

**NAILSWORTH TOWN COUNCIL**  
**MINUTES OF THE MEETING OF NAILSWORTH TOWN COUNCIL**  
held at the Town Hall, Nailsworth  
**on Tuesday 17 November 2015**

Present	Cllr MP Robinson (Town Mayor) Cllr EF Bonner Cllr JL Duckworth Cllr A Elliott Cllr NI Kay Cllr SK Millett Cllr DL Powell Cllr SM Reed Cllr S Robinson
Present for part of the meeting	District Cllr RTH Blackwell Mr Tom Jarman, Community R4C
Apologies	Cllr JL Dennis Cllr SE Thorpe District Cllr E Sims
	* denotes absence from part of the meeting

**2015/176 DECLARATIONS OF INTEREST AND COUNCILLORS' DISPENSATIONS**

There were no declarations of interests or requests for councillors' dispensations.

**2015/177 CONSIDERATION OF PLANNING APPLICATIONS RECEIVED**

a	S.15/2359/HHOLD Braeside, Spring Hill Construction of conservatory to the side of the property Comment We would like officers to consider the concerns of the immediate neighbour.
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**2015/178 PUBLIC QUESTION TIME**

There were no public questions.

**2015/179 PRESENTATION BY MR TOM JARMAN OF COMMUNITY R4C**

The Mayor welcomed Mr Tom Jarman, co-founder of Community R4C, to the meeting. Mr Jarman gave a presentation on his organisation, which he described as a volunteer-run community benefit company seeking to build a Resource, Recovery, Recycling and Refining Centre (R4C) in Gloucestershire which would provide an alternative to Gloucestershire County Council's proposed incinerator at Javelin Park. He anticipated that the centre would be operational by the end of 2017.

Mr Jarman explained that the proposed R4C centre would utilise a system known as Mechanical Biological Heat Treatment (MBHT) which could allow over 90% of the county's waste to be recycled and most of the remainder to be converted to biogenic fuel pellets. He indicated that the process would result in a net reduction in CO<sub>2</sub> in the atmosphere whereas the proposed incinerator would add an estimated 40,000 tonnes of CO<sub>2</sub> per annum. Mr Jarman indicated that Community R4C would be able to offer its services to district, town and parish councils as well as community groups at an anticipated charge of £20 per tonne for processing domestic waste. This compared with over £100 per tonne for the incinerator and could be achieved as the costs of the MBHT system were considerably lower and the company had secured a free licence to use the technology.

Mr Jarman answered a range of questions from councillors and suggested that parish and town councils such as Nailsworth might either seek to develop their own community recycling

schemes in partnership with 4RC or indicate their support to the District Council for a district-wide scheme.

Mr Jarman was thanked for his interesting and informative presentation.

### **2015/180 MINUTES OF COUNCIL MEETINGS**

The minutes of the Council meetings held on 20 October and 27 October 2015 and of the Extraordinary Council meeting held on 9 November 2015 were approved and signed.

### **2015/181 Government proposals to extend right to buy regulations to housing associations** (minute 2015/151)

Cllr Millett felt that it was still unclear whether the proposed extension of right to buy regulations would apply to Nailsworth Community Land Trust properties.

### **2015/182 George Inn, Newmarket Road** (minute 2015/154)

Cllr S Robinson reported that the building was not listed. He understood that the lease on the George Inn had been taken over by a local publican and that the pub would re-open before Christmas.

### **2015/183 Reports from representatives on outside bodies** (minute 2015/157)

Cllr Duckworth noted that reports from organisations on which NTC had no formal representation had sometimes been included under this item in the past. The Clerk confirmed that Council policy was that, where such formal representation existed, councillors nominated by Council as its representatives on those bodies would make reports.

Cllr S Robinson explained that as a board member of the Nailsworth CLT he was barred from speaking at SDC meetings on matters relating to the CLT's local consultations.

### **2015/184 Review of operation and management of the Council's internal email system** (minute 2015/160)

Cllr Reed expressed a wish to join the newly formed Communications Working Party. This was **agreed**.

### **2015/185 Report from Town Clerk Replacement Working Party** (minute 2015/162)

The Clerk reported that the successful candidate had signed and returned her contract of employment.

### **2015/186 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

District Cllr Blackwell reported that SDC would be meeting on 19 November to finalise details of the housing allocation for the District. District Cllr S Robinson added that the SDC's updated District Local Plan had been the first in the county to receive government approval.

Cllr Blackwell reported that the Paul Carter memorial picnic bench had been installed in the KGV field, with the accompanying litter bin to follow in due course. The memorial plaque would be installed when the weather improved.

Cllr Blackwell reported that, following the removal by SDC, without consultation, of the dog waste bin at the entrance to the KGV field by Vicarage Gardens, he had been pursuing its reinstatement. Members felt that there was an increased need for this bin now the path, which had been closed whilst the development was being built, was now open.

In response to a question, Cllr Blackwell confirmed that the appeal decisions on the Pike Lane application and on the biodigester at Chavenage were still awaited.

