# Minutes of Wotton-under-Edge Town Council Meeting

# Monday 20th December 2021 at 7pm held in the Civic Centre

## Present: Cllrs R Claydon, M Tucker, P Barton, J Cordwell, T Luker, D Thomas, J Turner, L Taylor, R Hale, N Pinnegar, T Creese, J Lewis.

## In attendance: A Durn (Town Clerk), D Hyam (Administrator); District Cllrs K Tucker and C Braun; County Councillor L Cohen; One member of the public was present.

## T.6409 To receive apologies for absence

Apologies were noted from Cllr D Davidson and accepted

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## T.6410 To receive Declarations of Interest and Dispensations

Declarations of Interest: Cllrs J Turner and N Pinnegar in respect of accounts.

It was **resolved** to approve a dispensation for the Council to consider application S.21/29/TCA St Mary’s Church, Culverhay.

## T.6411 Minutes of the Meeting of 15th November 2021

It was **resolved** to approve the minutes of the meeting held on 15th November 2021. Agreed all in favour.

## T.6412 Public Forum

A student from KLB presented a project that students had been researching, into having a Farmers’ Market in the new car park in Symn Lane when it has been completed. The suggestion is to have 30-40 stalls and hold the market on a Sunday from 9.00am-12.00pm. this would enable stall holders to attend as many are already committed with other markets in the area on other days of the week especially Saturdays. The coach parking would not be affected but there would be a loss of up to 60 parking spaces to facilitate the stalls. Local traders have been offered a stall at the market and have expressed an interest in attending and appear to support the idea. The students would run the market with help and advice from other Farmers’ Market organisers. The students would be looking for a grant to help with the setting up of the market and expenses for the first few months. It was suggested that the students prepare a business case for the Town Council to consider. The matter would be discussed by the Council later in the meeting. The Chair thanked the student for his presentation.

## T.6413 Reports from County Councillor and District Councillors

**County Cllr Cohen submitted the following report** and added that the Levelling up Fund meeting will be put back to the first week of January 2022:

My next monthly meeting to allow residents to meet and discuss concerns and new initiatives will be at The Keepers on Symn Lane in Wotton on Saturday 22nd January 2022 at 11.00am. Due to safeguarding, if residents would like to attend can they inform me in advance by email or phone. It would be useful if this information could also be shared on the Parish Council website.

**Lengthsman Scheme**

Highways will undertake a week of Lengthsman work in the second week of January to complete all the outstanding tidying around Wotton. We have been able to achieve far more thanks to working across the community to clear weeds and overhanging trees and shrubs in the commonly used parts of the town and this additional initiative should remedy the final list of issues which the Clerk helped me compile from suggestions made by Wotton residents. This has been a very good team effort. I’d like to place on record my thanks to the Clerk, the Acting Highways Manager who has covered for the Area Highways Manager in his absence, The Great Wotton Tidy Up Team, and members of the public for hedge cutting.

**2022/2023 County Council Budget Have Your Say**

The County Council’s Cabinet is set to agree a £519 million budget designed to build back a better Gloucestershire. At its meeting on 22 December, the Cabinet will consider spending plans which will include an extra £100 million for roads, a £150 million injection into schools, investment in market towns and high streets as well as ongoing protection of the most vulnerable in our communities and continued commitment to invest in the fight against Covid-19 and in the county’s firefighters.

Each councillor will have £30k to spend on highways schemes.

A £300k Community Speedwatch Fund is being proposed to identify communities where speed awareness activity or a ‘20 is plenty’ campaign would make a difference to the community.

The budget includes a council tax increase of 1.99% which will secure £9.5 million for services and a 1% adult social care levy, identifying around £3.7 million to protect vulnerable adults.

Subject to the draft budget being agreed on December 22nd, a public consultation will run until midday on 21st January 2022. A final budget will be proposed for a County Council vote at its meeting in February 2022.

I will be attending a full day of scrutinising the 2022/23 budget by sector on January 6th. I would ask residents to raise any matters of concern with me by email in advance.

For more information on the budget go to [www.gloucestershire.gov.uk/budget2022-23](http://www.gloucestershire.gov.uk/budget2022-23)

**Improving the county’s bus service**

Earlier this year the government published its National Bus Strategy (Bus Back Better). Within this strategy Gloucestershire County Council has recently published its Bus Service improvement plan which covers bus times and frequency, bus priority, zero emission buses, fares and tickets, passenger experience an information.

