

**MINUTES OF THE ANNUAL MEETING OF THE TOWN COUNCIL
HELD ON TUESDAY 13th May 2014**

Present:

Cllr Mumford	Cllr Sanford	Cllr Fenby
Cllr Wardle	Cllr Boulton	Cllr Roberts
Cllr Dallow	Cllr Cumpstey	Cllr Harwood
Cllr Bowen		

In attendance: Vanessa Lawrence (Clerk), Mr A Finney, Mr T Middleton

- 001 14/15 To elect the Chairman/ Town Mayor**
It was **RESOLVED** to elect Caroline Mumford as Chairman/Town Mayor. Proposed Cllr Wardle, seconded Cllr Boulton – all in favour.
- 002 14/15 To elect the Deputy Chairman/Deputy Mayor**
It was **RESOLVED** to elect Jenny Sanford as Deputy Chairman/Deputy Mayor. Proposed Cllr Wardle, seconded Cllr Bowen – all in favour.
- 003 14/15 To note apologies for absence**
Apologies were received from Cllr Winney and Cllr Hing.
- 004 14/15 Declaration of Interest in items on the Agenda**
None
- 005 14/15 To consider and agree amalgamating the Facilities and Highways Committee**
A motion was made to consider amalgamating the Facilities and Highways Committees. Cllr Boulton said that in many cases, activities overlapped between the two committees. Discussion took place and it was **RESOLVED** that the two committees would be amalgamated for a trial period of 3 months and would be renamed the Works & Community Committee. Any further changes would be discussed after this time. Proposed Cllr Harwood, seconded Cllr Boulton – 9 in favour, 1 abstention. **ACTION: Clerk to change published committee information and to add this information**
- 006 14/15 To consider and agree the Council's Committee and sub-committees**
It was **RESOLVED** to agree the Council's Committee and sub-committees as follows:-
- Committees:**
- 1. Finance (3rd Tuesday bi-monthly) – Committee members:**
Cllr Wardle, Cllr Dallow, Cllr Hing, Cllr Cumpstey
 - 2. Planning (1st & 3rd Tuesday monthly) –Committee members:**
Cllr Cumpstey, Cllr Dallow, Cllr Boulton, Cllr Fenby
 - 3. Works & Community Committee (4th Tuesday monthly) - Committee members:**
Cllr Boulton, Cllr Bowen, Cllr Roberts, Cllr Harwood
- Proposed Cllr Wardle, seconded Cllr Sanford – all in favour.

Sub-committees:**4. Staffing** - Committee members:

Cllr Wardle, Cllr Dallow, Cllr Winney, Cllr Hing

5. Procedures - Committee members:

Cllr Harwood, Cllr Wardle, Cllr Fenby, Cllr Cumpstey

Proposed Cllr Wardle, seconded Cllr Fenby – all in favour

6. Community Plan – It was agreed that this committee should be agreed by the Planning Committee. **ACTION: Clerk to add this item to the Agenda for the next Planning meeting.****007 14/15 To appoint Town Council representatives to:**It was **RESOLVED** to appoint the following Councillors as Town Council representatives as follows:

1. **Fairford Airbase Link (x2)** – Cllrs Winney, Hing (reserves Cllrs Roberts, Bowen, Dallow)
2. **Fairford Community Centre Ltd Trustees (x3)** – Clls Bowen, Sanford, Harwood
3. **Fairford Community Centre Management Committee (x2)** – Cllrs Wardle, Fenby (reserve Cllr Hing)
4. **Farmors School Charity Trustees (x2)**- Cllrs Harwood, Bowen (reserve Cllr Hing)

County Cllr. Theodoulou arrived

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 (x2)** – Cllrs Roberts, Hing
10. **Fairford Emergency Action Group (FEAG) (x2)** – Cllrs Hing, Roberts
11. **Lady Mico Trust (x1)** – Cllr Hing – subject to confirmation
12. **Fairford & Lechlade Business Club (x1)**– Cllr Fenby
13. **To consider and agree representation for Tourism Group (up to 3)** – Cllrs Dallow, Sanford, Roberts & Harwood. Formal representation to be agreed by the Tourism group.

Proposed Cllr Wardle, seconded Cllr Dallow – all in favour.

