



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 16th March 2021

Present	Cllr Jonathan Duckworth (Chair) Cllr Steve Robinson Cllr Angela Norman Cllr Mike Kelly Cllr Robert Maitland Cllr Natalie Bennett Cllr Paul Francis <i>*arrived at Minute 2020/160</i> Katherine Kearns (Clerk)
Minutes	Katherine Kearns (Clerk)
Apologies received from:	Cllr Sue Reed
Also present:	A resident
Not present:	Cllr Anne Elliot

Ref. No		Action																		
2020/151	Verbal introductions The Chair read out the names of those seen or heard to be present.																			
2020/152	Declarations of Interest & Applications for Dispensations There were none.																			
2020/153	Consideration of Planning Applications received as follows: CONSULTATION <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Ref</th> <th style="width: 35%;">Detail</th> <th style="width: 40%;">Comment</th> </tr> </thead> <tbody> <tr> <td>a) S.21/0319/HHOLD. Priory Cottage, Windsoredge Lane, Nailsworth</td> <td>Construction of first floor extension</td> <td>No observations</td> </tr> <tr> <td>b) S.21/0457/HHOLD. 3 Millbottom, Old Bristol Road, Nailsworth</td> <td>Installation of a dropped kerb</td> <td>No observation</td> </tr> <tr> <td>c) S.21/0475/HHOLD. 1 The Green, Shortwood Road, Nailsworth,</td> <td>Creation of off- road parking area</td> <td>Noted that work started during the Summer. It was agreed to ask for a time extension to allow further information to be gathered.</td> </tr> <tr> <td colspan="3">Trees in a Conservation Area</td> </tr> <tr> <td>d) S.21/0237/TCA. 1 Fountain Street, Nailsworth</td> <td>T1 - Western Red Cedar (Thuja plicata) reduce by 8 metres in height.</td> <td>Noted</td> </tr> </tbody> </table>	Ref	Detail	Comment	a) S.21/0319/HHOLD. Priory Cottage, Windsoredge Lane, Nailsworth	Construction of first floor extension	No observations	b) S.21/0457/HHOLD. 3 Millbottom, Old Bristol Road, Nailsworth	Installation of a dropped kerb	No observation	c) S.21/0475/HHOLD. 1 The Green, Shortwood Road, Nailsworth,	Creation of off- road parking area	Noted that work started during the Summer. It was agreed to ask for a time extension to allow further information to be gathered.	Trees in a Conservation Area			d) S.21/0237/TCA. 1 Fountain Street, Nailsworth	T1 - Western Red Cedar (Thuja plicata) reduce by 8 metres in height.	Noted	
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	<p>e) S.21/0323/TCA. Elizabeth House, Oaklands Farm, Valley Road, Inchbrook.</p>	<p>T1 Alder - reduce tree by two thirds. T2 Crack Willow - bring down by 2 metres. T3-9 - Elms - Remove the dead parts.</p>	<p>Noted</p>	<p>Clerk</p>
<p>f) S.21/0157/TCA. Yewdales, Spring Hill, Nailsworth</p>	<p>T1 Yew tree crown raise to height of 5 m. T2 Silver Birch (Fell due to lifting in the root plait) T3 selfset goat willows (Fell) not good Specimens. T4>6 Ash near A46 (Fell due to showing signs of Ash die back. T7 Sycamore : This tree is very heavy-weighted tat entrance to Nailsworth Egypt Mill and Nailsworth Fire and rescue and on top of a retaining wall (FELL). T6. Group of self set Sycamore with tight included junctions (Fell). These trees have out grown space and block light to flats.</p>	<p>Whilst none of these trees are good specimens in themselves, the loss of all of them will be significant. In the light of the Climate Emergency, NTC request consideration of a tree replacement plan, with more appropriate specimens.</p>		
<p>g) S.21/0479/TCA Land At, Brewery Lane, Nailsworth</p>	<p>TCA T1 & T2 - Ash - to be removed</p>	<p>In the light of the Climate Emergency, NTC request consideration of a tree replacement plan, with more appropriate specimens.</p>		



