



## Fairford Town Council

### MINUTES OF THE FULL COUNCIL MEETING HELD ON TUESDAY 12th April 2016

**Present:**        **Cllr Dallow**                      **Cllr Winney**                      **Cllr Hing**  
                      **Cllr McKinley**                      **Cllr Boulton**                      **Cllr Roberts**  
                      **Cllr Lear**                                **Cllr Dudley**                      **Cllr Harrison**

**In attendance:** Vanessa Lawrence (Clerk), Roz Capps (Deputy Clerk), District Cllrs, Coakley, Beccle and Andrews, Mrs Bilbrough, Mr Morecombe, County Cllr. Theodoulou (part), Ryan Merryfield (Wilts & Glos Standard).

**In the absence of the Chair and Deputy Chair, Cllr Dallow was selected to chair the meeting. Proposed Cllr Boulton, seconded Cllr Harrison – all in favour.**

- 315 15/16 To note apologies for absence**  
 Apologies were received from Cllrs, Bowen, Sanford and Rao
- 316 15/16 Declaration of Interest in items on the Agenda**  
 None received
- 317 15/16 To approve the Minutes of the Full Council Meeting held on the 8th March 2016**  
 It was **RESOLVED** to approve the Minutes of the Full Council meeting held on the 8<sup>th</sup> March as a true and accurate record of the proceedings. Proposed Cllr McKinley, seconded Cllr Boulton – all in favour.
- 318 15/16 Matters arising**  
**-CILCA – Assistant Clerk** – Roz Capps (Assistant Clerk) has recently passed the CILCA qualification and as agreed has been promoted to (Deputy Clerk). Congratulations to Roz for achieving this qualification.  
**-Cllr Vacancy** - The Clerk reported that no requests for an election were received at CDC and therefore the vacancy may be filled by co-option. The vacancy has been advertised with a deadline for the end of April. All candidates will be interviewed and a decision made at the next Full Council meeting in May.
- 319 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 Boulton, seconded Cllr McKinley – all in favour.
- No questions or comments were made by members of the public present.**
- 320 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 McKinley – all in favour.
- 321 15/16 Chairman’s Announcements**  
 None
- 322 15/16 To receive report from County Councillor**  
 In the absence of County Cllr Theodoulou it was agreed to delay this item until his arrival.

**323 15/16 To receive report from District Councillor**

District Cllr Coakley introduced herself and the other District Councillors, for the benefit of members of the public present.

- **Local Plan** – to be considered next week by Cabinet. The submission is ready for final consultation.
- **Objectively assessed housing need – has been revised up to 8400.** It has been agreed that there are sufficient developments and therefore there is no added pressure on Fairford to consider using any reserved sites.
- **Devolution proposals** – the Council is considering funding looking at a range of proposals.
- **Cotswold Tourism** – Looking to expand the offer between CDC & West Oxfordshire, and are hoping for support and partnership working with local tourist attractions and other districts.
- **Old Memorial Hospital site** – a planning application will be submitted to remove the remaining buildings on the site in order to make the site more viable for a private investor to run it as a car park.
- **Planning non-compliance** - Cllr Coakley has been in touch with Mike Napper with regards to the Council's concerns that the Bovis site is being worked on prior to the pre-commencement conditions being signed off.
- **Silt infiltration from Bloor 2** – Lawrence King has been on site, and although he has seen silt entering the watercourse, in his opinion it is not coming from the Bloor 2 site.

- Cllr Roberts asked for clarification regarding the status of the Children's Centre in Fairford as there had been conflicting messages from GCC.
- Cllr Theodoulou responded to this query later in the meeting.
- Cllr Harrison made observations regarding the works already started at the Bovis site, including the access road which appears to have filled in a drainage ditch without adequate mitigation, and the access road that appears to have been built across a POS within the planned development. Cllr Harrison asked what CDC plan to do about stopping developers starting work on site prior to the pre-commencement conditions being met. He said such 'unauthorised' development is only not 'unlawful' because CDC does not serve an enforcement notice on the developer. Cllr Harrison expressed the concerns of the Council that important conditions, such as the agreed phasing of the development and the construction method statement have not even been submitted to CDC. Cllr Harrison urged CDC to take action.
- Cllr Coakley advised that the Planning Officer will visit the site and report back.
- Cllr Hing asked when the three storey buildings on Bloor 2 had been agreed.
- Cllr Coakley agreed to find out.
- Cllr Hing asked for clarification on whether the revised housing number assumed that Chesterton would go ahead.
- Cllr Coakley responded that yes, they do, but there is no reason to suppose that the Chesterton development won't happen in some form or other and that the inspector won't accept the numbers.
- Cllr Harrison asked on the status of the emerging Local Plan.
- Cllr Coakley responded that it gathers weight as the process progresses.

