

**MINUTES OF THE ANNUAL MEETING OF THE TOWN COUNCIL
HELD ON TUESDAY 8TH MAY 2012**

Present: Cllr Mumford Cllr Boulton Cllr C Roberts
Cllr M Jones Cllr Sanford Cllr Harwood
Cllr Hing Cllr S Jones Cllr Wardle

In attendance: Vanessa Lawrence(Clerk), Roz Capps (Assistant Clerk), County Cllr. Theodoulou (part) Laura Shack (Wilts & Glos Standard), 2 members of the public

- 001 12/13 To elect the Town Mayor**
It was **RESOLVED** to elect Cllr Winney as Town Mayor. Proposed Cllr Harwood, seconded Cllr Sanford – all in favour.
- 002 12/13 To receive the Town Mayor’s Declaration of Acceptance of Office**
Defer to next meeting.
- 003 12/13 To elect the Deputy Mayor**
It was **RESOLVED** to elect Cllr Mumford as Deputy Mayor, proposed Cllr Hing, seconded Cllr S Jones – all in favour.
- 004 12/13 To receive the Deputy Mayor’s Declaration of Acceptance of Office**
Defer to next meeting.
- 005 12/13 To note apologies for absence**
Apologies were received from Cllr Winney and S. Roberts.
- 006 12/13 Declarations of Interest in Items on the Agenda**
Declarations of Interest were received from:
Cllr Mumford – Item 028 – Prejudicial Interest
Cllr Boulton – Item 030 – Personal Interest
Cllr Wardle – Item 032 – Prejudicial Interest

Cllr. Wardle arrived.

- 007 12/13 To consider the Council’s committees and sub-committees**
- 1. Finance (3rd Tuesday bi-monthly)** It was **RESOLVED** to accept nominations for Cllrs. Hing, Wardle and M. Jones for the Finance Committee. Proposed Cllr S Jones, seconded Cllr Boulton – all in favour.
 - 2. Planning (1st & 3rd Tuesday monthly) –** It was **RESOLVED** to accept nominations for Cllrs Boulton, M Jones and S Jones for the Planning Committee. Proposed Cllr Wardle, seconded Cllr Hing – all in favour.
 - 3. Facilities (1st Tuesday monthly) -** It is **RESOLVED** to accept nominations for Cllrs Harwood, C. Roberts, S. Roberts and Sanford. Proposed Cllr Wardle, seconded Cllr M Jones – all in favour.
 - 4. Highways (4th Tuesday monthly) –** It was **RESOLVED** to accept nominations for Cllrs Boulton, M Jones and Harwood. Proposed Cllr S Jones, seconded Cllr Sanford – all in favour.
- 008 12/13 To appoint sub-committees**
- 1. Staffing -** It was **RESOLVED** to accept nominations for Cllr Hing, M. Jones, S. Jones and Wardle for the Staffing Committee. Proposed Cllr Harwood, seconded Cllr Boulton – all in favour.
 - 2. Procedures –** It was **RESOLVED** to accept nominations for Cllr Harwood, S. Jones and Wardle for the Procedures Committee. Proposed Cllr M Jones, seconded Cllr Sanford – all in favour.

Cllr Wardle proposed that Item 032 is brought forward, seconded Cllr Hing – all in favour. This was taken after Chairman's Announcements.

- 009 12/13 To appoint Town Council representatives to:**
1. **Cotswold Water Parks (x2)** – Cllrs Harwood & S Jones
 2. **Fairford Airbase Links (x2)** – Cllrs Hing & Winney
 3. **FCC Ltd Trustees (x3)** – Cllrs M Jones, Harwood and Sanford
 4. **FCC Management Committee (x2)** – Cllrs Hing & Wardle
 4. **GMTF (x1)** – Cllr. Harwood
 5. **Palmer Hall (x1)** – Cllr Boulton
 6. **Police Link (x1)** – Cllr Winney
 7. **History Society (x1)** – Cllr M Jones
 8. **River Coln Project Team (x4)** – Cllrs C Roberts, Hing and S Jones
 9. **FEAG (x3)** – Cllrs Hing, C. Roberts
 11. **Lady Mico Trust (x1)** – Cllr Hing

Farmers School Charity Trustees was omitted from the list and will be added to the Agenda for the next Full Council meeting for selection of representatives. **ACTION: Clerk to add this item to the Agenda for Full Council meeting in June 2012**

- 010 12/13 To approve the Minutes of the Full Council meeting held on 10th April 2012 (pp172-175 11/12)**
It was **RESOLVED** to approve the Minutes of the Full Council meeting held on 10th April 2012 (pp172-175 11/12), with agreed amendments. Proposed Cllr Harwood, seconded Cllr Boulton – all in favour.

