

1st September, 2015

DURSLEY TOWN COUNCIL

MINUTES of the PROCEEDINGS at the MEETING of the COUNCIL held in the Community Meeting Room at the Fire Station, Kingshill Road, Castle, Dursley at 7pm on Tuesday, 6th October, 2015.

Action Summary:

9483	The clerk to contact Brian Cairns, informing him of the council's decision and for Brian to sign the Declaration of Acceptance of Office	9492.2	The clerk to contact Cllr Wheeler regarding Kingshill House.
9484	Invite Cllr Colin Friar to the next council meeting.	9493.3	The clerk to write to SDC relating to the process for S106 Community Funding
9484	Include Sheltered Housing Asset review on next town council agenda.	9494.3	The clerk to arrange grant payment to the small grant applicants
9488.1	The clerk to arrange first grant payment to the community association.	9497.2	The clerk to contact SDC and the police relating to the CCTV in the town centre
9490.3	The clerk to contact SITM to query specification & cost of electronic backup system		

PRESENT

Cllr C Nelmes, Mayor
Cllr N Grecian, Deputy Mayor

Councillors: J Ball, S Creswick, F Firth, P Hayes, L Patrick, A Stennett, J Burdge and M Laybourne.

Also present: John Kay, Town Clerk and Leah Wellings, Deputy Town Clerk; 2 members of the public – Jonathan Pearce and Hayley Bird.

TO RECEIVE APOLOGIES FOR ABSENCE 9480

Apologies for absence were accepted from Councillors B Marsh, A Lodge, R Blackwell-Whitehead, S Abraham, M Chappell & M Nicholson (all Personal).

MEMBERS' DECLARATIONS OF INTEREST 9481

Councillor Ball declared a disclosable pecuniary interest in agenda item 13.5, minute item 9488.1, as an employee of the Community Association.

REQUESTS FOR DISPENSATIONS 9482

No requests for dispensations were received.

TOWN COUNCILLOR VACANCY

9483

There were two applications (Brian Cairns & Jonathan Pearce) received for the current vacant position and both applicants details had been previously provided to councillors. Jonathan Pearce provided some additional background information relating to his previous experience as a town councillor. It was proposed and seconded to have a signed ballot to select the successful candidate. The ballot, supervised by the Town Clerk, was counted and Brian Cairns was elected to the town council.

COUNTY AND DISTRICT COUNCILLOR REPORTS

9484

County Councillors' Reports

There was not report due to Cllr Lydon's recent poor health. The clerk provided an update that Cllr Lydon was convalescing at home and had thanked the council for the recent card and messages of support.

District Councillors Reports

Apologies were received from Cllr Wheeler and Cllr Cornell. Reports had been previously distributed to the councillors. Cllr Wheeler's report included an update on Kingshill House, 2016/17 budget and devolution.

Cllr Cornell's report included an update on sheltered housing asset review and the Cllr Cornell was now a business champion. The Mayor requested that the sheltered housing asset review be included on the next council meeting agenda.

Cllr Ball highlighted that it had been quite some time since Cllr Colin Friar had attended or sent a report to Dursley Town Council. The clerk agreed to contact Cllr Friar and request his attendance at the next council meeting.

REPRESENTATIONS FROM THE PUBLIC

9485

There were no representations from the public.

MINUTES

9486

The Minutes of the Meeting of the Council held on 1st September 2015 were signed by the Mayor.

YOUTH SERVICE PROVISION

9487

On behalf of The Door Youth Project; Sam Martin, Community Youth Worker for Cam & Dursley, provided an update into his new role and the new contract. Sam has been building relationships with the local community, assessing needs of the young people and commencing with the youth sessions at Cam & Dursley. The sessions have been very popular and 98 young people have attended sessions thus far, with on average 25 young people attending each session at the Vibe.