**324 15/16 To receive reports from meetings/events attended**

- **Update on NDP – Cllr Harrison**  
There was a 40% response rate to the questionnaire. The results of which have been collated and the working groups are developing proposals informed by the data. The Steering Group has engaged a consultant to help to focus the next phase of the plan. The group are closely following government consultations and responding when appropriate.
- Cllr Hing asked if the Gloucestershire Minerals Plan was being taken into consideration.
- Cllr Harrison replied that it was, but that there hadn't been any recent consultations.

- Cllr Dallow commended the work done by Cllr Harrison, in particular in the responses to consultations.

**S.A.M meeting** – Cllr Dallow attended the public meeting regarding the proposed traveller site at Sunhill.

**ACTION: Clerk to draft an objection and submit it to CDC.**

- 325 15/16 To consider invitations received**  
**Fairford Cricket Club** – invitation on 13<sup>th</sup> May at 6.30pm to the opening of the new nets.  
**Flood Action Group Meeting** – Cllr Harrison has agreed to attend (email previously sent.)

- 326 15/16 To consider correspondence received (for information only)**  
 Received without Comment

- 327 15/16 To consider correspondence requiring a reply**  
 None

#### FINANCE

- 328 15/16 To approve retrospectively payments to end of previous month (March)**  
 It was **RESOLVED** to approve the payments, Proposed Cllr Boulton, Seconded Cllr Dudley, All in favour.

- 329 15/16 To receive most recent income & expenditure figures**  
 Received without Comment.

- 330 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).**  
 Cllr Hing asked for section 1.8 of the Financial Regulations to include a reference to the Deputy Clerk as acting RFO in the absence of the Clerk. Cllr McKinley reiterated his concerns regarding the Risk Assessment document.  
 It was **RESOLVED** to approve the documents, with the change to Financial Regulations 1.8. Proposed Cllr Dudley, seconded Cllr Boulton, eight in favour, and one abstention.

**ACTION: Clerk to make the change to 1.8 of the Financial Regulations.**

- 331 15/16 To consider and agree the Annual Governance Statement from the Annual Return.**  
 It was **RESOLVED** to approve the Annual Governance Statement, Proposed Cllr Boulton, Seconded Cllr Dudley, All in favour.

#### WORKS & COMMUNITY

- 332 15/16 To receive Minutes of the Works & Community meeting held on 22<sup>nd</sup> March**  
 Received without Comment.

- 333 15/16 To consider and agree recommendation from W & C Committee to upgrade Lovers Lane and also to create a new footpath from St Mary's Drive to Lovers Lane as safe routes to school.**  
 Cllr Roberts expressed her concerns regarding the introduction of a new footpath.

#### Cllr Theodoulou arrived.

Cllr Roberts objected to the introduction of the new path as a safe route to school already exists through Crabtree Park and suggested that the money could be better spent on other projects. Cllr Hing supported this view. Cllr McKinley asked why this matter had been brought back to Full Council when it had been discussed and resolved to go ahead at the previous W & C meeting. It was agreed to take the matter back to April's W & C meeting for further discussion.

**ACTION: Clerk to add to April W & C Agenda.**

**334 15/16 To formally agree highways works agreement for works to Mill Lane and High Street.**

It was **RESOLVED** to approve the Highways Agreement, Proposed Cllr Boulton, Seconded Cllr McKinley, All in favour.

