



## Fairford Town Council

### MINUTES

#### FULL COUNCIL MEETING HELD ON TUESDAY 8<sup>th</sup> March 2016

Present: Cllr Sanford                      Cllr Lear                      Cllr Rao  
 Cllr Boulton                      Cllr Bowen                      Cllr McKinley  
 Cllr Dudley                      Cllr Hing                      Cllr Dallow  
 Cllr Harrison                      Cllr Roberts                      Cllr Boulton

In attendance: Vanessa Lawrence (Clerk), Roz Capps (Assistant Clerk), District Cllr. Coakley, District Cllr. Andrews, Mr J Read, Ryan Merryfield (Wilts & Glos Standard)

- 287 15/16 To note apologies for absence**  
 Apologies were received from Cllr Fenby
- 288 15/16 Declaration of Interest in items on the Agenda**  
 Declaration of Personal Interests were received from Cllr Hing, Bowen and Sanford for Item 304 – Fairford Festival and Cllr Roberts for Item 304 – Fairford Festival and TS Raleigh
- 289 15/16 To approve the Minutes of the Full Council Meeting held on the 9<sup>th</sup> February 2016**  
 It was **RESOLVED** to approve the Minutes of the Full Council meeting held on the 9<sup>th</sup> February 2016. Proposed Cllr Boulton, seconded Cllr Dallow – 11 in favour, 1 abstention.
- 290 15/16 Matters arising**  
**Victory Villas Verge – London Road** – The Clerk reported on the current progress with proposed improvements to the verge opposite Victory Villas, London Road.  
**Queen’s 90<sup>th</sup> birthday celebrations – events** – The Clerk reported that the Ernest Cook Trust has given permission for the event to be held in the WTF.  
**‘20’ is Plenty stickers** – The stickers have been distributed. Cllr Roberts suggested that the Council could send a follow-up letter to encourage the stickers to be displayed. Additional stickers have been purchased and are available for other residents.  
**Pavement at Gassons Field**

**ACTION: Add item to W & C Agenda for discussion.**

**20mph through Fairford** – The Clerk reported that the Police have been contacted regarding carrying out speed surveys. Cllr dallow reported that the CSW in Fairford is in contact with neighbouring areas, but as yet no date for a patrol has been agreed.

- 291 15/16 To agree to adjourn the meeting for Public participation – (there is a 10 minute time limit).** Proposed Cllr Roberts, seconded Cllr Boulton, all in favour.  
Mr John Read, from the Patient Participation Group, addressed the council regarding the aims and objectives of the PPG and actions to date.  
Mr Read asked for the Council's assistance in publicising the PPG and the events.

**ACTION: Clerk to add the PPG to the Newsletter article distribution list.**

- 292 15/16 To agree to reconvene the meeting following Public participation.** Proposed Cllr Roberts, seconded Cllr Boulton, all in favour.

**293 15/16 Chairman's Announcements**

Mr Fenby has resigned from the Council. The Council thanks Mr Fenby for his sterling work whilst on the Council, and he will be sorely missed.  
Vote of thanks proposed Cllr Dallow, seconded Cllr Boulton, all in favour.

**ACTION: Clerk to write a letter of thanks to Mr Fenby.**

- 294 15/16 To receive report from County Councillor**  
Cllr Theodoulou was not in attendance

**295 15/16 To receive report from District Councillor**

Cllr Coakley reported:

- CDC are freezing their portion of the Council Tax. However overall the taxes will be increasing due to the 3.99% rise from GCC and 1.2% rise for the Police.
- Green bin license will not increase.
- Car parking charges will not increase.
- CDC are putting £75k towards car parking provision in Cirencester and are looking for a private partnership for the Memorial Hospital car park.
- GCC are progressing with Fastershire, but it is not going as quickly as hoped. CDC has committed £500k (on the proviso that GCC do the same) to bring the project back on stream.
- CDC are exploring the possibilities of forming a unitary authority with West Oxfordshire. This is in its infancy and as yet no commitment has been made. The first stage will be for the Council to fund a feasibility study.
- Cllr Coakley commended Cllr Harrison on his response to the New Homes Bonus consultation. Only one query was raised regarding the wording of Q13, which has been resolved.
- The CDC Local plan is still ongoing, and CDC are confident that they will be able to meet the newly suggested increase in the objectively assessed need.

Cllr Andrews reported:

- Fairford Deanery Youth Club has requested grant funding.
- The Emergency Plan CD has been passed on to Cllr Hing.

Q: Will the car park charges for the PPP car park be controlled by CDC?

A: Yes, CDC will remain in control of pricing.

Q: What consideration has the unitary authority proposal given to planning & the local plan?

A: The Local Plan will already be in place, given the long timescales involved in the unitary proposals. It is hoped that both areas will retain their planning departments. However, with regards to housing supply, if an authority can genuinely demonstrate that they are unable to meet their required supply, neighbouring authorities may be required to make up the shortfall.

