



## **MINUTES OF WOTTON-UNDER-EDGE TOWN COUNCIL MEETING HELD ON MONDAY 21<sup>st</sup> JULY 2014 AT 7PM IN THE CIVIC CENTRE**

**Present:** Councillors R Claydon (Mayor), Chris Galbraith (Deputy), June Cordwell, John Cordwell, P Smith, T Luker, N Clement, P Barton, Clair Galbraith, A Wilkinson  
**In Attendance:** Town Clerk Ms S Bailey. Public 5

T.4525 **Apologies** received and accepted from Cllrs L Harris & K Collins

T.4526 **Declarations of Interest** Cllr John Cordwell as a KLB Governor ref Sports Foundation JV, Cllr Smith as employer is recipient on payment schedule, Cllr Wilkinson as President of Chamber of Trade ref grant application

T.4527 **Public Forum** Residents of Westfields spoke to the Council about their various concerns regarding a planning application at no.15 which would have a detrimental impact on their ability to continue to enjoy life at the property they have owned & lived at for a number of years.

T.4528 **Planning Application.** After agreement of the Council, the item (no. 25b) - S.14/1473/HHOLD 15 Westfields, GL12 7AJ, single storey side extension, single and two storey rear extension - was brought forward to enable it to be debated and decided by Council at this point rather than at the end of the agenda. After deliberation by the Council and discussion in detail of the plans, it was proposed by Cllr R Claydon and seconded by Cllr John Cordwell and agreed by all that this Town Council objects to this application. We understand that there is a separate boundary dispute/civil matter between the owners also, but wish to object on the following grounds:

1. The proposed size of the extension (both height and width) is massively overbearing for the scale of the site; it is out of proportion with the existing property and also with those surrounding it.
2. The proposal would be overbearing for the neighbours of the site adjacent; the neighbour whose aspect faces westerly would lose much of their daylight in winter months, and also their privacy would be compromised since there are windows looking into their property (it does not state that the proposed new windows are fixed closed or obscure glazing). The neighbour would also lose much of the light into their garden (especially given the sloping aspect of this road and the set-back element of the design) which would seriously affect the amenity enjoyment of their garden.
3. The large scale of this development and type of material proposed is out of keeping with the housing in this road and alters the nature of the streetscene.
4. Due to being on the boundary line (and not set sufficiently inside the boundary as would be sensible) any surface water drainage would drain into the neighbour's property which is also below this level. Also, the current plans would mean that the extension's foundations would impinge on the neighbours property.
5. There are concerns that the width of the proposed replacement garage is too narrow and not possible to park a car in. The proposal also removes valuable and much used driveway parking space, and thus parking would be lost from this property. It would not be possible to replicate this lost parking at the front of the property given the small front garden and driveway frontage. This is contrary to 2005 Stroud Local Plan Policy HN16, as are the other items mentioned above.

If the Planning Officer is minded to grant permission for this development, then Wotton-under-Edge Town Council requests that the application is called in to Committee.

T.4529      **Chairman's Announcements** nothing to report

T.4530      **To approve the Minutes** of the meeting held on 16<sup>th</sup> June 2014. It was proposed by Cllr June Cordwell and seconded by Cllr Chris Galbraith and agreed 9 in favour 1 abstention to approve the Minutes as presented.

T.4531      **To note Minutes of Other Committees:** Minutes of Planning Committee of 28th April 2014 and of Allotments Committee dated 11th September 2013 all duly noted.

T.4532      **Co-option** To consider candidates for co-option vacancy to the Town Council and to note Declaration of Acceptance of Office. Four candidates applied for the position of Town Councillor and three attendees each spoke to the Council. A written secret ballot then took place, having 3 voting rounds which would eliminate one candidate in turn, in line with voting rules. The second voting round produced a tie for elimination and in line with Standing Orders, the Chair used casting vote. From the final voting round, Alex Wilkinson was duly elected to Office and signed the Declaration of Acceptance of Office. The other candidates were thanked for their interest and advised of the elections for Council next May 2015.