Cllr Stennett asked if the numbers are difficult to deal with. Sam replied that capacity in the Vibe was 60 persons, but it would be difficult to manage that many young people. The Door were considering enlisting volunteers and have contacts from Stroud they can introduce to help manage the sessions if required.

Cllr Creswick commented that the next poster should feature a girl to make it appeal more to females. Sam would note this request and commented there were nine different characters used by The Door on such advertising publications.

Mayor Nelmes thanked Sam for the update and taking questions, noting that there had been good feedback received on both Sam and The Door's youth sessions.

Mayor Nelmes proposed bring item 13.5 forward as Hayley Bird was in attendance to represent the Community Association. This was seconded and approved by council.

POLICY & FINANCE

9488

9488.1 To Approve the Urgent Grant from The Community Association as recommended by the Policy & Finance Committee.

Councillors had been supplied a copy of the new Business Plan prior to the meeting, Hayley Bird was asked to provide an update on the progress being made by the Community Association. Hayley reported that the Executive Committee had agreed a mission statement and specific roles were being appointed depending on the individual's expertise e.g. website and accounts. Funding was required to carry out refurbishment in order to increase revenue through increased bookings. Hayley highlighted the refurbishments required that were included within the Business Plan. It was anticipated that grants, donations and potential S106 funds would cover these ongoing improvements. Hayley confirmed a website was now operational.

It was proposed to accept the recommendation by Cllr Creswick due to the progress being made by the Executive Committee and to fund the grant request from council reserves.

Cllr Nelmes proposed an amendment to this to include: regular reviews on progress, payment to be in two instalments (October 2015 & January 2016).

IT WAS RESOLVED to accept Mayor Nelmes amendment to the original proposal and this was voted by council. There were nine votes in support of the proposal with one abstention.

TOWN COUNCIL APPOINTMENTS

9489

9489.1 To elect a chair for the NDP committee.

IT WAS AGREED for the committee to appoint the chairman role at the next NDP Steering Group committee on 21st October 2015.

9489.2 To elect a Town Council representative of the Chantry Centre.

IT WAS RESOLVED for Mayor Nelmes to be the Town Council representative for the Chantry Centre and for Cllr Grecian to deputise when required.

9489.3 To elect a Town Council Appointed Trustee to the Town Trust.

IT WAS RESOLVED for Cllr Burdge to be the Town Council Appointed Trustee for the Town Trust.

BUSINESS RELATING TO COUNCIL FINANCE

9490

9490.1 Council's Accounts 2015/2016

- (i) **IT WAS RESOLVED** that the schedule of payments (Appendix A) be authorised and signed by the Mayor.
- (ii) Income received since the last Council meeting (Appendix B) was noted.
- (iii) The monthly management/budget report was noted. Cllr Creswick requested the clerk checks the frequency of the Cemetery Water payment.

9490.2 2014/15 External Audit

The clerk reported that the audit for 2014/15 had been approved by Grant Thornton (external auditor). Two comments had been received in relation to the accounting of the funds in Public Sector Deposit Fund and the recording of decisions relating to the Youth Centre project. Mayor Nelmes thanked the clerk for his efforts in providing the extra information requested by the auditor.

9490.3 Emergency Expenditure – Electronic File Backup Server

The clerk provided details of this expenditure as the existing backup had failed and burial data had already been lost on the electronic register. Cllr Stennett queried the specification and installation costs of the quotation supplied by the supplier.

IT WAS RESOLVED for the clerk to confirm the new backup system is indeed an upgrade on the previous system and to query the installation and configuration costs with the supplier. Cllr Stennett also requested to establish what exactly was wrong with the original backup.

9490.4 2015/16 Internal Audit

The date of the 9th November was noted for the visit of the internal auditor.

GREEN SPACES

9491

9491.1 Report of the Chairman of the Green Spaces Committee

There was no report received.

9491.2 To receive the Minutes of the Green Spaces Meeting held on 15th September 2015

IT WAS RESOLVED to adopt the Minutes.

