

NAILSWORTH TOWN COUNCIL
MINUTES of the ANNUAL MEETING of Nailsworth Town Council
held at the Town Hall, Nailsworth
on Tuesday 17 May 2016

Present	Cllr MP Robinson (Town Mayor) Cllr JL Duckworth Cllr A Elliott Cllr PP Francis Cllr NI Kay Cllr R Kerby Cllr RA Maitland Cllr SK Millett Cllr SM Reed Cllr S Robinson
Present for part of the meeting	County Cllr DLM Binns
Apologies	Cllr AC Norman

2016/01 ELECTION OF TOWN MAYOR

Cllr Duckworth was proposed by Cllr M Robinson and seconded by Cllr Reed. Cllr Duckworth outlined various issues he hoped to pursue if elected Mayor. These included working with the new Clerk to modernise council procedures in line with current guidance and practice and to encourage public interest and participation in the work of the Council. There being no other nominations, Cllr Duckworth was elected Mayor, and signed a declaration of acceptance of office. On taking the chair, Cllr Duckworth congratulated Cllr M Robinson on his excellent work during his period as Town Mayor.

2016/02 ELECTION OF DEPUTY MAYOR

Cllr Reed was proposed by Cllr S Robinson proposed and seconded by Cllr Millett. There being no other nominations, Cllr Reed was elected Deputy Mayor, and signed a declaration of acceptance of office. Cllr Reed distributed a paper outlining her approach to the role and indicated that she was looking forward to working with and supporting all cllrs and that she hoped to build on the links between NTC and the community.

2016/03 DECLARATIONS OF INTEREST

There were no declarations of interest.

2016/04 CONSIDERATION OF PLANNING APPLICATIONS RECEIVED

Consultation

a	S.16/0958/LBC 2 Old Bristol Road Removal of existing modern partition walls and doors in rear lean to extension No observations
b	S.16/0954/HHOLD Albany Cottage Bath Road Creation of raised parking area with drop kerbs to highway and construction of single garage Comment We suggest a non-porous hard standing to reduce groundwater run-off
c	S.16/0903/HHOLD The Mount, Inchbrook Hill Conversion of existing garage/study to provide ancillary accommodation No observations
d	S.16/1006/HHOLD 4 Fairview Close, Watledge Proposed rear balcony and access doors No observations

2016/05 PUBLIC QUESTIONS

There were no questions from members of the public.

2016/06 MINUTES OF COUNCIL MEETINGS

The minutes of the Council meetings held on 19 April and 3 May 2016 were approved and signed subject to the removal of the name 'Cllr Vernon Smith' and insertion of 'Cllr Emma Sims' under minute 2015/316 and the addition of the word 'planter' to minute 2015/321 to read 'The NTC **planter** for the mini-roundabout outside the Arkell Centre had arrived...'

2016/07 Increased anti-social behaviour in Nailsworth (minute 2015/317)

Cllr Millet reported that she had been concerned to discover around 30 empty nitrous oxide canisters in the KGV field as she understood that their abuse could have serious health implications for users. Cllr M Robinson, however, was encouraged to observe that there appeared to be no evidence of illegal drug use in the field.

The Clerk confirmed that she had responded to Mitcheldean Town Council's request for support for an ASB forum in the county stating that NTC would be interested in participating. A reply was awaited.

2016/08 Planning Application S.16/0846/HHOLD Daisy Bank, Horsley Road (minute 2015/330)

Cllr S Robinson reported that the above application had been approved by SDC.

2016/09 Report of Recreation and Amenities Committee (minute 2015/323)

The Clerk was sad to report the death of that the Council's former part time gardening contractor Mr Peter Tessloff. She was asked to send a letter of condolence to his family.

The Clerk reported that she had been seeking a replacement town gardening contractor. As an interim measure she had asked a local gardener to start work on tidying up the Market Street Garden when her schedule permitted.

2016/10 APPOINTMENT OF COMMITTEES AND WORKING PARTIES

Committee membership was confirmed as follows:

Environment Committee: Cllrs Kay, Maitland, Millett, Norman and Reed

Recreation and Amenities Committee: Cllrs Elliott, Francis, Kerby, M Robinson and S Robinson

It was agreed that the chairs of the above committees would be elected at the first meetings of those committees and that in the meantime Cllrs Reed and M Robinson would liaise with the Clerk to set the agendas for the Environment and Recreation and Amenities respectively.

Personnel Committee: Cllr Elliott (chair), Cllrs Kay, Millett and Reed

It was suggested that the Personnel Committee would benefit from the addition of a newly elected cllr, and that the expertise of former cllr and Committee member Julian Dennis would be helpful. Cllr Elliott undertook to ask Cllr Norman and Julian Dennis if they were willing to join the Committee.

