



**MINUTES (subject to agreement at the next Town Council Meeting)
of a MEETING of the TOWN COUNCIL held at 7pm on 4th March 2019 in the Town Hall, High Street, Stonehouse GL10 2NG.**

Councillors Present: Councillors Leigh Binns, Deborah Curtis, Mike Davis, Neil Gibbs (Vice Chair/Deputy Mayor), Tim Jackson, Carol Kambites, John Parker, Sally Pickering, Pam Swain, David Thorpe, Theresa Watt (Chair/Town Mayor)

Also Present: Committee Clerk Rachel Russell, District Councillor Gary Powell (part of meeting), County Councillor Lesley Williams (part of meeting), two residents.

Attendees were reminded that the Proceedings of this meeting may be recorded, filmed or photographed but that any person requiring such a record is asked to give polite notice at the start of the meeting.

TC2128 To Receive Apologies for Absence

Apologies were received from District Councillors Chris Brine and Mattie Ross, Cllr. Gwen Atkinson and Gill Jennings, Town Clerk.

TC2129 Declarations of Interest

There were no declarations of interest.

TC2130 Public Adjournment (max 15 minutes)

District Cllr. Powell asked a question regarding current proposals for the Rest Garden border minuted at K3/690. Cllr. Curtis responded that further information regarding the location of underground cables and tree roots had been received and invited District Cllr. Powell to attend the next Amenities and Recreation Committee meeting on 18th March where this matter would be discussed.

TC2131 To agree the Minutes of the extraordinary Town Council meeting held on 14th January 2018 and the minutes of the meeting held on 28th January 2019.

It was noted that there was an error in the agenda item as the extraordinary Town Council meeting had been held on 21st January.

The minutes of the extraordinary Town Council meeting of 21st January were proposed for acceptance by Cllr. Binns, seconded by Cllr. Kambites. Eleven in favour, one abstention.

The minutes of the Town Council meeting of 28th January were proposed for acceptance by Cllr. Kambites, seconded by Cllr. Swain. Ten in favour, two abstentions.

TC2132 To receive brief reports and responses to questions on matters of importance to Stonehouse from County and District Councillors

County Cllr. Williams reported that:

A contractor had been asked to remove fencing from cyclepath next to A419 near the weighbridge.

The blue sign at the Horsetrough roundabout was intended to point towards Ebley and District Council services.

She had driven round with the Local Highways Manager to look at issues and consider proposals for her £25,000 Local Highways budget, £15,000 of which has to be spent on tarmac, £10,000 on other public realm improvements. County Cllr. Williams wants to spend the money on footways.

Proposals include bike stands near Pizza Planet, replacing some footway near Wyliffe Chapel with planted area, path through Rest Garden.

Work to extend footway near Wycliffe will be completed in current financial year.

There will be no lengthsman service in the coming year as this work is now included in a maintenance contract.

Care leavers offer leaflet has been produced by County. Stroud District Council have agreed to waive Council Tax charges for care leavers.

County have £50,000 fund for organisations addressing holiday hunger and funding for care leavers and apprentice leavers travel card.

Funding available for mapping cycleways across the County.

Highways work at Junction 13, Whitminster and Cross Keys roundabout due to start soon.

Cllr. Pickering questioned the provision of additional tarmac due to concerns about drainage and asked if new tarmac could be porous. County Cllr. Williams advised that tarmacking would be for maintenance.

Cllr. Jackson asked if resurfacing of Shared Space could be in the correct, contrasting colour? County Cllr. Williams responded that this work was being funded from a separate budget, not the Local Highways Fund. The Committee Clerk advised that this request had already been sent to GCC Local Highways Manager.

Cllr. Davies to send County Cllr. Williams details of a maintenance request he had raised regarding steps on a footpath near Cotswold Green as no action has yet been taken.

Cllrs. Swain and Kambites advised County Cllr. Williams that tarmac on Ebley Road was worn out and some resurfacing work required.

Cllr. Watt asked about work on the Dudbridge to Nailsworth cycle path; County Cllr. Williams advised work had begun.

Cllr. Watt suggested that **the Town Council's Regeneration and Environment Committee consider the proposal for Highways land outside Wycliffe Chapel.**

District Cllr. Powell had no Stroud District Council business regarding Stonehouse to report.

TC2133 To receive brief reports from the Chair and Town Councillors on external meetings attended and to receive the appropriate minutes

The Chair had not been to any external meetings. Cllr. Thorpe asked for an update on the Business Breakfast event. Cllr. Watt reported that it had been cancelled due to lack of response and the Business Working Group will meet to consider future actions.

Cllr. Thorpe reported that he and Jayne Bailey, Communications Officer had attended a Gloucestershire business networking event at Stonehouse Court.

The Committee Clerk advised that there was a Chartered Parish meeting on 7th March. Cllr. Jackson unable to attend so apologies will be sent.

TC2134 To accept the Minutes of the Development Control Panel meeting held on 4th February 2019

The minutes were accepted.

TC2135 To accept the Minutes of the Regeneration & Environment Committee held on the 4th February 2019

The minutes were accepted.

District Cllr. Powell was asked to find out date for walk around Stonehouse with Stroud district Council Chief Executive.

Cllr. Kambites reported that she had checked the emerging Minerals Local Plan for Gloucestershire document and it had no direct relevance to Stonehouse.

Cllr. Pickering asked if the Town Council kept a list of future projects which could be referred to when new funding streams are announced such as the High Street funding referred to at K2/752. The Committee Clerk advised that the Council's Strategy, which was reviewed annually,

included an action plan with a list of projects and that the Town Council also holds a list of infrastructure projects for possible funding from developers' contributions. Cllr. Pickering suggested that residents could be asked for their project ideas at the Annual Town Meeting.

TC2136 To accept the Minutes of the Amenities & Recreation Committee held on the 11th February 2019

The minutes were accepted.

TC2137 To accept the Minutes of the Finance & Strategy Committee held on the 18th February 2019

Cllr. Pickering advised that the minute of K1/568 was not complete as the Committee had agreed to adopt an acknowledgment of the need to reduce global carbon emissions and to commit to taking an active role in achieving this as detailed in a paper presented to the meeting as well as setting up an Environmental working group. Cllr. Pickering will ask for the minutes to be amended before being agreed at the next Finance and Strategy Committee.

The Committee Clerk advised that the Customer Services Officer had pointed out that K1/561 records that the co-location works to the Town Hall "were scheduled to begin in April and May"; however building works would not begin that early as GCC have indicated that public consultation will be carried out in April; also, legal agreements with the Town Council need to be finalised before work can begin.

To consider Recommendations at:

K1/561/2 Town Hall Premises

Recommendation to full Town Council that the library lease period should remain at 40 years.

It was resolved that the library lease period should remain at 40 years irrespective of the final capital investment. Proposed by Cllr. Gibbs, seconded by Cllr. Thorpe, all in favour.

K1/562/1 Recommendation to full Town Council to adopt the revised Co-option Policy.

It was resolved to adopt the revised Co-option Policy. Proposed by Cllr. Pickering, seconded by Cllr. Kambites. All in favour.

District Cllr. Powell left the meeting.

K1/562/2 Recommendation to full Town Council to adopt revised Standing Orders.

An amendment to the motion was proposed: to propose adoption of the revised Standing Orders subject to the following further amendments:

Section 1

(f) Replace with "Every effort will be made to ensure that people with disabilities are able to participate fully in meetings."

(End) Insert requirement for maximum meeting length as in 3v of existing Standing Orders.

Section 2 (k)

Change "the order of business will be as follows" to "the order of business shall include"

Section 6 (a)

The wording "Every page will be numbered" to be deleted.

Section 9

Wording of section to be replaced by wording of section 15 of existing Standing Orders until Town Clerk is consulted on this section.

The amendment to the motion was proposed by Cllr. Pickering, seconded by Cllr. Curtis. Ten in favour, one abstention.

The amended motion to adopt revised Standing Orders was proposed by Cllr. Kambites, seconded by Cllr. Thorpe. Ten in favour, one abstention.

K1/562/3 Recommendation to full Town Council to form a Human Resources sub committee of the Business Committee, membership of sub committee to be agreed by full Town Council.

An amendment to the motion was proposed: to propose the formation of a Human Resources sub committee of the Business Committee, membership to be agreed by full Town Council with terms of reference as in the draft dated 25th February 2019 with the wording in paragraph 1 from “with previous HR experience” to “sub committee” deleted and a bullet point added after “It is responsible for”:**”Ensuring it has sufficient level of HR expertise which may include purchasing of services subject to the agreement of the relevant Committee.”**

The amendment to the motion was proposed by Cllr. Jackson, seconded by Cllr. Kambites. All in favour.

The amended motion to form a Human Resources sub committee of the Business Committee was proposed by Cllr. Jackson and seconded by Cllr. Kambites. All in favour.

K1/567 Recommendation that a £700 contribution is made to Standish Parish Council towards the provision of a bus shelter at Horsemarling Roundabout.

