

**DRAFT MINUTES OF WOTTON-UNDER-EDGE TOWN COUNCIL MEETING,
MONDAY 19th NOVEMBER 2018 AT 7.30PM IN THE CIVIC CENTRE**



Present: Cllrs R Claydon (Chairman), N Pinnegar, M Short, June Cordwell, John Cordwell, T Luker, P Barton, A Wilkinson, J Turner, R Hale, D Thomas

In attendance: Clerk Ms S Bailey, District Cllr C Braun, & 4 members of public

T.5655 Apologies for Absence – Cllrs P Smith and L Farmer

T.5656 New Councillor D Thomas was welcomed & the signed Declaration of Acceptance of Office noted.

T.5657 Declarations of Interest or Dispensations – Cllr John Cordwell declared personal interest in SW Councils, likewise Cllr June Cordwell as spouse. Cllr A Wilkinson personal interest – Screwfix.

T.5658 To receive Police Report – no report

T.5659 Public Forum Mrs S Hunt suggested thanking Mr M Clarke for the excellent publicity generated recently for Wotton (this was actually done recently with a card from the Council). Mr M Tucker of the Chamber of Trade explained the difficulties of erecting Christmas trees on behalf of traders due to lack of affordable insurance, with the local Lions also thwarted by lack of affordable insurance for such an undertaking (quote was £380 just for this event with a £5000 excess). Thus trees would not be arranged centrally this year – however many traders are erecting their own. The idea of laser lights has also been scuppered due to health & safety sign off/inspections needed.

Mr A Alexander asked Council to defer the Chipping white lining plans for a month until an idea could be given to Council. His wife was also actively name dropping 'Wotton' into her tv slot on crochet/sewing; Freeview 73.

Mrs J Walshe explained about the need for better town tourism leaflets with maps in them which was discussed at the Regeneration Partnership. She also stressed that the idea of a town manager role is usually to carry out projects quite often undertaken by town councillors themselves – this has happened in the past - and the high cost of this post could be better spent elsewhere in the town.

T.5660 To receive reports from County Councillor and District Councillor

County – County Cllr John Cordwell provided a written report which was noted.

District – A District report was circulated in advance. The next Local Plan review is just out for consultation. The District Council aims to be carbon neutral by 2030. The new bin containers at Bearlands are still wrapped up since special sized bins are needed for them, which have not yet arrived. Cllr K Tucker is investigating the costs of this venture. It is questioned whether they should also have obtained planning permission.

T.5661 To approve the Minutes of the council meeting of October 2018. After one amendment, it was proposed by Cllr J Cordwell and seconded by Cllr M Short to approve the Minutes as presented, agreed 8 in favour, 1 against, 2 abstentions.

T.5662 Chairman's Announcements – Cllr R Claydon thanked Councillors for good attendance at the Remembrance Parade.

T.5663 Accounts

a) To consider and approve quotes for white/yellow lining at the top of the Chipping. This item will be deferred until the December meeting to allow extra time to clarify

the site cleaning issues prior to painting. It is requested also to check car width specifications. Questions arose as to the need for any car markings since more cars could possibly be parked without lines, and maybe just the problem access area should be hatched/marked.

- b) To approve Cllrs training by SW Councils 'Building Effective Working Relationships' as recommended by SDC Monitoring Officer, cost £525 in January 2019, proposed by Cllr R Hale, seconded by Cllr T Luker, agreed 8 in favour, 3 abstentions.
- c) To approve renewal of CPRE subscription at a cost of £36, proposed by Cllr N Pinnegar, seconded by Cllr R Hale, agreed all in favour.
- d) To approve grant of £300 towards Christmas under the Edge insurance of event 2018. After discussing the healthy bank balance of the organisation and the intention to distribute some of the profits to other organisations, it was proposed by Cllr June Cordwell, seconded by Cllr P Barton, agreed 10 in favour, 1 abstention, to grant £166 for the cost of the St Johns Ambulance to attend the event.
- e) To approve play area CCTV repair costs due to new residential building at Symn Lane interrupting signal, necessitating rerouting of signals/new responder units for £1,146, proposed by Cllr T Luker, seconded by Cllr P Barton, agreed by all.
- f) To approve Cllr P Smith visit to GMTF Ross-on-Wye visit on 20/11/18, mileage only of £36, proposed by Cllr M Short, seconded by Cllr N Pinnegar, agreed by all.
- g) To approve Cllr Thomas attendance at Being a Better Councillor course on 14/11/18 at a cost of £95 plus mileage (£2 approx. at 4p HMRC rate for electric cars), proposed by Cllr R Hale, seconded by Cllr N Pinnegar, agreed by all.
- h) Budget 2018/19. Report of expenditure against budget note as healthy. It was noted that allotment payments appear later due to change of rent request period to October; thus some are given up and new tenants allocated from waiting list.
- i) To approve the accounts for payment, (£22.551 town council net and £1.036 town trust net) proposed by Cllr N Pinnegar, seconded by Cllr R Claydon, agreed 7 in favour, 3 abstentions.

T.5664 Tree Report/Works

- a) Noted that a report of issues with the recent Tree Survey is deferred to December meeting along with consideration of timeframe for procuring the next survey.
- b) To consider quote and options for works to a tree at Dyer's Brook which is touching a neighbouring house; proposed to remove this tree by Cllr J Turner, seconded by Cllr N Pinnegar, agreed by all.
- c) To consider options for works to trees at St Mary's churchyard. It is proposed by Cllr June Cordwell, seconded by Cllr P Barton, agreed 10 in favour 1 abstention, that the cherry tree near the wall is felled and that churchwardens are asked where they would suggest that the replacement rowan tree is planted. Furthermore it is requested that more quotes are obtained for the Scots Pine with regard to the options available ie felling completely or inspection and providing support.
- d) To consider quotes and options for tree works at New Road allotments. Due to confusion at the Allotments Committee about which cherry tree felling is being quoted for, and subsequent contradictory emails from allotment holders, the item will reappear on the December agenda after facts are ascertained.

T.5665 Grounds Maintenance Contract

- a) To approve Open Spaces tender document for 3 year contract starting Spring 2019. Proposed by Cllr June Cordwell, seconded by Cllr M Short, agreed by all, to approve this document for retendering, and to consider quotes in January.
- b) To appoint 2 Councillors to regularly check standards of contracted grounds maintenance. It is requested that the Clerk provides suggestions of which

inspections are located close to Councillor residences, thus checks can easily be made more regularly (similar to a canal lengthman's scheme).

T.5666 Code of Conduct – To approve this document, finalised after much liaison with SDC Monitoring Officer. After clarifying that this Code is more strict than previously and restricts any councillors with an interest to not speaking in the public session, it was proposed by Cllr M Short, seconded by Cllr J Turner, agreed by all to approve.

T.5667 Project Strategy – Following a working group meeting which considered various projects and budgetary demands, to agree a strategy for determining project priorities; and to consider the draft questionnaire for public consultation as appropriate with delivery in Wotton Directory envisaged early Feb 2019 of 2800 leaflets costing £200 plus printing. After much discussion concerning the document's need to look more colourful and exciting, it was agreed that Cllr M Short would redesign the front page layout and colour, and submit proposal to December agenda of folded insert to A5 using one sheet of A4. The bottom of the document should also highlight what other works were being carried out (e.g. buildings refurbishment) without a Precept increase.

The Council voted to suspend Standing Orders temporarily (proposed Cllr R Claydon, seconded Cllr R Hale, agreed by all) in order that District Cllr Catherine Braun could update Council on costs and research related to the lighting proposals along the OK path to KLB School.

Cllr Braun explained various costs/options for solar lighting along the path. However the project needs more research to identify solutions and is not yet ready for analysis. Standing Orders are reinstated and Council session resumed, proposed by Cllr R Claydon, seconded Cllr John Cordwell, agreed by all.

It was proposed by Cllr R Claydon and seconded by Cllr N Pinnegar that the content of the questionnaire is acceptable but final amendments will be made at the next meeting when the revised layout is also approved, agreed by all.

T.5668 Christmas Trees – to agree Regeneration Committee proposal to use up to £500 of budgeted subsidy for Christmas laser lights for traders, since trees will not be erected this year. The Chamber of Trade President stated this evening that trees and laser lights erection will not be centrally co-ordinated by the Chamber due to insurance concerns, however individual traders can erect their own. It is a pity that Council was not aware of the tree problem much earlier, as it is very difficult for Council to now organise something different with only 10 days left! The £500 budget is taxpayer's money, and a system of granting the funds needs to be demonstrated in an audit. Furthermore the Christmas window competition with prizes is not being carried out this year due to the volunteers who organised this being too busy assisting elsewhere. It was proposed by Cllr M Short and seconded by Cllr R Hale and agreed 7 in favour, 4 abstentions, that a meeting is organised early 2019 in order that solutions can be found to enable a better Xmas tree display/window competition to happen at the end of 2019.

T.5669 Good Deeds Section: Thanks to Volunteers – to acknowledge recent volunteer work for the benefit of the town/community. Suggestions for thank you cards are for the organisers of the excellent poppy displays at the church, the organiser of the Parade itself from the Royal British Legion, and the Police for attending and supervising the road closures when they are very stretched with staff resources.

T.5670 Clerk's Report written report provided and noted.

T.5671 Correspondence to note or request action: none

Brochures/Newsletters for information only: CPRE Autumn 2018; War Memorials Trust Bulletin November 2018; Landscape & Amenity November 2018; Allotment & Leisure Gardener Issue 4 2018.

T.5672 Reports from Councillors & meetings attended

FOOTPATHS & PROW – a working group is preferred to committee status by members, who did not wish to be subject to Code of Conduct scrutiny. Holywell work not yet started.

SPECIAL PURPOSES – not met

ALLOTMENTS – to meet this week.

WOTTON YOUTH PARTNERSHIP – to meet this week.

REGENERATION – working group status also preferred by members. Minutes of meeting not yet available.

WCSF – a proposal is being put together to apply for the parks accelerator grant project. Plans are being updated for the sensory garden project. Pitch usage – charges will be rebalanced to reflect costs. Councillor is unable to attend their next meeting.

HERITAGE CENTRE – meeting not attended.

WOTTON POOL – meeting not attended.

BEAUMONT LE ROGER - twinning meal was reasonably well attended, and raised £400 despite many meeting clashes that evening. 2019 visit is being discussed and further funds being raised at the Xmas Charities Fair and Street Fair.

RECREATIONAL TRUST – no meeting

T.5673 Town Affairs

Cllr D Thomas – has been contacted regarding the Men’s Shed – confusion arose about whether there are two men’s sheds? Liaise with Cllr M Short.

It was proposed by Cllr R Claydon, seconded by Cllr R Hale, and agreed by all to enter Closed Session under Public Bodies (Admission to Meetings) Act 1960 due to staffing matters of a sensitive nature

T.5674 Complaint About Member of Staff – To note a letter of complaint from a parishioner about a member of staff and to approve response. The Clerk updated Council about a complaint originally about the Buildings Manger, and then subsequently about the Clerk. The complainant delivered the complaints to the Mayor’s personal address and also to the personal address of both Cllrs Cordwell. The Clerk answered various questions before leaving the room.

After due discussion of the draft response, it was proposed by Cllr M Short and seconded by Cllr R Hale and agreed all in favour, to send the response with a few minor amendments. The Clerk returned to the room.

T.5675 Annual staff reviews – brief summary document noting outcomes of October appraisals process was noted.

This completed the business of the Town Council at 9.45pm

Signed:Dated: