

MEMBERSHIP:

Cllr Bowen
Cllr Jack Morgan
Cllr John Morgan
Cllr Roberts
Cllr Sanford
Cllr Boulton (ex-officio)
Cllr Nicholls (ex-officio)



**MINUTES OF THE WORKS & COMMUNITY COMMITTEE MEETING
HELD ON TUESDAY 24th September 2019**

Present: Cllr John Morgan Cllr Jack Morgan
Cllr Sanford Cllr Boulton

In attendance: Vanessa Lawrence, Roz Capps (Clerks), Cllr A. Doherty

- WC66 19/20 Apologies for absence**
Apologies were received from Cllr Bowen, Cllr Roberts, Cllr Nicholls
- WC67 19/20 Declarations of Interest in items on the Agenda.**
Cllr Boulton declared an interest in Item WC73 – installation of Market Place Christmas tree.
- WC68 19/20 To approve the Minutes of the Works & Community Committee meeting held on 27th August 2019**
It was **RESOLVED** to approve the Minutes of the Works & Community Committee meeting held on the 27th August 2019, as a true and accurate representation of the meeting. Proposed Cllr Boulton, seconded Cllr Morgan – 3 in favour, 1 abstention
- WC69 19/20 To agree to adjourn the meeting for Public Participation, if members of the public are present– there is a 5-minute time limit, (if applicable).**
N/A
- WC70 19/20 To agree to reconvene the meeting following Public Participation (if applicable).**
N/A
- WC71 19/20 Clerk’s/ Chairman’s Reports.**
The Clerk’s report had been circulated prior to the meeting and covered outcomes of Actions taken since the last meeting.
- WC72 19/20 Review of finances**
Recent figures for the Committee were considered with no comment.
- WC73 19/20 To consider and agree the following actions for the Festive Market:-**
The following matters were considered as follows:-
- **to purchase a further 10 metres of cable covers for the Festive Market - £560.50.** The Clerk was asked to investigate further, less

- expensive alternatives. If an alternative could not be found the Committee resolved to purchase cable covers upto £560. Proposed Cllr Morgan, seconded Cllr Sanford – all in favour.
- **positioning of Santa’s Grotto** – The Clerks advised that the venue used last year will not be available this year and that the best place for the Grotto was the original place, in the alcove next to the Post Office. The Committee agreed that as the Grotto is set up by the Clerks, they were in the best position to comment on the venue and it was **RESOLVED** that the Grotto should set up in its original location.
- **plan for cabling** – It was agreed that a plan of the market should be sent out to Councillors and a concise layout for cabling drawn up. Cllr Doherty who played a large part in laying out the cables last year to be consulted.

ACTION: Clerk to circulate Market Place layout to Cllrs.

- **dates for installation of Market Place tree** – It was agreed that two dates allocated 27th November and 4th December with the preference being the 27th November.
- **date for installation of small trees and Christmas decorations** – two dates allocated 30th November and 1st December with the preference being the 30th November.
- **payment to contractor for installation of Market Place Christmas tree-**

Cllr Boulton left the meeting.

Cllrs discussed the installation, acknowledging that Cllr Boulton, who has been installing the tree for many years. Following discussion, it was **RESOLVED** to allocate upto £170 to cover the cost of the installation by Cllr Boulton acting as a self-employed independent contractor. The Council will be invoiced accordingly. Proposed Cllr Jack Morgan, seconded Cllr Sanford – all in favour.

Cllr Boulton returned.

- **improving sound system – total cost £375** – A proposed plan to improve the sound system for the Festive Market was discussed, as proposed by last year’s supplier. The clerk was asked to obtain further quotes and advice from other suppliers, however if a better alternative cannot be found, it was **RESOLVED** to proceed with the original quote. Proposed Cllr Morgan, seconded Cllr Boulton – all in favour.
- **Hire of MUPE from 5A’s at a cost of £191.70** – Required for the installation of the Market Place Christmas Tree. Proposed Cllr Sanford, seconded Cllr Boulton – all in favour.

WC74 19/20 To consider and agree to support the Outdoor Nativity plan and to agree how best to work with St Mary’s to put on the event.

A draft plan submitted by the Vicar was considered and following discussion, it was agreed that whilst the Committee thought that this would be a nice idea, they wondered whether it is too late for this year. However, the Clerk was asked to contact the Vicar to ask her if she could attend the next Full Council meeting to further explain the plan and what the Church’s expectations are with regard to what they wish the Council to do. The Clerk will add this item to the Agenda for the next Full Council meeting.

ACTION: Clerk to contact the Vicar and to add this item to the Agenda for the next Full Council meeting in October.

