

7<sup>th</sup> January, 2014

**DURSLEY TOWN COUNCIL**

MINUTES of the PROCEEDINGS at the MEETING of the COUNCIL held in the Methodist Church Rooms, Castle Street, Dursley at 7 pm on Tuesday, 7<sup>th</sup> January, 2014.

Action Summary:

9092.3	Adoption of revised Standing Orders	9092.7	Works at Council properties following H&S inspections/risk assessments
9092.3	Adoption of revised Financial Regulations	9092.8	Nominations for the Buckingham Palace Garden Party
9092.3	Draft Press/Media Policy to be reviewed at P & F		

PRESENT

Cllr J Ball, Town Mayor  
Cllr C Nelmes, Deputy Mayor

Councillors: J Bird, F Firth, T Frankau, N Grecian, V Harding, M Laybourne, B Marsh and A Stennett.

Also present: Police Inspector Andy Poole, District Councillors D Cornell and G Wheeler and Mrs S Ginn, Clerk's Assistant.

TO RECEIVE APOLOGIES FOR ABSENCE 9079

Apologies for absence were accepted from Councillors Creswick (SDC meeting) and M Nicholson (work).

Absent: Councillors Patrick, Owen and Blackwell-Whitehead.

An apology for non-attendance was received from County Councillor S Lydon.

The Mayor proposed that agenda item 8 to meet with Police Inspector Andy Poole be taken before agenda item 6 and IT WAS AGREED.

MEMBERS' DECLARATIONS OF INTEREST 9080

No declarations of interest were received.

TO CONSIDER ANY REQUESTS FOR DISPENSATIONS 9081

No requests for dispensations were received.

VACANCIES IN THE OFFICE OF TOWN COUNCILLOR FOR CENTRAL AND HIGHFIELDS WARDS 9082

No applications had been received to fill the above vacancies.

ADDITIONAL MEMBERS' DECLARATIONS OF INTEREST OR REQUESTS FOR DISPENSATIONS 9083

None were received.

COUNTY AND DISTRICT COUNCILLOR REPORTS 9084

County Councillor's Report

It was noted that County Councillor Lydon had no report but was happy to pursue any issues Council might have arising from the meeting.

District Councillors' Reports

Councillor Wheeler outlined the timescale for the new Local Plan; provided details of some of the budget proposals for 2014/15 which includes continuing some of the measures put in place last year such as supporting food banks and health and well being within the district and others to stimulate the local economy.

Councillor Cornell reported that it is hoped to get a social housing provider to take on the May Lane site; plans for the extension to the Dursley Pool site; social housing and the plans for building 18 such properties on the Littlecombe site have been brought forward.

Councillor Marsh provided an update on sheltered housing and reported that he had called in two planning applications - one for 4 Rosebery Road and the other for 14 Westfield which has now been withdrawn.

REPRESENTATIONS FROM THE PUBLIC 9085

No representations had been received.

TO MEET WITH POLICE INSPECTOR ANDY POOLE 9086

The Mayor welcomed Inspector Andy Poole to the meeting. He covered items such as restructuring within the force, assuring Council that Dursley and Cam will not see any difference and that Dursley Police Station will remain. Crime for the Cam and Dursley area shows a 4% drop and Inspector Poole provided statistics on burglary, violent offences and domestic violence over the past year and speeding issues which had led to three fatal road traffic accidents within the community involving young people and advised that the owners of Capones have installed a new CCTV system.

Inspector Poole reported that funding from the PCC's fund is being used on schemes or issues involving young people such as the 'Positive Tickets' scheme, which rewards under 18s for doing above and beyond what is expected of them and going into schools to speak to young people about the implications of 'sexting'.

Regarding mobile CCTV cameras, Inspector Poole explained the new 3G/4G mobile cameras, one of which has been set up following a serious incident at Kingshill Parade. A further 4 such cameras have been requested from the PCC's fund.

Issues raised by Councillors were: the use of mobile phones whilst driving; clarification of a Section 59 notice; disruption caused early morning by young people leaving Capones, especially damage caused on several occasions to the planters in front of Sainsbury's where the sweep of the CCTV cameras positioned on the old Post Office building is obscured by the trees in front of the Castle Street car park. Inspector Poole suggested that this issue could be addressed by using the new 3G mobile camera.

The Mayor thanked Inspector Poole for providing such an informative report about general policing issues in Dursley.

#### MINUTES

9087

The Minutes of the Meeting of the Council held on 3<sup>rd</sup> December 2013 were signed by the Mayor as a correct record of the proceedings at that meeting.

#### BUSINESS RELATING TO COUNCIL FINANCE

9088

##### 9088.1 Council's Accounts 2013/14

- (i) IT WAS RESOLVED that the schedule of orders for payment made since the last meeting (Appendix A), prepared by the Responsible Financial Officer and circulated to members, be authorised and signed by the Mayor.
- (ii) Income received since the last Council meeting (Appendix B) had been circulated to members and was noted.
- (iii) The monthly management/budget report had been circulated to members and was noted.

