



Fairford Town Council

Present: Cllr Sanford Cllr Winney Cllr Dallow
 Cllr Rao Cllr Harrison Cllr McKinley
 Cllr Dudley Cllr Hill

In Attendance: Vanessa Lawrence (Clerk), District Cllrs, Beccle, Coakley and Andrews, County Cllr Theodoulou, Mrs Bilbrough

001 16/17 To elect the Town Mayor
 It was **RESOLVED** return Cllr Sanford as Mayor. Proposed Cllr Harrison, seconded Cllr McKinley – all in favour.

002 16/17 To elect the Deputy Mayor
 It was agreed to defer this item to the next Full Council meeting to allow due to the low attendance at this meeting.

ACTION: Clerk to add this item to the Agenda for the next Full Council meeting.

003 16/17 To receive the Deputy Town Mayor's Declaration of Acceptance of Office
 To be deferred to the next Full Council meeting.

ACTION: Clerk to add this item to the Agenda for the next Full Council meeting

004 16/17 To appoint, by co-option, Jon Hill as Councillor
 Mr Hill was asked to say a few words to introduce himself to those members of the Council who had not met him previously. It was **RESOLVED** to appoint Mr. Hill, as Councillor. Proposed Cllr Dallow, seconded Cllr Harrison – all in favour.

005 16/17 To receive the newly appointed Councillor's Declaration of Acceptance of Office.
 Cllr Hill's Declaration of Acceptance of Office was received. Cllr Hill signed the Declaration of Acceptance of Office book.

006 16/17 Apologies for absence
 Apologies were received from Cllr, Boulton, Cllr Roberts, Cllr Bowen and Cllr Lear

- 007 16/17** **Declarations of Interest in Items on the Agenda**
None received
- 008 16/17** **To remind Councillors to submit any changes to the Register of Interests to the Clerk, if applicable.**
The Clerk reminded all Cllrs that if any of their personal circumstances have changed in the last year, which might affect their Register of Interests, these should be declared as soon as possible.
- 009 16/17** **To approve the Minutes of the Full Council meeting held on the 12th April 2016**
It was **RESOLVED** to approve the Minutes of the Full Council meeting held on the 12th April, as a true and accurate record of the proceedings. Proposed Cllr McKinley, seconded Cllr Dudley – all in favour.
- 010 16/17** **Matters arising**
- **Allotments** – The Clerk reported that the transfer of the allotments from Bloor to FTC would take place as soon as the Clerk is able to visit the site to pick up the keys and receive details of the location of the water meter. It is hoped that this will be completed this week.
- 011 16/17** **To appoint members to Committees and sub-committees**
It was **RESOLVED** to appoint the following members to Committees and sub-committees as follows:
Planning Committee – Cllrs. Dallow, Harrison, Lear and Dudley, re-appointed. Cllr Sanford as ex-officio and Cllr Hill newly appointed.
Finance Committee – Cllrs Boulton, Hing, Dudley, Dallow and Bowen re-appointed. Cllr Sanford as ex-officio
Works & Community – Cllrs Boulton, Bowen, Lear, Roberts & McKinley re-appointed. Cllr Sanford as ex-officio.
Staffing Committee – Cllrs Winney, Dudley, Hing and Dallow re-appointed. Cllr Sanford as ex-officio
Procedures Committee – Cllrs Boulton, Dudley, Bowen re-appointed. Cllrs Roberts and Harrison newly appointed. Cllr Sanford as ex-officio.
Proposed Cllr Dudley, seconded Cllr Dallow – all in favour.
- 012 16/17** **To appoint Town Council representatives to:**
It was **RESOLVED** to appoint/re-appoint the following members as representatives to the following organisations:
- i. Palmer Hall Committee (1) – Cllr Boulton – re-appointed
 - ii. Farmor’s Endowed Trust(1) – Cllrs Hing or Dudley- re-appointed
 - iii. Fairford Community Centre Trustees (3) – Cllrs Sanford & Bowen- re-appointed
 - iv. Fairford Community Centre Management Committee (2) – Cllr Sanford – re-appointed.
 - v. Cotswold Water Park (2) - Cllr Sanford – re-appointed
 - vi. Fairford Air Base links (2) – Cllrs Hing & Winney – re-appointed
 - vii. Gloucestershire Market Town Forum (2) - VACANCY
 - viii. Police link (1) – Cllr Dallow – re-appointed
 - ix. Fairford History Society (1) – Cllr Winney – re-appointed.
 - x. Lechlade Footpaths Committee (2) – No longer required. - Project on hold

- xi. River Coln Project Team (4) – Cllrs Hing, Roberts- re-appointed and Cllr Hill newly appointed.
- xii. FEAG (2) – Cllrs Boulton & Hing – re-appointed.
- xiii. Youth Steering Group (2)- No longer required. Youth Club closed
- xiv. Lady Mico Trust – Cllr Hing & Dudley – re-appointed.
Proposed Cllr Dallow, seconded Cllr Dudley – all in favour.

Mrs Bilbrough as a member of the public was in attendance as an observer only.

