



MINUTES OF WOTTON-UNDER-EDGE TOWN COUNCIL MEETING HELD ON MONDAY 20TH APRIL 2015 AT 7PM IN THE CIVIC CENTRE

Present: Councillors R Claydon (Mayor), June Cordwell, N Clement, Clair Galbraith, K Collins, Chris Galbraith, M Zimmer, A Wilkinson (7:03), P Barton, John Cordwell(9:50), T Luker, P Smith In Attendance: Town Clerk Ms S Bailey. Public 6

T.4702 Apologies none

T.4703 Public Forum CALGS (Coombe Allotment & Leisure Gardeners Society) attended the meeting and gave an update on their fight to stay on the historic allotments at Coombe after being served sudden eviction notices a few weeks ago by the landowner. CALGS is now officially formed with 90 members & 4 membership categories. A bid is being prepared for Community Asset status to SDC and the Town Council is asked to give its support. Various legal issues are being addressed via solicitors with the landowner, who has stated horses are wanted on the site, although it is only 0.52 acre and would not appear to be large enough for this purpose. Media interest in the site is growing, and the Berkeley Estate is helping to identify early tithe maps of the area. Two other allotment sites have recently successfully fought off housing development and useful information is being gleaned.

T.4704 Declarations of Interest Cllrs John & June Cordwell – Haw St planning application as neighbours

T.4705 Chairman's Announcements The Chairman circulated a report detailing attendance at meetings namely the KLB Japanese exchange farewell event, Symn Lane play area overnight closure meeting and Tolsey Clock inspections. Cllr R Claydon also thanked the Council staff for working hard to provide a successful Annual Parish Assembly event, and wished Cllrs Chris & Clair Galbraith a successful retirement after many years of serving this Town Council.

T.4706 Minutes of the Council Meeting Held on 16th March 2015 - to approve these Minutes. After two minor amendments, it was proposed by Cllr K Collins, seconded by Cllr Chris Galbraith and agreed by all to approve these Minutes.

T.4707 Committee Minutes - to note Minutes of Planning Committee 23rd February 2015 & Minutes of Footpaths Committee 20th January 2015; duly noted. To consider removal of this future agenda item. The Clerk explained that as the Committees were properly constituted as Town Council Committees with Powers vested to approve their own Minutes, there was no need to note these Minutes on the agenda each month. They would however still be emailed out to all. This was approved by Cllr P Smith and seconded by Cllr P Barton and agreed by all.

T.4708 Accounts

- a) To approve honorarium of £400 for M Woolfrey for maintenance of the Tolsey clock. Proposed by Cllr June Cordwell, seconded by Cllr Kate Collins, agreed by all.
- b) To approve payment to M Woolfrey of £148.52, as reimbursement for purchase of materials for Tolsey Clock repair, proposed by Cllr A Wilkiinson, seconded by Cllr Clair Galbraith, agreed by all. To consider works progress report and cost implications. The Mayor updated Council on the situation which was taking longer than expected due to metal corrosion inside the clock face & rim and damage due to weather exposure, leading to dismantling of the whole clock. An informative

report was provided by Mr Woolfrey on works needed. The Buildings Manager's help will be given on repairs in order to expedite matters since the scaffolding is now costing £100 every week it remains up. All agreed the need for the repairs to the clock and urged continued progress.

- c) To review travel expense allowance from 40p to 45p per mile – agreed many years ago (backing paper from GAPTC re: taxable allowances). It was proposed by Cllr P Smith seconded by Cllr June Cordwell to raise the reclaimable mileage rate from 40p per mile to 45p per mile effective immediately.
- d) To consider 3 quotes for replacement workshop doors. To be dealt with in closed session at end of agenda.
- e) To approve payment of £40 for electricity contribution to Rowland Hill Almshouses with regard to the Tabernacle Christmas Tree lights at a rate of £10/annum for Christmases 2011 -2014 inclusive; and to reconfirm this arrangement (last agreed in 2008). Proposed by Cllr June Cordwell, seconded by Cllr Terry Luker, agreed by all to continue this arrangement.
- f) To note increase of 3% Veolia rates for cleaning & locking Old Town Toilets and cleaning Old Town bus shelter, rates currently: Old Town Toilets cleaning - £329/month; locking - £1.81/locking= weekends; bus shelter cleaning – each Saturday-£6.02/clean; & Sundays £8.43/clean. The above was noted and agreed, however the office is urged to obtain quotations from Ubico who will be taking over SDC contract from July 2016 and to check our current contract details.
- g) To note grant award from SDC of £500 for Community Plan update, to be completed by March 2016; and to consider next steps to ensure completion of project within the timescale. A working group meeting is needed of Cllrs K Collins, June Cordwell, R Claydon, P Smith & N Clement and any others willing to help to discuss details of way forward. A public meeting is needed to explain next steps and issue report - check Coombe Suite availability and contact those who had offered to help on their response to the Community questionnaires. Regeneration Committee to carry forward.
- h) Budget 2014/15. To note report of expenditure against budget (backing papers). This report explained the expenditure against budget headings for the past 12 months and is generally underspent & healthy. Specific item earmarked reserves for following FY have increased in order to amass funding for larger projects.
- i) To approve the accounts for payment (backing papers). A few extra invoices were explained by the Clerk; it was proposed by Cllr P Smith, seconded by Cllr Clair Galbraith, agreed by all.

