

DURSLEY TOWN COUNCIL

MINUTES of the PROCEEDINGS at the ANNUAL MEETING of the COUNCIL held in the Methodist Church Meeting Room, Castle Street, Dursley at 7.00 pm on Tuesday, 6th May 2014.

Action Summary:

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| • 9171 (c)(iv) | Appointment of Internal Auditor | • 9168 (xiii) | Circulation of Vale Vision meeting papers |
| • 9172 (iii) | Issue complaint to Stroud District Council | • 9179 | Consultation response regarding Reform Order |
| • 9180 | Staff Committee Recommendations | • 9180 | Staff pension arrangements. |

PRESENT

Councillors: J Ball, S Creswick, T Frankau, V Harding, M-J Laybourne, B A Marsh, C Nelmes, M Nicholson, L Patrick, A Stennett, F Firth, N Grecian, R Blackwell-Whitehead.

Also in attendance: District Councillor G Wheeler and Council officers Mrs H Bojaniwska, Town Clerk/RFO and Mrs L Wellings, Deputy Town Clerk.

ELECTION OF TOWN MAYOR

9160

Nominations were invited for the office of Town Mayor for the ensuing year.

Councillor Laybourne moved that Councillor Ball be re-elected as Town Mayor for the ensuing year, Councillor Firth seconded; Councillor Creswick moved that Councillor Nelmes be elected as Town Mayor for the ensuing year, Councillor Harding seconded.

Following a vote, IT WAS RESOLVED that Councillor Ball be re-elected as Town Mayor for the ensuing year.

Councillor Ball reported that this will be her tenth year as Mayor; she will not be standing again in 2015/16, wishing to concentrate on other roles.

Councillor Ball signed the Declaration of Acceptance of Office Register as Town Mayor and took the Chair.

TO ACCEPT APOLOGIES FOR ABSENCE

9161

Councillor J Bird (work) and County Councillor S Lydon.

TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST AND ANY REQUESTS FOR DISPENSATIONS

9162

Councillor Ball declared a disclosable pecuniary interest in agenda item 13(c)(i) (Minute 9171 (c)(i)).

ELECTION OF DEPUTY TOWN MAYOR

9163

Councillor Laybourne moved that Councillor Nelmes be re-elected Deputy Town Mayor for the ensuing year, Councillor Patrick seconded and IT WAS RESOLVED.

VACANCIES IN THE OFFICE OF TOWN COUNCILLOR FOR CENTRAL WARD (1) AND HIGHFIELDS WARD (2)

9164

No applications had been received.

COUNTY AND DISTRICT COUNCILLOR REPORTS

9165

District Councillor Reports

Councillor Wheeler reported on the new Littlecombe master plan, which should be forwarded to Council within 2/3 weeks; site clearance work on site will start in the Summer; legal issues regarding the Village Green could be finalised within weeks; The Hollies are in talks to develop a dementia unit on the site; the cycle route needs to be retained and Councillor Wheeler hopes to space for allotments can be found.

Councillor Wheeler also reported on the Strategic Plan for Gloucestershire; the planning application for the Shakespeare Road development and the need for it to go before the Development Control Committee; the Local Plan and the examiner's decision on the first stage, which is expected at the end of May 2014.

Councillor Marsh had given a report at the Annual Town Meeting and had no further matters to report.

REPRESENTATIONS FROM THE PUBLIC

9166

No representations had been received.

MINUTES

9167

The Minutes of the Meeting of the Council held on 1st April 2014 were approved and signed by the Mayor.

REPRESENTATIVES ON OUTSIDE BODIES

9168

Representatives on outside bodies were elected for the coming year. Annual reports were received as follows:

- (i) **Cam & Dursley Young People's Partnership** – Councillor Nelmes reported that as the group meets at lunchtimes she had been unable to attend meetings; agendas and minutes are circulated.

- (ii) **Dursley Town Festival Committee** – It was noted that a new Festival Committee has been formed for 2014.
- (iii) **Joint Woodlands Management** – Councillor Marsh reported that the budget has been increased by 10% for 2014/15, with a £10,000 contingency fund for dangerous tree work; there are plans to improve the condition of the car park/cattle grid on Cam Peak; new fencing and 50 bird boxes have been installed in Dursley Woods. Councillor Marsh agreed to raise the question of providing bat boxes.
- (iv) **Lower Kingshill Management Co-operative Limited** – Councillor Patrick encouraged members to attend the anniversary event on 12th May 2014.
- (v) **Our Place Project** – The Town Clerk explained that the project will help local partners to address youth services and deliver a range of different services to young people from the new centre; £3,000 grant funding has been awarded with the potential to access funds totalling £33,000.
- (vi) **Police Liaison** – Councillor Harding reported that the Local Policing Team has identified three local priorities for the year.
- (vii) **Public Transport** – The Town Clerk reported that the transport team will again be looking at the number 311 bus service from Dursley to Thornbury.
- (viii) **Sculpture and Play Trail** – It was noted with disappointment that many of the sculptures have been destroyed by vandals.
- (ix) **South of Stroud Youth Partnership (SOYP)** – The Town Clerk reported that the contract with Young Gloucestershire is half way through and will need to be discussed in coming months; quotations are being sought for summer holiday activities across the four towns.
- (x) **Stinchcombe Hill Recreation Ground Trust** – Councillor Nelmes reported that the golf club lease agreement has been resolved; work has been undertaken on governance and the legal structure.
- (xi) **Rednock Band Fund** – The Town Clerk will circulate the fund amount and, with Councillor Ball, check the terms of the original agreement. The issue will be discussed at the Policy and Finance Committee.
- (xii) **Twinberrow Foundation** – The Town Clerk reported that the Foundation will be appointing a new Woodland Manager; details will be reported at the next Foundation meeting.

- (xiii) **Vale Vision Development Trust Ltd** – Councillor Stennett reported not receiving details of meetings. The Town Clerk will remind the trust to circulate information to the Council representative.

TOWN COUNCIL WORKING PARTIES

9169

Representatives on working parties were elected for the coming year.

TO CONFIRM THE MEMBERSHIP OF COUNCIL'S STANDING COMMITTEES

9170

The membership of Council's Standing Committees was confirmed and it was noted that the first meeting of each Committee would be held immediately after the Council meeting, the purpose of which would be to elect a Chair and Vice-Chair.

(a) Green Spaces Committee (9 members)

Councillors J Ball (ex officio), N Grecian, V Harding, M Laybourne, B Marsh, C Nelmes, M Nicholson, A Stennett, J Bird and R Blackwell-Whitehead.

(b) Town Improvements and Amenities (9 members)

Councillors J Ball, S Creswick, F Firth, V Harding, B Marsh, C Nelmes, A Stennett and M Nicholson. It was noted that there was 1 vacancy.

(c) Planning (12 members)

Councillors J Ball, F Firth, T Frankau, N Grecian, V Harding, M Laybourne, M Nicholson, L Patrick, J Bird and S Creswick. It was noted that there was 2 vacancies.

It was noted that membership of the following Committees would be confirmed after the above Committees had elected Chairmen and Vice-Chairmen:

(d) Policy and Finance Committee (12 members)

It was noted that membership of the Policy and Finance Committee would include the Mayor, Deputy Mayor and (once elected) the Chairman and Vice-Chairman of each Standing Committee plus additional Councillors up to a total of 12.

(e) Staff Committee (6 members)

It was noted that membership of the Staff Committee would include the Mayor, Deputy Mayor, and (once elected) the Chairman of each Standing Committee plus additional Councillors up to a total of 6.

BUSINESS RELATING TO COUNCIL FINANCE

9171

(a) Council's accounts year ending 31st March 2014:

- (i) IT WAS RESOLVED that the schedule of payments made to 31st March 2014 be authorised and signed by the Mayor (Appendix A).
- (ii) Income received up to 31st March 2014 was noted (Appendix B).
- (iii) IT WAS RESOLVED to approve the recommendation of the Town Clerk concerning transfers to reserves, details of which had been circulated to members.

(b) Completion of the Annual Return,

- (i) IT WAS RESOLVED to approve the figures in Section 1 of the Annual Return – Statement of Accounts, copies of which had been circulated to members, and it was signed by the Mayor and the Town Clerk.
- (ii) Section 2 of the Annual Return – Annual Governance Statement, copies of which had been circulated to members, was completed and signed by the Mayor.
- (iii) It was noted that the Public Inspection Period for the accounts runs from 1st May to 30th May 2014.

(c) Council's accounts for the current financial year 1st April 2014 to 31st March 2015:

The Mayor withdrew from the meeting.

- (i) IT WAS RESOLVED that the schedule of payments made since 1st April 2014 be authorised and signed by the Deputy Mayor (Appendix C).

The Mayor rejoined from the meeting.

- (ii) The income received since 1st April 2014 was noted. (Appendix D).
- (iii) The income and expenditure report for April 2014 was noted. Councillor Nelmes recorded Council's thanks to the Clerk as Responsible Financial Officer for preparing the accounts.
- (iv) IT WAS RESOLVED to re-appoint Mr Peter Newman as Council's Independent Internal Auditor for the financial year 2014/15.

BUSINESS RELATING TO GREEN SPACES

9172

Report of the outgoing Committee Chairman

Councillor Stennett reported that, following a site meeting with the football clubs and Gloucestershire Playing Fields Association, the ladies football club will be trialling five-a-side football on the tennis courts to see how they get on using the surface.

Project Updates

- (i) War Memorial Recreation Ground Play Equipment upgrade – Councillor Stennett has done some work on a tender document and design brief which will be signed off at the next Committee meeting.
- (ii) Lease of Highfields Playing Field – nothing to report.
- (iii) Kingshill House Play Park wall repairs – Council has yet to receive a decision from Stroud District Council following the Planning Application. IT WAS AGREED that Council contact Stroud District Council to complain about the delay.
- (iv) Transfer of Ownership of the Union Street Green – nothing to report.

BUSINESS RELATING TO TOWN IMPROVEMENTS AND AMENITIES 9173

To receive the Minutes of the Town Improvements and Amenities Committee held on 8th April 2014

IT WAS RESOLVED to adopt the Minutes.

