



Fairford Town Council

MINUTES OF THE FULL COUNCIL MEETING HELD ON TUESDAY 14TH MARCH

MEMBERSHIP:

Cllr J. Sanford – Chair

Cllr M. Dudley – Deputy Chair

Cllr S. Boulton

Cllr J. Bowen

Cllr J. Dallow

Cllr A. Doherty

Cllr C. Foxall

Cllr R. Harrison

Cllr. J. Hill

Cllr T. Hing

Cllr D. McKinley

Cllr C. Roberts

Cllr. R. Winney

In attendance: Vanessa Lawrence (Town Clerk); Roz Capps (Deputy Clerk); District Cllrs. Coakley, Andrews & Doherty; Ryan Merryfield (Wilts & Glos Standard); Mr. Paul James

In the absence of both the Chair and Deputy Chair Cllr Hing was nominated to take the Chair for this meeting. Proposed Cllr Harrison, seconded Cllr Hill – all in favour.

277 16/17

Apologies for absence

Apologies were received from Cllr Bowen, Cllr Sanford, Cllr Dudley & Cllr McKinley

278 16/17

Declarations of Interest in Items on the Agenda

None received

279 16/17

To approve the Minutes of the Full Council meeting held on the 14th February 2017.

It was **RESOLVED** to approve the Minutes of the Full Council meeting held on the 14th February 2017. Proposed Cllr Boulton, seconded Cllr Doherty – all in favour.

280 16/17

Matters arising

- **Flood defence work – Quenington Road – Financial contribution from FTC** – The Clerk reported that whilst the contribution had already agreed at a previous meeting. There has been a time delay before work commenced and the invoice submitted. The work has now commenced on the Quenington Road and the contribution has been requested.
- **Mobile Banking** – The Clerk reported that an e-mail had just been received confirming details relating to the visit by the Mobile Banking unit to Fairford. These are Monday 13:00 – 14:15; Wednesday 09.30 – 11:00; & Friday 09:30 – 11:15 commencing on the 5th April 2017.

Full details relating to the services have been circulated to all Councillors and will be advertised accordingly.

- **Coln House School** – The office is now in receipt of a contact name, at GCC, for queries relating to Coln House School.

281 16/17

To agree to adjourn the meeting for Public Participation subject to members of the public being present. – there is a 10-minute time limit

It was **RESOLVED** to adjourn the meeting for Public participation. Cllr Hing asked Mr. James if he had any questions for the Council. Mr James said that he has attended to view the proceedings only and had no questions.

282 16/17

To agree to reconvene the meeting following Public Participation (if applicable)

As there were no questions from the public, it was **RESOLVED** to reconvene the meeting. Proposed Cllr Roberts, seconded Cllr Boulton – all in favour.

283 16/17

Chairman's Announcements

Cllr Hing advised the Members of the death of Pat Jones, the wife of former Councillor and Town Crier Maurice Jones. The funeral is due to take place on Thursday 23rd March. The wake will take place at The Bull, which has been opened specially for the Jones' family.

284 16/17

To receive report from District Cllrs

District Cllr Stephen Andrews reported as follows:

- Leader of CDC has resigned and a new Leader will be appointed as of May 2017,.
- There is a freeze on charges for garden waste licence and car parking.
- The 3pm free parking scheme in Cirencester will continue until further notice.
- Waterloo car park – works to the car park will take place with the car park being re-shaped.
- Defibrillator Funding – CDC program is to maximise distribution of defibrillators. Cllrs have been given £2k each - £500 per defibrillator with local funding available. The package costs £1500 plus installation to include a training session for up to 12 people.
- Planning Enforcement – AT the last Overview & Scrutiny (O&S) Committee meeting – it had been agreed that more money is to be spent on enforcement. Some money has been put aside, but this is to be further considered.
- £750 funding has been made available to each Cllr for WW1 commemoration events/projects. A proposal has already been made by Fairford.
- Broadband – The Broadband group are awaiting a report to see how things are progressing. Different options are being investigated with particular reference to new estates, which are currently not well served. Additional funding provided by CDC
- Leisure Services – A review of leisure services is being undertaken by O&S. Although the Farmors School facility is a separate entity, the Committee is keen to know how this fits in as a whole. It is believed that CDC may be able to provide advice for improvements. A report is being prepared.

District Cllr Doherty reported as follows:

- Heritage & Listed Buildings – Cllr Doherty referred to the telephone boxes in Fairford and the issue relating to listing of these boxes. It was agreed to consider this at the next Planning meeting.

ACTION: Clerk to add Listing of phone boxes to the Agenda for the next Planning meeting.

