



**MINUTES OF WOTTON-UNDER-EDGE ANNUAL TOWN COUNCIL MEETING  
HELD ON MONDAY 18<sup>th</sup> MAY 2015 AT 7PM IN THE CIVIC CENTRE**

**Present:** Councillors P Smith (new Mayor), R Claydon (outgoing Mayor), June Cordwell, N Clement, K Collins, M Zimmer, P Barton, John Cordwell, T Luker,  
**In Attendance:** Town Clerk Ms S Bailey. Public 4

**T.4724 To elect Town Mayor and Chairman of the Town Council and to receive Declaration of Acceptance of Office.** It was proposed by Cllr P Barton and seconded by Cllr M Zimmer that Cllr P Smith is elected as new Mayor, agreed 9 in favour. Cllr P Smith took the Chair, received the Mayoral chains, and signed the Declaration of Acceptance of Office.

**T.4725 To elect Deputy Town Mayor and Vice-Chairman of the Town Council.** It was proposed by Cllr M Zimmer and seconded by Cllr N Clement, that Cllr T Luker is elected as Deputy Mayor, agreed all in favour. Cllr T Luker received the Deputy Mayor chains.

**T.4726 To receive Declarations of Acceptance of Office for all Councillors; to consider latest date for absent members to sign their declarations.** All Councillors have signed the declaration apart from Alex Wilkinson – Clerk to chase.

**T.4727 Apologies for Absence. Members are requested to give reasons for their non-attendance.** None received.

**T.4728 Declarations of Interest.** These should be received before Town Council business commences. Cllr P Smith declared a personal interest due to (a) employer invoice and (b) spouse is SPFC secretary.

**T.4729 Election of Membership to Committees:**

- a) Planning. All Council members – to continue.
- b) Allotments. Cllrs T Luker, P Barton, N Clement, plus co-opted members Mr I Jones and Mr C Mitchell). Space also left for future co-optees.
- c) Footpaths/PROW/Amenity Areas. Cllrs John Cordwell, T Luker, Cllr P Smith, R Claydon, M Zimmer, plus co-opted members Mrs J Deveney, Mr S Jarmuz, Mr B Rodman and Mrs E Warren).
- d) Town Regeneration Partnership. Cllrs June Cordwell, K Collins, P Smith, R Claydon, plus co-opted members Reverend R Axford (St Mary's Church), Mrs S Hunt (Civic Society), Mr T Mason (Cinema), Mrs T McClusky (Beaumont-le-Roger), Mrs D Moss (Churches Together), Mr G Phillips (Wotton Arts Association and Under-the-Edge Arts), Mrs P Smith (Fair Trade Town), Mrs J Tebb (Chamber of Trade), Mrs J Walshe (Heritage Centre), Reverend T Wharin (Baptist Church), Hesper Brewer/Jasbir Sennitt (Christmas Event)).
- e) Finance & Special Purposes. Cllrs June Cordwell, John Cordwell, P Smith, R Claydon, T Luker.

**T.4730 Appointment of Representatives to the following organisations:**

- a) Citizens Advice Bureau - vacant
- b) Wotton & District Recreational Trust- Cllrs June Cordwell, P Smith, R Claydon, M Zimmer, P Barton
- c) Beaumont-le-Roger Society - Cllrs P Smith, R Claydon
- d) Youth Liaison Committee -Cllrs P Barton, John Cordwell, June Cordwell, T Luker
- e) Wotton-under-Edge General Charities - Cllrs P Barton, N Clement, P Smith, T Luker
- f) Wotton-under-Edge Combined Charities – Cllrs T Luker, P Barton
- g) Wotton Community Sports Foundation -Cllr June Cordwell
- h) Snow Warden - Cllrs R Claydon, M Zimmer
- i) Water Course Warden - Cllrs R Claydon, P Smith
- j) Chamber of Trade - Cllr M Zimmer
- k) South of Stroud Youth Partnership (until end August) - Cllrs P Barton, T Luker
- l) Police Stroud Cluster Group – Cllr P Smith
- m) Synwell Playing Fields Committee - Cllr N Clement
- n) Wotton-under-Edge Swimming Pool - Cllr K Collins
- o) Wotton in Bloom – Cllr M Zimmer, June Cordwell

**T.4731 Appointment of New Committees** - To consider whether any new committees are needed and to appoint accordingly. None needed at the moment.

**T.4732 Policies**

- a) To reconfirm the current Standing Orders and Financial Regulations for this Council. It was proposed by Cllr R Claydon and seconded by Cllr John Cordwell that the current rules and regulations continue to be adopted – agreed by all. Clerk to investigate whether new model Financial Regulations were produced at the end of 2014
- b) To reconfirm Terms of Reference for committees and other extant policies as per summary document of all Town Council policies (*backing docs*), proposed by Cllr K Collins and seconded by Cllr R Claydon and agreed by all.

**T.4733 Town Council Banking Arrangements** - To confirm Barclays as the banker for the Town Council for the forthcoming year. It was proposed by Cllr K Collins and seconded by Cllr P Smith and agreed by all that the Barclays relationship continues although it is noted that branch service is now reduced to 3 days a week in Wotton, we have lost the services of an account manager and that charges have been introduced to accounts. Service will continue to be monitored.

**T.4734 General Power of Competence** - To confirm that Wotton-under-Edge Town Council satisfies the criteria for adopting the General Power of Competence (*backing papers*). After confirming that the Town Clerk has satisfied extra criteria relating to CILCA qualification, it was proposed by Cllr R Claydon and seconded by Cllr P Barton and agreed by all that this Council considers that it satisfies the criteria for adopting the Power of General Competence as the Power of first resort.

*Cllr June Cordwell left the meeting*

*The Routine Business of Town Council followed:*

**T.4735 Public Forum** New District Cllr Ken Tucker attended to introduce himself and stated that he looked forward to working with the Town Council.

*It was proposed by Cllr P Smith and seconded by Cllr R Claydon to bring this item forward on the agenda and to suspend Standing Orders in order to accommodate members of the public and hear from the Treasurer of Synwell Playing fields Committee, agreed by all.*

**T.4736 To consider the audited accounts for Synwell Playing Field Association and to approve 2nd year of grant request for up to £2700.** The accounts and grant request was circulated in advance to Councillors. Mr Williams the SPFC Treasurer spoke of having had a good financial year over the past 12 months with the football club having paid rents due, and surplus funds replenishing the SPFC savings account – which would be destined for replacement of Fox Trail apparatus. The highest cost continues to be field maintenance. A discussion was held about grants being applied for to aid play equipment along with the recent S106 donation of £1360, and also maintenance costs being reduced particularly in relation to grasscutting and going out to tender for more competitive rates.

Cllr P Smith (having declared a personal interest) spoke briefly as a member of the public supporting the SPFC and its continued need for the grant.

*It was proposed by Cllr R Claydon and seconded by Cllr T Luker that the Council reinstates Standing Orders and returns to Council session, all agreed.*

*Cllr P Smith left the room for the following item.*

*Cllr T Luker as Deputy Mayor took the Chair for the following item*

After much discussion regarding the original reason for agreeing to the grant, it was proposed by Cllr R Claydon and seconded by Cllr John Cordwell, and agreed 4 in favour and 2 against, to support a £2700 grant in this financial year, however stating that SPFC should not assume that a grant will be forthcoming the following financial year unless there is:

- a) Evidence of sharing the facilities amongst more community groups and clubs
- b) Evidence of maintenance costs being reduced
- c) Evidence that other funding sources have been actively sought and secured

*Cllr P Smith returned to the room and took the chair*

**T.4737 Chairman's Announcements** The outgoing Chairman Cllr R Claydon explained that he had attended the St George's Day celebration and made a speech.

**T.4738 Minutes of the Council Meeting** Held on 20<sup>th</sup> April 2015 - to approve these Minutes. After minor amendments, it was proposed by Cllr John Cordwell, seconded by Cllr M Zimmer and agreed by all to approve these Minutes.

#### **T 4739 Audited Accounts and Annual Return**

- a) To approve the End-of-Year Accounts for the financial year ending 31st March 2015 and to note internal audit. Cllr John Cordwell noted that MG was held in units and not shares. Cllr R Claydon stated that a number of his financial queries had been answered prior to the meeting and proposed that the accounts were approved as presented, seconded by Cllr K Collins, agreed by all.
- b) To approve the accounting statements in Section 1 and Section 2 of the Annual Return – it was proposed by Cllr P Barton and seconded by Cllr R Claydon to approve these sections, voted all in favour.

#### **T.4740 Accounts**

- a) To note Deputy Clerk salary increase from SCP29 to SCP30 with effect from 1/4/2015 in line with contract (delay in securing date for Finance & Special Purposes Committee due to elections). This was approved by Council.
- b) To note report from M Woolfrey regarding the Tolsey Clock works; and to approve his claim for £43.68 for parts expenses. The Council is very pleased with the works on the Tolsey Clock, and the reports provided, and looking forward to seeing the finished item. It was proposed by Cllr M Zimmer and seconded by Cllr K Collins to approve the parts expenses, agreed by all.
- c) To consider attendance at Code of Conduct workshop on 2/7/2015 at Ebley Mill at a cost of £50 for up to 3 people. It is suggested to add this to the June agenda when new Councillors are co-opted.
- d) To approve Clerk's attendance at Larger Councils Conference in Stratford on 19th June at cost of £60 (half-price as Clerk has been offered a bursary) – this was proposed by Cllr K Collins and seconded by Cllr P Barton and agreed by all.
- e) To consider electricity quote for Chipping ClubRoom from British Gas to align with other Town Council/Trust properties (currently on out-of-contract rates with Npower). After discussing the benefit of these much lower rates it was proposed by Cllr John Cordwell, seconded by Cllr K Collins, and agreed by all to approve this.
- f) To note YCS report for quarter (delayed from April) and approve next payment of £2214. This was proposed by Cllr R Claydon to approve, seconded by Cllr M Zimmer, and agreed by all.
- g) To approve the accounts for payment – after an extra addition of a water invoice, it was proposed by Cllr M Zimmer, seconded by Cllr T Luker to agree payment, agreed by all

