

MINUTES OF A MEETING OF TETBURY TOWN COUNCIL
Held in the Council Chamber, Tetbury on Monday 27th November 2017 at 7.00pm

PRESENT:

Chairman: The Mayor - Councillor Stephen Hirst

Councillors: S Ball, J Easterbrook, M Lea, N Ind, I Maslin, E Monks, C Morgan, K Painter, S Scotford, T Stevenson, A Walsh and J Williams.

Officers: Town Clerk – Stephen Holley, Deputy Clerk – Tara Niblett

Public: District Councillor M Heaven and five members of the Public

TC01. 11/17 Apologies for absence:

Received from Councillors Burrell and Edge

TC02. 11/17 Declarations of interest:

None

TC03. 11/17 Minutes of the meeting held on 23rd October 2017:

The Minutes of the meeting held on Monday 23rd October 2017 were approved as a correct record – voted 9 in favour, 3 abstentions.

TC04. 11/17 Public Consultation:

Mr Atkinson congratulated the Christmas in Tetbury team for the setting up of the Christmas lights in and around town. In response to a question on where information could be found about the upcoming Referendum, the Mayor advised that the Neighbourhood Plan Group had arranged for three Open Sessions at the Dolphins Hall and the display would also be in the foyer of the Council Offices until the Referendum. Also, copies of the Plan were available at the Library, in the Council Offices and online. Advertisements had been placed in the Standard and the Advertiser.

TC05. 11/17 Progress Reports:

Lease for Coombe House (the former @Tetbury building) – Completion expected in December. Burial Ground Project – Awaiting confirmation from Environment Agency on adequacy of results before proceeding with planning application, quotes received for design/layout and work to dry stone wall. Consider replacing external staircase outside Council Chamber – Awaiting quotes. Request narrowing of pavement outside Top Banana and Seymours to provide better flow of traffic – assessments by Highways would be undertaken in Feb/Mar for the 2018/19 build programme dependent upon funding. Arrange for valuation on various properties and chains of office – Ongoing. Dragons Den event at SWR – Awaiting date from SWR. Annual Return approved for submission to external Auditor – Grant Thornton had signed off the annual return. Write to APCOA to arrange a meeting regarding traffic and ticketing issues – Request submitted to APCOA and referred to Glos CC. Doctors' Surgery – It was understood the Surgery was looking at two potential sites with a public consultation to take place before a decision was made. A list of S106 monies was requested on all the housing developments in Tetbury.

TC06. 11/17 Reports from Mayor and Town Clerk:

Mayors Report - Attended various events in the town. Meeting with CDC Head of Service to discuss Tetbury matters which included the forthcoming Referendum, new Planning Portfolio and local Planning matters. Meeting with Model Railway Club regarding future lease arrangements of the upper floor of Old Coombe House.

Town Clerks Report – In addition to the circulated report the Town Clerk advised that, so far in 2017, the Council had replaced four litter bins which had apparently been stolen – costing the Council Taxpayer £750.

TC07. 11/17 Police Reports:

17 substantiated crimes had been reported between 1st October and 31st October 2017, compared to 12 for the same period last year. These figures comprised 2 incidents of burglary, 0 of violence, 9 of theft, 5 of criminal damage and 1 incident of fraud.

TC08. 11/17 Brief updates from Feoffees, Dolphins Hall, Rail Lands Trust:

Feoffees – No report

Dolphins Hall – (1) Mrs Heaven thanked Councillors for agreeing to transfer to the Dolphins Hall Management Committee (DHMC) the £11,316 remaining in Charitable Trust 301633 and suggested that it could be used for resurfacing and drainage works for the Rugby Club car park. There was some confusion as the Council (in its capacity as Sole Trustee) had voted in the meeting held immediately before to remit the funds to the DHMC for its project to resurface the front car park, and Mrs Heaven had spoken in that meeting specifically to confirm that intention. In addition, Tetbury Upton Parish Council had been consulted on that proposal. In view of the uncertainty, Mrs Heaven was requested to ask her committee to clarify its intentions for the money. The Council made clear that it would only release the money following the requested clarification and at such time the money was required for the work to take place. (2) An agreement had taken place with neighbours regarding their right of way, which would suit both parties regarding the extension of the Dolphins Hall; in particular, the door to the Youth Club would now be at the back of the hall. (3) The Christmas Bazaar would take place on Saturday 2nd December.

