from TTC to obtain TACO cards these need to be registered through TTC although no costs will be involved. Cllr Lea and Chief Executive to meet to discuss further. *(Cllr Hamlett left the Chamber 8.15pm)*

**TC19. 05/16 To review and make arrangements to reaffirm eligibility to exercise the Power of General Competence:** Chief Executive provided an overview. It was proposed by Cllr Burrell, seconded Cllr Painter to reaffirm TTC eligibility to exercise the Power of General Competence – voted 13 in favour. Agreed

**TC20. 05/16 Brief updates from Feoffees/Dolphins Hall/TRLRT:**

Feoffees – Have donated £3,000 for the Day Centre. Following recent survey advised that people are staying longer in the Chipping car park with most people paying for 2hours parking.

Dolphins Hall – Following the AGM Maggie Heaven was re-voted as Chair, Colin Pearce – Vice Chair, Sue Townsend – Treasurer. Barbara Pond attended Dolphins Hall meeting to discuss liabilities and responsibilities for Custodial and Dolphins Hall Trustees, requested Cllrs Pearce and Stevenson attend meeting and report back to Full Council.

TRLRT – Meeting will be taking place on Wednesday 18<sup>th</sup> May with the contractor. Cllr Ball officially opened the platform. Requested dates when performances will be taking place on the platform for contractor to be made aware. Market at Wacky Races raised £700 will be running a market at the Goods Shed on Woolsack day. Advised they are currently fundraising for the retractable seats at £250 to sponsor a seat.

**TC21. 05/16 Working Group Reports:**

Neighbourhood Planning – Cllr Hirst to provide introduction to neighbourhood plan, draft plan to be sent to all Cllrs.

**TC22. 05/16 Committee Reports:**

Planning

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| <p><a href="#">16/01127/FUL</a><br/>Full application for erection of stables (amendment to 15/01663/FUL) at Highview House, Cirencester Road<br/><b>Decision: TTC supports this application</b></p>   | <p><a href="#">16/01190/FUL</a><br/>Full application for provision of 3 car carport with storage space above in front garden at Highview House, Cirencester Road<br/><b>Decision: TTC supports this application</b></p>  |
| <p><a href="#">16/01245/FUL</a><br/>Full application for change of use from use Class B1 (office) to use Class C3 (residential) at 25A-25B Long Street<br/><b>Decision: TTC supports this application although it has been noted that there is no mention in the application of providing parking</b></p> | <p><a href="#">16/01476/LBC</a><br/>Listed building consent for replacement of selected internal oak lintels at Sundial House, 20 The Green<br/><b>Decision: TTC supports this application although as the works are being carried out we felt the description of the application should</b></p> |