T.4533      **Accounts**

- a) To consider report on bank charges which will be introduced on the Town Council current account from January 2015. To consider commencing internet banking as a way to minimise banking costs. A backing paper was presented to Council explaining the situation in more detail. It was proposed by Cllr June Cordwell and seconded by Cllr Mike Zimmer and agreed by all to implement internet banking once the Clerk has produced a set of internal procedures for its implementation.
- b) To approve quotation to replace 12 rotten wooden crosses for war graves in cemetery. It was proposed by Cllr Chris Galbraith and seconded by Cllr John Cordwell to proceed with the oak option of crosses for £330 +vat, all in favour.
- c) To approve subscription of £100 to Gloucestershire Playing Fields Association. After a Councillor question on its usefulness, it was proposed by Cllr John Cordwell and seconded by Cllr P Smith to approve, agreed by all.
- d) To confirm attendance at allotments training seminar for Cllr Clair Galbraith and Administration Officer (the allotments committee clerk) at a cost of £60 each. It was proposed by Cllr T Luker and seconded by Cllr P Barton to approve, agreed by all.
- e) To note that the Towns Team grant of £1000 for festivals has still not been received from SDC. Noted.
- f) To consider quote for carpet deep clean of the Civic Centre and consider floor vinyl situation on emergency staircase. After discussion of the merits of each sectioned quote provided in backing papers it was proposed by Cllr June Cordwell and seconded by Cllr P Smith to clean the Civic Centre carpets of reception, hallways & stairs, One Stop, & re-varnish wooden floor in Coombe Suite for £700 by current cleaning contractor. The plastic table & chair leg bungs would be replaced before this is done to prevent further scratching. A separate arrangement is in place for kitchenette deep clean. It was considered that the Town Hall carpet is in good condition and not in need of cleaning, also the upstairs Town Hall wooden floor is considered adequate, although the dance school is requested to comment as they use it most often. Staircase peeling vinyl was not discussed.
- g) To consider quotation for works to hedge & bank at Knapp Rd allotments. A quotation was produced from a year ago (still valid) for strimming & spraying the bank below the overgrown hedge (now trees too) and laying a membrane to prevent regrowth. Much discussion concerned the lack of funding in the allotment budget and the need for water works at New Rd to comply with legislation. It was agreed that the buildings

manager would trim the bank and that a contractor quotation for the August meeting is requested for cutting the hedge. The membrane idea would be considered in next year's allotment budget.

h) To consider quotation for the 5 year buildings electrical inspection. Two quotations have been received for widely different amounts. It has proved difficult to get a third quote. Council insisted that a third quotation be obtained. It was noted that Tyndale electrical were most helpful in sorting out the Civic Centre's electrical problem and responding in an emergency last month.

i) Budget 2014/15. To note report of expenditure against budget. All was noted as in order. Regarding payments for toilet costs, SDC Councillors commented that SDC were reviewing their toilet provision and budgets and that WTC would probably be consulted on toilets in Wotton and whether they might be taken over?

j) To approve the accounts for payment – schedule circulated in advance and late invoices just received were explained. It was proposed by Cllr June Cordwell and seconded by Cllr Chris Galbraith and agreed with 9 in favour and 2 abstentions to pay these accounts.

T.4534 **External Audit** To note completion of External Audit and the Auditor's comments. Two minor comments were read out to the meeting. The review of Financial Regulations would be dealt with at this meeting, and the system on new internal financial controls has just been approved with the first quarterly audit to be completed soon by Councillors. The external audit otherwise was noted as good.

#### T.4535 **Grants and Donations**

To consider £200 grant application from Wotton Chamber of Trade - application form explained Chamber activity in recently producing a new town map/leaflet/walk guide – a grant is requested to aid its distribution in the surrounding counties by two distribution companies. *After responding to any questions Cllr A Wilkinson left the room for this item*

After much discussion concerning the role of WTC in normally producing town guides/leaflets and the vat implications, it was proposed by Cllr P Smith and seconded by Cllr Clair Galbraith that the Town Council takes on the distribution contract for the leaflets in this instance, (£500 + vat to Leaflets Galore and £254 + vat to Glide Media) and that a grant of £200 is approved to the Chamber, agreed with 8 in favour, 1 against, 1 abstention. It is also understood that a donation may be forthcoming from the Chamber in respect assistance in production of the leaflet. *Cllr A Wilkinson returned to the room*

T.4536 **Financial Regulations, Credit Card, Standing Orders, Remit of Committees and Emergency Plan.** To approve as recommended by Special Purposes Committee. All the backing documentation was circulated in advance, having been considered twice by the Committee.

a) new Financial Regulations. It was proposed by Cllr John Cordwell and seconded by Cllr Chris Galbraith to approve these, voted 10 in favour 1 abstention.

b) A new Town Council credit card with a suggested spend limit, to comply with a) above. It was proposed by Cllr June Cordwell and seconded by Cllr R Claydon to approve a Town Council credit card in the name of the Town Clerk, with a spend limit of £2000, voted all in favour.

c) revised Standing Orders. It was proposed by Cllr John Cordwell and seconded by Cllr P Smith to approve these, voted 10 in favour 1 abstention, with the addition to note at the front that the items in bold cannot be changed.

d) new Remit of Committees. It was proposed by Cllr Chris Galbraith and seconded by Cllr June Cordwell to approve this, voted 10 in favour 1 abstention.

e) updated Emergency Plan. It was proposed by Cllr M Zimmer and seconded by Cllr P Smith to approve this, voted 10 in favour 1 abstention, with the further addition of more mobile telephone numbers on the restricted list emergency contact page. It is also requested that a completed copy be forwarded to SDC and Glos CC.

