

**MINUTES OF THE ANNUAL MEETING OF THE TOWN COUNCIL  
HELD ON TUESDAY 14<sup>TH</sup> MAY 2013**

**Present:**

Cllr Mumford	Cllr Winney	Cllr Boulton
Cllr Sanford	Cllr Bowen	Cllr Muir
Cllr Wardle	Cllr Roberts	Cllr Harwood

**In attendance:** Vanessa Lawrence (Clerk), Roz Capps (Assistant Clerk), 1 member of the public

**001 13/14 To elect the Town Mayor**

It was **RESOLVED** to elect Cllr. Mumford as Town Mayor. Proposed Cllr Harwood, seconded Cllr Sanford - all in favour.

**002 13/14 To receive the Town Mayor's Declaration of Acceptance of Office**

Cllr Mumford signed the Declaration of Acceptance of Office.

**003 13/14 To elect the Deputy Mayor**

It was **RESOLVED** to elect Cllr Sanford as Deputy Mayor. Proposed Cllr Roberts, seconded Cllr Boulton – all in favour.

**004 13/14 To receive the Deputy Mayor's Declaration of Acceptance of Office**

Cllr Sanford signed the Declaration of Acceptance of Office.

Cllr Winney expressed his thanks to members of the Council and the Clerks for their help and support to him over the past two years in his role as Mayor. Cllrs expressed their thanks to him for his work and paid particular tribute to him for his efforts in pursuing the refurbishment work of the War Memorial.

**005 13/14 To note apologies for absence**

Apologies were received and noted from Cllr Hing and County Cllr. Theodoulou

**006 13/14 Declaration of Interest in items on the Agenda:**

Personal interests were received from Cllrs Roberts, Sanford and Bowen for Item 027 13/14

**007 13/14 To consider and agree the Council's Committee and sub-committees**

The Clerk advised the Council of the current status of each of the following Committees. It was agreed to vote once all the committees had been formed. Reference was made to the fact that the Council are currently 3 members down, following recent resignations and some Cllrs agreed to sit on committees as an interim measure to ensure that meetings were quorate, until new Cllrs could be found. It was **RESOLVED** to agree the Council's Committees and sub-committees as follows:-

The Ex-officio members of the Council, The Mayor and Deputy Mayor will sit on all the Committees.

1. **Finance (3<sup>rd</sup> Tuesday bi-monthly) - Cllrs. Hing, Wardle, Muir**  
**Ex-officio – Cllrs. Mumford & Sanford**
2. **Planning (1<sup>st</sup> & 3<sup>rd</sup> Tuesday monthly) – Cllrs. Boulton, Harwood, Wardle**  
**Ex-officio – Cllrs. Mumford & Sanford**

**Cllrs Wardle and Harwood said they would sit on this committee as an interim measure.**

3. **Facilities (1<sup>st</sup> Tuesday monthly) – Cllrs. Harwood, Roberts, Bowen**  
**Ex-officio – Cllrs. Mumford & Sanford**
4. **Highways (4<sup>th</sup> Tuesday monthly) – Cllrs Boulton, Harwood, Winney, Cllr Muir**  
**Ex-officio – Cllrs. Mumford & Sanford**

**Sub-committees:**

1. **Staffing – Cllrs Hing, Wardle, Muir - Ex-officio – Cllrs. Mumford & Sanford**
2. **Procedures – Cllrs Harwood, Wardle, Boulton - Ex-officio – Cllrs. Mumford & Sanford**

**Proposed Cllr Wardle, seconded Cllr Harwood – all in favour.**

**008 13/14 To appoint Town Council representatives to:**

It was **RESOLVED** to appoint the following Councillors as representatives to the following organisations:-

1. Fairford Airbase Link (x2) – Cllrs Hing and Winney
2. Fairford Community Centre Ltd Trustees (x3) – Cllr Harwood, Sanford and Bowen
3. Fairford Community Centre Management Committee (x2) – Cllrs Hing and Wardle
4. Farmers School Charity Trustees (x2) – Cllrs Hing and Harwood
5. Glos. Market Towns Forum Representatives (x 1) – Cllr Harwood
6. Palmer Hall Committee (x1) – Cllr Boulton
7. Police Link (x1) – Cllr Mumford
8. History Society (x1) – Cllr Winney
9. River Coln Project Team (x3) – Cllrs Hing, Roberts and Muir
10. Fairford Emergency Action Group (FEAG) (x2) – Cllrs Hing and Roberts
11. Lady Mico Trust (x1) – Cllr Hing

**Proposed Cllr Harwood, seconded Cllr Wardle – all in favour.**

**009 13/14 To approve the Minutes of the Full Council meeting held on the 9<sup>th</sup> April 2013.**

It was **RESOLVED** to approve the Minutes of the Full Council meeting held on the 9<sup>th</sup> April 2013 as a true and accurate record of the proceedings. Proposed Cllr Boulton, seconded Cllr Harwood – all in favour.

**010 13/14 Matters arising**

- The Clerk was asked to contact the Chairman of the Youth Football Club to find out the current situation regarding parking of coaches on their site. **ACTION: Clerk to contact Joe Cusack**
- A letter to CDC regarding responsibility for the fences at Dilly's Bridge was circulated prior to the meeting for approval, as requested by Cllr Hing. All Councillors were happy with the content. The Clerk was asked to find out when the work to put in another panel to the fence would be completed as a small child could slip through the fence at the present time. **ACTION: Clerk to send letter to CDC and to speak to Cllr Hing regarding the fence panel.**

**011 13/14 To agree to adjourn the meeting for Public Questions – (there is a 10 minute time limit)**

It was **RESOLVED** to adjourn the meeting for Public Question Time. Proposed Cllr Boulton, seconded Cllr Wardle – all in favour

**No questions were asked by the member of the public present.**

**012 13/14 To agree to reconvene the meeting following Public Questions**

It was **RESOLVED** to reconvene the meeting following Public Questions. Proposed Cllr Boulton, seconded Cllr Muir - all in favour

**013 13/14 Chairman's Announcements**

Notice of results from County Council elections.

**014 13/14 To receive report from County Councillor**

In County Cllr. Theodoulou's absence District Cllr Wardle gave a brief report.

- Following the County Council elections earlier in the month – there is no overall control from any of the parties. Discussions are ongoing regarding the administration of the Council and a meeting is due to take place next week.

**015 13/14 To receive report from District Councillor**

District Cllr. Wardle reported as follows:

- **E-mail from CDC Planning Officers regarding Thames Water** - Thames Water has revised their views regarding the development to the east of Fairford and the sewage system. Initially they argued that the sewage system had capacity to cope with a new development, but this has now been reversed and they agree that this is not the case, which now affects the reserved matters application for the lakes and milestone house application.
- **Local Plan** – This is due to go out to consultation in the early part of June for a 6 week period. District Cllr. Wardle urged Councillors to consider aspects of the plan at the next Council meeting. The Clerk was asked to add this to the Agenda for the June Full Council meeting. **ACTION: Clerk to add the Local Plan to the Agenda for the next Full Council meeting in June.**
- **Waste Collection Service** - A consultation is underway regarding the waste collection service in bad weather conditions. The consultation is available on the CDC website.

- **Sandbags** – District Cllr Wardle has received a complaint about sandbags appearing on the River Coln, which he has referred on to the Environment Agency. It appears that the sandbags were placed along the river by the Sailing Club. The E.A. have reported back that they feel that the banks near the Broadboards would benefit from being raised. D.Cllr Wardle said that he felt clearance of the river beyond the Broadboards would need to be expedited before work on the banks of river should be done. The EA have advised that they have no finances available to do this work and this project is now being looked at by the Sailing Club.
- **Memory Club** – A new memory club has been started in Fairford on the 2<sup>nd</sup> Monday each month at Beaumont Place. Details will be available in the forthcoming newsletter.
- **Tetrapak recycling** – A new tetrapak recycling bin has been installed outside the Fire Station. This has been moved from the Tesco car park in Cirencester.
- **CDC – Mortgage scheme** – CDC have been looking at providing a mortgage scheme for 1<sup>st</sup> time buyers and the legal process is currently underway to establish this scheme. More information to follow.

