



NAILSWORTH TOWN COUNCIL
MINUTES of a MEETING of Nailsworth Town Council
 held at the Town Hall, Nailsworth
 on Tuesday 17 March 2020

Present	Cllr Jonathan Duckworth (Chair) Cllr Sue Reed Cllr Steve Robinson Cllr Angela Norman Cllr Paul Francis Cllr Ron Kerby Cllr Sally Millett Cllr Anne Elliott
Minutes	Katherine Kearns (Clerk)
Apologies received from:	Cllr Mike Kelly, Cllr Robert Maitland
Also present	David Cox (Nailsworth News)

Ref. No		Action									
2019/202	Safety briefing Noted.										
2019/203	Declarations of Interest & Applications for Dispensations There were none declared. Cllr Sue Reed confirmed all DCC meetings have been suspended for the time being.										
2019/204	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: 45%;">Detail</th> <th style="width: 30%;">Comment</th> </tr> </thead> <tbody> <tr> <td>a) S.20/0381/TCA Glendower, Watledge Road, Nailsworth, Stroud.</td> <td>Cut down all the material to ground level except for the old apple tree and smaller recently planted fruit trees. Boundary material to be retained as a hedge and cut low to leave a low 1.0-1.5m tall hedge</td> <td>NTC's Climate Emergency statement (see below)</td> </tr> <tr> <td>b) S.20/0525/TCA 2 Spring Hill, Nailsworth, Stroud.</td> <td>Repollard maple (T1) back to previous pollard points.</td> <td>No observations</td> </tr> </tbody> </table> <p>In the light of Nailsworth Town Council and Stroud District Council's declaration of a Climate Emergency the loss of any tree requires justification and proposals for mitigation, and the District Council should be developing a policy to ensure that no mature tree within the district is lost without clear justification.</p>	Ref	Detail	Comment	a) S.20/0381/TCA Glendower, Watledge Road, Nailsworth, Stroud.	Cut down all the material to ground level except for the old apple tree and smaller recently planted fruit trees. Boundary material to be retained as a hedge and cut low to leave a low 1.0-1.5m tall hedge	NTC's Climate Emergency statement (see below)	b) S.20/0525/TCA 2 Spring Hill, Nailsworth, Stroud.	Repollard maple (T1) back to previous pollard points.	No observations	Clerk
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2019/205	To confirm minutes of Council and Environment committee meetings held on 3 March 2020. The minutes of the Council on 3 rd March were approved Proposed Cllr Steve Robinson, seconded Cllr Angela Norman, all in favour. Abstained: Cllrs Anne Elliott, Ron Kerby and Sally Millett										



	<p>The minutes of the Environment committee on 3rd March were approved</p> <p>Proposed Cllr Angela Norman, seconded Cllr Jonathan Duckworth all in favour. Abstained: Cllrs Anne Elliott, Ron Kerby and Sally Millett</p>	
2019/206	<p>Matters of urgency</p> <ul style="list-style-type: none"> • Cllr Ron Kerby requested the legislation under which the three non-attending cllrs are required to attend training. It was noted that training sessions for non-attending cllrs was good practice and the purpose was partly to bring those cllrs up to date. • Concerns were raised about the cost of selling Hazelwood Bungalow, whether it was covenanted and why it was a confidential item. It was noted that where discussions are commercially sensitive it's usual for them to occur without public or press present. 	
2019/207	<p>Reports</p> <p>a) reports from County and District Councillors It was confirmed that work to repair the A46 will go ahead. This will be from Nailsworth's Shell garage to Stroud's Aldi. District cllr report: It was noted that Luke Burrows is a trained community organiser and not a youth worker.</p> <p>b) report from Town Mayor Noted</p> <p>c) report from Deputy Mayor Noted</p> <p>d) report from Town Clerk Noted</p> <p>e) report from Members on outside bodies Nailsworth Youth Club - noted Nailsworth Primary School - noted Town Twinning Association – noted that the Town Twinning visit will probably not go ahead due to Covid-19.</p> <p>f) Reports from Working Parties None</p>	
2019/208	<p>To consider Committee recommendations:</p> <p>The following Environment Committee recommendations were resolved;</p> <ul style="list-style-type: none"> - to agree to draw up a five-year tree planting plan for NTC land and it was also resolved to agree to draw up costs for tree planting in the plan. - to adopt the Tree policy and to consult with all other landowners and invite them to participate in a tree planting plan for the whole town. <p>Proposed by Cllr Paul Francis, seconded by Cllr Steve Robinson. All agreed. Abstained: Cllr Ron Kerby.</p>	Clerk



