

## MINUTES OF THE FULL COUNCIL MEETING HELD ON 10<sup>TH</sup> JULY 2012

Present: Cllr Winney                      Cllr Hing                              Cllr C Roberts  
 Cllr Sanford                        Cllr M Jones                        Cllr Boulton  
 Cllr Lloyd                            Cllr S Jones                        Cllr Harwood  
 Cllr Wardle                         Cllr Muir (part)

In attendance: Vanessa Lawrence (Clerk), 3 representatives from Archstone Developments.

- 040 12/13 To receive the Town Mayor's Declaration of Acceptance of Office**  
 The Mayors Declaration of Acceptance of Office was received, the Declarations of Acceptance of Office Book was duly signed.
- 041 12/13 To receive the Deputy Mayor's Declaration of Acceptance of Office**  
 Cllr Mumford was not present and will be signing her Acceptance of Office in due course.
- 042 12/13 To note that Cllr. Mike Lloyd has signed his Declaration of Acceptance of Office, duly elected uncontested – Fairford Ward.**  
 Cllr Lloyds Declaration of Acceptance of Office was duly noted.
- 043 12/13 To agree to rollover the current Code of Conduct but to include the new disclosure of pecuniary interest rule in place of prejudicial and non-prejudicial interest rules.**  
 Following debate, it was **RESOLVED** to rollover the current Code of Conduct with deletion of Section Part 2, members interest to be replaced with relevant rule relating to disclosable pecuniary interests until such time as the Gloucestershire wide Code has been agreed. Proposed Cllr Wardle, seconded Cllr Harwood – all in favour.

Mrs Muir left the room

- 044 12/13 To agree co-option of Mrs Clare Muir – Horcott Ward.**  
 Cllrs were asked to vote on the co-option of Mrs Muir. A vote was taken by a show of hands. It was **RESOLVED** to co-opt Mrs Muir to Fairford Town Council. Proposed Cllr Hing, seconded Cllr Wardle – all in favour.

Mrs Muir returned.

Cllr Wardle proposed that Item 069 be taken after Matters arising. All in favour.

- 045 12/13 To accept the Declaration of Acceptance of Office from Mrs Muir.**  
 Cllr Muirs Declaration of Acceptance of Office was accepted. Cllr Muir duly signed the book.
- 046 12/13 To note apologies for absence.**  
 Apologies were noted from Cllrs Mumford and S. Roberts.
- 047 12/13 Declarations of Interest in Items on the Agenda**  
 Declarations of Interest were received from:  
 Cllr Harwood – Item 066  
 Cllr C Roberts – Item 062  
 Cllr Hing – Item 051
- 048 12/13 To approve the Minutes of the Annual Meeting of the Town Council held on 8<sup>th</sup> May 2012.**  
 It was **RESOLVED** to approve the Minutes of the Annual Meeting of the Town Council held on the 8<sup>th</sup> May as a true and accurate record of the proceedings. Proposed Cllr Harwood, seconded Cllr Boulton – all in favour.
- 049 12/13 Matters arising**
- Cllr Roberts asked if GCC had been made aware of the outcome of the decision regarding parking restrictions. The Clerk confirmed that an informal meeting had been held, notes had been circulated to Council members.
  - Cllr Hing asked if there was any progress on completing the work on the footpath near Dilly's Bridge. Cllr Boulton confirmed that PROW had been contacted and they had confirmed that work would be carried out as soon as the weather would allow.
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- Cllr S Jones about progress with the Annual Report. The Clerk confirmed that this was in hand.
- 069 12/13 To consider and agree FTC's response to planning application for land west of Pips Field (12/02133/FUL) – relevant paperwork e-mailed 5/7/12**  
Following debate, where Cllrs. voiced their opinions and concerns. It was **RESOLVED** to support the planning application for land west of Pips Field. Proposed Cllr Harwood, seconded Cllr Boulton – 7 in favour, 2 against, 2 abstentions. **ACTION: The Clerk to respond to CDC Planning Department.**
- 050 12/13 To appoint new Cllrs to Committees (vacancies on Planning, Highways and Finance Committees and Procedures Sub-Committee)**  
The two new Cllrs were asked if they had decided which Committee/s they would like to sit on. Cllr Lloyd said that he would like to sit on the Planning Committee and Cllr Muir said that she would therefore sit on the Highways Committee, however both Cllrs said that they would like to go to the Finance meeting to see if they would like to sit on this Committee. The appointments would be confirmed at the next Full Council meeting. **ACTION: Clerk to add this item to the next Full Council agenda.**
- 051 12/13 To appoint Town Council representatives to:  
Farmers School Charity Trustees x 2  
CWP Parish Panel x 2**  
It was **RESOLVED** to appoint Cllr Hing and Harwood to the Farmers School Charity as Trustees and to nominate Cllr S Jones for the CWP Parish Panel, where only one representative from FTC is required.
- 052 12/13 To agree to adjourn the meeting for Public Question Time – there is a 10 minute time limit.**
- 053 12/13 To agree to reconvene the meeting following Public Question Time.**

**As no members of the public were present, the meeting was not adjourned.**

- 054 12/13 Chairman's Announcements**  
None.
- 055 12/13 To consider invitations to meetings (e-mailed)**  
The invitations received were considered with no comment.
- 056 12/13 To consider correspondence received (for information only e-mailed)**  
The correspondence received was considered with no comment.
- 057 12/13 Correspondence requiring a reply**  
**Letter from resident re. Dogs in the Walnut Tree Field** - The Clerk apologised that the letter in question had been lost, but that the content related to a resident requesting that NO dogs be allowed in the playground. It was proposed that this be looked into further by the Facilities Committee. – **ACTION: Clerk to add this item to the Agenda for the next Facilities Committee.**
- GAPTC - Localisation of Council Tax Support** - It was agreed that this item be deferred to the Finance Committee for consideration. **ACTION: Clerk to add this item to the Agenda for the next Finance meeting.**
- 058 12/13 To receive reports on meetings/events attended**  
**CWP Parish Liaison Meeting – 29<sup>th</sup> May – Cllr S Jones** – Cllr S Jones had circulated a report relating to this earlier and the matter relating to appointing a representative from FTC had been dealt with in Item 050 above.  
**Tree Preservation Meeting – Cllr Harwood** - Cllr Harwood reported that the Tree Preservation Society would like to use O.S maps for their application for trees and that they suggest that FTC order the trees. They also require a letter of support from FTC.  
**GAPTC – Cllr Harwood** – Cllr Harwood recently attended a GAPTC meeting as the Council's representative. He reported that he had put forward the views that there should be no increase in membership fees for next year. Matters discussed were:

- The re-organisation of County Councillors
- Signing up to the County Charter
- Charges – i.e. grants for housing support. District Cllr. Wardle reported that in the future there would be more freedom at local level. In the past the Government grant was 100% now this has been reduced to 90% giving the Council a 10% shortfall. Money allocated to pensionable aged householders (£2.9 million) cannot be touched. The 10% shortfall has to be made up from working age families or from authorities that receive the precept, CDC, GCC, Police. New rules may mean that any rise in precept over the limit may require a referendum, however, this will not be applicable until 2014.
- CDC – Tax on empty properties
- Advice was given on applying for next year's precept.

**FEAG meeting – 9<sup>th</sup> July – Cllr Hing & C Roberts** - Meeting with all partners, the EA, designers for the scheme, CDC and GCC. Cllr Hing reported that completion of the flood alleviation work has been delayed to March 2013. A draft legal agreement has been produced, with only FTC responding to the draft. Various matters were discussed included the fact that any overspend would have to be funded by the partners. This will not be agreed until the legal agreement has been signed. The EA may well go ahead with the property level grants with 8 properties in Courtbrook having been identified for this. It is hoped that work of some kind may start in the Autumn. Another meeting is planned for early September and another public display with a progress update.