285 16/17

To receive report from County Cllr Theodoulou

Cllr Theodoulou reported as follows:

- **Budget** – The budget has been passed: -
 - **Council Tax** increase of 1.99% plus 2% social care levy, ring fenced for elderly and infirm.
 - **Roads budget** up £3 million to £9 million.
 - **Vulnerable children** - £500k . Cllr Theodolou reported that there has been a substantial rise in children coming into care. Last year there were 430 children in care which has risen to 630 this year.
 - **Mental Health Issues** - £400k
 - **Broadband** – CDC has contributed £500k for broadband expansion, and this has been matched by GCC with a further £500k

Subsequent to agreement of this budget the National budget has meant that Glos. has been allocated £10 million for social care in 2018/19, spread out over 3 years.

£30k per Cllr has been set aside for minor road works.

Q: Cllr Hing asked if there were any further updates regarding the closure of Coln House School.

A: Cllr Theodoulou replied that whilst there have been one or two proposals relating to the school buildings, nothing has been proposed for the field and no decisions have been made about the school buildings or grounds. The official closure date is the 31st March 2017.

Q: Cllr Roberts asked if there was any further news relating to road improvements at Leafield Road, by the school.

A: Cllr Theodoulou replied that whilst plans had been produced, these had been rejected. A meeting is to take place next week when this matter will be raised. Amended plans may be considered.

Q: Would FTC be consulted about these plans

A: Possibly not, but unsure whether this is the case.

Cllr Doherty reported that the current road works on Leafield Road have not been completed. Work has stopped but will re-commence during the Easter holiday period.

286 16/17

To receive report/s from meetings/events attended

Countryside meeting – 7th March 2017 – Cllr Hill – Cllr Hill reported on a recent meeting attended by representatives from the Ernest Cook Trust, FTC and a member of the public. The inaugural meeting proved very successful. The group discussed improvements to access areas around Fairford for those with any kind of disability. Terms of reference were considered and sites identified, numbering 5, 4 of which were on ECT land. It was agreed to walk around these areas and to look at the footpaths. The wider community would need to be consulted. A full report has been circulated to all Cllrs. Cllr Hing said that proposals would need to be put forward for the Finance Committee to consider before allocating any funds.

Banking – Cllr Roberts reported that she has been approached by two different banks who are considering coming to Fairford. She has met with representatives, who will be taking proposals forward to their retail directors.

This will not be a mobile service, but will be a part time service in a suitable property in the Town. Further information to follow.

The mobile bank coming to Fairford in April will be showcased in Highworth on the 22nd March 2017.

- 287 16/17 To consider correspondence received (for information only e-mailed)**
Correspondence was received with no comment.
- 288 16/17 To consider and agree any responses to correspondence received for reply**
None
- 289 16/17 To consider projects for 2017/18**
The Clerk explained that following discussion with some Cllrs., and subsequent to the Finance meeting held on the 7th March, it was felt that a better way of carrying forward achievable projects for the year could be discussed. Cllr Foxall confirmed that he has been thinking about the best way of identifying achievable projects and to this end he proposed that Cllrs should meet informally, and that he would be happy to facilitate this meeting. He agreed to put together a list of priorities, together with ideas. Cllr Dallow supported Cllr Foxall and said that he felt that a more strategic view of what the Council are doing is needed. All Cllrs agreed to a meeting and for Cllr Foxall to facilitate this.

ACTION: Clerk to arrange a date for a meeting
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County and District Cllrs left the meeting

FINANCE

- 290 16/17 To receive the Minutes of the Finance meeting held on the 7th March 2017**
The Minutes of the Finance Meeting held on the 7th March were received with no comment.
- 291 16/17 To approve, retrospectively, payments to end of February 2017**
The payments were considered. It was **RESOLVED** to approve, retrospectively, payments to the end of February 2017. Proposed Cllr Boulton, seconded Cllr Hill – All in favour.
- 292 16/17 To receive most recent income & expenditure figures**
The figures were considered and answers to queries raised, were accepted. The Clerk was asked to note variances that could be used in the budgeting process for 2018/19.

ACTION: Clerk to report on Variances

- 293 16/17 To consider and agree renewal of GAPTC membership £924.50**
Following debate, it was **RESOLVED** to agree renewal of GAPTC membership. Proposed Cllr Hill, seconded Cllr Boulton – 8 in favour, 1 abstention.

ACTION: Clerk to renew membership in April

294 16/17 To consider and agree recommendation from Finance Committee for improvements to ICT (approx £2k).

Cllr Doherty reported that he has been looking at ways if improving productivity in the Clerk's office and that the way to achieve this would be to improve how the computers run and to improve the system generally, which he feels was not properly installed when the building was refurbished. He was also very conscious that the security aspect of the network was not adequate and that this also should be improved. Following debate, it was **RESOLVED** to agree recommendation from the Finance Committee to improve ICT. Proposed Cllr Boulton, seconded Cllr Hill – 8 in favour, 1 objection (Cllr Winney)

ACTION: Clerk to order required equipment. Cllr Doherty to install.

295 16/17 To consider and agree recommendation from Finance Committee to alter the EMR allocations.