- 011 12/13 Matters arising**
Dilly's Bridge path.
The Clerk reported that issues with part of the new path near Dilly's Bridge had been passed PROW. The Highways Committee had agreed to hire a roller to try to flatten the area to help those with mobility scooters, but following advice from PROW, this has now been shelved. The area will be looked at again by PROW.

- 012 12/13 To agree to adjourn the meeting for Public Question Time – there is a 10 minute time limit.**
It was **RESOLVED** to adjourn the meeting for Public Question Time. Proposed Cllr M Jones, seconded Cllr Hing – all in favour.

Q: Mrs Dodwell queried the installation of the Xmas Lights. She felt that the lights in past years have not been satisfactory and wanted to see a better display.

A: Cllr C Roberts replied that a meeting has been arranged to discuss further, ways of improving the lights and asked Mrs Dodwell if she would be able to attend and to ask anyone that she knows who is interested in putting forward their ideas to come along.

- 013 12/13 To agree to reconvene the meeting following Public Question Time.**
It was **RESOLVED** to reconvene the meeting following Public Question Time. Proposed Cllr Boulton, seconded Cllr M Jones – all in favour.

- 014 12/13 Chairman's Announcements**
Cllr Mumford reported that letters of thanks had been received for grants given.

County Cllr. Theodoulou arrived.

032 12/13 To agree recommendation from Highways Committee that following results of parking questionnaire all parking restrictions be removed (option 4 on the form)

Before leaving the room, Cllr Wardle spoke giving his views on the matter. He then left the room.

Cllr S Jones said that recent planning consents and possible future planning consents would impact on parking in the Town. Statistics were given out regarding the survey results.

It was **RESOLVED** to suspend Standing Orders in order to allow interested members of the public to speak on this matter. Proposed Cllr S Jones, seconded Cllr Boulton – 6 in favour, 2 abstentions.

Mrs Dodwell stated that she was in favour of no restrictions and said that she and her husband would be will to stand the shortfall in costs if required, but would want details of exactly how the money for the implementation of no restrictions is to be spent. Mr. Peachey was also in favour of no restrictions.

It was noted that the main costs for this would be in the public consultation and advertising and that the cost was yet to be confirmed.

Cllr Hing said that the cost should be borne by the Town Council's and not residents. Whatever was decided upon was for the good of the whole town and not just for the residents of the High Street and Market Place. It was also noted that following the survey approx. 25% of people parked in this area all day.

Cllr Harwood also confirmed his findings and agreed that the percentage of people parking all day was approx. 25%. He also said that in the long term the Council would need to think about more parking with future planned developments coming forward and favoured some form of parking restrictions in certain areas.

Cllr Roberts said that she wanted to know why the results of the first questionnaire sent out was ignored and was told that the results had not been ignored but that as a result of these, which were very close, it was agreed to conduct the 6 month long trial and that the results of this had prompted a further questionnaire, which had produced results on the current proposal had been based.

A meeting has been arranged with Jim Daniels from Glos. County Council had been arranged at which time the results of the survey will be discussed further and advice sought as to how best to move any decision made, forward. Cllr Mumford said that GCC would undertake their own consultation process. It was agreed that there is some danger that with no restrictions in place, more people would park all day, which may prove counterproductive in encouraging tourists visiting the town or shoppers using the local shops.

A vote was taken to accept the recommendation from Highways, Proposed Cllr M Jones, seconded Cllr Boulton – 2 in favour, 2 against, 4 abstentions – the casting vote was against. The motion was passed. A second proposal was made by Cllr Harwood that the decision should be left to Gloucestershire County Council, seconded Cllr C Roberts – 6 in favour, 1 against, 1 abstention. **ACTION: Clerk to advise GCC of the outcome of this meeting.**

Cllr Wardle returned.

It was **RESOLVED** to bring forward Item 020. Proposed Cllr Mumford, seconded Cllr Hing – all in favour.

020 12/13 To receive report from County Councillor

Cllr Theodoulou reported that there was very little to report due to Cllrs. standing in elections. He said that he had been concentrating on property matters i.e. the sale of Council assets. The results of the Library consultation had been announced with GCC proposals standing.

Q: Cllr Hing asked C. Cllr Theodoulou if there was any news on the sale of the Police Station.

A: C. Cllr Theodoulou said that this was under the control of the Police Authority.

Cllr Hing said that the sale of the property would have implications on the Highways i.e. access onto the A417. C. Cllr Theodoulou said that any application would have to go through CDC planners. He also said that there had been a lot of interest in the recent Police Commissioners posts.

