



## Fairford Town Council

### MINUTES OF THE WORKS & COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 25<sup>TH</sup> APRIL 2017

**MEMBERSHIP:** Cllr Boulton (Chair)  
Cllr Bowen  
Cllr Roberts  
Cllr McKinley  
Cllr Doherty  
Cllr Sanford (ex-officio)  
Cllr Dudley (ex-officio)

**In attendance:** Vanessa Lawrence, Roz Capps (Clerks), Cllr Harrison, Cllr Hing (Part)

- WC199 16/17 Apologies for absence**  
Apologies were received from Cllr McKinley
- WC200 16/17 Declarations of Interest in Items on the Agenda**  
None received
- WC201 16/17 To approve the Minutes of the Works & Community meeting held on 28<sup>th</sup> March 2017**  
It was **RESOLVED** to approve the Minutes of the Works & Community Committee meeting held on the 28<sup>th</sup> March 2017 as a true and accurate record of the proceedings. Proposed Cllr Bowen, seconded Cllr Sanford – all in favour..
- WC202 16/17 Clerks' Report**  
The Clerk circulated her report.
- WC203 16/17 To agree to adjourn the meeting for Public Participation, if members of the public are present– there is a 5 minute time limit (if applicable)**  
It was **RESOLVED** to adjourn the meeting for Public Participation. All in favour.

Mrs Lizzie Morris asked the Council if they would be prepared to support a activities for children during the summer holidays. She explained that this would require a moderate sum, for perhaps the hire of rooms/halls but no actual physical assistance is required. She asked if the Council could help with promoting the scheme.

- WC204 16/17 To agree to reconvene the meeting following Public Participation (if applicable)**  
It was **RESOLVED** to reconvene the meeting following Public Participation – all in favour.

- WC205 16/17** To consider and agree to fund the supply of portaloos for the 'Great Get together event' on 18<sup>th</sup> June in the Walnut Tree Field (approx. £780). Following a brief discussion, it was **RESOLVED** to fund the supply of portaloos for the 'Great Get Together' event on the 18<sup>th</sup> June. Proposed Cllr Boulton, seconded Cllr Dudley – all in favour.

**ACTION:** Clerk to contact Abbey Loos

- WC206 16/17** To consider and agree whether to re-establish formal lease for the Wednesday market. The original, now expired, lease had been circulated, prior to this meeting. Following debate, it was agreed to defer this matter to a future meeting, to allow time to implement improvements to the market, such as new stalls and transport for people from outlying villages.

**ACTION:** Clerk to add this item to the Agenda of future W & C Committee meeting.

Cllr Roberts asked if the next item could be considered together with Item WC208. All in favour.

- WC207 16/17** To consider and agree next steps to increase footfall to the Wednesday Market.
- WC208 16/17** To consider and agree funding for transport to the Wednesday markets. Cllrs discussed ways that the market could be improved and Cllr Roberts reported that she has been in contact with Community Connexions with reference to a bus service from the villages on a Wednesday. Following debate, it was agreed that this should be supported, in principle. Further work is required to establish possible take-up of transport facility and advertising the market, also Cllr Roberts to contact possible new stall holders.

**ACTION:** Clerk to contact Clerks of other local parishes and to advertise in various media and to add the item to the Agenda for future meeting. Cllr Roberts to contact possible new stall holders.

- WC209 16/17** To formally approved, retrospectively, the purchase of Hawthorn bushes to create a fence in Lovers Lane, as previously considered (£275). It was **RESOLVED** to approve, retrospectively, the purchase of Hawthorn bushes for Lovers Lane. Proposed Cllr Boulton, seconded Cllr Dudley – all in favour.

- WC210 16/17** To consider and agree bike hire initiative for Fairford – e-mailed 2/4/17 from District Cllr Andrews. Following discussion, it was agreed to defer this item to a future meeting.

**ACTION:** Clerk to add this item to the Agenda of a future meeting.

- WC211 16/17** To agree date for the commencement of flag festival for this year. It was **RESOLVED** to hang the flags on Saturday 6<sup>th</sup> May. Proposed Cllr Boulton, seconded Cllr Bowen – all in favour.

**ACTION:** Clerk to prepare flags prior to installation.

- WC212 16/17** To consider and agree to carry out memorial safety check and to consider and agree what area should be included in the check - £2.50 per headstone. Details relating to Risk Assessing the Churchyard headstones were discussed at the previous meeting. The Clerk has now established the cost and following debate it was agreed that the Closed churchyard is the area that should be assessed, in line with good practice guidelines. It was **RESOLVED** to carry out a safety check/risk assessment at a cost of £2.50 per headstone. Proposed Cllr Doherty, seconded Cllr Sanford – all in favour.

**ACTION: Clerk to contact contractor.**

- WC213 16/17** To consider and agree installation of planters on the verges on London Road and at Eastbourne Terrace – 18” square planters - £30.00 each. Following discussion, it was **RESOLVED** to install planters on the verges on London Road and Eastbourne Terrace, subject to permission from Glos. Highways. Proposed Cllr Doherty, seconded Cllr Bowen – all in favour.

**ACTION: Clerk to contact Glos Highways and if approval given, to contact supplier**

- WC214 16/17** To consider and agree Service Contract with CCTV supplier. Cost to be split proportionally with FCC. Following discussion, it was **RESOLVED** to take up a service contract with the CCTV supplier (£574). The cost to be proportionally split with FCC Ltd. Proposed Cllr Boulton, seconded Cllr Dudley – all in favour.

**ACTION: Clerk to contact supplier**

- WC215 16/17** To consider and agree response to CDC letter regarding public toilet in the High Street – e-mailed 19/4/17. Discussion took place regarding the public toilet. The request from CDC for assistance regarding monitoring the public toilets was discussed and it was agreed that a letter should be drafted requesting further information relating to inspection schedules and exactly what the Council’s role would involve and the implications for the Council, also whether there would be any financial assistance. This matter to be deferred to next W & C Committee meeting, if a reply has been received.

**ACTION: Clerk to draft a letter to CDC and to circulate to Committee for approval.**

- WC216 16/17** To consider and agree how best to partition off the bus shelter to accommodate an ATM, for planning approval (see also Clerk’s report). The Clerk reported that a further meeting with Cardtronics took place earlier this month, where the agreement to commence pre-installation checks was signed by the Mayor as agreed at the last Full Council meeting. Following discussion It was **RESOLVED** to partition off the bus shelter with blockwork and a Cotswold stone fascia. Proposed Cllr Boulton, seconded Cllr Sanford – all in favour. The Clerk was asked to obtain quotes for building a blockwork partition.

**ACTION: Clerk to obtain quotes**

**WC217 16/17**    **To consider and agree how best to establish ‘Summer Activities’ for children in the school holidays using groups/organisations in the Town.**  
Following the request from the public (see public participation above). The Committee considered how best to approach this matter. It was agreed that the Council should support this initiative and the Clerk was asked to investigate groups/organisations that might be willing to provide services or facilities and to obtain quotes. It was agreed to defer this item to the next W & C meeting.

<p><b>ACTION: Clerk to research this matter further and to report to add this item to the Agenda for the next W &amp; C Committee meeting.</b></p>
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**There being no further business the meeting closed at 8.30pm**

.....Chairman

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