

**MINUTES OF A MEETING OF TETBURY TOWN COUNCIL**  
**Held in the Council Chamber, Tetbury on Monday 24<sup>th</sup> September 2018 at 7.00pm**

**PRESENT:**

Chairman: Councillor S Ball (Mayor)

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

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

Public: Three members of the public.

**TC01. 09/18 Apologies for absence:**

Received from Councillors E Monks and A Walsh.

**TC02. 09/18 Declarations of interest:**

(a) Councillors Ball, Burrell, Easterbrook and Hirst each declared 'other' interests in the Dolphins Hall Rebuild and Extension Project (Minute TC24. 09/18) and the Dolphins Hall Rebuild and Extension Project; Councillors Ball and Easterbrook as the Council's appointed representatives on the Dolphins Hall Management Committee, Councillor Burrell as a member of the same Committee, and Councillor Hirst as a member of the group project managing the rebuild/extension project.

(b) Councillor Ind declared an 'other' interest in the grant request from New Picket Harp Allotments Association in that she was the Council's appointed representative on the Association (Minute TC09. 09/18).

**TC03. 09/18 Public Consultation:**

None

**TC04. 09/18 Minutes of the meeting held on 23<sup>rd</sup> July 2018 and the Extraordinary meeting of the Council held on 30<sup>th</sup> July 2018:**

(a) The minutes of the meeting held on 23<sup>rd</sup> July 2018 were approved as a correct record. Unanimous.

(b) Following a few minor amendments the minutes of the Extraordinary meeting of the Council held on 30<sup>th</sup> July 2018 were approved as a correct record. Unanimous.

**TC05. 09/18 Co-option to fill vacancy on the Council:**

A resident had written expressing interest in becoming a Town Councillor, but was unable to attend the meeting. It was agreed to DEFER this item to the next meeting as the Council had a policy that candidates must attend to be considered for co-option. Record of Voting: For – 7; Against – 5; Absentions - Nil; Absent/Apologies – 2; Vacancy - 1.

**TC06. 09/18 Progress reports:**

(a) Community Hub – County/District Councillor Hirst to provide office with dates when the drop-in surgery will take place.

(b) Burial Ground Project – Awaiting professional design

(c) External Staircase outside Council Chamber- An application for Listed Building Consent had been submitted, the Town Clerk would circulate a breakdown of costs

(d) Traffic Regulation Order (TRO) – 187 responses had been received. The Highways Working Group was arranging a meeting with Gloucestershire Highways to discuss the proposed wish list. The Community and Tourism Development Manager and Councillor McCorkell would meet to discuss the wording of the TRO before submitting it.

(e) Beaufort Hunt – The Hunt had been requested to provide the Council with a Risk Assessment

(f) Initiating Review of SLA with Dolphins Hall – Deferred until the new Chair and Committee had completed plans for the rebuild/extension project

(g) Town Centre CCTV – A second new consultation 'in the light of costs' had been carried out in September. The results would be circulated and the Council could re-consider the project at its next meeting.

(h) Annual Town Meeting – The Council was reminded of its previous decision to hold a Town Meeting every six months. It was agreed there was no present need, additional Town Meetings could be convened as required, such as when large projects needed community input.

(i) Motion to re-consider funds ring-fenced for Pre-School Provision – It was noted that the School had withdrawn from discussions due to advice from the Local Authority that there was less demand than previous thought.

(j) Annual Return – The Accounts had been submitted to the External Auditor in July and the Council was awaiting the Auditor's report.

(k) Proposal for Trim Trail – The Council was pleased to note that Gloucestershire County Council had approved the grant application; orders were ready for an instruction to proceed.

#### **TC07. 09/18 Mayors and Town Clerks Report:**

(a) Mayor's Report - Opened the Bowls Club marathon to raise funds for Guide Dogs for the Blind and presented a cheque to them from the money raised, opened the Summer Show Parade. Noted the area behind the Market Hall is looking untidy as this is one of the focal points in the town this needs some attention.