T.4709 Internal Controls - Cllrs P Barton & T Luker undertook the quarterly audit check for the period January to March 2015 reporting nothing amiss, and said they enjoyed the experience, hopefully getting quicker next time.

T.4710 Finance and Special Purposes Committee - To arrange next meeting; Clerk to circulate dates for Friday mornings.

T.4711 Grants and Donations

- a) To consider grant appeal from County Air Ambulance Trust (usually £150 pa). Proposed by Cllr M Zimmer, seconded by Cllr T Luker, agreed by all to support this worthy cause with a grant of £150.
- b) To consider grant appeal from Insight Gloucestershire for funding to support their Home Visiting Advisor service (Insight also supports the blind club in Wotton). Proposed by Cllr M Zimmer, seconded by Cllr P Barton, agreed 10 in favour 1 against, to donate £100 to Insight. A discussion was held centering on whether grants should be payable during

the year or decided at budget only and then payable the following May. The Clerk explained that in actuality very little (only a few hundred pounds) is available to distribute as free grants and that if a press call were made in autumn for grant applications, then a significantly higher budget element (eg £2k?) needs to be allocated.

c) To consider appeal from Wotton Community Sports Foundation for funding towards safe pedestrian/skateboard/cycle access to the skate park, via their Sponsor a Yard of Path scheme. The Appeal was explained and highlighted the increased urgency to raise funds for a safe footpath for young people to access the new skatepark. Clerk asked to liaise with WCSF on putting a sign up to say no skateboarding on main road down to skatepark. WCSF has also been advised to make an application to Town Council for significant funding.

d) To review grant application for boiler and outside signage at Heritage Centre, deferred until lease negotiations finalised - both of these items to be dealt with under Town Trust lease item below.

e) Council was pleased to note letter of thanks for grant from Wotton-under-Edge Arts Association.

T.4712 Town Council Policies/Procedures

a) To approve revised Health and Safety Policy (backing paper). Cllrs M Zimmer & R Claydon are to liaise & suggest amendments relating to CDM law changes shortly.

b) To approve updated Risk Assessment for annual account audit (backing paper). Proposed by Cllr K Collins, seconded by Cllr P Smith, agreed by all.

c) To approve updated Asset Register for annual external account audit (backing paper). Proposed by Cllr M Zimmer, seconded by Cllr P Barton, agreed by all. The use of this asset register was explained and the accounting guidelines of listing assets at cost value but not depreciating, & writing off at end of their life. Also many land assets which have purely community use are valued nominally at £1 or less.

T.4713 NALC Quality Council Status Foundation Level

To consider recommendation from the Finance & Special Purposes committee that Council apply for NALC Quality Council Status Foundation Level at a cost of £100 (likened to kitemark status for Parish and Town Councils - backing papers). Proposed by Cllr P Smith, seconded by Cllr Chris Galbraith, agreed by all, that this Council satisfies the criteria as laid down in the guidance documentation and it should be applied for as soon as the Health & Safety Policy is finally approved in May (Item for next month's agenda).

T.4714 Town Council Election

a) To note uncontested election for Town Council and that there will be three vacancies for councillors; and agree co-option on June agenda. Noted and agreed.

b) To note 30th March email resignation from Cllr L Harris, due to continuing ill health. Duly noted and a card requested.

T.4715 Youth Service Provision

a) To agree tender documents as provided in backing papers for two evening sessions a week. Discussions centered on when the adjacent Chipping Club Room was available for use and how quotations could reflect the options we needed whilst securing best price & maintaining negotiation flexibility. Proposed by Cllr K Collins, seconded by Cllr T Luker, agreed by all that these documents are approved, that two quotations are requested for Mon & Weds and Mon & Thurs, and that we advertise immediately to enable strict timetable to be adhered to.

b) To agree to invite tenders immediately for 1st September 2015 start for a 3 year contract. Agreed above.

c) To agree to earmark for 'Youth' the funds to be returned from SOSYP contract, likely £9000 but to be confirmed in August; proposed by Cllr P Smith, seconded by Cllr T Luker, agreed by all.

T.4716 VE Day 70th Anniversary

To note & consider letter passed to Council by the Royal British Legion outlining plans to commemorate 70th anniversary of VE day 8 to 10 May, and VJ day on 15th August 2015. The Legion wish to know if the Town Council proposes to mark these occasions in any way. SDC has also asked to be notified if we are planning any beacons. No plans are proposed for VE day in May. Council requests that the Round Table be asked to light a bonfire/beacon to commemorate VJ day in August.

T.4717 Clerk's Report A detailed report provided by the Clerk showing how the administration, One Stop Shop and Buildings/Facilities, continue to be very busy.

T.4718 Correspondence following was noted:

- a) To note an invitation from Wotton-under-Edge Arts Association to the St George's Day celebration in Market Street on 25th April 2015; Mayor to attend.
- b) To note letter from Pensions Regulator informing that the Town Council's staging date for automatic pensions enrolment is 1st April 2016. All preparations in order.
- c) To note email informing that Wotton Silver Band are to represent the South West of England in the National Brass Band Championships in Cheltenham in September, after achieving second place in the qualifying competition. Congratulations card requested.
- d) To note letter informing that Cotswold Volunteers and Volunteer and Community Action Stroud District will be joining forces from October 2015.
- e) To note email correspondence regarding safety concerns for pedestrians walking to the Sports Foundation site, particularly with regard to traffic speeds. Noted and dealt with under T.4711 c) above
- f) To note thanks from KLB School to the Mayor and Clerk for attending the Civic reception for the Japanese exchange students.
- g) To note AMEY letter inviting attendance to FREE training day on Friday 29th May for PROW volunteers at Northleach 9:30 to 4pm. No Councillors to attend.
- h) To note resident letter of thanks regarding white-lining in the Chipping Car Park. SDC have yet to install the signage explaining the markings which they agreed to do.
- i) To note emails concerning potholes and poor standard of road repairs in Wotton.

Brochures/Newsletters for information only:

Country Voice Spring 2015 & Caring Matters

T.4719 Reports from Councillors on meetings attended

County Council – County Cllr Cordwell provided written report in advance. The Kingswood Annual Parish Assembly had been attended this evening whereby Glos Highways had stated they could not oppose on road safety grounds another 324 homes being built.

District Council – Cllr L Reeves circulated a written report & wished Cllrs Galbraith well in the future.

Footpaths Committee - The Cotswold Wardens, Glos PROW and an adjacent landowner are in discussion over a boardwalk which has been installed on the Coombe to Holywell river footpath. Cllr June Cordwell attended the last Footpaths Committee to ask that short town walk leaflets be devised as this had been successful at the recent GMTF event in Chepstow and drew visitors to the town.

Special Purposes Committee - not met

Allotments – Cllr Clair Galbraith provided a written report on the recent meeting and this was updated by the Clerk who had since been on site at Knapp Rd to authorize the bank strim & membrane works and path levelling to go ahead immediately.

Youth Liaison Group – not met

SOSYP – to meet this week

GMTE – Cllr June Cordwell attended an event in Nailsworth, showing the excellent youth club, the play area, cars successfully parking on grass matting, the information centre, and the new Arkell Community Centre.

Town Regeneration – to meet 1st June

Sports Foundation (WCSF) - footpaths fundraising has started in earnest with events planned. Two maps were shown (Clerk to scan & email) of a pre facilities site, and a future proposals site. The New Rd gate will be regressed and a height barrier installed to allow cars off the road. 400 fruit trees were planted in 2 & half hours. The Joint Venture sports centre took over management from March, new taster sessions will happen over the summer thanks to 'Active' funding.

Swimming Pool – Cllr K Collins attended a development meeting and saw draft plans for improvements to the site. Grants are currently being investigated to raise funds for this venture. Pool to open 25th April.

T.4720 Town Affairs

Cllr John Cordwell – County Councillors have been given a £22,500 Highways budget to cover their divisions.

Cllr P Smith – SDC DCC is meeting tomorrow evening to discuss the revised garage width application at Potters Pond and the presence of a Town Cllr is advisable due to our objections. Cllr N Clement offered to attend. A water pipe leak in Rope Walk is the subject of disagreement between Glos County Council and Severn Trent; failed attempts at rectification were explained.

