

MORETON IN MARSH TOWN COUNCIL

Annual Meeting - Minutes 23rd May 2018 at 7pm.



Council Offices: Old Town, Moreton in Marsh, Gloucestershire,
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Present: Councillors M Berry, T Fawcett, E Hamilton, C Kenney-Herbert, M Lucas, C Ridgers, E Viviani, C Webster and Assistant to Clerk of Council.

In attendance: CDC Ward Cllr A Coggins and 12 members of the public.

1. Election of the Chair

EH proposed Chris Ridgers. Seconded by ML.

Record of Voting: All in favour. Chris Ridgers duly elected.

2. Election of a Vice Chair

Proposed: The position of Vice-Chair was not needed. Proposed: MB. Seconded by TF.

Record of Voting: 3 in favour. 4 against. 1 abstention. RESOLVED: To reject proposal.

Proposed: To elect Eileen Viviani as Vice-Chair. Proposed: EH. Seconded: ML.

Record of Voting: All in favour. Eileen Viviani duly elected.

3. Apologies for Absence were accepted and recorded from Rosemary Mason and Colin Hancox.

4. Public Participation

A member from the Parking Working Group advised that he was concerned regarding recent press reports and urged the council to make a statement to straighten out any differences. He also asked now that the Council had set up a Parking Committee, did the PWG have a role working with the council or not? Are the council going ahead with a TRO and if so when?

5. Co-option

The notice of election will not expire until midnight on 23rd May so unable to co-opt, however CDC advised a resolution to co-opt could take place on the understanding that if the electorate did call for an election before midnight, the co-option would be invalid.

Proposed to pass a resolution to co-opt Nick Loat. Proposed: MB. Seconded: EV. **Record of Voting: 7 in favour. 1 abstention. RESOLVED: Resolution passed.**

6. Register of Interest

All Councillors were reminded to review their register of interests and if necessary submit any Changes to Register of Members' Interests Form to CDC.

7. Minutes of the meeting held on 14th May 2018 to be deferred to Council Meeting held on 11th June 2018.

8. Standing Orders

To adopt the amended NALC Model Standing Orders 2018 with additional amendments requested at the meeting. **Record of Voting: All in favour.**

9. Financial Regulations

To adopt the amended Council's Financial Regulations with additional amendments requested at the meeting. **Record of Voting: All in favour.**

10. Code of Conduct

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

11. To Appoint any New Committee(s)

Personnel Sub Committee to become a committee of the Council. **Record of Voting: All in favour.**

12. Committee Terms of Reference

All Committee Terms of Reference were reviewed and amended. **Record of Voting: All in favour.**

13. To Appoint Members onto Committees

Estate Management Committee

Christopher Kenney-Herbert, Clive Webster, Colin Hancox, Eileen Viviani, Ellie Hamilton, Malcolm Berry, Rosemary Mason and Tom Fawcett.

Finance & Policy Committee

Christopher Kenney-Herbert, Chris Ridgers, Clive Webster, Eileen Viviani, Malcolm Berry and Nick Loat.

Youth, Event & Sports Committee

Clive Webster, Eileen Viviani, Ellie Hamilton, Malcolm Berry and Rosemary Mason.

Planning Committee

Christopher Kenney-Herbert, Chris Ridgers, Clive Webster, Malcolm Berry, Tom Fawcett and Nick Loat.

Personnel Committee

Clive Webster, Colin Hancox, Eileen Viviani, Malcolm Berry and Ellie Hamilton.

Parking Committee

Chris Ridgers, Clive Webster, Colin Hancox, Eileen Viviani, Malcolm Berry, Rosemary Mason and Nick Loat.

Neighbourhood Plan

To agree under Planning Committee

Due to more councillors wishing to sit on committees than the allocated spaces (as detailed in Committee(s) Terms of Reference) it was decided to permit and amend under Agenda Item 12.
Record of Voting: All in favour.

To agree Committee Membership. **Record of Voting: All in favour.**

14. To Review the Appointment of Representatives & Advisors

All Committees to review relevant advisors at their next meeting.