Q: Cllr Harwood asked C. Cllr Theodoulou whether he knew anything about the reasons for the withdrawal of registrar services from Cirencester to Stroud and Gloucester. C. Cllr Theodoulou said that he would make enquiries as to how people with limited transport would be able to utilise the services.

Q: Cllr Wardle asked about what criteria was followed when selecting what type of pothole was repaired, following queries raised by members of the public. C. Cllr Theodoulou said that a new system was being used and it was hoped that this would facilitate a better service for the repair of potholes.

C. Cllr Theodoulou left the meeting.**015 12/13 To consider invitations to meetings (e-mailed)**

Cllr Roberts said that she would be attending the AMT meeting in Chipping Sodbury on behalf of the FLBC.

016 12/13 To consider correspondence received (for information only e-mailed)

List of correspondence was received, with no comment.

017 12/13 Correspondence requiring a reply

None.

018 12/13 To receive reports on meetings/events attended

GMTF – 26th April 2012 – Cllr Harwood – report submitted prior to meeting
FEAG Emergency Exercise 28th April 2012– Cllr Hing – Cllr Hing reported that the FEAG exercise took place on Saturday 24th April. He said that there had been limited support from the community, but whilst disappointed, this was reality. Regardless of this, observers from Northleach, Moreton in Marsh and Lydney and representatives from GRCC and GCC were present and their reaction had been excellent. Lessons had been learnt and feedback will be forwarded in due course. A full report will be forwarded when completed.

FCC Trustees Meeting – Cllr Harwood – forwarded prior to meeting.

Minerals Meeting – Cllr Mumford – forwarded prior to meeting.

019 12/13 To receive report from District Councillor

- **CDC Annual Meeting** – The Chairman was Sir Edward Horsfall, Vice Chairman, Clive Bennett. Both he and District Cllr. Theodoulou remain in their positions.

- **Waste** – The new waste service is up and running in Cheltenham, and will start in the CDC area in August. Situation for depots to be decided, these to be between South Cerney or Lorry Park in Cirencester. A text service is in operation and will continue for he another 12 months.

- **Planning** – Fairford Concrete – application will be coming through in June.

- **Cotswold Conversations** – A youth meeting where people got together to talk to other youth groups. Minutes from this meeting to be forwarded in due course.

020 12/13 To receive report from County Councillor

See above.

FINANCE

- 021 12/13 To approve retrospectively cheque payments to end of April 2012.**
It was **RESOLVED** to approve retrospectively cheque payments to end of April. Proposed Cllr M Jones, seconded Cllr Boulton – all in favour.
- 022 12/13 To receive income & expenditure figures to end April 2012**
The figures were received. These to be considered further at the Finance meeting on 15th May. **ACTION: This item to be added to the Agenda for Finance on the 15th May.**
- 023 12/13 To review Summary of Accounts (Section 1 – Annual Report).**
The Summary of Accounts were reviewed and will be looked in further detail at the Finance Meeting. **ACTION: Clerk to add this item to the Agenda of the Finance meeting on the 15th May.**
- 024 12/13 To agree to sign off Annual Return for year ended 31st March 2012 and Annual Governance Statement.**
It was **RESOLVED** to sign off the Annual Return and Annual Governance Statement for year ended 31st March 2012. Proposed Cllr Wardle, seconded Cllr Hing –6 in favour, 3 abstentions.
- 025 12/13 To consider and approve Statement of Accounts, RFO & Chairman to sign and certify statement of accounts – for submission to Auditor.**
Cllr Wardle proposed that this item be signed off by the Chairman of the Finance Committee, seconded Cllr S Jones – all in favour. **ACTION: This item to be added to the Finance Meeting on the 15th May.**

FACILITIES

- 026 12/13 To receive Minutes of Facilities Meeting held on 1st May 2012.**
The minutes were received with no comment.

PLANNING

- 027 12/13 To receive Minutes of Planning Meeting held on 17th April & 1st May 2012.**
The minutes were received with no comment.

Cllr Mumford left the room

It was RESOLVED that Cllr S Jones would chair the meeting in the absence of Cllr Mumford.
Proposed Cllr Harwood, seconded Cllr M Jones – all in favour.

- 028 12/13 Update on Pips Field development.**
Cllr Hing will be making FTC's representation at CDC tomorrow's CDC meeting. Cllr Wardle has submitted comments as he is unable to attend personally. Cllr Hing read out the representation and small amendments were made and agreed.

Cllr Mumford returned.