#### 016 13/14 To receive reports from meetings/events attended

- **GMTF meeting 1<sup>st</sup> May – Cllr Harwood** - A report was circulated prior to the meeting. Cllr Harwood confirmed that there may be European money available to help with projects in about 1-2 years time and that it might be worth considering any project that might benefit from this. He also confirmed that the meeting, postponed earlier in the year, at Wooton will not take place in July.
- **RAF Fairford Link meeting (18<sup>th</sup> April)** – Cllr Winney & Cllr Hing attended a meeting and Cllr Winney advised that:-
  - The status of RAF Fairford remains the same, as a Bomber Forward Operating Location.
  - There are still regular flying activities however, which includes the regular ERT swop out and a C-17 about once per month, which uses RAF Fairford
  - The Royal International Air Tattoo will still go ahead, but the USAF has made the decision that it will not support any Air Shows across the world this year due to budget cuts, so this means that there will be no US aircraft at RIAT. There will also be limited support from USAF personnel.
  - There is likely to be a number of Police training exercises taking place on base throughout the year, but this should have little impact on the local community.
  - The main gate on Horcott Road is due to have some enhancements.
- **Meeting with Police Commissioner** – Cllr Wardle reported on a recent meeting with the Police Commissioner, Martin Surl. Many of the complaints raised seemed to be County wide and related to lack of police presence and anti-social behavior and the closure of the police stations. Cllr Wardle was advised that the Commissioners role had limitations and that the specific issues are more operational and there was little he could do. However Cllr Wardle

was directed to the then Commander of the Cotswold area who agreed to look into this. Cllr. Wardle said that he felt that many other towns and villages were experiencing similar problems and had similar complaints. However, since the meeting the Commander of the Cotswold Area has been re-assigned.

- **FCC Management Committee meeting – Cllrs Hing and Wardle** – Cllr Wardle reported that the roof is due to be repaired and funds for this will be taken from monies held from the original funding obtained. Accounts for the year suggest that FCC has made a very small profit. FCC have requested that efforts are made to attract youth groups to use the youth room in the Centre outside of the hours when the room is used for the weekly youth clubs. The Clerk was asked to put an article in the newsletter regarding this matter. **ACTION: Clerk to add an article in the newsletter.**

**017 13/14 To consider invitations received**

The invitations received were considered with no comment.

**018 13/14 To consider correspondence received (for information only)**

The correspondence received was considered with no comment.

**019 13/14 To consider correspondence requiring a reply**

**e-mail from C. Cllr Theodoulou re: Glos Broadband Scheme – forwarded 29/4/13**

It was agreed that information relating to the broadband scheme should be circulated via newsletter, to encourage people to register. **ACTION: Clerk to add an article in the newsletter regarding this matter.**

**FINANCE**

**020 13/14 To receive the Minutes of the Finance meeting held on the 19<sup>th</sup> March 2013**

The minutes were received with no comment.

**021 13/14 To approve retrospectively cheque payments to end of previous month**

It was **RESOLVED** to approve retrospectively cheque payments to end of April. Proposed Cllr Wardle, seconded Cllr Boulton – all in favour.

**022 13/14 To receive income & expenditure figures to end of previous month**

Cllr Wardle queried an amount under nominal code 4305, a Highways expenditure. The Clerk said that this was in part due to the cost of a new seat at Churchill Place, but that she would check exactly what the amount related to and would advise the Council accordingly. **POST MEETING NOTE – amount related to seat at Churchill Place and doggy bins x 2. Expenditure agreed in the last financial year.**

**023 13/14 To review Summary of Accounts (Section 1 - Annual Report)**

This item should have read Statement of Accounts. This statement was reviewed by the Council. The Clerk explained that variances greater or less than 15% had to be broken down for the external auditor with detailed explanations. Cllr Wardle has been reviewing the explanations to be submitted and asked the Clerk to highlight the differences between Income and Expenditure. **ACTION: The Clerk to review and amend the submission.**

- 024 13/14 To agree to sign off Annual Return and Governance Statement for year ended 31<sup>st</sup> March 2013.**  
It was **RESOLVED** to sign off the Annual Return. Proposed Cllr Wardle, seconded Cllr Muir – all in favour. It was **RESOLVED** to sign off the Governance Statement. Proposed Cllr Wardle seconded Cllr Muir – all in favour. The documents were signed by the RFO and the Chairman.
- 025 13/14 To consider and approve Statement of Accounts. ( RFO & Chairman to sign and certify statement of accounts )– for submission to Auditor.**  
This item should have read Summary of Accounts. After consideration it was **RESOLVED** to approve the Summary of Accounts. Proposed Cllr Wardle, seconded Cllr Boulton – all in favour.
- 026 13/14 To consider and agree Risk Assessment – Financial/Administration.**  
Debate took place regarding the storage of legal documents and it was agreed that copies should be made and kept off site. It was **RESOLVED** to agree the Risk Assessment with amendment. Proposed Cllr. Harwood seconded Cllr. Muir – all in favour.
- 027 13/14 To consider and agree contribution to Festival Committee**  
It was **RESOLVED** to contribute £250 to Fairford Festival Committee. Proposed Cllr Wardle – seconded Cllr Harwood – all in favour. **ACTION: Clerk to add this item to the agenda for the next Finance meeting.**