013 16/17 To agree to adjourn the meeting for Public Participation – there is a 10 minute time limit)
This item was not required

014 16/17 To agree to reconvene the meeting following Public Participation.
This item was not required.

015 16/17 Chairman’s Announcements
Cllr Sanford read out a Statement that she would like to present at the Annual Meeting of the Town Council and then to release this as a Press Release and asked members for their comments. Debate took place over the issues covered in the Statement.

016 16/17 To receive report from District Cllrs
Cllr Coakley & Andrews reported as follows:

- Local Plan** – Will be going to Council shortly
- Housing Strategy** – Out for Consultation, awaiting comments.
- RAF Liaison Meeting** – The issue of Hanson finalising their departure from all of the Horcott Pit Quarry was raised. There are a number of interested parties in the Lakes and it was suggested that a sub-committee could be set up along the lines of the Kempsford Quarry model, which would then involve the Company, RAF Fairford, the GCC, CDC, FTC, the Local Plan and the wider community as appropriate in relation to the rehabilitation and long term future of all of the Lakes.”

017 16/17 To receive report from County Cllr
County Cllr Theodoulou reported as follows:

- Elections** – Recent local elections have taken place in Cheltenham, Stroud and Glos. City. The outcome of which has meant no change in power with a minority administration.
- Funding** – In the last year, various groups in Fairford applying for funding have been awarded funds, these have been the Junior Football Club, Senior Football Club, FTC, and the Bowls Club. Southrop and Quenington have also been successful in receiving grant funding.
- Roads** – roads have received a lot of attention and a new scheme – ‘Lengthsmen Scheme’ has been implemented. This has proved successful in the Forest of Dean and is being trialled in Fairford.

**No questions were put to the County Cllr.
County Cllr. Theodoulou left the meeting.**

018 16/17 To receive reports from meetings/events attended
Cllr Winney reported on a recent RAF Liaison meeting as follows:

- Gravel extraction** was discussed in relation to the Base
- Maintenance** taking place, but this is not indicative of the Base re-opening

- New aircraft** - coming in for the Air Tattoo (F-35) and other air shows. This will be in Fairford for about a month.
- Married Quarters** - these are currently being occupied by RAF families from Brize Norton and a new lease has been signed for a further 4 years from September.
- The Base remains on 48hr standby**

019 16/17 To consider invitations to meetings (e-mailed)
Invitations were considered with no comment.

020 16/17 To consider correspondence received (for information only e-mailed)
Correspondence was considered with no comment.

FINANCE

021 16/17 To receive the Minutes of the Finance meeting (draft)
The Minutes of the Finance Committee were received with no comment.

022 16/17 To approve retrospectively payments to end of April 2016
It was **RESOLVED** to approve, retrospectively, payments to the end of April 2016. Proposed Cllr McKinley, seconded Cllr Dudley – all in favour.

023 16/17 To receive most recent income & expenditure figures
The most recent income & expenditure figures were received with no comment.

024 16/17 To consider and agree to sign off Annual Return - Accounting Statements, and Summary of Payments & Receipts for year ending 31st March 2016
It was **RESOLVED** to sign off the Annual Return, the Accounting Statement and Summary of Payments & Receipts for the year ending 31st March 2016. Proposed Cllr Dallow, seconded Cllr McKinley – all in favour.

ACTION: Clerk to send Annual Return to External Auditors.
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025 16/17 To consider and agree payment of Internal Auditors Fees - £550.
It was **RESOLVED** pay the Internal Auditors Fees. Proposed Cllr Dudley, seconded Cllr McKinley – all in favour.

026 16/17 To consider and agree recommendation from the Finance Committee to upgrade surface of Lovers Lane, subject to agreement from the Ernest Cook Trust.
It was **RESOLVED** to agree recommendation from the Finance & W & C Committee to upgrade the surface of Lovers Lane subject to approval from the Ernest Cook Trust. Proposed Cllr Dallow, seconded Cllr Dudley – all in favour.

ACTION: Clerk to await confirmation from The Ernest Cook trust that work can go ahead. Clerk to add this item to the Agenda for the W & C Committee for a contractor to be chosen. POST- MEETING NOTE: The Ernest Cook Trust have approved the plans, but require that the width is reduced. Amended quotes to be requested.

027 16/17 To consider and agree recommendation from the Finance Committee to create a new path from Lovers Lane to St. Mary's Drive

It was **RESOLVED** to agree recommendation from the Finance & W & C Committee to create a new path from Lovers Lane to St. Mary's Drive. Proposed Cllr Dallow, seconded Cllr Dudley – all in favour.

ACTION: Clerk to add this item to the Agenda for the next W & C meeting for a contractor to be chosen

028 16/17 To agree payment of invoice to Davey Law for professional services rendered in connection with Allotments at Fairford Gate.

It was **RESOLVED** to agree payment to Davey Law for professional services rendered in connection with Allotments at Fairford Gate. Proposed Cllr McKinley, seconded Cllr Dudley – all in favour.

ACTION: Clerk to make payment.

029 16/17 To consider and agree to renew insurance policy or to select an alternative company – details of quotes on Cllrs. webpage.

It was agreed to defer this item as not all quotes have been received from insurance companies. This will have to be a retrospective agreement as the Policy is due to expire at the end of May.

ACTION: Clerk to circulate quotes as soon as they arrive for agreement by e-mail and to add this to the Agenda for the next Full Council meeting for retrospective formal approval

PLANNING

030 16/17 To receive the minutes of the Planning committee meetings held on 19th April and 3rd May 2016

The Minutes of the Planning Committee meetings held on the 19th April and 3rd May were received with no comment.

031 16/17 To receive update report for the NDP

Cllr Harrison reported on the work being undertaken by the NDP group.

032 16/17 To consider the way forward with the ongoing issues of non-compliance of planning conditions.

Cllr McKinley interjected to say that he felt that the Council should perhaps not consider looking back on past events, but concentrate on areas affecting the future of Fairford and finding ways of improving the infrastructure such as increasing the size of the schools, improvements to the Doctors surgery etc. It was suggested that the W&C committee could look at this matter to try to accelerate actions improvements to the towns infrastructure and how FTC can help the Primary School.

ACTION: The Clerk to add an item to the Agenda for the next W & C meeting to discuss the infrastructure in Fairford.

WORKS & COMMUNITY**033 16/17 To receive the minutes of the Works & Community Committee Meeting held on 26th April 2016**

The Minutes of the W & C Committee were received with no comment.

034 16/17 To consider and agree a Charity to which any proceeds received from the Picnic in the Park are awarded.

Following discussion it was **RESOLVED** to donate any money raised at the Picnic in the Park to the Royal British Legion. Proposed Cllr Winney, seconded Cllr Sanford – all in favour.

OTHER MATTERS**035 16/17 To consider and agree arrangements for the Annual Town Meeting on Thursday 26th May.**

Discussion took place and Cllr McKinley suggested that this event is advertised on the website. The Clerk confirmed that this has already been advertised in the Newsletter and in Ripples, but would ensure that it was put onto the Website and Facebook page. It was also agreed to provide refreshments.

ACTION: The Clerk to advertise the event on the website, facebook page and to organise refreshments.

036 16/17 To remind Chairs to prepare a report for the Annual Town meeting.

The Clerk reminded the Chairs to prepare a brief summary of the Committees activities over the past year. Cllr McKinley volunteered to write a report on behalf of the Chair of the W & C Committee in his absence.

ACTION: The Chairs of each committee to write brief reports before the Annual Town meeting on the 26th May.

037 16/17 To formally accept the Unilateral Undertaking deed between the Town Council and Kensington & Edinburgh Estates.

Following discussion it was **RESOLVED** to accept the Unilateral Undertaking deed between the Town Council and Kensington & Edinburgh Estates. Proposed Cllr Dudley, seconded Cllr Sanford – 5 in favour, 3 abstentions.

ACTION: The Chairman to sign the document and the Clerk to forward to solicitors.
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IN CAMERA ITEM**038 16/17 To select winner for the Annual Awards – Citizen of the Year Geoff Chick Award and the Albert Alder Award**

The Clerk read out details relating to all the nominees for the Citizen of the Year Award and the Albert Alder Award.

These were:

Citizen of the Year

Meryn & Amanda Cully for their work with organising the Christmas Lunch for those on their own, their work with the Church and their involvement with TS Raleigh taking cadets out.

Malcolm Cutler for his work with Neighbourhood Planning and the Preservation Society

Kate Lee for her work in running Tiny Tots and latterly her new project Little Bundles

Dave Nelmes – for his work over the years with the Palmer Hall, Choral Society, Rugby Club and FTC

It was agreed that activities should relate specifically to work carried out in the last year and therefore Dave Nelmes should be excluded from the list as his work dates back over several years.

It was also agreed that Malcolm Cutler should be considered for a higher award. This to be considered in due course. He should therefore not be included on this list.

Voting took place as follows:

For Mervyn & Amanda Cully – 6 in favour

For Kate Lee – 2 in favour

The Winner of the Citizen of the Year Award is therefore Mervyn & Amanda Cully

The Albert Alder Award

Ryan Boyn – pupil at Coln House School, who undertook to work with Mr. Alder whilst he was employed by FTC as groundsman, working in the Churchyard, burial ground, Walnut Tree Field, Car Park and other areas of Fairford, when required. Mr. Alder has praised this young man for his hard work and commitment to all the tasks he was asked to carry out.

Jasmine Beach – pupil at Farmors School, who has undertaken to litter pick around Fairford.

Voting took place as follows:

Ryan Boyn – 2

Jasmine Beach – 6

The Winner of the Albert Alder award is therefore Jasmine Beach

The Geoff Chick Bursary Award

Two pupils from Farmors school applied for the bursary with a letter detailing the project they are undertaking. The details were read out to members.

As two awards are available it was agreed to award both candidates the bursary of £500 each. From the 8 members present 7 were in favour and 1 abstention.

(POST MEETING NOTE: Following receipt of an endorsement letter for both candidates, from the Head of 6th Form at Farmors) the abstention has been retracted.

ACTION: The Clerk to contact the Winners and to invite them to the Annual Town meeting.
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.....Chairman

.....2016