

**DRAFT MINUTES OF WOTTON-UNDER-EDGE TOWN COUNCIL MEETING
HELD ON MONDAY 16th APRIL 2018 AT 7PM IN THE CIVIC CENTRE**



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

In attendance: Town Clerk Ms S Bailey, District Cllrs K Tucker, G Butcher, 2 members of public

T.5498 Apologies for Absence Cllr A Wilkinson

T.5499 Declarations of Interest

Cllrs P Barton, June Cordwell, John Cordwell (as spouse), T Luker, C Young personal interest as rep. members to WYP ref: item on youth centre.

Cllr N Pinnegar personal interest ref: RBL on payments schedule.

Cllr C Young personal interest ref: rep to Wotton Pool, lease item.

Cllrs John & June Cordwell highlighted their existing already approved Dispensation for matters relating to County Council business.

Cllr John Cordwell personal interest, ref: SW Councils on payment schedule.

Cllr R Hale personal interest ref: item donation to youth centre

Cllrs R Claydon, P Smith, June Cordwell, John Cordwell (as spouse) & N Pinnegar personal interest (as rep. members) relating to Recreational Trust granted funds to WYP for mental health project.

Cllrs R Claydon, P Smith and N Pinnegar applied prior to the meeting in writing for a dispensation relating to the participation and voting for mental health youth centre considerations since they were all members of the Recreational Trust which had previously granted WYP funds for mental health counselling at the youth centre.

The reason was that the item project may suffer delays if not agreed by Council this evening if the Council was found to be inquorate for that item. It was proposed by Cllr L Farmer and seconded by Cllr R Hale and agreed 10 in favour, 2 abstentions, to grant this dispensation to participate and vote at this meeting.

T.5500 Public Forum - no comments received

T.5501 To receive Police Report – none provided, reminder requested.

T.5502 To approve the Minutes of the council meeting of March 2018. It was proposed by Cllr R Claydon and seconded by Cllr J Turner to approve the Minutes as presented, agreed 10 in favour, 2 abstentions.

T.5503 Chairman's Announcements – the Information Officer and the Caretaker were thanked for their organisation of the 2018 Clubs and Groups Fair last weekend at the civic centre

T.5504 Accounts

a) To agree attendance at course 'NPPF Demystified' on 2/5/2018, 2-5pm at Brockworth cost £55 per person, or £50 each for 2 or more. It was proposed by Cllr N Pinnegar, seconded by Cllr R Hale, agreed 10 in favour, 2 abstentions, to approve attendance by Cllrs J Turner, R Claydon & P Smith.

b) To approve quote for GDPR amendments to website. Still await response from website company despite chasing.

c) To approve honorarium payment of £400 to M Woolfrey for maintenance of the Tolsey Clock. It was proposed by Cllr R Claydon, seconded by Cllr N Pinnegar, agreed all in favour of this payment.

d) To approve honorarium payment of £100 from Town Trust to the Town Crier. It was proposed by Cllr L Farmer, seconded by Cllr T Luker, agreed all in favour of this payment.

e) To note email from NABMA regarding cancellation of subscription and to approve payment of subscription of £318 plus VAT accordingly. After much discussion of the fact that NABMA responded that once signed up, membership is for two years, it was proposed by Cllr R Claydon and seconded by Cllr P Barton agreed all in favour, to respond to NABMA that payment is contested due to:

- *WTC joined originally on a sampler membership for a period of less than a year, which came to light after the Town Clerk attended the Bridgenorth market seminar study the organisation and examples of successful towns & their markets. The event was impressive enough to recommend further investigation, despite Wotton only having a small but ailing farmer's market once a month.*
- *It was not made clear upon signing up to this sampler membership that WTC would be committed for a further two years & would have been impossible to comply with such strict membership rules necessitating resigning before joining. Furthermore the decision to resign was communicated on 1st April which was the next working day after 31st March, which was actually a weekend day.*
- *Wotton's market has, since joining NABMA, unfortunately failed, and thus the subscription is little use currently since we actually have no market.*

f) Budget 2017/18. To note report of expenditure against budget. No budget report provided this month, however this budget report is the same as the final year end report and thus will be reported to council next month as the full year accounts are currently being prepared.

g) Noted that earmarking of surpluses from budget 2017/18 will be considered on May agenda after year end accounts have been prepared.

h) To approve the accounts for payment. After a few late additions, it was proposed by Cllr J Turner, seconded by Cllr R Hale, agreed 10 in favour, 2 abstentions, to approve these payments.

T.5505 Old Town Toilets – To receive report from Cllr T Luker on plumbing issues and other building matters. To consider options for the future of the toilets. Cllr T Luker is meeting further contractors this week.

T.5506 Road Traffic Orders

a) To consider response to amendments proposed by the County Council. After an email announced that the proposals had changed and objectors responded to, without notifying the town council, Cllr John Cordwell called for a meeting with the Highways Manager and TRO Officer to explain situation. This is due to take place the day after this meeting and clarification to be brought back to May Council.

b) To consider resident request to improve access for emergency services in Ellerncroft Road. This request is to be passed to Gloucestershire County Council as the highways authority for the area.

Cllrs C Young, John Cordwell, June Cordwell, R Hale, T Luker, P Barton left the room

T.5507 Youth Centre/Mental Health – To consider disposal of black leather damaged sofa and to consider accepting donation of a 16 year old replacement fabric sofa if it meets up to-date safety standards. Also to consider Youth & Community Services/Wotton Youth Partnership proposal to carry out work to office in the Youth Centre, from a grant obtained for Mental Health work, for 1:1

meetings with young people instead of the music room previously agreed by Council.

A meeting held at the youth centre to discuss these new proposals with YCS was explained by Cllr P Smith. After much discussion of the usage of the office room and cleaning materials, it was proposed by Cllr P Smith, seconded by Cllr L Farmer, agreed all in favour to:

- Agree that the small music room is 'too' small (even suggesting this originally) and that the office can be used jointly as a 1:1 mental health/counselling room, however request that appropriate seating is used.
- Thank Cllr R Hale for generous donation of his old sofa, however it is requested that 'professional' advice is gained for appropriate seating which is non-confrontational (eg maybe two tub chairs which are slightly angled towards each other) rather than a sofa, whereby personal space has to be shared and room size is limited. The seating should also be of an easy to clean/wipe type eg leather or faux leather, which does not show the dirt and can cope with the demands of busy youth centre usage.
- Agree that painting the wall a soothing colour, adding a rug/window blind/picture/pot plant/small coffee table, etc will no doubt help in this venture and it is pleasing to see these ideas.
- Agree that Council is happy for 'youth club' art work lettering to be hung on the walls using Velcro.
- Insist that the cleaning cupboard & materials need to be stored securely and locked in line with COSHH regulations and also the cupboard would need to be tall enough to cope with vacuum, broom, etc. Liaise with Clerk after a suitable cupboard is identified to contain these, to agree an appropriate location in either the office or the former music room.
- Insist that all of the above should be funded by the mental health grant, where WTC is under the impression that £1600 is made available.
- Request that any new equipment provided as a result of this work and mental health grant becomes part of the facility and not removed from the premises, should the youth provider change in future.

*Cllrs C Young, John Cordwell, June Cordwell, R Hale, T Luker, P Barton returned to the room
Cllr C Young left the room*

T.5508 Wotton Swimming Pool – To agree amendments to Swimming Pool lease and Service Level Agreement as considered by working group after March Planning Committee meeting and in accordance with requirements of Sports England £45,000 grant award to Wotton Pool. Although final confirmation is still awaited from Sport England solicitor as to whether the pool lease break extension is needed to end of March or end of June 2025 in order to satisfy break clause requirements of 7 years, it was proposed by Cllr L Farmer seconded by Cllr N Pinnegar to agree to extend the lease until either date as necessary and in addition to agree to extend the Service Level Agreement for the corresponding period, agreed 9 in favour 2 abstentions.

Cllr C Young returned to the room

T.5509 GAPTC AGM – To consider if Council wishes to submit a call for resolution for debate at the GAPTC Annual General meeting. None.

T.5510 Cotswold Edge & Severn Vale Tourism Network – To consider response to letter introducing the aims of the network; requesting establishment of a Town Council Tourism & Economic Development sub-

committee; and requesting production of a local profile of the area to illustrate the attractions/activities of interest to tourists and the wider public. After much discussion of the lack of tourism initiatives covering the southern part of the district from SDC, it was agreed that the Regeneration Committee would take on the role of co-ordinating this initiative and also look into changes needed to the provided profile. Clerk to respond in explanation and also add to next Regeneration agenda.

T.5511 **Agenda Order Request for District Council Reports** – To consider request from District Cllr Braun to move the item for District Council reports to an earlier agenda slot.

It was proposed by Cllr P Smith seconded by Cllr P Barton and agreed by all to suspend Standing Orders to allow District Cllr Butcher to speak to this item.

Cllr G Butcher spoke of the need to cover many meetings via many councils sometimes on the same evening, and also co-ordinate with other commitments. He also stressed that a district councillor would still stay throughout the meeting if there were any items of relevance from an SDC perspective.

It was proposed by Cllr L Farmer seconded by Cllr T Luker and agreed by all to reinstate Standing Orders

After stressing the need to encourage district councillors to continue to attend throughout town council meetings, it was proposed by Cllr J Turner and seconded by Cllr P Smith and agreed by all to place the district and county councillor reports after the Police reports on the town council agenda item in future.

T.5512 **Good Deeds Section:** Thanks to Volunteers – to acknowledge recent volunteer work for the benefit of the town/community. It was agreed to send cards of thanks to Mr M Clarke for co-ordinating a successful 4 page spread in the Gazette recently giving excellent publicity to Wotton's art scene, and also to the Lions, Mr P Comer, in conjunction with Mrs K Dover for effecting a successful litter picking event in Wotton gathering up many sacks of street litter.

T.5513 **Clerk's Report** a detailed report will be provided next month.

T.5514 **Correspondence** to note or request action:

- a) Noted email from Wotton in Bloom in response to donation by Town Council.
- b) Noted invitation to Pennwood Lodge Care Home open day on Saturday 21st April 2018 from 10am to 4pm and circulated to Councillors.
- c) Noted correspondence from solicitor/HM Land Registry ref: application affecting caution against first registration. Deadline 11th April – solicitor advice explained that it did not affect youth centre boundary & we have no extra deeds to provide.
- d) Noted correspondence from resident complaining about vegetation growth and dumping on Synwell Lane bank opposite Jays Mead; forwarded to SDC.
- e) Noted email from SDC asking for participation at a garden party for National Democracy Week 1st July.
- f) Noted public complaint to Monitoring Officer at SDC alleging further breaches relating to the Code of Conduct by Councillors. This issue and the previous complaint will be considered by councillors at a separate meeting this week, along with ideas of how to improve the image of the council. Cllr P Barton also apologised for the oversight of not declaring an interest at an earlier town council meeting where his son in law Cllr N Pinnegar was selected to take part in the Royal British Legion centenary commemoration at Flanders. He was very proud of him representing Wotton as an ex soldier and thus forgot the declaration.

Brochures/Newsletters for info: Countryside Voice Spring 2018, CPRE AGM invitation & newsletter

T.5515 Reports from Councillors & meetings attended

County Council – written report provided by Cllr John Cordwell. An ethical standards consultation has just begun, and the feeling is that one single Code of Conduct which can be followed by all councils would be welcome. It was commented that it is a pity that the target date for single use plastics has been pushed back further to 2025

District Council – a detailed written report provided by district councillors. Feedback to aid preliminary ‘car park charges introduction’ discussions was requested.

PROW & Amenities Committee – to meet following day.

Finance & Special Purposes Committee – not met

Allotments Committee – a plot inspection at Knapp Rd has just been carried out

Wotton Youth Partnership - not met

Town Regeneration Partnership – not met

WC Sports Foundation – none

Heritage Centre – Cllr June Cordwell provided a written report and showed examples of local Wotton items now on sale at the Heritage Centre

Walking Festival – Cllr N Pinnegar attended the final meeting before the festival commences and circulated final walk booklets. Successful fund raising for the event has produced £298 from Town Hall Teas and £268 from a quiz night.

Recreational Trust – the Bowling Green season opens from April 27th and new members are needed. Bearlands Play Area – which received a grant –suffered a delay due to the need to build a retaining wall first – but is now progressing again. Financial reports from all affiliated groups are now needed asap in order to satisfy Charity Commission reporting rules.

Frome Visit – Cllr P Smith was impressed at a recent day seminar highlighting what had been achieved in the town and wished to hold a meeting to explain to council in more detail what they had achieved and how it became possible.

T.5516 Town Affairs

Cllr R Claydon – reminded councillors to attend the Annual Parish Assembly next Monday at the civic centre at 7pm.

Cllr M Short – commented that he could possibly attend a NALC meeting in London shortly as highlighted in a news email – liaise with Clerk.

Cllr L Farmer – commented that it is encouraging to see some new shops opening in Long St. Also there are rumblings on facebook about TRO’s & parking charges.

Cllr T Luker – highlighted broken seat slats on the bench on Synwell Lane.

Cllr P Barton – concerned about the state of the Ancient Ram Inn and how it has deteriorated since its last SDC inspection a few years ago. Clerk to enquire.

Cllr June Cordwell – Amey are supposed to be asking the farmer to cut the tall overgrown hedge along the OK path on the way to KLB school.

Cllr P Smith – asked that Members remain calm and composed, refraining from arguments, should there be any difficult questions arising at the Annual Parish Assembly next week.

This completed the business of the Town Council at 8.55pm

Signed:Dated: