

Minutes of the meeting of **Cainscross Town Council's Full Council** held on Monday 30 September 2019, commencing at **6.00pm** in the Pavilion in the Park, Victory Park, Cainscross.

Present: Councillors

Graham Barton (Vice-Chair)  
Eileen Berry  
Adrian Cross  
David Dale  
Ros Scott-Hodgetts  
Ron Smith  
John Tyror  
Clive White

In Attendance: Clerk Jeni Marshall

County Councillor Lesley Williams

Apologies: Councillors Jenny Miles  
Carlos Novoth

**FC157/19** To receive apologies  
Apologies were received from Councillors as noted above

**FC158/19** To confirm the minutes of the last meeting of the Council  
The Minutes of the last meeting of the Council held on Monday 19<sup>th</sup> August 2019 were approved as a correct record and duly signed.

**FC159/19** To receive any declarations of interest  
None

**FC160/19** To receive any representations or questions from members of the public  
None present

**FC161/19** To receive the Clerks report  
The Clerk reported that an applicant for the role of Ebley Ward Councillor has withdrawn her application. She also informed Councillors that she has received complaints regarding a new fence fronting on to Hunters Way near the bus shelter. She has contacted Stroud District Council enforcement team who have informed her that they are aware of the fence and are looking in to it and will advise when their investigation is complete.

**FC162/19** To receive any reports from County and District Councillor's  
County Councillor Lesley Williams reported that they had their first meeting last week. A query had been raised about the future use of any decommissioned County owned buildings which is being considered. Councillor Williams informed Council that she has raised a motion requesting that two trees are planted in the County for every resident residing in the County and that tenant farmers are also asked to plant two trees. The motion has been deferred to the next meeting.

She asked if the Town Council could plant more trees and she mentioned that sycamores are now being more favourably looked at. Councillor Barton commented that although he is in favour of planting trees, it is key that the trees are well managed.

- FC163/19** To receive an introduction from Bev Owen – Neighbourhood Warden  
Bev Owen did not attend the meeting.
- FC164/19** To receive the report of the Planning, Highways and Amenities Committee  
The report of the Planning, Highways and Amenities Committee was noted.  
To consider the following planning applications;
- S.19/1591/FUL – The Snow Mill, Bridge Road – extension to existing free standing solar panel array  
Members agreed to support this application.
- FC165/19** To receive the report of the Finance and Staffing Committee  
The report of the Finance and Staffing Committee was noted. Councillor Cross informed members that the Assistant Clerk is willing to continue in her role two days a week until a replacement is found. Members considered this and agreed it would be sensible and give the Finance and Staffing Working Party chance to consider future staffing levels.
- To confirm approval of the Business Continuity Plan and Financial Risk Assessment
  - To confirm approval of the Financial Regulations
- The Business Continuity Plan, Financial Risk Assessment and Financial regulations were approved.
- FC166/19** To consider an area offered for adoption at Golden Jubilee Way  
Members considered the area and after due discussion agreed that this would offer no benefit to local Parishioners and therefore resolved not to adopt the land.
- FC167/19** To consider quotations for the renewal of the Town Council Insurance and consider whether to add insurance for cyber security  
Members considered three quotations and agreed to insure for one year with Ecclesiastical. They further considered a quote for cyber security and asked the Clerk to make further enquiries as to the coverage of the insurance in regards to the Councils requirements.
- FC168/19** To consider writing to the Co-op regarding the quality of produce and general state of the car park and surrounding area  
Members discussed the Co-op and generally felt that it could be improved. The Clerk will write to the Co-op explaining the comments received in the hope that this will give them the momentum to improve the shopping experience.
- FC169/19** To consider the review of Polling Districts and Places and consider offering the use of the Pavilion in the Park Hall as an alternative to Ebley Chapel  
After due discussion Council agreed to propose the use of the 'Pavilion In the Park' hall as opposed to Ebley Chapel due to the hall being DDA

compliant. They also suggested that the Pavilion hall is also used instead of St. Matthew's Hall. The Clerk will speak to Stroud District Council.

- FC170/19** To consider a request from the PCC to work together to arrange an event for 75<sup>th</sup> Anniversary of D day  
Members requested that the Clerk contact the PCC and offer assistance with any project they may have in mind.
- FC171/19** To consider the service contract for Charter Global  
Members considered the level of service contract and the Clerk informed them that it is a legal requirement to take out the service contract. It was agreed that the price of cover is exceptionally high, however to keep the warranty it needs to be in place. It was resolved to take the silver level contract but to look for a better value contract to put in place once the warranty ends.
- FC172/19** To consider a maintenance agreement with APE Fire and Security Ltd  
Members resolved to sign the maintenance agreement.
- FC173/19** To consider a purchase of the new Rialtas Asset Management Software  
The Clerk informed members that the Asset Management Software has now changed from Sigma to Rialtas and is incorporated in the accounts package. She is still able to use the previous programme and it was therefore resolved to wait until the new financial year to consider the purchase of the software.
- FC174/19** To approve interim invoice certificate no.9 and 10 to J Projects  
Members agreed that they were unhappy with the communication and lack of interest in the list of defects and queries. They were also concerned that the Project Manager had signed off a release of some of the retention without reference to the Council. Councillor Scott-Hodgetts further queried how they could sign off a percentage of the retention when the final costings had still not been received. The Clerk informed members that she has still not received the O&M manual and that all the queries including the flushing of the toilets is being ignored by J Projects and her emails are not being acknowledged. Members resolved not to pay any further invoices until the contractors agree to resolve the issues in writing. The Clerk informed members they may be in breach of contract. The Clerk was asked to write to the Project Manager informing him of the decision.
- FC175/19** To report on any external meetings/training sessions attended and receive any requests for future agenda items  
The Clerk attended three meetings follows;  
'Working Together 'protocol with Stroud District Council  
Climate Change presented by Simon Pickering  
MAIDeN presented by Gloucestershire County Council  
Councillor White attended Stroud in Nature, Transition Stroud and the Climate Strike March.  
Councillor Dale attended a Digital Course.
- FC176/19** To confirm the date and time of the next meeting of the Council

The next Full Council meeting will take place on Monday 21<sup>st</sup> October at 6pm.

Signed

Dated

**Actions**

FC164/19	Send Planning Responses	Clerk
FC165/14	Update Policies	Assistant Clerk
FC165/14	Re-employ Assistant Clerk on two day temp contract	Clerk
FC166/19	Inform Taylor Wimpey of decision	Clerk
FC167/19	Re-new insurance /make further enquiries into Cyber Security	Clerk
FC168/19	Write to the Cainscross Co-op	Clerk
FC169/19	Contact SDC regarding Polling Places	Clerk
FC170/19	Contact the PCC to offer support	Clerk
FC171/19	Contact Charter Global re Shutters	Clerk
FC172/19	Arrange APE maintenance agreement	Clerk
FC174/19	Write to Pavilion Project Manager	Clerk