<p>2019/209</p>	<p>Accounts To agree payments in accordance with the budget as listed in the attached report</p> <p>Proposed by Cllr Paul Francis, seconded by Cllr Angela Norman, Agreed. Abstained: Cllr Ron Kerby.</p>	<p>Clerk</p>
<p>2019/210</p>	<p>To review NTC's Risk Assessment Noted</p>	
<p>2019/211</p>	<p>To review a Covid-19 risk assessment for NTC County and District Councils have suspended meetings. NTC need to make decisions that will take Council out of the current legal framework parish and town councils operate under.</p> <p>After discussion;</p> <p>It was resolved to refer in official communications to Coronavirus (Covid19) and thereafter Coronavirus.</p> <p>Proposed Cllr Jonathan Duckworth, seconded Cllr Angela Norman. Carried.</p> <p>It was resolved to establish a Scheme of Delegation designed to allow for good quality decision making, and to allow council the ability to continue decision making in the event of several incapacitated councillors.</p> <p>Proposed Cllr Jonathan Duckworth, seconded Cllr Sue Reed and agreed unanimously.</p> <p>There was a discussion about how NTC will operate without the normal number of members. Currently a quorum is 5 cllrs. With a pandemic it may be difficult to reach a quorum.</p> <p>It was resolved to form an Emergency Committee, consisting of the seven active and engaged councilors, these being; Cllr Jonathan Duckworth Cllr Mike Kelly Cllr Steve Robinson Cllr Sue Reed Cllr Robert Maitland Cllr Angela Norman Cllr Paul Francis For the Emergency Committee to have powers to make decisions and spend during the pandemic. For the Emergency Committee to be in place until the next normal meeting of Full Council (the lifting of meeting restrictions).</p> <p>Proposed Cllr Jonathan Duckworth, seconded Cllr Sue Reed. Agreed unanimously.</p> <p>There was a discussion about how cllrs who are not active and engaged with Council will be kept informed. Cllrs Anne Elliott,</p>	



	<p>Ron Kerby and Sally Millett will continue to be sent agendas and papers as usual.</p> <p>It was resolved that the Scheme of Delegation be as follows:</p> <ol style="list-style-type: none">1. The Emergency Committee in the first instance2. Delegated powers to Chair, Vice-Chair and Clerk3. In the event that the above is not practical, then delegated to a Clerk/Deputy Clerk and any two councillors <p>Proposed Cllr Jonathan Duckworth, seconded Cllr Steve Robinson. Agreed. One abstained; Cllr Ron Kerby.</p> <p>It was resolved that for the duration of the pandemic emergency that all other committees are suspended. Proposed Cllr Jonathan Duckworth, seconded Sue Reed, all agreed.</p> <p>There was a discussion about how virtual meetings will be run. Although not yet legal, it was suggested discussion in the Emergency Committee meetings is carried out virtually, possibly via email, with timed responses before voting, with the understanding that legislation will follow this method shortly. Resolutions will be recorded and published as usual.</p> <p>It was resolved that Emergency Committee meetings may be held virtually. The default timetable will be for a period of two days. These two days will be for questions, clarifications and discussion. A day will be allowed for answering these questions and then a vote will be taken electronically. The vote will be taken by replying to a standard email from the chair of the meeting with 48 hours to be allowed for voting. In exceptional circumstances decisions may need to be made faster. Proposed Cllr Jonathan Duckworth, seconded Cllr Paul Francis. Carried. Against Cllrs Ron Kerby and Anne Elliott Abstained Cllr Sally Millett</p> <p>It was noted that NTC currently have a casual vacancy which will now not be filled due to the postponement of elections until 2021. It was recognised this may be a subject for a future Emergency Committee meeting. It was also noted that for the duration of the pandemic council business is not as usual and the business of council will be what is necessary.</p> <p>The NTC office will not be open to the public and cloud storage space has been increased, NTC email is already accessible remotely and this has been trialed.</p> <p>It was resolved to allow NTC staff to work from home for the duration of the emergency. Proposed Cllr Jonathan Duckworth, seconded Cllr Steve Robinson and all agreed.</p>	
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	<p>It was resolved that NTC set up a cloud-based Helpline service for residents, to run not as an emergency service but to coordinate volunteer help for people with prescriptions, shopping and chat.</p> <p>Proposed Cllr Jonathan Duckworth, seconded Cllr Ron Kerby and all agreed.</p> <p>NTC staff have been collecting details of volunteers and helpers, including organisations, and using Parish Online software to map these offers. A leaflet will be produced and delivered to all residents with the Helpline number. Information will be posted on NTC's website and people directed to this as a reliable source of information.</p> <p>It was noted that Nailsworth News may not be able to be delivered as usual but this was a fast moving decision.</p> <p>The effect on other aspects of NTC's services were discussed. It was confirmed that most TIC volunteers have had to withdraw for the moment but that the TIC space may be useful during the emergency.</p> <p>It was resolved to close the Town Archive in the Town Hall, and the TIC in the Library for the safety and welfare of both volunteers and the public. Proposed Cllr Jonathan Duckworth, seconded Cllr Paul Francis and all agreed</p> <p>There was a discussion about whether to close all letted buildings. It was noted that the majority of hirers have already withdrawn but Council was mindful that some of these activities are the hirer's livelihood.</p> <p>NTC's website will be updated with the information discussed today with the front page focussing on the virus.</p> <p>NTC email accounts: Server space has been looked at and this is currently adequate however automatic emptying of email trash will help with a possible increase in email traffic.</p> <p>It was resolved to allow a ten day delay before automatic deletion of email in the trash box and that email boxes be increased to 75MB. Proposed Cllr Jonathan Duckworth, seconded Cllr Steve Robinson and all agreed.</p> <p>Online banking access: The NTC office can help cllrs get set up with online banking for NTC and there's a need to make sure all cllrs are set up. Although this isn't an Arkell Community Centre Trust meeting, the ACC Trust doesn't currently have online banking and requires two Trustee/cllrs to sign cheques. NTC may need to</p>	
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	<p>make payments for ACC Trust bills for the duration of the emergency, with records being kept to address this in the future.</p> <p>A press release will be issued to publicise NTC’s Helpline service. The Clocktower banner posts could be used in the future to disseminate information. Clerk to inform Mike Hammond SDC that if this happens the banner may be up for longer than the statutory two weeks.</p> <p>It was agreed that the Mayor write a letter of thanks to Nailsworth food shops, Morrisons in particular, for their work during this time.</p> <p>The Civic Centre window display will be used to disseminate information and to advertise local businesses offering services.</p> <p>Annual Meeting: Current legislation requires parish and town councils to hold an Annual Meeting but the Clerk will take advice on this as the situation develops.</p> <p>Annual Town Meeting: It was resolved to cancel the Annual Town Meeting and to investigate a way to have an online presentation or something virtual. Proposed by Cllr Jonathan Duckworth, seconded Cllr Steve Robinson, all in favour.</p> <p>Thanks were extended to Chris Amor and Elegant Marquees for their help and understanding.</p> <p>Twin towns: It was agreed that the Mayor write a letter of support to twin/friendship towns of Leves, France and Perry, USA.</p> <p>Youth Club: It was noted that at the moment the Youth Club will stay open but this will be monitored day-by-day, with Tracy Young able to divert onto Outreach work or other activities as needed.</p>	<p>Clerk</p> <p>JD</p> <p>JD</p>
<p>2019/212</p>	<p>To receive a report on the budget position: explanatory report, I and E report Noted. In response to a question, it was noted that there isn’t yet any government financial help for businesses. The Clerk is monitoring this.</p>	
<p>2019/213</p>	<p>To agree emergency work to the Mortimer Room roof The work to repair the leak in the Mortimer Room roof was ratified. Proposed by Cllr Sally Millett, seconded by Cllr Jonathan Duckworth, all in favour.</p>	



