

**MINUTES OF THE FULL COUNCIL MEETING  
held at Tetbury Library, Close Gardens, Tetbury  
7pm Monday 15<sup>th</sup> September 2025**

Present:

Town Councillors: Steve Scott (Mayor) Mark Baker (Deputy Mayor), Ian Watson, Kevin Painter, Nikki Ind, Suzanne Sanderson, Patricia Burrell, Colin Pearce, Rodney Smith and Judith Taylor.

Officers: T Niblett (CEO (Chief Executive Officer)) V Bolwell (EO (Executive Officer))

Public: 4 members of public

**TC01. 09/25 To receive and accept any apologies for absence:**

Councillor L Farnham – Medical – received and accepted.

Councillor Z Baker – Medical - received and accepted.

Councillor A Figueredo – 2-month sabbatical – received and accepted.

Councillor X Macutay -Malloch – none received.

**TC02. 09/25 To receive declarations of interest in connection with agenda items as shown and not already stated on Register of Interests:** None.

**TC03. 09/25 Public Consultation:**

Member of Public (MOP)- Raised concerns regarding the transfer of deeds and custodian trusteeship. Discussion referenced 2019 events and the distinction between custodian and full trustees. Mayor invited MOP to a separate meeting to discuss.

**TC04. 09/25 To receive an update from the Dolphins Recreation Centre (DRC) regarding Project 1**

**(5.1):** Representative from the DRC gave update - The fencing around the Dolphins Recreation Centre has been removed, allowing public access to the site. Ten test events have already taken place, during which several issues were identified that now require resolution. The centre’s full opening remains pending until all necessary requirements are completed.

Cllr C Pearce raised query regarding additional funding, is this required to complete the bar and shower facilities, and are there are ongoing disputes involving the builder, the Dolphins Recreation Centre, and the Cricket Club?

Cllr N Ind raised concerns regarding the booking process for the Dolphins Recreation Centre, noting that bookings from the old Dolphins Hall had not transferred automatically. This has led to confusion among users, who are unsure which hall they are reserving. Cllr N Ind requested clarification on the new booking system and emphasised the need for updated online guidance to ensure transparency and ease of use for our residents.

Cllr I Watson asked for clarification on the licensing arrangements for the Dolphins Recreation Centre. DRC representative noted that temporary licenses had been used for test events. The councillor inquired about the timeline and requirements for securing a full alcohol license, particularly in relation to the property's rateable status and final building control sign-off.

**TC05. 09/25 To approve the Full Council minutes – Monday 21st July 2025:** It was proposed by Cllr J Taylor seconded by Cllr P Burrell to approve the Full Council minutes – Monday 21<sup>st</sup> July 2025

Voting record	For 9	Against 0	Abstain 1	Absent 4
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**TC06. 09/25 To approve the Extraordinary meeting minutes – Monday 18th August 2025:**

It was proposed by Cllr M Baker seconded by Cllr I Watson to approve the Extraordinary meeting minutes – Monday 18<sup>th</sup> August 2025.

Voting record	For 10	Against 0	Abstain 0	Absent 4
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**TC07. 09/25 To note action points:**

**TC09 07/25 Burial Site Searches** Cllr N. Ind reported that a member of the public had identified land as a potential burial site. Cllr N Ind requested that this location be formally noted and passed on to the site search company for consideration.

**TC23 07/25 Martyn’s law** Please can the link for training be sent out again.

**TC11 01/25 Business Plan** The business plan (BP) has been updated and is scheduled for review at the next meeting. The agenda now reflects the correct reference number to the BP, and the item will appear on the October agenda.

**TC08. 09/25 To receive an update on the 2026/2027 budget (0.2):**

The Deputy Mayor thanked Cllr C Pearce for raising budget-related queries. These items will be discussed in detail at the next Finance & Scrutiny Committee meeting.

Cllr N Ind suggested allocating funding for a lawn mower under the Dolphins Recreation Centre budget line. This could be an opportunity to seek income once devolution comes in.

**TC09. 09/25 To discuss and approve the solar panels being placed on the Goods Shed (5.1):**

It was proposed by Cllr I Watson seconded by Cllr K Painter to approve the solar panels being placed on the Goods Shed.

Voting record	For 10	Against 0	Abstain 0	Absent 4
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**TC10. 09/25 To request members to join the Building Working Group (0.12 new):**

The group has been reformed to assess current and alternative council buildings following the departure of a previous councillor. Current membership includes the Cllr S Scott, Cllr Z Baker and Cllr S Sanderson. No new volunteers have come forward, and the group will continue with its existing members.

**TC11. 09/25 To discuss and approve any changes Tetbury Town Council would like to propose to Cotswold District Council Community Governance Review (CGR) (0.13 new):** It was proposed by Cllr P Burrell and seconded by Cllr N Ind that the council request a re-warding into three wards of five councillors each, based on current CDC boundaries. The proposal was made to support cost savings, improve efficiency in by-elections, and ensure proportional representation.

Voting record	For 10	Against 0	Abstain 0	Absent 4
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**TC12. 09/25 To approve the creation of a Local Plan Working Group (2.1):** It was proposed by Cllr S Scott seconded by Cllr J Taylor to approve the creation of a local plan working group that will report back to Full Council monthly.

Voting record	For 10	Against 0	Abstain 0	Absent 4
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**TC13. 09/25 To consider and approve nominations for Local Green Spaces (LGS) within Tetbury (2.3):** It was proposed by Cllr N Ind and seconded by Cllr S Sanderson that the following areas be allocated as proposed additions to the green spaces list: Preston Park (pending approval from the Feoffees), Tetbury Trail extension, and land around the Goods Shed extending to Wiltshire Bridge.