T.4537 **Wall near entrance to Civic Centre Car Park.** A backing paper explained the situation of the nearby Silver Birch tree causing cracking to the wall and various options were suggested. It is requested that an extra quotation be obtained for dismantling the wall to approx. 3ft height from a builder and re-using existing coping slabs. Workshop door replacement quotes are still being obtained, and a replacement car park sign will need to be ordered due to theft of the recent new sign.

T.4538 **Wall damage at corner of St Marys churchyard** – to consider course of action and quote/ work needed. A backing document explained the extent of the stone wall damage adjacent to a lane/footpath, whereby two Sycamore trunks were growing inside the stone wall 3 metres away in an uncut area of the churchyard. A quote for £365 was obtained to remove the trees and it was proposed by Cllr T Luker and seconded by Cllr A Wilkinson to approve this quote. The stonemason cannot yet quote for wall repair until he can access more of the wall, which needs to be done in conjunction with the tree surgeon. Furthermore this is a conservation area and SDC tree officer permission will be needed, along with possibly Listed Building Consent as it is within the curtilage of a Grade Listed building. Also the Revd & churchwardens will be contacted to discuss the work needed so that the whole uncut rear area can be assessed for safety implications.

**As the time had reached 10pm, it was proposed by Cllr P Smith that a vote be taken to continue with the meeting, voted 5 in favour, 6 against, thus the meeting ended without consideration of other items on the agenda. However there was an immediate vote to consider planning application 25a) and it was proposed by Cllr Chris Galbraith and seconded by Cllr John Cordwell that this item only be considered, voted 8 in favour 3 against carried that the following item is considered.**

*Cllrs A Wilkinson & M Zimmer left the meeting*

T.4539 **Planning Application S.14/1446/HHOLD 73 Parklands, GL12 7NR.** Garage conversion and a wrap around roof around the rear of the property. After much discussion over the plans it was proposed by Cllr R Claydon & seconded by Cllr N Clement that the Council objects to this application, voted all in favour, on the following grounds

1. The proposed size of the extension is overbearing for the scale of this site, in that it dominates the left hand boundary and is too close to the neighbour's property boundary. The development would also look out of proportion with the properties surrounding it.
2. The dominant nature of this proposed development is out of keeping with the housing in this road and alters the nature of the streetscene.
3. A new window has been inserted which overlooks the neighbour's property.
4. There are serious concerns that this proposal removes vital driveway parking space and garage parking, which is contrary to 2005 Stroud Local Plan Policy HN16, thus parking would be lost from this property which is against District Council planning policy recommendations.

**The meeting thus ended at 10.15pm and the following items on the agenda were not considered.**

**Headstone in Cemetery** To consider application for the addition of a plaque to a memorial stone in the cemetery (see backing papers)

**Pensions Statement of Policy on Discretions** required by LGPS To consider responses required for the mandatory Statements of Policy on Pension Discretions

**SOSYP**

a) To discuss and decide if the Town Council should now support the CIO proposal.

b) To discuss how best to use extra funding for youth work.

**Land at Holywell** - To consider management plan for Holywell Leaze

**Synwell Green** To discuss whether to place a "No Ball Games" sign on Synwell Green.

**Grounds maintenance contract** To consider tender specification for next 3 years

**Knapp Field**

a) To consider whether a revised grazing agreement is needed for Knapp Field b) To consider how to proceed with regards to clearance work of the stream on the boundary of Knapp Field.

**Clerk's Report**

**Correspondence** to note or request action:

a) To note letter from CCLA concerning administrative changes to COIF fund management.

b) To note letter from Wotton Community Sports Foundation concerning the intention to form a Joint Venture Company with KLB School.

c) To note response from John Kay, Local Highways Manager regarding highways maintenance procedures.

d) To note email announcing that the Minerals Local Plan Site Options and Draft Policy Framework is available to view and for comment until 18th August 2014.

e) To note email regarding parking problems around Symn Lane Clinic. The email has been forwarded to the County Council.

f) To note permission from SDC to fell the 5 Italian Alders in the Civic Centre car park. The work cannot take place until after 31st August to comply with regulations for the bird-nesting season.

g) Resident letter complaining about youth behaviour in park

**Reports from Councillors**

County Council, District Council, Footpaths Committee, Special Purposes Committee, Allotments Committee, Youth Liaison Group, Town Regeneration Partnership, Sports Foundation and any other meetings attended.

**Town Affairs**

**Planning Items**

To consider the following planning applications which require a response before the date of the next planning meeting:

S.14/1485/FUL Blue Coat Church of England Primary School, Symn Lane. New open-sided canopy to S.W. elevation.

S.14/1493/ADV Land at Potters Pond, Advertisement consent for mini gantry single side sign.

Signed ..... Date .....  
Chairman & Town Mayor