15. Council Representatives

The following representatives to work on or with the following external bodies:

Redesdale Hall Chris Ridgers, Ellie Hamilton, Michael Lucas, Rosemary Mason, Tom Fawcett and Nick Loat.

Flood Board None

Moreton Charity Ellie Hamilton

16. Asset Register & Earmarked Reserves

Litter Pick equipment to be included and Strutt & Parker Land Evaluation and Redesdale Hall status discussed. Estates Committee to review.

17. Insurance

CR to produce a summary of Insurance Schedule. The policy with WPS is in contract for a further two years.

18. Subscriptions & Direct Debits

Zurich (LCAS Membership) to be removed as no longer applicable.

19. S137

Reviewed transactions relating to Annual Remembrance Parade & Service and various grants awarded to local organisations.

20. Contracts & Agreements

It was noted that the following was not included:

- Horsepool Maintenance - This contract has expired and is due to be discussed at Estates Committee Meeting on 24th May 2018.
- Trees - WODC sub contract to Town & Country on any tree issues the council has so no contract is required. However Treework Environmental Practice do carry out the Tree Survey on a 5 year contract, which will be added.
- Legal – No contract held. DAC Beachcroft are the Council's legal representatives and are used as and when required.

21. Policies

To retain the current policies subject to agreement of the committees Terms of Reference.
Record of Voting: All in favour.

22. Data Protection

Clerk/Assistant Clerk are currently reviewing email contacts due to new GDPR regulations coming into force on 25th May 2018. To adopt the following:

- i. General Privacy Notice
- ii. Privacy Notice for Staff, Councillors and Role Holders

Record of Voting: All in favour.

23. Meeting Dates

The following dates agreed for each committee/Group meeting:

Full Council	2 nd Monday in every month
Estates Committee	3 rd Thursday in every month
Youth, Events & Sports	1 st Monday of the month
Finance & Policy	Last Tuesday in every month (apart from December it will be 3 rd Tuesday in the month)
Parking	To be set at meeting on 7 th June 2018.
Planning	As and when applications are received. Option to include in Full Council.
NHP	3 rd Wednesday of the month.

24. European ESIF Grant - Wild Towns Project (CKH)

To approve the allocation of £23K and to enter a Service Level Agreement with Gloucestershire Wildlife Trust. Proposed: CK-H. Seconded: ML. **Record of Voting: All in favour.**

25. Parking (CR)

CR advised Councillors the statement had been written in conjunction with the Parking Committee's meeting minutes. An amended version to this statement had been circulated by MB.

A member of the public asked why the council would pay for consultants when data has already been obtained by Parking Working Group before applying for a Traffic Regulation Order.

Chair advised that the pre-planning application to CDC, regarding a possible car park on the Glebe land, had indicated that that a parking strategy would need to form part of any planning application. As the Traffic Regulation Order, depending on its extent, was linked to parking needs, then the two topics would need to be considered in tandem. A meeting is due to take place with GCC in early June.

Proposed: To accept amended statement. Proposed: MB. Seconded: CW. **Record of Voting: 4 in favour. 4 against. 1 abstention. Casting vote against proposal. RESOLVED: To reject proposal.**

Proposed: To accept original statement with 2 minor amendments: Proposed: CR. Seconded: ML. **Record of Voting: 4 in favour. 3 against. 2 abstentions. RESOLVED: To accept proposal.**

26. Green House (CKH)

To send a letter to Men in Sheds granting permission to use the greenhouse. **Record of Voting: All in favour.**

27. Music Festival (EH)

To provide an additional £500 for use as a contingency. Proposed: EH. Seconded: EV. **Record of Voting: All in favour.**

28. Litter (EH/CR)

To agree to write to Greggs and Esso Service Station regarding the volume of litter in the vicinity of their premises and arrange to meet to discuss. **Record of Voting: All in favour.**

29. Close of meeting. Meeting closed at 10pm.

POST MEETING NOTE: CDC advised no election was called by the Electorate, therefore voting in agenda items from 6 onwards, which include co-opted member of council are valid.