Voting record	For 10	Against 0	Abstain 0	Absent 4
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**TC14. 09/25 To note response from South Western Ambulance Service Trust (0.6):**  
Noted.

**TC15. 09/25 To approve supporting Tetbury Goods Shed with their National Heritage Lottery Fund Application for the proposed café project (5.1):** It was proposed by Cllr N Ind and seconded by Cllr I Watson that the council formally approve its support for Tetbury Goods Shed's National Heritage Lottery Fund application for the proposed café project.

Voting record	For 10	Against 0	Abstain 0	Absent 4
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**TC16. 09/25 To approve the Expenses Policy as recommended by the Finance & Scrutiny Committee (0.14):** It was proposed by Cllr M Baker seconded by Cllr R Smith to approve the expenses policy as recommended by the Finance and Scrutiny Committee.

Voting record	For 10	Against 0	Abstain 0	Absent 4
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**TC17. 09/25 To approve the Safeguarding Policy as recommended by the Finance & Scrutiny Committee (0.14):** It was proposed by Cllr I Watson seconded by Cllr P Burrell to approve the safeguarding policy as recommended by the Finance & Scrutiny committee.

Voting record	For 10	Against 0	Abstain 0	Absent 4
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**TC18. 09/25 To appoint members to the Local Government Reorganisation Working Group (0.13):** Cllrs I Watson, Z Baker, N Ind, and S Scott volunteered to join the Local Government Reorganisation Working Group. It was also noted that Cllr L Farnham, although absent, had indicated their interest in joining prior to the meeting. It was suggested that a larger group would provide greater flexibility in participation. Staff representatives will include the Chief Executive Officer and Executive Officer.

**TC19. 09/25 To note Mayors and CEO reports:**

A storage unit has been rented at Eagle Plant for £100 per month plus VAT to securely store council tools. Cllr P. Burrell queried who authorised this arrangement, and the Deputy Mayor explained that it was carried out by the CEO under delegated authority, in accordance with the Local Government Act 1972, Section 101. Compliance work for Assertion 10 of the AGAR 2025/26 is underway, with a particular focus on data compliance.

A certificate was awarded to local children in recognition of their gardening contributions at the Goods Shed raised beds, and the Mayor was invited to officially open the new Ormond's Head toilet facility.

**TC20. 09/25 Noting draft minutes of Heritage Environment and Community Committee dated Monday 1st September 2025:** Noted.

**TC21. 09/25 Noting draft minutes of Planning Committee dated 21st July 2025:** Noted.

**TC22. 09/25 Noting draft minutes of Finance & Scrutiny Committee dated Monday 8th September 2025:** Error in attendance. Noted.

**TC23. 09/25 To note Working Group minutes:**

Cllr N Ind referenced the vandalism of the Bicycle Signs and will raise this further with Gloucestershire Highways. Noted

**TC24. 09/25 To receive County Councillor Report:**

Cllr I Watson reported on the county’s ongoing push for fostering, supported by a targeted social media campaign.

**TC25. 09/25 To receive District Councillor Reports:**

Cllr L Hall-Wilson provided an update from the district, highlighting persistent follow-up on highways issues, including incidents at Bath Bridge, as well as progress on town centre initiatives.

**TC26. 09/25 To consider correspondence received to date and approve the Remembrance Wreath at £28.50:** It was proposed by Cllr P Burrell seconded Cllr J Taylor to approve the Remembrance Wreath at £28.50.

Voting record	For 10	Against 0	Abstain 0	Absent 4
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The CEO requested confirmation from members regarding their attendance at the Remembrance Service scheduled for 9th November 2025. Councillors were asked to respond so that arrangements can be finalised.

Correspondence – Lighting Church Street/West Street

It was proposed by Cllr N Ind second by Cllr M Baker to suspend standing orders.

Voting record	For 10	Against 0	Abstain 0	Absent 4
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Cllr L Hall-Wilson will pursue a response from Bromford regarding the ongoing lack of lighting in the Church Car Park, an issue that has persisted for over 18 months and been raised multiple times by Town Councillors.

It was proposed by Cllr N. Ind and seconded by Cllr S. Scott that a formal letter be sent to Bromford Housing addressing the lighting concerns at Brewery Lane/Warns Court.

Voting record	For 10	Against 0	Abstain 0	Absent 4
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**TC27. 09/25 To receive Members Reports:**

**Cllr K Painter** – Raised a query regarding the Tetbury councillor vacancy, with a request for the public to be informed about the associated costs and the election process. The CEO noted that this is a democratic process and advised that any public communications should first be checked with the Democratic Services team at Cotswold District Council.

Cllr K Painter requested the CEO provide images and information regarding the children who worked on the raised beds at the Goods Shed. The CEO confirmed that parental consent would be sought before any images are shared publicly.

**Cllr N Ind** – pleased to note the swift replacement of the dog waste bin at Love Lane. However, concerns were raised about the accumulation of leaves along Love Lane and Damsells, which has made the area unstable underfoot. While this is not directly a Town Council responsibility, it was suggested that the grounds team clear the debris and raise the matter with Highways.

Cllr N. Ind is also seeking a cleaning schedule from Ubico.

Additionally, Cllr N Ind attended a presentation at the Goods Shed, where a representative involved in the renovation project gave a well-received talk. The CEO was mentioned for her helpful support during the process, and it was encouraging to hear Tetbury Town Council spoken of positively, highlighting the strong partnership between the Goods Shed, TTC, and the Feoffees.

**TC28. 09/25 Items for inclusion on the October Agenda:**

Business Plan  
Budget  
Local Plan

**TC29. 09/25 To note the dates and time of the Full Council meeting, Monday 20th October 2025, 7pm:** Noted.

Meeting ended 2030

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