

CIRENCESTER TOWN COUNCIL

MINUTES of a Meeting of Council held in the Bingham Gallery and Conference Suite, Bingham House, No. 1 Dyer Street, Cirencester, on Tuesday, 8th November 2011 at 7.00 p.m.

PRESENT: Councillor A Lichnowski – Mayor
Councillor G T Adams – Deputy Mayor

Councillors: Mrs S A Alexander
Miss S Brasier
J V Burgess
J A Harris
Mrs J L Hincks
J P Hughes
R Hughes
D J Nash
S E Poole
Mrs B A Potter
Mrs M S Rickman
L E R Searles
G M Selwyn

Andrew Tubb – Chief Executive Officer
Clive Sherwood – Deputy Chief Executive Officer
Johan Newman – Executive Officer

4 Members of the Public were present.

117.12 APOLOGIES

None were received. All Members were present.

118.12 DECLARATIONS OF INTEREST

None were received.

119.12 MINUTES

RESOLVED that the Minutes of the Meeting held on Tuesday, 11th October 2011 be approved as a correct record and signed by the Mayor, subject to Minute No. 105.12 – Announcements, Councillor Mrs S A Alexander's announcement be amended to read a 'lunch' instead of a 'meeting' at the St John's Hospital and Other Almshouse Charities.

It was noted that the Council's Pledge would replace the Council's Prayer with immediate effect.

Voting Record:	For – 15	Against - 0	Abstentions – 0
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120.12 PUBLIC PARTICIPATION (Standing Order No. 68 refers)

In accordance with Standing Orders, Mr Don Pines spoke for 3 minutes relating to Item No. 14 - Flood Action Group.

121.12 MEMBER PARTICIPATION (Standing Orders 27 to 30 refer)

No notification of questions was received.

122.12 FINANCE AND AUDIT COMMITTEE

Members received the Minutes of the Finance and Audit Committee Meeting held on 18th October 2011, which included information on the Estimates for 2012/13.

RESOLVED that the Minutes of the Finance and Audit Committee Meeting held on 18th October 2011 be noted.

Voting Record:	For – 15	Against - 0	Abstentions – 0
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123.12 PLANNING, TRANSPORT AND ENVIRONMENT COMMITTEE

RESOLVED that:

- a) the recently considered applications and decisions made at the Planning, Transport and Environment Committee Meetings held on 13th and 27th October 2011, under delegated authority of the Council, be noted;
- b) delegated authority be given to the Planning, Transport and Environment Committee to respond to the Neighbourhood Planning Regulations Consultation;
- c) the Planning, Transport and Environment Committee submit a report to Council on the implications and recommendations relating to Neighbourhood Planning;
- d) three substitute members of the Planning, Transport and Environment Committee be appointed, i.e. Councillor Mrs S A Alexander and Councillor G T Adams with one vacancy and the Standing Orders be amended accordingly.

Voting Record:	For – 15	Against - 0	Abstentions – 0
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124.12 CORPORATE GROUP

Members received the Notes of the Corporate Group Meeting held on 19th October 2011, which included information and updates on legislative/topic note briefings, Schedule of Meetings 2012/13 and Honorary Freemen and Freewomen.

For the expediency of business being transacted, it was **AGREED** that Item No. 14 (Flood Action Group) be taken prior to Item No. 9 (Project and Community Group).

125.12 FLOOD ACTION GROUP

Members received a report relating to a letter from the Cirencester Flood Action Group (Minute No. 82.12b)i) refers).

It was noted that thanks was given by the Group to the Town Council for the introduction of the Memorandum of Understanding in respect of the flow of the river and operation of the sluice gates.

The main issues of concern were the blighting of properties in Cirencester and the Environment Agency's overall strategy for the town, project prioritization and cost benefit analysis.

The Flood Action Group was commended for the work it had done for those affected by flood related issues.

Further to discussion, it was **RESOLVED** that: -

- a) the Town Council send a strongly worded letter to the Environment Agency asking for projects within its River Churn Flood Risk Management Strategy, in particular the proposed storage facility, to be brought forward for immediate delivery;
- b) support in this respect be sought from Cotswold District Council and Gloucestershire County Council.

