



**MINUTES OF WOTTON-UNDER-EDGE TOWN COUNCIL MEETING
HELD ON MONDAY 17th NOVEMBER 2014 AT 7PM IN THE CIVIC CENTRE**

Present: Councillors R Claydon (Mayor), June Cordwell, John Cordwell, P Smith, N Clement, Clair Galbraith, K Collins, Chris Galbraith, M Zimmer, T Luker
In Attendance: Town Clerk Ms S Bailey. Public 12

T.4598 **Apologies** received & accepted from Cllrs P Barton, L Harris

T.4599 **Declarations of Interest** Cllr John Cordwell possibly on Holywell grant application

T.4600 **Public Forum part 1** Mr & Mrs Ansty from Kingswood addressed the Council asking for the administration's decision to refuse a gravestone to be reconsidered, along with evidence supplied to show how the design is made stable.

It was agreed by Council to move forward the following item on the agenda to allow the public to hear the decision.

T.4601 **Headstone in Cemetery** To consider appeal from family to erect a heart-shaped memorial in the cemetery (backing papers). After deliberation by Council it was proposed by Cllr T Luker and seconded by Cllr N Clement, voted all in favour, that the gravestone be allowed in this instance provided that the memorial is erected by a BRAMM approved mason and that the installation instructions from the manufacturer are properly adhered to, including ground spikes for stability.

It was proposed by Cllr John Cordwell and seconded by Cllr Chris Galbraith to allow the public members representing Wotton Pool to address the Council ahead of the relevant agenda item, all in favour.

T.4602 **Public Forum part 2** Many members of Wotton Pool's committee attended and a presentation was given using Powerpoint by Chairman Alan George. The Pool is doing well in the economic climate with a loyal and varied user base. Prices have not been raised as the ethos has been to encourage participation and diversify among customers. There are about 50 constant volunteers as well as the paid lifeguards. Much information was given to Members and various questions answered. The issue of grants being applied for by the Pool to augment costs (ie capital grants for items which then reduce running costs) was stressed as being necessary by Council since competition for funding from various areas had increased recently in line with higher authority budget cuts. The Council stressed that the annual £28,000 was not guaranteed into the future and headway must be made to reduce costs. The Pool Company replied that a development Committee had been set up to investigate this.

It was proposed by Cllr Chris Galbraith and seconded by Cllr John Cordwell to return to Council session all in favour.

T.4603 **Wotton Swimming Pool** To receive accounts & Constitution from Wotton-under-Edge Swimming Pool Ltd. Members were pleased with the presentation and thanked the Pool Committee for attending and for all their hard work over the past few years.

T.4604 **Chairman's Announcements** The Mayor highlighted the meeting with an SDC officer regarding the Chipping car park in October, the successful two quarterly audits undertaken at the Council offices a week ago with Cllr P Smith, and the Remembrance Parade in Wotton, thanking those Members who attended.

T.4605 **To approve the Minutes** of the Meeting held on 20th October 2014 and the Extraordinary Meeting of 5th November 2014. It was proposed by Cllr June Cordwell and seconded by Cllr Chris Galbraith and agreed all in favour to approve the Minutes of 20th October 2014 as presented. It was proposed by Cllr K Collins and seconded by Cllr John Cordwell and agreed 8 favour 1 abstention to approve the Minutes of the Extraordinary Meeting of 5th November 2014 as presented.

T.4606 **To note Minutes of Other Committees:** to note the Minutes of Planning Committee 29th September 2014; Town Regeneration Partnership Committee 22nd September 2014; Footpaths Committee 17th June 2014; duly noted.

