



MORETON IN MARSH TOWN COUNCIL

Annual Meeting of the Council Minutes held on 20th May 2019

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Present: (Councillors) M Berry, D Bryson, A Burrows, M Danks, H Darbyshire, C Hancox, E Hamilton, D Henshaw, H Jeffrey, E Viviani, C Webster

In attendance: 10 members of the public, Town Clerk

Welcome. Cllr Viviani (former chairman) thanked the electorate to voting, those who stood for election and those who had previously served on the District and the Town Council.

1. **Election of the Chair** Cllr Hamilton and Cllr Jeffrey proposed Cllr Viviani as Chair. All in favour.

2. **Apologies for Absence** None

3. **Election of a Vice Chair** Cllr Danks was proposed by Cllr Derbyshire and Cllr Burrows and Cllr Berry was proposed by Cllr Hamilton and Cllr Henshaw. A vote was taken Cllr Danks received 5 votes and Cllr Berry 6. Cllr Berry was elected as Vice Chair.

4. **Public Participation**

Issues raised: The Evenlode Road and Fosseyway Garden Centre planning applications, the status of district and county councillors at Town Council Meetings and being prepared to make S106 claims.

5. **Minutes**

RESOLVED To confirm the accuracy of the following minutes:

- Council meeting held on the 8th April. Voting: 5 in favour 6 abstentions
- Council meeting held on 25th April 2019 Voting: 5 in favour 6 abstentions
- Estate Management Committee meeting held on 18th April 2019. Voting: 4 in favour 7 abstentions
- Planning Meeting Committee meeting held on 23 April 2019. Voting: 3 in favour 8 abstentions
- Finance and Governance meeting held on 29th April 2019. These minutes were received.

6. **Amendment to Standing Order 5j**

RESOLVED to substitute the word 'note' in place of 'review' for items in SO5j: ix (Standing Orders & Financial Regulations) see agenda item 7a&b, xiii (land and assets) see agenda item 11 and xvi (complaints procedure) and xvii- xvix (policies) see agenda item 14a. Voting All in favour.

7. **Governance Documents**

a) **Standing Orders**

RESOLVED: To note and adopt the Council's Standing Orders with the amendment to SO 3x to read '*A meeting shall not exceed a period of 2.5 hours. Council meetings shall start at 6.30pm*'. Voting: 10 in favour 1 abstention.

b) **Financial Regulations**

RESOLVED To note and adopt the Council's Financial Regulations. Voting: All in favour

c) **Code of Conduct**

RESOLVED: To adopt the Council's Code of Conduct. Voting: All in favour

8. **The Organisational Structure of the Council**

a) Proposed: To agree the Committees, Sub-Committees and Working Groups. After a long debate it was **RESOLVED** For a trial period of 3 months, to dissolve the existing committees (with the exception of Planning, Personnel and the Allotment and Cemetery Sub Committee) and to hold a Council meeting fortnightly, on a Tuesday. Voting All in favour.

b) Proposed: To review and adopt existing Terms of Reference or agree new Terms of Reference including delegation arrangements. In light of the decision made in 8a it was agreed that Cllr Berry would review/amend the Terms of Reference for approval at a future meeting.

- c) **RESOLVED** To approve the delegation arrangements for staff. Voting. All in favour

It was agreed that Cllrs. A Burrows, M Berry, C Webster and E Hamilton would attend a meeting will on 21 May to consider urgent YES Committee business.

9. Appointments

- a) **Committees** The following councillors were appointed onto committees

RESOLVED.

Planning Committee: M Berry, D Bryson, D Henshaw, H Jeffrey, E Viviani, C Webster.

Personnel Committee: M Berry, E Hamilton, C Hancox, D Henshaw, E Viviani

Allotments & Cemetery: A Burrows, E Hamilton, C Hancox

Voting. All in agreement.

Declaration of Interests: It was noticed that Declarations of Interests had not been received. No interests relating to this agenda were declared.

