

**NAILSWORTH TOWN COUNCIL**  
**Minutes of a meeting of the Town Council**  
Held at 6.30pm in the Town Hall on Tuesday 19<sup>th</sup> September 2023

**Present:**

CLr Shelley Rider (Chair)  
CLr Patsy Freeman  
CLr Angela Norman  
CLr Peter Bodkin  
CLr Ros Mulhall  
CLr Jonathan Duckworth  
CLr Colleen Rothwell  
CLr Paul Francis

**Also present:**

Three members of the public

**Minutes:**

Clerk

**Apologies:**

CLr Mike Kelly  
CLr Steve Robinson  
CLr Natalie Bennett

**Verbal Introductions and safety briefing**

Those present identified themselves.

**2023/076****Declarations of Interest & Applications for Dispensations**

None were declared – Patsy did not declare an interest

**2023/077****Consideration of Planning Applications received as follows:****CONSULTATION**

- a) S.23/1724/FUL. Former Oldstone Restaurant, Old Market, Nailsworth, Stroud. Application: Full. Installation of a flue for a wood-burning pizza oven (retrospective). Resubmission of S.23/1108/FUL

The applicant was present and spoke in support of the resubmission. Concerns were again raised that public comments on SDC's Planning Portal were spurious. It was confirmed that the Planning Officer will only consider matters material to planning.

**Comment:** NTC support this application and assert that it is of benefit to the town, with the reopened restaurant having revitalised the area. NTC has concerns that some public comments may be spurious and that these should not influence the Planning Officer's decision.

**TREES IN A CONSERVATION AREA**

None

**PREVIOUSLY TRACKED APPLICATIONS**

- b) S.23/1336/HHOLD Calder Cottage, Spring Hill, Nailsworth, Stroud. Application: Householder. Refurbishment, improvement access, new garage, landscaping and replacement of outbuilding. (Resubmission of S.22/2306/HHOLD). Application permitted.  
NTC: support.

**2323/078****To confirm minutes of the Full Council meeting held on Tuesday 5<sup>th</sup> September 2023**

All agreed

**2023/079****To confirm minutes of the Environment Committee meeting held on Tuesday 5<sup>th</sup> September 2023**

All agreed

**2023/080****To consider Environment Committee (5<sup>th</sup> September meeting) recommendations:**

It was **agreed** to approve the terms of use for FGCA (Forest Green Community Garden) volunteers prior to the lease agreement completion.

Agreed – *NB see 2023/084*

It was **agreed** that FGCA are to be contacted and requested to provide the relevant information required to submit an amendment to the Open Spaces Policy.

Agreed – *NB see 2023/085*

It was **agreed** that extra survey works be carried out on tree SH261 (Star Hill Green) up to a budget of £1,000.

Agreed

It was **agreed** to purchase 14 motifs (Christmas lights) from contractor 1 at the cost of £7,519.

Agreed

**2023/081**

**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 deadline.*

It was noted that Nailsworth traders have set a date for Nailsworth Goodwill (Friday 24<sup>th</sup> November) and they are getting support from Stroud Chamber of Trade.

**2023/082****Accounts****To agree payments for September in accordance with the budget as listed in the attached report**

These were agreed.

Cllrs Angela Norman and Jonathan Duckworth undertook to authorise payments before Friday 22<sup>nd</sup> September at midday.

**2023/083****To consider amendments to Financial Regulations to bring NTC in line with councils of similar size**

The Clerk spoke in support of this amendment to bring NTC in line with councils of similar size and responsibility. Following a discussion with a cllr prior to the meeting it was agreed to clarify the upper limits of the Clerk's delegated authority; for annual budget revenue amounts up to their limits; for capital sums by council resolution.

It was **resolved** to amend NTC's Financial Regulations as follows;

*Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget.*

*Expenditure on Earmarked Reserves (capital items) may be authorised up to the amounts agreed by Council resolution.*

All agreed

And also, to amend 4.5 to read:

*In cases of extreme risk to the delivery of council services, the Clerk may authorise revenue expenditure on behalf of the council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000. The Clerk shall report such action to the Chairman as soon as possible and to the council as soon as practicable thereafter.*

All agreed

#### **2023/084**

#### **To form a Carters Way Working Party to agree terms for establishing a self-managed allotment/community garden site**

It was noted that working party members must be cllrs who not have an interest in the Carters Way allotments.

The following policies and procedures apply; Environment Policy, Open Spaces Policy, Health and Safety Policy, Equality and Diversity Policy, Standing Orders

It was **resolved** that green space land at Carters Way be run as a self-managed allotment/community garden for the general benefit of Nailsworth residents.

All agreed

It was **resolved** that the Terms of Reference for Carters Way working party are;

- *To ensure the community group's policies and procedures are in line with those of the Council*
- *To identify specific terms to be included in the lease in accordance with best practice and Council policies and procedures*
- *To establish a lease with the group, and for the Clerk to instruct the Council's lawyers to act in this matter*

Agreed

It was **resolved** that the working party membership is;

Cllr Peter Bodkin  
Cllr Ros Mulhall  
Cllr Colleen Rothwell

Agreed

#### **2023/085**

#### **To consider an amendment to NTC's Open Spaces Policy**

An amendment to NTC's Open Spaces Policy was proposed to allow the community group at Carters Way to use an alternative weedkiller to glyphosate.

