

**MINUTES OF WOTTON-UNDER-EDGE TOWN COUNCIL MEETING**  
**HELD ON MONDAY 16<sup>th</sup> OCTOBER 2017 AT 7PM IN THE CIVIC CENTRE**



**Present:** Cllrs P Smith (Chairman) T Luker, P Barton, N Pinnegar, June Cordwell, R Claydon, N Clement, C Young, J Turner, L Farmer, John Cordwell, R Hale, A Wilkinson

**In attendance:** Town Clerk Ms S Bailey, District Cllr K Tucker, and 12 members of public

**T.5377 Apologies for Absence** all present

**T.5378 Declarations of Interest** Cllrs John & June Cordwell (personal) interest most of item below for Policies & Procedures. Cllr J Turner (personal) Chamber of Trade member, Cllr R Claydon (personal) neighbour ref payment sheet.

**T.5379 Police** - PCSO Mark Lifton provided a report outlining calls dealt with in Wotton area over last 6 weeks and answered queries. Most calls related to low level antisocial behaviour and petty theft. He was thanked for providing this – the first time we have received such a detailed report. Insp Clifford was then welcomed who explained forthcoming police initiatives on prioritising resources county wide. Wotton is a comparatively low crime rate area and community policing is covered by the PCSO, with extra resources when necessary, in response to incidents. Due to massive funding cuts, areas of policing must be prioritised. Those posing danger /risk to life, and those which take huge resources are mental health, sexual exploitation, and violence.

**T.5380 Public Forum** – members of the public attended to bring the following points to Council's attention:

Housing at Bradley St/Gloucester St – more homes are needed for the elderly near town centres, and also more parking is needed.

The allotments need a forward plan for site management in relation to weeds.

From the September meeting's Public Forum, (Mr Kitchen) asked for two corrections in the draft Minutes relating to the transcript provided and which he read out at the meeting.

**T.5381 To approve the Minutes** of the meeting held on of 18th September 2017. After agreement of suggestions to amend the wording of the public forum, it was proposed by Cllr R Claydon and seconded by Cllr L Farmer to approve these Minutes, agreed 8 in favour, 4 against, 1 abstention.

**T.5382 Chairman's Announcements** – The Mayor, Deputy Mayor, and the Town Clerk met the Deputy Police Crime Commissioner at the Youth Centre last week and were presented with a plaque in relation to 2016's £4000 funding grant.

*The following items were brought forward on the agenda*

*Cllrs John & June Cordwell left the room*

**T.5383 Policies & Procedures** To agree Council draft response to spoken statement from member of the public alleging unlawful granting of dispensations. The Clerk prepared and distributed in advance to Councillors the actual statement and a draft Council response. It was proposed by Cllr L Farmer and seconded by Cllr C Young that the response is approved by Council and forwarded, agreed 9 in favour, 2 abstentions.

*Cllrs John & June Cordwell returned to the room*

**T.5384 SDC Houses in Gloucester Street/Bradley Street** – to receive and consider Council response from SDC to queries raised by the Town Council. The detailed email response by SDC Asset Management was circulated in advance to Town Councillors. Although it had not provided the original condition reports of the properties to us as requested, it appears that the SDC Housing Committee had received a lot of information leading to its demolition decision. It was therefore proposed by Cllr June Cordwell and seconded by Cllr R Claydon and agreed, 12 in favour 1 abstention, that WTC does not take this issue any further.

**T.5385 New Road Allotments** – To consider Council response to letter regarding individual garden access onto New Road Allotments. Correspondence from Mr Gorman had been circulated to Councillors, along with draft suggestions for response from the Town Clerk. It was proposed by Cllr P Barton and seconded by Cllr C Young and agreed unanimously by all Councillors that, after a few minor amendments, the response is sent.

*Council returned to the original sequence of agenda for remaining items.*

**T.5386 Accounts**

- a) To approve purchase of directional sign to the shops, from the Chipping car park, as recommended by the Town Regeneration Partnership committee £44. Proposed by Cllr John Cordwell, seconded by Cllr T Luker, agreed by all to purchase this blue sign to fix to existing post.
- b) To approve training for Cllrs Hale and Turner on Being a Better Councillor courses at a cost of £170 total – attendance dates October and November. Proposed by Cllr L Farmer, seconded by Cllr June Cordwell, agreed by all to approve attendance.
- c) To approve grant to the Chamber of Trade for insurance for Christmas Event 2017 £300.

*It was proposed by Cllr T Luker, seconded by Cllr A Wilkinson, to suspend Standing Orders to allow the Chamber of Trade President Mr M Tucker to speak on behalf of the Christmas Event grant application for insurance, agreed by all.*

Backing documentation provided to Council in advance was clarified. Previous year's event organiser was no longer organising and the Chamber plus a shop trader has stepped up late in the day to provide a Xmas event for the town. The large prize money and raffles would not happen this year and profit for reinvestment in a future event would be made. Many stalls and promises of support had already been received. The Chamber of Trade has agreed to underwrite the event's costs and are thus very supportive. Mr Tucker answer various questions from councillors.