Cllr A Wilkinson – The Chamber of Trade hosted an excellent event at Renishaw's new facility raising £250 for the new skatepark footpath as well as funds for the town leaflet reprint. The new 'visit Wotton' mug is now on sale since Easter.

Cllr T Luker – another bench is still needed at the bottom of Long St. The Clerk explained the problems with getting permission from TSB. Cllr Luker will identify another suitable location where footpath width is wide enough.

Cllr M Zimmer – Court Meadow and Court Orchard are in dire need of resurfacing and promises to return after last failure have not materialized. Cllr John Cordwell to email Amey again copying in Cllr Vernon Smith.

Cllr A Wilkinson left the meeting

It was proposed by Cllr Chris Galbraith seconded by Cllr M Zimmer to enter closed session under the Public Bodies (Admission to Meetings) Act 1960 to discuss the following contract and due to discussion of the Town Trust Charity business, agreed by all. The Public left the room.

T.4721 Town Trust Matters

a) To approve honorarium of £100 to Town Crier. It was proposed by Cllr K Collins and seconded by Cllr N Clement to approve this payment, agreed all in favour.

b) To agree the way forward for Heritage Centre lease review/update. After much discussion regarding the historical context of the 1994 lease which expired in 2010, and annual rent payments from the Heritage Centre to the Town Trust of £1400 which have not increased for 18 years, it was proposed by Cllr P Smith and seconded by Cllr R Claydon and agreed all in favour, that the rent is raised from £1400 to £1600 per annum, that the existing lease be used as the basis for a lease extension of a further 3 years from current date, and that £1000 be granted to the Heritage Centre to be used for boiler repair and signage. Agreement on lease and rent must be obtained from the Heritage Centre before

the grant is paid. It is considered too costly to engage a solicitor for almost £1000 to update this lease which serves the Town Trust purposes adequately.

T.4722 ACCOUNTS - To consider 3 quotes for replacement workshop doors which have rotted. The Clerk obtained 3 quotations and the merits of each were discussed. It was proposed by Cllr M Zimmer and seconded by Cllr P Smith that the quotation from Chappell Dix be accepted for £1850 plus vat since, although it is more expensive, hardwood is more durable than softwood, carried 6 in favour, with 5 against.

It was proposed by Cllr Chris Galbraith seconded by Cllr P Smith to re-enter public Council meeting, agreed by all. The Chairman of Planning – Cllr Chris Galbraith - took the meeting for the following planning items

T.4723 Planning Applications – responses needed by SDC before next Planning Committee

a) S.15/0688/HHOLD 29A Gloucester Street GL12 7DN. External redecoration, new front door and canopy and new side gate. Application made under Article 4 Direction. After perusal of the on line plans and discussion of detail, it was proposed by Cllr Chris Galbraith and seconded by Cllr John Cordwell and agreed 10 in favour 1 abstention to object to this application on the grounds that the arched canopy is out of keeping with the vernacular.

b) S.15/0717/LBC 55 Bradley Street GL12 7AR. Installation of roof lights to rear attic roof. It was proposed by Cllr Chris Galbraith and seconded by Cllr K Collins and agreed all in favour to support this application

c) S.15/0718/DISCON The Chipping Surgery, Symn Lane. Discharge of Condition 3 – Roof material (erection of 4 dwellings) S.13/0954/FUL. It was proposed by Cllr Chris Galbraith and seconded by Cllr John Cordwell and agreed all in favour to object to this application on the grounds that the glare given off from the roof causes a danger to traffic manoeuvring at above junctions, and also the roof design and materials are out of keeping with the style of this area, being very close to a conservation area with many listed buildings.
Cllrs M Zimmer & T Luker left the meeting

Cllrs June & John Cordwell spoke briefly to Council (as members of the public) before leaving the room for decision of the following item. They explained that they were in favour of working together with the neighbour and would be submitting an application for the same Scots Pine shortly.

d) S.15/0725/TCA 13A Haw Street GL12 7AG. Trees in a Conservation Area – T1 raise lower branches from scots pine to give 2m clearance from roof; T2 trim over yew bush to tidy; T3 reduce silver birch by approx. 5m and reduce secondary leader to minimise risk of failure; T4 raise lower branches of neighbour's scots pine to approx. 5m; T5 reduce leaders of small tree to clear scots pine. After discussion of the various arboricultural intentions, it was proposed by Cllr P Barton and seconded by Cllr P Smith to support this application, voted all in favour.

Cllrs June & John Cordwell returned to the room

Meeting concluded at 10.05pm

Signed Date
Chairman & Town Mayor