

**MINUTES OF WOTTON-UNDER-EDGE ANNUAL TOWN COUNCIL MEETING,  
MONDAY 20<sup>th</sup> MAY 2019 AT 7.00PM IN THE CIVIC CENTRE**



**Present:** Cllrs R Claydon (Chairman), N Pinnegar, P Smith, M Short, June Cordwell, T Luker, J Turner, D Thomas, John Cordwell, L Farmer, A Wilkinson, P Barton,  
**In attendance:** Town Clerk Ms S Bailey. No public

**T.5781 Town Mayor and Chairman.** It was proposed by Cllr P Smith and seconded by Cllr T Luker, agreed by all, to elect Cllr R Claydon as Mayor. The Declaration of Acceptance of Office was duly signed.

**T.5782 Deputy Town Mayor and Vice-Chairman.** It was proposed by Cllr R Claydon and seconded by Cllr P Smith, agreed by all, to elect Cllr N Pinnegar as Deputy Mayor.

**T.5783 Apologies** for absence accepted from Cllr R Hale

**T.5784 To receive Declarations of Interest/Dispensations** now or as soon as known. Personal interest declared by Cllrs A Wilkinson and N Pinnegar ref: RBL.

**T.5785 Election of Membership to Committees & Partnerships:** It was proposed by Cllr John Cordwell and seconded by Cllr M Short, agreed by all, to appoint Councillors to the following positions:

- a) Planning (Full Council)
- b) Allotments (Cllrs P Barton, J Turner, D Thomas, T Luker, N Pinnegar plus co-opted members of Mr I Jones, Mr C Mitchell, Mr B Elloway, Mr V Howell, Mr A Burns, Mrs H Summers to be clarified).
- c) PROW/Amenity Areas (Cllrs John Cordwell, T Luker, N Pinnegar, D Thomas & co-opted members Mr S Jarmuz, Mr D Curtis, Mr M Cross, Mr P Comer, Mrs J Mason to be clarified).
- d) Town Regeneration Partnership (Cllrs P Barton, N Pinnegar, T Luker, J Turner, A Wilkinson, plus co-opted members new Reverend for St Mary's Church, Mrs T McClusky (Beaumont-le-Roger), Mr G Phillips (Wotton Arts Association), Mrs J Tebb (Secret Gardens Trail), Mrs J Walshe (Heritage Centre), Reverend T Wharin (Baptist Church), Mr M Clarke (Under-the-Edge Arts), Mrs C Sweet (Community Dementia Link), Ms S Hunt (Wotton in Bloom), Mr M Tucker (Chamber of Trade), Mr R Garlicki (Blues Festival) all to be clarified.
- e) Finance & Special Purposes (Cllrs June Cordwell, John Cordwell, T Luker, plus Chairman and Vice-Chairman).

*Cllr R Hale's appointments to be clarified at June meeting.*

**T.5786 Appointment of Representatives** to organisations. It was proposed by Cllr J Turner and seconded by Cllr P Smith, agreed by all, to appoint Councillors to the following positions:

- a) Wotton & District Rec Trust (Cllrs R Claydon, R Hale ?, N Pinnegar, A Wilkinson, 1 vacancy)
- b) Beaumont-le-Roger Society (Cllrs R Claydon & M Short)
- c) Wotton Youth Partnership (Cllrs P Barton, June Cordwell, J Turner, T Luker, R Hale?)
- d) Wotton-under-Edge General Charities (Cllrs P Barton, J Turner, T Luker, 1 vacancy)
- e) Wotton-under-Edge Combined Charities (Cllrs R Claydon, N Pinnegar)
- f) Wotton Community Sports Foundation (Cllr M Short)
- g) Snow Warden (Cllrs R Claydon, A Wilkinson)

- h) Water Course Warden (Cllrs R Claydon, M Short)
- i) Chamber of Trade (Cllr J Turner)
- j) Police Stroud Cluster Group (Cllr R Claydon)
- k) Synwell Playing Fields Committee (Cllr T Luker)
- l) Wotton-under-Edge Swimming Pool (Cllr R Hale?)
- m) Wotton in Bloom (Cllrs J Turner, A Wilkinson)
- n) Gloucestershire Market Towns Forum (Cllr A Wilkinson)
- o) Wotton Heritage Centre (Cllr June Cordwell)
- p) Wotton Walking Festival (Cllr N Pinnegar)
- q) Greenway Group (Cllr R Hale?)

