

# **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, 11<sup>th</sup> November 2008 at 7.00 p.m.

**PRESENT:** Councillor Mrs S A Alexander – Mayor  
Councillor G T Adams – Deputy Mayor

**Councillors:** Mrs C Braidwood  
P A Braidwood  
A N Curry  
Mrs J Hincks  
R Hughes  
A Lichnowski  
D J Nash  
Mrs B A Potter  
Mrs M S Rickman

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

## **132.09 APOLOGIES**

Apologies were received and accepted from Councillors H G C Gray (personal),  
W Helm (personal), Mrs S A le Noury (business) and Ms K M Yarrow (personal).

## **133.09 DECLARATIONS OF INTEREST**

None were received.

## **134.09 MINUTES**

**RESOLVED that the Minutes of the Meeting held on Tuesday, 14<sup>th</sup> October 2008 be approved as a correct record and signed by the Mayor.**

## **135.09 MAYOR'S ANNOUNCEMENTS**

The Mayor reported that she had attended the following: -

Wednesday, 15<sup>th</sup> October – A lecture celebrating 50 years of Cotswold Archaeology, as part of the Bingham Hall centenary celebrations

Sunday, 19<sup>th</sup> October - The induction of Father Leonard Doolan, the new Vicar of Cirencester

Wednesday, 22<sup>nd</sup> October - A lecture by David Viner about Daniel Bingham, as part of the Bingham Hall centenary celebrations

Friday, 24<sup>th</sup> October - The opening of the new Body Shop outlet in Cricklade Street

Friday, 24<sup>th</sup> October - A celebration to mark the 60<sup>th</sup> anniversary of the universal declaration of human rights

Friday, 31<sup>st</sup> October - The Christmas Fayre at Rendcomb

Saturday, 1<sup>st</sup> November - A concert entitled "Showtime", performed by the brownies and guides of the county in Cheltenham

Saturday, 8<sup>th</sup> November - The final event of the Bingham Hall centenary celebrations entitled 'Cirencester Makes Music'

Sunday 9<sup>th</sup> November - The Remembrance Day service at the Parish Church, watched the parade and attended the TA centre for the curry lunch. The Mayor thanked all Members who had attended

Monday, 10<sup>th</sup> November - The funeral of John Harding, a former Town Councillor, who died aged 50.

Tuesday, 11<sup>th</sup> November - A short act of remembrance took place at the war memorial to acknowledge the 90<sup>th</sup> anniversary of the end of the 1<sup>st</sup> world war.

Tuesday, 11<sup>th</sup> November - Opened the newly refurbished MacDonald's.

The Mayor also stated that further to the Town Council hosting a meeting of the Gloucestershire Market Town's Forum, a request had been received for a member of Cirencester Town Council to become a Director of the Board. The Mayor advised that the next meeting takes place on 13<sup>th</sup> January 2009 and that day-time meetings are normal for the organisation. Expressions of interest were sought.

**136.09 PUBLIC PARTICIPATION (Standing Order 68 refers)**

No notification of questions was received.

**137.09 MEMBER PARTICIPATION (Standing Orders 27 to 30 refer)**

No notification of questions was received.

**138.09 PLANNING COMMITTEE**

**RESOLVED that the recently considered applications and decisions, under delegated authority to the Planning Committee, made at Meetings held on the 23<sup>rd</sup> October and 6<sup>th</sup> November 2008 be noted.**

**139.09 FINANCE COMMITTEE**

Members received the draft Minutes of the Finance Committee Meeting held on 21<sup>st</sup> October 2008 and referral was made to Minute No. 130.09 - Draft Estimates 2009/10. It was noted that the resolution should have included further information being available with reference to the Abbey Grounds Public Conveniences. The resolution should accordingly read: -

***“RESOLVED that the draft estimates for 2009/10 be approved for recommendation subject to further information being available for consideration in respect of the Norman Arch Cottage, the Charter Market Review and the Abbey Grounds Public Conveniences.”***

**RESOLVED that the draft Minutes of the Finance Committee Meeting held on 21<sup>st</sup> October 2008, including the above amendment, be noted.**

**140.09 CORPORATE GROUP**

Members received the Notes of the Corporate Group Meeting held on 15<sup>th</sup> October 2008.

