



MINUTES OF WOTTON-UNDER-EDGE TOWN COUNCIL MEETING
HELD ON MONDAY 15th SEPTEMBER 2014 AT 7PM IN THE CIVIC CENTRE

Present: Councillors R Claydon (Mayor), June Cordwell, John Cordwell(from 8pm), P Smith, T Luker, N Clement, Clair Galbraith, K Collins, M Zimmer, A Wilkinson, L Harris
In Attendance: Town Clerk Ms S Bailey. Public 3

T.4560 **Apologies** received and accepted from Cllrs P Barton & Chris Galbraith
T.4561 **Declarations of Interest** none
T.4562 **Public Forum** none

T.4563 **Chairman's Announcements** A written report was provided outlining activities undertaken, namely a Chipping car park residents meeting, chairmanship training, and a youth services contract renewal meeting.

T.4564 **To approve the Minutes** of the meeting held on 18th August 2014. It was proposed by Cllr P Smith and seconded by Cllr R Claydon and agreed 8 in favour 1 abstention to approve the Minutes after a minor amendment.

T.4565 **To note Minutes of Other Committees:** Minutes of Planning Committee of 28th July 2014; duly noted.

T.4566 **Chipping Clubroom (CCR)** To receive update & discuss future development. Due to the legal advice invoice being received, this item was brought forward to enable discussion before payment. The Mayor updated the Council on recent meetings with CCR Trustees, and the positive outcome that they have now in principle (and subject to formal Charity Commission approval) agreed to wind up the Trust and transfer the assets to the Town Trust for a nominal sum of £1, subject to the Town Trust paying reasonable legal fees and safeguarding the existing users. Although the solicitor had been premature in providing detailed legal advice at a cost of £660 (and this should be pointed out to him), the advice was relevant in the decision by the Trustees to enable the issue to move forward, and provide much needed space for expansion of the youth activities in the town. It was proposed by Cllr June Cordwell and seconded by Cllr Clair Galbraith to pay these legal fees, agreed 8 in favour, 1 abstention.

Cllr L Harris left the meeting

T.4567 **Youth and Community Services** To agree contract renewal until end Aug15 -Youth Liaison Group (backing papers). Mark Lovell from Youth Liaison Group was invited to explain the final versions of documents, & answer questions. He recommends that the Town Council approves the SLA agreement, the specification proposal from YCS outlining service to be provided and the financial proposal subject to the payment of £7381 by YLG into WTC account, and also subject to formal approval by YLG at its meeting next week, and after receiving necessary insurance documents etc. Mark Lovell also answered questions regarding how SOSYP and YCS worked together in Wotton, saying that he knew of no friction and that the different providers were providing alternatives for the spectrum of ages & interest of local youths, and that he hoped professionalism would be maintained. Another grant application outcome by YLG is awaited and this may lead to more youth provision able to be commissioned by YLG over the next year. Mark Lovell was thanked for attending and also thanked for the hard work he has put into youth services in Wotton. After a separate discussion, it was proposed by Cllr R Claydon and seconded by Cllr A Wilkinson and agreed by all to continue the contract with YCS for

£7381 until 31st August 2015, authorising the Mayor to sign the agreement, subject to the above mentioned criteria being satisfied.

Cllr John Cordwell entered the meeting

T.4568 Accounts

- a) To approve quote for hedge/tree work at Knapp Road allotments. A quotation was provided for extensive tree surgery along the allotment road side, and also side/bottom hedge work. It was considered by Council that due to the large amount of funding required, the Mayor should visit the site and also two further quotations be sought, proposed by Cllr P Smith, seconded Cllr M Zimmer, agreed 8 in favour, 1 against, 1 abstention.
- b) To approve SLCC future training for Clerk and Deputy Clerk (backing papers). It was proposed by Cllr June Cordwell, seconded Cllr P Smith and agreed by all to approve attendance at Cemetery Legal Compliance November 2014 – Clerk & Deputy, Charitable Trusts October 2015 -Deputy Clerk, SLCC regional conference November 2014 -Clerk, and regional SLCC conference roadshow November 2015 -Clerk.
- c) To consider boiler maintenance contract from British Gas with regard to the Town Hall gas boiler (backing papers). A grant has been applied for, for a new boiler, but result will not be known until mid-November. After much discussion concerning the merits of different levels of maintenance contract and the age of the boiler, it was proposed by Cllr M Zimmer and seconded by Cllr June Cordwell and agreed by all to approve option 3(s) from British Gas for a 1 year maintenance contract to include parts, service and system for £411 p.a.
- d) Budget 2014/15. Noted - report of expenditure against budget (backing papers).
- e) To approve the accounts for payment (backing papers). The Clerk outlined extra payments arrived since printing of papers. It is requested that the mole barrier solution be costed in time for the budget process. It was proposed by Cllr M Zimmer, seconded by Cllr K Collins and agreed by all to approve the accounts for payment.

