

### **MINUTES OF FULL MEETING of COUNCIL**

Held in the Council Chamber, Tetbury on Monday 18<sup>th</sup> April 2016 at 7pm

**PRESENT:** Cllrs S Ball (Chair), A Walsh, I Maslin, S Hirst, C Pearce, P Burrell, T Stevenson, C Morgan, K Painter, J Williams, M Hamlett, J Easterbrook, Chief Executive Natalie Haines & Executive Officer T Niblett, Public District Cllr Heaven, 7 members of Public

**TC01. 04/16 To note any apologies for absence:** Noted from Cllrs Edge and Lea

**TC02. 04/16 Declarations of Pecuniary Interest in addition to those declared on Register:** Cllr Walsh (item 9 +10), Cllrs Hirst, Williams and Morgan (item 11)

**TC03. 04/16 Public Consultation:** Mrs Penny Williams spoke on behalf of the St Mary's Wednesday and Friday clubs and provided Cllrs with an overview on the financial implications of the day centre. The Monday club is set up differently as this is based on voluntary help and the Wednesday & Friday club clients have certain needs that require qualified staff. Cllr Painter asked if we could move item 11 to discuss this matter further – agreed.

**TC04. 04/16 Adoption of minutes held 21<sup>st</sup> March 2016:** Following a minor amendment it was proposed by Cllr Painter, seconded Cllr Walsh to adopt the minutes – voted 9 in favour, 3 abstentions.

**TC05. 04/16 Progress Reports:** Information regarding road surfacing work at Lowfield Rd – Contractor will be returning.

**TC11. 04/16 To consider future day centre provision due to closure of Cotswold Volunteer Services in Tetbury:** This is a vital and valuable facility for the town and it was all agreed that we need to keep the day centre running. A working party needs to be set up to look at the financial implications and to see how TTC can provide help and support. A representative from each group who has an interest in the day centre should become a member of this working party. With current funding the day centres can provide food for the next 2 weeks. It was agreed that an F&S grant already approved in the sum of £500 could be used to top up this fund and advised that Tetbury in Need will be the financial co-ordinator. Chief Executive advised Cllrs about the financial implications if TTC took over the day-to-day running. It was proposed by Cllr Painter, seconded Cllr Walsh to set up a working party to secure the provision for the elderly in Tetbury – all agreed. Cllrs attending meeting tomorrow – Cllrs Walsh, Stevenson, Hirst, Painter, Burrell, Morgan, Easterbrook and Williams together with Mrs Penny Williams and Natalie Haines.

**TC06. 04/16 Mayor and Town Clerk Reports for March/April:** Mayors report – circulated in advance. It was a joy to take Easter Eggs to residents who attend the Monday, Wednesday and Friday Clubs. Cllrs thanked Mayor for an uplifting 2year's service which was very much appreciated. Clerks report – circulated in advance. Annual playground inspections have been carried out by RoSPA, play equipment in Braybrooke Close has now been removed. Richard Smith, Georgina Osman and Andy Bishop have joined the TTC team.

**TC07. 04/16 Police report for March:** Report circulated in advance. There were 9 crimes between 1<sup>st</sup> March and 31<sup>st</sup> March 2016 compared to 9 for the same period of 2015. Year to date crime at 111 compared to 107 at the same point in the previous year. Advised there has been damage to the inside of St Saviour's Church, Police have been notified. Contact Police to look at the possibility of starting a crime awareness campaign between TTC and the Police. Regarding Police crime figures ask if there was a possibility of how many had been convicted or cautioned for these crimes.

**TC08. 04/16 To note new staffing structure:** Noted.

**TC09. 04/16 To note new venue and agenda for Annual Town Meeting:** Following the town morale meeting the Annual Town Meeting will be taking place at St Mary's Primary School. Need to put together a running order, agreed to run 2 meetings a year with the next date to be set up in September.