#### FACILITIES

- 028 13/14 To receive Minutes of Facilities meeting held on 2<sup>nd</sup> April and 7th May 2013**  
Cllr Harwood asked the Committee to consider two items which had been discussed at the last Facilities meeting.
- a) Xmas Market – He advised that the majority of feedback letters from residents and businesses that would be affected by any changes to the Festive market, were not in favour of any changes. It was agreed by the Facilities Committee not to change the format for this year. The Clerk was asked to contact Mr. Ellis .  
**ACTION: Clerk to contact Mr. Ellis.**
  - b) Development of Tourism in Fairford – the Council agreed that this should be dealt with by the Facilities Committee, and should be considered by the Full Council at the next meeting. The Clerk was asked to add this to the Agenda for the next Full Council meeting. **ACTION: Clerk to add this item to the Agenda for the Full Council meeting in June.**

#### PLANNING

- 029 13/14 To receive Minutes of Planning meetings held on the 16<sup>th</sup> April and 7th May 2013**  
The minutes were received with no comment.

#### HIGHWAYS

- 030 13/14 To receive Minutes of Highways meeting held on the 23<sup>rd</sup> April 2013**  
The minutes were received with no comment.

#### PROCEDURES

- 031 13/14 To receive Minutes of the Procedures meeting held on the 30<sup>th</sup> April 2013**  
The minutes were received with no comment.

**032 13/14 To agree to accept recommendation from Procedures Committee for revisions to Standing Orders and Code of Conduct.**

Members of the Procedures committee explained how the Standing Orders had been revised, i.e. by using the Model Standing Orders as set down by NALC, and adapting this for Fairford Town Council. It was felt that this should be adopted and then reviewed annually, which is a requirement in the auditing process and is included in the revised Standing Orders. It was **RESOLVED** to accept the recommendation from the Procedures Committee for revisions to the Standing Orders, proposed Cllr Harwood, seconded Cllr Sanford – all in favour. The revised Code of Conduct was then discussed and again members of the Procedures Committee explained how this has been drawn up i.e. by using templates from both NALC and CDC and adapting them accordingly. The Council were asked to adopt the Code as amended and for this to be reviewed annually. It was **RESOLVED** to accept the recommendation from the Procedures Committee for revisions to the Code of Conduct. Proposed Cllr Mumford, seconded Cllr Boulton – all in favour.

**033 13/14 To consider and agree Policy for Councillor vacancies.**

Following debate, it was **RESOLVED** to agree the Policy for Councillor Vacancies. It was also agreed that using social media sites is acceptable. Proposed Cllr Wardle, seconded Cllr Harwood – all in favour.

**STAFFING****034 13/14 To receive Minutes of the Staffing meeting held on the 30<sup>th</sup> April 2013**

The minutes of the Staffing meeting were received with no comment.

**OTHER MATTERS****035 13/14 To agree report for Annual Town Meeting**

Cllr Roberts asked if the Annual Report could be sent in .doc format so that amendments could be made, and this was agreed. It was also agreed that the Annual Report when approved, should be made available at the Annual Town Meeting. **ACTION: Clerk to re-send Annual Report.** Discussion took place regarding a presentation to Maurice Jones for long service as a Town Councillor and Town Crier. It was agreed that a presentation should be made, possibly at the Annual Town Meeting. **ACTION: Clerk to speak to Maurice's daughter.**

**036 13/14 To agree renewal of car park lease with Ernest Cook Trust**

Debate took place regarding the Lease and Cllr Wardle said that there were a couple clauses in the document that he felt needed to be looked before agreement is made to renew the lease. He agreed to look at the lease and to advise the Council accordingly. This item to be deferred to the next meeting of the Town Council in June. **ACTION: Clerk to send a copy of the lease to Cllr Wardle and to add this item to the Agenda for the next Full Council meeting in June.**

**037 13/14 Date of next meeting – 11<sup>th</sup> June 2013.**

.....Chairman

.....2013