



MINUTES OF WOTTON-UNDER-EDGE TOWN COUNCIL MEETING
HELD ON MONDAY 20th JULY 2015 AT 6:30PM IN THE CIVIC CENTRE

Present: Cllrs P Smith, R Claydon, N Clement, A Wilkinson (from 6:55), M Zimmer, P Barton, John Cordwell (absent 7:30 till 8:45), T Luker, A Kendall, N Pinnegar,
In Attendance: Town Clerk Ms S Bailey. Public 5

T.4771 **Apologies for Absence** received and accepted from Cllrs June Cordwell, L Farmer, K Collins

T.4772 **Declarations of Interest** none

T.4773 **One Stop Shop representation** – Mr Sen from Stroud District Council attended and provided a backing document to explain the cuts to start 4th August to SDC officer provision to Wotton One Stop Shop services. The current weekly Tuesday mornings would reduce to only two Tuesday mornings a month and would be staffed by the Neighbourhood Warden Peter Glead. The Town Council strongly disagreed with these cuts and stressed that SDC was becoming more remote from rural communities in the district such as Wotton. Attendances would probably fall as parishioners would be confused as to exact SDC officer attendance days. Much SDC officer time has also been spent (when here) on sorting out IT problems with source back at SDC and this needs to be addressed. It was also stressed that the proposal dilutes the Warden's time (for which the Town Council already pays a £2000 annual grant subsidy) and that since Warden reports were discontinued from February we have no way of knowing exactly what service the Warden is now providing. It was stressed that a proper review must be undertaken in 6 months' time to analyse the situation

T.4774 **Public Forum** Mr P Clarke representing the British School PTA talked about a proposal for July 2016 to organise a 100 metre giant water slide down Long St involving the closures of Long St, Church St, High St and Market St, with stalls and a fete event at the same time. An application to SDC will be made in January 2016 but opinions of major stakeholders is requested in advance since a deposit needs to be made on the slide. Mr Clarke answered various questions and agreed to provide further information to Council for consideration of support in August.

T.4775 **Recreational Trust** – To receive representation on the future of the Recreational Trust. A detailed backing paper was provided by Mr J Walshe explaining the recent changes in Committee members at the Trust. Although the recent Trust members had been heroic, there was much work to be done in resuscitating the Trust and analysing its core activities and organising them accordingly, hopefully under a new clearer Constitution. Old leases and deeds needed to be analysed further and a clearer remit established, including the role played by the Bowls Club, and that of any affiliated groups. The background to the inclusion of Streamsfield amenity area was discussed and will form part of future decisions, since maintenance is actually carried out by the Town Council. Since the Trust has benefitted from considerable income from the cinema, a specific fund distribution policy needs to be established. Trustee numbers are under consideration although they may remain the same with a management committee being set up alongside. It is suggested that the Town Clerk along with Cllrs John Cordwell and R Claydon help Mr J Walshe with drafting a new Constitution, and providing any backing deed/lease information from the safe.

Cllr John Cordwell left the meeting

T.4776 **Chairman's Announcements** The Mayor provided a report which highlighted attendance at Renishaw's new building opening ceremony by Princess Anne, chairing the Recreational Trust AGM, and various other meetings attended with the Clerk.

T.4777 Minutes of the Council Meeting Held on 15th June 2015 - to approve these Minutes. It was proposed by Cllr R Claydon, seconded by Cllr M Zimmer and agreed by all to approve these Minutes.

T.4778 Accounts

- a) To ratify extra Cllr attendance (Cllr P Barton) at Chairmanship Skills course cost £95; proposed to approve by Cllr M Zimmer and seconded by Cllr T Luker, agreed by all. Due to the likelihood of chairing the Footpaths Committee, it was proposed by Cllr P Smith and seconded by Cllr T Luker that Cllr M Zimmer also attends this course, agreed by all.
- b) To approve quote from Cotswold Wardens for wall repairs at Holywell as recommended by the Footpaths Committee (backing papers). After discussion of a possible grant which may have been secured, it was proposed by Cllr P Barton and seconded by Cllr T Luker that stone wall repairs are approved subject to the maximum allowed in the budget.
- c) To consider quotation from K J Conner to clean chairs in the Coombe Suite (backing papers). After explanation of an elderly incontinence accident which led to an assessment of about 30 chairs needing attention for various stains, and investigation into the price of new chairs/quality of the chairs we have, it was proposed by Cllr M Zimmer and seconded by Cllr A Kendall that the chairs are cleaned for £200 by our cleaning contractor.
- d) To receive quarterly report from Youth and Community Services and approve invoice for £2952. After an initial invoice amount discrepancy, which now concludes payment for the rest of this term's contract, it was proposed by Cllr R Claydon to accept the report provided and approve the payment, seconded by Cllr T Luker, agreed by all.
- e) Budget 2014/15. To note report of expenditure against budget (backing papers). No questions asked; budget appears healthy.
- f) To approve the accounts for payment (backing papers). The Clerk explained a few extra invoices which had arrived; it was proposed by Cllr R Claydon to approve the payments, seconded by Cllr P Barton, agreed by all. A revised payments sheet to be sent to all.