T.4607 **Accounts**

- a) To consider quote for clearance work at St Mary's Churchyard (backing papers). After explanations by the Clerk of the need to be able to inspect the boundaries of the churchyard for health & safety relating to the stone walls, (given the recent stone wall collapse due to tree growth inside), and the future maintenance of the churchyard being easier if it were grass and not 6ft brambles, it was proposed by Cllr P Smith and seconded by Cllr M Zimmer and agreed by all to accept the clearance quotation. It was noted that the clearance should be done sympathetically with maybe a slightly wilder look to some areas, and not interfere with the emerging snowdrops.
- b) To ratify £150 payment to Wotton Directory for delivery of Community Plan questionnaires. The fee includes a half-page advertisement in the Directory; proposed by Cllr June Cordwell, seconded by Cllr P Smith, and agreed by all.
- c) To ratify attendance of Administration Officer at Social Media Training day (organised by Chamber of Trade) on 12th November cost of £80 plus VAT as part of improvement to future website; proposed by Cllr Chris Galbraith, seconded by Cllr Mike Zimmer and agreed by all.
- d) Budget 2014/15. To note report of expenditure against budget (backing papers). After discussion this was noted as being acceptable.
- e) To approve the accounts for payment (backing papers). No extra items were added, proposed by Cllr Mike Zimmer and seconded by Cllr June Cordwell and agreed by all to pay these accounts.

T.4608 **Grants and Donations** none

T.4609 **Fees – Allotments, Town Trust Administration, Civic Centre and Town Hall**

- a) Allotments – To approve increase to £25 full plot, £12.50 half plot for the financial year 2016/17; proposed by Cllr R Claydon and seconded by Cllr June Cordwell and agreed by all.
- b) Town Trust Administration Payment – To approve 5% increase to £5250 for the financial year 2015/16; proposed by Cllr P Smith and seconded by Cllr Clair Galbraith and agreed by all.
- c) Town Hall/Civic Centre charges – To consider whether to introduce an hourly rate in addition to the per session community charge to allow for setting up etc (backing papers). After much discussion regarding the need to be flexible with booking arrangements and the need for different set up and clearing times at different venues, and all with different cost schedules for different user types, it was agreed to give discretion to the Clerk as currently. Cllr Zimmer agreed to investigate a structured but flexible charging regime for future Council consideration.

T.4610 Poplar Trees, Chipping Surgery To note response from Stroud District Council Planning Office to the Town Council's complaint and to note any developments. Response was circulated amongst Members. After discussions which ascertained that this Council is still unhappy about the protection which was afforded to the Poplars, the Clerk is requested to ask SDC about condition 11 of the planning permission which stated that a construction method statement was to include measures to protect the trees (referring to a document on the website which is not available to view), that this Council wishes to see this document, and also the tree protection plan, and ask if the planning officer is satisfied that it has been adhered to. It is noted that a meeting is to take place early December with the developer regarding the trees.

T.4611 Tree on Chipping Green To note email in response to Council's decision not to move the tree on the Chipping Green and to consider action required. Cllr Chris Galbraith has promised to speak to the adjacent house owner to explain the logic of the Council's decision to leave the newly planted tree in situ on the Green and the responsibilities of the water authority.

T.4612 SOSYP To note email from SOSYP concerning ending of the SOSYP agreement next August. Council to consider youth provision requirements for next year in Wotton & how to manage them. After much discussion concerning various contract possibilities and the feasibilities of each one, the Clerk was instructed to respond that the item is still very much under deliberation. The Clerk is also asked to investigate youth provision in Nailsworth and compare how it operates (costs, sessions, experience, etc).

T.4613 Holywell Leaze

a) To consider recommendation from Footpaths Committee to repair the old mill wall at Holywell Leaze. Costwold Wardens are prepared to carry out the work if Council provides the stone at estimated cost of £850. It was proposed by Cllr P Smith and seconded by Cllr June Cordwell and agreed by all to go ahead with these repairs but that it be done as sympathetically as possible and with regard to the high price of stone.

b) To consider project for an outdoor classroom at Holywell Leaze if grant funding can be obtained. Cotswold Wardens would carry out work if Council provides stone, estimated cost £800. Active Together grant application to be submitted if Council approves project. (backing papers). After deliberation, it was proposed by Cllr Chris Galbraith and seconded by Cllr M Zimmer that the Council supports the building of this classroom as long as the Wardens make any grant applications to cover the full cost of the work and that the Council does not contribute financially, agreed 10 in favour 1 abstention.

T.4614 Christmas Market To consider a Town Council stall at this event to promote new Community Plan. Six Councillors volunteered to man stand for 90 minutes each 3 slots (11am to 4pm). Clerk to compile rota and organize covered gazebo stall.