**RESOLVED that the Notes of the Corporate Group Meeting held on 15<sup>th</sup> October 2008 be noted.**

## **141.09 POLICE LIAISON PANEL**

Members received a verbal report from the Chief Executive Officer relating to a meeting of the Police Liaison Group held on 5<sup>th</sup> November 2008.

The Chief Executive Officer reported that the meeting with the Police was very positive at which Inspector Williams said that the Town Council's grant was crucial in being able to initiate covert and intelligence led operations over and above normal police activity and being able to draw on additional and specialist support from the Gloucester HQ.

Examples of the pro-active operations undertaken or that are planned, directly as a result of additional funding from the Town Council, are as follows: -

Burglary - focusing on commercial and residential hot spots

MOP/Advent Festival/Retail Crime - targeting travelling criminals visiting Cirencester in the run up to Christmas. Last year results identified a reduction by 36% of related crime i.e. shoplifting.

Drink Drive Campaign - Whilst this is a national campaign it is being enhanced locally with additional resources.

Community Safety - additional resources and PCSO hours being authorised after 10.00 p.m. have directly resulted in 2 ASBNs (Anti Social Behaviour Notices) being issued, 21 Stop and Accounts, 3 people being searched, 3 alcohol seizures and 3 arrests.

Drugs - following a drugs operation 7 warrants were issued and arrests made, with drugs and cash being seized.

The Chief Executive Officer advised of the abbreviations appertaining to a previous report, together with further information: -

ANPR - An Automatic Number Plate Recognition operation held on 6<sup>th</sup> November resulted in 4 arrests and 60 vehicles being stopped.

MVR - Motor Vehicle Crime - a covert intelligence led operation relating to recent theft from vehicles resulted in 1 person being taken into custody; a similar operation relating to pedal cycle thefts is due to be conducted.

VAP - As a result of a Violence Against a Persons operation, intelligence was gained which led to 5 people being arrested and charged for a total of 16 offences ranging from assault, aggravated damage, theft, handling stolen goods and burglary.

PPO - A Persistent and Prolific Offenders operation is currently underway with 5 people being proactively targeted who have previous convictions for offences ranging from drug dealing, serious assault, blackmail and burglary.

Members thanked the Chief Executive Officer for his report and hoped that the above information would be made available to the community. It was noted that the local press were due to publicise the same.

**RESOLVED that the report be noted.**

## **142.09 SCHEDULE OF ACCOUNTS PAID 1<sup>ST</sup> TO 31<sup>ST</sup> OCTOBER 2008**

Members received a copy of the schedule of payments made for the period 1<sup>st</sup> to 31<sup>st</sup> October 2008.

**RESOLVED that the payments for the period 1<sup>st</sup> to 31<sup>st</sup> October 2008 be approved and authorised.**

**143.09 ANNUAL RETURN 2007/8 - EXTERNAL AUDITORS REPORT**

Members received the External Auditors 'unqualified opinion' report in respect of the 2007/08 Annual Return and considered the approval of the recommendation that the Council's fidelity guarantee insurance be increased.

**RESOLVED that:**

- a) **the report be noted;**
- b) **the Council's fidelity guarantee insurance be increased.**

**144.09 DRAFT SCHEDULE OF MEETINGS 2009/10**

Members received the draft Schedule of Meetings for 2009/10.

**RESOLVED that the Schedule of Meetings for 2009/10 be approved, subject to minor amendment in relation to Group Meetings.**

**145.09 OUR FUTURE CIRENCESTER AND THE VISION UPDATE**

Members received a report relating Cirencester Local and Cotswold District Council's 'Vision for Cirencester'.