You can give the County Council your view by taking part in this survey which closes on January 30 2022 and can be found at <https://haveyoursaygloucestershire.uk.engagementhq.com/bus-service-improvement-plan-survey>

All published documentation in relation to the BSIP is available here [www.gloucestershire.gov.uk/BSIP](http://www.gloucestershire.gov.uk/BSIP)

**Two for one replanting scheme**

To prevent the spread of ash dieback 4,955 dangerous and diseased trees have been removed with 28,304 trees expected to be planted by March 2022.

Wood removed is sent to biomass power stations to produce electricity and heat to fuel homes.

The County Council has identified the presence of the violet click beetle at a number of sites. These insects are found in the heart of decayed trees. Where safe, mature stumps have been left to preserve their habitat.

**Strategy to tackle domestic abuse in Gloucestershire**

This has been published by the Domestic Abuse Local Partnership Board to mark the beginning of 16 days of action against violence. Full details together with a list of support services can be found here: [www.gloucestershire.gov.uk/health-and-social-care/public-health/domestic-abuse-strategy/local-support-domestic-abuse/](http://www.gloucestershire.gov.uk/health-and-social-care/public-health/domestic-abuse-strategy/local-support-domestic-abuse/)

**A Greener Christmas**

A reminder of the campaign to encourage residents to reduce waste over the festive season #greenerChristmas

Four key areas of focus:

Food: Shop local, plan meals, use up leftovers

Gifts: £42 million of unwanted gifts. Regift something you have, think sustainable

Trees: Rent one, plant one, use a fallen branch instead

Traditional items: Think recyclable, reusable options for wreaths, crackers and advent calendars

**COVID-19 and FLU:**

Latest Advice

The groups who will be offered COVID and FLU vaccinations this winter are:

Anyone who is eligible but has not had their first or second dose of the COVID vaccine

Those eligible for COVID boosters – these invitations will be received directly from NHS services

12-15 year - olds (COVID) – delivered by a school based immunisation team

Flu Vaccinations:

All children aged 2-15

Those aged 6 months to under 50 in clinical risk groups

Pregnant women

Those aged 50 and over

Those in long stay residential care homes

Close contacts of immunocompromised individuals

Frontline health and social care staff

Adults and two and three year olds who are eligible for a flu vaccine will receive an invite from local GP services.

Testing: Our nearest Mobile Testing Unit location is:

Dursley Rugby Club, Hounds Green, Dursley GL11 6AJ (Monday-Tuesday)

Permanent Test Centre

Stroud, Stratford Park Leisure Centre

Lloyds Pharmacy Wotton-under-Edge provides on-site testing for people with no symptoms – 43 Long Street, GL12 7BX. Opening hours 9am-6.30pm (Monday – Friday), 9am-5pm (Saturday).

Cases

In the week Monday 6th December – Sunday 12th December there were 3,474 confirmed cases of COVID 19.

Of these cases:

836 Gloucester

632 Cheltenham

581 Tewkesbury

588 Stroud

423 Cotswold

414 Forest of Dean

The rate of cases in the last 7 days per 100,000 is 548.8

in Gloucestershire.

In the week Saturday 27th November – Friday 3rd December, there were 4 deaths mentioning novel coronavirus (COVID 19) which is 3.0% of all deaths. This compares with 9 deaths in the previous week.

**And finally**

It’s been a pleasure and a privilege to work with you over the last 6 months. Despite all the challenges it’s been so gratifying to see how we come together and rise to the occasion to ensure that Wotton is a place where everyone can thrive and live happily.

Wishing you a safe and peaceful holiday and the opportunity to spend time with friends, family and loved ones. Happy New Year!

**District Councillors Braun, Tucker and James submitted the following report:**

*All Stroud District Council and Committee papers can be found here:*[*https://www.stroud.gov.uk/council-and-democracy/meetings*](https://www.stroud.gov.uk/council-and-democracy/meetings)

*Recordings of meetings are available via the Committee meeting webpage on the Council’s You Tube channel:* [*https://www.youtube.com/channel/UCeH\_AmF0s-TShcYlM8Stweg/videos*](https://www.youtube.com/channel/UCeH_AmF0s-TShcYlM8Stweg/videos)

**Housing Committee** – 2 November

Committee papers can be found [here](https://stroud.moderngov.co.uk/ieListDocuments.aspx?CId=142&MId=1282). The committee discussed the following items:

* **Revised Tenancy Estates Management Policy** – to implement ‘The Social Housing White Paper 2020’.
* **Revised Homeseeker Plus Allocations Policy** – to address areas where the Homeseeker Plus policy was open to interpretation and could be implemented differently across the partnership.
* **Mobility Scooters** **Policy** for Council properties – to highlight the positive aspects of owning and using a mobility scooter and that storage and charging must be achieved safely for all.
* **Council's Out of Hours Call Out Provision** - corrective action to strengthen the call out provision for council tenants following a recent audit report. Update and progress acknowledged.
* **Volunteering Policy (Independent living)** – new policy improving the management of volunteers and the volunteer experience.
* **Pet Policy** – update of pet policy – balancing tenant wellbeing with socially responsible pet ownership - reported in Stroud News & Journal [here](https://www.stroudnewsandjournal.co.uk/news/19681391.cockerels-banned-council-houses-stroud/)) (“*Cockerels to banned from Council Houses*”).
* **Warm & Well Partnership Renewal** – continuing to contribute £20K for core funding to the partnership which provides advice and support to those in fuel poverty. Also renewed the Council’s membership of the Partnership with other local authorities in Gloucestershire and with South Gloucestershire Council –with SDC as the lead authority, and supporting the submission and acceptance of a bid for £5.2 million to the Sustainable Warmth Competition for energy efficiency improvements to the homes of those in fuel poverty under the Warm & Well Scheme.

**Development Control Committee** – 23 November

Two items were considered – both were approved (see papers [here](https://stroud.moderngov.co.uk/ieListDocuments.aspx?CId=141&MId=1124)):

* **Littlecombe Zone E, Lister Road, Dursley** (S.20/2098/FUL)Residential development comprising 28 dwellings together with public open space, access, parking, landscaping and associated works.
* **Cambridge Avenue, Dursley** (S.21/1025/FUL)

Demolition of existing buildings and erection of thirteen affordable dwellings, with landscaping, parking and associated works.

**Strategy & Resources Committee** – 25 November

Committee papers can be found [here](https://stroud.moderngov.co.uk/ieListDocuments.aspx?CId=137&MId=1125)

* **Fit for the Future Programme –** brief update on the change programme which aims to put the communities at the heart of the council’s work. There are four workstreams: Community Connection, Service Delivery, People and Organisational Development and Technology & Digital. Council processes will be improved with a digital first approach where possible – leaving more time to support residents who are not online. The first two services / processes to be improved are Customer Services and Waste & Recycling.
* **Property update** – report on property reviews since 2019 and timetable for updating the Corporate Asset Management Strategy. The planned review of Public Conveniences has been delayed until early 2023. A [map](https://stroud.moderngov.co.uk/documents/s2054/Appendix%202%20-%20Examples%20of%20SDC%20Assets.pdf) was shared, showing the diversity of council assets – from The Pulse leisure centre to Woodchester Mansion, Nailsworth Fountain and Stringers Wood.
* **Performance Management** Framework agreed.
* **A** [**Revised Social Value Policy** was approved.](https://stroud.moderngov.co.uk/documents/s2056/Revised%20Social%20Value%20Policy.pdf) The Public Sector (Social Value) Act 2012 sets out public sector organisations’ responsibilities to consider social value in higher value service contracts, or where there is a service element in goods or works contracts.

SDC is now implementing the Social Value Portal (SVP) to enable the Council to measure and report on its Social Value activity and to highlight the benefits. The SVP is an online solution that allows organisations to report both non-financial and financial data, and measures environmental, social and economic activities delivered through a project in terms that are meaningful to local residents and businesses. It uses the National TOMs (Themes, Outcomes and Measures) Framework that was developed in collaboration with the Local Government Association. SDC will use the SVP for all procurements over £75,000. Wherever possible, procurements below £75K should also seek social value benefits from contracts.

* **A Draft Economic Development Strategy** for the District for the next 10 years was approved for consultation ([link](https://stroud.moderngov.co.uk/documents/s2039/Appendix%20A%20-%20Draft%20Economic%20Development%20Strategy.pdf)). The Strategy sets out 88 actions (in coloured lines on pages 12-18) to support the vision for a sustainable, inclusive and thriving economy for businesses, communities and visitors.

Parish clustersare shownon page 19 of the draft Strategy with a proposal for how the Strategy will be delivered spatially across the district – with the top 3 priority areas for each of the parish clusters – indicating where commitments relating to the key priorities are more likely to have an impact.

Many of the actions are for SDC to work in partnership with others and to support locally led action. Some actions where SDC leads, link to ongoing projects, such as restoration of the Cotswolds Canals. One of the new actions in the Strategy is for SDC to recruit a Tourism Officer.

The strategy identifies five economic objectives

* + Improve skills and opportunities and reduce inequalities
  + Reduce carbon and ecological impacts
  + Boost our market towns and rural vitality
  + Support advanced and connected work spaces and communities
  + Support inward investment into the local economy

Priority areas for the local economy are identified as:

* + The green economy
  + Retail and hospitality
  + Tourism and the visitor economy
  + The arts and culture
  + Agriculture, agritech and rural diversification
  + Manufacturing and advanced engineering

Other reports to the committee, for information, were presented on:

* [Performance Monitoring](https://stroud.moderngov.co.uk/documents/s2034/Performance%20Monitoring%20Report.pdf)­
* [Gloucestershire Economic Growth Joint Committee (GEGJC)](https://stroud.moderngov.co.uk/documents/s2175/Gloucestershire%20Economic%20Growth%20Joint%20Committee.pdf) - which covered employment, skills and economic recovery.

* [Gloucestershire Economic Growth Scrutiny Committee (GEGSC)](https://stroud.moderngov.co.uk/documents/s2170/Gloucestershire%20Economic%20Growth%20Scrutiny%20Committee.pdf" \o "Link to document 'Gloucestershire Economic Growth Scrutiny Committee (GEGSC)' pdf file)– on the Gloucestershire Transport Strategy, £m funding for the Gloucestershire Renewable Energy, Energy & Nuclear Skills (GREEN) Centre at Berkeley, Modern Methods of Construction for new, zero carbon homes – which offer cost savings due to a quicker build with a modular approach.
* **Regeneration and Investment Board** – ([link](https://stroud.moderngov.co.uk/documents/s2171/Regeneration%20and%20Investment%20Board.pdf)) with updates on the following:
  + **Levelling up Fund (LUF)** bid for a Stroud Town Centre ‘package’ bid that will bring benefits to the whole district (see below).
  + **One Public Estate** (Zero Carbon Project) - which will enable the design and feasibility of regeneration schemes at Beeches Green and the Railway Station (Stroud). The funding will also be used to review identified public buildings in Stroud, such as Ebley Mill, the Old Town Hall and the Subscription Rooms, and make recommendations on their future usage for a more efficient use of the public estate.
  + **Pipeline Schemes** for regeneration. Priorities are Stonehouse Canalside, Brimscombe Port, May Lane (Dursley), Levelling Up Bid (see above) and Zero Carbon Public Estate.
  + **Tricorn House**, Stroud – Discussed the efforts that the Council and others are making to encourage the owners of the building to bring forward their redevelopment plans. The dilapidated former Department of Health and Social Security office, just off the Cainscross roundabout, has been empty for over two decades.
  + **Brimscombe Port** – work now underway on this £40m regeneration scheme - to procure a Developer partner (Supplier Questionnaires due to be submitted by 6 December). Demolition on site has started. A leaflet was delivered to local residents with background on the redevelopment proposals; and to invite people to sign up for updates.

**Audit & Standards** – 30 November

The committee papers and meeting recording can be found [here](https://stroud.moderngov.co.uk/ieListDocuments.aspx?CId=138&MID=1123#AI808)

**Internal Audit Progress Report –** a verbal update was provided on the Out of Hours provision for council tenants with assurances that arrangements were in place to avoid the situation over last Christmas when there were serious service failures. All audit report actions are being undertaken. An update will be provided in February.

**Audit Reports: Planning Review Enforcement (**[link](https://stroud.moderngov.co.uk/documents/s2116/Item%206%20-%20Appendix%20B%20-%20Planning%20Review.pdf)**) and Planning Applications (**[link](https://stroud.moderngov.co.uk/documents/s2117/Item%206%20-%20Appendix%20C%20-%20Planning%20Applications.pdf)**)–** There wasconsiderabledebate on both reports which identified numerous failings raising a high number of recommendations and actions.

The Enforcement Audit highlighted deficiencies in procedures, policy, poor and disconnected IT systems, and a lack of resource. The department has put together a (business) improvement plan. It was agreed progress on actions will be reported back to a future committee.

Planning Application Audit – Although the service is performing highly against national metrics, improvements on the quality assurance process on accepting/validating applications, consistency of process and record keeping are impaired.

It was agreed that the Strategic Director of Resources, and auditors ARA will discuss if further work can be included in next year’s budget as these audits had already taken a large part of the 21/22 plan.

**Risk Management Update –** TheCorporate Risk Register was discussed.

A **Procurement Update** showed progress had been made in this area and new policy was generally welcomed.

The **Half Year Treasury report** was noted, work on **Ethical Investment** is ongoing and will report Feb/Apr 22.

The procurement of the **external audit service** provision was agreed. The update recommended by the Constitution Working Group to the **Members Code of Conduct** was agreed.

