

1st November 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 November 2016.

Action Summary:

9702.3	Issue the Schedule of Fees and Charges for 2017/18.	9705.7	Issue adopted Business Continuity Plan; train and test with staff.
9705.3	Award successful grant of £1,000 to Allsorts Gloucestershire.	9707.2	Arrange purchase of replacement grit bin for Garden Suburb.
9705.4	Write to unsuccessful grant applicant Stroud Christians Against Poverty Debt Centre.	9711	Agreement to use Council reserves and borrow funds to enable local projects of benefit to Dursley; working group to be appointed on 22/11/16.
9705.5	Formally accept quotation of £1,750+VAT from Community Heartbeat for Defibrillator & confirm access arrangements.	9711	Town Clerk to start preliminary investigations into potential future projects.

PRESENT

Cllr N Grecian, Mayor

Councillors: M Nicholson, J Ball, B Cairns, A Sheffield, S Creswick, W Thomas, P Hayes, S Ackroyd, L Patrick & F Firth.

Also present: John Kay, Town Clerk; Leah Wellings, Deputy Town Clerk; County Councillor S Lydon; District Councillors D Cornell and C Fryer.

Absent: Councillor Stennett

TO RECEIVE APOLOGIES FOR ABSENCE

9694

Apologies for absence were received from Councillors J Burdge (personal), B Marsh (personal), S Abraham (business), M Laybourne (personal) and C Nelmes (business).

MEMBERS' DECLARATIONS OF INTEREST

9695

Councillor Ball declared a disclosable pecuniary interest in agenda item 12.6, minute item 9705.6, as an employee of the Dursley & District Community Association.

REQUESTS FOR DISPENSATIONS

9696

There were no requests for dispensations.

COUNTY AND DISTRICT COUNCILLOR REPORTS

9697

Councillor Lydon's report had been previously sent to the Town Councillors. Cllr Lydon highlighted some key points: Although SDC defer the decisions on Highway impacts of developments to the County Council, Cllr Lydon would like the options of leaving the junction (Sandpits) as existing and secure a bond for any necessary improvements in the future or to investigate a larger roundabout incorporating neighbouring land owned by GCC. Cllr Lydon shared a letter sent to the Gazette but had not yet been published.

Cllr Lydon reported that SDC will table an alternative plan to the Boundary Commission which would retain Cam and Dursley within Stroud MP's electoral area. It was noted that the figures used did not include the recent 1.5m voters who registered at the recent European referendum.

District Councillors Reports

Cllr Fryer reported that one tenant had been selected to attend Housing Committee meetings and interviews were being held to appoint a further tenant representative. Cllr Fryer confirmed he was a member of the Task & Finish Group set up to review Housing Service Provision.

Cllr Cornell confirmed that the new waste services had commenced this week, which included weekly food recycling. It was noted that batteries couldn't be recycled by SDC and the advice was to take them to supermarkets etc who provide this service. Currently the recycling of small electrical items is not available at recycling points across the district, although Horsley tip not affected. If special arrangements are required Cllr Cornell advised to contact Public Space team at Ebley Mill.

Cllr Cornell confirmed four or five medium sized business units to be built at Littlecombe, they will be ready for occupation by the end of 2017.

The new Small Business Group will meet at Kingshill House on the 19th January 2017.

Cllr Cornell is a member of the Health Scrutiny Committee: NHS Hospital Trusts have £10m budget deficit, meaning savings will need to be made. A sustainability plan to be released in the next few weeks, concerns have been made with Heads of the Trust.

SDC Councillors participated in a Sheltered Scheme including in-chair exercises, and rehabilitation, social classes. The Transportation group continue to investigate parking improvements at Cam & Dursley Station. Fly tipping in areas of Dursley including Acacia Avenue and Oak Drive being dealt with. Cllr Cornell completed her report with some information on Cambridge House following the recent concerns highlighted on social media.

Comments were made in response to Cllr Cornell's report relating to recent fly tipping, Cambridge House and the new waste recycling service.

PRESENTATION FROM HARRIS ETHICAL

9698

Jon Harris from Harris Ethical introduced himself and the Thinktravel programme.