It was **resolved** to make the following amendments to NTC's Open Spaces Policy:

- Carters Way allotment site is leased to Forest Green Community Allotments (FGCA). FGCA (The Group) manage the day-to-day care and maintenance of the site and have authority from NTC to use a Hydrogen Peroxide based weed killer with the maximum strength of 12%.

- The Group must ensure all Health and Safety requirements are adhered to with regards to storage and use of this product.

All agreed.

### **2023/086**

#### **To consider recommendations from the Town Centre Improvements working party to commission feasibility and design work for Market Street**

The Clerk explained the background to this scheme which has its roots in the Evans Report and Nailsworth Design Framework. It is part of a larger strategic plan to improve the town centre environment.

It was **resolved** to agree a budget of up to £25,000 for a feasibility study and design work for the Market Street improvement phase

Agreed

Following the completion of this part of the working party's aims, the Town Centre Regeneration working party's terms of reference were updated.

It was **resolved** that the new terms of Reference of the working party are:

- To encompass the commercial heart of the town (i.e. Bridge Street, George Street, Fountain Street, Market Street, Cossack Square, Old Market, lower Spring Hill and adjacent areas)
- To work initially on design considerations for improvements to Market Street as the first phase of development;
- To engage an outside person to carry out the consultation and to set aside funds for this within the project budget
- To establish costs for a phased implementation of the work

All agreed

It was **resolved** that Cllr Peter Bodkin joins the working party

All agreed

### **2023/087**

#### **To agree delegated authority to change utilities contracts for NTC's buildings and land**

The current market for utilities is very volatile and it is to NTC's advantage to delegate decisions relating to utilities contracts to NTC staff.

In accordance with the Council's Climate Emergency Action Plan and Environment Policy NTC will favour green energy suppliers.

It was **resolved** to delegate authority to NTC staff to change utilities contracts as needed, for best value and in accordance with NTC's Policies

All agreed

### **2023/088**

#### **To form a Support for Town Services working party for NTC grants, partnerships and SLAs over £5,000**

The new working party will be responsible for monitoring and reporting on Service Level Agreements and grants of over £5,000.

It was **resolved** that the Terms of Reference for the Support for Town Services working party are:

- To establish a timetable of service monitoring with quarterly deadlines

- To devise monitoring reports to be completed by beneficiaries/service deliverers, according to the type of service which is supported
- To assess quarterly monitoring reports submitted by beneficiaries/service deliverers
- To provide quarterly reports to Council on their findings

The first action of a working party is to appoint a Chair to the group, and membership of the group is by Council resolution.

All agreed

It was **resolved** that the working party membership is;

Cllr Angela Norman  
Cllr Jonathan Duckworth  
Cllr Peter Bodkin

All agreed

### **2023/089**

#### **Confidential item (no paper required for this item)**

The Clerk read the Confidentiality Statement.

### **2023/090**

#### **To approve the Service Level Agreement for youth provision**

The Service Level Agreement has been previously discussed with a representative from Nailsworth Youth Club.

It was confirmed that NTC have no responsibility for employees of the Youth Club Trust, and that NTC cannot legally be involved in the employment of youth workers. This contract represents NTC's single largest expenditure and there is a need to be transparent with how the funds are used and how the service is monitored. The SLA gives the opportunity for NTC to receive feedback on how the youth service is performing.

It was confirmed that the terms of the SLA are fixed for three years.

It was **resolved** to agree the Service Level Agreement for youth provision

All agreed

It was **resolved** to date the SLA from 1<sup>st</sup> October and for the SLA to run from 1<sup>st</sup> October 2023 and end on 31<sup>st</sup> March 2026 (three years)

All agreed

### **2023/091**

#### **To note that procedures regarding facility hire are part of the duties delegated to officers**

NTC's office deal with a large volume of bookings every year and always try to accommodate hirer needs within the agreed terms and conditions. There was a discussion about the complications which can occur when individual hirers appeal directly to cllrs for different conditions and rates. Cllrs are advised to direct all enquiries to the officers.

To clarify NTC's position, it's the duty of the Proper Officer to;

*Manage NTC's buildings and other properties, including property not owned by the council but for which it has a statutory responsibility.*

NTC's Standing Orders 25.a (ii) state:

*Unless duly authorised no councillor shall issue orders, instructions or directions.*

Noted

**2023/092**

**Financial summary:**

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

These reports were noted

**2023/093**

**To review NTC’s Risk Assessment**

Noted

**2023/094**

**Report from Town Mayor**

Noted

**2023/095**

**To receive an update on NTC office activities**

The Clerk reported that the TIC volunteer meeting was very productive and another meeting will be held very soon to keep the work moving along.

Noted

**2023/096**

**To receive a report from NTC’s representative on the Community Development Work steering group**

It was reported that a lot of work to support the community is being done and that funding bids are being completed. Monday morning sessions are very popular and some volunteers have been recruited to help. The Community Development Worker has been in post since December 2022.

NTC has agreed to contribute £5,000 p.a. towards Community Development work for two years.

Noted

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

.....  
 Date