**Covid response**

SDC Licensing and Covid officers are visiting businesses to give advice and suggestions to help reduce the risk of Covid-19. Following the success of recent seminars to help businesses manage Covid through the winter, SDC’s Health and Safety Team has arranged an extra session at the council offices at Ebley Mill on 13 December, from 10am-1pm - open to all businesses.

*https://www.stroud.gov.uk/news-archive/ventilation-is-key-for-hospitality-premises-to-keep-covid-safe-this-winter*

**Council Tax consultation** – respond by 31 December

The annual Council Tax consultation closes at end of Dec. The consultation includes two proposals on the way Council Tax bills are calculated:

* A change to the way Council Tax Support bills are calculated – so that Council Tax Support is only recalculated if the changes to Universal Credit are £10 per week or more (not every month) to reduce the need to constantly issue new bills every time there’s a minor change.
* To remove the second adult rebate – currently there is a Council Tax rebate if a second adult (not partners) in the household is on a low income.

[*https://www.stroud.gov.uk/news-archive/council-tax-consultation-proposals-to-simplify-the-scheme*](https://www.stroud.gov.uk/news-archive/council-tax-consultation-proposals-to-simplify-the-scheme)

**Canal Strategy Consultation**- respond by 17 December

A survey has been launched to understand how people use the canals in Stroud district, and identify any obstacles which may prevent them reaching their full potential. Everyone who uses the canal corridor is invited to take part, as well as those who don’t use it – explaining the reasons why they don’t.

The canals include the Gloucester & Sharpness Canal (running from Hardwicke in the north of the District to Sharpness in the south), and the two Cotswold Canals (from Saul Junction in the west, to Chalford in the east). The survey results will help to inform the strategic direction for the future of the canals, and provide a framework for an action plan which will identify short, medium and long term projects to be delivered by the council, stakeholders and local communities. The Draft Canals Strategy will be subject to public consultation during early 2022 and the final document will be used to ensure future projects and development meet the collective vision and objectives for the future of the canals.

Link: <https://www.stroud.gov.uk/stroud-canals-vision>

**Levelling up Fund bid –** Stroud town centre with benefits to the whole district

SDC is working on a bid, to be finalised next spring, consisting of a package of projects for the Government’s Levelling Up Fund. The Council can bid for up to £20 million focusing on town centre regeneration, active travel and heritage. Partners on the bid include Stroud’s MP, Stroud Town Council, Gloucestershire County Council, Local Enterprise Partnership and local businesses. The date for the submission for the bid has not been announced by the Government at this stage but it is anticipated for the Spring. Further details of the bid proposals will be available in the new year.

# Tree Planting

**SDC has** joined forces with Stroud Valleys Project to create a new woodland with more than 1,000 trees this winter, supported by the GCC tree fund which has been granted funds for tree planting by the Forestry Commission. The trees will be planted at Salmon Springs, on SDC owned land. There’s a video about the tree planting [here](https://youtu.be/fQ6cw1LqlmM).

# Shop local – Christmas campaign

**SDC is encouraging shoppers to ‘think local first’ to support local shops and traders. A short film (less than 2 mins) – featuring the market towns of Nailsworth, Dursley, Wotton, Stonehouse and Stroud - encourages people to shop local and to shop in a Covid-safe way wearing a mask.**

Watch the film here: <https://youtu.be/sayN7OBLFRg>

# Fraud alert - 01453 telephone numbers targeted

Gloucestershire Constabulary are warning residents to be vigilant, as 01453 telephone numbers have been targeted by fraudsters posing as police officers. Four incidents have been reported so far involving a fraudster who had phoned local residents posing as PC Thomas Daniels from Paddington police station. Sadly one victim aged 74 handed over £6,300. If residents receive calls like this, they should hang up straight away and use a different phone to contact the police to report the incident. If they don't have access to another telephone, contact a friend or relative first to ensure that the fraudster has not stayed on the line. Victims of fraud should report to the police by calling 101 or reporting to Action Fraud by calling 03001232040 or online at [www.actionfraud.police.uk](http://www.actionfraud.police.uk).

District Cllr Braun added that Wotton would come under Arts and Culture in the Economic Development Strategy as high-tech industry is performing well in the area. She is urging Councils to put forward projects for the Levelling up Fund as anything can be considered regardless of priority. Concern was raised as the grants are awarded via constituencies not county or district boundaries and Wotton may not benefit from this, nevertheless applications should be made as constituency boundaries will be changing for the next general election, and Wotton will be in the same constituency as Stroud.

## T.6414 Chairman’s Announcements

The Chairman had sent a report which had been circulated. Following the meeting with a resident of Durns Road, the report and further discussions would take place in January.

