

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, 9th June 2009 at 7.00 p.m.

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

Councillors: Mrs S A Alexander
Mrs C Braidwood
P A Braidwood
A N Curry
W Helm
Mrs J Hincks
R Hughes
H G C Gray
Mrs S A le Noury
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

42.10 APOLOGIES

None were received.

43.10 DECLARATIONS OF INTEREST

None were received.

44.10 MINUTES

RESOLVED that the Minutes of the Annual Meeting held on Tuesday, 12th May 2009 be approved as a correct record and signed by the Mayor, subject to an amendment to Minute No. 04.10 “Election of Deputy Mayor”, which should read:-

“Councillor A Lichnowski and Councillor Mrs J Hincks were proposed as Deputy Mayor. A vote was accordingly taken.

Voting Record: For Cllr Lichnowski - 9 For Cllr Hincks - 5 Abstentions - 0

RESOLVED that Councillor A Lichnowski hold office as Deputy Mayor until the Annual Meeting 2010.”

45.10 PUBLIC PARTICIPATION (Standing Order 68 refers)

No notification of questions was received.

46.10 MEMBER PARTICIPATION (Standing Orders 27 to 30 refer)

No notification of questions was received.

47.10 PLANNING COMMITTEE

a) RESOLVED that the recently considered applications and decisions made under delegated authority to the Planning Committee, at meetings held on the 14th and 28th May 2009, be noted.

b) At the Planning Committee Meeting held on 14th May 2009, consideration was given to a letter received from Ms S MacDonald, Public Rights of Way Officer at Gloucestershire County Council, regarding a Modification Order application/Creation Order application to add a length of public footpath through the Norman Arch at Spitalgate, Cirencester. A recommendation to Council was accordingly made.

RESOLVED that the Council has no objection to the Modification Order application/Creation Order application as long as the footpath goes through the small door under the arch.

Voting Record:	For - 14	Against - 0	Abstentions - 0
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48.10 CHARTER MARKET MANAGEMENT COMMITTEE

Members received the Notes of the Special Meeting of the Charter Market Management Committee held on 19th May 2009, which included updates on the Market's governing document, management arrangements and healthcheck report.

RESOLVED that the Notes of the Special Meeting of the Charter Market Management held on 19th May 2009 be noted.

Voting Record:	For - 14	Against - 0	Abstentions - 0
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49.10 CORPORATE GROUP

Members received the Notes of the Corporate Group Meeting held on 13th May 2009, which included an update on the future work programme.

RESOLVED that the Notes of the Corporate Group Meeting held on 13th May 2009 be noted.

Voting Record:	For - 14	Against - 0	Abstentions - 0
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50.10 PERSONNEL GROUP

Members received the Notes of the Personnel Group held on 1st June 2009, which included recommendations relating to the introduction of a revised Disciplinary and Grievance Procedure and additions to the Staff Training and Development Policy relating to study leave and a payback scheme.

RESOLVED that: -

a) **the Notes of the Personnel Group held on 1st June 2009 be noted;**
b) **the staff Training and Development Policy be updated to include the following new sections:**

i) **Section 10 - Study Leave**

Where appropriate and commensurate with the training being undertaken, up to 5 days study leave will be granted in any given leave year at the discretion of the Senior Management Team and in respect of the CEO, the Corporate Group.

Section 11 - Payback Scheme

Should an employee leave the employment of the Council within three years of attending a training course, they will be required to pay back to the Council the total cost of the training, including materials and any time given to attend the course/study leave.

100%, 75% and 50% of the total cost incurred by the Council will be paid back if leaving the Council's employment during/within the first, second and third year respectively.

Delegated discretion is granted to the Personnel Group to waive all/part of the pay back amount up to £500 and above £500 to be agreed by full Council.

- c) **the revised Disciplinary and Grievance Procedures, in line with updated employment legislation and ACAS (Advisory, Conciliation and Arbitration Service) guidance be approved.**

Voting Record:	For - 14	Against - 0	Abstentions - 0
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51.10 PROJECT GROUP

Members received a report from the Chairman of the Project Group following a meeting of the Group held on 18th May 2009, which included an update on the Kingshill Lane Sports Development Site.

RESOLVED that the report be noted.