Rail Lands Trust – (1) Mr Cook reported that the Finnish railway carriage had been delivered; with Eagle Plant providing machinery for free on the day. The fence which had been knocked down while the carriage was being manoeuvred down the access road had been repaired. Any Councillors wanting to visit the carriage should contact Mr Cook. (2) A meeting with neighbours of the Goods Shed had been arranged for Wednesday 6th December at 7pm to discuss progress so far. (3) A Community Christmas Carol concert would be held at the Goods Shed on Friday 22nd December at 6.30pm.

TC09. 11/17 Appointment of Trustee to Tetbury Rail Lands Regeneration Trust:

Councillor Morgan had stepped down as Council representative Trustee but had agreed with the Trust to remain as an 'ordinary' Trustee. Two Councillors put their names forward to become the Council Trustee with Councillor Ball being elected 6 votes to 5.

TC10. 11/17 Goods Shed – Request for Extension of Operating Hours:

Mrs. Julia Hasler from the Rail Lands Regeneration Trust provided the Council with an overview of the request. The Trust would like to extend the closing times on Mondays to Saturdays inclusive to 11pm, and on Sunday to 10pm. Permission was also being sought to open twice a month at 6.30am to accommodate a Breakfast Club. Mrs Hasler advised that the Rail Lands Regeneration Trust would pay the costs to apply for an extension. The Council RESOLVED to agree to the request. Record of Voting - 10 in favour, 1 against, 2 abstentions.

TC11. 11/17 Goods Shed Project – costs since Acquisition of the Former Rail Lands:
Noted.

TC12. 11/17 Reports from the Council's Committees and Working Groups:

Heritage & Regeneration Committee – Councillor Ball, the Committee Chair, explained that the Committee had considered proposals for its budget for 2018/19 with a new budget line for tree work requested. The Committee was proceeding with a quotation from KP Gardens to replace the path in Anniversary Gardens; it had agreed to re-name the Tourist Information Centre as Visitor Information Centre in line with the 'Visit Tetbury' website; and agreed to replace the water troughs in Market Place following a gift contribution from Tetbury in Bloom.

Planning Committee

17/04434/FUL Full application for change of use of land from commercial to residential, demolition of units 1-4 and proposed 2 no. chalet bungalows Land to the Rear and Side 23C Northfield Road	17/03323/FUL Full application for Change of use of the ground floor storage area (use Class B8) to Fitness Studio (use Class D2) and reinstatement of offices (use Class B1) on the first floor at Unit 4 Hampton Street Industrial Estate
17/04438/FUL Full application for erection of two storey rear	17/04345/LBC Listed Building Consent for rendering of property,

extension 45 Hampton Street	replacement windows, new opening, insertion of flue and internal alterations 33 The Chipping
17/04344/FUL Full application for rendering of property, replacement windows, new opening and insertion of flue 33 The Chipping	17/04170/FUL Full application for erection of first floor side extension 4 Conygar Road
17/04380/FUL Full application for erection of single storey rear extension 18 West Street	

Highways Working Group

Councillor Painter, Chairman of the Working Group, explained that, following the resurfacing at the top of Gumstool Hill none of the yellow lines had been replaced and parking had become an issue, so Gloucestershire Highways would be carrying out lining works in the week commencing 4th December. The Working Group would look into the rules regarding banners on railings and road safety signs in Bath Road. It had recommended to the Council that it submit a Traffic Regulation Order (TRO) to Gloucestershire Highways for six items. The Town Clerk asked if the Group had considered requesting times when loading and unloading would be prohibited on Long Street. It was AGREED that the Council should consult neighbours who would be affected by the TRO before submitting it to Highways.

TC13. 11/17 Council Action Plan for 2017/18 – Review:

The Town Clerk provided an overview of the Action Plan and highlighted aspects thereof. Noted.

TC14. 11/17 Council Business Plan – Review and Update:

The Town Clerk provided an overview. The Council RESOLVED (i) to form a Working Group comprising the Mayor, Committee Chairs and the Town Clerk commence the review of the Business Plan (initially by email but allowing for a meeting), with the intentions of presenting a first draft at the December meeting of the Council followed by a final draft at the January meeting and (ii) to request the Working Group to develop a three-year Capital Plan as an appendix to the revised Business Plan.

TC15. 11/17 Budget and Precept for 2018/19 – Progress report, major projects and next steps:

The Town Clerk presented the report. It was RESOLVED that, in view of the number of significant projects awaiting final figures or estimates the Council would make its final decisions on the Budget and Precept at the meeting to be held on 29th January 2018, following a Budget Consultation Meeting for the public, to be held on 22nd January 2018.

