

**MINUTES OF THE ANNUAL MEETING OF THE TOWN COUNCIL HELD
ON TUESDAY 12TH MAY 2015**

Present: Cllr Sanford Cllr Fenby Cllr Boulton
 Cllr Bowen Cllr Winney Cllr Dallow
 Cllr Dudley Cllr Roberts Cllr Rao
 Cllr Harrison Cllr Hing

In attendance: Vanessa Lawrence (Clerk), Roz Capps (Assistant Clerk),
 District Cllr Coakley (part) District Cllr Beccle (part), Mrs
 Margaret Bishop (part), Former Cllr Mumford (part)

- 001 15/16 To elect the Town Mayor**
It was **RESOLVED** to elect Cllr Sanford as Chairman & Town Mayor.
Proposed Cllr Hing seconded Cllr Boulton – all in favour.
- Outgoing Chairman/Mayor Caroline Mumford left the meeting. Cllr Hing thanked Caroline for her work on the Council in her capacity as Councillor and Mayor.**
- 002 15/16 To receive the Town Mayor’s Declaration of Acceptance of Office**
Cllr Sanford’s Declaration of Acceptance of Office was received, duly signed.
- 003 15/16 To decide when any Declarations of Acceptance of Office which have not been received as provided by law, shall be received.**
This item was not required as all Councillors were present.
- 004 15/16 To elect the Deputy Mayor**
It was **RESOLVED** to elect Cllr Fenby as Deputy Chairman & Deputy Mayor. Proposed Cllr Hing seconded Cllr Sanford – all in favour
- 005 15/16 To receive the Deputy Town Mayor’s Declaration of Acceptance of Office**
Cllr Fenby’s Declaration of Acceptance of Office was received, duly signed.
- 006 15/16 To receive Declarations of Acceptance of Office from other Councillors**
Declaration of Acceptance of Office for all the remaining Cllrs were received duly signed.
- 007 15/16 Apologies for absence**
None received – all present
- 008 15/16 Declarations of Interest in Items on the Agenda**
Cllr Boulton declared a personal interest in Item 031 of the Agenda.
- 009 15/16 To remind Councillors to complete the Register of Interests and return to CDC by 31st May 2015.**
The Chair reminded Councillors that the Register of Interests Forms should be filled in and submitted to CDC where appropriate. Any changes to forms previously submitted should also be sent to CDC as soon as possible on the required Change of details form.

- 010 15/16 To approve the Minutes of the Full Council meeting held on the 14th April 2015 and Extra-Ordinary meeting held on the 21st April 2015**
It was **RESOLVED** to approve the Minutes of the Full Council meeting held on the 14th April 2015 and the Extra-ordinary meeting held on the 21st April 2015. Proposed Cllr Boulton, seconded Cllr Bowen. 8 in favour, 3 abstentions. **POST-MEETING NOTE: Cllr Roberts wished to abstain for the vote to approve the Extra-ordinary meetings.**
- 011 15/16 Matters arising from the Full Council meeting on 14th April 2015**
- **Resurfacing Lovers Walk** – We are still awaiting an inspection date from PROW
 - **Church path** - quotes are awaited for repair work to church path
 - **Thames Water** (George Taylor) will be attending the next Planning meeting on the 19th May and will be sending through documents relating to 'Fairford's Drainage Strategy'.
 - **Lakes at Bowmoor** – a meeting to be arranged to discuss Bowmoor Lakes as soon as there are sufficient Councillors on the Lechlade Town Council
- 012 15/16 To consider and agree the Council's committees and sub-committees including review of delegation arrangements and to agree timetable for meetings for the coming year.**
It was **RESOLVED** to maintain the Committees in their present format. Following debate Cllr Roberts proposed that the Works & Community Committee should be split into two (as it used to be – Highways and Facilities), as she felt that the Agenda for the W & C Committee was too long. Cllr Hing agreed with Cllr Roberts, but other Councillors felt that it should remain as one Committee, as many items overlapped between. A vote was taken as to whether or not to split the W & C Committee – 3 in favour, 4 against, 4 abstentions. It was **RESOLVED** to agree timetable for meetings as follows for 2015/16:
Planning Committee meetings – 1st & 3rd Tuesday- monthly
Finance Committee meetings – 1st Tuesday – bi-monthly
W & C Committee meetings – 4th Tuesday – monthly
Staffing Committee meetings – When required
Procedures Committee meetings – When required.
Proposed Cllr Boulton – seconded Cllr Hing – all in favour.
- 013 15/16 To appoint members to Committees and sub-committees**
Members were appointed to Committees and sub-committees as follows:
Planning Committee – Cllr Dallow, Cllr Harrison, Cllr Bowen – Ex-officio:- Cllr Sanford, Cllr Fenby
Finance Committee – Cllr Boulton, Cllr Hing, Cllr Dudley, Cllr Dallow – Ex-officio:- Cllr Sanford, Cllr Fenby
Works & Community Committee – Cllr Boulton, Cllr Bowen, Cllr Roberts – Ex-officio:- Cllr Sanford, Cllr Fenby
Staffing Committee – Cllr Dudley, Cllr Winney Cllr Hing, Cllr Dallow – Ex-officio:- Cllr Sanford, Cllr Fenby
Procedures Committee – Cllr Boulton, Cllr Dudley, Cllr Bowen – Ex-officio:- Cllr Sanford, Cllr Fenby

