

NAILSWORTH TOWN COUNCIL
MINUTES OF THE MEETING OF NAILSWORTH TOWN COUNCIL
held at the Town Hall, Nailsworth
on Tuesday 20 October 2015

Present	Cllr MP Robinson (Town Mayor) Cllr EF Bonner Cllr JL Dennis Cllr JL Duckworth Cllr A Elliott Cllr NI Kay Cllr SK Millett Cllr DL Powell Cllr SM Reed Cllr S Robinson * Cllr SE Thorpe
Present for part of the meeting	1 member of the public District Cllr E Sims District Cllr RTH Blackwell
	* denotes absence from part of the meeting

2015/145 DECLARATIONS OF INTEREST AND COUNCILLORS' DISPENSATIONS

Cllr S Robinson declared an interest in planning application S.15/2359/HHOLD. There were no requests for councillors' dispensations.

2015/146 CONSIDERATION OF PLANNING APPLICATIONS RECEIVED

a	15/2359/HHOLD Braeside, Spring Hill Construction of conservatory to the side of the property <i>Cllr S Robinson had declared an interest in this application and took no part in the discussion.</i> Comment We note that there are no plans for this application on the website so we are unable to make any observations.
b	S.15/2336/COU Forge Cottage, Bath Road Change of use of garden building to commercial use with 1 parking space. Erection of extension to building to provide a kitchen and bathroom No observations
c	S.15/2328/HHOLD Albany Cottage, Bath Road Creation of raised parking area with drop kerbs to highway, and construction of a single garage No observations
d	S.15/2274/DISCON Land adjoining Mellstock House, Dark Lane Discharge of conditions 4, 5 and 10 of S.15/0379/FUL Noted
e	S.15/2295/DISCON Four Seasons, Harley Wood Discharge of condition 3 of S.15/1296/HHOLD Noted
f	S.15/2371/TCA Holcombe House, Minchinhampton Reduce Norway Maple by 4m top and 2m sides; fell Lawson cypress; reduce beech back to near previous Noted

2015/147 PUBLIC QUESTIONS

There were no public questions.

2015/148 MINUTES OF COUNCIL MEETINGS

The minutes of Council meetings held on 15 September and 6 October 2015 were approved, subject to the following amendments:

- deletion of Cllr Bonner's name from the list of apologies and its addition to the list of those present
- amendment to minute 2015/123, paragraph 2 to read: '..Cllr Thorpe proposed, seconded by Cllr M Robinson and **it was agreed** to accept the quotation...'
- amendment to the first sentence of paragraph 2 of minute 2015/128 to read 'Cllr Reed....expressed support for **Cllr Thorpe's** views.

2015/149 Report from County Cllr (minute 2015/116)

Members were pleased to note that GCC had now installed bollards outside Tesco but were disappointed that work had yet to commence on repairs to the pavement in Old Market.

Cllr S Robinson announced that a public meeting on proposals for a 20 mph speed restriction zone in Nailsworth had been arranged for Monday 23 November at 7pm in the Town Hall.

2015/150 Conservation work in Bunting Hill (minute 2015/122)

The Clerk reported that Ros John of the Bunting Hill group had informed her that the grant application to Gloucestershire Wildlife Trust for funding for conservation work at Bunting Hill required the written approval from NTC as the landowner. The Council gave its approval and asked the Clerk to provide a suitable letter.

2015/151 Government proposals to extend right to buy regulations to housing associations (minute 2015/124)

Cllrs Dennis and Kay explained that it had proved necessary to postpone their visit to the MP to express NTC's concerns on the right to buy proposals. The visit would be rescheduled.

2015/152 'Cities of Sanctuary' network (minute 2015/127)

Cllr Kay reported that GAPTC had undertaken to distribute information from Gloucestershire Action for Refugees and Asylum Seekers (GARAS) and the Cities of Sanctuary initiative to its member councils. GARAS would also be invited to address a future meeting of GAPTC. Cllr Kay understood that local churches were moving forward with their own plans to support refugees and asylum seekers locally.

2015/153 REPORTS FROM COUNTY AND DISTRICT CLLRS

District Cllr Sims outlined SDC plans to deliver 150+ homes in the next 4 years and circulated a document with further details. Cllr Sims added that she was concerned at the possible long-term impact of Government proposals to extend Right to Buy to housing association tenants on local social housing stock and had expressed her views to the Housing Minister. She reported that SDC was looking at possible ways to fund new homes from its General Fund.

Cllr Sims thanked Cllrs Thorpe, Reed, S Robinson and Kay for their support in helping with the organisation of Nailsworth Climate Awareness Day, to be held on Saturday 24 October.

District Cllr Blackwell reported that he hoped to ensure that the Paul Carter memorial picnic table would be in place in the KGV field by 6 November, this being the anniversary of Paul's death.