Report of the outgoing Committee Chairman

Councillor Firth had no matters to report.

BUSINESS RELATING TO PLANNING 9174

Minutes of the Planning Committee Meeting held on 15th April 2014

IT WAS RESOLVED to adopt the Minutes.

Report of the outgoing Chairman of the Planning Committee

Councillor Laybourne had no matters to report.

POLICY AND FINANCE 9175

Minutes of the Policy and Finance Committee Meeting held on 15th April 2014

IT WAS RESOLVED to adopt the Minutes.

Report of the outgoing Chairman of the Policy and Finance Committee

Councillor Nelmes had no matters to report.

Youth Centre

The Town Clerk reported that the building contractor has started work on the new Youth Centre; the working group will be discussing a proposal from the Church in response to Council's request to extend the agreement; centre policies and management practices will be developed for September; a site visit with young people will take place within weeks; the recent grant application to the Summerfield Trust was unsuccessful, feedback will be sought.

Councillors' Reports

Reports were received on the following meetings:

Hidden Britain Workshop (9/4/14) – Councillor Firth reported on the free workshop which focused on Dursley as a tourist destination. Feedback has been received, highlighting weaknesses relating to signage and online presence.

Walkers are Welcome (9/4/14) – Councillor Grecian reported that the group is working on the programme for the festival, a good selection of walks will be on offer; a leaflet linking local transport services with walking routes is being developed; the old railway walks are being revised and upgraded; the group has received some funding from Magnox.

Neighbourhood Development Plan (9/4/14) – The Deputy Town Clerk reported that members of the group had developed a short visual design survey for the Annual Town Meeting; a comprehensive communication plan is being developed.

Joint Woodland Management Committee AGM (14/4/14) – In addition to the earlier report (minute 9168 (iii)), Councillor Marsh reported that the Badger Vaccination Programme is continuing.

Dursley in Bloom (DiB) (22/4/14) – Councillor Harding reported on current activity, the group will be putting a poly tunnel up in the Chantry garden to grow plants from seeds; DiB is the Inner Wheel's designated local charity for 2014; some concerns had been raised by DiB volunteers about weeding the Garden of Remembrance beds; the weeds along the 'Golden Wall' are extremely high and need to be treated by Stroud District Council; poppies have been planted in Whiteway as part of the World War 1 Centenary activities.

CCTV User Group (24/4/14) – No report given.

Dursley and District Community Association AGM (28/4/14) – It was noted that a report was given at the Annual Town Meeting.

WW1 Centenary Meeting (28/4/14) – The Mayor reported that attendance at the meeting was poor; the parade will take place on 3rd August at 2:30 and a Church service at 3pm; an exhibition will open at the Chantry Centre at 5pm.

SOSYP (1/5/14) – No report in addition to that received earlier (minute 9168 (ix)).

Matters arising from the Annual Assembly of the Dursley Town Meeting held on 29th April 2014

There were no matters arising from the Annual Assembly which had been well attended.

BUSINESS RELATING TO STAFF 9176

Report of the outgoing Chairman of the Staff Committee

Councillor Grecian had no matters to report.

Minutes of the Staff Committee Meeting held on 22nd April 2014

IT WAS RESOLVED to adopt the Minutes.

HIGHWAYS 9177

Report from the Council's outgoing Highways and Road Safety Representative

Councillor Frankau had no matters to report.

BUSINESS RELATING TO COMMUNITY SAFETY 9178

Report from Council's outgoing 2013/14 Police Representative

Councillor Harding had no matters to report.

Councillor Nicholson reported on the Community Speed Watch Scheme. It was noted that the group is carrying out some joint work with Uley volunteers; a recent count on the Uley Road provided the same results as the last count, with a significant number of vehicles travelling in excess of 30mph; the group is talking to the Police about enforcement action. It was suggested that the group look at other areas of the town, including Kingshill Road.

THE CLERK'S REPORT 9179

Clerk's Report

The Clerk's report had been circulated to members and the contents noted.

The government's 'Consultation on the Proposal to use a Legislative Reform Order to make it easier to create a Town or Parish Council' was considered.

IT WAS RESOLVED to submit the following response to the consultation questions: 'yes' to question 1 and 'no' to questions 2 and 3.

It was noted that Mary Hurst will be continuing to promote volunteering opportunities from the GL11 Community Project.

Inspections

The inspection rota had been circulated to members and the contents noted.

District Councillor Wheeler withdrew from the meeting.

BUSINESS CONSIDERED IN PRIVATE

9180

IT WAS RESOLVED to exclude the press and public from the meeting by reason of the confidential nature of the business.

Staff Committee Recommendation

A confidential report on the recommendations regarding the following had been circulated to members:

- (i) Paying a living wage.
- (ii) An increase in salary for one member of staff.

IT WAS RESOLVED to accept the recommendations of the report.

Request from a member of Staff

A request from a member of staff to join the Local Government Pension Scheme was considered.

IT WAS RESOLVED to grant permission to join the scheme.

There being no further business, the meeting closed at 8:22pm.

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Town Mayor

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Date