**ACTION: TH to send copy of draft legal agreement to interested members.**

**059 12/13 To receive report from District Councillor**

- **Pips Field** – approval has gone through with amendments relating to surface water.
- **Council Tax Discounts** - Cabinet have decided that there will be no Council Tax discounts for empty houses or for second homes.
- **Holiday Accommodation** - A meeting has been held with the Holiday Accommodation Working Group. Issues included occupation of 2<sup>nd</sup> homes and how to enforce this. A full check list has been produced.
- **Community Projects Fund** - The Community Projects Fund has been topped up by £100k and new rules have been applied.
- **Licensing application at the Shell Garage in Fairford.** The Garage has to prove that the primary business is NOT the retailing of petrol. Objections have been made by both District Councillors.

District Cllr. Wardle asked for views from other Councillors on the licensing application. Cllr Harwood said that he felt that the Council should write a letter of objection to this application. He was told by the Chair of Planning that there had been no reason to refuse this application when it was brought to the Committees attention. Cllr Hing said that he felt that it was important for Fairford that the Petrol Station remains viable as the loss of this service would be detrimental to the town.

**060 12/13 To receive report from County Councillor**

No report received in County Cllr Theodoulou's absence.

**FACILITIES**

**061 12/13 To receive minutes from Facilities meeting held on 3<sup>rd</sup> July 2012.**

Cllr Harwood said that a representative from GPFA was coming to Fairford to do a mini seminar on the 18<sup>th</sup> July at 1pm and said that all Cllrs would be welcomed. The minutes were received with no further comments.

**062 12/13 To consider and agree new website provider (Athena Web Designs) – (recommendation sheet e-mailed)**

Cllr S Jones said that she felt that more information was needed before a decision was made. She said that she would forward a list of relevant points that should be raised with the provider. This item to be deferred until the next Full Council meeting. **ACTION: Clerk to contact the provider to obtain further information.**

**FINANCE**

- 063 12/13 To receive the Minutes of the Finance meeting held on 15<sup>th</sup> May 2012**  
Cllr Wardle said that a representative from the Palmer Hall Committee had attended the last Finance meeting and that following a satisfactory report from him the Committee agreed that the sum of money allocated in the budget to the Palmer Hall Committee could now be paid. The Clerk was asked if the matter of invoicing re. The Police point had been dealt with. The Clerk said that this had yet to be resolved but that she would speak with FCC manager. The minutes of the Finance were received with no further comment.
- 064 12/13 To approve retrospectively cheque payments to end of May & June 2012**  
Cllr Wardle asked the Clerk if a breakdown of cost for the Jubilee had been prepared. The Clerk confirmed that a list of has been prepared which will be taken to the Finance Committee meeting. It was **RESOLVED** to approve retrospectively cheque payments to the end of May and June 2012. Proposed Cllr Muir, seconded Cllr Harwood – all in favour.
- 065 12/13 To receive income & expenditure figures to end June 2012**  
Cllr Wardle asked why amount for S137 was high. The Clerk explained that this amount related to grants paid out in this financial year, but actually relate to 2011/12. The income and expenditure figures were received with no comment.
- 066 12/13 To agree recommendation from Finance Committee to renew membership of GMTF (£473.80)**  
It was **RESOLVED** agree recommendation from the Finance Committee to renew membership of GMTF. Proposed Cllr Wardle, seconded Cllr Hing - 10 in favour, 1 abstention. **ACTION: Clerk to send remittance.**
- 067 12/13 To consider and agree final report from the External Auditor and to agree to pay the fee for their services**  
Cllr Wardle asked the Council to confirm that they are happy to pay the External Auditor's fees and said that the report should be passed to the Finance Committee for comment. It was **RESOLVED** to pay the fee – all in favour. Agreement of the Final report to be deferred to the Finance Committee meeting. **ACTION: Clerk to add.**