126.12 PROJECT AND COMMUNITY GROUP

Members received the Notes of the Project and Community Group Meeting held on 17th October 2011.

RESOLVED that: -

- a) the Winter Maintenance Joint Initiative with Gloucestershire County Council for enhanced service provision in primary/priority routes in the town be approved;

Voting Record:	For – 15	Against - 0	Abstentions – 0
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- b) a decision on whether a Christmas Market will be held in 2012, be taken after the evaluation of the 2011 event in January. If confirmed, the current contract with the management company 'Keystone Event Management' be extended.

Voting Record:	For – 14	Against - 0	Abstentions – 1
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- c) that the Notes of the Project and Community Group Meeting held on 17th October 2011 be noted.

Voting Record:	For – 15	Against - 0	Abstentions – 0
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127.12 SCHEDULE OF ACCOUNTS PAID 1ST TO 31ST OCTOBER 2011

Members received the schedule of payments made during the period 1st to 31st October 2011 as follows: -

V. No.	Amount	Particulars	Budget
I/A	4338.69	Wages week 26	Salaries
388	8175.77	PAYE due September 2011	Salaries
389	6057.55	Pension Contributions due September 2011	Salaries
390	617.00	Legal Fees for registering amenity land at Alexander Drive	Admin
391	48.60	Councillors Mileage to GMTF Meetings	Civic Purposes
392	366.64	Attachment of Earnings	Salaries
393	63.60	Maintenance to Access Control	Office
394	57.60	Cleaning of Office Windows – September 2011	Office
395	552.00	Disposal of Litter – September 2011	Recreation Areas
396	244.80	12 month Agreement for Water Cooler	Office
397	79.66	Supply of Soil for Multi-Goal Area – Chesterton Two Acres	Recreation Areas
398	239.47	Supply of Safety Clothing and General Maintenance	Equipment
399	648.00	3 Delegates to attend the Larger Local Councils Conference	Training
400	689.54	Chainsaw Training	Training
401	96.30	New Step Ladder	Equipment
402	910.30	Supply of Autumn Fertiliser and Grass Seed and Supply of Round-up	KLSD & Abbey Grounds
403	458.90	Electricity – Abbey Grounds Lighting (£230.63) and Abbey Grounds W.C.'s (£228.27)	Abbey Grounds
404	252.65	Repairs to Street Lights	Abbey Grounds
405	439.38	Supply of a new Stem Injection Kit for treatment of Knotweed	Equipment

406	214.66	Supply of Tool Board, Spade and Pick Axe – Depot. Repair to Bus Shelter and repair to drain – KLSD	Equipment, KLSD, Depot & Environmental
I/A	12482.72	Personnel – October	Salaries
411	71.50	Mileage – Green Space Forum	Allowances
412	1124.35	Consultancy and Expenses	CDP
413	291.50	1 Delegate to attend Action for Market Towns Convention	CDP
I/A	3842.34	Wages week 28	Salaries
414	242.27	'Ozone' Expenses	Youth Services
415	7904.16	60% advance payment – Christmas Lighting	Advent Festival
416	4748.40	Initial Payment – Town Centre Regeneration Scheme	Projects
417	11500.20	New Office Hubs	Office
418	45.00	Supply of Safety Boots	Equipment
419	281.87	New office phone lines	Office
420	36.00	Straighten Tractor Shaft	Equipment
421	50.00	Supply of a Chainsaw Hard Hat	Equipment
422	168.00	Public Notice – Christmas Market Licence	Christmas Market
423	69.00	Beeches Notice Board – Community Group Sign	Environmental
424	65.03	Supply of Paper Towels	Depot
425	24.00	Supply of Pegs for Matting at Chesterton Two Acres	Recreation Areas
426	100.00	Donation to Christmas Lunch	Civic Purposes
428	65.25	Travel Expenses	Civic Purposes
429	2760.00	Christmas Market Managers Fee – October 2011	Christmas Market
430	125.00	Advertisement – Cirencester Makes Music	CDP
439	5400.00	Consultancy Fee	KLSD
440	38.27	Office Stationery	Office
441	114.00	Arrangements to clear site at City Bank	Recreation Areas
442	1100.44	Grit Bin & Tool Board Holders-Depot, Equipment spares	Depot, Equipment
I/A	3812.62	Wages week 30	Salaries
DD	1941.67	Hire of Market Equipment and Erection Charges	Street Market
DD	165.00	Suite 3 – Business Rates	Office
DD	175.00	Business Rates	Street Market
DD	189.00	Business Rates	KLSD
DD	434.00	Business Rates	Office
DD	39.19	Telephone Extension	Christmas Market
DD	500.00	Cleaning Contractor	Abbey WC 's
DD	107.20	Postage	Office
DD	835.36	Supply of Fuel – September	Equipment
DD	38.00	Water Charges	SMP
DD	63.98	Site Telephone Charges	Office
DD	163.62	Gas Charges	KLSD
DD	356.44	Vehicle Lease	Allowances
Visa	125.15	Variation of Licence	Christmas Market
Visa	137.30	CMI Conference – train fare	Training

