

**MINUTES OF A MEETING OF TETBURY TOWN COUNCIL**  
**Held in the Council Chamber, Tetbury on Monday 22<sup>nd</sup> October 2018 at 7.00pm**

**PRESENT:**

Chairman: Councillor S Ball (Mayor)

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

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

Public: District Councillors Heaven, Stevenson, PCSO Sue Fellows and 7 members of the public

**TC01. 10/18 Apologies for absence:**

Received from Councillors D Creed, E Monks and A Walsh.

**TC02. 10/18 Declarations of interest:**

(a) Councillors Ball, Burrell, Easterbrook and Hirst each declared 'other' interests in the Dolphins Hall Rebuild and Extension Project (Minute TC24. 10/18) 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 Williams declared an 'Other' interest in Pre-school provision (Minute TR25. 10/18).

(c) Councillors Ball and Hirst declared an 'Other' interest in the Administration of Twinning Activities (Minute TR10. 10/18) in that they were members of the French Town Twinning Committee.

**TC03. 10/18 Public Consultation:**

(a) A resident spoke to the Council regarding CCTV and stated his view that the crime statistics for Tetbury did not justify the cost to the public. He felt that most crimes were committed outside the areas where the CCTV cameras would be deployed and that businesses should install their own CCTV systems.

(b) Two residents spoke on the Beaufort Hunt (Minute TC17. 10/18), advised they had made a complaint to the Council in January regarding the New Year hunt and still awaiting a response. TTC and the Beaufort Hunt have a duty of care to the public. They felt that the Rail Lands were too narrow for the Hunt to safely share the space with the public. At present there were no risk assessments or Health and Safety policies in place for this activity. The assessment received by the Beaufort Hunt was a generic response and not specific to the Rail Lands. No control measures were currently in place and the Town Council and the Hunt should take their Health and Safety responsibilities seriously.

**TC04. 10/18 Minutes of the meeting held on 24<sup>th</sup> September 2018:**

The minutes of the meeting held on 24<sup>th</sup> September 2018 were approved as a correct record. Record of Voting: For – 11, Against – 0, Abstentions – 1, Absent – 3)

**TC05. 10/18 Progress Reports:**

(a) Coombe House – The Town Clerk was looking into purchasing a meeting table and chairs

(b) External Staircase outside Council Chamber – An application for Listed Building Consent had been submitted. The Planning Officer had advised the proposal would also require planning permission

(c) Traffic Regulation Order – Awaiting report from Highways Officer following meeting

(d) Renewal of lease over VIC premises – ongoing

(e) Trim Trail – Work due to commence shortly

(f) Highways Railings - Ongoing

**TR06. 10/18 Police Report:**

18 substantiated crimes had been reported between 1<sup>st</sup> and 30<sup>th</sup> September 2018, compared to 11 for the same period last year. These figures comprised 6 incidents of violence (mainly

malicious social media posts), 2 of burglary (1 domestic, 1 commercial), 1 sexual offence, 4 theft (commercial), 3 criminal damage and 2 other notifiable.

**TR07. 10/18 Re-consideration of CCTV following second consultation in light of costs:**

Mr Roger Hardiman, the consultant appointed to advise the Council, provided an overview. Since the funding application was submitted the cost for re-deployable cameras had reduced slightly. Due to the crime statistics it was asked whether the crime rate justified the cost of the system. It was agreed to DEFER this item to an Extraordinary Meeting.

**TC08. 10/18 Co-option to fill vacancy on the Council:**

Mr Simon Mitchell was co-opted to fill the vacancy on the Council arising from the resignation of former Councillor Tina Stevenson (Tetbury West Ward). Unanimous. Mr Mitchell signed the Declaration of Acceptance of Office form and joined the meeting.

**TC09. 10/18 Mayors and Town Clerks Report:**

(a) Mayor's Report - Visited the Air Cadets, attended the Lions Charter Dinner. Opening the Police Museum for the next two Saturdays due to half term, amazed by the number of knitted poppies received.

