

**MINUTES OF A MEETING OF TETBURY TOWN COUNCIL**  
**Held in the Council Chamber, Tetbury on Monday 28<sup>th</sup> January 2019 at 7.05pm**

**PRESENT:**

Chairman: Councillor S Ball (Mayor)

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

Officers: Town Clerk – Stephen Holley

Public: Ten members of the public

**Mayor's Opening Remarks:**

The Mayor, Councillor Sandra Ball, thanked members for their good wishes and support while she had been unwell. The Mayor also expressed concern about comments made by members on social media and urged members to be careful what they said in any arena, because comments made even when speaking as a private individual could reflect on the Council.

**TC01. 1/19 Apologies for absence:**

Received from Councillor D Creed.

**TC02. 1/19 Declarations of interest:**

Councillors Ball and Easterbrook each declared an 'other' interest in the Dolphins Hall Rebuild and Extension Project as the Council's two appointed representatives on the Management Committee. Councillor Burrell also declared an 'other' interest in the Dolphins Hall Rebuild and Extension Project as members of the Management Committee.

**TC03. Presentation on the Tetbury Food Bank:**

Mrs Rachel Brindley gave a presentation on the work of the Cirencester Food Bank and explained that the organisation covered a wide area around Cirencester, with bases in Cirencester, Fairford and Tetbury. The organisation came under the umbrella of The Trussell Trust and Mrs Brindley was the part-time manager of around 120 volunteers who served 835 clients (including 447 children) across the whole area. Clients could be in or out of work and came from every demographic. The numbers showed that hunger existed even in so-called affluent areas. Mrs Brindley addressed a number of other misperceptions and explained that referrals needed to come from front-line agencies such as Citizens Advice, children's centres and health visitors, but the Food Bank would sometimes deal with emergency requests. It would also co-ordinate nappies, baby food and even baby buggies. On being asked how the Town Council might help, it was explained that it could recognise the need for the Food Bank and raise awareness within the town. Mr Warren Hateley of the Tetbury Lions Club (a local partner of the Food Bank) explained that the Town Council might consider supporting holiday activities for children, because parents in need often found it difficult managing to feed or look after children for six weeks when they might also have to work. Mrs Brindley and Mr Hateley were thanked for speaking to the Council.

**TC04. 1/19 Public Consultation:**

(a) A resident expressed his concerns that the Council was considering setting a Precept without having a Budget and that the Public Budget Consultation Event on the Budget was now to be arranged after the Precept had been set.

(b) Two other residents stated their views that the provision of play equipment in the town was inadequate and uninteresting to children.

**TC05. 1/19 Minutes of the Meeting held on 10<sup>th</sup> December 2018:**

The Minutes of the meeting of the Council held on Monday 10<sup>th</sup> December 2018 were APPROVED as a correct record, subject to the following amendment to Minute TC13. 12/18 (Tree work required in Quarter 4 2018/19): - Add the following sentence "The Clerk was also authorised to place contracts for urgent tree work required elsewhere in the town." Record of Voting: For – 12, Against – 0, Abstentions – 2, Apologies/Absent – 1

*At this point the Mayor / Chairman agreed to vary the order of business in order to accommodate the speaker for the next item.*

**TC14. 1/19 Request for ‘Top Up’ Grant – Tetbury Area Youth and Community Trust (Youth Club):**

Mrs Jo Tancock spoke in support of the Youth Club’s application for an additional £3,500. The Council agreed to DEFER consideration until County and District Councillor Hirst could confirm whether he could obtain funding from the two principal Councils.

**TC06. 1/19 Progress Reports:**

The Council urged progress with the plan to repair or replace the wooden staircase, which had been held up by the Conservation Officer’s requirement for restoration with the existing damaged wood, rather than demolition and like-for-like replacement; the project was being discussed by the Clerk, Councillor Maslin and a conservation specialist. It was suggested that a visit by the Fire Officer might help. The Council was pleased to note that Gloucestershire Highways had said the proposed railings at the junction of New Church Street / London Road / Hampton Street could be painted black by the Town Council, and it could also install roundels with the Tetbury dolphins logo.

**TC07. 1/19 Reports from the Mayor and Town Clerk:**

Noted.

**TC08. 1/19 Reports from the Committees and Working Groups:**

The Chairs of the Council’s Committees and Working Groups provided update reports and drew attention to highlights in the circulated Minutes of their most recent meetings. Noted.

**TC09. 1/19 Periodic review of Council’s Standing Orders and Code of Conduct:**

The Council was requested to initiate a periodic review of the Council’s Standing Orders and Code of Conduct, with particular reference to the handling of members’ interests to ensure these documents remain fit for purpose. It was RESOLVED to appoint a Working Group comprising Councillors Ball, Hirst, Mitchell and Walsh, charged with reviewing the Council’s Standing Orders and Code of Conduct, with a view to making a final report to the meeting of the Council to be held on 29<sup>th</sup> April 2019. The review would make particular reference to the procedures for handling of members’ interests to ensure these documents remained fit for purpose. Unanimous.