Councillor Nelmes drew attention to the inclusion of the balances on Council's earmarked and general reserves in the report which have now been added at the request of Councillor Creswick.

GREEN SPACES

9089

9089.1 Report of the Chairman of the Green Spaces Committee

The Committee Chairman had no matters to report.

9089.2 Update on Projects

- (i) War Memorial Recreation Ground play equipment upgrade – the Committee Chairman provided a brief resumé of the responses received from the two questionnaires which had been circulated to parents and children. He considered the feedback received had been positive.
- (ii) Lease for Highfields Playing Field – the Committee Chairman stated that there was nothing to report since the last Council meeting.
- (iii) Repairs to Kingshill Play Park wall – The Committee Chairman stated that no issues appear to have been raised and could only conclude that the repairs were going as planned.

9089.3 Floodlighting on the War Memorial Recreation Ground

It was noted that the safety of the disused meter boxes is an issue slow to be resolved to Council's satisfaction with Dursley Town Football Club and in the absence of the Town Clerk, IT WAS AGREED to defer the matter to the next Green Spaces Committee Meeting to be held on 21<sup>st</sup> January 2014.

TOWN IMPROVEMENTS AND AMENITIES

9090

9090.1 Report of the Chairman of the Town Improvements and Amenities Committee

The Committee Chairman had no matters to report.

9090.2 Provision of a Bus Shelter opposite Bramble Drive, Kingshill Road

Further to the December Council meeting and due to the absence of the Town Clerk an update could not be received. However, it was noted that a meeting has been arranged with Gloucestershire Highways to look at the location for a bus shelter at the bus stop, opposite Bramble Drive.

9090.3 Water Issues, The Broadwell

In the absence of the Clerk, Councillor Bird and Councillor Harding, Council's Watercourse Warden, reported on the meeting they had attended with the Clerk and Stroud District Council's Water Services Engineer to look at the Broadwell Stream and the culverts through to the River Ewelme at the bottom of Long Street arising from a resident's concern that water overflowing into the Chestal is due to the grill at the bottom of Long Street either not in the

right place or not big enough. At the time of the visit, oil effluent was noticed and this would be investigated. The Engineer was satisfied that the Town Council is undertaking regular maintenance of the section of the Broadwell Stream for which it is responsible and he considered the grill in question is appropriate in size and the water runs open and free. However, private properties border the watercourse and a flyer will be issued to those properties asking owners to ensure their respective sections are maintained free from debris. It was noted that Councillor Bird would advise the resident of the outcome of the meeting.

## PLANNING

9091

### 9091.1 Report of the Chairman of the Planning Committee

The Committee Chairman had no matters to report.

### 9091.2 To receive the Minutes of the Planning Committee Meeting held on 17<sup>th</sup> December, 2013

IT WAS RESOLVED to adopt the Minutes of the above-mentioned meeting.

### 9091.3 Neighbourhood Development Plan project

The Committee Chairman advised that a joint meeting with Cam Parish Council has been arranged for 28<sup>th</sup> January 2014 in Cam Memorial Hall.

## POLICY AND FINANCE

9092

### 9092.1 Report by the Chairman of the Policy and Finance Committee

The Committee Chairman had no matters to report.

### 9092.2 To receive the Minutes of the Policy and Finance Committee Meeting held on 17<sup>th</sup> December 2013

IT WAS RESOLVED to adopt the Minutes of the meeting.

### 9092.3 To consider the Committee's recommendations for revised Standing Orders, Financial Regulations and Press/Media Policy

Drafts of the above documents had been circulated to members with their agendas. The Committee Chairman advised that because of changes to the Model Standing Orders it was necessary to review Council's Standing Orders and Financial Regulations; a lot of time had been spent going through them at the last Committee meeting, but pointed out that the Press/Media policy had been drafted but had not been considered by the Committee at that time.

After due consideration, the Mayor moved moved, Councillor Firth seconded and IT WAS RESOLVED to adopt the revised Standing Orders as presented (Appendix C).

The Committee Chairman moved, Councillor Grecian seconded and IT WAS RESOLVED to adopt the revised Financial Regulations as presented (Appendix D).

After much discussion regarding the wording of the draft Press/Media Policy, Councillor Frankau moved, Councillor Firth seconded and IT WAS RESOLVED to refer the aforementioned draft Policy to the next Committee Meeting to be held on 18th February 2014. Councillor Marsh abstained from voting.

#### 9092.4 Health, Safety and Welfare Policy

It was noted that following the annual audit, Council's Health, Safety and Welfare Policy had been updated, and a copy is on Council's website.