WC75 19/20 To consider and agree purchase of suitable cabinet to hold the Pinaymootang 1st nations headdress and other items of interest.
Following the visit earlier in the year from representative from the 1st Nation's people – Fairford Manitoba, the Council were gifted with a traditional headdress together with other items of interest. These items require some form of cabinet in order to best display them and the Clerk has obtained various options. Following discussion, it was **RESOLVED** to ask the Finance Committee if a sum of no more than £695 can be provided, as there is no budget for this, to allow the purchase of a suitable cabinet. Proposed Cllr Boulton, seconded Cllr Sanford – all in favour.

ACTION: The Clerk to source suitable cabinet

WC76 19/20 To consider and agree Operation London Bridge protocol – example emailed.
The Clerk reported on the information received, examples of protocols had been previously distributed. Following discussion, it was **RESOLVED** to recommend to Full Council that a simple, inexpensive option should be sourced. Proposed Cllr Sanford, seconded Cllr Boulton – all in favour.

ACTION: The Clerk to purchase supply of armbands. To add this item to the Agenda for the next Full Council meeting.

WC77 19/20 To consider and agree winter preparedness action plan.
Cllr Morgan asked if the current snow warden is happy to continue in his role and whether we have sufficient salt and the means to spread salt. Discussion took place regarding providing salt to the school and it was agreed to advise the school they can collect a supply from the Council yard. The Clerk reported that a Glos Highways had recently checked our salt supply and confirmed that it was fit for purpose. A new spreader is to be sourced. The Snow Warden has confirmed that he is happy to continue in his role. As a result of the information received the committee **RESOLVED** to agree the winter action plan. Proposed Cllr Boulton, seconded Cllr Sanford – all in favour.

ACTION: The Clerk to ask Glos. Highways if they have a list of salt bin locations in Fairford. Clerk to source salt spreader.

WC78 19/20 To receive notification from SSEN regarding overhead cable works at the permissive path Horcott Lakes – mid October.
The notification from SSEN was received by the Committee and the Clerk was asked to publish this information on the Council's facebook page and website.

ACTION: Clerk to publish SSEN information on the facebook and website pages

WC79 19/20 To consider and agree a time when a Committee member can walk the paths around the Church with the Vicar to ascertain which paths require remedial work to avoid trip hazards.
The Clerk explained that whilst the Committee had already agreed to carry out work to the path around the War Memorial, we are still awaiting confirmation from the Church as to whether a contribution for this work can be made. However, it has come to the attention of the Clerks that it may well be that other footpaths around the Church may require attention but in order to ascertain the exact locations a site visit is required. It was **RESOLVED** to arrange a suitable time with the Vicar for a site visit to take place. Cllr Boulton has agreed to walk the paths with the Vicar. Proposed Cllr Boulton, seconded Cllr Jack Morgan - All in favour.

WC80 19/20 To consider and agree locations for the 3 RBL silhouettes. (LRE Engineering will install them).

The Clerk reported that the RBL were not happy with locating the 3 silhouettes on the green at the junction of Milton Street and Coronation Street and had been in contact with the Clerk to establish how best these could be fitted and other locations. LRE Engineering are happy to help with altering the fittings and with installing the silhouettes, these to be attached lamp posts at the following suggested locations:

- 1 at the top of the High Street
- 1 on the island in the Market Place
- 1 on the Green on Milton Street.

Following discussion, it was **RESOLVED** to advise LRE Engineering of the locations. Proposed Cllr Boulton, seconded Cllr Jack Morgan – all in favour.

ACTION: Clerk to contact LRE Engineering and the RBL

WC81 19/20 To consider and agree location and form of plaque to commemorate Concorde.

Following receipt of a request to mark the Town's association with Concorde it was **RESOLVED** to obtain the necessary permissions to install a plaque on the wall at the Bull Hotel in line with the Heritage Trail plaques in the Town. Proposed Cllr Boulton, seconded Cllr Sanford – all in favour.

ACTION: The Clerk to contact the Arkells, CDC and plaque supplier

WC82 19/20 To consider and agree any response required to wildflower meadow and sensory garden proposals for the Walnut Tree Field (emailed 18.09.19).

A proposal has been put to the Council for the installation of a Sensory garden at specific locations in the Walnut Tree Field. Following discussion, it was **RESOLVED** to agree the proposal in principle, but to advise the proposer that they will need to liaise with the Ernest Cook Trust, who own the Field. Proposed Cllr Sanford, seconded Cllr Boulton - all in favour.

ACTION: The Clerk to contact the proposer

WC83 19/20 Anything the Chair considers urgent.

The Clerk reported that the Groundsman has requested a portable pressure washer to enable him to clean seats and other street furniture around the town. The Committee agreed that this was a good idea and the Clerk was asked to source a suitable washer and obtain quotes. This item to be added to the Agenda for the next W & C Committee for approval.

ACTION: Clerk to source suitable Pressure Washer and obtain quotes.

WC84 19/20 Date of next meeting – 22nd October 2019

There being no further business the meeting closed at 8.30pm

.....Chairman

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