9491.3 Allotment Working Group

Cllr Stennett updated council that allotment holders had been invited to a meeting on the 14th November but currently there had only been two confirmed attendees.

The Deputy Clerk informed council that she had been to a meeting at the Vale Hospital relating to the proposed allotment project. There were issues in relation to insurance, contaminated land and what management duties the Town Council may be responsible for.

TOWN IMPROVEMENTS AND AMENITIES

9492

9492.1 Report of the Chairman of the Town Improvements and Amenities Committee

Cllr Firth advised council that there had been some unauthorised planting in some of the town centre planters and that members of the council should be vigilant and report any suspicious plants to the local police.

9492.2 Kingshill House

The content of the report was discussed and it was queried why Kingshill House “cannot be disposed of without the consent of Listers”.

IT WAS RESOLVED that the Clerk should request to Cllr Wheeler that the Town Council should be kept updated on the issue and would like to be involved in any future discussions with SDC.

Cllr Creswick noted that the transfer of some assets from Stroud District Council to Stroud Town Council and raised the query whether a transfer could be done for Highfields playing field as an alternative to the planned lease arrangement.

9492.3 Christmas Light – Predicted overspend

IT WAS RESOLVED that the predicted overspend for maintenance and new lighting as indicated on the report supplied to councillors should be funded from the council reserves.

PLANNING

9493

9493.1 Report of the Chairman of the Planning Committee

The Committee Chairman had no matters to report.

9493.2 To receive the Minutes of the Planning Committee Meetings held on 15th September 2015

IT WAS RESOLVED to adopt the Minutes.

9493.3 To confirm the process for awarding S106 contributions (Littlecombe)

It was noted that a meeting is being held at Cam Parish Council on 15th November to discuss S106 contributions from Littlecombe. Mayor Nelmes considered that a strategy needs to be in place to distribute this funding and not based on previous information from several years ago. Mayor Nelmes and the Town Clerk will represent Dursley Town Council at the meeting.

IT WAS RESOLVED that the Town Council should request that there is a clear, transparent process which allows local community groups to apply for funding and that business plans and financial planning are considered when any awards are made from the S106 money allocated to community projects.

POLICY AND FINANCE

9494

9494.1 Report by the Chairman of the Policy and Finance Committee

The Committee Chairman had no matters to report.

9494.2 To receive the Minutes of the Planning Committee Meetings held on 9th September 2015

IT WAS RESOLVED to adopt the Minutes.

9494.3 To approve the Small Grant Applications for 2015/16

IT WAS RESOLVED to accept the recommendations of the Policy & Finance committee and approve the Small Grant Applications for 2015/16.

9494.4 To approve the Revenue Grant Applications for 2016/17

IT WAS RESOLVED to accept the recommendations of the Policy & Finance committee and approve the Revenue Grant Applications for 2016/17.

9494.5 To approve the dispensation for a 2016/17 Revenue Grant Application by the Community Association

IT WAS RESOLVED to accept the recommendations of the Policy & Finance committee and approve a dispensation for the Community Association to submit a Revenue Grant Application for 2016/17.

9494.6 To consider SDC's offer to use their Tree Survey Contract

IT WAS RESOLVED to consider this as an option for any tree works in the town.

9494.7 SOSYP Update

Mayor Nelmes provided an update on the closure of the SOSYP account and the Clerk confirmed that the town council would receive £8186.41

IT WAS RESOLVED to add this sum to the council's reserve for youth services.

9494.8 Cam & Dursley Joint Youth Committee

IT WAS RESOLVED to accept the Terms of Reference and Mayor Nelmes, Cllr Creswick were confirmed as Town Council representatives for the committee.

9494.9 Police Crime Commissioner – 2015/16 Grant Funding

IT WAS RESOLVED to fund The Door Youth Project's proposal for a parenting group from the Town Council's allocation of grant funding from the PCC.