Voting Record:	For - 14	Against - 0	Abstentions - 0
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52.10 POLICE LIAISON PANEL

Members received an update from the Chief Executive Officer following a meeting of the Police Liaison Group held on 9th June 2009, which included an update on expenditure, issues in Cirencester and CCTV coverage/monitoring.

The Chief Executive Officer advised that discussions had been made on proposed spending, which included motor vehicle crime targets, seasonal crime and community safety.

An update on the latest CCTV figures was provided as follows: -

2008/9	344 reported incidents, which resulted in 99 arrests
April to May 2009	48 reported incidents, which resulted in 7 arrests, with 4 of those arrests in Swindon, as a direct result of the report in Cirencester

The above figures identify excellent results for the CCTV in Cirencester and for the Gloucestershire Constabulary.

RESOLVED that the report be noted.

Voting Record:	For - 14	Against - 0	Abstentions - 0
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53.10 INTERNAL AUDIT REPORT 2008/9 - INTERIM UPDATE

Further to consideration by the Finance Committee, it was **RESOLVED that the interim Internal Audit Report Action Plan, dated 21st March 2009, be approved.**

Voting Record:	For - 14	Against - 0	Abstentions - 0
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54.10 **DRAFT ACCOUNTS 2008/9**

Members received the draft Accounts for 2008/9.

Amendments were made as follows: -

- a) Summary of Income and Expenditure
Income & Expenditure 2007/8 column total should identify £846,324
- b) Notes to the Accounts (6)
Other Costs should identify -£160 instead of -£660 and the total should accordingly identify £19,067

Members were circulated with Sections 1 and 2 of the Annual Return documentation, which identified the year end balances for 2008 and 2009 and the Annual Governance Statement, for approval.

The Deputy Chief Executive Officer outlined the accounts and advised that the Abbey Grounds loan had been settled.

Approval was sought for the Earmarked Reserves totalling £116,946. Attention was drawn to the General Fund reserve figure of £128,293. Due to heavy expenditure on items such as the Abbey Grounds Play Area, the refurbishment of the Bandstand and Teen Shelter at Chesterton, the figure was less than the recommended figure of approximately £200,000.

RESOLVED that: -

- i) the Annual Return documentation be approved;**
- ii) the Earmarked Reserves figure of £116,946 be approved;**
- iii) the draft Accounts for 2008/9 be approved.**

Voting Record:	For - 14	Against - 0	Abstentions - 0
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55.10 **SCHEDULE OF ACCOUNTS PAID 1ST TO 31ST MAY 2009**

Members received a copy of the schedule of payments made for the period 1st to 31st May 2009.

RESOLVED that the payments for the period 1st to 31st May 2009 be approved and authorised.

Voting Record:	For - 14	Against - 0	Abstentions - 0
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56.10 **OUR FUTURE CIRENCESTER**

Members received a report from the Chief Executive Officer relating to the 'Our Future Cirencester' Community Plan, which included updates on the Steering Group and the Management Group Membership for 2009/10, the media and call for volunteers.

An acknowledgment was made to the dedication and commitment to the town of the late Peter Stringfellow, who had served on the Steering Group.

Councillor A Lichnowski, Chairman of the Steering Group, reported that the "Cirencester Local" project was being headed by the Chamber of Commerce and was currently focusing on the Cirencester brand and shop local. A "Planning for Real" exercise at Chesterton School to engage local children was also being organised.

RESOLVED that the report be noted.

Voting Record:	For - 14	Against - 0	Abstentions - 0
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57.10

SPITALGATE

Members received a report relating to issues in and around the Spitalgate area of Cirencester, including the stone wall and highway adoption.

The Chief Executive Officer outlined his report and it was noted that there was a substantial liability issue.

With regard to the stone wall that was in need of repair, it was noted that the wall did not belong to the owner of 62 Spitalgate Lane.

The cost of the repair to the wall had been estimated at £5,500 and that Gloucestershire County Council had agreed to part fund the same. A positive response was awaited from the Cotswold District Council.

Members were in agreement that the wall was in desperate need of repair but were concerned about the future maintenance/ownership of the wall. Some Members were of the opinion that the County Council should take over the ownership of the wall, as highways authority, but it was noted that this would set a precedent for many others and if the Town Council took on the responsibility of the wall after its repair, regular maintenance could be carried out and accordingly limit future costs.