**ACTION: Clerk to contact Davy Law to progress the agreement.**

**It was agreed to take the County Councillor Report at this stage.**

**322 15/16 To receive report from County Councillor**

Cllr Theodoulou reported:

- GCC has started its audit process and is pleased to announce that there has been a slight underspend, mainly due to movements in reserves.
- Costs for adult social care and vulnerable children social care are escalating, and additional funding will be required from other sources in order to meet the demand if the rise continues.
- There will be a change in waste management contractors as Keir are exercising the break clause in their contract.
- Funds for highways works allocated to each Councillor has increased to £30k.
- GCC has submitted a devolution proposal to Central Gov't which has been considered favourably.
- Cllr Theodoulou will report back regarding the status of the Children's Centre in Fairford. But advised that funding could be withdrawn and volunteers could be asked to run it.
- GCC pension fund will be managed centrally in a pool with all the other Councils in the South West.
  - Cllr Harrison asked whether it was the case that the Local Transport Plan was unfunded and therefore purely aspirational, rather than deliverable.
  - Cllr Theodoulou confirmed that yes, it was aspirational rather than deliverable as all the schemes were subject to finance being available.
  - Cllr Harrison asked when Fairford (as a community where housing stock has increased) could expect to be consulted on how we would the funds from the New Homes Bonus received by both GCC and CDC to be spent, as is suggested in the Government policy document online.
  - Cllr Theodoulou responded that the NHB was absorbed into the general pot and not allocated specifically to mitigate any effects of the developments in the local communities.
  - Cllr Coakley confirmed that this was also the case at CDC, and the NHB went into the general pot to fund front line services.

**Cllr Theodoulou left the meeting.**

**PLANNING**

**335 15/16 To receive Minutes of Planning meeting held on the 15<sup>th</sup> March and 5<sup>th</sup> April.**

Received without comment.

**336 15/16 To discuss issue relating to allocation of social housing on the new housing developments.**

Cllr Hing reported on the letter received from a resident.

The Clerk circulated the data from CDC regarding the housing allocation and local connection for the Bloor & Linden sites. Cllr Coakley reported that she had taken the concerns of the resident to the housing team at CDC who were following it up with Bromford Housing.

**PROCEDURES**

**337 15/16 To receive Minutes of the Procedures Committee meeting held on the 15<sup>th</sup> March.**

Cllr Roberts asked for clarification as to where the required quorum for Full Council is stated. It was agreed to add the quorum information into the Standing Orders.

**ACTION: Clerk to amend Standing Orders accordingly.**

**338 15/16 To consider and agree recommendation from Procedures Committee to approve the following documents:**

- **Standing Orders**
- **Code of Conduct**
- **Complaints Policy**
- **Terms of Reference for Committees**
- **Asset List**

Cllr Hing requested that the Code of Conduct is amended to allow the moniker Cllr to be used by the media without the approval of Full Council should a Councillor be contacted by the press. If a Councillor is giving a personal opinion, then this should be made abundantly clear within the published article.

With the above change to the Code of Conduct, it was **RESOLVED** to approve the above documents. Proposed Cllr Boulton, seconded Cllr McKinley, all in favour.

**ACTION: Clerk to amend the Code of Conduct accordingly.**

**339 15/16 To consider and agree recommendation from the Procedures Committee to adopt the following policy documents:**

- **Health & Safety Policy**
- **Councillor Vacancy policy**
- **Equality policy**
- **Grievance Policy**
- **Disciplinary Policy**
- **Terms of reference for Citizen Awards**
- **Grants policy**

It was **RESOLVED** to approve the above policy documents. Proposed Cllr Boulton, seconded Cllr Hing - All in favour.

#### **OTHER MATTERS**

**340 15/16 To consider and agree to maintain existing committee structure (5 +2 ex-officio).**

Having taken advice from CDC, it was **RESOLVED** to maintain the existing Committee Structure and allow voting rights to both ex-officio members. Proposed Cllr Lear, Seconded Cllr McKinley, 8 in favour, one abstention.

**341 15/16 To consider and agree whether to extend the 6 months rule for attendance at meetings, by Councillors, for Cllr McKinley.**

It was **RESOLVED** to extend the 6 month rule to 12 months from July 2016. As this is an exceptional circumstance, this extension can be revisited in July 2017 if required. Proposed Cllr Boulton, seconded Cllr Lear, all in favour.

**342 15/16 Any other Items the Chair considers urgent.**

Cllr Boulton reported that the verge on London Road has been driven over again, and that this has been reported to the Police.

**343 15/16 Date of next meeting – 10th May 2016 (Annual Meeting of the Town Council)**

**There being no further business, the meeting closed at 8.35pm.**

.....Chairman

.....2016