(b) Town Clerk's Report – The WWI 'Tommy' figure and the memorial bench had been received. Following the recent updating of the 'Visit Tetbury' website, Tetbury was now ranked 137 out of 1300 towns in the Digital Influence index; compared to being ranked 437 before the new website was launched. The recent consultation on the draft Traffic Regulation Order had generated 187 responses, most were in favour of the suggestions.

#### **TR08. 09/18 Police Report:**

11 substantiated crimes had been reported between 1<sup>st</sup> and 31<sup>st</sup> August, compared to 14 for the same period last year. These figures comprised 2 incidents of burglary, 1 of violence and 8. The Council asked if the Police could also provide figures on how many of the reported crimes had been solved.

#### **TR09. 09/18 Grant Request – New Picket Harp Allotments Association (NPHAA):**

The NPHAA had requested a grant of £900 to replace the plot divider boards which was part of the original construction of the allotments. It planned to do the work over a number of years. The Council RESOLVED that the £900 could be taken from the Allotments Earmarked Reserve, for the NPHAA to request payment as and when required.

#### **TR10. 09/18 Request from TRLRT for installation of Mobile Chiller Unit at rear of Railway Carriage:**

Tetbury Rail Lands Regeneration Trust had requested that the Council grant permission (as landowner) for a small mobile chiller unit to store food. This would allow the café in the railway carriage to stay open during the winter months. The trailer would be temporary until more permanent storage could be made within the Goods Shed. The unit would be obscured from the public behind the railway carriage and it was understood that it would be 'virtually silent'. It was understood that planning permission would not be required for a wheeled/mobile unit. It was AGREED to allow the siting of the mobile chiller unit subject (a) to it being screened from view and (b) to TRLRT being responsible for insurance cover.

#### **TR11. 09/18 Design for the Extended Burial Ground:**

Due to unforeseen circumstances the designer had not been able to supply plans in time for this meeting.

#### **TR12. 09/18 Highways Railings at junction of Hampton Street/London Road/New Church Street:**

In 2017 the Council had started discussions with Gloucestershire Highways on improvements to this junction. It was felt that the standard galvanized railings would not be in keeping with the centre of an historic town and a Conservation Area and Officers had been requested to ask whether enhanced railings would be possible. Gloucestershire Highways had indicated that enhanced railings would cost approximately £22,000, but had not yet indicated how much it

would require from the Town Council as a commuted sum for maintenance. Officers were requested to clarify with Gloucestershire Highways whether the road width would be changed before the railings were installed. It was RESOLVED to note the progress to date and to request Officers to continue seeking information and costs. Unanimous.

**TR13. 09/18 Pride in our Town – Action Plan**

Councillor Hirst provided an overview. Following the September meeting of the Heritage and Regeneration Committee Councillors Hirst, Morgan, Burrell and Turton had walked around the town centre to note areas needing attention. The first area to be given a ‘Pride in our Town’ makeover would be behind the Market Hall, where £30,000 of S106 money had been granted to provide resurfacing. Officers were requested to ask whether this money could be used for street items instead of resurfacing. The Council noted concern was that metal drain covers across the pavement on Long Street were rusty away and risked becoming a trip hazard. Officers had asked Gloucestershire Highways to ascertain whether these drains were its responsibility, or frontagers.

**TC14. 09/18 List of current and future projects – updating the Action Plan and Business Plan:**

Under the Heritage and Regeneration Committee section of the Action Plan add ‘Pride in our Town’. All actions under the Planning Committee should not state on-going as these actions are already remits of this Committee. Twinning would not be added to the Action Plan or the Business Plan as it was run by the Twinning Committee. All other items on the list to remain the same. Actions that had been achieved could be deleted from the list.

**TC15. 09/18 Annual Governance and Accountability Return for 2017/18 – External Auditors Report:**

DEFERRED. The Council had not yet received the External Auditors report.

**TC16. 09/18 Financial Report to end of August:**

The Council NOTED the circulated report and the Deputy Clerk’s recommendation that the grant to the Visitor Information Centre be reviewed in next year’s Budget and possibly restored to £12,500. Section 106 receipts in the sum of £179,733 (allocated to the Dolphins Hall refurbishment) had been transferred to an Earmarked Reserve.

