

CAM PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL ON 3 May 2017 AT 6.30PM IN THE PARISH COUNCIL OFFICE

PRESENT:

Cllrs B Whatling (Chair), M Clifton, T Grocutt, T Bouttle, J Bishop, S Angell, M Grimshaw, J Aldridge, T Carter, B Tipper, B Poskett, F Dowsing

APOLOGIES: Cllr J Douglass, District Cllr Paul Denney

IN ATTENDANCE: A Durn (Clerk), J Walkley (Deputy Clerk)

17.1 To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office

It was RESOLVED to elect Cllr Brian Whatling as Chair of Cam Parish Council for 2017/18. The Declaration of Office for the Chair was signed by Cllr B Whatling.

17.2 To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Office

It was RESOLVED to elect Cllr Miranda Clifton as Vice Chair of Cam Parish Council for 2017/18. The Declaration of Office was signed by Cllr M Clifton.

17.3 To note resignations and consider co-option of councillors to fill vacancies in the Cam wards

Cllr J Sherman had resigned. The Council gave thanks to former Cllr Sherman for all her hard work for the parish. It was noted that there were currently 3 vacancies on the Council. There was a discussion on advertising the vacancies widely through the media and noticeboards. Councillors were asked to encourage residents of the parish to apply for co-option.

17.4 To receive and accept apologies for absence.

Apologies were noted and accepted.

17.5 To Receive any Declarations of Interest and any requests for dispensations

Cllr Bishop – member of the Press.

Councillors were asked to complete and return the Declarations of Interest form as required by the Localism Act 2011.

17.6 To receive any questions, statements or submissions from members of the public in attendance

None present

17.7 To approve and sign Minutes of the Full Council meeting on 5th April 2017 as a true and correct record

The minutes were AGREED and signed as a true and correct record

17.8 To note matters arising from the Minutes and not covered by agenda items, for information only

Parishioner's request at the previous meeting: The Clerk had been in communication with the parishioner and had agreed with him that due to other priorities a response to his queries would be made after the 30th June 2017.

Woodview Road Green: Persimmon Homes reported a delay in response due to the changing of staff.

17.9 To approve and adopt the following policies of the Council:

a) **Standing Orders**

- 5g Page 10 – Discussions took place regarding the option to reinstate 3 year rule for standing as Chair. It was RESOLVED to include section 5g 'No Chairman of the Council will serve more than three consecutive years in that capacity' and to agree to the proposed Standing Orders to include that amendment.

b) **Financial Regulations**

There was a discussion on paragraph 18.1 and to amend the review of Financial Regulations from 'time to time' to 'annually'. It was RESOLVED to accept Financial Regulations with the amendment to paragraph 18.1 to 'annually'.

17.10 To confirm the Council's banking arrangements and signatories

There was a discussion on the number of signatories. The Clerk advised Council that there was a risk of non-payment and advised Council to increase the number of authorised councillors by at least another two. It was RESOLVED to add Cllrs Bouttle and Dowsing to the list of signatories.

17.11 To agree the list of regular payments for 2017/18

The list of regular payments was reviewed. It was RESOLVED to accept the regular payments list with the addition of the Stroud Valleys Project 3 year Service Level Agreement and the National Allotment Society annual subscription of £55.

17.12 To review the Council's asset register

The Asset Register was reviewed. It was proposed that the Cam Pitch open space area be renamed the Cam Pitch memorial garden and to change the name of changing room portacabin to Jubilee Sports Pavilion. It was RESOLVED to accept the Asset Register with the proposed changes.

17.13 To receive details of any Deeds, Trust instruments, and other legal documents in the custody of the Council

The lists were reviewed. It was requested to add the details for new buildings.

- 17.14 To review the Committee Structures and to appoint members to serve on the under mentioned Committees:**
The structures were reviewed and the following committees and their membership were agreed:
- a) **Recreation and Leisure Committee:**
 Membership: Cllrs Bouttle, Clifton, Aldridge, Poskett, Whatling
- b) **Planning and Highways Committee:**
 Membership: Cllrs Whatling, Angell, Grocutt, Tipper, Aldridge, Carter, Grimshaw, Dowsing
- c) **Finance and General Purposes Committee:**
 There was a proposal to change the name to the Finance, Policy, and General Purposes Committee. This will be discussed at the next meeting.
 Membership: The Chairs and Vice Chairs of the Council and Committees
- 17.15 To review the Committee terms of reference**
 No changes were proposed apart from the name change to the Finance and General Purposes Committee which would be discussed at the committee meeting.
- 17.16 To review the Council's and Committees' civic year meeting dates for 2017/18**
 It was RESOLVED to accept the meeting dates and for the NDP to have flexibility to arrange meeting dates accordingly.
- 17.17 To appoint members to serve on the following Working Groups as required:**
- c) **Cam and Dursley Station Parking Group** - Cllrs Tipper, Angell, Grocutt, Dowsing
 Cllr Tipper left the meeting
- d) **Highways Working Group** - Should remain as Planning and Highways Committee when required
- e) **Community Projects Working Group** – Review, should the requirement be identified
- 17.18 To appoint representatives on the following bodies as required:**
- f) **Arthur Winterbotham Hall** – Cllr Tipper. Request to Barbara Powell & David Pritchard to remain as trustees as council nominated members.
- g) **Cam Institute Charity** - The charity is regulated by a Scheme approved by the Charity Commission. The Scheme requires that the appointment of Trustees to the charity be as follows:
- *2 Nominative Trustees and 3 Co-optative Trustees.*
- It was agreed for Cllrs Clifton and Powell to be the 2 Nominative Trustees.
- h) **Cam Parochial Charities** - Cllr B Poskett
- i) **Dursley United Charities** – Cllr Clifton
- j) **GL11 Stakeholders** - No longer held
- k) **Stinchcombe Hill Recreation Ground Trust** – General circulation when meetings to request attendance
- l) **Dursley and District Community Centre** - None
- m) **Woodlands Management Committee** - Cllr Douglass
- n) **Mini Bus** – None link with Cam and Dursley Station Working Group
- o) **Vale Vision** – Cllr Watling