**PLANNING**

- 068 12/13 To receive Minutes of Planning Meeting held on 15<sup>th</sup> May, 19<sup>th</sup> June and 3<sup>rd</sup> July 2012.**  
The minutes from the 3<sup>rd</sup> July were not available and this will be added to the Agenda for the next Full Council meeting. The minutes were received with no further comment.
- 069 12/13 To consider and agree FTC's response to planning application for land west of Pips Field (12/02133/FUL) – relevant paperwork e-mailed 5/7/12. See above.**
- 070 12/13 To consider and agree wish list appertaining to land west of Pips Field**  
Following debate, it was **RESOLVED** to agree the wish list subject to further inclusions. Proposed Cllr Harwood, seconded Cllr S Jones – 10 in favour, 1 abstention.
- 071 12/13 To consider & agree recommendation from Planning Committee to pay £275 plus travel expenses to Sustrans for a site visit and subsequent report regarding creating a safe route to school (retrospective).**  
It was **RESOLVED** to agree recommendation from Planning Committee to pay £275 plus travel expenses to Sustrans for site visit and subsequent report. All in favour.

**HIGHWAYS**

- 072 12/13 To receive Minutes from Highways Meeting held on 22<sup>nd</sup> May and 26<sup>th</sup> June 2012.**  
Cllr Roberts asked that the meeting with GCC Highways relating to parking restrictions be noted as an informal meeting. The Clerk said that she would amend the minutes accordingly. Cllr Harwood asked if a letter to the Ernest Cook Trust had been sent, relating to extending the Town Car Park. The Clerk said that she would confirm this following this meeting. The minutes were received with no further comment. **POST MEETING NOTE:** Letter to Ernest Cook Trust had been sent following June's meeting.

- 073 12/13 To agree recommendation from Highways Committee to place new seat outside Lloyds Bank (if permission can be obtained) instead of at the Bull Tap.**  
It was **RESOLVED** to agree recommendation from Highways Committee to place a new seat outside Lloyds Bank (if permission can be obtained). Proposed Cllr Hing, seconded Cllr S Jones – all in favour.
- 074 12/13 To agree recommendation from Highways Committee to increase the Burial/Cremation fees by 5% across the board, with the exception of child burials.**  
Following debate it was **RESOLVED NOT** to agree recommendation from Highways Committee. Proposed Cllr Wardle, seconded Cllr Hing – all in favour.
- 075 12/13 Update on Fairford/Lechlade footpath project.**  
Cllr Harwood said that FTC agreed some months back that the footpath project to Escott Bridge should go ahead and felt that this should now commence as soon as possible in the early Autumn. He said that clearing the path would be the first priority to enable a vehicle down the path to remove the rubbish. Cllr Wardle has received an e-mail recently regarding the Study and this will be forwarded to Cllrs. It was agreed that this should be reviewed at the next Highway meeting and a recommendation made. **ACTION: Clerk to add this item to the agenda for the next Highways meeting.**

**OTHER MATTERS**

- 076 12/13 To agree renewal of insurance premium (retrospectively) - £2340.33**  
It was **RESOLVED** to renew the insurance premium. Proposed Cllr S Jones, seconded Cllr M Jones – all in favour.
- 077 12/13 To agree that the Council meets the criteria for eligibility (LA 2011 s8) (set out in a statutory instrument known as the Parish Councils (General Power of Competence – (Prescribed Conditions) Order 2012).**  
**The** Clerk explained the principles of this new Power and said that the Council fulfilled the criteria. It was **RESOLVED** to agree that the Council meets the criteria for eligibility (LA2011 s8) (set out in a statutory instrument known as the Parish Council (General Power of Competence – (Prescribed Conditions) Order 2012. Proposed Cllr. Hing, seconded Cllr Harwood – all in favour.
- 078 12/13 Date of next meeting – 14<sup>th</sup> August**

The meeting closed at 9.40pm.

.....Chairman

.....2012