



MINUTES (subject to agreement at the next Town Council Meeting) of a **MEETING** of the **TOWN COUNCIL** held at 7pm on 8th April 2019 in the Town Hall, High Street, Stonehouse GL10 2NG.

Councillors Present: Councillors Gwen Atkinson, Deborah Curtis, Mike Davis, Neil Gibbs (Vice Chair/Deputy Mayor), Tim Jackson, Carol Kambites, Sally Pickering, Jennie Smith, Pam Swain, David Thorpe

Also Present: Committee Clerk Rachel Russell, District Councillors Chris Brine and Mattie Ross, County Councillor Lesley Williams, a 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.

TC2141 To Receive Apologies for Absence

Apologies were received from Cllrs. Binns, Parker and Watt and Gill Jennings, Town Clerk. Cllr. Gibbs chaired the meeting.

TC2142 Declarations of Interest

There were no declarations of interest.

TC2143 Public Adjournment (max 15 minutes)

A resident who is a member of Ship Inn Project Stonehouse (SHIPS) gave an update on the results of their recent survey. The most popular use for the Ship Inn site was an eatery/drinkery with other popular options being small craft moorings, visitor/tourism and wildlife haven. 3000 forms were distributed and 260 returned (9.6%). SHIPS are talking to Wycliffe College and trying to talk to town traders. They are applying for Bright Ideas Lottery funding. Cllr. Gibbs asked what SHIPS aims were. Resident responded that aims were to provide community use for site and a focal point for the town which would link town with canal. Cllr. Pickering asked if SHIPS were talking to Stroud District Council (SDC); resident responded that they were.

TC2144 To agree the Minutes of the Town Council meeting held on 4th March 2018

The minutes of the Town Council meeting of 4th March were proposed for approval by Cllr. Kambites, seconded by Cllr. Jackson. All in favour.

TC2145 To receive brief reports and responses to questions on matters of importance to Stonehouse from County and District Councillors

District Councillor Ross advised that:

- Car park signs don't specify free parking yet but SDC staff are working with Highways on this. Travellers left property thanks to work of SDC staff; however, they left rubbish which had to be cleared.
- There will be an extra Neighbourhood Warden shortly bringing total up to seven, including a Bev Owen, a former PCSO, has been appointed as senior warden.
- SDC have £100,000 budget for funding youth work and would welcome a conversation with Stonehouse Town Council about how to spend.

District Councillor Brine reported that:

- SDC are looking at expenditure against budget.

- Planning department are stretched due to lack of staff but still performing well, winning appeals and processing most application within time limits.
- The withdrawal of County Council funding towards recycling has threatened the continuation of the SDC recycling scheme. County want to equalise funding between districts.

District Councillor Ross advised that the Chief Executive wants to meet with Town Councillors after walk with Ward Councillors.

County Councillor Williams advised that:

- £10,000 per district had been allocated by the County for youth work. County Councillors will work together re allocating the money and Public Health will manage. Stonehouse Town Council can apply directly; please contact County Cllr. Williams.
- Growing Communities Funding still available. County Councillor Williams enjoyed the opening of the refurbished Oldends Lane play area.
- New Highways contract with Ringways starts soon. As soon as further information is available it will be shared. Work on A419 has started, mostly at night. Cross Quays work starting soon. Sign at Horsetrough is not pointing towards Stonehouse as is for services at Ebley Mill.

Councillors requested that consideration of an application to the County Council for youth funding be included on the next Business Committee agenda.

TC2146 To receive brief reports from the Chair and Town Councillors on external meetings attended and to receive the appropriate minutes

Cllr. Kambites reported that:

- she and Cllr Gibbs had attended a Gloucestershire Market Town Forum meeting where a speaker from Gloucestershire LEP spoke about funding for market towns.
- Cllr Kambites, Watt and Jayne Bailey gave an in depth interview about Stonehouse to Katarina Kubinakova, Countryside and Community Research Unit who, using interview and other sources, will produce a report which may be useful for funding applications.
- Volunteers were organising a Stonehouse Walking Festival to take place in October and have completed a programme of walks.

Cllr. Gibbs welcomed Cllr. Smith to her first full Town Council meeting.

TC2147 To accept the Minutes of the Development Control Panel meeting held on 11th March 2019

The minutes were noted.

TC2148 To accept the Minutes of the Regeneration & Environment Committee held on the 11th March 2019

The minutes were noted.

Cllr. Thorpe advised re K2/767 that he had been invited by the applicant for the proposed auction house at Horsetrough roundabout to attend a meeting where the applicant would be addressing Cainscross Parish Council. Cllr. Gibbs advised that Cllr. Thorpe should express the view of the Town Council on the application.

Cllr. Jackson asked if the Ward Councillors would show the Chief Executive the site of Bristol Road Station on her walkabout; they confirmed they would.

1. To consider recommendation at K2/761:

That Stonehouse Town Council:

- a) **Considers the feasibility of amending the Stonehouse Neighbourhood Plan with regard to the Ship Inn site.**

After taking advice from Cllr. Kambites and the Committee Clerk on the process for amending the Neighbourhood Plan with a site allocation, councillors noted that this process is lengthy and onerous and that there is a lack of clarity on the procedure for updating Neighbourhood Plans. They agreed to consider amending the Stonehouse Neighbourhood Plan

in the future to refer to the Ship Inn site but the cost and time scale of amendment meant it would not be worth attempting immediately.

b) Considers the feasibility of funding or part funding a viability and options appraisal study for proposals for the Ship Inn site.

There was some discussion regarding this proposal with District Cllr. Brine advising that as SDC owned the site it might not be worth STC investing money in such as study. Cllr. Curtis noted that there was significant evidence on the impact of the visitor economy and that the site offered an opportunity to welcome visitors to Stonehouse and the whole district in the context of the on going Canal Restoration project, alterations to the A419 and major housing development at West of Stonehouse.

It was agreed that the Business Committee would consider the feasibility, including costs and timescales, of funding or part funding a viability and options appraisal study for proposals for the Ship Inn site. Proposed Cllr. Swain, seconded Cllr. Smith. All in favour.

c) Agrees to work with SHIPS towards the improvement of the Ship Inn site

It was agreed to work with SHIPS towards the improvement of the Ship Inn site. Proposed by Cllr. Jackson, seconded by Cllr. Thorpe. All in favour.

d) Nominates a Town Councillor to join the SHIPS committee.

It was agreed that Cllr. Curtis would join the SHIPS committee with Cllr. Atkinson deputising if necessary.

Councillors asked that a request was sent to Alison Fisk, SDC's Head of Property Services, for a multi party meeting on the Ship Inn site to include SHIPS, Ward Councillors and Town Councillors.

2. To consider recommendation at K2/764 regarding a response to Stroud District Council's Community Governance Draft Recommendations Consultation.

The following response was agreed. Proposed by Cllr. Kambites, seconded by Cllr. Pickering. All in favour.

Stonehouse Town Council object to the loss of the Ebley Ward as historically this has long been part of Stonehouse; it will result in the loss of one of the few areas of green space within the town boundaries.

Stonehouse Town Council repeats its request that Great Oldbury becomes part of Stonehouse parish. It is noted that the Governance Draft Recommendations state that "it was felt that the community of Great Oldbury, when established may feel disconnected to Stonehouse because it is on the other side of an industrial estate which limits direct the access to the Town" (p.27). This is in contrast with Stroud District Council's Local Plan which states that "Land west of Stonehouse is identified as a sustainable urban extension to Stonehouse" (para. 3.20, p.58). Being within the Stonehouse town boundary may assist in residents of Great Oldbury feeling part of a sustainable urban extension rather than "disconnected."

For clarity it is requested that a map is provided to show the amendment to the boundary between Stonehouse and Standish.

TC2149 To accept the Minutes of the Amenities & Recreation Committee held on the 18th March 2019

The minutes were noted.

Cllr. Atkinson asked if the Rest Garden was planned to merge with the Recreation Field; Cllr. Curtis replied they would stay separate spaces.

TC2150 To accept the Minutes of the Finance & Strategy Committee held on the 25th March 2019

The minutes were noted. Cllr. Swain advised that Cllr Gibbs provided the information at K1/575/1 regarding the library consultation.

1. To consider recommendation at K1/576/1:

To agree an agenda template document.

It was agreed to adopt the agenda template document as circulated with the meeting papers. Proposed by Cllr. Pickering, seconded by Cllr. Curtis. All in favour.

Councillors asked for the agenda template to be available on the Town Council's website.

2. To consider recommendation at K1/578/2:

To accept the quotation from Nettl to be the new provider for the Town Council's website. Information on each quotation as considered the Communications Working Group on 22 February 2019 was available at the meeting.

It was resolved to accept the quotation received 1st February 2019 from Nettl to be the new provider, design £2400, hosting £15 per month. Proposed Cllr. Swain, seconded Cllr. Curtis. All in favour.

TC2151 Finance

1. To consider and approve cheque payments to date.

A list of cheque payments requiring approval at 8th April was approved, proposed by Cllr Pickering, seconded by Cllr. Kambites. All in favour.

2. To consider and approve financial information to date.

There was no further financial information available. The Committee Clerk advised that the Locum Responsible Financial Officer was making progress with the end of year accounts.

3. To appoint the Locum Responsible Finance Officer as a Service Administrator for internet banking in line with Financial Regulations.

It was resolved to appoint Jeni Marshall, Locum Responsible Financial Officer, as a Service Administrator for internet banking in line with Financial Regulations. Proposed Cllr. Swain, seconded by Cllr. Pickering. All in favour.