It was noted that the programme is an initiative set up by Gloucestershire County Council to target a reduction in car journeys and increase sustainable travel, health and wellbeing; a free Toolkit had been designed to offer help and guidance to community organisations, councils, schools and local groups, to help them address local transport issues (e.g. parking problems at work and encouraging walking/cycling) and plan for local development; in addition to the main Toolkit, useful free information can be accessed from the memory stick supplied or downloaded from the website www.thinktravel.info, the team can also attend local events to spread the message and carry out public engagement.

It was noted that Dursley Town Council was the first in the area to take up the offer of the presentation today.

Jon Harris outlined other work and initiatives under the programme, including work locally with Cam Beavers, work with job seekers, journey to jobs, volunteer placements and training, support for school and business travel plans.

In response to questions, Jon explained that larger organisations such as Renishaw and the NHS, had been encouraged to look at flexitime systems as part of travel plans.

It was suggested that Thinktravel approach the Dursley C of E Primary Academy to offer to work with parents to tackle the ongoing parking problem in the area, in his role as Chair of Governors, the Mayor agreed to make the introduction to the school.

It was suggested that Thinktravel consider how to encourage cyclists, via national bodies of cyclists, to ride safely around horses; Cllr Patrick agreed to review the County guide for cyclists document to see how it could be improved and identify its shortcomings, passing comments back to Jon Harris and the Thinktravel team.

Cllr Sheffield agreed to see if Ecotricity would be interested in the Thinktravel programmes and toolkit.

It was noted that Thinktravel information will be available at the Transition Cam and Dursley craft event at the Chantry Centre on 4th December 2016.

REPRESENTATIONS FROM THE PUBLIC

9699

There were no representations from the public.

MINUTES

9700

The Minutes of the Meeting of the Council held on 4th October 2016 were confirmed and signed by the Mayor.

BUSINESS RELATING TO COUNCIL FINANCE

9701

9701.1 Council's Accounts 2016/2017

- (i) **IT WAS RESOLVED** that the schedule of payments be authorised and signed by the Mayor.
- (ii) Income received since the last Council meeting was noted.
- (iii) The monthly management/budget report was noted.

Concerns were raised about the current state of the Recreation Ground hedge and the need for it to be trimmed on a regular basis. It was suggested that the law on nesting birds would not restrict such work and funds from 'WMRG grass cutting' or 'land and buildings maintenance' could be used. In response, the Clerk confirmed that it would be considered at the next Green Spaces Committee meeting.

9701.2 Council budget meeting on 22nd November 2016

The Council meeting scheduled for 22nd November to consider the 2017/18 budget was noted.

GREEN SPACES

9702

9702.1 To receive the Minutes of the Green Spaces Committee Meeting held on Tuesday 18th October 2016.

IT WAS RESOLVED to adopt the Minutes

9702.2 Report of the Chairman of the Green Spaces Committee

In the absence of the Chairman there were no matters to report.

9702.3 Schedule of Fees and Charges 1st April 2017 to 31st March 2018

IT WAS RESOLVED to accept the recommendation of the Green Spaces Committee (18/10/16) and adopt the Schedule of Fees and Charges circulated with the agenda for the above period.

It was noted that the Council office would improve administration systems to ensure that interment and memorial fees are paid at time of booking, as per existing policy.

TOWN IMPROVEMENTS AND AMENITIES

9703

9703.1 To receive the Minutes of the Town Improvements Committee Meeting held on Tuesday 11th October 2016.

9703.2 Report of the Chairman of the Town Improvements and Amenities Committee

In the absence of the Chairman there were no matters to report.

PLANNING

9704

9704.1 To receive the Minutes of the Planning Committee Meeting held on Tuesday 11th October 2016.

IT WAS RESOLVED to adopt the Minutes.

9704.2 Report of the Chairman of the Planning Committee

In the absence of the Chairman there were no matters to report.

9704.3 To receive an update on the Proposed Traffic Signals at A4135 Kingshill Road/Dursley Road (Sandpits) Junction.

The Clerk reported that initial advice on the above proposal had been sought from Harris Ethical regarding a possible approach; they have an established relationship with the County Council and Atkins and suggested that the best way would be to attempt to work in partnership with both to review the work and options together; Cam Parish Council are currently considering independent traffic consultants for an assessment of all relevant junctions but had not shared their specification for the work to date; a highways recommendation had been made to Stroud District Council which gives the go ahead to the junction changes as expected.

There was some interest expressed in the approach to working with Atkins; it would be useful to review their approach, what they were given, whether they were told of the limits with space and if they had the option of more space would they of favoured another solution?

POLICY AND FINANCE

9705

9705.1 To receive the Minutes of the Policy and Finance Committee Meeting held on Thursday 20th October 2016.

IT WAS RESOLVED to adopt the Minutes.

9705.2 Report by the Chairman of the Policy and Finance Committee

There were no matters to report.

9705.3 To Consider Small Grant Request for 2016/17

A grant application from Allsorts Gloucestershire was considered; additional information had been supplied by the applicant.

IT WAS RESOLVED to award £1,000.

9705.4 To Consider Revenue Grant Request for 2017/18

A grant application from the Stroud Christians Against Poverty Debt Centre was considered.

IT WAS RESOLVED not to make an award; the work is very similar to that undertaken by the Citizens Advice Bureau and the number of Dursley beneficiaries is small.

Councillor Ball declared a personal interest as a member of the Citizens Advice Bureau and abstained from the vote.

9705.5 To Consider Report on the installation of a Community Defibrillator

Three quotations for the supply of a defibrillator for the Castle Street telephone kiosk were considered.

It was noted that Community Heartbeat had provided assistance which enabled the Council to secure grant funding of £2,175 from the Big Lottery Fund: Awards for All; their quotation included the supply of BT recommend kit for the kiosk (e.g. paint/signage).

IT WAS RESOLVED to accept the quotation from Community Heartbeat amounting to £1,750+VAT; the Clerk would confirm the security/code arrangements for accessing the defibrillator and mobile coverage.

Councillor Ball withdrew from the meeting.

9705.6 Consider payment of the second instalment of the 2016/17 Revenue Grant to the Dursley & District Community Association.

IT WAS RESOLVED to confirm payment of the second instalment of the 2016/17 Revenue Grant to the Dursley & District Community Association, in light of the work undertaken and the considerable progress made.

Councillor Ball rejoined the meeting.

9705.7 To Approve the Draft Business Continuity Plan

The draft plan circulated with the agenda was considered. It was noted that within 8.2 the word 'tape' had been deleted by the Policy and Finance Committee.

IT WAS RESOLVED to adopt the draft Business Continuity Plan as amended above and investigate possible use of a cloud-based system which would allow

Council business to continue from any location/device. The Clerk would arrange to brief staff and test the plan.

9705.8 Councillors' Reports

- (i) **Youth Service Quarterly Review** (6/10/16) – The Clerk reported that the contract is progressing well, the 1 year extension had been confirmed, the winter programme had been set up; there have been some issues with the building and some staff changes, the new cleaning contract is now in operation.
- (ii) **Future Dursley - NDP** (12/10/16) – The Mayor and Cllr Creswick reported that work is progressing to meet the relevant deadlines, the plan is in draft format and the group is currently working on the gaps.
- (iii) **Dursley Business Inclusive** (13/10/16) – The Clerk reported that Suzi Abraham had resigned as Chair and that the Vice Chair, Denver Thirlwell, was currently covering the position; attendance to the meeting was low and the leaflet is not likely to be ready before Christmas.
- (iv) **GCC Highway Meeting** (18/10/16) – Cllr Hayes reported that there were many issues regarding potholes and hedge cutting, but the majority of responses referred to budgetary constraints rather than solutions. There were approximately 50 people in attendance representing Town and parish Councils. Cllr Hayes request for a copy of the presentation has not yet been received.
- (v) **Xmas Committee** (19/10/16) – The Deputy Town Clerk reported that plans are progressing, the car park closure looks set to go ahead, there will be fireworks, but a celebrity guest is still required. Councillors were encouraged to volunteer to help with marshal duties.
- (vi) **Dursley Welcomes Walkers** (24/10/16) – The Mayor reported that the festival had over 400 walkers (100 more than last year), 20% of walkers came from more than 10 miles away; the group is looking for ideas and suggestions for next year, they are hoping to extend the range of family orientated walks and engage with local scout/cub groups and schools. Dursley Town Council were thanked for their support.
- (vii) **Tourism Group** (26/10/16) – Cllr Ackroyd and the Deputy Town Clerk reported that the meeting was very well attended (19 people) with representatives from Dursley, Wotton-Under-Edge, Berkeley and Arlingham; a strategy had been drafted for discussion and a smaller steering group would be formed to focus on this document; the group preferred the option of setting up a local tourism association to make better use of existing structures; the brand name for the area was likely to be either 'Cotswold Edge & Vale' or 'Cotswold Edge & Severn Vale', a decision had not yet been made; the group would be looking at funding and encouraging local councils to budget for local tourism work.
- (viii) **Village Green, Long Street** (26/10/16) – The Deputy Town Clerk reported that she had attended the site meeting held by St Modwen with representatives of the Townsend Residents Association and the Dursley Lions (also DIB); works to the village green were discussed and include a new pathway, trees, seating, planters and landscaping; a plan for the works, which start on 7th November, was supplied (to be circulated by email); the application for the final phase of Littlecombe is expected to be submitted mid-

November, Amey will be submitting plans for the road to County for highways approval; the Lions are keen to contribute to the area to the front of the Priory, the plans for this area will be drawn up once the road layout has been confirmed and another site meeting organised.

BUSINESS RELATING TO STAFF

9706

9706.1 To receive the Minutes of the Staff Committee Meeting held on Thursday 20th October 2016.

IT WAS RESOLVED to adopt the Minutes.

9706.2 Report by the Chairman of the Staff Committee

In the absence of the Chairman there were no matters to report.

9706.3 To receive an update on the vacant Litter Collector position

There was no business to update.

BUSINESS RELATING TO HIGHWAYS

9707

9707.1 To receive a report from Council's Highway Representative

Cllr Hayes reported on recent street lighting issues and the new contact at Amey for pothole issues, Rebecca Lane.

9707.2 To Consider installing a replacement grit bin at Garden Suburb, Dursley

It was noted that Council had purchased replacement/new bins in the past e.g. Henlow Drive.

IT WAS RESOLVED to purchase a replacement grit bin, subject to approval from Highways to include it on the winter grit filling schedule.

BUSINESS RELATING TO COMMUNITY SAFETY

9708

9708.1 To receive a report from the Council's Police Representative

Cllr Nicholson reported on recent local concerns about the 'killer clown' craze and the local police response; Halloween appeared to go well without any incidents; there had been an increase in nitrous oxide bottles being founds on the War Memorial Recreation Ground over the weekend and reports of young people smoking cannabis; there had been graffiti reported around the Highfields/Uley Road area, any reports should be passed to the Council office/Neighbourhood Warden. Disappointment was expressed about young people smashing free Sainsbury's pumpkins up around the town centre; Sainsbury's staff had cleared the mess today.

9708.2 To receive a report from the Local Neighbourhood Police Representative

In the absence of the representative there were no matters to report.

It was noted that a representative would be at the December Council meeting.

CLERK'S REPORT

9709

The Clerk's report was noted.

Cllr Ball encouraged Councillors to attend the Remembrance Day Parade on Sunday 13th November 2016, 2:30pm. It was noted that the event is organised by the Royal British Legion on behalf of the Town Council.

MONTHLY AREA INSPECTIONS AND AUDIT CHECKS

9710

Details of Councillors scheduled to undertake area inspections for November 2016 were noted.

IT WAS RESOLVED to carry out the remainder of business in committee due to the confidential nature of the business. There were no members of the public or press present.

FUTURE USE OF COUNCIL RESERVES FOR PROJECTS

9711

A discussion was held on the Town Council's financial position to use reserves and the ability to borrow funds that would allow capital projects to be delivered that would benefit Dursley.

IT WAS RESOLVED to use Council reserves and borrow funds to enable local projects that would be beneficial to Dursley and that a working party be appointed at the Council meeting on the 22nd November.

IT WAS AGREED that the Town Clerk to commence with preliminary investigations into potential projects to enable Council to consider specific projects in the future.

There being no further business, the meeting closed at 9:10pm.

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Town Mayor

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Date