**T.6415**  **Lloyds Pharmacy**

District Councillor Tucker explained to the Town Council that he was pursuing the problems that residents have been experiencing with collecting prescriptions from Lloyds pharmacy in Wotton-under-Edge. He outlined the timeline as follows:

1. On 29th October Cllr Tucker emailed/wrote and spoke to the CEO’s PA, Lloyds Pharmacy and reported the various closures and the effects it was having on our communities.
2. On 1st November Cllr Tucker emailed/ wrote to the Gloucestershire NHS Clinical Commissioning Group (GNCCG)
3. On 3rd November Cllr Tucker & Cllr Braun met with Sir Geoffrey Clifton-Brown MP and Siobhan Baillie MP to discuss the closures.
4. On 4th November Sir Geoffrey Clifton-Brown also wrote to the GNCCG.
5. As a result of Actions 2 and 4, the complaint was escalated by the GHCCG to the SW Director of Commissioning – NHS England & NHS Improvement.
6. On 9th November Cllr Tucker received a letter from Lloyds Pharmacy HQ explaining the reasons for the closures but offering no solutions to the alternative proposals he made about split shop opening times.
7. On 16th November Sir Geoffrey Clifton-Brown received a response which was forwarded to Cllr Tucker.
8. Cllr Tucker wrote to Ms Pearce on the 10th December requesting a reply to his letter.
9. Having not received a response, on 18th December Cllr Tucker raised a formal complaint with NHS England on both the Lloyds situation and the initial response and lack of subsequence responses.
10. Cllr Tucker has forwarded all correspondence to Sir Geoffrey and Ms Baillie to keep then updated. He cannot do so to the Town Council, as they are confidential. However, he was happy to discuss responses in general term with the Clerk and Chair.

In summing up, Cllr Tucker stated that general theme in response was to ‘go elsewhere’, which was neither helpful nor practical in a rural area. He re-iterated that once a prescription had been ‘made up’, it was not possible to obtain a repeat at any other pharmacy, whether it was 3 or 300 miles away. He added that it was very surprising that those in authority do not seem to understand this position, which was worrying.

Cllr Tucker mentioned that a couple of suggestions had been to get the local social community Hubs, such as ‘The Keepers’, to help. However, he again had to point out that if the pharmacy was closed, then there was nothing the Hubs could do. This was a different situation to the delivery arrangements made by Wotton Area Mutual Aid when the pharmacy was open, when prescriptions could be picked up by their volunteers.

Cllr Tucker asked Councillors to report to him of any complaints received or closured of the local pharmacy. He thanked the Council for their support and promised to keep them informed of any outcomes.

*District Cllr Braun left the meeting*

**T.6416** **KLB Farmers’ Market**

The suggestion and ideas from the KLB students were discussed, and it was suggested that the students contact the proprietor of Cookability, as he carried out a lengthy survey and business study into holding a market in Market Street pre the pandemic. Some of the information gathered may assist with compiling a businesscase. It was **resolved** to request a business case for the Farmers’ Market from the students for the Council to consider early in 2022.

*The member of the public left the meeting*

**T.6417** **Police Response Times**

Concerns had been raised with a local MP regarding the Police response times in Wotton-under-Edge. It was decided that further dialogue was needed with the Police to obtain data on response times monthly so these could be analysed going forward.

*District Cllr K Tucker left the meeting*

## T.6418 Accounts

1. Old Town Toilets - It was **resolved** to agree to rolling contract with Ecotricity for standing only for the electricity meter at a cost of 35p/day.
2. It was **resolved** to approve the quote for audit inspection of memorials at Wotton Cemetery at an approximate cost of £3000 plus VAT.
3. It was noted that there would be an increase in charges for Suez waste disposal with effect from 1st January 2022 as follows: Recycling sacks increase from £2.42/sack to £2.66/sack: fortnightly 6601 bin service from 11.52/lift to 12.67/lift.
4. It was **resolved** to approve quote for replacement of defective equipment in play area at a cost of £827.10 plus VAT.
5. To discuss external funding and agree action.

There was an update on the bid for the County Council Build Back Better Fund (Market Towns). A further discussion was required for other external funding opportunities. The item was deferred to the next meeting.

1. Budget 2021. The report was noted and a forecast for the end of year was requested.

*Cllrs Pinnegar and Turner left the meeting*

1. It was **resolved** to approve the December accounts for payment.

*Cllrs Pinnegar and Turner returned to the meeting*

## T.6419 Town Council Meeting Dates

## It was resolved to hold an Extraordinary Town Council meeting on 10th January 2022, to hold a Budget Working Group meeting on 17th January 2022, and reschedule the Town Council meeting to 24th January 2022.

## T.6420 Health and Safety

## To receive the health and safety assessment report and agree actions.

## The report was noted as received and deferred to the Extraordinary meeting on 10th January 2022

## T.6421 Grounds Maintenance Contract

## It was resolved to approve the extension of grounds maintenance contract for a further year at the same cost as for the last 3 years.

**T.6422 Christmas Trees**

To consider request from Wotton Lions regarding the future procurement of Christmas trees for the town. This item was deferred to the Extraordinary meeting on 10th January 2022.

**T.6423 Tree Stump, Marchesi Walk**

## To receive update on the horse chestnut tree stump and agree actions. This item was deferred to the Extraordinary meeting on 10th January 2022.

## T.6424 Regeneration Projects and Levelling Up Fund

## To discuss projects for submission to Stroud District Council. This item was deferred to the Extraordinary meeting on 10th January 2022

**T.6425 Play Area Opening/Closing during Christmas and New Year**

It was **resolved** to agree to keep the play area unlocked during the Christmas and New Year period, unless councillors agree to lock and unlock at certain times, and to ensure if the play area is opened in the morning if it is locked in the evening. Councillors who have offered to lock and unlock to exchange contact details.

**T.6426 Consultations – Gloucestershire County Council**

1. It was **resolved** and agreed to the questionnaire responses to the Road Safety Policy – 20mph as discussed and for the Chairman to complete the online form.
2. Pharmacies Consultation – deferred to Extraordinary meeting 10th January 2022.

**T.6427 Public Rights of Way Partnership**

It was **resolved** to agree to reschedule the Public Rights of Way Partnership meeting to February 2022 due to high workloads in the office.

**T.6428 Correspondence**

1. A thank you card was received and circulated from the Deputy Clerk for her recent 20 years long service award.
2. It was noted that Christmas cards had been received from various organisations.

**T.6429 Brief Reports from Councillors**

1. Public Rights of Way Partnership – to meet in February
2. Special Purposes Committee – no report not met
3. Allotments Partnership – no report not met
4. Wotton Youth Partnership – no report not met
5. Wotton Area Climate Action Network – Cllr Barton reported that a local contractor had mowed a path around the Full Moon plantation free of charge and suggested that a card expressing the Town Council’s thanks should be sent.
6. Town Regeneration Partnership – no report, meeting in January.
7. Sports Foundation – no report
8. Wotton Pool – no report
9. Heritage Centre – no report

**T.6430 Planning Items**

Cllr Pinnegar took the chair

New Applications.

