

1st March 2016

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, 1st March, 2016.

Action Summary:

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| 9562.2 | Submit the street name 'Bymacks' to Stroud District Council | 9563.4 | Accept quotation from Crystal Services for cleaning Jacob's House & Vibe |
| 9562.6 | Inclusion of Council on Littlecombe s106 potential applicant list | 9564.2 | Investigate future apprenticeship opportunities |
| 9563.3 | Adopt amended Standing Orders, Financial Regulations, Risk Management Policy & Training & Development Policy | | |

PRESENT

Cllr C Nelmes, Mayor
Cllr N Grecian, Deputy Mayor

Councillors: J Ball, R Blackwell-Whitehead, J Burdge, B Cairns, S Creswick, P Hayes, M Laybourne, L Patrick (from item 9554) and A Stennett.

Also present: John Kay, Town Clerk and Leah Wellings, Deputy Town Clerk; County Councillor S Lydon and District Councillors G Wheeler and D Cornell; PCSO Clark and Neighbourhood Wardens Rachel Pratt and Dominic Everiss MBE.

TO RECEIVE APOLOGIES FOR ABSENCE 9550

Apologies for absence were accepted from Councillors S Abraham (personal), B Marsh (personal), F Firth (personal) and M Nicholson (work).

MEMBERS' DECLARATIONS OF INTEREST 9551

Councillor Hayes declared an interest in agenda item 13.3, minute item 9562.3, as a member of Dursley Lions Club.

REQUESTS FOR DISPENSATIONS 9552

No requests for dispensations were received.

VACANCIES FOR TOWN COUNCILLORS 9553

9553.1 Resignation of Alex Lodge

It was noted that Alex Lodge resigned from Council on 24th January 2016, resulting in a vacancy in the Highfields Ward.

9553.2 Applications

No applications for the two vacancies, one in Central Ward and one in Highfields Ward, had been received.

COUNTY AND DISTRICT COUNCILLOR REPORTS

9554

The Mayor welcomed back County Councillor Lydon, who had been unable to attend recent meetings due to a health condition.

County Councillors' Reports

County Councillor Lydon informed the meeting that a new Cardiac Fitness Club, funded by Gloucestershire County Council was due to start on 3rd March 2016 at Rednock.

Councillor Lydon summarised his written report circulated to Councillors prior to the meeting. It included the 1.99% rise in Council Tax, major concerns with highways and the amount of potholes; the 2016/17 local highways together fund of £30,000; pressure on the local health services; consultations on Gloucestershire's healthy lifestyles service and the future of children's centres in the County; the cessation of the Active Together Fund and the creation of the new 'Community Chest' fund to support grants of between £500 and £5,000; funding for a study/revision group at Vibe and attempts to get funding to support the Greenway project.

District Councillors Reports

Councillor Wheeler reported on the 2016/17 budget and council tax increase of 1.99%; the stalled Gloucestershire devolution bid; plans to develop part of the remaining industrial site on Littlecombe for small business units and an application to the LEP for £1.75 million from the Government's Growth Fund; the Stroud Canel project and phase 1b works and the forthcoming closure of the Long Street temporary long-stay car park on 11th March 2016.

Councillor Patrick joined the meeting.

Councillor Cornell reported the District Councillors member allowance has not risen, a small saving has been made overall; sheltered housing, Cambridge House and the parking situation within the town due to the upcoming closure of the Long Street car-park on the 11th March.

REPRESENTATIONS FROM THE PUBLIC

9555

There were no representations from the public.

REPORT FROM THE NEIGHBOURHOOD WARDEN

9556

Council welcomed the Neighbourhood Wardens to the meeting.

The new Neighbourhood Warden, Rachel Pratt, introduced herself and the role and gave out a leaflet with her contact details.

It was noted that Council would receive monthly Neighbourhood Warden reports; a successful 'Clean for the Queen' event had been held on 1st March 2016 in the Lower Kingshill area, a significant amount of litter had been removed; during February, 3 abandoned vehicles had been removed from the town; Rachel is assisting with tackling antisocial behaviour at Sainsbury's during evening shifts and also attempting to tackle the local dog fouling problem.

