



Fairford Town Council

MINUTES OF THE WORKS & COMMUNITY COMMITTEE MEETING HELD ON THE 27TH JUNE 2017

- MEMBERSHIP:** Cllr Bowen
Cllr Doherty
Cllr McKinley
Cllr Roberts
- Cllr Winney
Cllr Boulton (ex-officio)
Cllr Dudley (ex-officio)
- Present:** Cllr McKinley (Chair)
Cllr Doherty
Cllr Roberts
Cllr Winney
- Cllr Boulton (ex-officio)
- In Attendance:** Vanessa Lawrence, Roz Capps (Clerks)
- WC001 17/18** **To elect a Chair**
Cllr Boulton nominated Cllr McKinley for Chairman, which was seconded by Cllr Doherty. Cllr Roberts nominated Cllr Winney for Chairman, no seconder. It was therefore **RESOLVED** to elect Cllr McKinley as Chairman for the Works & Community Committee.
- WC002 17/18** **Apologies for absence**
Apologies were received from Cllr Bowen and Dudley
- WC003 17/18** **Declarations of Interest in Items on the Agenda**
Cllr Roberts declared a personal interest in WC021.
- WC004 17/18** **To approve the Minutes of the Works & Community meeting held on 25th April 2017**
It was **RESOLVED** to approve the Minutes of the Works & Community held on the 25th April 2017. Proposed Cllr Boulton, seconded Cllr Doherty – 3 in favour, 2 abstentions.
- WC005 17/18** **Clerks' Report (circulated)**
The Clerk's report had been circulated prior to this meeting.

Cllr Doherty asked if the public question time could be postponed for a short time as it was hoped that members of public who wished to address the Committee would be attending. Cllrs agreed to postpone the public question time.

- WC006 17/18** 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)
Not applicable
- WC007 17/18** To agree to reconvene the meeting following Public Participation (if applicable)
- WC008 17/18** To re- consider and agree to carry out memorial safety check in light of new information received from contractor.
The Clerk reported that the contractor who had been approached to carry out the safety check had subsequently decided that he could no longer carry out this work. A new contractor has been sourced. Following debate it was **RESOLVED** to appoint an alternative contractor to carry out this work. Proposed Cllr Boulton, seconded Cllr Doherty – all in favour.
- WC009 17/18** To consider and agree purchase and siting of additional defibrillators if thought necessary, following suggestions from District Councillor Andrews.
The Clerk explained the reasons for this Agenda item, but it was agreed that there was a little misunderstanding as to exactly what this information related to. The Clerk has been in contact with SWAST who have explained their requirements, which relates to ensuring that the locations of defibrillators is widely available. If a car is to hand then the distance is immaterial as long as people are fully aware of where the defibrillators are situated. It was agreed that at all future meetings a suitable map is made available when discussing anything where locations are required. It was **RESOLVED** not to purchase any further defibrillators but to publicise and mark up on a map the locations of all the current defibrillators. Proposed Cllr McKinley, seconded Cllr Boulton – all in favour.
- WC010 17/18** To consider and formally agree funding for 2 x defibrillators to be installed on the outside of the Fire Station and in the phone box at Milton Street – breakdown of costs e-mailed 19/6/17
This item relates to extra funding that is required for the installation of this equipment. Cllrs asked the Clerk to establish what extra costs are involved for upkeep of new and existing defibrillators. It was **RESOLVED** to make recommendation to the Finance Committee to agree extra funds. Proposed Cllr Boulton, seconded Cllr Doherty – all in favour.
- ACTION: Clerk to obtain maintenance costs and to add this item to the Agenda for the Finance Committee meeting in July**
- WC011 17/18** To consider and agree options for adjustments to CCTV equipment to improve signal quality.
The Clerk explained that signal is being lost from the WTF due to loss of ‘line of sight’. Quotes have been received to remedy this problem. Following discussion, it was **RESOLVED** to take up the quote for OPTION 1. Proposed Cllr Doherty, seconded Cllr Boulton – 4 in favour, 1 abstention.

ACTION: Clerk to contact contractor

WC012 17/18 To consider and agree the way forward with the Wednesday Market following recent information received.

This matter had been discussed under the Clerk's Report, but further debate took place. It was **RESOLVED** to consider this matter as a Project and to prepare a project brief. Management companies to be contacted to obtain advice on how best to improve the facility. Proposed Cllr McKinley, seconded Cllr Boulton – all in favour. This matter to be added to the Agenda for the next W& C meeting.