1. **S.21/2805/TCA 2 Church Street.** T1 Leylandii – Remove. T2 Cotoneaster – Remove lower branches. It was **resolved** to support this application.
2. **S.21/2783/LBC 16 Bradley Street.** Structural Repairs. It was resolved to support this application with the following comments. In terms of the recommendations from the Condition Report. Recommendation 3 -: new stone used should match existing as closely as possible. Recommendation 11 – anything of architectural significance revealed should be retained where possible.
3. **S.21/2794/LBC Fawn Cottage Coombe.** Installation of pitched roof on lean-to and addition of shower room. Installation of 4 rooflight and wider French doors. Rear dormer window replaced with velux sloping & vertical combination window. Remove bay window & doorway. Partially remove garden wall. It was **resolved** to make the following comments on this application. The main changes are to the rear of the property and have no impact on the main original structure. No new window opening or increase in the number of bedrooms are proposed. Carparking space will be created in the front garden, Although, not shown on the elevations provided with this application, there is concern that the new roof windows shown in the latest elevation drawing provided for the associated Householder could contravene Policy ES10 of the Local Plan.
4. **S.21/2793/HHOLD Fawn Cottage Coombe.** Installation of pitched roof on lean-to and addition of shower room. Installation of 4 rooflight and wider French doors. Rear dormer window replaced with velux sloping & vertical combination window. Remove bay window & doorway. Partially remove garden wall. It was **resolved** to support this application with the following comments. The main changes are to the rear of the property, but new front roof windows are shown in the latest drawings (13th Dec). No new side window openings or increase in number of bedrooms are proposed. Car parking space is to be created in the front garden. It is noted that both Historic England and the Conservation Officer have no issues.
5. **S.21/2807/HHOLD Garden Cottage, Bournstream.** Reconstruction of side extension. It was **resolved** to support this application.
6. **S.21/2842/HHOLD Loanda, 3 The Chipping.** Construction of side & rear single-storey extension with an under croft below and detached garage with gym & office above. It was **resolved** to make the following comments on this application. The Aboricultural Report is out of date (March 2020) and it is not clear which trees are to be removed to accommodate this development. There is concern that the rear dormer windows on the proposed garage and raised patio area could result in the overlooking of the neighbours’ gardens (particularly 26 Haw Street) in contravention of Policy ES3/1 of the Local Plan. If the Planning Authority is minded to approve this application, it is requested that a condition be attached stipulating that the garage should not become a separate unit of residential accommodation and should only be used for domestic purposes incidental to the enjoyment of the host dwelling and not for any industrial, commercial or business use.
7. **S.21/2855/LBC 16 Bradley Street.** Conversion of outbuilding to residential annexe. It was **resolved** to support this application with the following comment. The outbuilding is within the curtilage of a listed building and choice of materials etc. should reflect that.
8. **S.21/2854/HHOLD 16 Bradley Street.** Conversion of outbuilding to residential annexe. It was **resolved** to make the following comments on this application. It is not clear whether this is to be additional accommodation for the residents of Cotswold House or to be a separate property or holiday let. We would object to the latter for reasons including the intensification of use of a substandard vehicle access. The Design proposal has words missing from the end of the sentence: “The outbuilding is in a poor state of repair and requires attention to prevent the building deteriorating. The proposals are also to facilitate the conversion to a comfortable self-contained annex building, linked to ???? It is noted that the Application Form states that this proposed development will have no affect on the existing parking arrangements, yet the proposed block plan shows parking displaced to four new spaces. The Planning Authority should satisfy itself that four parking spaces are sufficient for both properties as on-street parking is difficult along Bradley Street.
9. **S.21/2498/HHOLD 12 Locombe Place**. Erection of single storey extension and associated works and erection of trellis. Amendment to application. It was **resolved** to make the following comments on this application. From the plans provided there is no indication on how the proposed extension will be used. There is also concern that there are no details on how the extension can be built on the boundary with the neighbour’s garden, given the difference in ground levels. The fence/Trellis as proposed must be installed and maintained to protect the neighbour’s privacy.
10. **S**.**21/2861/HHOLD 14A Wortley Road.** Levelling of driveway. It was **resolved** to make the following comment on this application. Since the proposed levelling will affect the access to No. 12 and 14 Wortley Road, the Planning Authority should satisfy itself that the access arrangements are acceptable and will not cause problems for these neighbours.
11. **S.21/2921/TCA St Mary’s Church, Culverhay.** T24 Norway Maple – Removal & reduction of limbs overhanging adjacent property. It was **resolved** to support this application.

### **T.6431 EXEMPT ITEMS: Prior to consideration of the following agenda items, councillors are invited to pass the following resolution: Pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 (as extended by S100 of the Local Government Act 1972), the Press and Public be excluded from the meeting for the following items of business on the grounds that its consideration would involve the disclosure of exempt information.**

It was **resolved** to exclude the Press and the public.

**T.6432 Town Hall Repairs**

It was reported that the planning application had been permitted by Stroud District Council. The Project Manager is preparing tender documents and the Government Contract Finder will be used in the process. The aim is to award the contract towards the end of February or beginning of March. Concerns have been raised regarding the inspections of the scaffolding at the Town Hall. It appears that there are some discrepancies in the recording of inspections. Investigations will be made to ascertain if there has been any breach in Health and Safety regulations.

**T.6433 Acquisition of Land**

To discuss the request for acquisition of land and agree actions. This item was deferred to the Extraordinary meeting on 10th January 2022.

**T.6434 Clerks Report**

1. The Clerk reported that the transferred cleaning staff started on 1st December 2021. Training and appropriate PPE will be needed. The Buildings Manager will job shadow to establish health and safety requirements.
2. Due to a review of the transferred staff contracts, it was **resolved** that all the cleaning staff would be paid at the same rate and back dated to 1st December 2021.
3. Due to workloads and difficulty in staff taking annual leave and time in lieu it was resolved that leave arrangements be delegated to the Clerk.
4. The Clerk made the Council aware of the workload and staff capacity.

**T.6435 Symn Lane Development**

The Chairman reported that he and some of the Councillors attended a Teams meeting with the Stroud District Council Planning Officer regarding the Symn Lane Development. Due to concerns raised and in answer to an email received from District Councillor Braun a draft letter had been circulated in response. It was **resolved** to send the prepared letter to all District Councillors and for the Clerk to arrange a meeting to have further discussions on concerns raised.

**T.6436 Stoney Chipping**

To receive report following investigations into the area known as the Stoney Chipping and agree actions. This item was deferred to a future meeting.

The meeting ended 8.55pm

Signed: Dated:

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