

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, Cllr Paul Denney

IN ATTENDANCE: None

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

Cllr Brian Whatling was elected as chair for the 2017/18

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

Cllr Miranda Clifton was elected vice chair for 2017/18

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

16.312 To receive and accept apologies for absence.

Cllr Julie Douglass

District Cllr Paul Denney

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

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by Cam Parish Council's Code of Conduct for Members and by the Localism Act 2011.

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

None present

16.315 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

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

TB requested information on response to resident's concerns. Assured that response would be sent before 30th July.

Persimmon Homes reported a change of staff so awaiting response to further progress the Woodview Road open area.

16.317 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. It was RESOLVED that the 3 year be reinstated within standing orders as a fixed term.
Reference to chairman of the council to be clearly identified.
- 14 Code of conduct policy – requirement for updating.

Cllr Bishop – declared an interest as part of the press and requested inclusion of policy reviewing.

It was AGREED to accept standing order

b) **Financial Regulations**

18.2 - Annually to be included for reviewing process.

It was AGREED to accept financial regulations.

16.318 To confirm the Council's banking arrangements and signatories

Discussions took place regarding signatories. Clerk noted banking with Unity, recommended for local councils. Cllr Dowsing & Cllr Bouttle to be included as signatories.

It was AGREED to stay with Unity Bank for 2017/18 term.

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

It was AGREED to accept the regular payments list with the addition of SVP SLA 3 year contract and NAS allotments annual term £55 + VAT.

16.320 To review the Council's asset register

Request Cam Pitch open space area be renamed following dedication for cam pitch memorial garden.

- Change of portacabin to Jubilee Sports building.

It was AGREED to accept the above changes and no further changes.

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

Request to add deed for new buildings or ascertain whereabouts holding

16.322 To review the Committee Structures and to appoint members to serve on the under mentioned Committees:

- c) **Recreation and Leisure**
TB, MC, JA, BP, BW
- d) **Planning and Highways**
SA, BW, TG, BT, JA, TC, MG, FD
- e) **Finance and General Purposes**
Chair and vice chairs

16.323 To review the Committee terms of reference

It was AGREED to further discuss the terms of reference at FGP meeting

16.324 To review the Council's and Committees' civic year meeting dates for 2017/18

NDP - flexibility to change meeting dates accordingly.

16.325 To appoint members to serve on the following Working Groups as required:

- f) **Cam and Dursley Station Parking Group** - SA, BT, TG, FD

Cllr Tipper left the meeting at 8pm

- g) **Highways Working Group** - Should remain as planning and highways committee when required
- h) **Community Projects Working Group** – Review, should the requirement be identified

16.326 To appoint representatives on the following bodies as required:

- i) **Arthur Winterbotham Hall** – BT. Request to Barbara Powell & David Pritchard to remain as trustees as council nominated members.
- j) **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.*
 - Councillor Miranda Clifton and Mrs Barbara Powell are the 2 Nominative Trustees appointed by Council. Request to continue.
- k) **Cam Parochial Charities** - Cllr B Poskett
- l) **Dursley United Charities** - MC
- m) **GL11 Stakeholders** - Disbanded
- n) **Stinchcombe Hill Recreation Ground Trust** – General circulation when meetings to request attendance
- o) **Dursley and District Community Centre** - None
- p) **Woodlands Management Committee** - JD
- q) **Mini Bus** - None
- r) **Vale Vision** – BW
- s) **Gloucestershire County Council Charter Group** – General circulation
- t) **Woodfield Youth and Community Centre** - MC
- u) **Safer & Stronger Communities Partnership and other community safety groups** - JB
- v) **Dursley Welcomes Walkers** – TB, TC
- w) **Cam and Dursley Youth Group** - MG

- x) **Neighbourhood Development Plan Steering Group – TG, TC, MG**
- y) **Tourism Group - MG**

16.327 To receive minutes of Committee meetings held in April 2017

Planning & Highways – Not available

Recreation & Leisure - AGREED

Finance & General Purposes - AGREED

16.328 To receive reports on issues affecting Cam from:

- **County Councillor** – Meeting cancelled last month due to elections

- **District Councillor** – Cllr Clifton reported that update will be available at AGM. Discussion on the bin collection and recycling but no costing figures available. Cllr Dowsing thanked Cllr Clifton for her information and requested update regarding planning applications. Update given.

- **Parish Councillors** – Cllr Bishop/Cllr Poskett noted risk assessment training today. Clerk to circulate information from meeting.

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

No further update available, still awaiting quote.

16.330 To receive a draft budget report for 2016/17

Close down imminent for scribe. Draft budget accepted.

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

JA – Offer removed to strip and fit new lights due to workload. Future agenda item and discussion requested with the FGP committee/Traders. It was AGREED to obtain quotes to remove the lights.

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

- **Grants to Voluntary Organisations** - AGREED
- **Parish Office hire rates** – AGREED. 40% discount for regular local charity users.
- **Broadband fibre package** - AGREED

16.333 Neighbourhood Development Plan:

- **To receive an update on progress on the development of the NDP for Cam and agree actions** – Cllr Grocutt reported funding for place studio was in place by a locality grant. First part of the work had now been completed and the results had been received. This included a health check, meeting with SDC officer and comparison on the SDC local plan and accompanying policies. Now in position to take plan forward with lacking evidence clearly identified and tick boxes where plan meets criteria. Meeting next Wednesday evening at 5pm in the office.

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

TB, JB, BW – Information governance - AGREED
AD – CILCA training – AGREED

Request to suspend Standing Orders in order to complete the meeting - AGREED

16.335 To discuss and agree resolutions for the GAPTC AGM

MG – councils to embrace closer working together relationships

16.336 To suggest projects for the Neighbourhood Warden’s Community Days in Cam parish

Suggestions following a request from member of the public to clear up of area at Rackleaze and removal of hedgerows. Also clear up of River adjoining area. Recommendation to work with SVP and arrange event. Press/Publications should be sent across parish.

16.337 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.

16.338 To receive a report from the Littlecombe S106 Panel

The criteria has been set and judging has been completed set against including distance from site, uniqueness of services, accessibility, car parking, governance, deliverability. Letters have been drafted for all categories and will be sent shortly. Communications have been received from SDC and highlighted some further issues, committee requested to meet to discuss asap.

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

- **Café lease** – AGREED to review lease with solicitor, Market assessment of café requested.
- **Staff review** - AGREED to accept Chris Rolley quote for 5 days at £2,260
- **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 through the insolvency administrators. 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.

16.340 To reconvene the meeting

The meeting was reconvened.

16.341 To note any items for information or referral only

Grants: Clerk to monitor grant requests throughout the year.
Request to remember to vote

16.342 Close of meeting

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