REPORT FROM THE POLICE REPRESENTATIVE

9557

Council welcomed PCSO Clark from Dursley Police Team to the meeting.

PCSO Clark outlined the crime statistics for Dursley, for the period January 2016 to 29th February 2016, detailed below:

- In total there were 300 incidents reported, 36 of which generated a criminal offence. This is down on the same period last year which was 44.
- 7 assaults, only 1 relating to night-time economy.
- 2 public order offences, located outside of the town centre.
- 5 burglaries, believed to be travelling criminals. Arrests were made in relation to the recent burglaries in Cam, resulting in a drop in incidents. Significant work was undertaken to raise public awareness/provide advice.
- 9 criminal damage incidents.
- 48 incidents relating to anti-social behaviour, this figure was 59 last year. Hot spots are Sainsbury's, May Lane and Church grounds.
- Shoplifting offences reported at Sainsbury's and Co-op store.

It was noted that the Police are involved in the 'Drive for Life' campaign at Rednock, which focuses on new drivers and driving safely, and continue to develop links with Vibe.

PCSO Clark withdrew from the meeting.

MINUTES

9558

The Minutes of the Meeting of the Council held on 26th January 2016 were signed by the Mayor.

BUSINESS RELATING TO COUNCIL FINANCE

9559

9559.1 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.

9559.2 Dates for the Internal Audit Inspection 2016/17

It was noted that the internal audit inspection of the 2016/17 accounts would take place on 25th and 26th April 2016.

GREEN SPACES

9560

9560.1 Report of the Chairman of the Green Spaces Committee

There were no matters to report.

9560.2 'Clean for the Queen' event at Twinberrow Wood

It was noted that the above event would take place between 9am and 11am on Sunday 6th March 2016.

TOWN IMPROVEMENTS AND AMENITIES

9561

9561.1 Report of the Chairman of the Town Improvements and Amenities Committee

In the absence of the Chairman and Vice Chairman, there were no matters to report other than the successful planting of the three Hornbeam trees on Castle Street.

PLANNING

9562

9562.1 Report of the Chairman of the Planning Committee

There were no matters to report.

9562.2 To receive the Minutes of the Planning Committee Meeting held on 16th February 2016.

IT WAS RESOLVED to adopt the Minutes.

9562.3 Street Name for Section of Highway Adjacent to Former Bymacks site

The preferred choice of street name for the currently unnamed section of highway adjacent to the former Bymacks site development was discussed.

Council considered information supplied by Stroud District Council's Street Naming and Number Officer including the previously unused name 'GOODYMEADE' and the name put forward by Dursley Lions Club 'HADDRELL', after their founding member Dennis Haddrell.

IT WAS RESOLVED that the name 'BYMACKS' should be used, given the location of the street and that there is currently no lasting reference to Bymacks in the area. It was felt that other opportunities would arise in the near future with the Littlecombe development, to use the names 'HADRELL' and 'GOODYMEADE'.

(Councillor Hayes did not partake in discussion or voting).

9562.4 Gloucestershire County Council's Consultation on Proposed Changes to Services for Children (0-11 years)

The above consultation was considered.

IT WAS RESOLVED to suspend Standing Orders so that County Councillor Lydon could address the meeting on the issue.

Councillor Lydon outlined significant concerns about the long term future of services for children aged 0-11 years; the proposals include some children centre closures and although Dursley's services are protected in the short term the long term future is uncertain because the funding is year on year.

Councillor Lydon urged all to look at the consultation and respond before the deadline (11th April 2016).

IT WAS RESOLVED to reinstate Standing Orders.

IT WAS RESOLVED that each member review the consultation and respond in a personal capacity; any concerns could be put to the next Council meeting on 5th April 2016.