Communications Working Party: Cllrs Elliott, Kay, Kerby and Reed

Civic Centre Working Party: Cllrs Maitland, Millett, Reed and M Robinson

Financial Regulations Working Party*: Cllrs Duckworth, Elliott, Kay and the Clerk

**It was agreed that the above Working Party would seek to hold one final meeting before disbanding.*

Grant Applications Working Party: Cllrs Francis, Kerby, Millett and Reed

Market Street Working Party: Cllrs Elliott, Francis, Maitland and S Robinson

MUGA Working Party: Cllrs Kay, M Robinson and S Robinson

Neighbourhood Plan Working Party: Cllrs Duckworth, Kay, Maitland and S Robinson.

Section 106 Working Party: Cllrs Duckworth, Millett, Reed, S Robinson and the Clerk.

It was agreed that former councillor Debbie Powell be invited to remain on the Grant Applications, Market Street and MUGA Working Parties and that Mike Kelly be invited to remain on the Market Street and Neighbourhood Plan Working Parties.

2016/11 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

Council representatives on outside bodies were confirmed as follows

- Nailsworth Youth Club Management Committee: Cllrs Kay, Millett and S Robinson
- Citizens Advice Bureau: Cllr Elliott
- National Trust Minchinhampton & Rodborough Commons Local Management Committee: Cllr Reed
- Nailsworth & District Twinning Association: Cllr Norman
- Nailsworth Youth & Community Enterprise: Cllr Duckworth
- Gloucestershire Market Towns Forum: Cllrs Kerby and Millett
- Gloucestershire Rural Community Council: Cllr Norman
- Nailsworth Chamber of Trade: No appointment made – decision to be made on receipt of invitation
- Police liaison: Cllr S Robinson
- Fair Trade Town Steering Committee: Cllr Francis
- Nailsworth Recreation Centre Management Committee: No appointment made – decision to be made on receipt of invitation
- Forest Green Residents Association: Cllr Elliott
- Save Nailsworth Valley Group: Cllrs Kay and Maitland and Norman
- Gloucestershire Association of Town and Parish Councils: Cllr Elliott

2016/12 REPORTS FROM COUNTY AND DISTRICT CLLRS

County Cllr Binns extended her congratulations to the new Mayor and newly elected NTC and SDC ward councillors. She reported that she had been informed by Andrew Middlecote of GCC Highways that Amey had been requested to draw up 2 or 3 alternative options for the repair of the road landslip between Nailsworth and Horsley with view to carrying out the repairs in 2017/18. Any decision made would be cost dependent and it would be unlikely that the road could be restored to permit 2-way traffic.

Cllr Binns reported that she would shortly be meeting with Andrew Middlecote and Amey engineers to discuss plans for a 20mph speed limit in Nailsworth parish. She added that she planned to use money from her Highways local budget allocation to repair the broken flashing speed indicator on the A46 at Inchbrook. Cllr S Robinson expressed the view that work of this nature should ideally be funded from the general Highways budget rather than from Cllr Binns' own allocation.

Cllr Binns reported on various works to be carried out in the parish during the last the last week of May, to include the cutting back of overgrowth and repairs to the cattle grid and to the wall adjacent to Williams Kitchen.

In response to questions, Cllr Binns indicated that LED street lighting was due to be installed in the Stroud district at some future date and agreed to check the details and report back. She confirmed that it was her understanding that GCC's invitations to tender for Children's Centre services in the county had gone out. She would shortly be meeting with Cllr McLain for an update.

District Cllr S Robinson reported that SDC would be holding its Annual Meeting on 19 May. He indicated that as it was unlikely that any of the three Nailsworth ward cllrs would sit on the Development Control Committee they would be free to make representations to that Committee on behalf of the parish.

2016/13 REPORT FROM TOWN MAYOR

As outgoing Mayor, Cllr M Robinson reported on his recent appearances in local media where he had been pleased to raise the profile of Forest Green Rovers FC and of Nailsworth in general. He thanked his fellow councillors for their support throughout his 3 years as Mayor.

2016/14 REPORT FROM DEPUTY MAYOR

As outgoing Deputy Mayor, Cllr Duckworth thanked the Mayor and fellow councillors for their support during his term of office.

Cllr Duckworth reported that he had attended a recent Transition Towns talk by Rob Hopkins which had included a range of interesting ideas and case studies on strategies for keeping money circulating within the local economy.

2016/15 REPORT OF TOWN CLERK

The Town Clerk reported that she and members of the MUGA Working Party had held an emergency meeting with Mark Pierce GCC to consider tenders received for the construction of the MUGA at Forest Green. These would be discussed later in the meeting.

The Clerk reported that she had provisionally booked 4 places on the GAPTC 'Being a Better Councillor' day course to be held on 28 June at Whitminster. Any cllrs wishing to attend were asked to advise her accordingly.