*It was proposed by Cllr John Cordwell, seconded by Cllr C Young, to reinstate Standing Orders agreed by all.*

After much discussion, it was proposed by Cllr A Wilkinson and seconded by Cllr C Young, and agreed 10 in favour, 2 against, 1 abstention, that the grant request for £300 as a contribution towards event insurance is approved as a one-off event.

- d) To approve quote for clearance of bank edge and stream at Marchesi Walk £620, and bank down to stream at Dyers Brook for £450. It was proposed by Cllr P Barton and seconded by Cllr June Cordwell and agreed all in favour that both quotes for this work are approved.
- e) To approve Clerk's attendance at GAPTC Data Protection Training on 30/11/17, Glos, cost £40. It was proposed by Cllr A Wilkinson and seconded by Cllr L Farmer and agreed by all in favour of this attendance.

- f) To consider voluntary payment request of £95.76 including VAT to SDC in respect of the emptying of the 2 Town Council dog bins for 2017/18. After discussion, it was proposed by Cllr A Wilkinson and seconded by Cllr T Luker and agreed 12 in favour 1 abstention that WTC does not make this voluntary payment.
- g) To consider Clerk studying in 2018 for NABMA Diploma in Market Administration comprising three x 2 day training sessions during March/April 2018 in Derby at a cost of £1000. After much discussion regarding the need for information/guidance about markets and their management, it was proposed by Cllr T Luker and seconded by Cllr R Claydon and agreed 8 in favour, 2 against, 2 abstentions, that this issue is postponed for a year in order ascertain whether a new market will be established in Wotton.
- h) To approve £235 earmarked funds Christmas Shop Window competition 2017, themed 'Walking in a Winter Wonderland' and organised in conjunction with the Heritage Centre. Total prize money last year £235: 1st =£125, 2nd =£75, 3rd=£35, plus 5 donated £10 vouchers. It was proposed by Cllr T Luker seconded by Cllr L Farmer to approve these funds, agreed by all.
- i) Budget 2017/18. To note report of expenditure against budget. After one question relating to council van payment explanation, budget provided was noted as healthy.  
*Cllr R Claydon left the room*
- j) To approve the accounts for payment. It was proposed by Cllr L Farmer seconded by Cllr C Young to approve these payments, agreed by all.  
*Cllr R Claydon returned to the room*

**T.5387 Completion of External Audit for Year Ending 31st March 2017 –**  
To note successful completion of Audit for the year ending 31st March 2017 with no queries raised by auditor. The administrative staff were congratulated on carrying out the end of year financial activities to an excellent standard.

**T.5388 Policies and Procedures**

- a) To approve amendments/updates to the following policies suggested by Special Purposes Committee:
  - (i) Health & Safety Policy – to approve extension of current policy. Whilst awaiting extra input from the Buildings Manager's training course, it was agreed to extend the current policy for a further year, proposed by Cllr T Luker, seconded by Cllr P Barton, agreed by all.
  - (ii) Council Action Plan – review of 2016/17 and additions for 2017/18. With the addition of car parking enforcement at the civic centre and also consideration of car parking issues in the town, it was proposed by Cllr P Barton and seconded by Cllr T Luker, to approve this document, agreed by all.  
*Cllrs John & June Cordwell left the room*
  - (iii) Code of Conduct - to bring more in line with SDC policy and remove ambiguities. After much discussion at Special Purposes Committee of the differences with the SDC Code of Conduct and the items needed to bring both in line with each other, and also Council discussions regarding the principles of Public Perception and Council Reputation, it was proposed by Cllr R Claydon and seconded by Cllr P Smith and agreed 9 in favour, 2 abstentions, to approve this document.

b) To approve Special Purposes Committee recommendations in consideration of Monitoring Officer request that WTC addresses issues after Cllr recent Code of Conduct breaches:

- I. to provide conflict management training which all Councillors must attend,
- II. to stress to all Councillors that the Code of Conduct must be adhered to,
- III. to stress to all Councillors that the Media policy must be adhered to regarding speaking to the press or appearing on camera.

It was proposed by Cllr C Young and seconded by Cllr P Smith, and agreed 10 in favour, 1 abstention, that the above (i,ii,iii) are all approved by this Council and that all Councillors uphold this decision of the Council, whether present or not.

*Cllrs John & June Cordwell returned to the room*

**T.5389 U A Fanthorpe** – To agree to receive CBE and Queen’s Gold Medal for Poetry awarded to The Late U A Fanthorpe and bequeathed in her will to the town of Wotton-under-Edge. This was agreed by all, proposed by Cllr June Cordwell, seconded by Cllr R Claydon. Clerk to contact the family to thank them.

**T.5390 Street Name for Development at Former Full Moon site** – To respond to SDC request for suggestions of street name. After various correspondence explaining the parameters of naming sites, it was proposed by Cllr T Luker, seconded by Cllr John Cordwell, and agreed by all, to suggest the name of ‘Reynolds Close’ to SDC in recognition of the former landlords of the old Full Moon and the new Full Moon who were known and respected in the community.

**T.5391 Wotton Swimming Pool** - to note application for £50k of grant funding to Sport England for Pool improvements and to agree to be a nominee in the application (this is due to WTC being the owner of the asset being improved, and because of the break clause in the SLA). Proposed by Cllr L Farmer to support this and agree to be nominee, seconded by Cllr R Hale, agreed by all.

**T.5392 Market Working Group** - to provide feedback from exploratory meeting and consider local questionnaire to ascertain views on establishment of a new market. Cllr J Turner outlined the positive discussions held by the group and the plans/hopes going forward. A draft questionnaire was prepared and circulated for comments. After a few requests for prioritisation of items preferred for sale, and printing of paper copies, it was proposed to approve this questionnaire by Cllr A Wilkinson, seconded by Cllr R Hale, agreed by all. The next working group meeting is 6<sup>th</sup> November to feed into Regeneration Committee a week later.

**T.5393 SDC Local Plan Review** – To appoint representatives to a meeting with SDC on 6th November 2017 at 7.30pm in the Civic Centre to discuss the review of the SDC Local Plan; and to agree which issues need to be addressed for the future of the town from ‘Issues & Options’. It was agreed to appoint the following 5 councillors to attend on behalf of WTC: Cllrs P Smith, R Claydon, A Wilkinson, John Cordwell, June Cordwell.

**T.5394 Good Deeds Section: Thanks to Volunteers** – to acknowledge recent volunteer work for the benefit of the town/community; no current suggestions.

**T.5395 Clerk’s Report** – a comprehensive report covering September and October was supplied and noted. Due to Buildings Manager continued absence it is

now necessary to incur some extra temporary staffing cover in the office, as more matters are needing current staff attention for breakdowns, servicing, etc.

**T.5396 Correspondence** to note or request action: none  
Brochures/Newsletters for information only: Recovery Magazine Summer 2017

**T.5397 Reports from Councillors & meetings attended**

County Council – written report provided by Cllr John Cordwell. More footpath resurfacing is also due to take place in Synwell Lane although date uncertain.

District Council – written report provided by Cllr Ken Tucker; the Pennwood nursing home extension application is having problems arranging meetings with Glos CC highways managers, thus reasons for delay. Clerk to be notified of this.

PROW & Amenities Committee – path surveys completed, gates and stiles actions awaited from Deputy Clerk. Gateway Town project routes are being assessed; all accepted as routes but need surveying in tight timeframe.

Finance & Special Purposes Committee – items dealt with above.

Allotments Committee – to meet this week.

Wotton Youth Partnership – AGM is awaited.

Town Regeneration Partnership – market working group is meeting to forward plans for a new market. SDC has funds of £50k for district market town initiatives – details requested from SDC for next Regen meeting.

WC Sports Foundation – met but meeting not attended.

Wotton Pool – AGM was held same date as Council meeting again.....

Heritage Centre – report supplied by Cllr June Cordwell. Cllrs P Barton and T Luker asked to be kept in touch about the filming project with young/older people and KLB, although they attended the first interview.

Chamber of Trade – Cllr J Turner attended a network meeting and commented on renewed energy and enthusiasm.

Recreational Trust – Cllr R Claydon advised that two grant applications had been rejected; grant pot is now £8000. Lease with Bowling Club is still being sorted out.

Civic Centre car park – working group meeting held to ascertain charging and compliance possibilities - another meeting to be held shortly.

**T.5398 Town Affairs**

Cllr T Luker – asked about builders yard at Chipping – no response received.

Cllr June Cordwell – asked about renewing brown bins via SDC.

Cllr P Smith – broken bin Civic Centre alleyway – has been reported twice to SDC.

*Cllr A Wilkinson left the meeting 9:15pm*

*It was proposed by Cllr John Cordwell and seconded by Cllr T Luker to enter closed session under Public Bodies (Admission to Meetings) Act 1960 due to staffing matters of a sensitive nature, agreed by all.*

**T.5399 Pay/Holidays** – To consider payment in lieu of holiday for caretaker at year end due to staff cover needed. Proposed to authorise by Cllr L Farmer seconded by Cllr T Luker, agreed by all.

*This completed the business of the Town Council at 9.20pm*

Signed: .....Dated: .....