The Chief Executive Officer advised that he was delighted that over 50 volunteers were involved in the following four working groups: -

- Infrastructure Working Group
- Business Working Group
- Children and Young People Working Group
- Heritage Working Group

The Chief Executive Officer updated Members on the recent meeting of the Vision for Cirencester Project Team and advised that the following priority projects/tasks were included within the Action Plan: -

1. Commission a detailed archaeological and geotechnical investigation of the Waterloo, Brewery and Memorial Hospital Car Parks. Feasibility studies have been undertaken and the results are being assessed.
2. Remove traffic from and pedestrianise Black Jack Street, subject to accommodating access for loading/unloading.
3. Introduce a town-wide 20 mph speed limit with high quality, appropriately designed 'gateways'.
4. Undertake a full audit of the current pedestrianisation/cycle network.
5. Undertake a comprehensive audit of all signs in the public realm.
6. Provide secure cycle storage facilities at the Market Place and other key central locations in the public realm.
7. Undertake a feasibility study regarding the redesign of the public realm in the Market Place.
8. Further improvements are made to discourage unnecessary traffic from using Cricklade Street during business hours.

The Cirencester Town Centre Supplementary Planning Document was to be considered for approval by Cotswold District Council in November.

**RESOLVED that the report be noted.**

## **146.09 CHILDREN AND YOUNG PEOPLES POLICY**

Members received the Children and Young Peoples Policy for approval and adoption.

**RESOLVED that the Children and Young People's Policy be approved and adopted.**

## **147.09 THE MAKING AND ENFORCEMENT OF BYELAWS CONSULTATION**

Members received information from the Department for Communities and Local Government in respect of a consultation relating to the making and enforcement of byelaws.

**RESOLVED that the Council's response to the consultation questions be as follows: -**

Question 1

Do you agree with the list of byelaws which we propose should no longer require Secretary of State confirmation?

**Response: Yes**

Question 2

Do you agree that certain byelaws should continue to require confirmation by the Secretary of State?

**Response: Yes**

Question 3

Do you agree with our proposed seven step outline to make a new byelaw?

**Response: Yes**

Question 4

Is the proposed statutory 21 day consultation period the right length of time for consultation?

**Response: No. Suggest 28 days, as this would give sufficient time to cover holiday periods and to accommodate local organisations that may meet on a monthly basis.**

Question 5

Do you agree with our proposal that the council will have to publicise the new byelaw once it comes into force?

**Response: Yes**

Question 6

Do you agree with our proposals on resolving challenges?

**Response: Yes**

Question 7

Do you agree that a Fixed Penalty Notice is the most effective form of enforcement for new transport byelaws?

**Response: Yes**

Question 8

Do you agree that the default Fixed Penalty amount should be £75?

**Response: No formal agreement was reached as to what the appropriate amount should be.**

Question 9

Do you agree that the proposed national byelaws enforcement regime should exclude London Borough councils?

**Response: No comment**

## **148.09 CODES OF CONDUCT FOR LOCAL AUTHORITY MEMBERS AND EMPLOYEES**

Members received information from the Department for Communities and Local Government in respect of a consultation relating to codes of conduct for local authority members and employees. Responses to the consultation are required by 24<sup>th</sup> December 2008.

### **RESOLVED that: -**

- a) **delegated authority be given to the Chief Executive Officer to respond to the consultation, in discussion with the Corporate Group and subject to the response being circulated to all Members;**  
(Note: Response attached to the Minutes at Appendix A)
- b) **Members comments on the consultation be submitted to the Chief Executive Officer by the end of November 2008.**

## **149.09 SUSTAINABLE COMMUNITIES ACT 2007 - FIRST INVITATION**

Members received information from the Department for Communities and Local Government relating to the Sustainable Communities Act 2007 and the first invitation for local authorities (i.e. District and County) to submit proposals for the promotion of sustainable communities that also encourage the improvement of economic, social and environmental well-being of local areas.

It was noted that local authorities had until 31<sup>st</sup> July 2009 to put forward proposals that have come from within the community.

