

2023-07-04 NTC_agenda _____	2
2023-06_20_NTC_minutes_DRAFT _____	3
2023-07-04 ENV_agenda _____	9
2023-07-04 Env Item 3 Carters Way update _____	10



# NAILSWORTH TOWN COUNCIL

Civic Centre, Old Market, Nailsworth, Glos. GL6 0DU

Tel: 01453 833592 email: [clerk@nailsworthtowncouncil.gov.uk](mailto:clerk@nailsworthtowncouncil.gov.uk)

Clerk to Council: Katherine Kearns

You are summoned to attend the meeting of Nailsworth Town Council to be held at the Town Hall, Old Bristol Road, Nailsworth on Tuesday July 4<sup>th</sup> 2023 starting at **6.30pm**.

Mrs K Kearns  
Town Clerk  
28<sup>th</sup> June 2023

All residents of the Parish are welcome to attend and a 15 minute period will be set aside for members of the public to raise questions.

- 1 Apologies
- 2 Verbal Introductions
- 3 Declarations of interest and applications for dispensations
- 4 Consideration of Planning Applications received as follows:

#### **CONSULTATION –**

- a) S.23/1137/HHOLD. Oldways, Fewster Road, Nailsworth, Stroud. Application: Householder Construction of single storey detached outbuilding
- b) S.23/1109/HHOLD. Highwood House, Dark Lane, Nailsworth, Stroud. Application: Householder. Extension of existing store by 1.5 metres to side (east elevation) and 1.5 metres to front (north elevation) and replacement of existing pitched roof with flat roof in order to create a terrace accessed by a staircase.
- c) S.23/1211/FUL. Land At Ringfield Farm, Bath Road, Nailsworth, Gloucestershire. Application: Full. Erection of single storey dwelling with associated works. (Resubmission of S.22/1322/FUL)
- d) S.23/1108/FUL Oldstone Restaurant, Old Market, Nailsworth, Stroud. Application Full. Installation of a flue for a woodburning oven. (retrospective)
- e) S.23/1138/HHOLD. Overden Watledge Road. Nailsworth. Application: householder. New roof and gable entrance to existing link between main house and pool house

#### **TREES IN A CONSERVATION AREA**

None

#### **PREVIOUSLY TRACKED APPLICATIONS**

- f) S.23/0693/HHOLD 2 Millbottom, Old Bristol Road, Nailsworth, Stroud. Application: Householder Extension and restoration works. (Resubmission of S.22/2588/HHOLD) Application approved. NTC: supports the upgrading of this historic building.
  - g) S.23/0694/LBC 2 Millbottom, Old Bristol Road, Nailsworth, Stroud. Application: Listed Building Application. Extension & restoration works. (Resubmission of S.22/2589/LBC) Application approved. NTC: note
- 5 To confirm minutes of the Full Council meeting held on Tuesday 20<sup>th</sup> June 2023
  - 6 Matters of Urgency: *important items that have arisen since the meeting summons (agenda) and cannot wait to be addressed with a written report at a future meeting, due to inflexible deadlines.*



**NAILSWORTH TOWN COUNCIL**  
**Minutes of a meeting of the Town Council**  
**DRAFT**

Held at 6.30pm in the Town Hall, Old Bristol Road  
**on Tuesday 20th June 2023**

**Present:**

Cllr Mike Kelly (Chair)  
Cllr Shelly Rider  
Cllr Jonathan Duckworth  
Cllr Patsy Freeman  
Cllr Steve Robinson  
Cllr Colleen Rothwell  
Cllr Natalie Bennett  
Cllr Paul Francis  
Cllr Ros Mulhall

**Minutes:**

Deputy Clerk

**Apologies:**

Cllr Angela Norman

**Introductions**

**2023/029**

**Declarations of Interest & Applications for Dispensations**

There were no declarations

**2023/030**

**Consideration of Planning Applications received as follows:**

**CONSULTATION**

a) S.23/1066/HHOLD 8 Hawthorn Ridge, Nailsworth, Stroud, Gloucestershire. Application: Householder.  
Erection of porch  
Comment: No observations

b) S.23/0996/HHOLD. 2 Brewery Gardens, Brewery Lane, Nailsworth, Stroud. Application: Householder.  
Erection of boundary fence (retrospective)

The Council objects to this application. The boundary fence is in a sensitive conservation area in the town, is completely out of scale and too large for its context and, being about 2.4m high, is far too high and impedes historic and iconic views over the town centre from a public footpath. An application for a new fence should have been made before its installation.

