

Minutes of the meeting of **Cainscross Town Council's Full Council** held on Monday 28 September 2020, commencing at **6.00pm** remotely using the Microsoft Teams media.

Present: Councillors Graham Barton (Vice-Chair)
David Dale
Jenny Miles (Parish & District)
Clive White

In Attendance: Assistant Clerk Sally Jones

Apologies: Councillors Eileen Berry
Adrian Cross
Leah Gray
Carlos Novoth (Chairman)
Diane Prosser
Ros Scott-Hodgetts
Ron Smith

County Councillors Brian Oosthuysen
Lesley Williams

District Councillor Tom Williams
Rachel Curley

FC125/20 To receive apologies
Apologies were received from Councillors as above.

FC126/20 To confirm the minutes of the last meeting of the Council
The minutes of the last meeting of the Council held on Monday 27 August 2020 were approved as a correct record and Councillor Barton will sign them when the office is open.

FC127/20 To receive any declarations of interest
None

FC128/20 To receive any representations or questions from members of the public
None present

FC129/20 To receive any reports from County and District Councillors
Councillor Jenny Miles reported that there is a new housing strategy the next three developments have been approved and ready to go there is others in pipe line around the Stroud District. The lead time is January 2021. She has been advised that an archaeological dig needs to take place at Orchard Road before any development can take place. The Tenant Fraud Policy has been updated to incorporate County Lines, sub-letting and cuckooing. Councillor Dale asked if virtual planning decisions were still in place, Councillor Miles confirmed that they are. She has requested that Parish and Town councils are included in the new planning training, but she has not had any confirmation of this to date. Stroud District Council are

looking at getting 25% of staff back to the office, however they are also upgrading their IT system to allow future working from home and virtual meetings. This is a fluid situation and very much depends on the impact of Covid-19 locally. She submitted a written report to the Clerk prior to the meeting.

Planning, Highways, Amenities & Recreation

FC130/20 To consider the following Planning Applications

- S.20/1584/FUL – 4 Whitehouse Park, Cainscross – Demolition of existing dwelling and outbuildings, construction of nine new dwellings - No Observations.
- S.20/1689/HHOLD - 3 Upper Church Road – Single storey extension to the rear of the property - No Observations.

FC131/20 To note any Planning Decisions

S.20/1422/HHOLD – 5 Fox Close, cashes Green – Replacement Conservatory – **Permitted**

S.20/1254/FUL – Land at 331 Westward Road – Erection of a dwelling and associated works – **Refused**

S.20/1226/HHOLD – 13 Cedar Close – Extension to the front of the property to enlarge the kitchen. New UPVC windows and relocation of the front door to the property - **Permitted**

S.20/1179/HHOLD – 31 Cotswold Road – First floor rear extension – **Permitted**

S.20/1141/ADV – Avocet Business Park, Dudbridge – 1no. Flagpole, 2no. Fascia Signs, 1no bubble sign, 3no. illuminated billboards – wall Mounted, 2no. illuminated small billboards – wall mounted 1no. Poster Display Unit - **Consent**

S.19/0611/DISCON – Dudbridge Industrial Estate – Discharge of Condition 39 (SUDS management) of S.17/1987/OUT – **Permitted**

S.20/0560/FUL – Land adjacent to 11A Deveraux Crescent – Erection of single dwelling with associated vehicle parking and landscaping **Revised Plans** – **Refused**

FC132/20 To consider formal agreements for people using the park for group activities

There are a number of people running either free or paid for activities in the park and more outdoor activities are taking place due to Covid -19.

Councillor Barton proposed that a notice of understanding is produced stating that the Council cannot be held responsible for any activity and organisers need to have their own risk assessment. He also advised that groups need to ensure that the general public are not affected by their activities. He proposed that a notice is placed on the park noticeboards and pre-printed cards made available to hand out to groups when they are identified. This was seconded by Councillor Miles and carried with all in favour.

FC133/20 To consider a response to the Stroud District Road Safety Group

After due discussion it was agreed that a letter be sent to Iain Dunbar thanking him for his efforts and stating that the Town Council hopes that the group will be able to continue.