District Cllr S Robinson reported under new government regulations SDC was obliged to reduce its council rents by 1% per annum for the next 4 years, which would lead to a 16% reduction in housing revenue. He was concerned that SDC could be forced to sell off some of its best properties to fund discounts to housing association tenants wishing to take advantage of the new right to buy regulations.

### **2015/187 REPORT FROM TOWN MAYOR**

Cllr M Robinson reported on his attendance at Nailsworth's Remembrance Day service and ceremony on 8 November which had also been attended by a delegation from Nailsworth's twin town, Lèves, including the Mayor of Lèves, Rémi Martial. Cllr M Robinson had subsequently travelled to Lèves to participate in that town's own commemoration on 11 November and had laid a bouquet on the memorial. The Council had been presented with a gift of local produce from Lèves.

The Mayor reported that following the recent terrorist attacks on Paris he had sent a message of condolence in French to the Mayor of Lèves informing him that Nailsworth was flying the Union Flag at half-mast from the town flagpole and had received a response in thanks.

The Mayor reported that he had attended GAPTC's Being a Better Councillor training course along with the rest of the Council and had found it useful and informative. He reported that the Clerk had requested to attend a GAPTC course on pensions and Cllr Elliott one on human resources. It was **agreed** that NTC would fund their attendance on these courses.

**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.*

The Mayor reported that the 3 month probationary period for the Town Groundsman would not be extended and the groundsman would not be offered a permanent post.

After discussion it was agreed that interim arrangements to cover the groundsman's duties and the nature and requirements of the post, together with the future of Hazelwood Bungalow, would be referred to the next meeting of the Recreation and Amenities Committee for consideration and recommendations.

After further discussion, it was agreed that recommendations regarding the terms of reference of the new Personnel Committee would be drafted at its first meeting.

*The public was re-admitted to the meeting at this point.*

### **2015/188 REPORT FROM DEPUTY MAYOR**

Cllr Duckworth reported on the recent Heritage Lottery funded World War 1 commemoration talk and exhibition held at the Comrades Club. Seven local schools had visited the event. Cllr Duckworth extended thanks to Mr Mike Harvey and his team of volunteers for organising this and other commemoration events held over the past year and explained that unspent grant money would be returned to the Heritage Lottery.

The Clerk confirmed that the War Graves Commission funded the upkeep of two war graves in Shortwood Cemetery and two in the Forest Green cemetery.

### **2015/189 REPORT FROM TOWN CLERK**

The Clerk advised that some members were required to complete bank mandate forms for three NTC accounts and that she had distributed the forms to these members for them to return to

her as soon as possible. A covering document to be signed by the members concerned was made available at the meeting.

### **2015/190 REPORTS FROM MEMBERS OF OUTSIDE BODIES**

Cllr Elliott reported on a recent 'Spooky Fun Day' organised by Forest Green Residents' Association at the Arkell Centre. This had been well attended by local families who had enjoyed a curry lunch and various activities including a pumpkin carving contest. The annual FGRA children's Christmas party would take place at the Arkell Centre on 20 December.

Cllr Elliott reported that the pool of volunteer receptionists for the weekly CAB advice surgery at the Arkell Centre had declined to 7. She hoped that more would come forward in response to a future Nailsworth News article on the CAB.

The Mayor reported on his attendance at a recent Gloucestershire Market Towns Forum networking meeting in Tetbury during which he had been pleased to note that Nailsworth was perceived as a successful town with few empty shops and the advantage of free parking.

### **2015/191 RISK ASSESSMENTS**

The question was posed whether thought should be given to the implications of NTC staff leaving at short notice.

### **2015/192 REPORT FROM ENVIRONMENT COMMITTEE**

The minutes of the meeting of the Environment Committee held on 3 December 2015 were approved.

Cllr Reed confirmed that she had distributed a letter to residents whose property bordered Norton Wood informing them of the current programme of work in the wood. She had arranged to meet with interested residents on 22 November at 2pm to discuss options for signage in the orchard area.

After a short discussion, it was **agreed** to refer the Community R4C presentation held earlier in the meeting to the Environment Committee for discussion and recommendations as to how to proceed with this matter.

**RESOLVED** that quotations be sought for the removal of two pine tree in the Mortimer Gardens which were compromising plants in the herbaceous border, subject to consultation with the public at the December Farmers' Market, to be funded from the Environment Committee tree budget.

**RESOLVED** that the Clerk be asked to respond to Eastington Parish Council stating that NTC was unable to support any objection to the proposed eco-park, explaining that members accepted FGRFC's wishes to move from Nailsworth to pursue its own interests and felt that the Council's primary concern was for the future of the site to be vacated.

**RESOLVED** that the Council seek to undertake a survey of footfall in the town centre utilising as far as possible the methodology of a previous study and to organise a public meeting to discuss the future potential for town events such as the Nailsworth Christingle/Goodwill evening.

**RESOLVED** that an amount for refurbishment of road signs similar to that allocated for the current year be included in the 2016/17 budget.

**RESOLVED** that NTC write to SDC to request that an enforcement officer meet with NTC representatives to inspect building waste stored adjacent to the entrance to

the pedestrian/cycle trail and at Barristers Cottage in Horsley Road and that the landowner be invited to attend the site meeting at the pedestrian/cycle trail.

