

**MINUTES OF WOTTON-UNDER-EDGE ANNUAL TOWN COUNCIL MEETING  
HELD ON MONDAY 20<sup>th</sup> JUNE 2016 AT 7:00PM IN THE CIVIC CENTRE**



**Present:** Cllrs P Smith (Mayor), T Luker, P Barton, N Clement, N Pinnegar, R Claydon, C Young, John Cordwell, June Cordwell, L Farmer, A Proctor

**In Attendance:** Town Clerk Ms S Bailey, 7 members of the public

**T.5043 Apologies for Absence.** Cllrs A Kendall, A Wilkinson

**T.5044 Declarations of Interest.** Cllrs P Smith Wotton DIY employer payment, C Young co-option candidate is relative

**T.5045 To receive Dementia Awareness presentation** by Christine Sweet and consider how this could be progressed as part of the Community Plan. Mrs Sweet handed out documentation explaining the processes in setting up groups to establish projects and ideas for events and methods to help those suffering with memory loss. This will become part of the Regeneration Committee Partnership responsibility to ensure we progress in the area of becoming a dementia friendly town with Mrs Sweet's guidance.

**T.5046 Public Forum** – none

**T.5047 To approve the Minutes** of the meeting held on 16<sup>th</sup> May 2016. After a couple of minor amendments it was proposed by Cllr L Farmer and seconded by Cllr C Young and agreed all in favour to approve these Minutes.

*It was agreed by Council to bring forward the following two items of District Cllr report & Dryleaze Court*

**T.5048 District Cllr Report and Dryleaze Court**

New District Cllrs G Butcher and C Braun attended and introduced themselves. Cllr Braun provided a written district report in advance and explained that district council committees have only just been established, with roles clarified amongst them, and therefore many meetings/projects are only just commencing.

Dryleaze Court Main Building – this item is still to be decided by the housing committee next week and figures still to be clarified. However, it appears likely that the main house will be sold for private development with the fund proceeds leaving Wotton to fill district deficits elsewhere. Town Councillors want clarification that all remaining residents are rehomed in Wotton if they want to stay here, that there will be sufficient parking provided for remaining inhabitants when building is sold, that new laundry facilities for remaining tenants can be accommodated in the garages, and that existing tenants can feed into some type of consultation or forum process, as the tenant housing committees appear to have been scrapped by district council. Overall, this Town Council is concerned that future studies predict an ageing demographic population in Wotton, yet the facilities to accommodate this are being scrapped right now by Stroud District Council - this is very short sighted. Cllr Braun responded that Wotton would still retain 10% of district sheltered housing, that the bedsits of Dryleaze Court were outdated and cramped and difficult to fill, and that the district housing budget is indeed cash strapped elsewhere.

**T.5049 Chairman's Announcements** - The Mayor checked and confirmed that Council was still happy to consider the co-option since only one candidate had come forward.

*Cllr C Young left the room for the following item*

**T.5050 Councillor Co-option** – To consider any candidates for co-option to the Town Council and to receive any Declarations of Acceptance of Office from successful

candidate. It was agreed to co-opt at this meeting. After answering various questions, and a written ballot by Councillors, Andra Proctor was duly co-opted onto Wotton-under-Edge Town Council, signed the Declaration of Acceptance of Office, and took a seat at the table.

#### **T.5051 Accounts**

- a) To approve Clerk's attendance at SLCC branch meeting on 7th July at Highnam at a cost of £5; proposed by Cllr June Cordwell, seconded by Cllr T Luker, agreed by all to approve.
- b) To note that Youth Liaison Group have agreed to fund deficit of £422 for Friday Youth sessions commencing September 2016 and thank them. Noted & agreed.
- c) Budget 2016/17. To note report of expenditure against budget. Noted as healthy.
- d) To approve the accounts for payment. After clarification of water bills, it was proposed by Cllr N Pinnegar, seconded by Cllr T Luker, agreed by all to approve.

#### **T.5052 Grants and Donations**

*It was proposed by Cllr John Cordwell, seconded Cllr C Young, agreed by all to exit council session to allow Christmas event organiser Mrs N Nevitt to speak, agreed by all*

Mrs Nevitt gave an overview of plans for the event to be held on Saturday 3rd December and outlined the support and sponsorship from various organisations in town. With £1700 pledged including raffle ticket sales, and £400 costs likely, the hope is that any surplus funds would be built up to enable future events to be more ambitious with the event gaining notoriety.