**Comment:** The council resolved to object to this planning application.

c) S.23/0996/HHOLD. 1 Brewery Gardens, Brewery Lane, Nailsworth, Stroud. Application: Householder.  
Erection of boundary fence (retrospective)

d)

The application was discussed, and it was stated that the boundary fence is in a conservation area. A resident has objected to the fence which is above 7-8 feet high approx. and impedes the view. The residents have objected to the application, the fence is too high and is out of character and out of scale. It is felt that this is a significant loss on an important footpath. The fence has been up for over a year, planning permission was not initially applied for, and planning permission has been sought retrospectively. Loss of outlook to an important town scape. Prior to the fence there was a scaffolding pole fence at approx. 3-4 feet high.



Comment: The council resolved to object to this planning application.

- e) S.23/1132/HHOLD. School House, Hayes Road, Forest Green, Nailsworth. Application: Householder. Erection of rear single-storey extension.

Comment: No observations

### TREES IN A CONSERVATION AREA

- f) S.23/1124/TCA Brockley House, Watledge Road, Nailsworth, Stroud. Application: Trees in Conservation Area. Notice under s.211 of the Town and Country Planning Act 1990 of intent to fell and eco plug the stumps of: x1 Apple tree (T1); x1 Hazel tree (T3) and x1 Lime tree (T4)

**Comment: No comment**

Cllr Duckworth made a comment reference a previously tracked application Ringfield Cottage Tetbury lane. We asked the condition be applied that the new building is not in the permissions note.

### 2023/031

#### To confirm minutes of the Full Council meeting and the Recreation & Amenities Committee held on Tuesday 6<sup>th</sup> June 2023

All Agreed.

To consider Recreation & Amenities Committee recommendations:

- It was **recommended** to consider introducing a new hire rate for one off bookings of the Main Hall in the Town Hall.
  - To introduce the £15 per hour/£60 per session rate from 1<sup>st</sup> July for one off bookings (occasional) only, in line with other venues
  - To keep the £10 per hour/£40 per session rate for regular users of the Main Hall

All Agreed

- It was **recommended** to consider the introduction of a permanent available pitch in Mortimer Gardens for £15 per session.

All Agreed

- It was **recommended** to approve the carrying out of periodic Electrical Installation Condition Report (EICR) on all NTC areas at a cost of £1,755. Legislative Requirement.

All agreed

- It was **recommended** to consider NTC's grass cutting contracts
  - To rationalise NTC's grass cutting contracts, bringing all grass cutting under two contractors
  - To dispose of the ride on mower (possible second-hand resale value)

All agreed

- It was **recommended** to note the use of the Main Hall by Nailsworth News

Noted

- It was **recommended** to note the Committee's action plan for 2023-2024



Noted

## 2023/032

### **Matters of Urgency important items that have arisen since the meeting summons (agenda) and cannot wait to be addressed with a written report at a future meeting, due to inflexible deadlines.**

The mayor thanked the office staff for the work carried out at a chaotic past last week to get the required documents prepared for the meeting.

It was discussed that as the deputy clerk is currently not fully trained or has access to the financial system and the office is one short in terms of actioning the accounts agreed at the meeting. The proposal is for Cllr Duckworth to actions the payments into the bank account with the admin staff in the office. There is still a requirement for 2 further councillors to approve the payments. There is a risk of it only requires one further councillors' approval. We therefore require council approval that Cllr Duckworth to set up the payments sat with an officer. Also, that there is a possibility that the authorisation could be actioned with only one authoriser. The council needs to be aware that this could happen for transparency.

Normally, the deputy clerk would have the authorisation to carry out this activity. However, due to a delay with the bank, authorisation has not been received. It was agreed that Cllr's Robinson and Bennett will carry out the authorisation process once that have been informed.

All agreed.

The proposal put to council was to approve the increase for the deputy clerks' hours for the duration of the clerk's absence to 37hrs p/w.

The situation will be continuously monitored.

All agreed

There have been anomalies regarding grass cutting. It has been agreed somehow that the groundsman would not cut around our town signs. The town signs were bought approx. 6-7 years ago. It was believed that it was the responsibility of the County Council to carry out this activity. It was noted that the groundsman has carried out activity by the roads at several locations. Why is there a thought that he cannot carry out the requested work at the town signs? Therefore, why is it an issue when a request comes in from a councillor it should be look at in depth and not brushed over. It was pointed out the county council pays for certain areas to be managed by NTC.

Currently the groundsman's highways qualification has lapsed. A training provider has been approached with regards to getting the groundsman requalified to work on the highways. Cllr Robinson requested the sign on the way to Minchinhampton be cleared.

The deputy clerk informed the council the works to be carried out at Carter Way Community Garden will start on Monday 26<sup>th</sup> June. The council was informed that the initial request has been amended to allow for the project to come in budget. Cllr Freeman was requested to deliver a flyer to all residents of the street to inform them of the works. The clearing of the area will take approx. 5 days, the deputy clerk with remain in touch with contractor during the works.