T.4615 CCTV To consider review date for CCTV camera locations in line with policy and consider 2 extra items for £750 one-off cost (camera from One Stop Shop & larger monitor). The cameras location and policy was reviewed in Spring 2014, and the system is currently undergoing major upgrade works which will undoubtedly have some teething problems to sort. It is therefore proposed by Cllr R Claydon and seconded by Cllr June Cordwell with 9 in favour 1 against to review the CCTV policy next summer after the new Council is formed following elections in May 2015. It was proposed by Cllr R Claydon and seconded by Cllr N Clement to approve the 2 extra items as above, all in favour.

T.4616 Clerk's Report (*backing paper*) The Council administration and buildings management continue to be very busy, working at full capacity. The Tabernacle Car park analysis is still on the list but not started yet in earnest due to limited resources at present.

T.4617 Correspondence to note or request action:

- a) Letter from Gloucestershire County Council announcing the publication of the Gloucestershire Local Flood Risk Management Strategy.
- b) Letter giving notice that Action for Market Towns organisation has gone into voluntary liquidation.
- c) Letter from Scope advising of house to house collection dates for 2015 and 2016.
- d) Thank you card for the provision of a plaque in the churchyard for the late Reverend Chappell.

Brochures/Newsletters for information only:

War Memorials Trust Bulletin Nov 2014, Countryside Voice Winter 2014, Allotments magazine Cobalt News Autumn 2014

T.4618 Reports from Councillors on meetings attended

County Council – report circulated in advance; of major highlight is concern over the need to find another £75million of cuts!

District Council – report circulated in advance. The Boundary Commission review has now been submitted. The waste contract with Veolia will be reviewed and may change provider by spring 2016- this may have implications for Old Town toilets. Also another household wheelie bin may have to be added to collection rounds.

Footpaths Committee - the survey of footpaths is being continued. The Holywell management plan has been updated and should be available at a Council meeting soon.

Special Purposes Committee – to meet shortly

Allotments Committee - to meet this week

Youth Liaison Group – Cllr June Cordwell reported on a recent meeting showing that the youth centre is in use most evenings by groups, that the youth leader had requested booking usage be seen on an electronic booking system (under consideration in office), that the no parking signs are reinstated, that Phil Sullivan is doing funding applications, and that various fundraising events are being considered such as Offas Dyke sponsored walk, & another curry evening

Town Regeneration Partnership The meeting was delayed due to almost being inquorate, due to lack of Councillor attendance – the item to be added to Special Purposes Committee to discuss.

Sports Foundation – more Committee members are needed. Also no one attended the Wotton & District Recreational Trust meeting recently.

T.4619 Town Affairs

Cllr John Cordwell – signs are still around town concerning Deep Clean – ask SDC warden to remove

Cllr T Luker – lorries at Potters Pond are blocking the road when unloading and preventing pedestrians using footpaths. What is the construction method statement about this? Other sites use a layby waiting method – ask CC Highways to investigate.

It was proposed by Cllr R Claydon and seconded by Cllr Chris Galbraith and agreed by all to enter into Closed Session under Public Bodies (Admission to Meetings Act) 1960 due to confidential nature of business about to be transacted. The Press left the room.

T.4620 Potters Pond To report on actions arising from engagement of solicitor. The Clerk updated Council Members on the appointment of a solicitor and the subsequent site meeting with Western Power to discuss acceptable methods of cable laying across Marchesi Walk land. They are asked to pay our legal fees and any Wayleave Agreement costs arising therefrom. It was proposed by Cllr P Smith and seconded by Cllr M Zimmer, agreed by all, that a moleing system under the stream is suggested for cable laying and not damming of the stream as this would be harmful to the protected crayfish species, that solicitor and land agent fee payment is agreed in advance, that the old duct further up across the stream is removed if no longer needed for cables, and that if granted, any future excavations must be notified to this Council in advance.

It was proposed by Cllr Chris Galbraith and seconded by Cllr John Cordwell and agreed by all to appoint David James as Land Agent.

It was proposed by Cllr June Cordwell and seconded by Cllr R Claydon and agreed by all to agree to meet with the solicitor (Penleys) to ascertain costs and time involved in officially registering all land relating to Town Council and Town trust

Meeting concluded at 9.50 pm

Signed Date
Chairman & Town Mayor