Voucher Nos. 408-410, 427, 431-438 relate to BHLF funding. The Council acts as a fund holder for Gloucestershire County Council.

KEY

SMP = St Michael's Park

KLSD = Kingshill Lane Sports Development

CDP = Cirencester Development Partnership

A query was raised on the following voucher number:

V. No. 404 – Repairs to Abbey Grounds Street Lights. It was noted that there was a light that was currently out of order and awaiting the installation of a new pole.

RESOLVED that the payments for the period 1st to 31st October 2011 be approved and authorised.

Voting Record:	For – 15	Against - 0	Abstentions – 0
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128.12 ANNUAL RETURN 2010/11 – EXTERNAL AUDITOR'S REPORT

RESOLVED that the Annual Return 2010/11 – External Auditor's Report be approved, as recommended by the Finance and Audit Committee.

Voting Record:	For – 15	Against - 0	Abstentions – 0
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129.12 ESTIMATES 2012/13

Members received the draft Estimates for 2012/13, ahead of formal consideration and the setting of the precept by Council on 10th January 2012.

The Chairman of the Finance and Audit Committee advised that a couple of amendments had been made following the meeting in October and that Members should note that the Council would lose its annual income from the rental of the Norman Arch of £9,000 following its decision to enter into a leasehold arrangement with The Vivat Trust.

It was noted that a major consideration was the proposed loan for the Town Centre Regeneration Project and the level of repayment per annum.

130.12 FARMERS MARKET

Members considered a report relating to the transfer of the Farmers Market to the Town Council.

It was noted in the report that the income per annum was estimated to be £13,500 based on recent trends and that expenditure would be approximately £12,900, which included management costs of £2,600 (previously supplied voluntarily by the Cotswold Farmers' Market Association).

Advisory caution was also given with regard to the charge levied by the Cotswold District Council for the loss of parking revenue, currently charged at £50 per market. However, this charge may be increased as the Town Council was currently charged in the region of £200 per day for the Christmas Market.

RESOLVED that:

- a) the Council appoint an Assistant Market Manager on a 6 month trial basis to oversee the day to day running of the Farmers' Market, funded from any profits the Association had in hand and that the appointment commence from January 2012;
- b) following the appointment, there be a shadowing arrangement for up to six months with the current organizers of the Farmer's Market, with the possible formal transfer taking place no later than June 2012.

131.12 CHRISTMAS/NEW YEAR 2011/12 CLOSING ARRANGEMENTS

RESOLVED that: -

a) the Christmas/New Year 2011/12 closing arrangements be approved as follows:

Saturday, 24 th December	-	Closed
Sunday, 25 th December	-	Closed (Christmas Day)
Monday, 26 th December	-	Closed (Public Holiday)
Tuesday, 27 th December	-	Closed (Public Holiday)
Wednesday, 28 th December to Sunday, 1 st January	-	Closed
Monday, 2 nd January	-	Closed (Public Holiday)

b) Officers arrange cover for the opening of St Michael's Park/Abbey Grounds and respective litter collections.