**TC10. 04/16 To discuss Youth Council:** Cllr Hamlett provided an overview. Although 3 people turned up for the first meeting, 10 people have forwarded their interest in the Youth Council. Next meeting will be arranged in July.

**TC12. 04/16 To note Gloucestershire Charter Survey 6<sup>th</sup> edition:** report circulated in advance. This charter is an agreement between Parish/Town and County Councils. TTC has a representative on this board. It was proposed by Cllr Hirst, seconded Cllr Walsh for the Chief Executive to sign the agreement – all agreed.

**TC13. 04/16 To receive a brief update from the Town Projects Officer on the Town Crier event and Queens 90<sup>th</sup> birthday celebration:** Queens 90<sup>th</sup> birthday celebrations will be taking place on Sunday 12<sup>th</sup> June in Chipping Street from 3pm. The street party has been organised by the Tetbury Tourism Group and have requested the help of TTC. Road closure, help from the WI and tables from the Dolphins Hall has been requested. Contact the schools to arrange a competition to dress like a royal on the day. Organise a show window competition. Town Crier Event will be taking place on Saturday 2<sup>nd</sup> July the event will start with a procession from the Dolphins Hall to the Market Hall. Lunch has been arranged at the Snooty Fox for £15 per head for 2 courses. Town Projects Officer advised bunting can be leased and will look into the cost for this. Public Liability insurance needs to be in place for both events.

**TC14. 04/16 To note budget report to the end of March:** Chair of F&S provided an overview. TTC income budgeted at £273,317 with actual income £302,122. Expenditure budgeted at £294,960 with actual expenditure £269,238. TIC income was budgeted at £50,000, with actual income £55,447. Expenditure budgeted at £56,123 with actual expenditure £50,846. These figures are proof that TTC is very good at budgeting and this positivity must be shown at the Annual Town Meeting.

**TC15. 04/16 Brief updates from Feoffees/Dolphins Hall/TRLRT:**

Feoffees – At the next meeting the day centre will be discussed.

TRLRT – The platform will be completed by the end of April and the Mayor has been asked to cut the ribbon on 2<sup>nd</sup> May. Would like to use the platform to hold music events, advised with work being carried out this may not be possible due to Health and Safety concerns, will confirm when contractor has been appointed. TRLRT were advised they need to obtain an Entertainment licence. Advised from Glos County Council that a 2 month consultation will be taking place regarding the railway line, following the consultation this will then be passed onto a Magistrates Court. A letter of support will be handed out to the public at the Annual Town Meeting.

Dolphins Hall – A structural survey, RoSPA, risk assessment and new fire alarm system have all taken place with quotes being obtained for new fire doors. Discussed with the Youth Club the possibility of siting a cedar clad cabin to replace the existing pod instead of an extension to the hall, further discussions would need to take place regarding costs and whether planning permission would need to be sought. The tea dance and table top sales are beginning to raise the profile of the Dolphins Hall. A new noticeboard has kindly been donated and will be installed within 3 weeks.

#### **TC16. 04/16 Working Group Reports:**

Highways – report circulated in advance. Letters will be sent out to shop keepers in Long Street regarding deliveries and to request these are made at the back of the shops to ease the flow of traffic. Letters will be sent to residents in Cottons Lane and West Street regarding the possibility of a one-way system and to obtain their thoughts. It was noted that the lack of improvements on the roads and the patch-up work currently being carried out is not acceptable. Advised poor workmanship had been carried out along Old School Lane photograph being sent to Glos Highways. Advised that CDC are charging £350 for a parking permit in West Street but Westminster charge £50 why is CDC so expensive, these concerns to be raised at Annual Town Meeting.