- p) **Gloucestershire County Council Charter Group** – General circulation
- q) **Woodfield Youth and Community Centre** – Cllr Clifton
- r) **Safer & Stronger Communities Partnership and other community safety groups** - Cllr Bishop
- s) **Dursley Welcomes Walkers** – Cllrs Bouttle and Carter
- t) **Cam and Dursley Youth Group** - Cllrs Clifton
- u) **Neighbourhood Development Plan Steering Group** – Cllrs Grocutt, Grimshaw, Carter
- v) **Tourism Group** - Cllr Grimshaw

17.19 To receive minutes of Committee meetings held in April 2017

Planning & Highways – To be circulated

Recreation & Leisure - Noted

Finance & General Purposes - Noted

17.20 To receive reports on issues affecting Cam from:

- **County Councillor** – Meeting cancelled last month due to local elections
- **District Councillor** – Cllr Clifton reported that update will be available at Annual Parish Meeting. There was a discussion on the bin collection and recycling but no costing figures were available. Cllr Clifton was thanked for her information and asked for an update regarding planning applications which was given.
- **Parish Councillors** – Cllr Bishop/Cllr Poskett reported on the risk assessment training, the notes would be circulated.

17.21 To receive an update on the transport assessment for NE Cam and agree actions

No further update available, still awaiting quote.

17.22 To receive a draft budget report for 2016/17

Close down is near completion. The budget report was accepted.

17.23 To receive an update on the Christmas lights and agree actions

The offer to remove and fit new lights has been rescinded. This was referred to a future agenda item and discussion for the FGP committee and Traders Association.

17.24 To agree to the Finance and General Purposes Committee recommendations:

- **Grants to Voluntary Organisations** - AGREED
- **Parish Office hire rates** – It was RESOLVED to charge a 40% concession for charities who provide a local community service.
- **Broadband fibre package** - AGREED

17.25 Neighbourhood Development Plan:

- **To receive an update on progress on the development of the NDP for Cam and agree actions**

It was reported that funding for Place Studio was in place from the Locality grant. First part of the work had now been completed and the results had been received. This included a health check and a gap analysis review of current evidence, meeting with Stroud District

Council, and comparison with the Stroud DC Local Plan and accompanying policies. Next stage is to identify actions to close the evidence gaps.

17.26 To note training opportunities, conferences, and information events, and confirm attendance

Information governance – addition of Cllrs Bouttle, Whatling, Bishop - AGREED
CILCA – the Clerk - AGREED

Request to suspend Standing Orders to complete the meeting - AGREED

17.27 To discuss and agree resolutions for the GAPTC AGM

It was proposed that the previous year's request for councils to embrace closer working together relationships to be put forward. Cllr Dowsing would attend.

17.28 To suggest projects for the Neighbourhood Warden's Community Days in Cam parish

The following projects were suggested:

- following a request from member of the public to clear up of area at Rackleaze and removal of hedgerows at the Court House Gardens boundary fence.
- clear up of River Cam adjoining area to Court House Gardens.
- Recommendation to work with SVP and arrange event. Press/Publications should be sent across parish.

17.29 To resolve, pursuant to the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded during Agenda Items 30 & 31 due to their confidential nature

It was RESOLVED to exclude the public for agenda item 30 and 31 due to the confidential nature.

17.30 To receive a report from the Littlecombe S106 Panel

The applications were being reviewed and scored against a criteria framework. There was a discussion on the legal Unilateral Agreement set by Stroud DC which included some of the organisations that had applied, some organisations that had applied but were not on the Agreement, and some organisations that were on the Agreement but had not applied. Discussions had been held with Stroud DC on communications with all the community organisations and letters drafted to all the organisations in each of those categories. It was agreed to send out the letters as per the recommendation of the Panel and the final recommendations to be brought back to Council..

17.31 To agree to the recommendations from the Finance and General Purposes Committee:

- **Café lease** – AGREED to review lease with solicitor, Market value assessment of café requested.
- **Staff review** - AGREED to award contract to Chris Rolley & Associates
- **Sports Pavilion** – Contact had been made with Whitescape and practitioners had been ascertained. Quotes for defects need acquiring but costs are unlikely to be recoverable. Concern regarding cracks in the wall, to monitor with assistance from David Barnes. It was AGREED to pursue defects costs.
Certificates and windows keys still be obtained.

- **Apprentice terms and conditions** – It was AGREED to accept the terms and conditions and award the apprentice an increase in pay due to good performance as per the contract.

17.32 To reconvene the meeting

The meeting was reconvened.

17.33 To note any items for information or referral only

Grants: It was requested that grant requests are monitored throughout the year.

Elections: Request to remember to vote

Hopton Road Green: hedge cutting has been booked for after the breeding season

17.34 Close of meeting

With no further business the meeting was declared closed at 9.42pm.