



MINUTES OF WOTTON-UNDER-EDGE TOWN COUNCIL MEETING
MONDAY 18th MARCH 2019 AT 7.00PM IN THE CIVIC CENTRE

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

In attendance: Clerk Ms S Bailey, District Cllrs C Braun, K Tucker & 1 member of public

T.5744 Apologies for Absence – Cllrs R Hale, L Farmer, John Cordwell

T.5745 Declarations of Interest or Dispensations – Cllr A Wilkinson personal interest (employer on payment schedule).

T.5746 Public Forum – Mr Collins spoke of two concerns for schoolchildren. Firstly KLB pupils are using the dangerous roadside path outside of the OK path due to the path holding water further down. Clerk to investigate. Secondly a zebra crossing is needed outside the British School as children are finding it difficult to navigate across safely. Previous lollipop crossing was discontinued, and the road was assessed a few years ago as not meeting standards for a crossing installation. This matter is to be reported to district and county council for suggestions. Mr Collins was also directed to the school itself to raise a petition and school support.

T.5747 To receive Police Report – the PCSO replied to concerns regarding no meeting attendance with details of crime statistics for Wotton on Police website, and invited any further concerns to be raised with her. The Mayor is to investigate the statistics database and download relevant data for inclusion in monthly meetings.

T.5748 To receive reports from County Councillor and District Councillor
County – County Cllr John Cordwell provided a written report, which was noted. Cllr Short asked for further clarification regarding the shortfall in subsidised public transport.
District – an extensive report was circulated in advance. In addition the continuation of the SDC food waste collection is in jeopardy due to cuts in subsidy from Glos County Council of £275,000. Cllr K Tucker was asked to report back on Market Towns Initiative Funding of £40,000 award to Wotton and its specified usage and claim period, as recent correspondence contradicted what was promised previously, and also on the £2000 grant offer which replaced district-wide tourism initiatives, which requested joint parish working, yet the deadline is in two weeks.

T.5749 To approve the Minutes of the council meeting of February 2019. It was proposed by Cllr M Short and seconded by Cllr R Claydon to approve the Minutes as presented, agreed all in favour.

T.5750 Chairman's Announcements – Cllr P Smith will attend the Japanese students farewell event this week with the Clerk at KLB School.

T.5751 Accounts

- a) To approve payment from Town Trust to Town Council administration fee of £7,000; proposed to approve by Cllr N Pinnegar, seconded by Cllr T Luker, agreed by all.
- b) To approve payments from Town Council to Town Trust as follows:
 - £2000 to rebuild permanent endowment following Town Hall refurbishment as required by the Charity Commission;
 - £4700 to Town Trust (Police Station £3500 & Chipping Car Park £1200 rent loss)Proposed to approve by Cllr P Barton, seconded by Cllr R Claydon, agreed by all.