008 14/15 To approve the Minutes of the Full Council meeting held on the 8th April 2014.It was **RESOLVED** to approve the Minutes of the Full Council meeting, held on the 8th April 2014 as amended, as a true and accurate record of the proceedings. Proposed Cllr Wardle, seconded Cllr Dallow - 9 in favour, 1 abstention**009 14/15 Matters arising**Meeting with Thames Water - The Clerk advised that no further communication has been received from Thames Water, but that she would try to chase this up. **ACTION: Clerk to contact Thames Water to chase up date for a meeting.**

010 14/15 To agree to adjourn the meeting for Public participation – (there is a 10 minute time limit)

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

Mr Middleton advised the Council of the lack of super fast broadband in parts of Fairford. Some parts of Fairford are able to obtain this service, but other parts not so. It would appear that if properties are connected directly to the exchange the service is not available yet but if connection is to the newly installed green boxes, situated around the town, then the service is live. Mr Middleton explained that he was still trying to get to the bottom of this as he felt that many people were disadvantaged by this situation.

County Cllr. Theodoulou replied to this query – he stated that this was a joint venture between BT, Central government and GCC and that the service is not being rolled out evenly. He said that we would all be able to obtain the service in due course. However, C. Cllr. Theodoulou went on to say that he would seek to obtain further information and would report back to FTC.

011 14/15 To agree to reconvene the meeting following Public participation

It was **RESOLVED** to reconvene the meeting following Public participation. Proposed Cllr Dallow, seconded Cllr Sanford – all in favour.

012 14/15 Chairman's Announcements

None

013 14/15 To receive report from County Councillor

County Cllr Theodoulou gave his report as follows:

- Budget – budget period has ended leaving a small surplus. The budget was £421 million, surplus £2 million and an overspend of £5 million on elderly care. The Council are looking at the current budget in relation to elderly care. In the next few weeks, consultation will commence, for the 15/16 budget and local councils are asked to start considering any projects. 15/16 would be a difficult year due to more cuts from Central Government.
- Active Together - £40k has been made available for project to encourage healthy living over the next 2 years and organisation are being asked to consider any projects and to apply for grant funding accordingly. Information for Active Together is being rolled out to local councils shortly. An extra £200k is also available should the £40k be exceeded and a process is in place to assess this. Money will be made available, if an application fulfils the criteria, on a first come first serve basis. It was agreed to ask the newly formed Works & Community Committee to look at this further.

ACTION: Clerk to add this item to the Agenda of the Works & Community Committee on the 22nd May 2014.

014 14/15 To receive report from District Councillor

District Cllr. Wardle gave his report as follows:

- **5 year housing supply** – figures include a 20% buffer – 359 dwellings over and above the buffer. This will rapidly diminish if further applications aren't granted. No local plan in place. The requirement figure is still a best estimate until the local plan is approved. The first time the figures will be challenged will be at the Gladman Appeal.
- **Kensington & Edinburgh application**- Following a request to re-consider this application in the light of update on the 5 year housing supply the matter was discussed at the CDC meeting on the 13th May. The officers were not keen ~~to keen~~ to re-consider the matter. In conclusion it was agreed that the matter would not be referred back.
- **Bromford Housing** – Bromford Housing have been asked about the sale of existing housing stock. They advised that the reason that some of their houses had been sold was due to Central government scheme, but they will no longer be subscribing to this scheme. They will only consider selling their houses if the cost of maintenance becomes too high.
- **Boundary Commission** – Final recommendations due out on 29th July 2014.

County Cllr. Theodoulou left the meeting

015 14/15 To receive reports from meetings/events attended

– **FCC Trustees Meeting – Cllr Sanford** - Cllr Sanford reported as follows:-

- Accounts in slight profit
- Room hire rates remain the same for bookings before 1st May, thereafter the rates have been increased.
- Maintenance on heating system has been completed
- Toilets have been redecorated. The Heritage room and corridors will be redecorated soon
- Maintenance on gutters has been completed and leaks repaired
- Lights require cleaning
- Courtyard has been tidied
- Blinds – Barker Room – The committee have agreed that blinds are not required on the patio doors in the Barker Room.
- AGM – 27th June 2014 and Mr. Graham Young is the guest speaker.
- Defibrillator has been discussed.

Cllr Wardle said that he felt that the Management Structure of the Community Centre was far too complicated, with the Trustees and Management Committee duplicating to some extent. He also said that having attended the last Management Committee meeting of the Centre, they would not be prepared to move the defibrillator away from the Centre, but might consider it being placed on the outside wall of the Centre. Further discussion is required.

– **GLOS RADIO/GMTF – Cllr Harwood** – Cllr Harwood and Margaret Bishop met with Glos. Radio recently regarding the impact on market towns in the light of on-line shopping and supermarkets. The broadcast of the interview took place on the 1st May.

– **RAF CROUGHTON – Cllr Dallow** – Cllr Dallow attended the change of command ceremony on the 17th April at RAF Croughton. The incoming Colonel will be responsible for RAF Fairford.