| facilities for the occupants   | mention retrospective   |
|--|---|
| <p><a href="#">16/01268/LBC</a><br/>Listed building consent for internal works including replacement of selected areas of plaster and installation of external wall vents<br/>Sundial House, 20 The Green<br/><b>Decision: TTC supports this application, TTC are pleased that the builder is using traditional methods and materials to carry out the building works</b></p>  | <p><a href="#">15/04291/OUT</a><br/>Outline application for the construction of up to 39 dwellings, with all matters reserved apart from access at land<br/>Cirencester Road<br/><b>Decision: TTC are pleased with the access on Cirencester Rd, we have noted the change of the layout and glad to see the designers have moved the house from the POS.</b></p>  |
| <p><a href="#">16/01484/CLEUD</a><br/>Cert of lawful existing use or devt for certificate of lawfulness for conservatory to the rear of the property at<br/>7 Combers End, Tetbury<br/><b>Decision: TTC supports this application</b></p>  | <p><a href="#">16/01282/FUL</a><br/>Full application for proposed conversion/redevelopment to provide six residential units and associated external alterations at<br/>The Crown Inn, Gumstool Hill<br/><b>Decision: TTC supports this application, it is suggested to ask the developer whether a pedestrian access will be made from Gumstool Hill to Chipping St.</b></p>  |
| <p><a href="#">16/01283/LBC</a><br/>Listed building consent for proposed conversion/redevelopment to provide six residential units and associated internal and external alterations at<br/>The Crown Inn, Gumstool Hill<br/><b>Decision: TTC supports this application, it is suggested to ask the developer whether a pedestrian access will be made from Gumstool Hill to Chipping St.</b></p>                         | <p><a href="#">16/00934/LBC</a><br/>Listed building consent for installation of two lightshaft rooflights in rear (NW) roof slope at outbuilding on land adjacent to<br/>12 New Church Street<br/><b>Decision: TTC have concerns that other works have been carried out on this property and TTC are unaware of any applications being sent through. The proposed drawing also indicates an opening onto the end gable which does not exist so the drawings need to be amended to reflect what is actually on site.</b></p> |
| <p><a href="#">16/01561/LBC</a><br/>Listed building consent for replacement front door (retrospective) and insertion of balustrade for internal staircase at<br/>19 New Church Street<br/><b>Decision: TTC have noted that these amendments have already been carried out</b></p>  | <p><a href="#">16/01410/FUL</a><br/>Full application for 1.8m high boundary fence and gates<br/>2 Romney Road<br/><b>Decision: TTC are concerned that there is not enough room for the gates to be closed and still park the vehicles (as drawn) and concerns with visibility when the vehicles are reversing out of the drive onto the access road</b></p>   |
| <p><a href="#">16/01600/TPO</a><br/>Works to trees with a TPO for horse chestnut trees 216 + 217. Crown lift to 5 metres all round by the removal or reduction of secondary and minor branches back to a suitable growing point that maintains a flowing branch line and character of the tree.<br/>Reason – to allow the passage of vehicles beneath and under the crown without causing ongoing damage to branches</p> | <p><a href="#">16/01600/TPO</a><br/>Tree 198 Sycamore – fell to ground level and replace with one heavy standard London Plane in accordance with tree pit &amp; tree planting detail within soft landscape LL461-200-0281.<br/>Tree to be maintained in accordance with Camlins Landscape Management Plan.<br/>Reason – to allow the realignment of existing sewer whilst providing greater protection of moderate grade trees along the front side boundary</p>  |
| <p><a href="#">16/01600/TPO</a><br/>Trees 199-204 Horse Chestnut – crown raise to 4 metres over hoarding and footpath by the removal or reduction of secondary and minor branches back to a suitable growing point that maintains a flowing branch line and character of the tree<br/>Reason – to prevent contact damage to</p>  | <p><a href="#">16/01600/TPO</a><br/>Trees 204 and 205/1 horse chestnut – crown lift to 6 metres over road and access by the removal or reduction of secondary and minor branches back to a suitable growing point that maintains a flowing branch line and character of the tree<br/>Reason – to allow the passage of vehicles</p>  |

branches and hoarding which would result in future small branch failure

beneath and under the crown without causing ongoing damage to branches at Autonomis Ltd, Tetbury Ind Est, Cirencester Road

**TC23. 05/16 Correspondence received to date:** Request from Tetbury Rail Lands Regeneration Trust to install cycle racks at the parkland of the Rail Lands – H&R June agenda item. Thank you letter received from Tetbury Art Society thanking Cllr Ball for opening the recent art exhibition.

**TC24. 05/16 District and Councillors Report:**

District Cllr Hirst – Next highways meeting will be taking place Wednesday 1<sup>st</sup> June at 6.30pm, the main topic of the meeting will be the Hampton St junction.

District Cllr Heaven – A company is currently being prosecuted for fly tipping in the Tesco recycling area, whilst in the area today 2 other companies were fly tipping and their details have been passed to the relevant authorities.

District Cllr Stevenson – CDC annual meeting will be taking place tomorrow. Local plan consultation will be starting tomorrow. Bovis appeal not to create a footpath has been refused by CDC.

Cllr Burrell – Advised somebody looking at wall in Eccles Court which is in need of repair.

Cllr Morgan – Moorhen is nesting in Cookspool. Water board are currently plotting pipes along London Road, could we request this to take place outside Cookspool due to the recent flooding.

Cllr Lea – Advised somebody with a visual impairment had fallen into the table and chairs at Quayles – Cllr Lea advised to contact Highways. Tree branch overhanging path could we contact shop owner to cut back.

Cllr Walsh – Water flooding at Cookspool could we contact County Council, commended actions of TTC staff following recent accident in Tetbury.

Cllr Maslin – Litter bin request for Chavenage Lane.

Cllr Painter – Advised some confusion regarding voting at recent Dolphins Hall AGM. Concerns were raised on behalf of shop owners and Cllr Edge regarding a number of aspects of the town Cllr Painter confirmed that he would bring concerns to the attention of Natalie including who they had been raised by so that she could respond. Requested confirmation regarding Shaun the Sheep – advised TTC provided a one off grant to pay for the insurance, TTC has no responsibility for Shaun the Sheep as this was purchased from a donation and coordinated by Sue Ferguson via Tetbury tourism group and not the council.

**TC25. 05/16 Items for June agenda:** Goods Shed general discussions next steps, parking in Tetbury in particular Church St loading bay (shop owners to contact County Cllr Hicks direct), free one hour parking.

**TC26. 05/16 To note the date and time of the next Full Council meeting:** Monday 20<sup>th</sup> June at 7pm

Meeting closed 9.07pm

Chairman ..... Date .....