

11th May, 2016

DURSLEY TOWN COUNCIL

MINUTES of the PROCEEDINGS at the ANNUAL MEETING of the COUNCIL held in the Community Meeting Room at the Fire Station, Kingshill Road, Castle, Dursley at 7pm on Wednesday, 11th May, 2016.

Action Summary:

9591	Councillor Ball & Nicholson to sign the Declaration of Acceptance of Office	9603.3	Revise Community Engagement Policy and add to website
9599.2(ii)	To confirm the figure in Box 10 of the Annual return.	9606.3	To confirm the insurance arrangements with our broker for 2016/17

PRESENT

Cllr N Grecian, Mayor
Cllr S Abraham, Deputy Mayor

Councillors: S Creswick, B Marsh, A Stennett, L Patrick, M Laybourne, F Firth, C Nelmes, Jan Burdge, P Hayes, B Cairns, A Sheffield (from item 9591 and S Ackroyd (from item 9591).

Also present: John Kay, Town Clerk and Leah Wellings, Deputy Town Clerk, Cllr Doina Cornell (SDC), Stuart Rust (Gazette) and two members of the public.

ELECTION OF TOWN MAYOR FOR THE ENSUING YEAR 9586

Cllr Nelmes informed council that she would be stepping down as Mayor due to work commitments. Nominations were invited for the office of Town Mayor for the ensuing year.

Councillor Nelmes moved that Councillor Grecian be elected as Town Mayor for the ensuing year, Councillor Stennett seconded.

No other nominations were received.

IT WAS RESOLVED that Councillor Grecian is elected as Town Mayor for the ensuing year.

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

The Mayor thanked Councillor Nelmes for her hard work during the last year as Mayor and wished her well in her new employment.

DECLARATION OF ACCEPTANCE OF OFFICE 9587

IT WAS RESOLVED to allow members not present at the meeting to delay signing the Declaration of Acceptance of Office Register and to do so at their earliest convenience in the presence of the Town Clerk, pursuant to Section 83(4) of the LGA 1972.

TO RECEIVE APOLOGIES FOR ABSENCE 9588

Apologies for absence were accepted from Councillor M Nicholson (personal), Councillor Ball (business). County Councillor Lydon and District Councillor Hayward also provided apologies.

MEMBERS' DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS 9589

No requests for dispensations were received.

ELECTION OF DEPUTY MAYOR FOR THE ENSUING YEAR 9590

Nominations were invited for the position of Deputy Town Mayor for the ensuing year.

Councillor Laybourne moved that Councillor Abraham be elected as Deputy Town Mayor for the ensuing year, Councillor Stennett seconded.

No other nominations were received.

IT WAS RESOLVED that Councillor Abraham be elected as Deputy Town Mayor for the ensuing year.

VACANCIES IN THE OFFICE OF TOWN COUNCILLOR FOR CENTRAL WARD (1) AND HIGHFIELDS WARD (2) 9591

Two applications were received from Andrea Sheffield and Simon Ackroyd who addressed council with their background and reasons to join the council.

IT WAS RESOLVED to co-opt both Cllr Sheffield and Cllr Ackroyd to the Council; sign the Declaration of Acceptance of Office Register and join Council for the remainder of the meeting.

ADDITIONAL MEMBERS' DECLARATIONS OF INTEREST OR REQUESTS FOR DISPENSATIONS 9592

No requests for dispensations were received.

COUNTY AND DISTRICT COUNCILLOR REPORTS

9593

District Councillors' Reports

Cllr Cornell thanked the outgoing Mayor, Cllr Nelmes, for her work as Mayor last year and congratulated Cllr Grecian and Cllr Abraham on their appointments as Mayor and Deputy. Cllr Cornell thanked people for voting for her at the recent District election and looks forward to representing all constituents in Dursley for the next four years. For the first time in a number of years all SDC seats were up for election so all recently elected councillors will stand for the four year period.

The new District Council has not yet met but it is likely to remain a coalition administration involving councillors from Labour, Green and Liberal Democrat Parties. The Labour manifesto included supporting new business ventures in Dursley at Littlecombe, housing, local economy and continue to focus on improving health and wellbeing. Initiatives including Dementia support, improvements to sheltered housing at Cambridge House and Community Allotments. Cllr Cornell will be happy to remain a member of the Health Scrutiny Committee if nominated.

Car Parking is likely to remain a key issue for Dursley and a petition including over 500 signatures was handed over today by Cllr Cornell and Cllr Abraham to our County Councillor Steve Lydon. Cllr Lydon presented this to the Conservative administration at the meeting of the County Council and we await a response. Cllr Cornell is attending the meeting of Dursley Business Inclusive on 12th May to discuss this matter.

REPRESENTATIONS FROM THE PUBLIC

9594

There were no representations from the public.

MINUTES

9595

The Minutes of the Meeting of the Council held on 5th April 2016 were signed by the Mayor.

MEMBERSHIP OF COUNCIL'S STANDING COMMITTEES

9596

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 Ball, Cairns, Firth, Grecian, Laybourne, Marsh, Nelmes, Nicholson and Stennett

(b) Town Improvements and Amenities (9 members)

Councillors Abraham, Ball, Burdge, Firth, Hayes, Marsh, Nicholson, Sheffield and Stennett.

(c) *Planning (12 members)*

Councillors Ackroyd, Burdge, Cairns, Creswick, Grecian, Hayes, Laybourne, Nicholson, Patrick and Sheffield. 2 vacant places remain.

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.

TOWN COUNCIL WORKING PARTIES 9597

Representatives on working parties were elected for the coming year.

REPRESENTATIVES ON OUTSIDE BODIES 9598

Representatives on outside bodies were elected where necessary for the coming year.

BUSINESS RELATING TO COUNCIL FINANCE 95999599.1 Council's Accounts for the year ending 31st March 2016

- (i) **IT WAS RESOLVED** that the schedules of payments made to March 2016 be authorised and signed by the Mayor.
- (ii) Income received up to 31st March 2016 was noted.
- (iii) **IT WAS RESOLVED** to approve the Clerk's recommended transfers to/from reserves.

9599.2 Completion of the 2015/16 Annual Return

- (i) **IT WAS RESOLVED** to answer “Yes” to Statements 1 to 9 and for the Mayor and Town Clerk to sign Section 1 of the Annual Return – Annual Governance Statement.
- (ii) **IT WAS RESOLVED** for the Town Clerk to confirm the total in Box No. 10 with regard to the loan from the Public Works Loan Board and report back to Council.
- (iii) It was noted that the Public Inspection Period runs between 3rd June 2016 and 14th July 2016.

9599.3 Council’s Accounts for the current financial year 1st April 2016 to 31st March 2017

- (i) **IT WAS RESOLVED** that the schedule of payments made since 1st April 2016 be authorised and signed by the Mayor.
- (ii) Income received since 1st April 2016 was noted.
- (iii) The monthly management/budget report was noted.

GREEN SPACES

9600

9600.1 Report of the Chairman of the Green Spaces Committee

The Committee Chairman reported that he had attended an Allotment Forum with the Deputy Clerk on the 28th April 2016.

9600.2 Highfields Legal Agreement

IT WAS RESOLVED to authorise the Town Clerk to sign “the declaration in relation to the exclusion of sections 24-28 of the Landlord and Tenant Act 1954 has been executed by the Council” witnessed by a local solicitor.

TOWN IMPROVEMENTS AND AMENITIES

9601

9601.1 To receive the Minutes of the Town Improvements Committee Meeting held on 14th April, 2016

IT WAS RESOLVED to adopt the Minutes.

9601.2 Report of the Chairman of the Town Improvements and Amenities Committee

The outgoing Committee Chairman had no matters to report.

PLANNING

9602

9602.1 To receive the Minutes of the Planning Committee Meeting held on 19th April, 2016

IT WAS RESOLVED to adopt the Minutes.

9602.2 Report of the Chairman of the Planning Committee

The outgoing Committee Chairman had no matters to report.

POLICY AND FINANCE

9603

9603.1 To receive the Minutes of the Policy and Finance Committee Meeting held on 19th April, 2016

IT WAS RESOLVED to adopt the Minutes.

9603.2 Report by the Chairman of the Policy and Finance Committee

The outgoing Committee Chairman had no matters to report.

9603.3 Community Engagement Policy

IT WAS RESOLVED to adopt the policy with the following amendments:

Add "Services and facilities that are more responsive to community needs" to section 1.

Add "The local community is welcome to attend council meetings and public participation is provided for on the agendas" to section 4.

Add "and other groups as necessary" to section 5.

9603.4 Councillors' Reports

- (i) **Christmas Working Group** (7/4/16) – Planning well underway for 2016 event. Cake and Plant sales and a barn dance taking place to raise funds. Alternatives to the car park being investigated for stalls, fair etc.
- (ii) **Dursley Welcomes Walkers** (11/4/16) – The main festival is on October 2016, but The Lantern Way walk takes place on Saturday 14th May commencing at 10:30. There are two walks (14 miles and 6 miles). Plans are also underway for a heritage walk with Andy Barton. Dogs are welcome on some but not all of the planned walks.
- (iii) **Future Dursley** (13/4/16) – Place Studios assessing the evidence gathered this far, compliments received on the quality of some information and one or two areas highlighted some additional material required. The group includes some local residents whom are getting involved.
- (iv) **Multi Agency Traffic/Parking** (14/4/16) – A positive meeting, the minutes of which have been previously circulated and are available on the town council website.

- (v) **Dursley Business Inclusive** (15/4/16) – Progress update given on the new town brochure, with content, distribution etc. being agreed. To be distributed in the summer. The latest DBI meeting had a representative from Castle Finance offering advice or to answer any questions that you may have about responsibilities, regarding pensions.
- (vi) **Dursley and District Comm. Association AGM** (22/4/16) –A positive meeting highlighting bookings were up, website operational and refurbishment plans.
- (vii) **Tourism Meeting** (25/4/16) - held at Edward Jenner museum, a good turn out from Dursley & Berkeley businesses. The group agreed to meet quarterly to discuss strategy and promote the “Hidden Cotswolds”. Next meeting scheduled for July, location to be confirmed.
- (viii) **S106 Community Facility** (26/4/16) – A launch meeting held for interested parties to find out about funding available for improvements to Community Facilities. Submissions to be returned to the Town Council/Cam Parish Council on or before 29th July 2016. A committee from DTC/CPC to make recommendations, with SDC to ratify the final award.
- (ix) **Dursley in Bloom** (9/5/16) – summer planting to commence once current blooms die back. Request for the Town Council to clean planters near the Courtyard Clinic.

9603.5 Annual Assembly of the Dursley Town Meeting

It was noted that the Annual Assembly of the Dursley Town Meeting would be held on 24th May 2016 at the Dursley Community Centre.

9603.6 Council Insurance Arrangements Update

IT WAS RESOLVED to accept the revised quotation from WSP and for the current three year agreement to run its course and to consider options next year once Highfields legal transfer is completed. The Deputy Clerk was requested to check the status of the skate park within the current insurance schedule.

9603.7 Leslie D Gale Award 2016

IT WAS RESOLVED to appoint the Leslie D Gale award panel as follows: the Mayor, Deputy Mayor and Councillor Nelmes. Received applications would be considered after tonight’s committee meetings with the award winners being announced at the Annual Assembly on the 24th May 2016.

BUSINESS RELATING TO STAFF

9604

9604.1 Report by the Chairman of the Staff Committee

The outgoing Committee Chairman had no matters to report.

HIGHWAYS

9605

9605.1 To receive a report from Council’s Deputy Highways Representative

Councillor Hayes reported that few works had been completed within the town, although Amey had repaired some defects on Kingshill Road roundabout. The ongoing utility works carried out on behalf of Western Power Distributions by Morgan Sindall had been carried out with the minimum of disruption and the office had received no complaints.

BUSINESS RELATING TO COMMUNITY SAFETY

9606

9606.1 To receive a report from Council's Police Representative

The Council Police Representative was not present to give a report, but it was noted that the speed watch group will be starting to carry out speed monitoring with the support of the local Special Constables and PCSO's.

CLERK'S REPORT

9607

9607.1 Clerk's Report

The Clerk's report had been previously supplied by email to the councillors and the content was noted. The Town Clerk highlighted the upcoming Councillor training by GAPTC.

9607.2 Monthly Area Inspections and Audit Checks

Details of Councillors scheduled to undertake area inspections and audit checks in May/June 2016 were noted.

It was noted that Committee meetings would immediately follow the Council meeting and that the Leslie D Gale award panel would be held immediately after the last.

The meeting closed at 8:30p.m.

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Town Mayor

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Date