**296 15/16 To receive reports from meetings/events attended**

**ACTION: Clerk to add report from NDP to April FC Agenda.**

**297 15/16 To consider invitations received**

Lakes By Yoo, 23<sup>rd</sup> March

Cllr Sanford is attending a Prayer Breakfast at RAF Fairford.

**298 15/16 To consider correspondence received (for information only) - noted**

**299 15/16 To consider correspondence requiring a reply - none**

**FINANCE**

**300 15/16 To receive the Minutes of the Finance meeting held on the 1<sup>st</sup> March 2016**

Cllr Hing abstained on FO83.

FO85 should read 'recommendation' not resolved.

**ACTION: Clerk to make the changes.**

**301 15/16 To approve retrospectively payments to end of previous month (Feb)**

It was **RESOLVED** to approve the payments. Proposed Cllr Boulton, seconded Cllr Dallow. All in favour.

**302 15/16 To receive most recent income & expenditure figures**

Received without comment.

**303 15/16 To consider and agree renewal Annual subscription to GAPTC - £858.57**

It was **RESOLVED** to renew the subscription. Proposed Cllr Boulton, seconded Cllr Dudley. 11 in favour, 1 abstention.

**ACTION: Clerk to process the subscription**

**304 15/16 To consider and agree recommendation from Finance Committee for end of year grants allocation – see recommendation sheet (Cllrs area - website)**

It was **RESOLVED** to agree the grant payments. Proposed Cllr Boulton, seconded Cllr McKinley. All in favour with the following specific abstentions:

Cllrs Hing, Roberts, Sanford & Bowen abstained regarding Fairford Festival.

Cllr Roberts abstained regrading TS Raleigh.

**ACTION: Clerk to make the payments.**

**305 15/16 To consider and agree recommendation from Finance Committee to adopt policy documents (see Cllrs area- website)**

The Financial Regulation 11.1.H has been amended to read £750. It was **RESOLVED** to adopt the amended policy documents. Proposed Cllr Boulton, seconded Cllr Dallow. All in favour.

**306 15/16 To consider and agree recommendation from Finance Committee to agree amended Financial Regulations, Risk Assessments and Financial Safeguards in place documents (Cllrs Area – website)**

The Following queries were raised:

- Risk Assessment should include the risk around the security of bank deposits.
- Query regarding the risk of the adequacy of the precept being assessed as high.
- The documents should be amended to include Faster Payment System (FPS) as well as BACS.
- The Standing Orders should be amended to include provision for the Council to authorise the Deputy Clerk to be acting RFO in the absence of the Clerk.
- The Financial Safeguard policy should include a provision for the Council to carry out random checks on to ensure the processes are being adhered to.

**ACTION: Clerk to make the above changes and answer the queries and bring the documents back to Full Council in April.**

**307 15/16 To consider and agree when to re-open the Community Project Fund (3<sup>rd</sup> round).**

It was **RESOLVED** to open the Community Project Funds (3<sup>rd</sup> round) on 1<sup>st</sup> June. Proposed Cllr Boulton, seconded Cllr Dudley. All in favour.

**308 15/16 To note decision of Finance meeting to “Opt-in” to the new Procurement of Audit for Smaller Authorities process from 2017.**

The decision was noted without comment.

**309 15/16 To consider and agree recommendation from the Finance Committee to release up to £5k for events to celebrate the Queen’s 90<sup>th</sup> birthday.**

It was **RESOLVED** to release funds as required up to £5k. Proposed Cllr Boulton, seconded Cllr Dudley. All in favour.

**ACTION: Clerk to add budget and event planning to W & C March Agenda.**

**310 15/16 To consider and agree to release extra funds for purchase of VAS (signs).**

The Clerk reported on additional information gathered since the Agenda was sent out. It was agreed to defer the matter to a later Agenda.

**ACTION: Clerk to gather more information and bring this back to the W & C Committee in April for further discussion.**

**WORKS & COMMUNITY**

**311 15/16 To receive Minutes of the Works & Community meeting held on 23<sup>rd</sup> February 2016**  
Cllr Harrison asked for clarification regarding the purchase or funding of alcohol for the Picnic in the Park. The Clerk reported that the Council was providing the funds for the purchase of the alcohol and has the power to do so using the General Power of Competence.

**PLANNING**

**312 15/16 To receive Minutes of Planning meeting held on the 16<sup>th</sup> February and 1<sup>st</sup> March 2016.**  
Received without comment.

**OTHER MATTERS**

**313 15/16 Any other Items the Chair considers urgent**  
Cllr Roberts reported on a consultation from Gloucestershire County Council regarding the proposal to reduce the number of Children’s Centres from 30 to 16 across the County, which would result in Fairford losing the current Children’s Centre at the library. Cllr Roberts asked for the consultation to be more widely disseminated to the Council and urged Councillors to complete the survey to try to stop Fairford from losing this precious resource.

**ACTION: Clerk to contact Cllr Theodoulou for further information.**

**314 15/16 Date of next meeting – 12<sup>th</sup> April 2016**

**There being no further business the meeting closed at 8.45pm**

..... **Date**

..... **Chair**