



**NAILSWORTH TOWN COUNCIL**  
**MINUTES of a MEETING of the Emergency Committee**  
 held virtually under the requirements and  
 emergency legislation in response to Covid-19  
**on Tuesday 16 June 2020**

Present	Cllr Jonathan Duckworth (Chair) Cllr Steve Robinson Cllr Angela Norman Cllr Paul Francis Cllr Mike Kelly Cllr Robert Maitland Katherine Kearns (Clerk)
Minutes	Katherine Kearns (Clerk)
Apologies received from:	Cllr Sue Reed
Also present:	Kirstie Trueman (Deputy Clerk) Cllr Ron Kerby Cllr Anne Elliott

Ref. No		Action																		
<b>2020/009</b>	<b>Verbal introductions</b> Noted. These were read out by the Chair of the meeting.																			
<b>2020/010</b>	<b>Declarations of Interest &amp; Applications for Dispensations</b> There were none.																			
<b>2020/011</b>	Consideration of Planning Applications received as follows: <b>CONSULTATION</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Ref</th> <th style="width: 40%;">Detail</th> <th style="width: 35%;">Comment</th> </tr> </thead> <tbody> <tr> <td>a) S.20/0889/HHOLD Rose Cottage, Star Hill, Forest Green, Nailsworth.</td> <td>Single storey extension to side and relocation of side entrance.</td> <td>No observations</td> </tr> <tr> <td>b)S.20/0821/HHOLD. The Manse, Old Bristol Road, Nailsworth</td> <td>Internal alterations and repairs. New railings and balcony/fore escape and parking space (in garden).</td> <td>Support. Subject to the application being changed to show a permeable surface for the parking area.</td> </tr> <tr> <td>c)S.20/1001/HHOLD 18 Goldwater Springs, Station Road, Nailsworth.</td> <td>Proposed extension.</td> <td>No observations</td> </tr> <tr> <td colspan="3"><b>Trees in a Conservation Area</b></td> </tr> <tr> <td>d) S.20/0948/TCA Sesame House, Watledge Road, Nailsworth.</td> <td>Reduce canopy on oak tree by 3m all round (T1) Reduce canopy on</td> <td>It was noted that section 9 of the application</td> </tr> </tbody> </table>	Ref	Detail	Comment	a) S.20/0889/HHOLD Rose Cottage, Star Hill, Forest Green, Nailsworth.	Single storey extension to side and relocation of side entrance.	No observations	b)S.20/0821/HHOLD. The Manse, Old Bristol Road, Nailsworth	Internal alterations and repairs. New railings and balcony/fore escape and parking space (in garden).	Support. Subject to the application being changed to show a permeable surface for the parking area.	c)S.20/1001/HHOLD 18 Goldwater Springs, Station Road, Nailsworth.	Proposed extension.	No observations	<b>Trees in a Conservation Area</b>			d) S.20/0948/TCA Sesame House, Watledge Road, Nailsworth.	Reduce canopy on oak tree by 3m all round (T1) Reduce canopy on	It was noted that section 9 of the application	<b>Clerk</b>
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		<p>beech by 3m to allow more light into property (T2) Fell False acacia due to Honey fungus at base of tree and dying off at top(T3)</p>	<p>has not been completed. No observations</p>	
	<p>e)S.20/0941/TCA The Meads, Watledge Road, Nailsworth.</p>	<p>Fell ash tree T1 due to dieback, 30 trees have been planted on bank where ash is.</p>	<p>No observations</p>	
<b>2020/012</b>	<p><b>To confirm minutes of the Emergency Committee meeting held on 19 May 2020</b> The minutes of the Emergency Committee on 19 May were approved.  Proposed Cllr Mike Kelly, seconded Cllr Robert Maitland, all in favour.</p>			
<b>2020/013</b>	<p><b>Accounts</b> It was noted the expenditure to Zurich is for NTC's annual insurance. It was <b>resolved</b> to agree payments in accordance with the budget as listed in the attached report. Proposed by Cllr Steve Robinson, seconded by Cllr Paul Francis, all agreed.  Cllr Kerby expressed concern that Council could go bust at the current level of expenditure (£28,210 for this month), with the £301,000 budget.  <b>Note after meeting.</b> The budget is £316,522 and the amount agreed at the meeting included a sum of £6,665 for annual insurance (a saving of £935 on the budgeted figure of £7,600). If any councillors would like further information or training on the budgeting and expenditure processes for council, they should contact the Office.  It was noted that the Mayor's Allowance was paid at the end of April this year as the May election was postponed until 2021. NALC advice is for all cllrs and chairmen to stay in post during the Covid19 emergency.</p>			
<b>2020/014</b>	<p><b>To review NTC's Covid-19 Risk Assessment</b> Noted.</p>			
<b>2020/015</b>	<p><b>To receive an update on NTC activities and support during Covid-19</b> It was noted the Deputy Clerk is attending a webinar hosted by GRCC on what measure are needed from both hirers and building owners before reopening community buildings. The office team are speaking to hirers, working on risk assessments</p>			