*Cllr R Hale's appointments to be clarified at June meeting*

Citizens Advice Bureau. No current representative. After discussion of the problems of becoming a representative, namely the requirement to become a Trustee of CAB, it was proposed by Cllr P Barton and seconded by Cllr P Smith and agreed 10 in favour 2 against, that representatives to CAB are no longer elected.

**T.5787 Appointment of New Committees.** The working group for the new car park at Symn Lane will need active & more councillor members due to the workloads expected and the commencement soon of on-site works. Members are Cllrs A Wilkinson, P Barton, J Turner, R Hale, D Thomas, M Short, R Claydon – all are urged to attend meetings with the intention of holding them on Thursdays. Due to the commencement of a second major project, in addition to the car park project above, the Old Town Toilet rebuild will need a working group. It was proposed by Cllr J Turner and seconded by Cllr T Luker, agreed by all, that this group is comprised of Members J Turner, R Claydon, M Short, A Wilkinson, P Barton, T Luker.

**T.5788 Policies/Procedures**

- a) To approve current Standing Orders and Financial Regulations for this Council, proposed by Cllr P Smith, seconded Cllr P Barton, agreed by all.
- b) To note document containing council's extant policies/procedures & confirm the application of these policies to council business for this new period of council, proposed by Cllr T Luker, seconded Cllr J Turner, agreed by all, noting that electrical testing for all council buildings now needs to be carried out (this matter is in hand). Furthermore there are various policies due for renewal this year and it is expected that autumn will be an opportune time when staffing levels revert back to normal levels.

**T.5789 Town Council Banking Arrangements** - To confirm Barclays as the banker for the Town Council for the forthcoming year; after confirmation from the Clerk that there are no banking issues/problems to report, this was proposed by Cllr M Short, seconded by Cllr T Luker, agreed by all.

*The routine business of the Town Council follows:*

**AGENDA**

**T.5790 To comment on Police statistics for Wotton.** Data was made available from the PoliceUK website and circulated. Cllr M Short offered to look at the website to see if it could be easily streamed and made available directly with Wotton statistics for the Clerk to circulate to Cllrs.

**T.5791 Public Forum** – no public

**T.5792 To receive reports from County Councillor and District Councillor.**  
No District Cllr attendance, but written report provided.

County Cllr John Cordwell provided a written report and highlighted the continuing problems with Pike Quarry and dangerous traffic queuing outside, which the County administration is intent on ignoring.

**T.5793 Minutes of the Council Meeting** of April 2019 - to approve these Minutes. Proposed by Cllr N Pinnegar, seconded Cllr P Smith, agreed 11 in favour 1 abstention.

**T.5794 Chairman's Announcements** Cllr R Claydon thanked Members for electing him as Mayor and highlighted that there are two Councillor resignations this evening: Cllrs L Farmer after 5 years in the role, and P Smith after 16 years. Cllr L Farmer spoke about the difficulty recently of juggling work and family commitments, and felt that timing was opportune due to another Councillor's resignation. However she hoped to return in the future to council service. Cllr P Smith spoke and thanked Cllr R Claydon for sharing the high workloads over the past couple of years, but it is time to now retire due to medical issues. He requested that more councillors step forward to take up the mantle on council's many projects. The Clerk confirmed that the most successful councils in the UK are those where councillors step forward and get more involved in projects, and urged more Member participation. Both councillors were thanked for their contributions over the years & best wishes given.

Cllr R Claydon emphasised a backing document which summarised the rules of debate from Standing Orders as a way of running meetings more effectively. The intention is to adhere to these rules more closely; if there is a problem in doing this, then Standing Orders need to be reassessed. Member co-operation is much appreciated.