TC16. 11/17 Appointment of Internal Auditor for 2017/18 Accounts:

Following discussion with the Finance and Scrutiny Committee the Town Clerk and RFO had been looking for a Chartered Accountant or Audit Technician with experience in Local Government to audit the Council's accounts and to review its financial systems. It was RESOLVED to appoint Mrs Bridget Bowen FCA as the Council's Internal Auditor for the Accounts for 2017/18. Unanimous.

TC17. 11/17 Authority to issue payments for December:

It was RESOLVED (i) to authorise the Town Clerk to issue payments in December; and (ii) to request the Town Clerk to draft an amendment to the Council's Financial Regulations authorising him/her to make payments required to maintain routine daily operations. Unanimous.

TC18. 11/17 Correspondence:

A letter had been received from St Mary's Church, explaining that it had received planning permission for a disabled access which would cost in the region of £50,000 and asking the Town Council to consider assisting with a grant for £7,000. It was AGREED that this should be an agenda item for the December meeting.

TC19. 11/17 Brief reports from District and Town Councillors:

County Councillor Hirst – The County and District Councils were currently preparing their Budgets for 2018/19.

Councillor Painter – Advised that a new grocery shop had opened in Church Street. Reported that Mr Walker would like the plaque commemorating the Queen's Coronation in 1953 (originally on the gates to the Recreation Ground) returned so it can be donated to the Dolphins Hall. Advised that the Doctors' Surgery report should be concluded next week and that he had requested a copy for the Council. The Surgery was no longer leasing consulting rooms at Tetbury Hospital.

Councillor Walsh – Compliments had been passed onto the Mayor regarding the Remembrance wreaths around the Market Hall. Following a rugby injury on the Recreation Ground it had taken 3.5 hours for the ambulance 3.5 hours to attend. As President of the Rugby Club and as a former specialist in Trauma care Councillor Walsh would be sending a letter to the relevant authorities.

Councillor Scotford – Reported that he was working closely with the Youth Group. A Cake Sale had been organised outside the Co-op for Saturday 16th December.

Councillor Lea – Asked whether the Remembrance Garden could be moved back to its original position as there had been some comments that its new siting was disrespectful, as people had their backs to the Garden during the Remembrance Service.

Councillor Morgan – Asked if it was correct that the Dolphins Hall would be closed for six months while renovation works were carried out. It was understood that the Management Committee was looking for minimal disruption and would keep the Town Council updated.

Councillor Ind – Reported that a resident in Chavenage Lane had been receiving numerous cold callers. In response, it was suggested that the resident could put up a standard notice and/or contact 101. Requested clarification on whether Lloyds Pharmacy was closing due to the recent announcement of branch closures. Noted that a green lorry was being parked in various locations in Tetbury and asked if someone was living in it. It was understood that someone was living in the lorry but the consensus was that this was not a problem. Attended an allotment meeting and advised that a few Committee members would be standing down at the next AGM.

TC20. 11/17 Items for inclusion on future Agendas:

Fencing around the Hampton Street allotments.

TC21. 11/17 Council and Committee Meeting dates for 2018:

Approved, subject to the addition of the Budget Consultation meeting on 22nd January 2018.

TC22. 11/17 Date of next meeting of the Council:

7pm, on Monday 11th December 2017

TC23. 11/17 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 items of business on the grounds they involved the likely disclosure of confidential information (as defined in paragraphs (1) and (2) of Part I of Schedule 12A to Section 100A(4) of the Local Government Act 1972 [Information relating to an individual], and [Information relating to the financial or business affairs of any particular person] and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information concerned.

TC24. 11/17 Confidential minutes of the meeting held on 23rd October 2017:

The minutes of the meeting held on 23rd October 2017 were approved as a correct record. Unanimous.

TC25. 11/17 Pre-School Provision:

In light of a recommendation from the Finance and Scrutiny Committee it was RESOLVED that the Council approve the proposal of financial assistance in principle only and that the £78,912 in S106 money received from the Highfield Farm development be ring-fenced for contribution to this project. Record of Voting - 11 in favour, 2 absentions

Note: the above items were considered in Closed Session for the reasons agreed in Minute TC23. 11/17, but the decisions in Minutes TC24. 11/17 and TC25. 11/17 are not Exempt/Confidential.

Meeting closed 9.15pm

Chairman Dated