Places to be filled:-

Planning Committee x 2
 Finance Committee x 1
 Works & Community Committee x 2
 Staffing Committee x 1
 Procedures Committee x 2

014 15/16 To appoint Town Council representatives to:

The following Councillors were appointed as FTC representatives as follows:

- i. **Palmer Hall Committee (1)** – Cllr Boulton
- ii. **Farmor’s Endowed Trust(2)** – Cllr Hing, Cllr Dudley
- iii. **Fairford Community Centre Trustees (3)** – Cllr Sanford, Cllr Bowen, Cllr Rao
- iv. **Fairford Community Centre Management Committee (2)** – Cllr Fenby
- v. **Cotswold Water Park (2)** – Cllr Sanford, Cllr Rao
- vi. **Fairford Air Base links (2)** – Cllr Winney, Cllr Hing
- vii. **Gloucestershire Market Town Forum (2)-** Cllr Fenby
- viii. **Police link (1)** – Cllr Dallow
- ix. **Fairford History Society (1)** – Cllr Winney
- x. **Lechlade Footpaths Committee (2)-** This group to be deleted. It was agreed that this should be considered as a project and therefore incorporated into the relevant committee.
- xi. **River Coln Project Team (4)-** This group to be deleted as it is no longer required.
- xii. **FEAG (3)** – Cllr Boulton, Cllr Hing
- xiii. **Youth Steering Group (2)** – This group to be incorporated into the relevant Committee.
- xiv. **GMTF** – Cllr Fenby
- xv. **Lady Mico Trust** – Cllr Hing, Cllr Bowen
- xvi. **Fairford & Lechlade Business Club** – Cllr Bowen

Debate took place regarding Tourism and it was agreed that this should be considered as Tourism and Commerce and could best be dealt with under the relevant Committee.

015 15/16 To review and adopt Standing Orders to include:-

- 1) Agreement to re-instate Mayoral vote at Committee level (see September 2014 and April 2015 Full Council minutes).** It was **RESOLVED** to reinstate the Mayoral vote, proposed Cllr Boulton, seconded Cllr Hing – 10 in favour, 1 abstention.
- 2) Items in accordance with Section 2 of Standing orders:-**
 - a) Review of Council’s and/or employees’ memberships of other bodies.** No amendments required.
 - b) Review of the Council’s complaints procedure** – No amendments required.
 - c) Review of the Council’s procedures for handling request made under the Freedom of Information Act 2000 and the Data Protection Act 1998** – No amendments required.
 - d) Review of the Council’s policy for dealing with the press/media** – No amendments required.

Cllr Hing proposed that Items 018 and 019 are brought forward – All in favour.

018 15/16 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 Hing, seconded Cllr Bowen – all in favour.

Q: Mrs Margaret Bishop asked the Council if they had been made aware of the recent changes in the planning application for Lakes 103, 104 and 104a.

A: Council replied that they had not been advised but that this was not unusual when changes related to 'compliance' regulations. Mrs Bishop was thanked for advising the Council and was assured that FTC would look into this further.

District Cllr. Abigail Beccle introduced herself and explained how she and her fellow District Cllrs for Fairford South, Kempford & Lechlade (Cllr Sue Coakley and Cllr Stephen Andrews) hoped to be of assistance to FTC in the future. She explained that there are now 34 District Cllrs covering 32 Districts.

