

Minutes of the of **Cainscross Town Council's Virtual Advisory Meeting** held on Monday 28th June 2021, commencing at **6.00pm**.

Present: Councillors Chair Graham Barton
 Cllr Adrian Cross
 Cllr Dave Dale
 Cllr Christine Fewster
 Cllr Diane Prosser
 Cllr Clive White

In Attendance: Clerk - Jeni Marshall
 Assistant Clerk – Emily Forgione
 Project Officer - Jessie Hoskin (part)

Also in Attendance: County Councillor Jon Bloxsom
 District Councillor Jenny Miles

Apologies: District Councillor Katrina Davis
 Cllr Ron Smith

Absent: George Williams

AG12/21 To receive apologies
 Apologies were received as above

AG13/21 To receive any declarations of interest
 None received

AG14/21 To receive the minutes of the last advisory meeting of the Council
 The minutes of the last advisory meeting held on Monday 24th May were received and noted.

AG15/21 To receive any representations or questions from members of the public
 None present.

AG16/21 To receive any reports from County and District Councillor's
 District Councillor Katrina Davis sent a written report, but the Clerk was unable to open it. District Councillor Jenny Miles explained that following the elections there has been a lot of training including safeguarding. She further informed members that a new template is being prepared for Parish and Town Council Emergency Planning.
 The next Stroud District Council Full Council meeting is to be cancelled as there is not enough room in the chamber to hold the meeting safely and the cost and logistics of hiring a large enough hall is prohibitive.
 The housing committee are developing a task force to investigate tenant repair and retro fit with new stock being built to 'A' standard and old stock being brought up to at least 'C'. Finally, meetings are being held regarding Tricorn House and the road out of the pandemic. District Councillor Jessie Hoskin reported that there is due to be a meeting with Siobhan Baillee on the 14th of July regarding Tricorn House and in the meantime District Council have made the building safe at the expense of the owners.
 County Councillor John Bloxsom reminded members that there is a 30k Highway's allocation per County Division which is to be shared between his three Parishes. He has asked that any requests for this money be forwarded to him via the Clerk.
 He further informed members that the recently appointed Highways Manager, Harriett Osburn will be leaving our patch and moving to Gloucester area. She will be replaced by Yakub Mulla.
 Finally, he confirmed that due to the cost of a suitable venue, the next County Council meeting will not be held.

AG17/21 To note the resignation of a Councillor
 The resignation of Ros Scott-Hodgetts was noted.

AG18/21 To receive an introduction from Ben Coles - Groundworks and ask any relevant questions regarding their involvement in ongoing Victory Park projects.
Ben Coles delivered a presentation about Groundworks and the work that they are involved with, he explained that their aim is to improve prospects, and provide green open spaces for communities with their involvement, therefore ensuring greener living and improving environmental understanding. Groundworks will provide a middle man for The Town Council to raise funds to complete the project, once the funds are achieved the design process will start with public consultation, community input is key to the project. After the presentation the Councillors were able to ask questions regarding the project, it was discussed how payment would be made for the work that would be carried out and Ben Coles explained that the cost of all work would be taken as a percentage from any fundraising obtained by Groundworks. After due discussion it was agreed that the involvement of Groundworks in the project was suitable. The fundraising target is £70k and the fee for the project will be 15%.

AG19/21 To receive the Officers reports
The project officer gave an update of projects as follows

- Cashes Green Community Centre has received £2000 for their consultations and a survey/letter has gone out to residents.
- the total raised for the defibrillator at Victory Park is now £1,294.
- Angela Gillingham and Emma Keating-Clark from Community Services and Licensing at Stroud District Council visited Victory Park and they are keen to work more with Cainscross Town Council as an exemplar for future projects in particular the play park, bike ramps and the community hub
- Finally, a report was shown of the Cainscross 'profile', showing areas that the Council need to focus on such as high child poverty rates and a lack of investment.

AG20/21 To receive an update regarding the website
The Councillors received a report from the Assistant Clerk summarising further research involving web design companies, one which was local. The findings were set out with the advantages and disadvantages for each option. Due to cost and expertise, the Assistant Clerk gave an officer's recommendation of Cloudy IT. The Clerk endorsed this and members recommended that Cloudy IT design the new website.