It was also noted that the Council already had a structure in place through the Community Plan and that it could be an opportunity for raising funds.

**RESOLVED that separate letters be sent to the Chief Executive and Leader of the Gloucestershire County Council and Cotswold District Council from the Chief Executive Officer, the Mayor and Councillor A Lichnowski (as Chairman of the Community Plan's Steering Group) endorsing the principles of the Act, and asking for a commitment locally to working together in considering a submission to the invitation.**

## **150.09 CHARTER MARKET**

### **a) Corn Hall Markets**

Members considered a request for permission, as holders of the charter market status, for markets to be held at the Corn Hall; and if so granted to consider the fee to be charged.

The Chief Executive Officer advised that the markets would be held on a Thursday, sell local food produce and it was hoped that the markets would be able to commence before Christmas 2008.

It was noted that the Farmers Market, currently held on a Saturday twice a month, paid the Council £25.00 per market in acknowledgement of the existence and status of the Cirencester Charter Market. The Charter Market status allows the Council the benefit of a monopoly for the purposes of operating markets in the town and within the common law distance of 6 2/3 miles.

### **RESOLVED that: -**

- i) **permission be given for the markets selling local food produce, to be held in the Corn Hall on a Thursday;**

- ii) a fee of £25.00 per market be paid to the Council in acknowledgement of the existence and status of the Cirencester Charter Market;

#### **b) Charter Market Management Committee**

It is recommended practice that where a function/service has been granted charitable status to a town/parish council, that its management and associated decision making be undertaken by a separate committee and not by a council. Whilst a Management Committee has been established, Council is asked to formalise this by granting delegated authority for decisions to be taken relating to the operation and day to day management of the Charter Market in accordance with the governing document.

**RESOLVED that delegated authority be granted to the Charter Market Management Committee for decisions to be taken in relation to the operation and day-to-day management of the Charter Market, in accordance with the governing document.**

#### **151.09 GRANT AID REQUEST**

Members considered a grant aid request towards the Watermoor Church Christmas Lunch for the lonely, homeless, elderly and disabled.

**RESOLVED that a grant of £100.00 be awarded.**

#### **152.09 REPRESENTATIVES ON OTHER BODIES**

Councillor A Lichnowski attended meetings relating to the Community Plan, Vision for Cirencester meeting and the Remembrance Day Service.

Councillor A N Curry attended a meeting of the Cotswold Road Safety Liaison Group and advised that the same were arranging advanced driver training and planned to involve young people. He also attended a Don't Buy 4 U18's event.

Councillor Mrs J Hincks attended the opening of the refurbished MacDonalds.

Councillor G T Adams drew attention to the notes of the last Open Air Swimming Pool Association meeting, which were identified on the notice board and highlighted an increase in donations.

Councillor Mrs S A Alexander attended a meeting of the St Lawrence's Hospital Charity and the Cirencester Temperance Trust.

#### **153.09 CORRESPONDENCE**

a) Council Information Sheet;  
Members noted the Council Information Sheet, which was circulated at the meeting.

b) Any other correspondence received in accordance with Standing Order 68g).  
None were received.

#### **154.09 MATTERS IDENTIFIED FOR FUTURE CONSIDERATION**

None were identified.

#### **155.09 EXEMPT INFORMATION**

Public Bodies (Admission to Meetings) Act 1960 section 1 extended by the Local Government Act 1972 section 100.

**RESOLVED that in view of the confidential nature of the business about to be transacted, it was in the opinion of this Council and advisable in the public interest, that the public and press be excluded and they were instructed to withdraw.**

**156.09 OPEN SESSION - PERSONNEL GROUP**

Agenda Item C21 was taken and noted in confidential session due to it pertaining to contractual issues.

**It was RESOLVED that the recommendation of the Personnel Group in respect of staff allowances payable in respect of Quality Status be approved.**

The meeting closed at 8.25 p.m.  
Alexander

Councillor Mrs S A

Mayor