T.4779 Grants and Donations

- a) To consider grant request from Gloucestershire Chest Fund
 - b) To consider grant request from Cobalt
- Council wishes to see all grant applications considered at the time of the budget process and not throughout the year – Clerk to respond to all applicants to reapply in October for any grants to be awarded the following financial year.

T.4780 External Audit for Financial Year 2014/15 - To note completion of External Audit for the Financial Year 2014/15 and the comments thereon (backing papers). No issues financially were raised at all showing a healthy audit, however it is frustrating to note that the auditor has commented on the need for internal risk assessments despite sending an email to confirm that he had received the ones we supplied and that he was happy with them! Clerk is asked to question why he has stated such in his final report.

T.4781 Quarterly Internal Audit – to arrange for two Councillors to conduct the internal audit for the period April to June 2015. Cllrs M Zimmer and P Barton to conduct this Friday.

T.4782 Councillor Training - To consider Councillor attendance on 21st October 2015, 6.30-9.30pm, at Councillor Induction (Stroud Area) to be held in Painswick at a cost of £50/person (£35/person if 2 or more Councillors attend). The evening will cover the

fundamental responsibilities, procedures and knowledge for town/parish councillors. It was agreed that Cllrs N Pinnegar and A Kendall will attend, with possible attendance of Cllrs N Clement and T Luker.

T.4783 Financial Regulations - To approve revised Financial Regulations as recommended by the Finance and Special Purposes Committee. After a few minor amendments it was proposed by Cllr R Claydon and seconded by Cllr N Clement to approve these Regulations, voted all in favour.

T.4784 GAPTC Executive Committee – Noted that Wotton Town Clerk has been elected as the Gloucestershire Clerks' Representative to GAPTC Executive Committee.

T.4785 Memorial Request – to consider request for a memorial in Wotton Cemetery (backing papers). The request for an 18 inch square slab (which would cover half of the grave) in addition to the headstone in situ, due to extra ashes interment, was explained by the Clerk as having no precedent in the cemetery. After much discussion of the increased trend for ashes in existing grave plots, and slab sizes on graves, it was proposed by Cllr P Smith and seconded by Cllr N Clement to allow one maximum slab of 18 inch by 18 inch in addition to a headstone per grave, or two 18 inch by 9 inch slabs, no further slabs to be allowed on any grave, voted all in favour.

T.4786 Police & Crime Commissioner – To note invitation from the Office of the Police and Crime Commissioner on 9th September at 6pm and to consider attendance. It is agreed that the Mayor and Town Clerk will attend.

T.4787 Clerk's Report A detailed report provided by the Clerk. The Buildings Manager has largely caught up with backlog but is still very busy. Councillors suggested that they would put together a weedspraying plan of areas needing spraying in Spring, to aid the early spraying process in 2016.

T.4788 Correspondence following was noted:

- a) Email informing that Coombe Allotments has been approved as an asset of Community Value. Compulsory purchase may be investigated.
- b) Letter from the Local Government Boundary Commission informing of the Final Recommendations for the Electoral Review of Stroud district. Comments made by the Town Council have not influenced any changes to the initial proposals thus 1 Town Councillor to represent new Kingswood ward from May 16.
- c) Final report from Mark Woolfrey regarding repairs to the Tolsey; also his recommendation that the clock be accessed not less than every 3 years from a cherry-picker to clean, lubricate etc; to note his recommendation that every 10 years we should scaffold to perform extensive maintenance; and also to note provision of tracings of the decorative surrounds which will soon require replacement on the East clock face.
- d) Letter from Veolia giving one month's notice to cease waste collection service at Wotton Cemetery and to inform members of the action taken to extend this service. We have negotiated a 3 month extension on this closure but only if the public stop putting soil and gravel in the bin – warning signs have been put on the bin.

