

8th May 2018

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 Tuesday 8th May 2018.

Action Summary:

10012	The Town Clerk to respond re Grave No. 1552	10017.2	Town Clerk to submit the 2017/18 Annual Return
10019.3	To appoint the CCTV contractor	10019.3	To notify Stroud District Council of the withdrawal of the CCTV contribution
10020.3	To submit the NDP submission to Stroud District Council	10021.4	Award the urgent grant to Tyndale Arts Group
10028.2	To confirm the appointment of the Assistant Grounds Person		

PRESENT

Cllr N Grecian, Mayor
Cllr S Abraham, Deputy Mayor

Councillors: L Patrick, S Creswick, A Stennett, M Stennett, P Hayes, B Cairns, A Sheffield, S Ackroyd, W Paice, M Woodward, W Thomas, M Nicholson, A Whitwell.

Also present: John Kay, Town Clerk and Leah Wellings, Deputy Town Clerk; Stroud District Councillors C Fryer and A Hayward and PCSO Oli Clarke.

ELECTION OF TOWN MAYOR FOR THE ENSUING YEAR 10006

Nominations were invited for the office of Town Mayor for the ensuing year.

Councillor Creswick moved that Councillor Grecian be re-elected as Town Mayor for the ensuing year, Councillor Abraham seconded.

No other nominations were received.

IT WAS RESOLVED that Councillor Grecian be 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.

TO RECEIVE APOLOGIES FOR ABSENCE 10007

Apologies for absence were accepted from Councillors J Ball and J Burdge (both personal).

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MEMBERS' DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS 10008

There were no declarations of interest or requests for dispensations.

ELECTION OF DEPUTY MAYOR FOR THE ENSUING YEAR 10009

Cllr Grecian thanked Cllr Abraham for her contribution as Deputy Mayor. Nominations were invited for the position of Deputy Town Mayor for the ensuing year.

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

No other nominations were received.

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

COUNTY AND DISTRICT COUNCILLOR REPORTS 10010

Gloucestershire County Councillor Patrick, Stroud District Councillors Hayward and Fryer referred to their written reports. Cllr Cornell (SDC) provided her apologies.

REPRESENTATION FROM THE POLICE REPRESENTATIVE 10011

The Mayor proposed to Council that PCSO Clark be invited to provide his update at this point in the meeting. The Council agreed.

PCSO Clark provided an update on the ongoing antisocial behaviour (ASB) in the town and the very recent window breakages on the 5th May. Private CCTV had recorded an individual who was now wanted by the police as part of their investigation, it was noted that the existing town centre CCTV was not always reliable in aiding the police with these types of incidents. It was thought this incident was not linked to the ongoing ASB issues in the town. The police have been working closely with several local organisations, housing providers and social services to tackle the problem. Case files are now being prepared by the police for the criminal justice department. A further incident reported at Lloyds Bank over the weekend was currently being investigated.

PCSO Clark confirmed he would be leaving the Dursley Neighbourhood Police Team on the 10th May and this would be his last report to Council, he provided an update on the local police structure.

Cllr Nicholson commented that the ASB issues seemed to have improved in the town centre, much to the relief of the town's traders and business owners. Cllr Nicholson thanked PCSO Clark for his efforts over the last several years and

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wished him well in his new role. The Council gave a round of applause to PCSO Clark.

REPRESENTATIONS FROM THE PUBLIC

10012

There were no members of the public present at the meeting. The Town Clerk provided some background information on an email received from family members of Grave Space No. 1552. The Council discussed the issues raised on the email regarding the restrictions of planting within a grave. The Councillors considered the methods of notifying grave owners of our regulations, considered bulb planting and the recent turfing of over twenty graves.

IT WAS RESOLVED that the rules stated in Section 28 "Planting" of the Cemetery Regulations – amended June 2017 should be adhered to with no amendment. The Town Clerk was requested to respond to the family member and inform them of this final decision.

MINUTES

10013

The Minutes of the Meeting of the Council held on 3rd April 2018 on were signed by the Mayor.

MEMBERSHIP OF COUNCIL'S STANDING COMMITTEES

10014

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 (8 members, 1 vacancy)

Councillors Ball, Burdge, Cairns, Hayes, Grecian, A Stennett, M Stennent & Nicholson. 1 vacant place remains.

(b) Town Improvements and Amenities (10 members agreed)

Councillors Abraham, Ball, Burdge, Hayes, Nicholson, Sheffield, Thomas, Paice, Whitwell and Woodward.

(c) Planning (10 members, 2 vacancies)

Councillors Ackroyd, Cairns, Creswick, Grecian, Hayes, Nicholson, Patrick, Sheffield, Woodward and Whitwell. 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) Car Park Committee (9 members agreed)

Councillors: Abraham, Ackroyd, Burdge, Creswick, Grecian, Hayes, Nicholson, Paice & Woodward. The Chair and Vice Chair of the Committee would remain.

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(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 (not including Car Park 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 (not including Car Park Committee) plus additional Councillors to make a total of 6.

TOWN COUNCIL WORKING PARTIES

10015

Representatives on working parties were elected for the coming year and recorded on the Council's List of Representatives on Working Groups and Outside Bodies.

REPRESENTATIVES ON OUTSIDE BODIES

10016

Representatives on outside bodies were elected where necessary for the coming year and recorded on the Council's List of Representatives on Working Groups and Outside Bodies.

BUSINESS RELATING TO COUNCIL FINANCE

10017

10017.1 Council's Accounts for the year ending 31st March 2018

- (i) **IT WAS RESOLVED** that the schedule of payments made to 31st March 2018 be authorised and signed by the Mayor.
- (ii) Income received up to 31st March 2018 was noted.
- (iii) **IT WAS RESOLVED** that the bank reconciliation at 31st March 2018 be authorised and signed by the Mayor
- (iv) **IT WAS RESOLVED** that the final budget summary be authorised and signed by the Mayor.
- (v) **IT WAS RESOLVED** to approve the Clerk's recommended transfers to reserves.

10017.2 Annual Return 2017/18

- (i) **IT WAS RESOLVED** for the Mayor and Town Clerk to complete and sign Section 1 of the Annual Return – Annual Governance Statement.

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- (ii) **IT WAS RESOLVED** for the Mayor and Town Clerk to complete and sign Section 2 of the Annual Return – Accounting Statement.
- (iii) It was noted that the Public Inspection Period of the 2017/18 accounts will run from Monday 11th June to Friday 20th July 2018.

10017.3 Council's Accounts for the current financial year 1st April 2018 to 31st March 2019

- (i) **IT WAS RESOLVED** that the schedule of payments made since 1st April 2018 be authorised and signed by the Mayor.
- (ii) Income received since 1st April 2018 was noted.

GREEN SPACES

10018

Report of the Chairman of the Green Spaces Committee

The outgoing Committee Chairman had nothing to report.

TOWN IMPROVEMENTS AND AMENITIES

10019

10019.1 To receive the Minutes of the Town Improvements Committee Meeting held on 10th April 2018.

IT WAS RESOLVED to adopt the Minutes.

10019.2 Report of the Chairman of the Town Improvements and Amenities Committee

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

10019.3 CCTV

The Councillors discussed the recommendation by the Town Improvements Committee relating to a CCTV system for areas within the town centre and War Memorial Recreation Ground.

- (i) **IT WAS RESOLVED** that Redhand Network Connections (UK Ltd) be appointed to provide the CCTV system as quoted. The Council required further information on the level of maintenance included within the maintenance agreement for future years before confirming if this element of the quote will be accepted.
- (ii) **IT WAS RESOLVED** to inform Stroud District Council that the Town Council would no longer be paying the annual contribution of £3000 towards the existing CCTV in Dursley Town Centre.

10019.4 Cotswold Hare Trail 2018

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The Town Clerk informed the Council that Dursley had been selected to participate in the 2018 hare trial organised by the Cotswold AONB. The previous events had been very successful and had increased footfall at the locations selected. Hares have been confirmed at the Town Hall, Heritage Centre, Dursley Library, Kingshill House and Ashen Plains campsite. Sponsors include St Modwen, Futura Foods, Ashen Plains, Kingshill House and the Mayor. Other locations/sponsors are to be confirmed.

Hare delivery will commence on the 14th May with the Hare Trail being advertised as taking place between 22nd May and 9th September 2018.

PLANNING

10020

10020.1 To receive the Minutes of the Planning Committee Meeting held on 17th April 2018

IT WAS RESOLVED to adopt the Minutes.

10020.2 Report of the Chairman of the Planning Committee

The outgoing Committee Chairman had no matters to report other than to say that he required to step down as Chair due to work commitments.

10020.3 To approve as required by Regulation 15 (1) of the Neighbourhood Planning (General) Regulations 2012 the Submission Neighbourhood Development Plan.

Cllr Creswick thanked Leah Wellings and Anita Gambie on their hard work providing the documents required for the submission to Stroud District Council.

IT WAS RESOLVED to approve and submit to Stroud District Council the following documents:

- i) The map which identifies the area to which the proposed neighbourhood development plan relates;
- ii) The Designation of Neighbourhood Area Certificate for Dursley;
- iii) The Submission Neighbourhood Development Plan;
- iv) The Consultation Statement;
- v) The Basic Conditions Statement;
- vi) The Assessment of the Dursley NDP Contribution to Sustainable Development;
- vii) The Strategic Environmental Assessment and Habitat Regulation Assessment Screening Report.

POLICY AND FINANCE

10021

10021.1 To receive the Minutes of the Policy and Finance Committee Meeting held on 17th April 2018

IT WAS RESOLVED to adopt the Minutes.

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10021.2 Report by the Chairman of the Policy and Finance Committee

The outgoing Committee Chairman had no matters to report.

10021.3 Youth Service 2018/21

It was noted that interviews with three providers had been held on the 27th April 2018 and Council would be asked to consider the panel's recommendation at the June meeting of Council.

10021.4 To consider the Urgent Grant Application from the Tyndale Arts Group

IT WAS RESOLVED to award a grant of £1,000 towards the display boards required by the Tyndale Arts Group.

10021.5 Councillors' Reports

- (i) **Dursley in Bloom** (9/4/18) – The group have received £1,000 from Dursley Lions for a memorial bench for Dave Butterfield. Any ideas on a location would be welcomed. Dursley Scouts carrying out litter picking in the town this week. Brambles and other vegetation will be removed from the Henlow Drive area in early July.
- (ii) **Dursley Welcomes Walkers** (9/4/18) – This year's festival will be the largest to date. Berkeley Railway Club providing a talk on the Saturday evening (festival weekend) with plans for this to be included in future events. Cotswold Gateways funding bid has been successful.
- (iii) **Dursley Business Inclusive** (12/4/18) – Included an update on ASB from PC Lay. The next meeting is being used to give PCSO Clark a send-off from 5pm on 10th May in the Methodist Church.
- (iv) **Festive Dursley** (16/4/18) – A Royal Wedding Street Party is being held on 19th May between 11am-4pm - Volunteers required. Volunteers are attending the Norman Hill car boot sale on Saturday to raise funds.
- (v) **Joint Woodlands** (16/4/18) – A new footpath warden has been appointed, a new vice-chair is required at the next meeting.
- (vi) **Youth Centre Management Committee** (27/4/17) – The group discussed ongoing maintenance/management issues.
- (vii) **SDC Tourism (Task & Finish)** (24/4/18) – Council's mostly represented by Dursley & Cam. SDC going around the district discussion tourism but very little funds available. One idea being considered was the introduction of an interactive events calendar.
- (viii) **Youth Service Review** (3/5/18) – The group discussed the last quarter, which has been dominated by the ongoing ASB issues within the town. It was highlighted that contribution from The Door Youth Project to the community was exceptional and they have been extremely supportive to the families, businesses and individuals involved including supporting the police with the liaison of the Social Services teams at GCC and SDC.

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10021.6 Annual Assembly of the Dursley Town Meeting

It was noted that the Annual Assembly of the Dursley Town Meeting would be held at 7pm on Tuesday 22nd May 2018 at the Chantry Centre.

10021.7 To adopt the NALC recommended Standing Order updates

Cllr Creswick highlighted that the legal requirement for a Town/Parish Council to appoint a Data Protection Officer was likely to be revised by government on the 9th May 2018.

IT WAS RESOLVED to adopt the recommended updates to Standing Orders. These updates were considered by the Clerk to be mandatory and the position of the Data Protection Officer should not be changed by Dursley Town Council until NALC confirm and issue an update.

BUSINESS RELATING TO STAFF

10022

Report by the Chairman of the Staff Committee

The outgoing Committee Chairman thanked the staff for their hard work over the last year.

BUSINESS RELATING TO THE CARPARK

10023

10023.1 To receive the Minutes of the Car Park Committee Meeting held on 1st May 2018

IT WAS RESOLVED to adopt the Minutes.

10023.2 Report by the Chairman of the Car Park Committee

Cllr Ackroyd reported that the committee had confirmed that Smiths (Gloucester) Ltd had been appointed to carry out the asbestos survey and demolition of the building.

10023.3 Project Progress

The Town Clerk confirmed that demolition was estimated to take place in late June. The layout has been revised to allow a clockwise traffic flow with no parking spaces lost. The planned road closure of Long Street will coincide with our works but shouldn't have any impact on our plans. The next project progress meeting is scheduled for 24th May 2018.

HIGHWAYS

10024

To receive a report from Council's Highways Representative

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Councillor Hayes reported that repair is ongoing including the drainage works on Kingshill Lane. There are plans to repair section of Uley Road, Castle Street and the Ozelworth junction on Whiteway Hill.

BUSINESS RELATING TO COMMUNITY SAFETY 10025

Councillor Nicholson added to the information provided earlier in the meeting by PCSO Clark which included a summary of issues experienced by the police from the Social Service teams in response to a young person being made homeless. Cllr Nicholson thanked the input of The Door Youth Project and David Drew MP in achieving suitable accommodation in Stroud for the individual.

CLERK'S REPORT 10026

The Clerk's report had been circulated with the agenda and the content was noted. The Town Clerk thanked those who attended the unveiling of the memorial bench for Brian Marsh.

INSPECTIONS 10027

Details of Councillors scheduled to undertake area inspections and audit checks in May/June 2018 were noted.

BUSINESS DEALT WITH IN COMMITTEE 10028

10028.1 To resolve to exclude the press and public from the remainder of the meeting by reason of the confidential nature of the business.

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 press or public present.

10028.2 Assistant Amenity Grounds Person

IT WAS RESOLVED to confirm the permanent appointment of Mr Graham Leach to the role of Assistant Amenity Grounds Person following the successful completion of the probationary period

The meeting closed at 9:00p.m.

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Town Mayor

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Date