2020/154	<p>To confirm minutes of the Emergency Committee meeting held on 16th February 2021. The minutes of the Emergency Committee on 16th February 2021 were approved.</p> <p>Proposed Cllr Steve Robinson, seconded Cllr Mike Kelly, all agreed.</p>	Clerk
2020/155	<p>Accounts The list of payments was noted. It was resolved to agree payments in accordance with the budget as listed in the attached report.</p> <p>Proposed Cllr Robert Maitland, seconded Cllr Angela Norman, all agreed.</p>	Clerk
2020/156	<p>Financial summary and approval of bank reconciliations The financial summary and monthly bank reconciliations were noted.</p> <p>The new style of reports, with more information available, show % budget left under each budget heading as the financial Year End draws near.</p> <p>The Clerk explained that at this time of year budgets are being noted for reallocation in the new financial year and looked at more closely in preparation for Year End. A list of suggested movements in budgets and reserves will come to the Council when the Year End process is complete.</p>	
2020/157	<p>To review NTC's Covid-19 Risk Assessment The changes to the Covid-19 Risk Assessment were noted. The risk assessment reflects the office move towards reopening facilities as covid regulations change.</p>	
2020/158	<p>To receive an update on NTC activities and support during Covid-19 Year End: In response to a question, Parish Online is a digital mapping service available to parish and town councils. Unfortunately there is only one login available per parish. The Clerk undertook to ask Parish Online if they have any plans to offer a 'view only' version for cllrs in the future.</p> <p>It was clarified that SDC will be using the larger Town Hall instead of the Mortimer Room as the town centre polling station, due to covid restrictions. There will still be three polling stations in Nailsworth: Town Hall, The Junction Youth Club and the Arkell Centre.</p> <p>It was noted that an 'Enterprise Zone' is a specific term for designated business areas with government support and tax breaks. The Clerk undertook to advise The Bike Drop that they may wish to use a different term to save confusion.</p>	Clerk Clerk
2020/159	<p>To note the renewal of NTC's subscription to GAPTC The working party paper was noted. The renewal was confirmed and appreciation of the services offered by GAPTC was noted.</p>	



<p>2020/160</p>	<p>To receive a report on road safety and speed initiatives over 10 years by NTC Cllrs met MP Siobhan Baillie this morning to speak about this and other Nailsworth parish matters. Discussion included the difficulty in progressing highways projects with GCC and whether it's possible to foster a partnership approach.</p> <p>A press release has been issued and a formal letter will be sent to the Police & Crime Commissioner thanking them for the grant towards the 'smiley SIDS'. It was noted that now NTC has successfully completed a 'smiley SIDS' project, further sites and proposals can be considered.</p> <p>There was a vote of thanks to Cllr Jonathan Duckworth for his valuable technical support with the SIDS.</p> <p><i>*Cllr Paul Francis arrived at this point</i></p>	<p>Clerk</p>
<p>2020/161</p>	<p>To consider Summer Market Street events and consultation Thanks were expressed to Cllr Mike Kelly for his work on this project.</p> <p>After consideration of the report, it was resolved to approve the working up of new temporary plans and for earmarked funds of up to £3,000 to be used for Summer events and consultation material.</p> <p>Proposed Cllr Mike Kelly, seconded Cllr Steve Robinson, all agreed.</p>	<p>Clerk</p>
<p>2020/162</p>	<p>To consider fencing repairs on several parts of NTC land The information contained in the fencing report was noted.</p> <p>It was resolved</p> <ol style="list-style-type: none"> 1. to choose Contractor 1, to fix fences 1), 3), 4), 5) and 6) at a cost of £6,530 2. to allow the Groundsman to install a 'dead hedge' on the Wood Lane boundary over time <p>Proposed Cllr Mike Kelly, seconded Cllr Angela Norman, all agreed.</p>	<p>Clerk</p>
<p>2020/163</p>	<p>To approve a quote to replace the bathroom in Hazelwood Bungalow A report with more details on the work needed was noted. The Clerk confirmed this work uses up the remaining Hazelwood Bungalow budget for this year and some of the Hazelwood Bungalow Reserve funds.</p> <p>There was a discussion about the best kind of shower replacement based on the boiler type and considering the limescale issue in the town. The Deputy Clerk undertook to investigate the best option with the plumber.</p> <p>It was resolved that the Deputy Clerk, Mayor and Deputy Mayor decide on the details to refurbish the bathroom up to a limit of £6,500 in total.</p>	<p>Deputy Clerk</p>