Voting Record:	For – 15	Against - 0	Abstentions – 0
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132.12 FAIRTRADE

Members considered a report relating to Fairtrade in the town.

RESOLVED that: -

- a) the Council confirms its commitment to Fairtrade in respect of products that are purchased for meetings and that are used in the Town Council Offices;
- b) the Council will continue to promote Fairtrade within the town;
- c) Councillor J Hughes represent the Council by serving on the local Fairtrade Group.

133.12 CIRENCESTER DEVELOPMENT PARTNERSHIP

Councillor Andrew Lichnowski, Chairman of the Steering Group, advised that an update would be provided in January, further to the next meeting of the Steering Group on 14th November.

134.12 ANNOUNCEMENTS

a) Mayor of Cirencester

The Mayor attended the following events: -

- 15th October – CHYP 25th Year Celebration at Bingham Hall
- 20th October – Cirencester Science and Technology Society Annual Lecture by Jonathon Porritt on 'Population'
- 24th October – Police Safer Communities Team Meeting
- 31st October – Town and Parish Council Meeting at Cotswold District Council
- 2nd November – Launch of this year's 'Grand Idea' Competition at the Royal Agricultural College, which will be judged in May 2012
- 7th November – Photo shoot that confirmed that the Olympic Torch will visit Cirencester on 23rd May 2012

b) Chief Executive Officer

The Chief Executive Officer attended the following events: -

- 12th October – Region 11 Meeting of the International Institute of Municipal Clerks
- 13th October – National Executive Meeting of the Society of Local Council Clerks
- 20th October – Chartered Management Institute London
- 1st November – GAPTC Management Committee Meeting
- 2nd November – Hosted a visit from the Clerk and Deputy of Saffron Walden Town Council

c) Town Councillors

Councillor L E R Searles attended a LGA Conference on Localism, a Police Liaison Meeting with the Park Ward Community Group Meeting and a 'Politicians and Planning' Conference.

Councillor J A Harris viewed the CCTV system, the Park Community Group Meeting, a meeting with a representative of Deer Park School with regard to speaking with the students on local government and politics.

Councillor R Hughes attended the CHYP 25th Anniversary Celebration and attended an event in celebration of the 90th Anniversary of the Poppy Appeal.

Councillor Mrs J Hincks attended a meeting of the Gloucestershire Market Towns Forum and a Town and Parish Meeting at Cotswold District Council.

Councillor D J Nash attended the GAPTC AGM, the NALC AGM, the Police Liaison Meeting with Park Community Group, the Parish and Town Council Meeting at Cotswold District Council, at GAPTC Management Board Meeting and a meeting with the Chief Executive Officer at Gloucestershire County Council relating to Kingshill.

Councillor S E Poole attended a Jefferson Housing Association Meeting.

Councillor Miss S Brasier attended a Youth Parish Council Meeting and ran a workshop in London on getting young people into local government.

Councillor Mrs S A Alexander attended a meeting of the St Lawrence's Hospital Charity and two inspections.

Councillor J Burgess attended a budget consultation meeting at Cotswold District Council.

Councillor J P Hughes attended a Youth Town Council Meeting and was being shadowed by one of the students.

Councillor G M Selwyn attended the Age Concern AGM at which it was noted that a number of grants were awarded to local groups.

135.12 CORRESPONDENCE

- a) Council Information Sheet;
Members noted the weekly Council Information Sheet, which had been circulated electronically and the Monthly Meetings Update circulated at the meeting;
- b) Any other correspondence received in accordance with Standing Order 68g)
None received.

136.12 MATTERS IDENTIFIED FOR FUTURE CONSIDERATION

None were identified.

The meeting closed at 8.25 p.m.

Councillor A Lichnowski
Mayor