HIGHWAYS

- 029 12/13 To receive Minutes from Highways Meeting held on 24th April 2012**
The minutes were received with no comment.
- 030 12/13 To agree recommendation from Highways Committee to pay £500 towards feasibility study for Fairford-Lechlade multi-use path project.**
It was **RESOLVED** to agree recommendation from the Highways Committee to pay £500 towards a feasibility study. Lechlade T.C. will also be contributing the same amount. Proposed Cllr Hing, seconded Cllr Harwood – all in favour. Cllr Wardle to advise the Clerk on who the cheque should be made payable to. **ACTION: Clerk to raise cheque.**

- 031 12/13 **To agree recommendation from Highways Committee to purchase a new seat, funds to be carried forward from 2011/12 budget (approx. £500)**
It was **RESOLVED** to agree recommendations from the Highways Committee to purchase a new seat. Proposed Cllr Harwood, seconded Cllr Sanford – all in favour. Location to be agreed.
- 032 12/13 **To agree recommendation from Highways Committee that following results of parking questionnaire all parking restrictions be removed (option 4 on the form)**
See above.

OTHER MATTERS

- 033 12/13 **To consider renewal of GAPTC membership £673.38**
Cllr Wardle proposed that this matter be considered in 3 months, this was not seconded. It was **RESOLVED** to re-join GAPTC. Proposed Cllr Harwood, seconded Cllr M Jones – 5 in favour, 2 against, 2 abstentions. This item will be taken to the next Finance meeting. **ACTION: Clerk to add this to the agenda for the next Finance meeting in May.**

Cllr Wardle proposed that the next item should be taken IN CAMERA – seconded Cllr Hing – 7 in favour, 2 abstentions.

- 034 12/13 **To agree to release allocated funds to Palmer Hall.**
Held - IN CAMERA. – Under separate cover.
- 035 12/13 **To consider withdrawal of Registrar’s outreach services – (Cllr Harwood)**
Cllr Harwood reiterated his earlier comments to County Cllr. Theodolou about the loss of the Registrars outreach services, which have been moved to Stroud and Gloucester and would prove difficult for those people with limited transport, to visit. Cllr Harwood was asked to draft a letter of complaint. **ACTION: Cllr Harwood to draft a letter.**
- 036 12/13 **To consider and agree co-option for Councillor Vacancy – Horcott Ward – 1 applicant to date and to consider and agree procedures for any future vacancies.**
Cllr. Harwood proposed that the candidate be co-opted, seconded Cllr M Jones - 4 in favour, 5 against. It was therefore agreed that before any decision is made on co-option any candidates should be requested to come along for a brief chat. Proposed Cllr C Roberts, seconded Cllr Boulton – 6 in favour, 1 against, 2 abstentions. **ACTION: This item to be deferred until the next Council meeting and the candidate and any other candidate that comes forward should be asked to attend that meeting for an informal chat prior to the start of the meeting. Clerk to contact candidate.** It was also agreed to add an article in the Newsletter for June.

Cllr S Jones left the meeting.

- 037 12/13 **To agree a report for the Annual Town Meeting**
It was agreed to follow the same format as for previous years.

IN CAMERA ITEM

- 038 12/13 **To select winners from the nominations received for the Citizen of the Year and Young Citizen of the Year (Geoff Chick) Award.**
Held – IN CAMERA – Under separate cover.

- 039 12/13 **Date of next meeting – 12th June 2012.**

There being no further business the meeting closed at 10.15pm

.....Chairman

.....2012

IN CAMERA ITEMS – ANNUAL MEETING OF THE TOWN COUNCIL – 8TH MAY 2012

034 12/13 To agree to release allocated funds to Palmer Hall.

Cllr Wardle & Cllr Cusack had attended a meeting with the Palmer Hall Committee, where they were advised of the rules that FTC have to abide by when requesting tenders. They were advised that 3 quotes would be required. Only 2 quotes have been received and an explanation as to why a third one was not available. The Council agreed that they wished to support the Palmer Hall, but they do require the correct information before any decision to release funds can be agreed. It was agreed that this matter is looked at by the Finance Committee and that a representative from the Palmer Hall Committee is asked to attend the next Finance meeting. It was **RESOLVED** to release the funds subject to the Finance Committee receiving satisfactory explanations from the Palmer Hall. Proposed Cllr Hing, seconded Cllr Harwood, 7 in favour, 1 abstention.

038 12/13 To select winners from the nominations received for the Citizen of the Year and Young Citizen of the Year (Geoff Chick) Award.

Nominations for the Citizen of the Year were received for:

Geoff Hawkes –

Steve Crowley

Jeanne Watkins –

A ballot was taken and Geoff Hawkes was chosen to receive the award for 2012

As only 1 nomination was received for the Young Citizen of the Year (Geoff Chick Award) – the Council agreed to award this to Graeme Wall.