TC2152 To agree that an Extraordinary meeting of the Town Council is held at 7pm, Monday 10th June to carry out business in relation to approval of the Annual Governance Statement, Year End Accounts and Accounting Statements for year end March 2019.

An amendment to the motion at TC2152 to add rescheduling of the first meeting of the Business Committee from 15th April to 13th May 2019 was proposed by Cllr. Pickering, seconded by Cllr. Kambites. All in favour.

The amended motion was agreed. Proposed by Cllr. Kambites, seconded by Cllr. Jackson. All in favour.

TC2153 Councillor co-option

To consider an application for co-option to the casual vacancy.

One application had been received. The applicant was unable to attend the Town Council meeting at short notice. Councillors wished to meet the applicant with Cllrs. Davis, Gibbs, Swain and Thorpe volunteering subject to their availability. Cllr. Davis to contact the applicant to arrange a meeting.

TC2154 Committee Membership

1. To agree membership of Business Committee

The membership of the Business Committee was agreed as the Chair, currently Cllr. Watt, and Cllrs. Binns, Davis, Kambites, Pickering and Swain.

2. To agree membership of Environment Committee

The membership of the Environment Committee was agreed as a Vice Chair, currently Cllr. Gibbs, and Cllrs. Atkinson, Curtis, Jackson, Parker, Smith and Thorpe.

3. To agree membership of the Communications Working Group, Human Resources Working Group and Environmental Working Group.

Communications Working Group: Membership agreed as Cllrs. Binns, Curtis, Smith and Thorpe.

Human Resources Working Group: Membership agreed as Chair, currently Cllr. Watt. Vice-Chair, currently Cllr. Gibbs, Cllrs. Jackson and Pickering.

Environmental Working Group: Membership agreed as Cllrs. Curtis, Parker, Pickering and Smith.

Cllr. Gibbs advised that the Business Networking Group need another member. **The membership of the Business Networking Group was agreed as Cllr. Kambites, Cllr. Thorpe and Cllr. Watt.**

TC2155 To agree to invite Stroud District Council's Chief Executive to visit Stonehouse for a walkabout accompanied by Ward and Town Councillors.

Cllr. Brine and Ross advised that SDC's Chief Executive will be meeting and walking about with Ward Councillors initially but would take the opportunity to meet Town Councillors if at all possible.

It was proposed to invite Stroud District Council's Chief Executive to meet with Town Councillors during her visit to Stonehouse for a walkabout with Ward Councillors. Proposed Cllr. Swain, seconded Cllr. Jackson. All in favour.

TC 2156 Date of Next Meeting

20th May 2019 - Annual Meeting of Town Council

Cllr Gibbs noted that:

- Teckels Animal Sanctuary thanked the Town Council for £30 raised from the Christmas jumper wearing at the December Town Council meeting.
- A new planning application had been submitted for the Town Council's Oldends Lane Redevelopment project.

Public Bodies (Admission to Meetings) Act 1960

The Council will by resolution exclude the public from the following items as due to the confidential nature of the business to be transacted publicity of the item would be prejudicial to the public interest.

It was resolved to exclude the public from the meeting. Proposed by Cllr. Pickering, seconded by Cllr. Kambites. All in favour.

TC2157 Staffing - Confidential

To consider recommendations from Staffing Committee including those made at Finance and Strategy Committee meeting, 25 March 2019 (K1/584) and agree any actions.

Minutes of the Staffing Committee meeting of 2nd April 2019 were circulated at the meeting. These minutes included a recommendation from the Policy Working Group to accept a quotation from Ellis Whittam for Human Resources Support. The Committee Clerk asked Cllr. Swain to provide further detail of the three quotes obtained to assist councillors with their decision. Cllr. Swain advised that quotes were:

- Local Council Advisory Service/Picasso Elysian Associates, £200 per annum subscription fee.
- Ellis Whittam, £1,800 per annum for a comprehensive advice, Human Resources support and advice on employment policies.
- DAKS Human Resources, £80 per month, £200 every day of additional advice. Can provide policies on request.

Cllrs. Swain and Watt had met with a representative of Ellis Whittam.

It was proposed to accept the quotation from Ellis Whittam as recommended by the Policy Working Group. Proposed Cllr. Kambites, seconded Cllr. Atkinson. All in favour.

A proposal detailed in section 1 and section 3, bullet point 1, of the Staffing Committee minutes, 2nd April 2019, was proposed by Cllr. Gibbs, seconded by Cllr. Swain. All in favour.

A proposal regarding an action for the Staffing Committee or Human Resources sub committee of the new Business Committee as detailed in section 3 bullet point 5 of the Minutes of the Staffing Committee meeting of 2nd April 2019 was proposed by Cllr. Kambites, seconded by Cllr. Atkinson. All in favour.