ACTION: Clerk to add this item to the Agenda for the next W & C meeting in July and Project Brief to be prepared.

WC013 17/18 Agree the way forward for Speedwatch (Cllr Roberts)

Cllr Roberts reported on her report, previously circulated. She reiterated how difficult it has been to get volunteers from Fairford. Following debate it was **RESOLVED** to pause the scheme in Fairford, for 6 months, when it will be reviewed again at this Committee, but to offer the equipment, on loan, to other villages, where volunteers are carrying out the checks on a regular basis. Proposed Cllr McKinley, seconded Cllr Doherty – all in favour.

WC014 17/18 To consider letter received from a resident of Fairford re: improving the Skate Ramp and to agree the way forward

A letter received from a young member of the public regarding the skate ramp and signed by several of his friends had been circulated prior to this meeting. It was agreed that there appears to be 2 problems, both of which need to be considered separately. Other young members of the community who were expected for PQT, have been unable to attend this meeting and it was agreed to defer this matter to the next meeting in July, when it is hoped that views will be presented then. The problems relating to the skate ramp to be broken down and discussed as separate issues. Cllr Doherty to co-ordinate details.

ACTION: Clerk to add the Skate Ramp to the Agenda for the next W & C meeting in July

WC015 17/18 To consider letter received from a resident regarding trees at St. Mary's Drive.

A letter received regarding a Lime Tree on the green at St. Mary's Drive has been inspected and whilst there is nothing amiss with the tree, the recommendation is that this is cut down as it too big for this area. The tree to be replaced with two smaller trees set further into the grounds. Clerk to contact resident, CDC tree officer and contractor to obtain quote for removal of tree.

ACTION: Clerk to contract resident, CDC tree officer and contractor

WC016 17/18 To consider and agree to 'Fly the Red Ensign' - 3rd Sept for Merchant Navy Day – see details circulated.

Following debate it was **RESOLVED** to purchase a flag if a suitable flagpole can be found or if the Vicar allows the flag to be flown from the church tower. Proposed Cllr McKinley, seconded Cllr Boulton – all in favour.

ACTION: Clerk to contact the Vicar and/or locate a suitable flagpole

WC017 17/18 To consider and agree the way forward to obtain support for bidding for 'Maurice the Hare' at the Hare Trail auction in October.
Following debate it was **RESOLVED** that nothing further needs to be done. It was hoped that a benefactor might win the Hare at the auction in October, and donate it to the Town.

WC018 17/18 To consider and agree tree maintenance and planting for 2017/18 including the Plant a Tree Charter Legacy Tree.
Following debate it was **RESOLVED** to sign up to the Tree Charter, which is free. Proposed Cllr Boulton, seconded Cllr McKinley – 4 in favour, 1 abstention. Cllr McKinley suggested that an audit of trees should be carried out.

ACTION: Clerk to sign up to the Tree Charter and to add Audit of trees and other items to the Agenda for the next W & C meeting in July.

WC019 17/18 To consider and agree request from CDC regarding monitoring the public toilets in Fairford – see e-mail sent 19//6/17
A reply e-mail to our letter requesting details re. monitoring the public toilets to help CDC, was circulated prior to this meeting. It was **RESOLVED** to add this matter to the Agenda for the next Staffing meeting to be considered as a possible task for the groundsman or other member of staff. Proposed Cllr McKinley, seconded Cllr Boulton – all in favour. In the meantime, the Clerk to contact CDC to advise them to continue as they have been doing until further notice.

ACTION: Clerk to add this item to the Agenda for the next Staffing meeting and to contact CDC

WC020 17/18 To consider and agree expenditure for extra equipment for Christmas market.
The Clerk reported that extra lighting and cable covers are required for this year's Christmas Market. It was **RESOLVED** to purchase whatever is required, within budget. All in favour.

ACTION: Clerk to order equipment.

WC021 17/18 To consider and agree reply to letter received from Mrs Dowler.
Following debate it was **RESOLVED** to contact Mrs Dowler to seek her permission to allow the Arboriculturalist access to her property in order to investigate her complaint about the trees adjacent to her property. Proposed Cllr Boulton, seconded Cllr McKinley – 4 in favour, 1 abstention.

Date of next meeting – 25th July 2017

There being no further business the meeting closed at 8.15pm

.....Chairman

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