- b) **Representatives & Advisors** In accordance with the Terms of Reference the Allotment and Cemetery 'Sub Committee' would appoint its representatives and advisors. Cllr Hancox to organise the first meeting

c) **Council Representatives**

RESOLVED To acknowledge C Kenney-Herbert as the Council's representative on the ANOB Board until the No.3 Board is reconstituted. All in favour

- Redesdale Hall: **RESOLVED** To appoint Cllr Darbyshire, T Maull, N Loat, T Fawcett, R Mason and B Hardy as Council representatives on the Redesdale Hall Trust Board. Voting: 7 in favour 4 abstentions
- Moreton Charity: **RESOLVED** To appoint Cllr Hamilton on to the Moreton Charity Board. Voting All in favour
- Police – Intensive Engagement: **RESOLVED** To confirm the position of Cllr Webster on the group. Voting: All in favour

10. Meeting Dates

See item 8a and 7a: It was agreed that, for a trial period, the Council would meet fortnightly on a Tuesday 6.30pm – 9pm. Clerk to organise dates for the other committees/working groups.

11, 12, 13 **RESOLVED** To note and approve items 11,12 and 13. Voting All in favour

11. Asset Register

An inventory of land and assets, including buildings, equipment and reserves was received and noted

12. Risk

- a) The arrangements for insurance cover in respect of all insured risks were noted and approved. **RESOLVED** Clerk to pay insurance cover when due. Voting: All in favour
- b) The arrangements for risk management arrangements were noted and approved.

13. Regular Payments and Contracts

- a) The Council's **Subscriptions & Direct Debits** were noted and approved.
- b) The Council's **Contracts & Agreements** were noted and approved.

14. Policies

- a) The current policies and procedures including Data Protection/GDPR were noted.
- b) It was agreed that Cllrs: E Viviani, M Berry, H Jeffrey and E Hamilton would be the primary contacts for the Emergency Plan

15. Budget, Earmarked Reserves and S106

The budget for 2019/20, earmarked reserves & S106 were noted.

16. Accounts

- c) The signatories to the accounts (Cllr Hamilton, Cllr Viviani, Cllr Berry, Town Clerk). **RESOLVED** To add Cllr Webster to the list of bank signatories. Voting All in favour
- f) **Payments:**
RESOLVED To approve the list of payments Voting 6 in favour, 5 abstentions
RESOLVED To retrospectively approve the following debit card payments:
Survey Monkey £384.00, Safefence (cones) £221.39. Voting 8 in favour 3 abstentions.