**TC17. 09/18 Recommendation from the Finance & Scrutiny Committee – Council Credit Card: amend Financial Regulations to increase card limit to £1,000:**

The Council APPROVED a recommendation by the Finance and Scrutiny Committee to increase to £1,000 each the credit limit for the two business credit cards held by Town Clerk and Executive Officer. Unanimous.

**TC18. 09/18 Correspondence:**

(a) The District Council had written inviting nominations for the new Cotswold Champions Award. Mrs Eileen Hodgson was nominated for the Community Team Award for setting up the Tetbury Dolphins Running Club.

(b) A Fire Risk Assessment had recently been carried out on the Community Hub building. Shortly after, the fire alarm in the adjacent flats at Old Coombe House had been triggered but neither Bromford Housing Association’s tenants in the flat, the Council, or Tetbury Model Railway Club had access to a key to cancel the alarm. Bromford had been requested to address this.

(c) A resident had written regarding the closure of the Dolphins Hall Trustee Account 301633, looking for reassurances from the Council that the Recreation Ground would not be sold. The Town Clerk and the Mayor would send a letter confirming not only that the Council had no such plans, but it was not legally empowered to sell the Dolphins Hall or Recreation Ground.

(d) St Mary’s Church had written asking for assistance with funding for a disabled access to St Mary’s Church. After seeking advice on whether Town and Parish Councils were legally able to provide assistance to religious organisations, the Mayor and Officers would write back with

reference to that advice and to the ongoing assistance provided through wall repairs, grass cutting and tree maintenance. District and County Councillor Hirst suggested that a grant may be possible from Cotswold District Council or Gloucestershire County Council.

**TC19. 09/18 County, District and Town Councillors Reports:**

- (a) County Councillor Hirst – As of 1<sup>st</sup> April 2019 Ringway would be the County Council's contractor for highway repairs.
- (b) District Councillor Hirst – Working with Police project to reduce rural crime in this area.
- (c) Councillor Williams – During the August Bank Holiday Priory Gym had held a 'strongest' event, raising £980 for the Youth Pod.
- (d) Councillor Ind – Advised of a networking event to take place the following week. Asked whether the field that Sir William Romney's School had gained could be included in the list of new sport/recreation land in the town.
- (e) Councillor Hirst – Reported that gully work had recently been carried out in Cirencester Road, and resurfacing of the road around this area would take place in the near future, together with resurfacing the road to Beverston. Advised that an area of land at the new Miller Homes development could be used for free play.
- (f) Councillor Painter – Asked whether the 'Beating of the Bounds' had been advertised this year. The Council was advised that notice was in the Tetbury Advertiser.

**TC20. 09/18 Items for inclusion on future agenda:**

Funding for St Mary's Church

**TC21. 09/18 Next meeting Monday 22<sup>nd</sup> October at 7pm**

**TC22. 09/18 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. Unanimous.

*Note: the business covered in the following Minutes was considered in Closed Session for the reasons agreed in Minute TC22. 09/18, but the summary decisions in these Minutes are not Exempt/Confidential. More detail is provided in the Confidential Minutes.*

**TC23. 09/18 Minutes:**

- (a) Subject to the addition of Councillors McCorkell and Turton's names to the list of members present, the Confidential Minutes of the Meeting of the Council held on 23<sup>rd</sup> July 2018 were approved as a correct record. Unanimous.
- (b) Subject to the start time being amended to 6.30pm, the Confidential Minutes of the Meeting of the Council held on 30<sup>th</sup> July 2018 were approved as a correct record. Unanimous.

**TC24. 09/18 Dolphins Hall Rebuild and Extension Project:**

Councillors Burrell and McCorkell provided an overview as members of the Project Team. Following two public consultation meetings and many meetings of the Hall Committee and the Project Team it was planned that a feasibility, sustainability, business model and plan would be provided to Gloucestershire County Council in October; hopefully to secure the funding.

**TC25. 09/18 Pre-School Provision:**

Details recorded in the Confidential Minutes only.

Meeting closed 9.40pm

Chairman ..... Dated .....