**TC10. 1/19 Brief Updates from the Feoffees, Dolphins Hall, Rail Lands Trust:**

(a) Tetbury Feoffees – Mr Will Cook explained that the Market House was due to be repainted over a period of five weeks, starting on 15<sup>th</sup> April. Traffic control would be required for two and a half weeks of that time, but it would be manually operated in order to avoid the congestion that had occurred previously when the lights had been on a set phase. Adjacent traders were being contacted and the work had been discussed with Gloucestershire Highways and the Police. There would be no markets during the week, but they would operate at weekends.

(b) Dolphins Hall Management Committee – Mrs Patricia Burrell explained that the County Council had now confirmed it was satisfied that the balance of the £225,000 ‘Youth and Community’ money arising from the sale of the former Youth Club need not be returned to the County Council now that the 31<sup>st</sup> December 2018 deadline had passed; the money could be retained for Phase 1 of the current project, which would be the subject of another public consultation session in February. In response to a member’s question as to whether she was satisfied that the entire sum of monies already held were only to be spent to benefit the sports clubs and the Youth Club, with nothing to be spent on work to the main community hall, Mrs Burrell replied that this was a phased project and the Management Committee was working on significant grant applications to Sport England and the Big Lottery to support phases 2 and 3, in addition to the £100,000 (maximum) offered by the Town Council. The heating system had been repaired and serviced, making the hall a more comfortable venue.

(c) Tetbury Rail Lands Regeneration Trust (TRLRT) – Mr Will Cook explained that TRLRT had surveyed users of the Goods Shed Arts Centre and found that the overwhelming majority were happy with it. The first of a series of Tea Concerts had been held the previous week, attracting a good number of single, elderly and disabled attendees.

(d) Gloucestershire Constabulary – The monthly Police Report was noted at this point.

**TC11. 1/19 Appointment of new member to the Planning Committee:**

The Council noted that Councillor Monks had resigned from the Committee. It was RESOLVED to appoint Councillor Mitchell to fill the vacancy. Unanimous.

**TC12. 1/19 Play Equipment:**

(a) Further to Mr Will Cook's requests to the Council and to the Heritage and Regeneration Committee that the Council consider installing children's play equipment in the Rail Lands, the Council received a quotation from a playground supplier for a scheme that would cost over £26,480. The Council was advised that the quotation should be taken as illustrative only, because the Council had not yet committed to the principle of a new playground and because the Council's Financial Regulations required that contracts for work exceeding £5,000 be determined following receipt of at least three quotes.

(b) Councillor Burrell (also speaking as a member of the Dolphins Hall Management Committee) stated her view that the Council's priority should be to restore and improve the town's existing play equipment at the Recreation Ground, at Webb Road and at Suffolk Close. The Clerk pointed out that the Council's Service Level Agreement with the Dolphins Hall Management Committee (DHMC) made clear that the Council was responsible only for inspecting the play equipment on the Recreation Ground; the responsibility for its ongoing maintenance and for any improvements remained with the DHMC, so the Council should make a clear split between its own responsibilities and any request from the DHMC. This was acknowledged in a decision to APPROVE the expenditure of up to £5,000 in repair to the equipment at all three sites, on the understanding that (i) the first work would be to ensure public safety and (ii) the work to the equipment in the Recreation Ground would be a grant in kind to the DHMC. Record of Voting: For – 12, Against – 0, Abstentions – 2, Apologies/Absent – 1.

(c) The Council then revisited Mr Cook's proposal and heard that he was also looking into alternative sources of funding.

**TC13. 1/19 Request for Grant – Dolphins Hall Management Committee:**

The Council was asked to reconsider the DHMCs application for a grant of £8,000 towards the upkeep of the Recreation Ground and the sports pitches. The application had been deferred following its submission in 2018 by the former Deputy Chair of DHMC and the present Chair had requested that it be re-considered along with his covering email. It was resolved to DEFER consideration again until (i) it could be determined how much would be needed for a more comprehensive assessment of the cost of play equipment and (ii) a fresh application form could be completed by a present member of the Management Committee. Record of Voting: For – 12, Against – 0, Abstentions – 2, Apologies/Absent – 1.

**TC15. 1/19 CCTV / Crime Prevention – Creation of Working Group:**

The Council was requested to consider appointing a small working group to recommend on a way forward for a CCTV or other Crime Prevention project, making use of the match-funding offered by the Police and Crime Commissioner. It was RESOLVED (a) to appoint a small Working Group to recommend a way forward for CCTV or Crime Prevention, charged with reporting back no later than the meeting of the Finance and Scrutiny Committee to be held on 11<sup>th</sup> March 2019; and (ii) to proceed with the £450 pilot project suggested by the CCTV consultant. Unanimous.