Shortwood green a working party was set up prior to Covid 19 to review the play equipment and area. The review was not carried out due to covid 19. If there is a hope to carry out work in this financial year, the is a requirement for a working party to be set up. Councillors were requested to consider being part of the working party. The working party will be required to carry out a complete review of the area. it was suggested that the working party should consist of a few local residents whose input would be invaluable.

Nailsworth Town crier has been presented with a community champion award by the local MP. The civic centre has created a display in the window to commemorate his achievements and the certificate will be on display.



The Britannia Inn public house is open for trade, the mayor will buy everyone a drink in the future. It was noted that the local pizza restaurant and the Britannia Inn has revitalised the area.

Cllr Robinson brought the councils attention to the glass gift presented to the town by Leves. Also, a Leves town sign was gifted, this could be installed within a possible Leves area.

### **2023/033**

#### **To agree payments in accordance with the budget as listed in the attached reports (paper available)**

All agreed

Cllr Robinson would like to have a breakdown of how the £14k that NTC is paid from the Arkell Centre is arrived at. It was pointed out that the monies paid are for the hours utilised by the office staff to manage the administration of the Arkell. The Deputy Clerk was requested to provide a breakdown of the figures.

### **2023/034**

#### **To approve all regular payments, direct debits and annual contracts for the year 2023-2024 in accordance with Financial Regulation 4.1 (paper available)**

All agreed

Due to the absence of the town clerk, it was requested that the council approve 3 payments for the Arkell Community Centre totalling £1,266.71. The office will invoice the Arkell Centre for the sum. when the clerk has returned to work the invoice can be actioned. These payments will be actioned in line with the monthly run to be carried out on Wednesday 21 June 2023, with 2 councillors providing authorisation.

Confirmation if there is a payment for the Arkell caretaker who is paid monthly.

All agreed

### **2023/35**

#### **To agree the Internal Auditor's report (paper available)**

Confirmation of the 3 monthly check and volunteers to carry out the checks will be requested later.

All agreed

### **2023/36**

#### **Annual Governance and Accountability Return 2022/23 (paper available):**

- a) To adopt the Annual Governance Statement for Year Ended 31 March 2023
- b) To agree the Accounting Statement (section 2) for the year ended 31 March 2023
- c) To adopt the Accounting Statement (section 2) for the year ended 31 March 2023
- d) To agree the dates for Public Rights (inspection of unaudited Annual Governance and Accountability Return) as Friday 23<sup>rd</sup> June to Thursday 3<sup>rd</sup> August (paper available)

All agreed

### **2023/37**

#### **To consider a casual vacancy (paper available)**

The mayor requested a change to the option paper as follows.

It was requested by the mayor that the title, recommendations, and option be changed to the following:

Title; To consider the casual vacancy for a town councillor (paper available)

Options

1. To seek to co-opt a town councillor using the Council's Co-option Policy.



2. To agree a closing date for applications of 1 July 2023 and to consider the applications at the full Council meeting on 18 July.
3. To leave the vacancy open until the planned local elections in May 2024.

#### Recommendations

As 1. And 2. Above.

It was noted that so far there has been one application for the vacant councillor position. The process of casual vacancy was discussed and how they are filled. If there is only one applicant, that applicant must be accepted.

The closing date for applications should be on the advertisement to ensure the council are not open to criticism from the residents with regards to co-opting a councillor.

It was agreed that the advertisement should have been more widespread. It may be possible place another advertisement in the Nailsworth News July edition stipulating a closing date.

All agreed to co-opt a town councillor and agree a closing date (to be decided)

#### **2023/38**

##### **To consider GAPTC's call to submit a resolution to their AGM (paper available)**

- a) APTC Call for Resolutions
- b) GAPTC Call for resolutions 2023

The council decided there were no resolutions to submit for the AGM.

#### **2023/38**

##### **To consider waiving the usual charge for hiring Mortimer Garden in order to support NCAN's Transport Festival on 25<sup>th</sup> June**

All agreed

The decision was made on the basis of the paper.

All agreed.

#### **2023/39**

##### **To confirm receipt of completed Disclosure of Pecuniary Interest forms (paper available)**

The remaining uncompleted forms were distributed and completed.

#### **2023/40**

##### **a) To consider a response to SDC's consultation on Public Spaces Protection Orders (paper available)**

- b) Consultation on SDC Dog Control Public Spaces Consultation Document
- c) Consultation on SDC Dog Control Public Spaces Consultation Response Document

There was an extensive discussion reference the proposed changes, the council decided to disagree with the proposed changes allowing dogs to be off the lead. It was felt that the proposed changes could cause a risk to cyclists and walkers and could lead to more dog faeces on the path as owners may not see the dog defecating on the path. It was also highlighted that there has been marked increase in dogs since the pandemic.