#### **T.5795 Accounts**

- a) To approve appointment of Wellers Law Solicitors to act on WTC behalf for Symn Lane car park title transfer – cost quoted at approx. £1200 to be paid by developer, up to £2000 max. Stroud District Council were anticipating £5k cost for this, however Wellers Law anticipate no more than £2k is needed, proposed by Cllr D Thomas to approve, seconded Cllr P Barton, agreed 11 in favour, 1 abstention.
- b) To approve Windowcraft quote of £324 total net to replace 3 x Velux glass in Coombe Suite, proposed by Cllr J Turner to approve, seconded Cllr N Pinnegar, agreed all in favour Also consider how to proceed with quote/works needed for civic centre external reception doors. Clerk provided backing document explaining how the doors no longer close properly, are not DDA compliant, security is questionable, and improvements are needed. After views were obtained on objectives, the best way forward is that a working group will be established to investigate what type of new doors are needed and estimates of costs and benefits; Cllrs D Thomas, N Pinnegar, J Turner, M Short to liaise with Clerk on details. Cllr M Short to provide professional knowledge of this area. Cllr June Cordwell asked if the outside bottom step leading to the external doors can be widened for easier access.
- c) CIL ref: 10 Haw St –noted receipt of CIL monies from SDC of £701.16  
*Cllrs Wilkinson & N Pinnegar left the room*
- d) Remembrance Parade road closure fees - to agree grant to RBL for £85 fee for November 2019, proposed by Cllr M Short to approve, seconded Cllr J Turner, agreed all in favour.  
*Cllrs Wilkinson & N Pinnegar returned to the room*
- e) To agree printing of 75 invitation cards as per quote from local printer for Town Crier 50th celebration event in October. It was proposed by Cllr J Turner, seconded by Cllr T Luker, to approve £45 option, agreed all in favour - councillors to firstly check on Town Crier's current health to ascertain if event will go ahead.

- f) Budget 2019/20; the first budget report from new Scribe system for new FY so far was discussed. Budget figures still need to be pro-rata throughout the year differently and not split evenly per month, a % so far used of budget column would be useful, consistency of commas separating the 'thousand' figures is requested, and removal of 'pence'.
- g) To approve the accounts for payment, proposed by Cllr P Smith to approve, seconded by Cllr John Cordwell, agreed all in favour. Town Trust Payments of £1,606 Town Council payments of £31,024 - all net figures.

**T.5796 Accounts Approval for FY ending 31/3/2019**

- a) to approve Wotton Town Council accounts for year ending 31/3/19. Accounts were circulated as prepared by accountant, and also internally audited last week. Proposed to approve by Cllr M Short, seconded Cllr L Farmer, agreed by all.
- b) to approve completion of Annual Governance Statement section 1. Proposed to approve by Cllr P Barton, seconded Cllr P Smith, agreed by all.
- c) to approve Section 2 of external audit accounts form – accounting statement Proposed to approve by Cllr P Smith, seconded Cllr L Farmer, agreed by all.
- d) to note current agreed Earmarked Funds & consider future agenda for any re-allocations. A detailed document was circulated in advance showing earmarked funds already agreed and free reserves available. This town council is in a healthy financial position with prudent budgeting and financial management. After discussion of requests for further earmarking of amounts for new Symn Lane car park and replacement play equipment at Symn Lane, any further requests are to be sent to the Clerk who will compile a list of proposals for a future agenda.

**T.5797 ROSPA Play Area inspection Symn Lane** – annual report noted. Works to be considered are very minor and all are in hand and mostly routine.