Q: Fairford Town Council asked District Cllr Beccle if she could pursue our request to have Fairford Ward re-united, as originally, requested during the re-structuring consultation period, so that Fairford as a whole merge with Horcott only, instead of having Fairford split into Fairford North and South.

A: District Councillor Beccle said that she had been aware of this situation. **ACTION: The Clerk to e-mail District Cllr. Beccle regarding this matter.**

019 15/16 To agree to reconvene the meeting following Public Participation.

It was **RESOLVED** to reconvene the meeting following Public Participation – Proposed Cllr Boulton, seconded Cllr Bowen – all in favour.

016 15/16 To consider and agree recommendation from the Finance Committee to amend Financial Regulations Section 11.1(b) – Threshold for tender process to begin, to be raised to £25k, and to review and adopt Financial Regulations as amended.

Cllr Hing reported that the recommendation from the Finance Committee came about due to comments from Internal Auditor, who felt that the threshold was too low for tendering purposes. It was **RESOLVED** to agree recommendation from the Finance Committee to increase the threshold for tendering to £25k. Proposed Cllr Hing, seconded Cllr Boulton – all in favour.

017 15/16 To re-affirm eligibility for the Town Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

The Clerk explained that FTC fulfilled the requirement for eligibility for the General Power of Competence. It was therefore **RESOLVED** to re-affirm eligibility for the Town Council's (General Power of Competence) (Prescribed Conditions) Order 2012. Proposed Cllr Boulton, seconded Cllr Dallow – all in favour.

- 018 15/16 To agree to adjourn the meeting for Public Participation – there is a 10 minute time limit)**
See above
- 019 15/16 To agree to reconvene the meeting following Public Participation.**
See above.
- 020 15/16 Chairman’s Announcements**
Cllr Fenby suggested that the Council write to Cllrs who have stepped down to thank them for their service over the years.
ACTION: Clerk to draft a letter of thanks.
- 021 15/16 To consider invitations to meetings (e-mailed)**
Invitations were considered and Cllr Sanford and Rao said that they would go to the CWP meeting on the 1st June.
- 022 15/16 To consider correspondence received (for information only e-mailed)**
Correspondence was received with no comment.
- 023 15/16 To receive reports on meetings attended**
RAF Liaison meeting - Cllr Winney reported that he recently attended at the RAF Liaison meeting. He reported that no changes are to be made on the base. The main issue discussed related to the Lakes and water problems (flooding). Tops in Blue would once again be performing on the 7th September.
Cllr Dallow reported that issues relating to parking on double yellow lines around the base are not the concern of the Police, but that this has been contracted out to APCOA (traffic wardens).
Tree planting ceremony in the Walnut Tree Field – Cllr Hing reported that the ceremony went well and that the organisers were grateful to FTC for their support.
- FINANCE**
- 024 15/16 To approve retrospectively payments to end of April 2015**
It was **RESOLVED** to approve retrospectively payments to the end of April 2015. Proposed Cllr Boulton, seconded Cllr Dallow – all in favour.
- 025 15/16 To receive most recent income & expenditure figures**
Cllr Boulton asked if there were many more membership fees to be paid. The Clerk said that she would double check and would advise by e-mail. The figures were received with no further comment.
ACTION: Clerk to double check membership fees and report to Full Council.
- 026 15/16 To consider and agree to sign off Annual Return - Accounting Statements 2014/15, Annual Governance Statement 2014/15 and Summary of Payments & Receipts 2014/15**
It was **RESOLVED** to sign off Annual Return – Accounting Statements, proposed Cllr Dallow, seconded Cllr Boulton – all in favour.
Annual Governance Statement – proposed Cllr Dallow, seconded Cllr Bowen – all in favour.

Summary of Payments & Receipts – proposed Cllr Boulton, seconded Cllr Dudley – all in favour

ACTION: Clerk to send Annual Return and other required documentation to Grant Thornton (External Auditor)

Debate took place regarding Earmarked funds and it was **RESOLVED** to earmark funds for the Neighbourhood Plan (£12k) and staff Pensions (£1650 – backdated). Proposed Cllr Boulton, seconded Cllr Dudley – all in favour.

027 15/16 To agree payment to Network Connections(Redhand) for installation of CCTV cameras in Walnut Tree Field - £1375 inc. VAT.

It was **RESOLVED** to pay Network Connections (Redhand), for the installation of CCTV cameras in the Walnut Tree Field. Proposed Cllr Boulton, seconded Cllr Fenby – all in favour.

028 15/16 To consider and agree recommendation from the Finance committee to re-open the Community Capital Project Fund.