Under Public Bodies (Admission to Meetings) Act 1960, it was proposed by Cllr R Claydon and seconded by Cllr P Smith and agreed by all to exclude members of the press & public and enter closed session to discuss award of contracts – public & press left the room

T.4569 Open Spaces & Tree Works contracts

- a) Grounds Maintenance contract tenders (backing papers). Explanations were given by the Mayor and the Clerk on the different areas of the grasscutting, cemeteries, flowerbeds and hedges. After discussion of the quotations provided by 3 different applicants, the significant difference in pricing, and relevant references, it was proposed by Cllr A Wilkinson and seconded by Cllr June Cordwell and agreed by all to appoint D Howse for the Open Spaces Maintenance Contract for the various sums specified in the quotation, for a period of 3 years from autumn 2014 for all areas, subject to the Clerk renegotiating the Parklands borders to include shrubs and perennials.
- b) Tree works quotations in accordance with recommendations of Tree Report. Quotations still awaited - defer until October meeting.

public & press re-entered the room

T.4570 Grants and Donations

- a) Letter from Vitalise requesting forms for Grant Aid scheme. Due to a lack of beneficiaries in the Wotton area it is requested that the Clerk respond explaining not possible to donate.

T.4571 **Budget Meeting Date** To agree a date for the informal budget meeting. The date agreed is Wednesday 5th November 2014 and the Deputy Clerk will preside.

T.4572 **Clerk's Report** – backing report provided. The Clerk noted that despite the summer period, the office, the One Stop and Buildings Management have all continued to be very busy. The Clerk and the staff were thanked for the work and reports provided.

T.4573 **Correspondence** noted or action requested where specified:

- Letter from the Local Govt Boundary Commission re: electoral review of SDC - public consultation closes on 3rd November 2014. Individuals to respond.
- Complaint from a resident about lack of news items / information available on WTC website. Cllr K Collins commented that following a community plan update meeting this week, communication had been highlighted as an issue and an updated website is strongly suggested. The Clerk offered to provide again the backing document from November 2013 outlining suggestions. The Clerk will arrange a working group meeting of Cllrs K Collins, John Cordwell, R Claydon and A Wilkinson to analyse the website and changes needed.

Brochures/Newsletters for information only and circulated:
Stroud District Youth Council's 2013 Annual Review

T.4574 **Reports from Councillors on meetings attended**

County Council –report for September circulated in advance. Funding is still available for Active Together grants. Cllr John Cordwell continues to chase Amey/Highways at every opportunity for works to weeds/potholes/& repairs etc but continues to be told that budget cuts mean that local councils will have to pay more for areas they want to improve.

District Council – District Cllr Reeves thanked for September written report
Footpaths Committee - will meet shortly but may need to reschedule due to absences & illness

Special Purposes Committee – not met

Allotments Committee – will meet shortly

Youth Liaison Group – AGM following week

Town Regeneration Partnership – to meet the following week

Sports Foundation – awaiting confirmation of final grants for skatepark and then will start to raise funds for new access path

SOSYP – Cllr Luker & Cllr Clair Galbraith attended a meeting which explained about summer activities (report circulated by email from SOSYP). Very little appeared to be happening in Wotton and reasons for this were unclear. Closer monitoring is needed and maybe youth workers need to engage with KLB school.

Chartered Parishes Meeting – Cllr P Smith attended and complained about the lack of local highways repairs to Amey/Highways representative.

Forward Planning Training – Cllr June Cordwell attended; it was about creating community plans rather than forward budgetary planning in a corporate sense –we are currently progressing with a community plan update.

T.4575 **Town Affairs**

Cllr A Wilkinson -The Chamber of Trade meets tomorrow and will review the preview of the new town film. The Chamber Xmas dinner will be at the Royal Oak on 20thDecember. New leaflet/map successful with new visitors seen holding them. New tourist website still being worked on. Now 109 paid members. New car park proposal being worked on.

Cllr N Clement -Synwell Playing Fields misunderstanding sorted & apologized

Cllr T Luker -asked about bench seat progress at top of town; Clerk received no responses from adjacent shop premises. Council in favour of Clerk going ahead.

Cllr M Zimmer -slats on War Memorial bench broken; poor state of Court Meadow road surface continues (Cllr John Cordwell continues to complain at county level – Clerk to write also to complain).

Cllr R Claydon - Cotswold TV will be in town filming a taster film of Wotton on Thursday; suggest the Town Crier is approached along with Chamber of Trade.

Meeting concluded at 8:50pm

Signed Date
Chairman & Town Mayor