**T.5798 Questionnaire items 4 & 5 Knapp Field/Knapp Rd Allotments & Town Centre Manager.**

- a) To confirm that Town Centre manager idea will not be pursued due to receiving the least support in recent questionnaire responses; proposed to confirm this by Cllr M Short, seconded Cllr John Cordwell, agreed by all.
- b) To confirm that other low cost options for maintenance of Knapp Field will be investigated, since little support was received for any other plans. It is delegated to the Clerk to ascertain the lowest cost options for maintenance of this field, proposed by Cllr T Luker, seconded Cllr P Barton, agreed by all.
- c) To request that the Allotments Partnership is asked to consider and come forward with recommended priorities for improvements, consistent with funding constraints, at the Knapp rd allotment site, this is to include such items as shed possibilities, a community area, and to encourage local community involvement, to enable Council to ascertain if legal work is necessary on covenant issues.

**T.5799 Good Deeds Section:** Thanks to Volunteers – To acknowledge recent volunteer work for the benefit of the town/community.

Mr & Mrs Sweet for the excellent recent Walking Festival

Mrs J Ling for setting up a very popular widows club

Mr G Philips for organising the successful Arts Festival in Wotton

**T.5800 Clerk's Report** - circulated in advance and noted.

**T.5801 Correspondence to note or request action:**

a) noted thank you card from Mrs Bob Woodward for flowers presentation and plaque unveiling of Bob Woodward at Wotton Town Hall on St George's Day.  
*Brochures/Newsletters for information only; none – mostly electronic now.*

### **T.5802 Brief reports from Councillors**

*Footpaths Committee, Special Purposes Committee, Allotments Committee, Wotton Youth Partnership, Town Regeneration, Sports Foundation, Wotton Pool, Heritage Centre and any other meetings attended.*

**FOOTPATHS & PROW** – met 16<sup>th</sup> April, many issues reported to Glos CC from 2016/17 are still outstanding. It is unclear if county reporting system is working properly.

Cotswold Gateway project will start soon and volunteers needed to put markers up.

**SPECIAL PURPOSES** – not met

**ALLOTMENTS** – site inspections currently being carried out. Tenants are very grateful for cutting of poplar trees at New rd site; light & growing area much improved.

**WOTTON YOUTH PARTNERSHIP** – letter from student ref: litter on OK path discussed & student invited to their next meeting. A Lions litter pick gathered many rubbish bags.

**REGENERATION** – will meet in two weeks.

**WCSF** – recent discussions concentrated on how to fund new pitch, refurbishment of existing pitches, and options for the proposed Hub. Would like to present plans to July Council - liaise with Clerk. Council thanked for the quick response/site visit to the barn.

**HERITAGE CENTRE** – AGM held recently. Prof Mark Horton spoke & introduced a controversial concept of King Arthur's Round Table also being at Cirencester.

**WOTTON IN BLOOM** – 2019 baskets & trough preparations and fundraising underway.

**WALKING FESTIVAL** – Cllr N Pinnegar reported that the event was very successful, & Cllr R Claydon was thanked for leading one of the walks & helping.

**T.5803 Town Affairs** – very brief comments from Members or items for future agendas:

Cllr P Smith – wall repair at Coombe Rd asked County Cllr for update (Highways Mgr was asked recently but he had no response).

Cllr D Thomas – was approached by parishioner regarding speeding complaints

Cllr M Short - was investigating how to obtain cheaper Microsoft software under charity umbrella - possibly useful for others in charity situations (not Council)

Cllr T Luker – complained that the builders at Full Moon appeared to be grabbing extra footpath width according to old photographs. Request that he provides photos, google earth evidence and any other data to Clerk who can forward to officer John Lane at Glos County Council lodging a complaint

### **Meeting of Wotton-under-Edge Town Trust – followed above meeting**

1. **To approve accounts for FY18/19 ended 31st March 2019.** Circulated in advance and internally audited last week. Proposed to approve by Cllr M Short, seconded Cllr N Pinnegar, agreed by all.

2. **Land Registration of the Heritage Centre at the Chipping** – noted that solicitor is making a new application for this registration due to problems at Land Registry administration.

3. **The Chipping** – notification received from Land Registry of intention by an applicant to register Town Trust land as new proprietor - LR failed to include map; this is being chased, and solicitor has been advised of situation.

*This completed the business of the Town Council & Town Trust at 9.15 pm*

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