Finance

- FC134/20** To authorise payments from 11 August to 18 September 2020
Payments were approved for the period up to the 31st July 2020 a total including VAT of £24305.80
- FC135/20** To verify and sign the bank reconciliations and bank statements from April to July 2020
The bank reconciliation was verified and it was agreed that the original bank statements will be signed when the office is open.
- FC136/20** To consider and approve the Insurance renewal for the coming year
It was confirmed that the Clerk had carried out a review of the insurance cover and it is still fit for purpose. After due discussion Ecclesiastical, the lower of the three quotations was approved on a one year deal.
- FC137/20** To approve final payment to Clark Associates
Councillor Barton questioned whether the invoice should be paid prior to the commencement of the snagging by the builder. The agreement stated that payment would be made following a meeting which identified faults, which has taken place and therefore after due discussion the invoice was approved for payment.
- FC138/20** To note the new salary scales
The salary scales were noted.
- FC139/20** To consider the purchase of IT equipment for the office
The Clerk has identified that the current equipment does not lend itself to flexible working which is particularly important in the present pandemic. Councillor Barton has recommended looking at Microsoft Pro 7 with docking stations. After due discussion it was agreed that the Clerk is authorised to purchase 3 for the office staff after confirming they are suitable to host the software that the Council use.
- FC140/20** To receive the resignation of Councillor Berry
The Chairman declared a casual vacancy following the resignation of Councillor Berry. Councillor Miles proposed that a letter of thanks with some flowers be sent to Councillor Berry. This was seconded by Councillor Dale and carried with all in favour.
- FC141/20** To consider the Councils position regarding the re-opening of facilities and office
The Assistant Clerk updated members on the current working pattern by staff. The Clerk and Assistant Clerk will continue to open the office on a Tuesday morning unless deemed unsafe. The new Assistant Clerk is due to start on the 5 October, but due to current guidelines this may not be possible. After due discussion it was proposed that the Clerk organise a

Staffing Committee Meeting on her return from leave to discuss this further along with staffing in general.

FC142/20

To confirm the date and time of the next meeting of the Council

The next meeting will be held at 6pm on Monday 26 October 2020 at the Pavilion in the Park. Members will still be able to join remotely if they feel safer.

Signed

Dated

FC130/20	Notify SDC of planning decisions	Assistant Clerk
FC132/20	Compile Notice for activities in Victory Park	Clerk
FC133/20	Letter to Iain Dunbar SDRSG	Clerk
FC136/20	Renew Insurance	Clerk
FC137/20	Payment to Clark Associates	Clerk
FC139/20	Purchase new IT equipment after consultation with Software providers	Clerk
FC140/20	Declare a Casual Vacancy	Clerk
FC141/20	Organise a Staffing Committee Meeting	Clerk

DATE	PAYEE NAME	REFERENCE	AMOUNT PAID	TRANSACTION DETAIL
11/08/2020	Down to Earth	B/P	288.00	Cashes Green allotments
	Vision ICT Ltd	B/P	345.60	Hosted email Accounts
	R H Attwood	B/P	967.99	Invoice 4844
	7 Office Supplies	B/P	69.73	Invoice -019232
	Mark Newman	B/P	110.00	Bus Shelter Cleaning
	Gloucester Locksmiths	B/P	148.32	Keys for Cashes Green Allotments
	R H Attwood	B/P	393.60	Invoice 4836
	Tree Management	B/P	124.50	Invoice 11497
12/08/2020	HMRC Cumbernauld	B/P	1512.05	
13/08/2020	ATOS re Fuel Genie	D/D	27.37	Invoice 4331316
17/08/2020	Smiths	D/D	141.84	Trade Waste
	Mark Newman	B/P	110.00	Bus Shelter Cleaning
	Down to Earth	B/P	288.00	Cashes Green allotments
	A.P.E Fire & Security	B/P	96.00	Invoice 117240
19/08/2020	Glos Pension Fund	D/D	1916.51	
19/08/2020	Petty Cash	cheque	111.36	Petty cash
20/08/2020	Swinton Insurance	D/D	9.45	Van
	Salaries	B/P	4977.03	August Salaries
24/08/2020	Lloyds Bank credit card	D/D	222.25	Various
	PATA	B/P	30.00	Payroll Services
26/08/2020	Microshade Business	B/P	158.70	IT system
28/08/2020	Konica Minolta Business	D/D	211.79	Photocopier Invoice 1151680156
	OneCom SVS Limited	D/D	172.74	Broadband & phone
01/09/2020	Opus Energy	D/D	425.60	
14/09/2020	Down to Earth	B/P	432.00	Cashes Green allotments
	Mark Newman	B/P	110.00	Bus Shelter Cleaning
	R H Attwood	B/P	1435.99	Invoice 4860
	EDGE IT Systems	B/P	103.20	New IT system
	All Done & Dusted	B/P	40.80	Invoice C5158
15/09/2020	ATOS re Fuel Genie	D/D	32.25	Invoice 4605303
16/09/2020	Smiths Gloucester	D/D	197.28	Trade Waste
18/09/2020	Glos Pension Fund	D/D	1916.51	
	Salaries	B/P	5667.29	September Salaries
	HMRC Cumbernauld	B/P	1512.05	
			24305.80	