<p>2019/214</p>	<p>To ratify movements in Norton Wood and Bunting Hill budget headings These budget movements were ratified Proposed by Cllr Sue Reed, seconded by Cllr Jonathan Duckworth, all agreed. Cllr Ron Kerby abstained</p>	
<p>2019/215</p>	<p>To discuss Council representation during the Twinning visit in May 2020 following the elections This was not discussed under the circumstances.</p>	
<p>2019/216</p>	<p>To agree a review of hire charges at The Town Hall, The Mortimer Room and KGV Playing Field This was postponed for a future meeting under the circumstances.</p>	
<p>2019/217</p>	<p>To agree to install a Blue Plaque post on the Green in Forest Green It was resolved to allow the Blue Plaque to be installed by Mike Harvey. Proposed by Cllr Angela Norman, seconded by Cllr Sue Reed, all in favour.</p>	<p>Clerk</p>
<p>2019/218</p>	<p>Confidential items</p>	
<p>2019/219</p>	<p>To consider further action in the disposal of Hazelwood Bungalow The decision to reduce the price of Hazelwood Bungalow was ratified. Proposed by Cllr Sue Reed, seconded Cllr Paul Francis. Against Cllr Ron Kerby Abstained Cllrs Anne Elliott and Sally Millett. Carried. Under the circumstances the Groundsman and his family have asked if they're happy for viewings to continue and they have agreed for the moment. Following an anonymous complaint from a member of the public it was confirmed that Hazelwood Bungalow was gifted to the Urban District Council by E.A. Newman in 1952 and its use or disposal was not restricted by any covenants.</p>	<p>Clerk</p>
<p>2019/220</p>	<p>To update on the NTC team There have been at least three phonecalls to NTC and cllrs by the same member of the public, possibly from outside the parish, who alleges certain statements were made by the Groundsman. It was noted that the Groundsman is an employee of NTC and that line management comes through the Clerk, who will deal direct with any issues. Any allegations will be investigated, if necessary, to see if there are any grounds for action.</p>	<p>Clerk</p>

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

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 Date