(b) Town Clerk's Report – WWI Memorial bench had now been installed. The VIC now looked much brighter, lighter and more colourful following the recent refit with the new signage being replaced following the re-branding.

**TR10. 10/18 Updates from Dolphins Hall, Feoffees, Tetbury Rail Lands Trust, Twinning:**

(a) Dolphins Hall – The Chair of the Dolphins Hall provided an overview. Contacting GCC regarding the Youth Club funding to request an extension, this information needs to be received by the end of November when a decision will be made. Due to the sensitivity of this item, information regarding the rebuild will be discussed in closed session.

(b) Feoffees – Thanked the Grounds team for cutting a tree branch that had fallen on the Rail Lands. Noted that work on the Trim Trail was due to start.

(c) TRLRT – Thanked the Town Council for supporting TRLRT with the recent planning application for a cooler, the piano is now in place and afternoon tea concerts were planned for Wednesday afternoons to assist with the purchase of the piano. The Town Council requested a report on the funding plans purchase the piano.

(d) Twinning – nothing to report.

**TR11. 10/18 Committee and Working Group reports:**

(a) Heritage and Regeneration Committee – Councillor Painter, the Committee Chair, provided an overview. The Committee had agreed to fund two plaques which would be sited on The Ormond and the old Police Station at 26/28 Long Street. The Committee had approved the cost of signs to mark the twinning with Chatillon-sur-Indre to be erected on the 'Welcome' signs and had approved the cost for the Community and Tourism Development Manager and her family to represent the town in Chatillon-sur-Indre for the Remembrance Service.

(b) Finance and Scrutiny Committee – Councillor Hirst, the Committee Chair, provided an overview. The Dolphins Hall was in danger of losing the £225,000 youth club funding if the time extension was not granted by the County Council. Require a risk assessment for the hunt with a maximum number of horses between the Goods Shed and Wiltshire Bridge, request notices are put in place on the day advising the public that a meeting of the hunt will be taking place.

(c) Planning – Nothing to report.

(d) Highways Working Group – Councillor Burrell, the Working Group Chair, provided an overview. Councillor Burrell, County Councillor Hirst and the Community and Tourism Development Manager had met with a Gloucestershire Highways Officer to discuss the Town Council's proposals for a Traffic Regulation Order.

**TR12. 10/18 Administration of Twinning Activities:**

The Finance and Scrutiny Committee had recommended the scope of activities to be undertaken in support of the Twinning Committee in the light of previous resolutions. Unanimously APPROVED.

**TR13. 10/18 Extended Burial Ground – Reconsideration of phasing and update of design requirements:**

The Town Clerk provided an overview. Following the decision by the Football Club, it had been hoped that the full area of the Extended Burial Ground could be developed but Tetbury Rugby Football Club's Chair said they still wanted phasing. NOTED.

**TR14. 10/18 External Auditors report on Accounts for 2017/18:**

This report had not yet been received from the External Auditor.

**TR15. 10/18 Appointment of Internal Auditor for 2018/19**

The Town Clerk provided an overview, recommending that Mrs Bridget Bowen be re-appointed as the Internal Auditor at a cost of £575 for the year. APPROVED, subject to a condition that any recommendations from the Internal Auditor be approved by the Finance and Scrutiny Committee before being implemented. Unanimous.

**TC16. 10/18 Tetbury Pride in our Town:**

Councillor Turton provided an overview. A meeting has been arranged with George Monck from the Clean-up UK and Joe Stokvis for Friday 23<sup>rd</sup> November at 10am. A question was asked about the drains at the bottom of Love Lane, County Councillor Hirst would request that this work be completed by GCC Highways. The Town Council was reminded that it held £30,000 of Section 106 money to improve the area around the Market House. The Town Clerk and District Councillor Hirst had been making enquires as to whether this money could be used in other areas around the town centre.