9562.5 To confirm recommendations of the Neighbourhood Development Plan (NDP) Steering Group – Preferred Consultant to draft the plan and policies

The Mayor gave an update following the NDP Steering Group meeting on 24th February 2016; the group had received and considered 5 tender submissions for a suitable qualified/experienced consultant to draft the policies and plan; a preferred consultant had been shortlisted but it had been decided to meet with them first before confirming the contract, given the importance of the work.

Members would be kept up to date.

9562.6 S.15/0476/OUT – Littlecombe s.106 Contributions

The Mayor provided an update on the application process for the Community Facility Section 106 funding opportunity. It was noted that a meeting took place on 25th February 2016 with Stroud District Council and Cam Parish Council; the timeline has been agreed and the application process is scheduled to start at the end of March, with a view to making funding decisions in the Autumn and funds being released over the next 15-24 months;

The Mayor asked for a view on whether Dursley Town Council should be included on the list of potential applicants for the s.106 funding for community facilities e.g. the redevelopment of the War Memorial Recreation Ground pavilion; a decision was required by 4th March 2016.

IT WAS RESOLVED that Dursley Town Council should be included on the list of potential applicants and members are kept up to date on the process.

POLICY AND FINANCE

9563

9563.1 Report by the Chairman of the Policy and Finance Committee

There were no matters to report.

9563.2 To receive the Minutes of the Policy and Finance Committee Meeting held on 16th February 2016

IT WAS RESOLVED to adopt the Minutes.

9563.3 To confirm the Committee recommendations to adopt the following documents with the amendments agreed at the meeting on 16th February 2016

(i) Standing Orders

The Standing Orders document was reviewed page by page. Further amendments were made in relation to sections 3 i) and 18.

IT WAS RESOLVED to adopt the amended Standing Orders.

(ii) Financial Regulations

The Financial Orders document was reviewed page by page. Further amendments were made in relation to sections 6.21 a) and 11.

IT WAS RESOLVED to adopt the amended Financial Regulations.

(iii) Risk Management Policy

IT WAS RESOLVED to adopt the policy.

(iv) Training and Development Policy

The last paragraph was amended.

IT WAS RESOLVED to adopt the amended policy.

9563.4 Preferred service provider for the cleaning of Jacob's House & the Vibe

Councillors considered the tender evaluation spreadsheet circulated with the agenda; six suppliers had submitted quotations to provide the cleaning of Jacob's House and the Vibe.

IT WAS RESOLVED to accept the quotation from Crystal Services for the period 2016-2019 at a total cost of £10,008 with a 3 month trial period clause; the quotation was very competitive, insurances and the Living Wage rate had been confirmed prior to the meeting.

9563.5 Update on the Drop-in Event celebrating the 1st Anniversary of the Vibe Opening on 30th January 2016

The Mayor gave an update on the drop-in event held on 30th January 2016 10am to 2pm to celebrate the 1st Anniversary of the Vibe opening; it was a very successful day with many people attending Vibe for the cake cutting ceremony.

9563.6 Update on the new Town Council Website following the meeting with 2Commune on 25th February 2016

It was noted that the Mayor, Deputy Mayor, Town Clerk and Deputy Town Clerk had attended the above online meeting with 2Commune to start the process of setting up the new Council website; work would now start to get the website online for the end of March; links to Vibe and the Neighbourhood Development Plan need to be established; the Communications Group would look at website content, final layout etc. at their next meeting.

9563.7 Confirmation of the next Communications Group meeting – 8th March 2016, 6:30pm

It was confirmed that the next Communications Group meeting would take place on 8th March 2016, 6:30pm at Jacob's House; all Councillors welcome to attend.