##### **A vote carried out to remain as it is (dogs to remain on Leads), 7 for and 2 against**

Complete the form and submit

**Reports for information (no decisions required):****2023/41****Financial summary:**

- a) Income and Expenditure report (paper available)
- b) Budget comparison report (paper available)
- c) Main bank account reconciliation report (paper available)
- d) Premier bank account reconciliation report (paper available)

All agreed

**2023/42****To review NTC's Risk Assessment (paper available)**

Cllrs reviewed the risk assessments and were content with the additions explained by the deputy clerk.

**2023/42****Reports:**

- a) Report from Town Mayor (paper available)

In addition to the mayors report it was mentioned that the mayor unveiled a new defibrillator at the youth club.

Cllr Robinson stated that a training day will be held in the summer for the defib at the Youth Centre

- b) Report from County Councillor (paper available)

Cllr Robinson visited the TIC and was impressed with the new layout and was aware of the lack of cover within the TIC at certain times during the week. (Tuesday and Friday afternoons). Community policing, Cllr Robinson has written to the Police Crime Commissioner (PCC) stating that Nailsworth isn't getting a good deal with regards to PC's. PCSO's have limited powers and Nailsworth has had for some years 20hrs of a neighbourhood PC. Currently the 20hrs policing has not being met. This has been highlighted to the PCC.

- c) Report from District and County Councillors (paper available)
- d) To receive an update on NTC office activities (paper available)
- e) To receive a report on town councillor surgeries in the library (paper available)

Verbal brief from Cllr Freeman surgeries are carrying on with support from the district and county councillors. There will be no surgery in August due to summer holidays.

The surgery in July will have 2 or 3 councillors in attendance.

.....  
Town Mayor  
Nailsworth Town Council  
Civic Centre, Old Market, Nailsworth, GL6 0DU

.....  
Date





# NAILSWORTH TOWN COUNCIL

Civic Centre, Old Market, Nailsworth, Glos. GL6 0DU

Tel: 01453 833592 email: [clerk@nailsworthtowncouncil.gov.uk](mailto:clerk@nailsworthtowncouncil.gov.uk)

Clerk to Council: Katherine Kearns

You are invited to attend a meeting of the **Environment Committee** to be held in the Town Hall on Tuesday 4<sup>th</sup> July 2023 starting at 7pm.

K Kearns  
Town Clerk  
26<sup>th</sup> June 2023

1. Apologies
2. Verbal Introductions
3. To receive a report on the progress of Carters Way Community Garden



# Nailsworth Town Council

## Agenda Item 3

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**Meeting** of Environment Committee

**Meeting date** Tuesday 04 July 2023

**Subject** To receive a report on the progress of Carters Way Community Garden

**Author** Deputy Clerk

**Status** Information

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**If you have any questions about this item and the information is not included in this report, please contact the Clerk or Deputy Clerk by 10am on the Monday before the meeting.**

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### Summary

To provide an update report to Councillors relating to this Community Garden Project.

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### Detail

Work on Carters Way Community Garden started during the week of the 19<sup>th</sup> June. A digger was used to remove the extensive nettles and move some of the debris around to level the ground.

The removal of the green waste and debris started on the 26<sup>th</sup> June. It is estimated that the skips will be filled and replaced several times during the week. The plan is to have the majority of the groundwork completed by Friday 30<sup>th</sup> June.

Discussion with the contractor have been ongoing, they have been informed that the weedkiller Roundup is not to be used due to the concerns regarding Glyphosate. The contractor has since been informed that the committee have decided that they would like no weed killer to be used on the site. The volunteers will carry out any weed removal as required.

Due to funding limitations, the initial construction requested has been altered to bring the project into budget. The initial quotes received were well above the limit on funding. Therefore, amendments were made to the request to ensure the project met the limit.

Below are the major costs on the quote for the project:

- The removal of the tipped household and green waste
- Scrape back soil from neighbouring fences and level off site
- Install concrete plinth for water butt and install one water butt
- Construction of 6 large Raised beds one sleeper high
- Filled raised beds with screened topsoil
- Construction costs (Machinery, transit costs, skip and toilet hire)
- Supply and fit approx. 25m of high close board fencing with recessed concrete posts.

In addition to the costs for the above, funding was set aside for the introduction of a water supply and a standpipe for the garden. This has been quoted at approx. £7K.



## **Nailsworth Town Council**

The office has received confirmation from the contractor that no weedkiller will be used on site. The deputy clerk will meet with the contractor on Thursday 29<sup>th</sup> June time to confirm.

**ENDS.**