The Clerk listed the current EMR (earmarked reserves) amounts and as agreed at the Finance meeting, wording for two of the categories should be changed and the reserves for the Fairford to Lechlade path should be removed and funds allocated to 'Access to the Countryside' and 'Broadband'. Cllr Harrison asked why funds should be earmarked for Broadband and Cllr Doherty explained the rationale which related to BT not having made any provision for the housing estates. Cllrs were reminded that these reserves don't actually mean that the funds will be used, but merely set aside should they be required. Following debate, it was **RESOLVED** to agree recommendation from the Finance Committee to alter the EMR allocated funds. Proposed Cllr Boulton, seconded Cllr Foxall – 8 in favour, 1 abstention.

ACTION: Clerk to make approved adjustments to the EMR details

296 16/17 To consider and agree recommendations from Finance Committee for End of Year Grant awards.

Cllrs Hing & Roberts declared a personal interest only, relating to the Grant application from the Festival Committee and declined to vote. The Clerk had previously circulated the details of the 5 requests for funding. Following debate, it was **RESOLVED** to agree recommendation from the Finance Committee for the End of Year Grant Awards. Proposed Cllr Doherty, seconded Cllr Boulton – 7 in favour 2 abstentions.

ACTION: Clerk to contacts organisations to advise and to make payment

PLANNING

297 16/17 To receive the minutes of the Planning committee meetings held on 21st February and 7th March 2017.

The Minutes were received with no comment.

WORKS & COMMUNITY

298 16/17 To receive the minutes of the Works & Community Committee Meeting held on 28th February 2017

The Minutes were received with no comment.

299 16/17

To consider and agree, recommendation from W & C Committee to install K-Barriers at the Mount Pleasant and Croft entrances to the Walnut Tree Field

The Clerk confirmed that the K- Barriers, should have been removed and replaced with the generic title of Motorcycle Inhibitor, as the Committee's recommendation related to another Brand. She also confirmed that The Ernest Cook Trust had approved the installation into the Walnut Tree Field entrances (The Croft and Mount Pleasant) and that Mrs Wells, whose land is crossed by the Public Right of Way at Dilly's Bridge has also approved the equipment. Following brief discussion, it was **RESOLVED** to agree recommendation from the W & C Committee to install the Inhibitors into the Walnut Tree Field and at Dilly's Bridge.

ACTION: Clerk to order the Motorcycle Inhibitors and to contact PROW to advise.
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300 16/17

To consider and agree the best way of promoting the 'Hare Trail'.

Councillors debated the objectives of this scheme. Mention was made that even though the 'Trail' had been advertised on our facebook page, website, newsletter etc., it seems many were not aware of what this is all about. Various options on promoting the event further were considered and Cllr Roberts was asked to take the lead on this promotion. Following debate, it was agreed to promote the 'Hare Trail' further with tours, advertisements in local press and media sources, but to defer this to the W & C Committee for action.

301 16/17

To formally approve, retrospectively, the Grasscutting contractors for 2017.

The Clerk reported that this matter had been inadvertently omitted from the last Full Council meeting, but had been agreed at the W & C meeting. This required formal approval by Full Council. It was **RESOLVED** to approve the Grasscutting contractors for 2017 (Willow Garden Services for the burial ground, allotments and footpath maintenance and Countrywide Services for the verges and Walnut Tree Field). Proposed Cllr Doherty, seconded Cllr Dallow – all in favour.

PROCEDURES

302 16/17

To consider and agree recommendations from Procedures Committee and Finance Committee for approval of the following procedural documents.

- **Standing Orders**
- **Code of Conduct**
- **Financial Regulations**
- **Financial Risk Assessment**
- **Safeguarding Public Money**
- **Grants Policy and Terms of Reference**
- **Property Asset List**
- **Councillor Vacancies**
- **Disciplinary Policy and Procedure**
- **Equality Policy**
- **Grievance Policy & Procedure**
- **Health & Safety Policy**
- **Citizen Awards – Terms of Reference**
- **Committee Terms of Reference**

Cllr Hing asked Cllrs if they had looked through all the documents and recommended that as these had now been to the Procedures and Finance Committee these should now be approved, as he felt that these were now fit for purpose. He suggested that any further amendments could be logged and incorporated at a later date if required. It was therefore **RESOLVED** to agree the recommendations from the Procedures Committee and Finance Committee to approve all the Procedural documents listed. Proposed Cllr Hing, seconded Cllr Boulton – all in favour

OTHER MATTERS

- Cirencester Twinning Group – Cllr Hill reported that Cirencester Twinning Group have recently re-formed and a meeting with representatives from Itzehoe has been arranged. A tour of the area including a visit to Fairford is planned and Cllr Hill has advised the Mayor. Cllr Hill said that other Cllrs were welcome to attend.
- Reminder that there is Councillor Training in the Barker Room on Thursday 16th March.

There being no further business the meeting closed at 9.00pm.

.....Chairman

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