#### 9092.5 Youth Centre

Further to the December 2013 Council meeting, the Committee Chairman reported that the contract had been put out to tender, the closing date for receipt was 9<sup>th</sup> January and a Town Councillor would be present at their opening. It is planned to complete the work by end May/beginning June 2014. To allay Councillor Marsh's concerns regarding the windows and doors in the premises, the Committee Chairman confirmed that all existing windows and doors are to be replaced with secure, double-glazed units. The Leyhill Working Party has spent a lot of time helping to prepare the site. Updates on budget/funding and risk assessment had been circulated to members with their agendas and the contents noted.

#### 9092.6 Councillors' Reports

- (i) Local Strategic Partnership meeting 6<sup>th</sup> December – The Mayor had been unable to attend.
- (ii) Cam, Dursley & Uley Joint Woodland Management Committee meeting, 6<sup>th</sup> January – Councillor Harding reported on measures being considered to stop excessive car parking on the grass at Cam Peak Car Park and to stop the cattle grid silting up. The pre-application consultation in respect of Hardings Drive was also discussed as the Committee has concerns regarding access for felling boundary edge trees. Councillor Marsh reported that the badger vaccination programme is in its fourth year and there has been no evidence of TB in the badgers and surrounding livestock. It was noted that the Committee has a new Clerk.

- (iii) Dursley Welcomes Walkers, 6<sup>th</sup> January – Councillor Grecian reported that the meeting had been well-attended; the next Walking Festival to be held 10<sup>th</sup> -12<sup>th</sup> October is being planned and additional funding sources are being investigated; a 15-mile circular walk is being designed and public transport links are being explored. The minutes of the meeting would be circulated to members in due course.
- (iv) South of Stroud Youth Partnership (SOSYP), 6<sup>th</sup> January – Councillor Marsh reported that the majority of the meeting was taken up in discussing establishing the Partnership as a Charity. A small group will meet shortly to draw up an application for charitable status for submission to the Charity Commission.

#### 9092.7 Works required at Council Properties

Health and safety inspections and risk assessments had been carried out at Council properties, details of which had been circulated to members along with the recommendations of the Clerk that all of the work required or recommended is carried out.

Regarding electrical work only two of the three quotes required had been received the Committee Chairman suggested Council should await the third quote in order to be able to make a fair comparison and decision and emphasised that the work will be done but none of it is urgent. Council was advised that the Town Trust as owners of Jacob's House have been requested to pay for five of the listed items, but have indicated that they will be considering the issues at their next meeting due at the end of January.

IT WAS THEREFORE AGREED to await the final quote, request the Clerk to seek clarification on some of the costings which in some instances vary considerably and then bring the matter back to the February 2014 Council meeting.

With regard to the Legionella report, the Committee Chairman stated that some of the recommendations only require a change in working practices; other aspects will require money being spent and she moved the Clerk be authorised to deal with those aspects where no expenditure is required and seek quotes for the other works for presentation to the February Council meeting. Councillor Bird seconded and IT WAS RESOLVED.

#### 9092.8 Nominations for the Buckingham Palace Garden Party

A request for nominations for the above had been received from GAPTC and information circulated to members.

Councillor Marsh moved that Councillors Firth and Harding are put forward as Council's two nominees to attend the event, by reason of their endeavours to

improve the town and Dursley in Bloom. The Mayor seconded and IT WAS RESOLVED

BUSINESS RELATING TO STAFF

9093

9093.1 Report by the Chairman of the Staff Committee

The Committee Chairman had no matters to report.

9093.2 Recruitment of an Apprentice

Further to the December 2013 Council meeting, the Committee Chairman advised that progress to recruit an apprentice has been made and there may soon be some applications to be considered by the Committee.

HIGHWAYS

9094

9094.1 To receive a report from Council's Highways Representative

Councillor Frankau, Council's Highways Representative, had no matters to report, however Councillor Marsh stated that two potholes reported in Somerset Avenue had been filled within twenty-four hours and requested that Gloucestershire Highways be thanked for their efficiency.

9094.2 Pavement in Silver Street

Further to the December 2013 Council meeting, it was noted that the Clerk has arranged a further meeting with Gloucestershire Highways to look at the issues.

BUSINESS RELATING TO COMMUNITY SAFETY

9095

9095.1 To receive a report from Council's Police Representative

Councillor Harding as Council's Police representative reported that the minutes of the last CCTV meeting had mentioned the 3G mobile cameras to which Police Inspector Poole had referred earlier; she would be attending the next meeting on the 16<sup>th</sup> January.

CLERK'S REPORT

9096

9096.1 Clerk's Report

Copies of the Clerk's Report had been circulated to members.

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Council

9096.2 Monthly Area Inspections and Audit Checks

Details of Councillors scheduled to undertake area inspections and audit checks in January/February 2014 had been included on the Agenda and were noted.

2014 ANNUAL ASSEMBLY OF THE DURSLEY TOWN MEETING 9097

It was noted that it is planned to hold the 2014 Annual Assembly of the Dursley Town Meeting at Kingshill House and that the Clerk considered the 29<sup>th</sup> April 2014 a suitable date and IT WAS AGREED.

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Town Mayor

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Date