- c) To approve Unwin Tree Survey invoice for £1110 + vat for 2018's survey & report: after much discussion it was proposed to approve payment by Cllr R Claydon, seconded by Cllr June Cordwell, agreed by all, however a letter would be sent to Mr Unwin explain the various issues this Council has with the report and inviting him to respond since he is the Council's tree expert, and we pay his invoice in good faith that he will continue to provide the advice/clarification we have paid for.
- To note report concerning issues with this Tree Survey and to consider timeframe for procuring the next survey. The Clerk's report detailed the various issues which have come to light since this Council started using the 2018 survey and carrying out the works suggested. Mr Unwin is to be invited to meet with us to clarify various matters. It was agreed that efforts should be made in 1 year to obtain quotations for the next tree survey, thus procuring at more frequent intervals of 3 rather than 5 years to better mitigate risk.
 - To consider report on the tree works authorised last year. A status report was produced by the Clerk and considered, with particular reference to St Mary's Churchyard. Although Diocese and churchwarden permission has now been received, Council is still unclear about the extent of decay in the Scot's Pine since local tree surgeon quotes differ from Mr Unwin's instruction to fell. This tree is to be further discussed with Mr Unwin. Regarding the pollarding of limes, and removal of cherry tree, it was proposed by Cllr R Claydon and seconded by Cllr T Luker, that the most competitive quotes shall be secured of £550 and £75 respectively, however the Clerk is to instruct the churchwardens that although the Town Council is undertaking this work due to safety requirements, replacement trees shall not be planted. Clerk to proceed to apply for SDC planning permission for this work, although bird nesting season will not allow works until the autumn.
 - To consider report from Cllr P Smith regarding trees at Marchesi Walk. After extensive discussion of the various issues:
 - i. The felled horse chestnut trunk is to be offered in a wood carving competition, proposed by Cllr P Barton seconded by Cllr J Turner all agreed.
 - ii. The severely pollarded oak is also offered for wood carving competition, proposed by Cllr June Cordwell seconded by Cllr T Luker, all agreed.
 - iii. The 24 Britannia Mews resident who is concerned about the proximity of the adjacent field maple will be told that this tree is not on WTC land.
 - iv. The crack willow on the opposite stream bank to 52 Court Orchard possibly does not belong to WTC – clerk to investigate further with Land Registry
 - v. The Poplar recommended for drastic reduction has alarmed tree contractor who states that more problems would result from this. Recommend further discussion with Mr Unwin.
 - vi. Severely pollarded trunk by stream (T35?) to be offered for wood carving competition after clarifying ownership.
 - vii. Untidy area on opposite side of stream needs clearing however exact extent of land ownership needs to be established first via Land Registry.Clerk to arrange site meeting after ascertaining WTC land ownership extent and those of neighbouring properties to clarify some of above points.
- d) To consider grants submitted to WTC as part of budget process to be paid April 2019 after more information was requested at February's meeting.
- (i) CVTN £150. It was proposed by Cllr P Smith seconded by Cllr R Claydon agreed 7 in favour, 1 against, 2 abstentions that £50 is awarded due to the small & declining number of beneficiaries and also the advances in other technologies.
- (ii) British School playground improvements £1000. It was proposed by Cllr P Smith

seconded by Cllr A Wilkinson, agreed 7 in favour, 2 against, 1 abstention, that no grant is awarded due to concerns about subsidising a private company to benefit from the playground improvements. It appears that the community will not gain free access to any playground improvements since a company would be charging for out of school time activities –contrary to what was implied on the original grant application form.

- e) Asset Register –to approve update for FY ending March 19 as part of account audit process. After a question regarding replacement cost of town crier robes, it was proposed by Cllr N Pinnegar, seconded by Cllr T Luker, all agreed, to approve.
- f) Budget 2018/19. Noted report of expenditure against budget as healthy. The next budget report in May will be in a different format due to Scribe accounts being used.
- g) Earmarking – to consider earmarking some underspent budget heading items to next FY. After discussion of the need to earmark underspent budget heading for future required use otherwise they are transferred to general reserve at year end, it was proposed by Cllr R Claydon and seconded by Cllr M Short, and agreed by all, to approve earmarking £6000 to Town Hall capital maintenance, £4000 to Civic centre capital maintenance, £8000 to legal/election fees, £2350 to town crier event, and consider the remaining reserves allocation in June or July when exact year end figures are known.
- h) To approve the accounts for payment. It was proposed by Cllr P Barton seconded by Cllr T Luker 10 in favour 1 abstention to approve the accounts for payment of £30,137 for Town Council net and £7659 for Town Trust net.

T.5752 SDC Grant Application – to approve application for £2k one off grant funding to develop district wide tourist information in conjunction with Wotton Heritage Centre. Cllr K Tucker will seek clarification as to parish joint working specification on the application form and the final date for submission. It is proposed by Cllr N Pinnegar seconded by Cllr T Luker and agreed by all that the Clerk is delegated to apply for this funding, in order that the opportunity is not lost, after liaising with the Heritage Centre, and informing the Mayor and Deputy Mayor of progress.