### **2015/193 PROPOSAL TO ENDORSE THE GLOUCESTERSHIRE CAR SHARE SCHEME**

A report giving details of the Gloucestershire Car Share Scheme administered countywide by GCC had been previously circulated to all councillors. Cllr Duckworth proposed, seconded by Cllr Elliott and to unanimous support, that NTC endorse the scheme and promote it by means of a link to the Council website.

### **2015/194 PROPOSAL TO ADOPT A COUNCIL EXPENSES POLICY**

Cllr Elliott presented a draft policy for reimbursement of expenses for Council-approved business, together with a draft claim form, previously circulated to all councillors. In discussion, it was noted that this would supersede NTC's existing policy on reimbursement of expenses.

After further discussion, it was **agreed** that the draft policy, with slight amendments, be adopted.

### **2015/195 PROPOSAL TO SET UP A FINANCIAL REGULATIONS WORKING PARTY**

Members were conscious of the need to update the Council's financial regulations to take account of recent changes in legislation. After a short discussion it was **agreed to set up a Financial Regulations Working Party** convened by Cllr Kay and consisting of Cllrs Dennis, Duckworth, Elliott and the Clerk to consider and make recommendations to Council regarding the updating of NTC's financial regulations using the NALC model as a base document to adapt.

### **2015/196 MEMBERSHIP AND TERMS OF REFERENCE OF PERSONNEL COMMITTEE**

The membership of the Personnel Committee was confirmed as follows: Deputy Mayor (chair) and Cllrs Dennis, Elliott and Millett. It was **agreed** that the new Committee would draft its own terms of reference at its first meeting to present to Council for approval.

The Clerk advised that the Council's current grievance and disciplinary procedures had formerly been within the remit of the now defunct Finance and General Purposes Committee and were in need of revision. She suggested that the new Personnel Committee's remit should include all policies relating to staffing.

Cllr Duckworth reported that GAPTC had suggested that the interview panel for the new Town Clerk should form the initial membership of the Personnel Committee. Cllr Elliott reported that an officer of GAPTC had offered to meet with the Committee to assist with the preparation of an induction pack for the new Clerk.

### **2015/197 PROPOSAL FOR TOWN SCULPTURE TO COMMEMORATE WH DAVIES**

Cllr Kay explained his proposal that the Council seek sponsorship for the commissioning of a public sculpture to commemorate the 75<sup>th</sup> anniversary of the death of local poet and author WH Davies. Cllr Kay noted that there was already a memorial, in the form of a wooden plaque presented by the former Nailsworth Civic Society, displayed in the Mortimer Room and wondered if, as an alternative, this could be moved to a more public outdoor location.

In discussion, there was uncertainty as to whether the plaque was sufficiently weatherproof for outdoor display. After further discussion it was agreed to take no action at the present time but to reconsider the matter in the future.

### **2015/198 PROPOSAL FROM CLLR KAY TO AMEND STANDING ORDER 19C**

Cllr Kay introduced his proposal to amend Standing Order 19c regarding increasing the Council's tendering threshold from £15,000 to £25,000. In line with Standing Orders, the matter would be discussed at the December Council meeting.

**2015/199 ACCOUNTS**

**RESOLVED that the list of accounts for 17 November 2015 amounting to £23,137.26 be approved for payment.**

The Clerk reported that the £573.22 spent on publicity for the recent Climate Action Day (item 246) had exceeded the £500 budget for this purpose. This was **approved**. Cllr S Robinson explained that many of the materials were suitable for re-use for similar events.

The Clerk confirmed that Item 252 included the costs of preparing the lease for Hazelwood Bungalow and that the final salary payment to the departing Town Groundsman (item 269) included holiday pay.

**2015/200 SDC – copy of Final Inspection Report on SDC Local Plan**

The report was available in the Clerk's office.

**2015/201 Letter from Mr M Brinkworth, Cotswold Warden – state of path from Newmarket Road alongside Christ Church**

The Clerk read out a letter from Mr Mike Brinkworth, Cotswold Warden, reporting that the footpath running alongside Christ Church between Newmarket Road to The Roller was in a poor state and heavily overgrown by hedges from neighbouring properties. Mr Brinkworth felt the work was beyond his capacity to deal with and had suggested that NTC contact the property owners requesting that they cut their hedges. The Clerk was asked to report the matter to GCC in the first instance as NTC had no powers in this situation and it was agreed to refer the matter to the Environment Committee for further consideration.

**2015/202 Notice of meeting to be held in Arkell Community Centre on 2 December 2015 7-9pm to publicise the work of NHS/GCC and Integrated Community Team in Stroud promote the health and wellbeing of residents in Minchinhampton, Nailsworth and Rodborough**

Details of the meeting had been previously circulated and Cllrs Bonner, Millett and S Robinson indicated that they planned to attend.

**2015/203 Gloucestershire Playing Fields Association – annual report**

The report, previously circulated, was noted.

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Town Mayor

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Date