- **Palmer Hall Meeting – Cllr Boulton** – Cllr Boulton reported that the Palmer Hall accounts were showing a slight deficit. He advised the Council that the Palmer Hall Committee need to purchase another one or two trolleys.

016 14/15 To consider invitations received

The invitations were considered and Cllrs Bowen and Sanford said that they would inform the Clerk if they were able to attend the Cotswold Water Park Parishes meeting on the 22nd May. **ACTION: Cllrs Bowen and Sanford to advise.**

017 14/15 To consider correspondence received (for information only)

The correspondence was received with no comment.

018 14/15 To consider correspondence requiring a reply

- **GAPTC – AGM – 16th July 2014 – Call for resolutions** - This matter was discussed and it was agreed that no reply was required this year.
- **GAPTC – Response to Select Committee Re NPPF – e-mailed 8/5/14** – The Deputy Clerk said that a response had already been submitted.

FINANCE

019 14/15 To receive the Minutes of the Finance meeting held on the 15th April 2014

The Finance minutes were received with no comment.

020 14/15 To approve retrospectively cheque payments to end of previous month (April)

It was **RESOLVED** to approve retrospectively cheque payments to end of April 2014. Proposed Cllr Boulton, seconded Cllr Dallow – all in favour.

021 14/15 To receive most recent income & expenditure figures

The income and expenditure figures were received with no comment.

022 14/15 To review and agree to sign off Annual Return and Governance Statement for year ended 31st March 2014 (RFO and Chairman to sign), and to approve adjustments to Box 2 & 3 of Annual Return, relating to Precept Grant for 2013/14 in line with requirement from the External Auditor (adjustments to be initialled by Chairman and RFO on the Annual Return)

Following discussion it was agreed to defer this item to the next Full Council meeting to allow all Councillors the opportunity to peruse the figures submitted. Proposed Cllr Wardle, seconded Cllr Dallow – all in favour. **ACTION: Clerk to add this item to the Agenda for the next Full Council meeting in June.**

023 14/15 To consider and agree Statement of Accounts. (RFO & Chairman to sign and certify statement of accounts)– for submission to external auditor.

It was **RESOLVED** to agree the Statement of Accounts. Proposed Cllr Boulton, seconded Cllr Cumpstey – 9 in favour, 1 abstention.

024 14/15 To consider and agree membership renewal for GAPTC - £680.64

It was **RESOLVED** to agree the renewal membership of GAPTC. Proposed Cllr Boulton, seconded Cllr Bowen – 9 in favour, 1 abstention.

- 025 14/15 To consider and agree to change Insurance Company if a more competitive premium is obtained.**
The Clerk has obtained quotes from other insurance companies which are far more competitive than the current insurers. It was **RESOLVED** to take the cheapest quote subject to ensuring that this covered all aspects of the Council's requirements but should this not be the case, then to take the next best quote. Proposed Cllr Wardle, seconded Cllr Dallow – all in favour. Cllr Cumpstey said that he would enquire through his sources and asked the Clerk to e-mail him the particulars. **ACTION: Clerk and Cllr Cumpstey to ensure quotes are satisfactory.**
- 026 14/15 To formally agree Grant funding as recommended by the Finance Committee.**
Cllr Wardle explained how the Finance Committee had agreed the grants. It was **RESOLVED** to formally agree the Grant funding for 2013/14 as follows:-
- **FEST** - **£500**
 - **Fairford Festival Committee** - **£250**
 - **CAB** - **£75**
 - **Cotswold Volunteers** - **£250 towards projects for Fairford**
 - **Fairford Tennis Club** - **£600 towards cost of lighting**
 - **Fairford History Society** - **Direct payment for printing new leaflets up to £100**
- Proposed Cllr Wardle, seconded Cllr Dallow – all in favour.
ACTION: Clerk to write to each of the recipients.
- 027 14/15 To agree to pay the Internal Auditor fee of £112**
It was **RESOLVED** to pay the Internal Auditor. Proposed Cllr Wardle, seconded Cllr Boulton – all in favour. **ACTION: Clerk to arrange payment.**

FACILITIES

- 028 14/15 To receive Minutes of Facilities meeting held on 6th May 2014**
The minutes were received with no comment.
- 029 14/15 To agree retrospectively purchase of replacement flagpoles to complete requirements for Flag Festival**
It was **RESOLVED** to agree retrospectively purchase of replacement flagpoles. Proposed Cllr Boulton, seconded Cllr Dallow – all in favour.
- 030 14/15 To consider and agree proposals for commemoration of WW1**
Discussion took place regarding the planting of an Oak Tree. The Ernest Cook Trust have been contacted and a suitable location has been suggested (Gassons Field). Cllr Wardle said that he still had some funds available for such a project. The Clerk was asked to investigate this further and to obtain quotes for a suitable tree and fencing. Cllr Boulton said it would be best to look for an English Oak. It was **RESOLVED** to agree proposal to plant an Oak Tree to commemorate WW1. Proposed Cllr Bowen, seconded Cllr Roberts – all in favour. **ACTION: Clerk to obtain quotes for tree , suitable fencing and plaque.**