Brochures/Newsletters for information only: Caring Matters Summer Edition 2015

T.4789 Reports from Councillors on meetings attended

County Council – County Cllr Cordwell provided a written report in advance explaining various meetings attended including the streetlight LED contract given to Skanska; changeover to take 4 years from October.

District Council – written report kindly provided by District Cllr L Reeves explaining various initiatives including the land purchase at Fountain Crescent for more affordable housing.

Footpaths Committee - a footpaths festival is being considered next year and walks/ booklet materials are being gathered together. Path assessments still ongoing.

Cllr John Cordwell joined the meeting

GMTF – no report

Special Purposes Committee - Financial Regulations updated and council asset caretaking duties discussed.

Allotments – New Rd path needs widening, various concerns over a possible housing development adjacent by plot holders. Tree & ivy growth discussed, and the provision of sheds was discussed again. A committee is to be formed at New Rd. The Clerk advised that deeper water pipe trenching needs to be considered.

Youth Liaison Group – no report

SOSYP – Cllr P Barton reported that the music festival funds which Young Glos failed to organise were being handed back to SDC, and that a bid was being prepared by some Wotton Town Councillors to return the funds to Wotton for specific music/recording projects.

Town Regeneration – not met

Sports Foundation - no report; skatepark path has received planning permission

Swimming Pool – no report. Clerk asked if any meetings had taken place.

Playground inspection training – attended by Cllr P Smith – report circulated

T.4790 Town Affairs

Cllr R Claydon – litter left at Wotton Hill is starting to be a problem

Cllr N Pinnegar – a parishioner has commented to him from Fountain Crescent that a large conifer in the cemetery is blocking his light – more information to be given to Clerk

Cllr P Barton – asked about the poster at the Old Town / War Memorial corner – Cllr A Wilkinson replied that a retrospective planning application will soon be lodged by Chamber of Trade and that support on Facebook for it was overwhelming.

Cllr T Luker – the OK Path is very overgrown; Glos CC have been asked to cut. Yellow grid box junction question was raised at top of High St – await Glos CC response.

T.4791 Town Trust Matters To consider a request for use of the Town Hall by the Dramatic Society. The background to the issue of 2 weeks of term time usage being a problem for current Town Hall regular users to accommodate was explained in detail by a backing paper. This was trialed again last year and problems were still encountered. It was proposed by Cllr R Claydon and seconded by Cllr A Wilkinson, and agreed by all, that the offer of 2 weeks consecutive usage to the Dramatic Society should only consist of one week term time and one week holiday time.

It was proposed by Cllr P Smith and seconded by Cllr John Cordwell that due to the confidential nature of contracts to be discussed, that Council enter closed session under the Public Bodies and Admission to Meetings Act 1960, agreed by all.

T.4787 Youth Centre/Chipping Club Room - To consider works. The Clerk prepared a comprehensive backing paper explaining the grant which has been awarded by the Police Crime Commissioner for £4000 and the matched funding of £6936 to be

provided by this Town Council to effect the following works: internal connecting lockable doorway and associated works, rear exterior cleared and landscaped & fenced same as youth centre rear with connecting lockable gate, Friday evening youth activities with wifi café, beanbags, pool table & table tennis, also early afternoon elderly integrated sessions for table tennis or music/refreshments, etc, building frontage to have new railings to comply with safety, stone walls repaired, and planters moved near railings. Quotations were obtained and explained. The above would all hopefully contribute to providing extra youth facilities, whilst deterring vandalism and antisocial behavior.

The start date for youth worker provision is questionable since it very much depends on when building works are finished, however builders are very busy and we need to be on their works schedule list asap. A refurbished pool table may be more cost effective than a new one. Planning permission is not needed for railing since they are below the height specified – SDC planning advice was sought. The parking spaces will be unaffected. The Chipping Club room side gate will be re-inserted as rear fire access. Council queried the time line for works happening and the extra youth work commencing, although this is dependent upon build schedules. Furthermore, the railings type and detail was questioned. Subject to the railing detail and specification being acceptable, it was proposed by Cllr R Claydon and seconded by Cllr N Pinnegar and agreed by all to approve the works proposals and to appoint Stevensons as the preferred contractor since they seemed to offer best value.

It was proposed by Cllr John Cordwell and seconded by Cllr Paul Barton to re-enter public council session, agreed by all.

Meeting concluded at 9.30pm

Signed Date
Chairman & Town Mayor