It was agreed to make a £700 contribution to Standish Parish Council towards the provision of a bus shelter at Horsemarling Roundabout.

K1/568 Recommendation to set up a Climate Change Action Working Group.

Cllr. Pickering explained that the draft minute for K1/568 was not complete and she had circulated an amendment to the motion and the supporting paper for K1/568 to all councillors.

An amendment to the motion was proposed: that the Council should 1) acknowledge the urgent need for global society to reduce carbon emissions, recognise the part which we have to play and commit to taking an active role in achieving this, by:

- Pro-actively reducing our CO2 emissions as an organisation
- Seeking to encourage and enable our community to decrease their emissions and improve their resilience to climate change
- Seeking to influence the policies of other organisations to encourage them to reduce their emissions.
- Acknowledging that ‘business as usual’ is not an option in the face of the climate emergency, and that society in its current form is unsustainable. Therefore, to meet our obligations, we will strategically reassess and adjust the scope of our current activities.

2) Set up an Environmental Working Group to investigate ways for the Town Council to become a carbon-neutral organisation by 2030 and, by the end of 2019, produce a strategy for achieving this.

- The Working Group will support the Council to examine environmental implications regarding CO2 emissions alongside legal and financial implications in all the decisions it makes.
- The Working Group will seek ways to facilitate our community to reduce CO2 emissions and create resilience to climate change.
- The Working Group will research funding available and make recommendations for budget provision for grant schemes from 2020-2021 onwards which will enable carbon-reduction activities in Stonehouse and provide guidance on grant criteria.
- The Working Group will provide reports to the Council’s Business Committee to aid decision making.

The amendment to the motion was proposed by Cllr. Pickering and seconded by Cllr. Kambites. All in favour.

The amended motion was proposed by Cllr. Curtis and seconded by Cllr. Swain. All in favour. Finance and Strategy Committee to appoint members to the Environmental Working Group. County Cllr. Williams left the meeting.

K1/570 Recommendation to appoint a Locum Responsible Financial Officer(RFO) and Locum Clerk.

It was resolved to appoint Jeni Marshall as Locum RFO until further notice and Richard Lacey as Locum Clerk, both to be paid at GAPTC locum rates for hours as required. Proposed by Cllr. Kambites, seconded by Cllr. Gibbs. All in favour.

The Committee Clerk thanked Cllr. Watt for the many hours she had spent recently ensuring that council business was moved forward. Cllr. Gibbs proposed a vote of thanks from the Town Council to Cllr. Watt. Cllr. Watt thanked staff for their efforts.

TC 2138 To consider a proposal for temporary relocation of Town Hall staff to High Street premises while Town Hall is converted for co-location of Gloucestershire County Council Libraries and Town Council.

It was agreed in principle that Town Hall staff should relocate to High Street premises while the Town Hall is being refurbished for the Libraries and Town Council co-location project.

TC 2139 Finance

1. To consider and approve cheque payments to date.

The list of cheque payments requiring approval 19 February 2019 to 4th March 2019 provided at the meeting was proposed for approval by Cllr. Swain, seconded by Cllr. Binns. All in favour.

2. To consider and approve financial information to date.
No further information was available.

3. To consider a proposal to vary the order to Kompan for refurbishment works to Oldends Lane Play area to allow for additional expenditure of £266 on picnic tables.

The Committee Clerk advised that an additional £1003 was available from total section 106 and grant funding available and provided a report on the proposed variations which were being put to Town Council for approval as the contractors were already on site.

It was agreed to vary the order to spend £266 to provide brown picnic tables and £450 on synthetic grass. Proposed Cllr. Curtis, seconded Cllr. Swain. All in favour.

TC2140 Councillor vacancies

1. To consider an application for co-option to the Ebley Ward vacancy.

One application for co-option had been received.

It was proposed to co-opt Jennie Smith as Town Councillor for Ebley Ward. Proposed Cllr. Pickering, seconded Cllr. Curtis. All in favour.

Cllrs. Smith and Parker to join the Amenities and Recreation Committee. Proposed Cllr. Watt, seconded by Cllr. Curtis. All in favour.

Cllrs. Smith and Parker expressed an interest in joining the Climate Change working group.

Cllr. Watt advised that membership of the two new committees which are due to replace the current committees, Business Committee and Environment Committee will be agreed at the next full Town Council meeting.

2. To consider and agree further action in relation to the casual vacancy.

It was proposed to advertise the current casual vacancy for co-option as no election had been called for. Proposed Cllr. Swain, seconded Cllr. Pickering. All in favour.

Date of Next Meeting

8th April 2019