#### **T.4741 Grants and Donations**

- a) Grant request from Stroud & District Citizens Advice Bureau (previous two years were £2600 plus room, photocopying, internet and telephone). The Clerk explained the history of the £2600 amount which was originally intended for extra Wotton specific outreach service due to Govt benefit changes – these were now mostly dealt with by telephone. Cllr R Claydon had analysed what parishes/towns paid for CAB service in relation to population size and enquiry data – this showed that a fairer amount would be in the region of £1000. After much discussion it was

proposed by Cllr P Smith and seconded by Cllr M Zimmer and voted 7 in favour, 1 abstention, that the extra grant request of £2700 is not awarded this financial year, but we continue to provide the room suite free every Tuesday along with facilities.

**T.4742 Heritage Centre** - To note & consider letter from Wotton Historical Society stating reasons for not accepting a grant of £1000; to consider the way forward (copy letter already circulated). After discussions regarding the financial difficulty of providing a new legal lease and also providing a grant, it was agreed to arrange a meeting with the Heritage Centre with Cllrs P Smith, T Luker, R Claydon and N Clement.

**T.4743 Health and Safety Policy** – To approve after amendments. Cllr M Zimmer expressed satisfaction with the new policy since it incorporated a contractor questionnaire based on the updated CDM regulations, and proposed that it be adopted, seconded by Cllr K Collins, all in favour.

**T.4744 Play Area Safety Inspection** – ROSPA inspection report from Playsafety Ltd for the Symn Lane Play area. Report was circulated by email in advance and the clerk highlighted that there were a few minor repairs which have either already been carried out or would be shortly. It was suggested that WCSF may wish to use this organisation for their skatepark inspection next year to keep costs down with just one visit to all.

**T.4745 Matters for Consideration**

- a) To arrange a date for the Finance and Special Purposes Committee. 5<sup>th</sup> June is suggested – Clerk to email confirmation to all or re-arrange as necessary.
- b) To arrange a date for Town Trust Meeting to approve accounts – it was agreed to arrange this following the next Planning Committee meeting, which has now been delayed by one day until Wednesday 26<sup>th</sup> May.
- c) To arrange meeting of Community Plan working group – possibly on 28<sup>th</sup> May at a local hostelry (Cllrs Claydon, Smith, Luker, Clement).
- d) To nominate an assessment/interview panel for the future youth service contract. Cllrs Claydon, Smith, Luker, Barton, (& June Cordwell if well enough) nominated.

**T.4746 Clerk's Report** A detailed report provided by the Clerk. The CCTV is having computer problems at the moment but should be repaired in next 48 hours. The Tolsey Clock repair is taking up a great deal of the Building Manager's time currently and other jobs are thus building up.

**T.4747 Correspondence** following was noted:

a) To note letter and response regarding the trees at Chipping Surgery. Dealt with by Administration already but copy will be email circulated for information to Councillors.

b) Invitation from Pennwood Lodge to National Care Home Open Day 19/6/15

Brochures/Newsletters for information only:

Recovery – Damage Management Magazine, Spring 2015

**T.4748 Reports from Councillors on meetings attended**

County Council – County Cllr Cordwell provided written report in advance. The recent resurfacing at Court Meadow & Court Orchard was much appreciated. Questions were asked about the garage area frontage damaging the new tarmac. New lines have also appeared throughout the town.

District Council – no report

Footpaths Committee -not met

Special Purposes Committee - to meet shortly

Allotments – not met

Youth Liaison Group – not met

SOSYP – not met

GMTF – not met

Town Regeneration – to meet shortly

Sports Foundation - not met

Swimming Pool – not met

**T.4749 Town Affairs**

Cllr K Collins – contractors have now left the site of the new Chipping Surgery housing - the timing for removal of the temporary access road was questioned. The answer is most likely in the planning decision & conditions attached to the application

Cllr P Barton – asked if a halt sign could be erected at the War Memorial instead of a give way sign. Cllr John Cordwell to investigate, but Dept. of Transport permission needed.

Cllr T Luker – suggested a second bench seat on Long St near the coffee shop by Berkeley House. Owners of adjacent property would need to be contacted.

Cllr M Zimmer - asked that Western Power be chased again about reseeding the dug areas of Marchesi Walk. Also questioned when would faster Broadband be available in Wotton - BT are apparently having location problems for siting the final few green boxes on the narrow pavements but hopefully by end of the year.

**T.4750 Town Trust Matters - none**

*Meeting concluded at 9.20pm*

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