	<p>Proposed Cllr Steve Robinson, seconded Cllr Robert Maitland, all in favour.</p>	
<p>2020/164</p>	<p>To consider NTC’s business continuity when legislation allowing virtual meetings ends on 7th May 2021 The Clerk was grateful for the opportunity to be able to bring this up with MP Siobhan Baillie this morning. Positive effects of virtual meetings include;</p> <ul style="list-style-type: none"> • Public engagement and participation has increased • Transparency in decision-making has increased • Public confidence and trust in Nailsworth Town Council is better than ever before • Councillors who work and have other responsibilities can attend meetings more easily, especially when urgent decisions are needed during the emergency • The continuation of town council meetings have been vital to keep our services and community support running for the town • 70% reduction in printing and stationery costs <p>It was resolved for the Clerk to write officially to MP Siobhan Baillie on this matter.</p> <p>Proposed Cllr Robert Maitland, seconded Cllr Angela Norman, all agreed</p>	<p>Clerk</p>
<p>2020/165</p>	<p>To consider how to mark the end of the council year within Covid-19 restrictions The Clerk clarified that according to covid emergency legislation, NTC are not required to have a Town Meeting or Annual Report. Nevertheless, it was proposed that an Annual Report covering the whole term of the current council (2016 – 2021) be covered in a report for residents.</p> <p>There was a discussion about whether to hold a Town Meeting and in what format. It’s possible to hold a virtual Town Meeting before the end of April, however all were in favour of a large community event later in the year.</p> <p>It was suggested that a September event be pursued, that might coincide with the Farmer’s Market and combine with a Market Street Summer event, consultation and Heritage Open Day. Heritage Open day is between 11th and 19th September. It was noted to ensure not to clash with Horsley Fete.</p> <p>It was resolved to produce an Annual Report and publicise this on NTC’s website, Civic Centre, Library/TIC and Nailsworth News.</p> <p>Proposed Cllr Jonathan Duckworth, seconded Cllr Mike Kelly, all agreed</p> <p>It was resolved not hold a Town Meeting before the end of April Proposed Cllr Jonathan Duckworth, seconded Cllr Angela Norman, all in favour</p>	<p>Clerk/Deputy Clerk/JD/MK</p>



	<p>It was resolved to plan a community event for later in the year (July or September) with a similar format to previous years, possibly to coincide with HOD and Market Street opening</p> <p>Proposed Cllr Jonathan Duckworth, seconded Cllr Robert Maitland, all in favour.</p>	Clerk/Deputy Clerk
2020/166	<p>To note an increase in cleaning costs at the Town Hall This was noted and it was confirmed that the cleaning contractor for the Town Hall pays their employees the Living Wage.</p>	
2020/167	<p>To receive a report on NTC Webspacer It was noted that this change has increased mailbox size for gov.uk addresses for NTC for a slightly decreased subscription fee.</p>	
2020/168	<p>To receive a report on NTC Election Candidate Publicity The advice of the SDC Elections section has been sought on the publication of candidate profiles in the Nailsworth News.</p> <p>As Cllr Jonathan Duckworth has a role in the production of Nailsworth News, he withdrew from this item and Deputy Mayor Mike Kelly took over the position of Chair for this item.</p> <p>After consideration of the report, it was resolved to support Nailsworth News' proposal to publish candidate profiles in the forthcoming election.</p> <p>Proposed Cllr Robert Maitland, seconded Cllr Paul Francis, all in favour, Cllr Jonathan Duckworth abstained (for reason of his involvement in Nailsworth News)</p> <p>It was confirmed that the deadline for NN will be the same as SDC's list is published (Thursday 8th/Friday 9th April) and the intention is that all the candidates will be listed, regardless of whether photos and profiles are sent by them.</p>	
2020/169	<p>To review NTC policies It was noted that some of NTC's policies have been revised to be in line with NALC model policies. Some, such as the Open Spaces, Tree and Commemorative Policies, have been combined into one policy.</p> <p>The Clerk drew attention to the revised Code of Conduct and explained that the new NALC Code of Conduct hadn't yet been published. SDC adopted their revised Code of Conduct before Christmas and that NTC's revised code was based on SDC's. The new Code of Conduct is more detailed, and more descriptive of the seven Nolan Principles.</p> <p>It was resolved to adopt the following revised policies and to update NTC's website accordingly: Attendance Policy Code of Conduct Complaints Policy Disciplinary Procedure Policy</p>	Clerk



	<p>Environment Policy Equality and Diversity Policy Expenses Policy Health and Safety Policy Internet Banking policy Lone workers policy: the reviewed version now includes the Lone Workers Risk Assessment Open Spaces Policy: the reviewed version now includes the Commemorative Policy and Tree Policy Procurement policy Risk management policy Safeguarding policy: the reviewed version now includes the 'Safeguarding Policy and Procedure notice' Social Media policy Privacy Notice Sickness Return to work form</p> <p>Proposed Cllr Steve Robinson, seconded Cllr Mike Kelly, 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