*It was proposed by Cllr T Luker, seconded Cllr C Young, agreed by all to re-enter council session*

- a) To consider grant application from Christmas Under the Edge (backed by Chamber of Trade) for road closure and insurance costs.  
After much discussion concerning the event being able to subsidise itself and not via taxpayer funding, it was proposed by Cllr June Cordwell and seconded by Cllr P Barton, agreed 9 in favour, and 2 against, that Town Council awards a £300 grant for the Christmas event to be used to pay for road closure and towards insurance. This is subject to any surplus funds not being distributed to groups/charities, but being ploughed back into a fund to be used to fund future Christmas events, as discussed, with the aim of successful Christmas events in the town here onwards.
- b) Noted - letter of thanks from County Air Ambulance Trust for grant.
- c) Noted - letter of thanks from Cobalt for grant.

#### **T.5053 Allotments Matters.** A detailed document was circulated in advance to Councillors regarding all of the following proposals.

- a) To approve purchase of notice board and supporting posts for New Road allotments site. After discussion regarding the need for a noticeboard, it was proposed by Cllr P Barton and seconded Cllr N Pinnegar to purchase the Zenith A2 in aluminium for a cost of £328, agreed 9 in favour, 2 against.
- b) To approve hire of skips for each allotments site. After discussions regarding the need for allotmentees to clear and tidy after themselves as a matter of course, it was proposed by Cllr P Barton and seconded Cllr June Cordwell to engage 1 x 3 yard Smiths skip at each site for one-off rubbish clearance, for a cost of £123 each and £108 verge permit, agreed 10 in favour 1 abstention. Good organisation would be needed to prevent skips being filled by others.
- c) To consider quote for clearing brambles and strimming path at Knapp Road. Council cleared the overgrown bank a year ago in this location at the same time as large scale tree and hedge works, in readiness for the approved digger and bank membrane works by the allotments association – which never happened. It is not

understood why this did not take place and this needs clarifying. Administrator is asked to obtain up to date quote for bank strimming & membrane works, and also a separate quote for mowing of grass paths once a month in between allotments – all to be considered at a future town council meeting.

- d) To consider quote for strimming vacant plots and purchase of weed control membrane for these plots to prevent ongoing strimming costs. It was proposed by Cllr P Smith and seconded Cllr June Cordwell to approve Apollo Toolstation heavy duty membrane enough for 8 full plots for £266, pegs for £60, and strimming costs for £250, agreed by all.
- f) To consider possible solutions to the uneven path between plots 1 and 15 at New Road. A volunteer has kindly provided & stored offcuts of suitable wood, which the Allotments Chairman has deemed suitable for shoring up underside of pathways on banks. It is suggested that the Administrator assesses which paths need shoring, and obtain a quote for doing this work.

**T.5054 Streamsfield** – to consider whether Streamsfield should remain leased to the Recreational Trust or if it should now revert back to Town Council management (Town Council already pays each year for grass-cutting and most maintenance). After much discussion concerning the original need to transfer this asset to the Recreational Trust in 1984 in order that it satisfied Charity Commission regulations, Cllr Claydon highlighted the original legal declaration rulings relating to disposal or transfer of this asset. It was proposed by Cllr R Claydon and seconded by Cllr June Cordwell and agreed by all that the legal fees to do this may be costly, and that the Town Council is happy to take back this asset, subject to the legal fees being met by the Recreational Trust.

**T.5055 Old Town Toilets** – To consider options of (a) closing them; (b) refurbishing them; (c) rebuilding them. Mayor spoke to SDC officer who advised getting quotes for rebuilding them. For this to happen a specification of our requirement is needed. Mayor will obtain costs of Dursley:May Lane's toilet refurbishment as a guideline.

**T.5056 Insurance Renewals** for Town Council and Town Trust – to approve renewals. This is the final year of a 5-year agreement with Zurich. The Town Trust policy has been amended to include 2 years loss of rent figure for the Heritage Centre (formerly 1 year loss of rent) in line with the other buildings. Full insurance review to take place in early 2017 to get quotes in place for when current agreement ends. It was proposed by Cllr R Claydon and seconded by Cllr John Cordwell and agreed by all to approve renewals of £5698 for Town Trust insurance and £9158 for Town Council insurance.

**T.5057 CCTV** – To consider quotation for additional CCTV coverage at the bottom of Long Street in view of Police incident information received. The high number of antisocial behaviour and shoplift incident figures provided were discussed. It is considered that the dome/wide angle lens camera looking down from the RSPCA shop would provide suitable coverage in this area, swapping the Rope Walk camera with a more suitable zoom-in camera. It was proposed by Cllr P Smith and seconded by Cllr P Barton and agreed by all to carry out these works costing up to £1000.

**T.5058 S106 Project Funding Document** - to discuss with a view to re-assessing Town Council priority projects for receiving S106 funding. Possible areas were discussed and views given on each item. However due to lateness of the hour, and inconclusive discussions, the Clerk will compile as a summary and re-present to July meeting.

**T.5059 Stone Wall Damage** Youth Centre/Chipping Clubroom – to note damage to walls from cars and to approve purchase of bollards to prevent recurrence. It was proposed by Cllr P Barton and seconded by Cllr T Luker and agreed by all, that two black steel bollards should be purchased and installed to protect wall edges, & that the small wall protruding from the CCR border is removed and tarmac holes filled.

**T.5060 Policy and Regulations** – To approve revisions to the following policies/regulations as recommended by the June 2016 Finance and Special Purposes committee. All policies provided in advance to councillors.

a) Equal Opportunities Policy. It was proposed by Cllr R Claydon and seconded by Cllr L Farmer and agreed by all to approve this updated policy, with the amendment that the words ‘and elected member’ are inserted after the words ‘employees’.

b) Code of Conduct. It was proposed by Cllr N Pinnegar and seconded by Cllr R Claydon and agreed by all to approve this updated Code of Conduct, which further clarifies public speaking for councillors in meetings.

c) Burial Regulations. The Clerk explained to the Council the issues surrounding requests to allow photographs in the cemetery. After much discussion, it was proposed by Cllr June Cordwell and seconded by Cllr T Luker and agreed by all, that the updated burial regulations are approved, and furthermore that monochrome etched images of the deceased (not ceramic photographic images) only are allowed on headstones. Installed images will not be requested to be removed, however, NO new photographic/ceramic images will be allowed from this point forward.

d) Equality Policy (new – needed for Quality Status). It was proposed by Cllr June Cordwell and seconded by Cllr R Claydon and agreed by all, that this new policy is adopted, making sure that the title consistent throughout the document.

e) To consider if the Town Council should trial a half page news insert into Wotton Directory in order to communicate better with the electorate at p.a. cost of £354 for all 8 Directory publications. It is considered more efficient to communicate via 4 editions a year, for a sum of £210, proposed by Cllr P Barton and seconded by Cllr C Young and agreed by all. Clerk to obtain copy dates for Mayor.

**T.5061 Schools Admissions** Consultation – To consider if Council wishes to comment, closing date 5th July 2016. This was forwarded to KLB School as a matter for them to consider since they are an academy.

**T.5062 Town Hall Pillars** – to receive report from Frampton Consultants regarding the issues of damp affecting the pillars and to consider way forward. This will be a Town Trust matter next time, however, to note that no response received from suggested expert.

**T.5063 Wotton Pool**

a) To agree to plans which Wotton Pool will submit as a planning application to SDC for canopy extension, changing rooms refurbishment, interior office change, new roof and exterior cladding. After seeing the plans and having them explained at a recent informal meeting, it was proposed by Cllr P Smith and seconded by Cllr June Cordwell and agreed by all that Council is happy with the plans.

b) To discuss Pool Service Level Agreement renewal & consider any changes. Council still has questions which need clarification and another informal meeting is requested.

*Due to late hour of 10.05pm, and in accordance with Standing Orders, it was proposed by Cllr P Smith and seconded by Cllr T Luker to proceed swiftly onwards, agreed by all.*

**T.5064 Youth Centre Broadband** – To consider further information with regard to possible upgrade to minimum 2 year contract for Youth Centre Superfast broadband at a total additional cost of £488 (although minus £180 PCC grant = £308 for this contract period); and to approve purchase of anti-virus software and additional memory for Youth Centre PC's. Cllr P Smith cleaned the computers and assessed requirements. It was proposed by Cllr P Barton and seconded by Cllr T Luker and agreed by all that the memory of one pc would be upgraded by 4GB for £45 to assess if speed is improved, and also that Norton antivirus software for £25 pa for up to 5 pc's be purchased. Cllr P Smith to carry out.

**T.5065 Pensions – Ill-health Liability Insurance** –Quotation received and to decide whether or not to proceed with extra cover of staff early retirement for ill health, which the Town Council would pay if over a certain level. Cllr P Smith explained the mathematics behind the calculations & the risk to the Town Council of such early retirement. It was proposed by Cllr R Claydon and seconded by Cllr June Cordwell and agreed by all to approve the extra quotation of £1312 p.a. payment – noting that there would be some return from the pension payment already included – possibly £300.

**T.5066 Good Deeds Section** – cards of thanks are suggested to be sent to:

- Sarah Watt and Barnaby Beere for their involvement in the new skatepark and path allowing them both to come to fruition (Barnaby is to step down after AGM)
- Steve Tazewell for his generous help to sort water problems at Knapp Rd allotments
- Tim Plant who helped paint the Old Town toilets
- Karen Bailey of Kingswood who (along with Town Clerk) has planted and looked after the war memorial planters/beds and those at the Chipping Club Room.

**T.5067 Clerk's Report** A detailed report provided. Cllr Luker was thanked for helping put up the civic centre mangers/flower baskets due to staff illness.

**T.5068 Correspondence** to note or request action:

- a) Noted letter from Ministry of Defence regarding Armed Forces Day 25<sup>th</sup> June 2016.
- b) Noted approach from Charfield requesting input into the formation of the Charfield Neighbourhood Plan; we will comment that we strongly support re-opening of Charfield railway station, but are very concerned at the negative effect on Wotton's town infrastructure that Charfield's extra housing developments will inflict.
- c) Noted email informing of a street party on 3rd July to celebrate the completion of the development and beginning of the community at Britannia Mews and to consider whether Councillors wish to be involved.
- d) Noted email regarding the future provision of the Children's Centre services in Symn Lane and likely sale of building. County Cllr John Cordwell explained that many childrens services are being carried out elsewhere, and that the NHS seemed unaware they were still operating this building!
- e) Noted letter from Glos County Council informing of decision to approve Modification Order to add footpath in Coombe (application by Town Council 7 years ago).
- f) Noted letter enquiring about census data and precept levels for Wotton and suggested response. A response was circulated and a shortened version agreed.

Brochures/Newsletters for information only: Caring Matters Spring 2016

### **T.5069 Reports from Councillors & meetings attended**

County Council – County Cllr John Cordwell provided a written report highlighting some local highways project work, the abandoned Cotswold/Oxford unitary bid, and A38 Berkeley Rd bridge repairs & dates of work.

PROW & Amenities Committee – meeting tomorrow.

Finance & Special Purposes Committee – already discussed policies above.

Allotments Committee – proposals already considered above

Youth Liaison Group – a summer programme has now been put together and will be printed shortly. £750 Active Together grant received for mental health sessions. Another Active grant is also received for coaching sessions at WCSF.

Town Regeneration Partnership – walking festival now has officers in place and forms are established; specific walks are now being considered for early May 2017 weekend.

Sports Foundation – although £95,000 has been raised for new access path, tenders show £95k as build cost and therefore another £10-15k is needed for legal fees. The new jogging trail is being tested by the Dursley running club. S106 donations from Charfield developments will be less than envisaged.

Car Park report – Cllr June Cordwell circulated a document. The Clerk suggested that this is put on July agenda for discussion.

### **T.5070 Town Affairs**

Cllr John Cordwell – highlighted a resident email concerning Potters Pond car park & map board poor state, and weeds at the Cloud - the Clerk will forward to relevant authorities responsible for this, such as county council and district council.

Cllrs N Pinnegar, L Farmer, P Barton – all had issues regarding weed growth or items to further to higher authorities – the Clerk stated that that this is not the time to be reporting these, and that all of these should be emailed in order that they be dealt with not at this meeting but swiftly & efficiently during business hours.

*Cllr T Luker took the Chair for the following items*

### **T.5071 Planning Items** – considered due to Planning Authority timescale restrictions

a) S.16/1158/TPO – 2 Chipping Gardens GL12 7BN. T1 Mature Lime Tree – crown reduction to previous cut level removing approx. 4metres of new growth while retaining a balanced crown shape. It was proposed by Cllr T Luker and seconded by Cllr P Smith to approve this application, agreed all in favour with 1 abstention, if carried out sympathetically.

b) S.16/1016/HHOLD – 18 Cotswold Gardens GL12 7HW. A two storey rear extension with a single storey side extension. It was proposed by Cllr R Claydon and seconded by Cllr June Cordwell to object to this application, agreed 8 in favour, 3 abstentions, because the proposal would block a significant amount of light (at a 45 degree angle) to the neighbouring property of no 17.

c) S.16/1121/HHOLD – Avonbridge House, 1A Dyers Brook – Demolish single storey extension and construct new two storey extension. It was proposed by Cllr N Pinnegar and seconded by Cllr P Barton to approve this application, agreed all in favour,

*The Following items are dealt with in Closed Session under Public Bodies (Admission to Meetings) Act 1960 due to confidential staffing matters*

*It was proposed by Cllr John Cordwell and seconded by Cllr C Young and agreed by all to enter closed Council session.*

**T.5072 Salary Increases** – to receive notification from the National Joint Council for Local Government Services that the National Pay Award for Local Government Staff from April 2016 is an increase of 1% with a further 1% payable from April 2017. To approve increases backdated to April. As this is a national agreement it was proposed by Cllr P Smith and seconded by Cllr T Luker and agreed by all that this is approved and backdated.

*It was proposed by Cllr John Cordwell and seconded by Cllr L Farmer and agreed by all to re-enter Council session.*

*This completed the business of the Town Council at 11pm*

Signed: ..... Dated: .....

Chairman of Wotton-under-Edge Town Council