

MINUTES OF A MEETING OF TETBURY TOWN COUNCIL
Held in the Council Chamber, Tetbury on Monday 25th June 2018 at 7.00pm

PRESENT:

Chairman: Councillor S Ball (Mayor)

Councillors: P Burrell, D Creed, J Easterbrook, S Hirst, N Ind, I Maslin, C Morgan, K Painter (Deputy Mayor), A Walsh and J Williams.

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

Public: Community and Tourism Development Manager – G Osman and seven members of the public.

Presentation - Mrs Alison McKay, employed by the Council for the rebranding of the 'Visit Tetbury' website gave a presentation. The new website would be launched on 4th July 2018 at the Goods Shed. Businesses throughout the town had been invited to the launch which would also include a Social Media Workshop by #WDYT.

TC01. 06/18 Apologies for absence:

Received from Councillor Stevenson and District Councillor Heaven

TC02. 06/18 Declarations of interest:

Councillor Ball and Hirst each declared an 'other' interest in the item on the Town Twinning Committee (Minute TC17. 06/18) in that they were members of the Committee and would be part of the Civic Party visiting France.

Councillors Ball, Burrell and Easterbrook each declared an 'other' interest in the item on the Dolphins Hall Rebuild and Extension (Confidential Minute TC27. 06/18) in that Councillors Ball and Easterbrook were the Council's appointed representatives on the Dolphins Hall Management Committee and Councillor Burrell was the WIs appointed representative.

TC03. 06/18 Public Consultation:

Mrs Heidi Bailey, the Playgroup Leader from St Mary's Playgroup, provided her view of the proposal for pre-school provision at St Mary's Primary School. The playgroup was concerned that the proposal for pre-school provision to be discussed later in the Meeting (Minute TC12. 06/18) was for accommodation only for children from the age of three, whereas the town's current pre-school providers took children either from two years or two and a half. Mrs Bailey was asked if information could be obtained on the effect if the proposal to take from three years only went ahead.

TC04. 06/18 Minutes – Annual Meeting of the Council held on 14th May 2018:

The minutes of the Annual Meeting of the Council held on 14th May 2018 were approved as a correct record.

TC05. 06/18 Co-option to fill two vacancies on the Council:

Three candidates had come forward. Following a brief question and answer session Mr Rob McCorkell and Mr John Turton were co-opted. Councillors McCorkell and Turton each signed a Declaration of Acceptance of Office form and duly took their place at the table.

TC06. 06/18 Progress Reports:

Old Coombe House – To date there had been no expressions of interest for renting the room. Councillor Hirst suggested that he could use it for a District and County Councillor Surgery. The Clerk would put the same offer to the other District Councillors and to the MP.

Burial Ground Project – Awaiting a decision on the planning application.

External staircase – Awaiting quotations from two other contractors and for the Conservation Officer to confirm whether complete replacement would be an acceptable alternative to making use of salvaged materials, given the poor condition of the woodwork.

Traffic Regulation Order – An advertisement for the consultation would go into the July edition of the Tetbury Advertiser.

Beaufort Hunt – As the initial Health and Safety consultant had not provided a response, the Clerk was requested to make arrangements with another consultant.

Renewal of lease over VIC premises – awaiting new lease from landlord
Request for date for the repair of metal benches – due to mowing season move this item to the Winter
Initiating review of SLA with Dolphins Hall - Ongoing

TC07. 06/18 Reports from the Mayor and Town Clerk:

Mayor's Report – The Mayor had attended various events throughout the month including the Woolsack celebrations. Plans had been finalised for the trip to Chatillon sur Indre and the Mayor was pleased that a good number of representatives of the town would be attending Tetbury children, the Chief Fireman, the Town Crier, the Deputy Clerk, the Mayor and the previous Mayor.

Town Clerk's Report – The Annual Town Meeting had been acknowledged to have been run successfully, with much interest in the CCTV project, which would be the subject of a second consultation in the light of figures on its cost. Mrs Maria Marsh had been appointed the new Police Museum Curator, starting in July. A Manual Handling course had been arranged for the Grounds Team and other representatives from other councils. Due to the growing conditions of the grass and the damage it was causing the mowers, the Council would for a trial period employ a contractor to mow the Conygar Road and Shepherds Mead estates.

TC08. 06/18 Police Report:

There had been 6 crimes between 1st May and 31st May 2018 compared to 14 in the same period of 2017.

TC09. 06/18 Annual Funding Request – Tetbury Area Youth and Community Trust:

Tetbury Area Youth and Community Trust (TAYCT) had requested a grant of £13,500 for 2018/19. In the light of previous decisions by the Council, the Finance and Scrutiny Committee had recommended to the Council that payment of £10,000 be paid immediately (as budgeted for) and that the Council should consider the possibility of making up the difference in October/November, by which time the Council's own funding position would be more clear. The Council RESOLVED accordingly.

TC10. 06/18 Annual Funding Request – Dolphins Hall (Recreation Ground):

The Dolphins Hall Management Committee (DHMC) had requested funding for £8,000 for the upkeep of the Recreation Ground. It was noted that, for a number of years, the Council had provided the Dolphins Hall with a grant of £5,000, which DHMC usually put towards the maintenance of the Recreation Ground. The Council had replaced that grant in the 2018/19 budget with £22,000 to allow for interest on a bridging loan for the rebuild/extension project, and by the provision of another £11,300 following the closure of the Charitable Trust account to assist with the cost of the resurfacing of the car park. DHMC had said that they still expected the grant. The Council noted a recommendation of the Finance and Scrutiny Committee and RESOLVED to look at the request again in three months' time, or earlier if significant S106 receipts come in.

TC11. 06/18 Grants Requests:

Dolphins Hall benches – Request for £846 to purchase three new benches for the Recreation Ground. It was agreed to DEFER consideration until DHMC could supply their most recent annual accounts, in accordance with the Council's Grants Policy.

St. Mary's School – Request for £700 for emergency tree works to be carried to reduce the size of three large lime trees and a sycamore at the request of local residents. It was resolved to APPROVE the request, subject to the Council being provided with confirmation on whether consent was required.

TC12. 06/18 Pre-school provision at St Mary's School:

The Council was requested to consider a proposal to work with St Mary's School on the provision of a building to house a pre-school facility. It was agreed to DEFER any decision until stakeholders could be invited to a meeting with Councillors in the light of (i) differing views on who

should staff/run the new facility and (ii) the current proposal being for the facility to take children from the age of three, rather than two or two and a half.

TC13. 06/18 Dolphins Hall rebuild and extension project:

It was agreed to discuss this item in Closed Session.

TC14. 06/18 Annual Return – Accounts for 2017/18:

The Town Clerk presented the Accounts for 2017/18 and requested the Council to approve the Annual Governance and Accountability Return for submission to the External Auditor. The Clerk explained that, following the end of year shut-down of the RBS Omega accounts system, the Independent Auditor had adjusted some of the figures. To show an audit trail of the changes, those adjustments were shown as manual changes to the RBS Omega figures. The Council agreed to DEFER consideration until the accounts could be re-presented. It was noted that deferral would result in the Council not meeting the deadline for submission of the accounts.

TC15. 06/18 Council Action Plan – Priorities and projects for 2018/19:

The Town Clerk was requested to re-submit the Action Plan with colour-coding for the various priorities.

TC16. 06/18 Business Plan 2015-2020:

APPROVED.

TC17. 06/18 Town Twinning Committee – Progress report and request for funding:

The Council was advised that the funding for the official Town Twinning signing event would be a one-off cost this year, because it was appropriate to have formal Council involvement in the year when the formal Town Twinning Charter was signed. It was RESOLVED to note the progress report and to endorse the Town Clerk's use of his Emergency Spending Authority for expenditure properly incurred in respect of the Town Twinning activities in 2018 (subject to a maximum limit of £2,500 and subject to an understanding that these would be 'one off' costs).

TC18. 06/18 Commemorating the 100th Anniversary of the end of the First World War:

The Council was reminded of the Finance and Scrutiny Committee's decision to purchase two World War One 'Tommy' figures from the 'There but not There' Charity. Subsequently, it had been suggested that the Council could purchase just the one Tommy figure and, instead of buying a second one, a commemorative bench could be installed in St Saviours churchyard facing the War Memorial. As the Budget for 2018/19 allowed only for the usual Remembrance activities there was no funding for the more significant activities to commemorate the 100th Anniversary of the end of the First World War. The Council RESOLVED to authorise the Town Clerk to incur expenditure up to £2,000 from General Reserves. The Mayor informed the Council that an afternoon tea party would be held on Sunday 4th November to thank all the contributors to the Poppy Campaign.

TC19. 06/18 Correspondence:

None

TC20. 06/18 County, District and Town Councillor Reports:

County Councillor Hirst – Roads will be surveyed to measure condition of the roads and lining.

District Councillor Hirst – The town would benefit from £30,000 over the next three years to support the towns Senior Citizens as part of the S106 agreement for the new Steepleton development.

Councillor Hirst was chasing payment of the S106 payments from the Highfield Farm development.

Councillor Ind – Had met with the Youth Worker who advised that Tetbury Area Youth and Community Trust held a session at the Library on Thursdays to assist residents with any issues they may have. There was no longer a National Childbirth Trust branch in Tetbury. Had been told by a resident that they had somebody knocking on their door late at night from a street seller; on querying this Councillor Ind had been advised that the national street collection license allowed this until 9pm at night, which could be very upsetting for some residents. Attended a Neighbourhood Planning workshop and noticed the new Tetbury Neighbourhood Development Plan needed

updating; it would be good to have an update on the Agenda for the Planning Committee. Cirencester Civic Pride was carrying out a pride about their town. Nettles needed removing around the speed sign on Cirencester Road.

Councillor Ball – Had received correspondence from Tetbury Lions requesting an update on the Tetbury Cares project.

Councillor Williams – Advised that the businesses on the Industrial Estates in town were thriving. The town needed to evolve, with parking being the main concern.

Councillor McCorkell – Thanked the Council for voting him back.

Councillor Easterbrook – Following the new tactile footpath currently being installed in various locations from Highfield Farm to the Town Centre it would have been more efficient to complete one footpath at a time before proceeding to the next location

Councillor Burrell – Stated that it would be nice to see more businesses taking ownership and removing weeds outside their premises.

TC21. 06/18 Items for inclusion on future agendas:

Annual Governance and Accountability Return

TC22. 06/18 Next Meeting

Monday 23rd July 2018 starting at 7pm

TC23. 06/18 Exclusion of the Public and Press to allow discussion of Confidential business:

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) 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.

Note: the business covered in the following Minutes was considered in Closed Session for the reasons agreed in Minute TC23. 06/18, but the summary decisions in these Minutes are not Exempt/Confidential. More detail is provided in the Confidential Minutes.

TC24. 06/18 Minutes:

The Confidential Minutes of the Annual Meeting of the Council held on 14th May 2018 were approved as a correct record.

TC25. 06/18 Minutes:

The Confidential Minutes of the Extraordinary Meeting of the Council held on 4th June 2018 were approved as a correct record.

TC26. 06/18 Burial Ground – Unilateral Declaration to provide replacement land:

The Council RESOLVED to (a) provide Cotswold District Council with a Unilateral Undertaking under S.106 of The Town and Country Planning Act 1990 to the effect that an area of land equivalent to 25m x 52m is to be provided for sport /recreational use within two years of the date of the planning permission for conversion to Burial Ground of part of the Dolphins Memorial Recreation Ground (Planning Reference 17/05116/FUL); and (b) request the Town Clerk to complete the negotiations in consultation with the Mayor and (if required) to instruct the Council's Solicitor to complete the Undertaking on behalf of the Council.

TC13. 06/18 Dolphins Hall rebuild and extension project (continued):

The Council RESOLVED (a) that the Council and the Dolphins Hall Management Committee jointly appoint a Project Management Steering Group of not more than six members to work with the Project Manager, with the Council represented by the Mayor (who shall be Chair of the Steering Group), the Chair of the Finance and Scrutiny Committee and the Town Clerk; (b) that it confirms the Council is the appropriate responsible financial body for this project; (c) that the Council

confirms it is the appropriate body to place the contract for the rebuilding and extension of the Dolphins Hall (with the contractor recommended by the Dolphins Hall Management Committee); and (d) that a Special Meeting of the Council be convened to place that contract at the earliest opportunity following receipt of the recommended contract.

The Meeting closed at 9.40pm

Chair Dated