The Clerk reminded members that the deadline for responses to a consultation on the introduction of a Community Infrastructure Levy (CIL) to replace Section 106 was 8 June and suggested that an early meeting of the S106 Working Party would be advisable.

The Clerk reported that it was not feasible for the contractor to remove the wrongly placed ridge tiles on the back roof of the Town Hall as it would break adjoining tiles. The contractor was confident that the tiles would not leak. The Clerk was asked to request written assurance of this from the contractor prior to paying his invoice.

The Clerk reported that the administrative assistant's holiday had been unavoidably delayed by 2 weeks owing to a ferry cancellation. The holiday cover which has been arranged would therefore commence on Tuesday 31 May rather than Wednesday 18 May. The Town Groundsman was due for the first monthly appraisal of his 3 month probation period and the Clerk asked members to pass on to her any comments they might have about his work to date. The Clerk reported that the groundsman was booked on a playground management training session and she suggested that it would also be useful for him to attend an upcoming day course on safety when working on highways, at a cost of £35. This was **approved**.

The Clerk updated cllrs on work being undertaken to develop the Council's online financial accounting and reporting system to full capacity. Once this was achieved it would be possible to produce monthly financial reports and to track accurately the use of Council facilities and to improve the monitoring of NTC's charging policy against income.

The Clerk was pleased to report that the new arrangement for the collection of waste from the Town Hall and TIC included the recycling of metal, plastic, paper and cardboard. It was noted that the collection cost of the recyclables was cheaper than that of non-recyclables.

The Clerk reported that she had successfully negotiated a discount from the contractors owing to their poor performance on the refurbishment of the Town Hall gents' toilets.

The Clerk reported with regret that owing to her current extensive workload she had been unable to spare the time to commence her CILCA training. She explained that, as she had

not yet registered, there would be no financial penalty for delaying her training and she requested that it be postponed until next year. This was **agreed**.

2016/16 REPORTS FROM MEMBERS ON OUTSIDE BODIES

Cllr Reed was pleased to report that Nailsworth's Fairtrade Town status had been successfully renewed until 2018.

Cllr Elliott reported on the recent AGM of Forest Green Residents' Association where Debbie Powell, Sally Millett and Emma Bonner had been elected as Chair, Secretary and Treasurer respectively. The Association planned to hold a Craft Day for 4-11 year olds at the Arkell Centre on 3 June. FGRA was liaising with the police over a recent spate of vandalism and anti-social behaviour (ASB) which had occurred in Forest Green, including damage to the Lawnside MUGA, the play area benches and picnic area seating.

Cllr S Robinson reported that he would be meeting with a senior police officer on 1 June at Nailsworth Youth Club at 2pm to discuss recent ASB in the town. He understood that SDC Tenants Liaison Officer would also be present. Cllr Duckworth indicated that he proposed to attend this meeting.

Cllr S Robinson reported that the Youth Club had unfortunately been unsuccessful in its applications to Morrisons and the Police and Crime Commissioner's funds for funding for an outreach youth worker during the summer. However some funding for an after school club had been obtained from a charity and it was hoped that an outreach worker could be appointed to work in the town between March-October 2017.

2016/17 REPORT OF ENVIRONMENT COMMITTEE

As there were insufficient members of the former Environment Committee at the meeting to form the required quorum to approve them, it was agreed that the minutes of the meeting of the Environment Committee of 3 May 2016 be reviewed at the Committee's next meeting and subsequently submitted to Council for ratification. Cllr Reed reported that she had applied for external grant funding of up to £2,000 for two small environmental projects in the town.

2016/18 REPORT OF PERSONNEL COMMITTEE

The minutes of the Personnel Committee meeting held on 27 April 2016 were approved and signed.

2016/19 ADOPTION OF ANNUAL GOVERNANCE STATEMENT FOR YEAR ENDED 31 MARCH 2016

The Annual Governance Statement, previously circulated, was adopted.

2016/20 ADOPTION OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2016

The Clerk reported that it may be necessary to restate the accounts from the previous financial year owing to some incorrect calculations. Under the circumstances it was agreed to postpone adoption of the accounts until the June Council Meeting.

2016/21 REVIEW OF INSURANCE COVER

The annual renewal of the Council's insurance cover was approved and the Clerk undertook to circulate the relevant document to all councillors. In response to a question, the Clerk confirmed that the Council was insured with Zurich, a company that she understood also insured many other councils. After a short discussion, the Clerk was asked to seek to obtain competitive quotations at the appropriate time for insurance cover for 2017/18.

2016/22 SCHEDULE OF MEETINGS

A schedule of Council and Committee meetings for civic year 2016/17, previously circulated, was approved.