District Cllr S Robinson reported that SDC had allocated £5,000 to support refugee families in the District. He reported that SDC had recently received a planning application from Ecotricity for an eco-park and new stadium near junction 13 of the M5.

Cllr S Robinson reported with regret that the Nailsworth's Neighbourhood Warden, Mr Peter Wilson, who had served the town so well over the past few years, would be leaving SDC on 20 November to take up a new post with another authority. The Mayor agreed to write to Mr Wilson on behalf of the Council to thank him for his excellent service for the community and to wish him well in his new post.

** Cllr Thorpe joined the meeting during the above item.*

2015/154 REPORT FROM TOWN MAYOR

The Mayor reported on his attendance at a recent event in the Mortimer Room, organised by the Friends of Glendower to mark the 75th anniversary of the death of WH Davies, at which a film based on the poet's life and work had been shown. A DVD copy had been gifted to NTC and was available to borrow from the Clerk's office.

Cllr S Robinson reported that following local expressions of concern about the state of WH Davies' former dwelling, Glendower, he and the other Nailsworth ward councillors proposed to pursue the issue with SDC Planning and would report back to NTC in due course. Cllr Reed added that she had written to SDC to highlight damage to the nearby wellhead which appeared to have been sustained during repair work to Glendower. The Mayor agreed to liaise with Mr Anthony Burton of Friends of Glendower to organise a tour of the building for any interested councillors.

The Mayor reported that he had attended an enjoyable event at Christ Church in celebration of the 300th anniversary of the building of a Baptist chapel in Shortwood.

The Mayor noted that the George Inn in Newmarket Road had recently ceased operation following the retirement of the tenants. Cllr S Robinson reported that he had attended an informal gathering of local residents outside the pub and that he understood that the owner of the building wished it to continue as a pub and was in discussion with a local residents' group.

Councillors considered whether to seek to register the George Inn as a community asset but agreed that under the circumstances it would not be appropriate to follow this course of action at the present time. Cllr S Robinson undertook to check whether the building was listed.

2015/155 REPORT FROM DEPUTY TOWN MAYOR

Cllr Duckworth reported on his attendance at a presentation by the Wessex Reserve Forces and Cadets Association in Gloucester. The presentation was aimed at local employers and councillors and offered opportunities for attendees to meet reservists and learn more about their roles. Cllr Duckworth understood that the reserve force (previously known as the Territorial Army) was highly regarded by the regular army and that many 'regulars' became reservists on their retirement.

2015/156 REPORT FROM TOWN CLERK

The Clerk reported that she had received an email from a local resident stating his intention to take legal action against the Council over a long-running dispute regarding land ownership in Walkley Lane. The Clerk had been advised that the threat was unsubstantiated and it was agreed that the email be acknowledged but that no further action be taken.

The Clerk reported that an article introducing the new town groundsman in the current edition of Nailsworth News had unfortunately implied that the groundsman worked unpaid at weekends. This was incorrect as weekend work was in the groundsman's description and reflected in his salary. The Clerk had written to the editor of Nailsworth News to request that this inaccuracy be corrected in the next edition.

2015/157 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Cllr Kay reported on his attendance at a recent GAPTC meeting where he had learned that, following discussion with the six Gloucestershire district councils and the police and health authorities regarding possible devolution, GCC had submitted a paper to the government registering an interest in sharing certain responsibilities. Cllr Kay expressed concern that the paper appeared to make no reference to the role of parish and town councils. He had circulated a written report on the meeting to all NTC cllrs.

Cllr S Robinson reported that he had attended an open day at the Tynings play area, which had been well supported by locals. He reported that the Tynings Residents' Association had raised over £400 towards the new equipment for the play area and had been very pleased to receive a grant for £1,500 from NTC.

Cllr Elliott, as NTC representative on Forest Green Residents' Association (FGRA) suggested that Cllr Millett in her capacity as a member of this group should give a report on its activities. The Mayor confirmed that Council policy stated that all reports on outside bodies be delivered by the Council's representative on those bodies, but members agreed that exceptionally on this occasion Cllr Millett be permitted to give the report. Cllr Millett reported that FGRA had been unable to hold its AGM on 14 October owing to insufficient support so the meeting had been postponed until March. FGRA would be holding a 'Spooky Fun Day' for children at the Arkell Community Centre on Friday 30 October, and members planned to undertake work to clear local footpaths and develop a conservation area which was being established behind the Lawnside MUGA.

Cllr Powell reported that around 10-12 people from Nailsworth's twin town, Leves, would be attending Nailsworth's Remembrance Day service and wreath laying on Sunday 8 November. After the service the French visitors would join with members of the Twinning Association to place a plaque by the commemorative cherry tree at the bottom of Spring Hill and then proceed to lunch at the Britannia Inn.

Cllr Duckworth reported on the recent AGM of Nailsworth Community Land Trust (CLT), now established as a Charitable Incorporated Institution. Mr Ian Potts had been elected as Chair of the Board, with Mr Ian Crawley as Secretary, and Cllrs Duckworth and S Robinson as non-voting members. Cllr Duckworth reported that the CLT had written to the relevant government minister for clarification of the implications of proposed right to buy regulations on CLTs but unfortunately the minister's response had done little to clarify the situation. The required local consultation survey on the CLT's proposals for housing at Lawnside was under way, with a closing date of 9 November. Public consultation meetings had been held in the Mortimer Room and Arkell Community Centre earlier that day. Copies of the survey were available from the TIC which was also acting as a collection point for completed forms.

2015/158 COUNCIL RISK ASSESSMENTS

There was nothing to report.

2015/159 REPORT FROM RECREATION AND AMENITIES COMMITTEE

The minutes of the meeting of the Environment Committee held on 6 October 2015 were approved.

The Mayor reported that he had met with Mr Dale Vince and Mr David Drew of Forest Green Rovers FC regarding the **provision of possible facilities for youth**. The latter had subsequently provided a report on the club's perception of what it had provided for youth in line with its original planning application, which the Mayor would forward to the Clerk for circulation to councillors. The Mayor expressed the hope that any requirements for youth facilities would remain with the site in the event of the club's relocation to a site outside Nailsworth.

Cllr Thorpe reported that, together with the Clerk, she had inspected the **refurbishment work to Hazelwood Bungalow** and was pleased with the standard of work so far. The work programme was on schedule, with some remaining work to be done including a gas check, some electrical and flooring work.

Cllr Thorpe reported that the Friends of Miles Marling Field had held an initial meeting, with a second planned for 4 November. Several local people had expressed a willingness to put some time into the project to **develop the field as a community park**. Cllr S Robinson indicated that he and the other two SDC ward councillors planned to 'doorstep' local residents to gauge their views on the field.

Cllr Thorpe explained that the Recreation and Amenities Committee had decided not to make a recommendation to Council regarding the **resurfacing of the KGV tennis courts** as the three quotations considered at that meeting had not been strictly comparable. The Clerk had subsequently obtained directly comparable quotations, which were circulated and discussed. Cllr Thorpe suggested that the project could usefully be separated into two phases, with the resurfacing carried out this year and colour coating and new netting, posts and fencing in 2016/17.

Considerable discussion ensued, during which the view was expressed strongly that, as NTC's current tendering threshold specified work to the value of £15,000 or over, and the total cost of the work would exceed this figure, a tendering process should be followed prior to any decision being made. The Clerk confirmed that undertaking a tendering process would require the recruitment of a consultant to draw up a specification for the tenders, which would add additional expense to the cost of the project.

The Clerk explained that the advice that had been received from Gloucestershire Playing Fields Association had indicated that the surfacing and fencing could be achieved within the budget of £17,000. Contractors had been asked to provide individual quotations for the three aspects of the project – black asphalt, colour coating and fencing as each could be undertaken independently. Colour coating was a visual, entirely optional extra.

Cllr Elliott requested that it be recorded that in her view it was procedurally incorrect for members to make a decision on the quotations at this point as the figures had not been made available to councillors three working days before the meeting. She asked that the names of those voting for and against any proposal on this matter be recorded in the minutes.

Cllr M Robinson interjected that a regular tennis court user has suggested to him that the fencing rather than the surface should be undertaken as a priority as it was in dire need of replacement and he posed the question whether this should be given some consideration.

In response to a question from Cllr Kay the Clerk considered the three aspects of the refurbishment could legitimately be treated as individual stand-alone jobs.

Further discussion ensued. Cllr Thorpe proposed, seconded by Cllr S Robinson, that the Council accept the quotation of £14,478 from the Grimshaw Group to resurface the KGV tennis courts, to be funded from this year's budget, with the aim of having the colour coating, netting and fencing work completed in the next financial year. On being put to the vote, the motion **fell**, with 4 votes in support, 5 against, and 2 abstentions. Voting was as follows:

For: Cllrs Thorpe, S Robinson, Reed and Kay

Against: Cllrs M Robinson, Duckworth, Elliott, Bonner and Millett

Abstaining: Cllrs Powell and Dennis.

It was agreed that the matter would be referred back to the Recreation and Amenities Committee for further discussion in due course.

Cllr Kay gave notice that he would put a proposal to the November general Council meeting to raise the Council's tender threshold figure. The Clerk advised that, as this would involve a change to Standing Orders, this proposal would then lie on the table to be voted on at the December Council meeting.

2015/160 REVIEW OF OPERATION AND MANAGEMENT OF THE COUNCILS' INTERNAL EMAIL SYSTEM

Cllr Kay expressed the view that the Council's current internal email system was, on occasion, not fit for purpose as it had proved to have insufficient capacity for the circulation of sizeable documents to councillors. He was concerned that when trying to circulate some documents to fellow councillors he had received a message from the system's moderator stating that permission to circulate these had been refused as they exceeded the system's capacity. He had therefore felt obliged to send these documents to councillors' personal emails, where known. Cllr Kay was uncertain of the moderator's identity and felt that it would be inappropriate if he or she were an elected councillor.

Cllr Duckworth confirmed that the Council's website was hosted by a hosting company, from which NTC purchased the space, and that the moderation process was automated. Cllr Elliott added that in her view it was inadvisable to use councillor's personal emails for Council business as she understood that in the event of Freedom of Information requests, officials could demand access to councillor's personal email accounts.

Cllr Duckworth explained the details of the Council's current electronic communications policy and suggested that it was not good practice to email large attachments, not least since these could clog up members' mobile devices. He suggested that a solution to Cllr Kay's problem would be to post large files on the Council's webserver and circulate a link to these. He would be happy to assist councillors with this procedure on request. Some councillors reported that they had experienced difficulty with saving emails in folders when using the Council's system and Cllr Duckworth agreed to circulate instructions for this to any councillors who required them.

After further discussion it was **agreed that a Communications Working Part be set up** consisting of Cllr Dennis (convener) and Cllrs Duckworth, Elliott, Powell and Kay.

2015/161 URGENT REPAIR TO TOWN HALL HEATING SYSTEM

Members had raised some queries on the details of the previously circulated quotation for repairs to the Town Hall heating system. It was agreed that Cllr Dennis would contact the contractor for clarification and that authority be delegated to Cllrs Dennis, Thorpe and M Robinson to approve the quotation once clarification had been obtained.

2015/162 REPORT FROM TOWN CLERK REPLACEMENT WORKING PARTY

RESOLVED *that pursuant to Section 1 (subsection 2) of the Public Bodies (Admission to Meetings) Act 1960 the public be excluded from the meeting during consideration of the following proceedings because publicity would be prejudicial to the public interest by reason of the confidential nature of the business being transacted.*

Cllr Duckworth summarised the recruitment and interviewing processes which had been followed for the position of Town Clerk and reported that the interview panel had identified a preferred candidate. The recommendation from the panel was **accepted** unanimously, subject to satisfactory references, and the Clerk was asked to notify the successful applicant accordingly.

It was agreed that a **Personnel Committee be set up** to oversee the probationary period for the new clerk and thereafter to deal with all staffing matters, to be chaired by the Deputy Mayor and consisting of Cllrs Dennis, Elliott and Millett. The Clerk confirmed that staffing matters had previously been within the remit of the former Financial and General Purposes Committee.

The interview panel was thanked for its efforts and the public was re-admitted to the meeting.
*Cllr Duckworth left the meeting at this point.

2015/163 ACCOUNTS

<p>RESOLVED that the list of accounts for 20 October 2015 amounting to £41,005.52 be approved for payment.</p>
--

2015/164 Mr Mike Hammond SDC - Community and Facilities Review – restructuring of Services

The information was noted.

2015/165 Mr Bob Watters GMTF - possible feature article on Nailsworth in 'Cotswold Style' magazine

Members were pleased to note Mr Watters' suggestion for a feature on the town in 'Cotswold Style' magazine and the Mayor undertook to progress the matter.

2015/166 Forest Green and Nailsworth Royal British Legion – arrangements for annual Remembrance Parade and Service on 8 November 2015

The arrangements were noted and several councillors indicated that they would be attending the event.

2015/167 Eastington Parish Council – Ecotricity proposals for stadium and business park on land next to M5 Junction 13

The Clerk read out a letter from Eastington PC seeking NTC's views on the above proposals. The matter was referred to the Environment Committee and the Clerk was asked to respond stating that NTC had yet to take a view on the issue.

2015/168 GCC Highways - Notice of proposed Public Path Creation Order along Valley Lane, Inchbrook

The information, which had been previously circulated to all councillors, was noted.

2015/169 GMTF - invitation to next networking meeting

The next networking meeting would take place on Thursday 29 October at 4.30 pm at Tetbury Town Council Office. Cllrs M Robinson, Reed, Elliott, Millett and Duckworth expressed a wish to attend and the Clerk was asked to check and confirm whether 5 NTC representatives could attend.

2015/170 GCC Integrated Transport Unit - consultation on GCC funded public transport

The consultation document, previously circulated to all councillors, was referred to the Environment Committee for consideration.

2015/171 GCC Transport Planning Team - consultation on Gloucestershire's draft Local Transport Plan from 20/11/15 to 05/02/16

A link to the consultation document had been circulated to all councillors. The consultation was noted.

.....
Town Mayor

.....
Date