	<p>and changes needed to buildings. Flashpoints are shared toilets, lifts and kitchens.</p> <p>The welfare of volunteers in the Town Archives and TIC is being considered and groups are being asked about their future plans.</p> <p>Midcounties Cooperative's generous vouchers to some of NTC's volunteers was noted and the Clerk was tasked with writing a formal letter of thanks.</p> <p>It was noted that there was overwhelming support from the community after a plea to look after the new trees at Miles Marling Field.</p>	<b>Clerk</b>
<b>2020/016</b>	<p><b>To approve additional IT equipment to allow flexible working for NTC staff</b></p> <p>It was noted that future budgets could include an allowance to provide NTC owned tablets for cllrs without appropriate IT, to help them with paperless working.</p> <p>It was noted that NTC funds remain stable and the office team continue to apply for grants where appropriate to support NTC work. It was noted that laptops will make the team more resilient to emergencies.</p> <p>It was <b>resolved</b> to approve the purchase of two laptops for NTC staff to respond quickly to changing levels of risk and to take advantage of virtual tools, to a budget of £1,400.</p> <p>Proposed Cllr Steve Robinson, seconded Cllr Robert Maitland, all in favour.</p>	<b>Clerk</b>
<b>2020/017</b>	<p><b>To approve a budget for Covid19 recovery workshops</b></p> <p>It was <b>resolved</b> to approve the budget of £2,400 for Covid19 recovery workshops and training and to develop a practical, strategic action plan to underpin the Emergency Committee's work</p> <p>Proposed Cllr Mike Kelly, seconded Cllr Paul Francis and all in favour.</p>	<b>Clerk</b>
<b>2020/018</b>	<p><b>To approve legionella risk assessments for NTC buildings</b></p> <p>It was noted that costs for the Arkell Centre will be separate and paid for by the ACC Trust.</p> <p>In response to a query it was clarified that legionella testing is different from servicing for air con units.</p> <p>It was <b>resolved</b> to appoint Contractor 1 to carry out risk assessments on all 4 buildings at a cost of £1044.00 and then decide a further plan of action once the reports have been evaluated.</p>	<b>Clerk</b>



	Proposed Cllr Angela Norman, seconded Cllr Paul Francis, all in favour.	
<b>2020/019</b>	<p><b>To receive an attendance report for 2019-2020</b> The cllr attendance report for 2019-20 was noted. After some discussion it was <b>resolved</b> to publish the report on NTC's website, following the practice of other parish and town councils.</p> <p>Cllr Kerby stated he was happy for the report to be published as long as it was noted that legally the only action required of him was to attend one meeting every 6 months.</p> <p>Proposed Cllr Robert Maitland, seconded Cllr Mike Kelly, all in favour.</p>	<b>Clerk</b>
<b>2020/020</b>	<p><b>To approve a budget to deal with dangerous trees as a result of Ash dieback and to approve further surveys</b> It was clarified that a budget of £8,000 is allocated for work to Bunting Hill Nature Reserve and Norton Wood and NTC commonly uses these for tree work across the parish. There is a further £4,000 available in the Emergency Tree Work budget.</p> <p>It was <b>resolved</b>;</p> <ol style="list-style-type: none"> <li>1. To ratify the urgent felling of 13 Ash trees with Ash dieback at Miles Marling Field and one dangerous Wych Elm at KGV Field, at a cost of £2,355</li> <li>2. To approve additional tree surveys for all NTC owned areas, and to identify trees needing work at a cost of £1,387</li> </ol> <p>Proposed Cllr Steve Robinson, seconded Cllr Paul Francis, all in favour.</p>	<b>Clerk</b>
<b>2020/021</b>	<p><b>To consider a request to site an open air hairdressing business on NTC land</b> It was noted that at present hairdressing is not legal under Covid19 restrictions and that the business cannot go ahead on NTC land until it is legal to do so.</p> <p>There were concerns that any arrangement should be a temporary addition to the town's services, and it was noted the applicant would want to stop as the weather turns colder.</p> <p>It was <b>resolved</b>;</p> <ol style="list-style-type: none"> <li>1. to permit Hair in the Fresh Air to use NTC land, subject to hire conditions and for a trial period of three months (July/August/September)</li> <li>2. to charge a pitch fee of £20 a day and £10 for half a day</li> </ol> <p>Proposed Cllr Jonathan Duckworth, seconded Cllr Paul Francis and all in favour.</p>	<b>Clerk</b>
<b>2020/022</b>	<b>To consider a response to SDC's consultation on Public Spaces Protection Orders (PSPOs) Relating to Control of Dogs</b>	



	<p>After some discussion it was noted that resident who are dog owners and residents who are cyclists both had strong and conflicting views. It was agreed that NTC would not give a corporate response but would leave it to individuals to respond.</p> <p>Proposed Cllr Jonathan Duckworth, seconded Cllr Mike Kelly and all in favour.</p>	
<b>2020/023</b>	<p><b>To confirm NTC's insurance renewal for 2020 – 2021</b> It was confirmed that NTC's insurer is Zurich.</p> <p>It was <b>resolved</b> to renew NTC's annual insurance cover for 2020-21 at a cost of £6,665.40.</p> <p>Proposed Cllr Robert Maitland, seconded Cllr Angela Norman, all in favour.</p>	
<b>2020/024</b>	<p><b>To consider a request by Nailsworth In Bloom to install a shed at the side of the Civic Centre</b></p> <p>Following the recent theft of planters and plants, Nailsworth In Bloom request permission to position shed at the side of the Civic Centre.</p> <p>It was agreed to put this temporary arrangement in writing to make it clear that this is a semi-permanent solution, not interfering with any future plans NTC may have to develop this area.</p> <p>It was <b>resolved</b> to install a metal shed at the side of the Civic Centre for use by Nailsworth In Bloom; that Nailsworth In Bloom will donate funds to NTC to purchase a shed to fit the existing hardstanding, and that ownership and insurance liabilities stay with NTC. For the shed to be used by Nailsworth In Bloom until, NTC deem it needed for another purpose.</p> <p>Proposed Cllr Robert Maitland, seconded Cllr Mike Kelly and all in favour.</p>	

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

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Date