9563.8 Councillors' Reports

- (i) **Community Centre** (27/1/16) – the Mayor reported on the good progress the Centre was making including the new website.
- (ii) **Kingshill House** (1/2/16) – the Deputy Mayor reported on an increase in hire bookings; redecoration and lighting work; the cottage, which they hope to put back into use; investigations into getting a wedding licence and budget presentation work.
- (iii) **Christmas Working Group** (4/2/16) – the Deputy Town Clerk reported that activity had started for the 2016 lighting display and switch-on event, traders would again be taking a leading role.
- (iv) **The Door Youth Project Quarterly Review** (11/2/16) – the Mayor reported on discussions relating to use of the additional budget; the county funded revision study sessions; recruitment of volunteers and the potential to grow Dursley's own Youth Worker.
- (v) **Dursley Business Inclusive** (11/2/16) – The Town Clerk reported that Denver Thirlwell from Intersound is helping the Chair, Suzi Abraham, with coordination activities; the group had a CCTV update following the visit and is

keen to hold the 'Picnic on the Rec' event on 5th June 2016, with food, music etc.

- (vi) **Greenway** (13/2/16) – Councillor Blackwell-Whitehead gave a short presentation on the Greenway route, which was shown on the projector; the group had plans to clear and improve a small section from Uley Road to the bottom of Long Street. Members suggested that the group liaise with Dursley in Bloom as they had carried out planting in the area, consider standardised signage (suitable for a multi-use route), approach Gloucestershire County Council to see if they can fund a small clean up and write to residents in Ferney to make them aware of the route and planned work.
- (vii) **Future Dursley Steering Group** (24/2/16) – the Mayor reported on the planning consultant tender submissions and a new arrangement to rotate the Chair position.
- (viii) **Dursley Welcomes Walkers** (29/2/16) – the Deputy Mayor reported on plans for the October festival; hosting of the regional conference in March and ongoing work to create short walks and to produce and update walking leaflets.

BUSINESS RELATING TO STAFF

9564

9564.1 Report by the Chairman of the Staff Committee

There were no matters to report.

9564.2 To consider a Proposal Relating to Hiring an Apprentice in Partnership with Cam Parish Council

Members considered the Town Clerk's report circulated with the agenda outlining an opportunity to hire an administrative apprentice in partnership with Cam Parish Council.

While the benefits of apprenticeships were recognised during the discussion, so too were the practical implications, timing and the capacity implications for existing staff.

It was noted that the 2016/17 budget does not include provision for an apprenticeship and there may be more suitable opportunities in the area of youth work or green spaces.

IT WAS RESOLVED to look in detail at potential opportunities for an apprenticeship in the future, in particular youth work, and to bring a plan back to Council for consideration. A letter would be sent to Cam Parish Council thanking them for the offer.

BUSINESS RELATING TO HIGHWAYS

9565

9565.1 To receive a report from Council's Highway Representative

Councillor Hayes reported on his frustration with the lack of work or contact from highways and the unacceptable number of pot holes.

The Town Clerk made members aware that a meeting was due to be held to talk about a number of projects relating to highways; an update request had been made to highways prior to the Council meeting but a response had not been received. Requests would continue to be made.

It was suggested that Councillor Hayes attend the next Chartered Parishes Meeting as highway representatives were normally in attendance.

BUSINESS RELATING TO COMMUNITY SAFETY

9566

9566.1 To receive a report from the Council's Police Representative

In the absence of the Council's Police representative, the Town Clerk gave an update on the Stroud Community Safety meeting held earlier that day.

It was noted that Cam had been selected to take part in a county trial whereby 1000 homes are offered free Smart Water marking and second-hand shops are offered UV kits to identify possible stolen property; the area benefits from the amount of publicity and PR received.

It was suggested that the trial organisers be approached to include Dursley in the publicity.

CLERK'S REPORT

9567

The Clerk's report was noted.

It was highlighted that training opportunities for councillors were having to be cancelled due to poor numbers.

MONTHLY AREA INSPECTIONS AND AUDIT CHECKS

9568

Details of Councillors scheduled to undertake area inspections and audit checks for March/April 2016 were noted.

The Mayor encouraged Councillors to carry out the inspections when scheduled to do so.

The meeting closed at 9:03pm

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Town Mayor

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Date