#### **TC17. 04/16 Committee Reports:**

##### Planning

<p><u><a href="#">16/00641/FUL</a></u> Full application for single storey rear extension (retrospective) 76 Hampton Street, Tetbury <b>Decision: Although TTC supports this application, it was felt that knowing the profession of the applicant he indeed should know better and be familiar with planning regulations.</b></p>	<p><u><a href="#">16/01321/FUL</a></u> Full application for proposed two storey rear extension with a single storey oak framed glazed dining area. Creation of a new dormer window to the front elevation and replacement dormer to the rear 25 The Chipping, Tetbury <b>Decision: TTC have requested a site visit</b></p>
<p><u><a href="#">16/01322/LBC</a></u> Listed building consent for proposed two storey rear extension with a single storey oak framed glazed dining area. Creation of a new dormer window to the front elevation and replacement dormer to the rear. Removal of stud walls; infill internal door and create new doorway. 25 The Chipping, Tetbury</p>	<p><u><a href="#">16/00333/LBC</a></u> Listed building consent for internal alterations including creation of door openings and relocation of bars and associated works. External alterations: re-opening no.1 door and no.1 window at Snooty Fox, Market Place <b>Decision: TTC supports this application</b></p>
<p><u><a href="#">16/00429/FUL</a></u></p>	<p><u><a href="#">16/01405/TCONR</a></u></p>

<p>Full application for erection for dwelling (amendment to permission ref 12/03027/FUL) at 24 Cirencester Road, Tetbury <b>Decision: TTC supports this application</b></p>	<p><b>Works to trees in conservation areas for Blue Cedar – reduction of canopy height and spread; Maple – high pollard, has severe squirrel damage and is showing signs of deterioration at Radnor House, Cirencester Rd, Tetbury</b> <b>Decision: TTC supports this application</b></p>
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H&R Report circulated in advance. Look at costs to provide memorial plaques in St Saviours in Garden of Remembrance. Look at improving the recycling in Tetbury, Cllr Stevenson to collect plastic and recycling bags from CDC, advertise these can be collected at TTC offices. All agreed to reinstate the inspirational Dolphins award with an awards ceremony to take place in September. F&S Report circulated in advance. Security of backing documents discussed and it was agreed that all papers would be marked confidential and collected at the end of the relevant committee meetings. Results of internal audit discussed and it was agreed that clarification would be sought on a number of points. Delegated authority had been given to Chief Executive to approve the May payments. Regarding Dolphins Hall account, it was suggested looking into Premium Bonds.

**TC18. 04/16 Correspondence received to date:** Letter of thanks had been received from the Day Centres regarding the Easter Eggs which had been given by the Mayor. Thank you letter received from St Mary's Primary School regarding the recent grant payment of £500 towards the Nature Group. Invitation from Churches Conservation Trust to host a Safari fundraising event. A letter supporting TTC has been received following the recent negative reports in the Wilts & Glos Standard.

**TC19. 04/16 District and Councillors Report:**

District Cllr Hirst – Advised that the draft local plan is out for consultation, some information in the plan about Tetbury needs amending which will be forwarded to CDC. Tourism group needs support from TTC look at setting up a working group (June H&R Agenda item).

District Cllr Stevenson – Asked for clarification regarding Dolphins Hall Trustees as their AGM is held in April and TTC representatives are not nominated until May.

Cllr Painter – Would like confirmation whether a van is selling food in the slipway behind the Market Hall, advised no arrangements had been made. 'A' boards an issue in the town – H&R to revisit.

Cllr Maslin – Advised the Priory Nursing Home have received 9 bids.

Cllr Walsh – Recently spoke to a University student who was very impressed with TTC

**TC20. 04/16 Items for May Agenda:** CDC Local Plan and Neighbourhood Plan, Need to focus on Committees and how much input from TTC office staff.

**TC21. 04/16 To note the date and time of the next Full Council meeting:** Monday 16<sup>th</sup> May 2016 at 7pm.

Meeting closed 9.15pm

**Closed Session**

It was proposed by Cllr Walsh, seconded Cllr Maslin to approve the closed session minutes held on 21<sup>st</sup> March 2016 – voted 8 in favour, 4 abstentions.

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