Approved Expenditure transactions

Tn no	Cheque	Gross	Heading	Invoice	date	Details
2635	005780	£22.67	2400/2		25/04/19	WPS Insurance - Addition of 2 x bier houses
2636	005781	£186.00	4500/3		24/04/19	Liftsafe Ltd - trolley service
2637	005782	£1,038.00	3600		01/04/19	A & M Sked Blacksmithing and Welding - Removal and installation of benches
2660	005782	£94.80	3600		13/05/19	A & M Sked Blacksmithing and Welding - Removal and installation of bench - Fosseway Ave
2638	005783	£432.00			01/04/19	Nathan Clarke - Removal of asbestos - Croft
1		£432.00	5400/1			asbestos removal Croft 27/29
2		£0.00	5400/1			
2647	005783	£1,618.80			01/04/19	Nathan Clarke - Removal of asbestos - Football Club
1		£0.00	9200/5			Football Club S137
2		£1,618.80	9200/5			
2639	005784	£5,400.00	4200/2		01/04/19	Town & Country Trees Ltd - Tree work bottom cemetery & blenheim meadow
2641	005786	£48.58			02/04/19	Viking - Stationery
1		£1.49	2400/4			protection
2		£47.09	2400/4			stationery
2640	005787	£110.00	2400/1		17/04/19	Lucille's Electrical Services - PAT test
2642	005787	£165.48	4400/1		01/04/19	Suez Recycling & Recovery - Waste removal
2661	005787	£165.48	4400/1		30/04/19	Suez Recycling & Recovery - Waste removal
2643	005788	£535.20	3650		04/04/19	Earth Anchors Ltd - Bench 1.8m Surrey
2644	005789	£118.80	4600		01/04/19	Ground Control Ltd - Gritting
2646	005790	£58.66	4500/1		01/04/19	Travis Perkins - Sand, PVA
2649	005792	£124.80	4400/2		25/04/19	IG Design Group UK Ltd - Bin bags
2628	005793	£19.22	9200/1		05/04/19	Warners Budgens - Refreshments for Litter Pick event
2656	005793	£15.35	2400/9		10/05/19	Caroline Doran - Mileage (33) & parking(50p) - for Nationwide statement
2654	005793	£3.90	2400/6		08/05/19	Co Op - refreshments
2627	005793	£0.50	2400/6		18/04/19	Tesco - Milk
2650	005793	£4.20	2400/4		08/05/19	Tesco - Batteries
2651	005793	£0.50	2400/6		01/05/19	Tesco - milk
2653	005793	£1.70	2400/6		08/05/19	Tesco - milk
2652	005793	£7.21	2400/4		29/04/19	Post Office - Postage
2659	005794	£458.40	3650		01/04/19	Broaxap - 1.5m Reston seat - Fosseway Ave
2663	005795	£408.00	2500/2		30/04/19	Daniel Colwell & Co - PAYE, Pension management
2662	005795	£45.00	2400/6		14/05/19	Hayley Hankey - Cleaning March 2019
2664	005798	£32.00	2400/10		30/04/19	St David's Centre - Hall Hire - Ex O meeting 25.4.19
2665	005798	£156.00	9100/1		30/04/19	St David's Centre - Hall Hire
2617		£250.00	2400/3		03/04/19	Cotswold District Council - Rates - office
2618		£675.00	2400/3		03/04/19	Cotswold District Council - Rates - carpark
2666		£353.71	2400/1		14/05/19	British Gas - Electricity 28 Jan - 27 April 2019
	005797	£55.00				Allotment Association fees

Council had received as background papers:

- A summary of all accounts
- The bank reconciliation for April 2019
- The end of year spend v budget report

9pm **RESOLVED** To suspend Standing Order 3x and extend the meeting by 15 minutes. Voting: All in Favour. Cllr Hancox gave his apologies, which were accepted, and left the meeting.

17. Local Industrial Strategy LEP

RESOLVED A response is required before the 31 May. Cllr Viviani to draft a response to the request for evidence which will be circulated and agreed by councilors prior to submission.

Voting All in favour

18. Planning Application

Ref. No: 19/01503/FUL Fosseway Garden Centre Stow Road

Removal of Conditions 12 (pedestrian crossing) and 13 (pedestrian footway) of permission 16/05169/FUL - Extension to garden centre shop, new open sided canopy, soft play facility, new events space building, new office and staff facilities, mezzanine storage area, new storage building, change of use of existing storage area to retail, relocated outdoor sales area, extension to car park, new service area, new store entrance and exit and relocation of existing polytunnel

RESOLVED The proposal to remove planning condition 12 and 13 and substitute a Unilateral Undertaking was rejected in favour of the original condition being met. Voting 10 in favour 1 against.

19. Football Club Mound

RESOLVED To accept quote of £1250 to remove mound on land to be leased to the Football Club. Money to come from reserves. Voting 10 in favour 1 abstention

20. Correspondence.

RESOLVED Cllr Viviani to accept the invitation from the BSA Owners Club to attend/open a rally event on 10th August. Voting 10 in favour 1 abstention.

Items 21 – 25 were not considered at this meeting

Items on the agenda that were to be noted:

Meeting Report: To note meetings held with outside bodies

- Spitfire re Dunstall Farm 8th May 2019. Attendees: Cllrs A.Burrows, E. Hamilton, E. Viviani, C. Webster
- GCC re Local Transport Plan Review. Attendees: Cllr M Berry, E. Hamilton, E. Viviani, C. Webster and N. Loat (NDP)

Police To note the report

Diary Dates To note the dates of the following events;

- DD Commemoration Events - Thursday 6 June
- Moreton Music Festival - Saturday 22 June
- Autumn Fair - 12,13 & 14th September
- Remembrance Sunday – 10th November

Close of meeting 9.20pm

Signed

Dated