031 14/15 To consider and agree meeting with 4 x 4 responders

Following discussion it was **RESOLVED** to arrange a meeting between the 4 x 4 responders, a representative from FEAG, the First Responders and members of the Council. This meeting to be held on the 24th June just before the Works & Community Committee. **ACTION: Clerk to add this to the Agenda for the Works & Community meeting in June and to contact 4 x 4 responders, FEAG and First Responders.**

PLANNING**032 14/15 To receive Minutes of Planning meetings held on the 15th April and 6th May 2014**

The minutes of the Planning meetings held on the 15th April and 6th May were received with no comment.

HIGHWAYS**033 14/15 Update on work to town car park**

The Clerk updated the Council advising them that the contractor would be commencing work in July.

034 14/15 To consider and agree to meet with the ECT to discuss the Safer Route to School project and how to move this forward.

It was **RESOLVED** to agree to meet with the ECT to discuss the Safer Route to School. Dates and times to be confirmed with the ECT. **ACTION: Clerk to contact The ECT to confirm dates and times.** Cllr Wardle said that he recently met with resident who expressed concerns about a safer route to school for the primary school children.

035 14/15 To agree retrospectively repair of roof on Council shed.

It was **RESOLVED** to agree retrospectively repair to roof of Council shed. Proposed Cllr Wardle, seconded Cllr Bowen, all in favour.

036 14/15 To consider and agree to hire a skip for clearance of Town Council shed.

It was **RESOLVED** to agree to hire a skip for clearance of Town Council shed. Proposed Cllr Cumpstey, seconded Cllr Dallow – all in favour. **ACTION: Clerk to order skip**

OTHER MATTERS**037 14/15 To agree report for Annual Town Meeting**

The Clerk was asked to include Cllr Fenby who joined the Council in late 2013. The report will be re-sent to Councillors when all the Committee reports have been received. It was agreed that the completed report should be made available at the end of the Town Meeting. **ACTION: Clerk to finalise the report and to print copies for the Town Meeting if final approval received from Council.**

038 14/15 To consider and agree to purchase defibrillator and cabinet and suitable site, to be publicly available in the town.

The Clerk advised the Committee on the information received from various suppliers and it was **RESOLVED** to agree to purchase a defibrillator and cabinet to be placed in a suitable outside location for the town's use, from S. W. Ambulance Service. Proposed Cllr Cumpstey, seconded Cllr Sanford – all in favour. The Clerk was asked to contact S. W. Ambulance Service to order the equipment and to seek advice on the best location. **ACTION: Clerk to contact S.W. Ambulance Service.**

039 14/15 To consider and agree to help with administration costs for the Fairford Festival (e.g. printing)

It was **RESOLVED** to agree to help with administration costs for the Fairford Festival for printing. Proposed Cllr Wardle, seconded Cllr Boulton – 9 in favour, 1 abstention.

040 14/15 Items the Chair considers urgent

- The Clerk was asked to include the Vacancy for Councillor in the newsletter for June, following the resignation of Clare Muir. **ACTION: Clerk to add this item to the Newsletter for June.**
- Some Councillors expressed concerns about cars being parked on the verge on Park Street opposite the Cricket Club. The Clerk was asked to write to the Cricket Club to ask their members to please park elsewhere as it was becoming quite dangerous and the verge is being damaged. **ACTION: Clerk to contact the Cricket Club.**

041 14/15 Date of next meeting – 10th June 2014

.....Chairman

.....2014

IN CAMERA ITEMS

042 14/15 To select winner for the Citizen of the Year Award and Geoff Chick Award(Young Citizen of the Year) for 2014.

The nominees for the Citizen of the Year and Young Citizen of the Year (Geoff Chick Award) are as follows:

Citizen of the Year Award:-

Bob Dibble
Wendy Graham
Annette Stannard
Barbara Ellen-Mitchell and Rebecca Sarjent
Ann Nicholls

After votes were taken – **WENDY GRAHAM** was selected as winner for the Citizen of the Year Award 2014.

Geoff Chick Award (Young Citizen of the Year)

Only one nomination received for:-

Mikal Hughes

MIKAL is therefore the winner for the Geoff Chick Award 2014.

All the nominees will be contacted and asked to attend the Annual Town Meeting.

ACTION: Clerk to contact nominees.