**TC16. 1/19 Three Year Capital and Revenue Plan - Review:**

This item was DEFERRED in order to form part of the discussions on the detailed Budget. Unanimous.

**TC17. 1/19 Reserves Policy - Review:**

This item was DEFERRED in order to form part of the discussions on the detailed Budget. Unanimous.

**TC18. 1/19 Budget and Precept for 2019/20:**

Subsequent to a recommendation from the Finance and Scrutiny Committee, the Council was requested to consider approving a Precept for 2019/20, noting the delay in producing a Budget

due to the need to spend time concluding some major and high value projects for the coming year. The Town Clerk explained a minor correction to the figures, which would amount to an additional £150 on top of the Precept figure recommended by the Committee. The Council RESOLVED (i) that the Precept for 2019/20 would be calculated as a percentage increase at Band D Council Tax, with the detailed Budget to be determined in February/March for final approval no later than the meeting of the Council to be held on 25<sup>th</sup> March 2019; (ii) that, in view of the previous decision, the Precept for 2019/20 be £354,400 (i.e. an increase of 2.9% for the Band D Householder); and (iii) that the Public Budget Consultation Meeting intended to be held on 21<sup>st</sup> January 2019 be re-scheduled when a draft Budget has been prepared. Unanimous.

**TC19. 1/19 Correspondence:**

The Council noted two letters circulated in the Agenda papers and agreed that no further action was required in respect of either.

**TC20. 1/19 Brief reports from County, District and Town Councillors:**

County Councillor Hirst – (i) Explained that Ringway had been appointed as Gloucestershire County Council's new highway provider from 1<sup>st</sup> April 2019; (ii) explained that a householder in Priory Way had advised that some recently felled trees had been gone when they moved into the property, they had only filled in the holes and levelled the ground; (iii) expressed concern about the plethora of signs on the verge outside the Priory Industrial Estate; and (iv) explained that Miller Homes were the subject of an enforcement requirement to sort out the sewage system in the Highfields development.

District Councillor Hirst – Explained that, as part of Cotswold District Council's Budget proposals, it was considering a scheme of Business Rates relief for certain eligible businesses, which might include the Visitor Information Centre.

Councillor Burrell – Expressed her pleasure that the District Council had renewed its commitment to grant aid the Tetbury Visitor Information Centre by £10,000 for the next three years.

Councillor McCorkell – (i) Explained that the Twinning Association was now up and running, with a new Constitution. The Association was now actively seeking members and sponsors. Unfortunately its application for European Grant funding had been unsuccessful. The Woolsack Committee... and planned to send a delegation including the Mayor to Chatillon for Bastille Day in July; (ii) advised that Lloyds Pharmacy had made arrangements that should ensure that residents of Long Street would not be disturbed by the alarm system going off without being attended.

Councillor Ind – (i) Explained that the New Picket Harp Allotments Association would hold its Annual General Meeting on 6<sup>th</sup> February 2019, it was seeking new Committee members; (ii) asked if a date had been set for the next meeting of the 'Tetbury Cares' forum.

Councillor Walsh – (i) Advised the Council of the next film event at the Goods Shed and (ii) advised that local resident and former Town Councillor Shaun Scottford was doing a sponsored sky-dive to raise awareness of the genetic disorder ALD. Sponsorship forms were available in the Town Council Offices, elsewhere in the town and online.

**TC21. 1/19 Items for inclusion on future agendas:**

Public Open Space Policy (i.e. the activities which the Council will allow on its land) and public lighting around the town (with any input received from the Highways Working Group and the new Crime Prevention/CCTV Working Group)

**TC22. 1/19 Next meeting:**

The next meeting of the Council would be held at 7pm on Monday 25<sup>th</sup> February 2019.

**TC23. 1/19 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.

**TC24. 1/19 Confidential Minutes of the Meeting of the Council held on 10<sup>th</sup> December 2018:**

APPROVED as a correct record. Record of Voting: For – 12, Against – 0, Abstentions – 2, Apologies/Absent – 1

*Note: the business in the following Minute (TC25. 1/19 to TC24. 1/19) was considered in Closed Session for the reasons agreed in Minute TC21. 1/19, and the detail is recorded in the Confidential Minutes only.*

**TC24. 1/19 Councillor Matter:**

The Mayor read aloud a statement in connection with a matter relating to a Councillor. A proposal that the Council should draw a line under the matter was AGREED. Record of Voting: For - 13, Against – 0, Abstention – 1, Absent/Apologies – 1.

The Meeting closed at 9.45pm

Chair ..... Dated .....