Members felt that all options should be explored, but that the principal problem of the repair needed to be addressed in the first instance.

RESOLVED that: -

- a) the report be noted;**
- b) the Council progress the proposal to repair of the stone wall in Spitalgate Lane on a tripartite basis with Cotswold District Council and Gloucestershire County Council;**
- c) the future ownership of the wall be considered at a future date.**

Voting Record:	For - 14	Against - 0	Abstentions - 0
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58.10

GLOUCESTERSHIRE ASSOCIATION OF PARISH AND TOWN COUNCILS

Members considered the submission of a resolution for debate at the Annual General Meeting of the Gloucestershire Association of Parish and Town Councils to be held on 15th October 2009.

The Chief Executive Officer reported that he had raised the Council's concerns over superfluous highways signage at the Management Committee of the GAPTC and received support for a resolution to be submitted.

Members were disappointed that this matter was still an issue of concern as it had been raised on a number of occasions in the past and it has not been dealt with.

Attention was also made to superfluous brown (tourism) signs, estate agent for sale directional signs at road junctions and signs that were unreadable due to tree/shrub growth.

A Member advised that it cost councils £1,000 to put up each sign.

RESOLVED that the following resolution for debate at the Annual General Meeting of the Gloucestershire Association of Parish and Town Councils to be held on 15th October 2009 be submitted: -

“That the GAPTC calls upon Gloucestershire Highways and the Highways Department of Gloucestershire County Council to: -

- 1. liaise with appropriate Town and Parish Councils prior to taking decisions on the installation/replacement of road and tourist signs;**
- 2. take action within existing resources to reduce the overall number of signs within the county;**
- 3. remove all superfluous signs and redundant posts.”**

Voting Record:	For - 14	Against - 0	Abstentions - 0
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59.10

ANNOUNCEMENTS

a) Mayor

The Mayor reported that he had attended the Abbeyfield Cirencester Coffee Morning on 30th May 2009.

b) Chief Executive Officer

The Chief Executive Officer reported that he had attended the following events/meetings: -

- Cirencester Society in London Dinner
- Gave a talk at a meeting of the Cirencester Civic Society
- Parish Church Fundraising event
- C & S A Bowly's Almshouse Charity Lunch
- Management Committee Meeting of the GAPTC

c) Town Councillors

Councillor P Braidwood attended a Cotswold Safer and Stronger Communities Partnership Meeting (Council's official representative) on 19th May 2009. He reported that the crime detection rate is up by 32%, but that changes were being made to how this figure is measured. He also reported that there was to be Youth Service Road Show Workshop in the Abbey Grounds on 22nd July 2009.

Councillor Mrs S A Alexander attended a meeting of the Cotswold District Council's Standards Committee (Council's official representative) and reported that training for town and parish councils was discussed and suggested that the Town Council preempt the Committee by inviting the same. Councillor Mrs Alexander also attended the C & S A Bowly's Almshouse Charity (Council's official representative) lunch.

Councillor D J Nash reported that the Cotswold Council for Voluntary Service (Council's official representative) was in discussions with other organisations regarding the on-going concern about the county-wide standardising of contracts for services.

Councillor Mrs J Hincks reported that she had attended a meeting of the Watermoor Residents Group (invited as a Watermoor Ward member) and the Cotswold District Council's Standards Committee (Council's official representative).

Councillor M Helm reported that he attended a meeting of the Cirencester Twinning Association (Council's official representative) at which representatives

met with the new Mayor and discussed the problem of the lack of members. Solutions would be discussed at the Annual General Meeting to be held in the autumn. Councillor Helm also reported that he would be visiting Itzehoe at the weekend to attend their Wine Festival.

Councillor A Lichnowski reported that he had attended the Our Future Cirencester Community Plan Steering Group's (Council's official representative) Annual General Meeting on 17th May 2009. He also reiterated the difficulties now faced by voluntary organisations and the resources now being diverted to responding to tender documents rather than to the actual people who need the services.

60.10 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). Letter received from Cotswold District Council relating to the repayment of the Abbey Grounds Loan and the Review of Car and Lorry Park Charges 2009, which were noted.

61.10 MATTERS IDENTIFIED FOR FUTURE CONSIDERATION

None.

The meeting closed at 8.10 p.m.
Adams

Councillor G T

Mayor