Discussion took place regarding the Community Capital Projects fund, which was well received earlier in the year. It was **RESOLVED** agree recommendation from the Finance Committee to re-open the Community Capital Projects Fund and earmark £15k for this. This fund to be advertised immediately with bids being received by the end of November. All proposals to be looked at on an individual basis with a match funding limit of 50/50. Proposed Cllr Boulton, seconded Cllr Dudley – all in favour.

PLANNING

029 15/16 To receive the minutes of the Planning committee meetings held on 21st April and 5th May 2015

The Minutes were received with no comment

STAFFING

030 15/16 To receive the Minutes of the Staffing Committee meeting held on the 28th April 2015.

The Minutes were received with no comment.

031 15/16 To consider and agree recommendation from Finance and Staffing Committees to raise R. Capps (Assistant Clerk) hours to 22 hours per week over 4 days from October 2015.

Roz Capps was asked to leave the room. Cllr Hing reported that the staff appraisals have been completed. Roz Capps (Assistant Clerk) has requested more hours and members of the Staffing & Finance Committee agreed that this would be helpful with the ever increasing workload. The Committee agreed an extra 6 hours per week bringing the total hours for the Assistant Clerk to 22 hours per week over 4 days. Cllr Fenby asked if the office opening hours could be reviewed and Cllr Hing said that this would be considered along with other issues when looking at the terms and conditions of employment. It was **RESOLVED** to agree the recommendation from the Finance & Staffing Committee to raise the Assistant Clerk's hours to 22 hours over 4 days, commencing October 2015. Proposed Cllr Fenby, seconded Cllr Sanford – 10 in favour, 1 abstention.

WORKS & COMMUNITY

032 15/16 To receive the minutes of the Works & Community Committee Meeting held on 28th April 2015
 Cllrs asked if there has been any news on a possible meeting with Young Gloucestershire to discuss the youth club. The Clerk said that she would chase this up. **POST MEETING NOTE: A meeting has been arranged for Tuesday 19th May in the Community Centre.**

033 15/16 To consider and agree including articles for community groups in the newsletter.
 The Clerk explained that the reason that articles from community groups had been stopped was due to their being too many articles for the newsletter in the past. However since this was last reviewed (more than 6 months ago), it has become apparent that room could be made to accommodate community groups. It was **RESOLVED** to trial (over the next 3 issues – August, October and December) publication of the newsletter to include community group articles with a word limit of 100 words per article or to allow groups to submit flyers to be placed inside the newsletter and to consider this again in January 2016. Proposed Cllr Boulton, seconded Cllr Fenby – all in favour. **ACTION: Clerk to contact Community Groups for articles and to add this matter to the Agenda in November 2015.**

034 15/16 To consider and agree alterations to Mill Lane footpath in light of concerns expressed by Councillors (£1841 exc VAT)
 Cllr Boulton met with Jonathan Stebbing (ECT) regarding slight alternations to the Mill Lane path due to safety issues. Mr. Stebbing agreed that they are happy for changes to the profile and re-shaping of the path at either end, but they would not be happy to have any barriers, inside the path, erected unless they were wooden barriers. It was **RESOLVED** to carry out alterations to Mill Lane path to exclude internal barriers. Proposed Cllr Boulton, seconded Cllr Fenby – 9 in favour, 2 abstentions. **ACTION: Contact contractors to advise.**

OTHER MATTERS

035 15/16 To agree to advertise for two Councillors to be co-opted to the Council
 It was **RESOLVED** to advertise for two Councillors to be co-opted to the Council. Proposed Cllr Boulton, seconded Cllr Dudley – all in favour.

036 15/16 To consider and agree arrangements for the Annual Town Meeting on Thursday 28th May 2015 including the preparation of the Annual Report.
 Following debate it was **RESOLVED** that the Annual Report should be published/distributed before the Town meeting to exclude details of the winners of the Citizen and Young Citizen of the year Award - All in favour.

037 15/16 To consider request from CVS for financial assistance and approval to install secondary double glazing to two windows and replace the door to their office (see letter 28th January 2015)

Following debate it was agreed that the request for alterations to the CVS room should be decided by the Community Centre Management team. It was also agreed that no decision regarding financial support could be made until quotes for the proposed work have been received. It was agreed to refer this back to the Community Centre management team for their recommendations.

ACTION: Clerk to speak to the FCC Manager.

.....Chairman

.....2015