Planning, Highways, Amenities and Recreation

AG21/21 To discuss the following planning applications –

- S.21/1163/HHOLD - 2 Robinia, Springfield Road, Cashes Green - Erection of conservatory - Support
- S.21/1452/TCA - 6 Meadow Way, Dudbridge - T1 Silver Birch - Crown reduce by 3m, to 4m and remove all arisings - Noted
- S.21/1269/FUL – 134 The Bassetts, Cashes Green - Extension of residential boundary (C3) and erection of associated fencing – Object due to the loss of green space and the effect on the nature & design of the estate. This would also set a precedent for others to do the same when bio-diversity is essential.
- S.21/1526/HHOLD – 8 Mosely Road, Cashes Green - Erection of two storey side extension – No Observations

AG22/21 To note variation of condition of –

- S.21/1087/VAR - Development Site At, Ebley Wharf – Planning application withdrawn

AG23/21 To note any planning decisions
The planning decisions were noted.

AG24/21 To discuss bin provision at Elm Road Playing Field and Victory Park
After due discussion the Councillors recommended that a bin is installed by the rugby pavilion at Victory Park and Councillor Barton asked the Clerk to investigate mixed waste and recycling which would be sorted by the waste provider for Elm Road Playing Field.

AG25/21 To discuss a quote for security services for the open spaces
 A copy of a quotation for security services from Glevum Security in Gloucester was given to the Councillors to review. Cllr Cross reported that he and the Assistant Clerk had investigated local security provisions and there was not a great deal of choice given the nature of the job. Glevum Security have quoted £1296 + VAT for 18 inspections of the open spaces during the six-week summer holiday period. There is currently £4000 in the budget allocated to security provisions, so a meeting has been set up with Glevum for July the 4th to discuss further plans to implement the security and increase the total number of inspections to 30 with 5, weekly inspections between Monday and Sunday between the hours of 10am and 10pm.

AG26/21 To discuss quotations for water supply at Cainscross Allotments
 Members considered the Severn Trent quotation as well as the plant costs which came to a grand total of £2100. Members felt that they were prepared to spend the budget of £500 for Cainscross Allotments but no more.

AG27/21 To discuss the use of Elm Road Playing Field by Oxtalls FC
 The Clerk explained the request and members recommended not to allow the use of Elm road by a Gloucester football club.

Finance, Staffing and Policy

AG28/21 To discuss the financial regulations and consider a procurement policy
 The Clerk felt rather than writing another policy it would be better to add a paragraph to the Financial Regulations as follows.
'The Council will strive to attain best value for all goods, materials and services which it purchases. "Best Value" will be defined as a balance of price, quality of product, expertise and supplier services. The Council will purchase locally wherever possible and where best value can be satisfied the Council will strive to make purchases within the Parish / District.'

AG29/21 To discuss an additional signatory for the bank
 The Clerk explained she needs an additional signatory and members recommended Clive White to which the Clerk agreed.

AG30/21 To receive the financial report
 The report was noted.

AG31/21 To verify and sign the bank reconciliation and original bank statements
 The bank reconciliation and bank statements was approved

AG32/21 To consider interviewing an applicant for the Assistant Groundperson role
 The Clerk informed members she will be interviewing an Assistant Groundsman in July and requested that either Councillor Barton or Cross join her to carry out the interview. Both were happy to attend dependent on who is available.

AG33/21 To confirm the date and time of the next meeting of the Advisory Group
 The next meeting will be held at 6pm on Monday 26th July 2021 via Zoom. Members agreed to continue with the Advisory Group and consider again at the August meeting.

The meeting concluded at 19.38

Signed

Dated

Actions

AG18/21	Start project with Groundworks involvement	Project Officer
AG20/21	Start work on website overhaul with Cloudy IT	Assistant Clerk
AG21/21	Send in planning responses	Assistant Clerk
AG24/21	Organise new bin provisions	Clerk
AG25/21	Meet with Glevum Security to confirm hours & security plan for open spaces	Assistant Clerk
AG26/21	Confirm with Cainscross Allotment committee and give go ahead for works	Clerk
AG27/21	To notify Oxstalls FC of the decision	Clerk
AG28/21	To add statement re procurement to financial regulations	Clerk
AG29/21	To add additional bank signatory	Clerk
AG32/21	To schedule interview for assistant groundsperson	Clerk