2016/23 APPROVAL OF MUGA MANAGEMENT AND MAINTENANCE AGREEMENT

A draft Management and Maintenance Agreement for the MUGA at Forest Green, previously circulated, was considered. In discussion, it was agreed that the reference in point 1.2 to the Nailsworth Recreation Centre being open until 10pm be removed and that that the final sentence under point 2.6 be amended to read 'The organisations will supervise and meet the cost of the **operation of the floodlights as per 2.7**'. Cllr Millett confirmed that to her knowledge there had been no consultation with Forest Green Residents' Association regarding free access to the MUGA and that she would put the matter on the agenda of the next FGRA Committee Meeting.

The draft agreement was **approved**, subject to the above amendments, and the Mayor, Cllr Kay and the Clerk were authorised to approve any minor amendments suggested by the Diocese, with any major ones being brought back to Council for consideration.

2016/24 SDC CONSULTATION ON COMMUNITY INFRASTRUCTURE LEVY (CIL)

A consultation document from SDC on the proposed CIL to replace the Section 106 Planning Agreement system had been previously circulated. This was referred to the S106 Working Party for consideration and report.

2016/25 DRAFT COMMEMORATIVE POLICY FOR NTC

The Clerk had produced and circulated a draft commemorative policy for managing civic and 'green' gifts to the town. This was referred to the Environment Committee for further consideration and recommendation.

2016/26 COUNCIL RISK ASSESSMENTS

The Clerk reported that a split ash tree at the edge of Norton Wood had presented a potential hazard. The Council's contractors had dealt with it promptly.

The Clerk had received a report from the Scouts that the smoke detectors in the KGV pavilion were not functioning. It was agreed that the local Fire Brigade be asked to check them and if appropriate to fit alternative detectors, which the Clerk understood would be done free of charge.

The Clerk reported that the Scouts had used one of their fire extinguishers from the pavilion to put out a fire which had been started near the skate ramps and had requested reimbursement for the cost of refilling/recharging it. The Clerk was asked to research the relevant costs and report back.

2016/27 ACCOUNTS

Copies of the accounts for 17 May 2016 were circulated at the meeting and it was agreed that these would be approved retrospectively at the Council Planning Meeting on 7 June. The Clerk reported that the payment to Turnkey Construction Ltd for the refurbishment of the Town Hall gents' toilets (item 10938) incorporated the £650 reduction she had negotiated.

In response to a question, the Clerk confirmed that NTC did not have a member of staff who could undertake a Clerk of Works role on building and refurbishment projects and that project management had previously been taken on by individual councillors on an ad hoc basis. Cllr Kerby indicated that he had considerable experience in this type of work and volunteered to act as Clerk of Works on future projects where appropriate. His offer was accepted with thanks.

2016/28 Ruskin Mill College – invitation to end of year presentation ceremony on Friday 8 July

As the new Mayor was unable to be at the event, Cllr M Robinson agreed to attend in his place.

2016/29 SDC – Invitation to training session on Cllrs’ Code of Conduct

SDC had written to offer town and parish councils an hour-long training session on Cllrs’ Code of Conduct, to include particular reference Declarations of Interest, at a cost of £250. The matter was referred to the Personnel Committee for consideration.

2016/30 Fields in Trust – Centenary Fields WW1 Commemoration

Fields in Trust had written to publicise the dedication of public open spaces with some historical link to the first World War as Centenary Fields. The communication was noted.

2016/31 Nailsworth Quaker Meeting – request for grant for maintenance of Quaker burial ground at Shortwood

Nailsworth Quaker Meeting had requested a grant of £200 for the upkeep of the burial ground. This was approved. It was noted that this amount was paid annually to the Quakers for this purpose and was in fact a budget item rather than a grant.

2016/32 Cllr Paul McLain GCC – acknowledgement of receipt of NTC petition for the retention of Nailsworth Children’s Centre

Cllr McLain had written to confirm that NTC’s petition had been received and would inform final recommendations to Cabinet on 8 June regarding the future of children’s services in the county.

2016/33 Gloucester Wildlife Trust (GWT) – renewal of NTC’s annual subscription

Renewal of the Council’s annual subscription to GWT was approved.

2016/34 Gloucestershire Association of Town and Parish Councils: AGM 16 July 2016 – call for resolutions by 3 June 2016

The information, which had been previously circulated, was noted.

2016/35 TENDERS FOR THE MUGA AT FOREST GREEN

The Clerk reported that three tenders for the building of the MUGA had been received and discussed by the MUGA Working Party. She explained that, in order to come in within the agreed budget, it would not be possible to bring the facility up to full Sport England standards. However the Working Party was confident that the MUGA would be fit for purpose without meeting these standards and the school concurred with this view.

It was agreed that no decision on the tenders would be made at the present time and that a full report on this matter would be brought to the Council Planning meeting on 7 June.

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Town Mayor

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Date