9494.10 License to Occupy – Dursley Youth Club

IT WAS RESOLVED to accept the License to Occupy and progress this agreement.

9494.11 Charitable Incorporated Organisation – Dursley Youth Club

IT WAS RESOLVED to accept the Charitable Incorporated Organisation foundation model constitution.

9494.12 Councillors' Reports

- (i) **Christmas Working Group** (3/9 & 1/10/15) – The Deputy Clerk commented that the Traders had actively taken control and were arranging the event on the 27th November including sponsored reindeers in shop windows, Santa's grotto. The Round Table were unable to support fireworks this year.
- (ii) **Development Control Committee** (8/9/15) Cllr Laybourne provided an update from the Development Control Committee meeting re Littlecombe.
- (iii) **Tourism** (14/9/15) – The Deputy Clerk commented that this meeting followed an initial meeting in Feb 2015. It was agreed the Town Council would facilitate a quarterly meeting with topic group meetings being held as required. The first of which was held at Berkeley Castle regarding Bed & Breakfast on the 6th October.
- (iv) **GL11** (14/9/15) – It was agreed to continue quarterly GL11 meetings, facilitated by the Town Council and Cam Parish Council on alternate frequency focussing on Cam and Dursley matters.
- (v) **Dursley in Bloom** (14/9/15) – Silver Gilt awarded, there was a concern over the quality of plants. DIB members meeting the Town Clerk on 8th October.
- (vi) **Chantry Centre Visit** (21/9/15) – Lots of potential, but considerable work requires to be done to modernise facilities and building.
- (vii) **Cam & Dursley Station Plan** (22/9/15) - split into individual groups, looking at various objectives including access, parking, facilities etc.
- (viii) **Vale Vision** – Agreement to produce revised community plan by end of November 2015, linking with NDP and Cam PC.
- (ix) **Vibe Network Meeting** – Regular users met to discuss youth provision, updates to services. The Peak Academy is potentially having a small firework event.

BUSINESS RELATING TO STAFF

9495

9495.1 Report by the Chairman of the Staff Committee

The Committee Chairman had no matters to report.

9495.2 Staff Appraisal Process

IT WAS RESOLVED at the Town Clerk's appraisal would be held on the 14th October by Mayor Nelmes and Cllr Grecian and the other staff appraisals would be held on the 16th October by the Mayor and Town Clerk. Reports will be provided to staff.

BUSINESS RELATING TO HIGHWAYS

9496

9496.1 To receive a report from Council's Highway Representative

Cllr Hayes reported that there was still very little progress on highway works. The paving replacement on Parsonage Street seemed to be very stop/start and one trader had complained about not being notified that planned works outside her shop did not go ahead as she had been informed.

The Town Clerk had provided a list of jobs for the lengths-men but it has not yet been confirmed when they are scheduled to return to Dursley after the week's allocation in October. Councillors should continue to email requests for the lengths-men to the Town Clerk.

BUSINESS RELATING TO COMMUNITY SAFETY

9497

9497.1 To receive a report from Council's Police Representative

In the absence of the representative there was no report. It was noted that at the recent police panel meeting "greater engagement with young people" had been chosen as a panel topic for the next period.

9497.2 CCTV in the Town Centre.

The Council remains unhappy with the CCTV situation in Dursley and the time it took the recording facility to be repaired. Queries were raised over value for money that the town council receive for the annual payment and what the legalities were over recording of public areas from private buildings.

IT WAS RESOLVED for the Town Clerk to enquire about the annual payment terms and to request a discussion with Stroud District Council, the police on CCTV matters in the town centre. Cllr Stennett and Patrick requested to represent the Town Council at the meeting.

CLERK'S REPORT

9478

The Clerk's report was noted.

MONTHLY AREA INSPECTIONS AND AUDIT CHECKS

9479

Details of Councillors scheduled to undertake area inspections and audit checks for September/October 2015 were noted.

The meeting closed at 9pm.

.....
Town Mayor

.....
Date