**TC17. 10/18 Beaufort Hunt – Risk Assessment:**

In view of the comments made in the Public Consultation Session, this item was DEFERRED.

**TC18. 10/18 Correspondence:**

(a) Tetbury Fiesta – The organisers had written to ask whether the Fiesta next year could be set up around the Goods Shed, possibly in conjunction with TRLRT. The Council expressed some concern about the amount of space for the amount of people who may attend the event and referred the request to the Heritage and Regeneration Committee for further consideration.

(b) Cycle Event – A letter proposing a large scale cycling event to take place in and around Tetbury next year had been received. In view of the likely impact on local roads the Clerk had referred the matter on to Gloucestershire Highways.

**TC19. 10/18 County, District and Town Councillors Reports:**

(a) District Councillor Heaven – Advised the Council of a public meeting on Friday 2<sup>nd</sup> November following concerns raised by the public for the Dolphins Hall rebuild/refurbishment.

(b) District Councillor Stevenson – Explained as the Ward Councillor covering the Dolphins Hall that there was an Enforcement issue regarding the Pod, in that the temporary planning permission had expired in 2015.

(c) Councillor Ball – Asked if any Councillors would assist in opening the Police Museum for the two Saturdays of the next half term school holiday. Working alongside Tetbury Lions to move things forward again for the Tetbury Cares forum looking at the possibility of using the Community Hub as a base.

(d) Councillor Morgan - Asked if the Council could assist St Mary's Church with its funding request. The Town Clerk advised that the National Association of Local Councils had provided advice that parish and town councils were not authorised to provide funding to a religious organisation. Councillor Ball explained that, as Mayor, she had written to the Parochial Church Council advising that the Council had helped the Church in other ways over the past few years. Councillor Hirst advised he was looking into providing a County Council grant for the disabled ramp.

(e) Councillor Ind – Advised the Council that a large Ash tree at the Goods Shed required attention and asked whether the Town Council had paid to cut back bushes blocking a street light in Love Lane.

(f) Councillor Burrell – Requested volunteers to assist with the Christmas switch on event taking place on Friday 7<sup>th</sup> December.

(g) Councillor McCorkell – Stated that, as a member of the Project Board for the Dolphins Hall he was not aware of any of the information raised by the two District Councillors shortly before (i.e. in Minutes TC19. 10/18 (a) and (b)). Expressed concern that the proposed cycling event referred to under Correspondence (Minute TC18. 10/18 (b)) would close the whole of the town centre roads.

**TC20. 10/18 Items for inclusion on future agenda:**

Members were requested to email the Town Clerk with any items for future agendas.

**TC21. 10/18 Next meeting Monday 22<sup>nd</sup> October at 7pm**

**TC22. 10/18 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. 10/18, but the summary decisions in these Minutes are not Exempt/Confidential. More detail is provided in the Confidential Minutes.*

**TC23. 10/18 Minutes of the meeting held 24<sup>th</sup> September 2018:**

Following an amendment to Minute TC25. 09/18 the Minutes of the meeting held on 24<sup>th</sup> September 2018 were APPROVED as a correct record. Unanimous.

**TC24. 10/18 Dolphins Hall Rebuild and Extension Project:**

The Chair of the Dolphins Hall provided an overview of the plans to be discussed at the next meeting of the Dolphins Hall Management Committee. Car Parking was the biggest income for the Dolphins Hall, so the Committee was looking at potentially increasing spaces as the car parking in this area was not sufficient. NOTED.

**TC25. 10/18 Pre-School Provision:**

The Council RESOLVED to approve the grant requested subject to the applicants agreeing with the Finance and Scrutiny Committee the terms and conditions to be applied, including dealing with concern regarding the fire safety of the wood burning stove and a 'clawback' arrangement for training costs.

Meeting closed 9.55pm

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