T.5753 Town Crier 50 years civic reception – to receive update on plans and approve costs. The Clerk provided details of buffet options, invitation format, and date/time for the event on a Sunday afternoon in October when many national town criers are already in Wotton for a meeting. It was proposed by Cllr P Smith and seconded by Cllr T Luker that the basic buffet option of £15 per head is approved, agreed by all. Although Council is mindful of this period of council austerity, a civic reception has not been held for many years, and it is appropriate that the Town Crier who has devoted 50 years, is well known nationally amongst criers having won many awards and prizes, is to be celebrated in Wotton for his community service. It is also an opportunity for positive publicity. It is requested that Cllrs P Barton and T Luker obtain a guest list as a matter of urgency from the town crier and liaise with the Mayor and Deputy Mayor to clarify the final invitees. The Clerk is requested to obtain quotes for the invitations, printing on card.

T.5754 GAPTC/ SDC sector review meeting/ LGA Corporate Peer Challenge 27th March – to consider providing information to GAPTC's CEO to feed into a meeting to review SDC's partnership working with parish /town council sector. Cllr R Claydon was thanked for providing such an extensive suggested draft document which very fairly highlighted the issues faced by Wotton and its relationship with SDC over the past few years. It was proposed to agree to send this document by Cllr T Luker, seconded by Cllr P Barton, agreed by all.

T.5755 EV 75% Grant Application for future Symn Lane Car Park – to consider applying to the Office for Low Emission Vehicles, Dept for Transport. Cllr P Smith explained that the car park working group are looking at various grant applications with different closing dates and all have different parameters requiring different information. Due to the time sensitive nature of some applications, it was proposed by Cllr A Wilkinson seconded by Cllr M Short, agreed by all, to delegate the application process for the grants to the Town Clerk, who will work closely with the working group for the relevant information necessary.

T.5756 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 successful recent Fair Trade event held at the Baptist Church.

T.5757 Clerk's Report written report noted. Extra office administrative support commences this week for the next 6 months, although the office is still very busy due to financial year-end accounts preparation, and a new accounts system to be installed.

T.5758 Correspondence to note or request action:

- a) Noted complaint from parishioner's son concerning father's ban from OSS after aggressive behaviour towards staff & consider response. Clerk to formulate a response giving the correct facts and invite the son to a meeting with Mayor & Deputy Mayor.
- b) Noted Cobalt purchase of mammography machine with donations and urge will writing for future grants.
- c) Noted email from youth regarding litter issues on OK path and that this has been forwarded to WYP for them to take forward. Also Clerk to respond asking the youth about KLB school litter reduction initiatives, and also forward this email to the Door to follow up the litter initiatives.

Brochures/Newsletters for information only: Cobalt news leaflet

T.5759 Reports from Councillors & meetings attended

FOOTPATHS & PROW – not met

SPECIAL PURPOSES – not met

ALLOTMENTS – to meet this week

WOTTON YOUTH PARTNERSHIP – not met

REGENERATION – not met

WCSF – not attended

HERITAGE CENTRE – written report provided by Cllr June Cordwell

SYMN LANE NEW CAR PARK – working party continues to research various matters.

GREENWAY GROUP – a meeting held to look at possible routes

T.5760 Town Affairs

Cllr P Barton – The Annual Parish Assembly; need to clarify if there is a speaker to be invited – Positive PR group was looking at this. Cllr Rich Hale to be contacted.

Cllr June Cordwell – tree cutting in Old Town; this was carried out by Glos County Council. A replacement tree is not possible due to so many service utilities underneath.

Cllr P Smith – Chipping Club Room session of 'Meet your Cllr' as part of Under the Edge Arts 'Spring into Summer' on 30th March. Attendees requested.

It was proposed by Cllr T Luker and seconded by Cllr P Barton and agreed by all to enter Closed Session due to matters of a staffing, legal & contractual nature

T.5761 Pension Scheme – to confirm resolution that all Town Council employees are eligible to join Wotton Town Council’s Local Government Pension Scheme, and to introduce pension policy. After discussion of the existing system and the need for clarification – namely to comply with legislation on auto enrolment – it was proposed by Cllr T Luker and seconded by Cllr R Claydon and agreed by all that all employees are eligible to join the LGPS pension scheme and that the proposed Pension Policy document is adopted with just two minor amendments of terminology.

It was proposed by Cllr N Plnnegar and seconded by Cllr R Claydon to exit closed session, all in favour.

This completed the business of the Town Council at 9.15pm

Signed:Dated: