

**MINUTES OF WOTTON-UNDER-EDGE TOWN COUNCIL MEETING
HELD ON MONDAY 18th APRIL 2017 AT 7PM IN THE CIVIC CENTRE**



Present: Cllrs P Smith (Chairman) T Luker, P Barton, N Pinnegar, June Cordwell, R Claydon, A Proctor, N Clement, L Farmer, C Young, John Cordwell
In attendance: Town Clerk Ms S Bailey, District Cllr K Tucker

T.5259 Apologies for Absence It was proposed by Cllr John Cordwell and seconded by Cllr C Young and agreed by all to accept apologies from Cllr A Kendall. It was proposed by Cllr T Luker and seconded by Cllr June Cordwell and agreed 6 in favour, 3 against, 1 abstention, not to accept the apologies from Cllr A Wilkinson.

T.5260 Declarations of Interest declared by Cllr June Cordwell as Trustee of WCSF regarding grant application, Cllr C Young CAB representative regarding grant application, Cllr John Cordwell as County Councillor regarding TRO funding application.

T.5261 Public Forum A resident spoke of her concern that planning responses had not been received by SDC in time for the decision to be made on the 2A Queensway recent planning application. The Clerk and District Councillor Tucker will investigate what happened at SDC, since all the responses from that meeting were sent together.

A director of WCSF, Mr Cruickshank, attended and spoke in support of the grant application for the new event 'Party in the Parc' raising funds for extra community facilities. Cllr June Cordwell also spoke (as a member of the Public) in support of this application. Town councillors asked questions regarding financing of the event.

T.5262 To approve the Minutes of the meeting held 20th March 2017. It was proposed by Cllr R Claydon and seconded by Cllr T Luker and agreed 10 in favour, with one abstention, to approve these Minutes.

T.5263 Chairman's Announcements - none

T.5264 Accounts

- a) To approve Clerk attendance at (free) SLCC full day Markets seminar on 30/6/17, mileage charge circa £67 to Bridgenorth. It was proposed by Cllr L Farmer and seconded by Cllr N Pinnegar and agreed all in favour to approve this attendance.
- b) To receive quarterly report from Youth & Community Services and approve payment of £3298 in line with SLA. The report was noted, although commented that detail was lacking and achievements were vague and repetitive. It is suggested that a 2 year service review meeting in June would be useful. It was proposed by Cllr June Cordwell and seconded by Cllr John Cordwell and agreed all in favour to approve payment.
- c) To consider whether to continue quarterly Mayor reports in the Wotton Directory at a cost of £242 for half-page. This council news reporting system to the electorate was instigated as a result of being awarded Quality Status by NALC, as the best value way of reaching as many people as possible; it was proposed by Cllr C Young and seconded by Cllr June Cordwell and agreed all in favour, to continue for another year.

- d) To approve Honorarium payment of £400 to M Woolfrey for maintenance of the Tolsey clock. It was proposed by Cllr R Claydon and seconded by Cllr L Farmer and agreed all in favour, to approve this payment.
- e) To approve Honorarium payment of £100 to Town Crier from Town Trust. It was proposed by Cllr P Barton and seconded by Cllr June Cordwell and agreed all in favour, to approve this payment.
- f) To note increase in costs for waste management from £2 to £2.20 per sack for general waste; and from £1.75 to £1.93 per sack for recycling. (Usage for Town Council approx. 100 general waste/annum, so increase of £20/annum; approx. 60 recycling sacks/annum so increase of £10.80/annum. Usage for Town Hall approx. 50 general waste sacks/annum so increase of £10.00/annum). Noted.
- g) To approve Civic Centre lift repairs to alarm and maintenance light as recommended on Zurich lift inspection at a cost of £253. A spreadsheet was provided highlighting all recent lift expenditure for clarification. It was proposed by Cllr P Barton and seconded by Cllr R Claydon and agreed all in favour, to approve this payment.
- h) To consider demand for purchase of a PPL licence for the Youth Centre in addition to the current PRS for Music licence. After an aggressive cold call from PPL, attempts are being made to investigate the legitimacy of claim for this payment. The invoice sent to us contains various errors relating to size of building, and the fact that the youth centre is not a business, thus the category is wrong. Council requests that other similar local facilities are asked if they also pay PPL, and that possible payment of a combined tariff is also checked.
- i) To note credit of £198.84 to be refunded to Town Council re. Pensions III-Health Liability Insurance. Noted.
- j) Budget 2016/17. To note report of expenditure against budget: end-of-year summary. The final version showed that overall the budget was 97% accurate for the whole year after including earmarked spending, which is an excellent achievement. Councillors also found this layout/format easily understandable. The full year accounts are currently being prepared.
- k) To approve the accounts for payment. It was proposed by Cllr R Claydon and seconded by Cllr John Cordwell and agreed all in favour, to approve these payments.

T.5265 Grants and Donations

- a) To approve payment of grants agreed at Budget meeting, as follows:
 - i) CV Talking Newspaper - £200
 - ii) Wotton Arts Association - £150
 - iii) Cobalt - £50
 - iv) CAB – £1300 grant plus costs in kind for telephone/room hire/use of photocopier.
 - v) Under-the-Edge Arts - £200
 - vi) Heritage Centre - £3400

As previously discussed at the budget meeting, it was proposed by Cllr L Farmer and seconded by Cllr A Proctor and agreed by all, to approve the grants above.

- b) To consider grant application (for electrical costs) from Wotton Community Sports Foundation towards their Party in the Parc fund-raising event & which budget if approved.

Cllrs John & June Cordwell left the room

Much discussion concerned the desire to continue to support the Community Sports Foundation in its excellent work and that the council does not wish the event to make a loss, however many other organisations in the town equally need help and support in the face of funding restraints. It was proposed by Cllr L Farmer and

seconded by Cllr R Claydon and agreed 6 in favour, 3 abstentions, to underwrite the electricity costs up to a total of £1000 in the event of the function not making a profit. Written evidence would need to show how the event was loss making in order for the grant to be payable. If event revenues cover invoices payable, no payment would be made.

Cllrs John & June Cordwell re-entered the room

T.5266 Policies and Procedures

- a) Adverse Weather Policy – it was proposed by Cllr R Claydon and seconded Cllr L Farmer and agreed 9 in favour, 2 abstentions, to approve this policy.
- b) Annual Risk Assessment– to approve for audit purposes. It was proposed by Cllr R Claydon and seconded by Cllr L Farmer and agreed all in favour, to approve.
- c) Councillor internal audit checks annual & quarterly – to note completion & findings. Checks were carried out on the last two quarters and the annual check by Cllrs C Young, P Barton, P Smith & R Claydon. All was found to be well documented and in order with no mistakes, apart from the Deputy Mayor initialling a few Minutes pages, which had now been carried out.
- d) Town Council Crest Usage Policy – to consider adoption. A draft policy was provided and the background explained of some organisations lately using the Town Crest without asking or failing to remove it when asked. A few amendments were made to the Policy after discussion; it was proposed by Cllr June Cordwell and seconded by Cllr C Young and agreed all in favour, to adopt this Policy. It is also requested that YCS removes the Town Crest from its advertisement literature, and that the Heritage Centre clarifies that the Crest logo represents a funding provider on its headed paperwork.

T.5267 Traffic Regulation Orders – To approve final Gloucestershire Highways proposals and match-funding expression of interest application (£7,500 towards estimated cost of £15,000). *Cllrs John & June Cordwell left the room*

The final proposals (after being under discussion for a year) from Glos County Council were circulated regarding double yellow lines extensions around Wotton in a bid to improve traffic flows and safety for residents. Some community groups have also been contacted and views obtained. It was proposed by Cllr P Barton and seconded by Cllr L Farmer and agreed all in favour, to approve these final TRO requests and apply for matched funding from Glos County Council towards the £15,000 cost estimate. *Cllrs John & June Cordwell re-entered the room*

T.5268 Parking Enforcement – To consider options. Councillors were pleased to see more parking wardens in evidence lately in Wotton. As requested, the Clerk contacted and met APCOA and SDC Parking Teams to investigate more frequent enforcement of Wotton's car parks and costs of a Civic Centre enforcement scheme. Cost for the latter are still awaited and will be chased. A removable height barrier quote was obtained for civic centre car park entrance costing £3680. After discussions concerning the need to restrict oversized vehicles entering the car park, and a request for further advice on the height the barrier should be set at, it was proposed by Cllr John Cordwell and seconded by Cllr T Luker and agreed 10 in favour, 1 against, to approve installation of this barrier with funds from free reserves. Advance publicity will also be required with wall signage at the car park entrance.

It was not possible to pursue further a request from Cllr P Barton whereby individual volunteers at the Heritage Centre be allowed free parking periods for volunteering.

Fairness and clarity of the current parking rules apply to all car park users and there are many volunteers in Wotton in different aspects. The difficulty in parking indeed highlights the need for extra parking facilities.

T.5269 Good Deeds Section: Thanks to Volunteers – to acknowledge recent volunteer work for the benefit of the town/community. Cllr P Barton praised the work of Leyhill prisoners in clearance of the bank along Symm Lane. A card of thanks is requested; District Cllr Tucker was also asked if this was SDC organised.

T.5270 Clerk's Report – comprehensive report supplied covering March/April activities. Noted.

T.5271 Correspondence to note or request action:

- a) To note letter from the International Centre for Birds of Prey concerning Wotton's Eagle Owl. Residents are being told to notify the Police of any attacks. Wotton-under-Edge Town Council considered this letter, and the general consensus is that this Council does not wish to instruct ICBP to catch the Eagle Owl and the bird should be left alone in the woods around Wotton. However ICBP is thanked for their concern and advice contained in the letter.
- b) To note email of thanks for Town Council and SDC provision of a litter bin at the junction of Cherry Orchard/Synwell Lane. Noted.
- c) To note invitation from CPRE Gloucestershire to Branch AGM on 30/5/2017 at the Royal Agricultural University, Cirencester. Noted.

Brochures/Newsletters for information only:

CPRE Gloucestershire Annual Review 2016; CPRE Gloucestershire Views Spring 2017; Countryside Voice Spring 2017; The Door Spring 2017

T.5272 Reports from Councillors & meetings attended

County Council – County Cllr John Cordwell provided a report highlighting the decision by the Police Crime Commissioner to leave the Police Chief Constable post vacant, and the recent Glos CC decision to consult with parishes and towns over renewal of Amey's contract for highways, due to low satisfaction levels. Complaints were made about the 1 day road closure outside Horsley tip for resurfacing, coinciding with South Glos Council closing roads at Wickwar at the same time.

District Council – a long report was provided by district councillors, covering Stroud Subscription Rooms research, council tax billing, rising costs of refuse collections, CIL levy, sale agreement of Fountain Crescent land for new 22 homes to a housing association, Drylease Court sheltered housing final closure in July, a new housing energy efficiency strategy, SDC budget monitoring, and the new community safety partnership strategy for the next 5 years.

PROW & Amenities Committee – not met

Finance & Special Purposes Committee – not met

Allotments Committee – meeting deferred.

Wotton Youth Partnership WYP – not met

Town Regeneration Partnership – not met

WC Sports Foundation – planning for 'Party in the Parc' event is well under way as discussed above, aiming to raise funds for the Sensory Garden, the new BMX track, path works with aggregates to alleviate poor drainage, and an outdoor gym. See new calendar of events on their website.

Wotton Pool – no meeting, however they have a new fundraiser who has applied for various grants. Works to the cladding of the building have begun, in advance of opening for the new season. Lifeguard training is underway this week.

Heritage Centre – no report

Wotton in Bloom – marketing has just commenced for the new hanging basket season.

Recreational Trust - £15,000 of grant funds were available with about £4000 of applications being assessed soon.

Walking Festival – leaflets are now ready and being circulated for walks on 5-7 May. A small overspend is forecast on the event.

Public WiFi at Civic Centre – met with SITM to discuss method of connecting upper floors; a quote will arrive after signal has been tested using wiring method.

T.5273 Town Affairs

Cllr L Farmer – the footpath repairs by stream at Holywell look very good; possibly done by Glos CC?

Cllr T Luker - noticed a gap in railings by stream on footpath at Holywell – needs to be discussed at next Footpaths Committee meeting next week.

Cllr C Young – asked about land next to Chipping after sudden closure of builders merchants in centre of Wotton; the Clerk has already approached the owner requesting a meeting. Any change of use requires access over Town Trust land.

T.5274 Town Trust Items

a) To consider quotation for replacement stone fleur-de-lys on Chipping Hall. After questions regarding scaffolding and permission by the planning authority, it was proposed by Cllr R Claydon and seconded by Cllr T Luker and agreed by all to approve the quotation of £4,729 (which may change slightly when access is allowed for correct measurement) for works to replace with new stone fleur de lys on Chipping Hall roof, in the interests of health and safety for the public.

b) To approve quote for replacement lift light in Town Hall. It was proposed by Cllr L Farmer and seconded by Cllr A Proctor and agreed all in favour, to approve spending of £463 for installation of lift shaft lighting at the Town Hall.

This completed the business of the Town Council at 9.40pm

Signed: Dated: