



**MINUTES OF THE FULL COUNCIL'S VIRTUAL MEETING  
HELD ON TUESDAY 9<sup>TH</sup> JUNE 2020**

**Present:** Cllr Nicholls Cllr Harrison Cllr Boulton  
Cllr Bowen Cllr Doherty Cllr Foxall  
Cllr Hill Cllr Jefferies Cllr John Morgan  
Cllr Roberts Cllr Sanford Cllr Thornhill

**In attendance:** Vanessa Lawrence, Roz Morton (Clerks), District Cllrs Andrews and Trotter

- 027 20/21 Apologies for absence**  
Apologies were received from Cllr Jack Morgan and County Cllr Theodoulou
- 028 20/21 Declarations of Interest in Items on the Agenda**
- 029 20/21 To approve the Minutes of the Annual meeting of the Town Council held on the 12<sup>th</sup> May 2020**  
It was **RESOLVED** to approve the Minutes of the Annual meeting of the Town Council held on the 12<sup>th</sup> May 2020. Proposed Cllr Morgan, seconded Cllr Bowen – 11 in favour, 1 abstention
- 030 20/21 Clerks'/Chairman's report**  
The Clerk's report had been circulated prior to the meeting and covered actions taken since the last meeting including an update relating to assistance in the community relating to Covid 19.  
Grass cutting has resumed in the WTF but has been left longer than normal. Sensory Garden area has been taped off for the benefit of the grass cutting contractor.

**ACTION: Clerks to notify residents in zones 4, 10 & 16 that the Council has taken over the volunteer coordination – in Ripples and on Facebook.**

- 031 20/21 To agree to adjourn the meeting for Public Participation – there is a 10-minute time limit) if members of the public are present.**  
N/A
- 032 20/21 To agree to reconvene the meeting following Public Participation, if applicable.**  
N/A
- 033 20/21 Chairman's Announcements**  
None
- 034 20/21 To consider correspondence & invitations received (for information only emailed)**  
Correspondence e-mailed was received with no comment.

**035 20/21 To receive reports on meetings attended**

Reports from virtual meetings attended with GCC, have been circulated to the W & C Committee and will be forwarded to the Council when approved.

**ACTION: Forward reports to the Council when approved by the W & C Committee.**

**036 20/21 To receive report from District & County Councillors (e-mailed)**

Cllr Andrew's report had been circulated by e-mail prior to the meeting and is held with the Agenda's & Minutes.

He responded to questions raised relating to his report as follows: -

Q: Cllr Hill wanted to know where the idea of widening the pavement in the High Street came from.

A: Cllr Andrews said that it was an idea that was being looked at in larger Towns and he felt it might of interest to this Council. Cllr Doherty confirmed that there were no schemes for Fairford. A questionnaire relating to Town Centre re-opening is being circulated to Parish & Town Councils.

Cllr Andrews also reported as follows: -

**Wellbeing programme** – this has been led by Mr. John Read of Fairford, in conjunction with the League of Friends. Two graduates are researching the needs of people over a 6-week period.

**Wick House planning application** - is being considered at CDC tomorrow – 10th June.

Cllr Doherty reported as follows:

Q: Cllr Roberts asked why there some bins were still not being collected for instance some paper recycling boxes, and some food waste bins.

A: Cllr Doherty replied that there were still some issues more so with collection of paper. Waste collection has increased by 10-20% above normal volumes with lorries filling up quicker than normal. Recycling is up 20%. Several lorries had broken down, which caused problems in collections. These issues are being monitored and resolved as quickly as is possible. It is hoped that by middle to late June all the problems will have been resolved.

Q: Cllr Roberts asked if the waste service could be split up so it's not just food in week one and everything else in week 2.

A: This would mean an increase in the quantity of lorries. The scheme had been designed by the previous Council in 2018 and was being managed by making changes to accommodate more food and cardboard. The aim being to try to simplify what was inherited.

Q: Cllr Roberts also queried how the licence for the green waste service had been arrived at.

A: Cllr Doherty explained the rationale and disagreed with her analysis.

**People shielding** - Cllr Doherty also reported that with lifting of rules for those shielding (30<sup>th</sup> June), CDC are considering how to manage migration of people coming out again and to help those who will no longer be able to access the government food box scheme.

**Discretionary grant scheme** - has been launched, and to date 200 applications have been received. The ongoing grant scheme is now closed.

**Leisure Facilities** - CDC are considering how best to deal with re-opening of Leisure facilities.

**037 20/21 To receive Police report**

The Police report was received with no comment and is held with the Agendas and Minutes.

## FINANCE

### **038 20/21 To approve retrospectively payments to end of May 2020**

It was **RESOLVED** to approve, retrospectively, payment to the end of May 2020. Proposed Cllr Doherty, seconded Cllr Sanford – all in favour.

Cllr Roberts asked that we ensure that the Committee request sight of accounts prior to agreeing any grants. Discussion took place relating to grant requests from starter groups, where no accounts would be available. It was agreed to look at this further and would be included on the Agenda for the next Procedures meeting.

**ACTION: Clerk to add item to the Agenda for the next Procedures meeting to look at grant requests from starter organisations.**

### **039 20/21 To receive the Reconciliation Report to the end of May 2020**

The reconciliation report to the end of May was received with no comment.

### **040 20/21 To consider and agree recommendation from the Finance Committee to approve the Annual Governance Statement (AGAR 2019/20)**

It was **RESOLVED** to agree recommendation from the Finance Committee to approve the the Annual Governance Statement for 2019/20. Proposed Cllr Doherty, seconded Cllr Sanford – all in favour.

### **041 20/21 To consider and agree recommendation from the Finance Committee to approve the Accounting Statement (AGAR 19/20)**

It was **RESOLVED** to agree recommendation from the Finance Committee to approve the Accounting Statement for 2019/20. Proposed Cllr Boulton, seconded Cllr Foxall – all in favour.

Cllr Roberts pointed out that the Minutes from the Finance Committee in May had not been included on this Agenda to be received. These will be included on the Agenda for the next Full Council meeting.

**ACTION: The Clerk to send the AGAR to the External Auditor together with all the other required documents and to add receipt of May Finance Minutes to the Agenda in July. The Notice for the exercise of Public Rights will be posted on the website before the 1<sup>st</sup> September 2020.**

## PLANNING

### **042 20/21 To receive the minutes of the Planning committee meetings held on 19<sup>th</sup> May 2020**

The Minutes of the Planning Committee meetings held on the 19<sup>th</sup> May were received with no comment.

**ACTION: The Minutes from the planning meeting of 2<sup>nd</sup> of June, will be included on the Agenda for the July meeting.**

## WORKS & COMMUNITY

### **043 20/21 To receive the Minutes of the Works & Community Committee meeting held on the 26<sup>th</sup> May 2020**

The Minutes of the Works & Community Committee meeting held on the 26<sup>th</sup> May were received.

Cllr Morgan reported that the grass cutting programme is being reviewed by the W & C Committee. Verges will be prioritised, to ensure road safety is paramount. Cllr Nicholls has agreed to carry out a survey of the verges. The WTF will be 'top cut'.

Cllr Nicholls reported that he feels that 10 metres either side of all junctions should be cut in line with road safety.

The 'Good Verge Guide' has been considered, but it was felt that road safety had to take priority in some areas. This matter is to be further considered and Cllr Doherty has agreed to attend the next meeting.

**ACTION: Clerk to forward report to the Council**

**044 20/21 To receive a report from the Chair of the Works & Community Committee**

Cllr Morgan reported on the virtual meeting held with GCC regarding the CHS playing field. A written report has been prepared by the Clerk and will be circulated to the Council in due course.

**ACTION: Clerk to forward report**

**OTHER MATTERS**

**045 20/21 To consider and agree phased return of staff to Council offices, in line with government guidelines to try to ensure the safety of staff and public.**

The Clerk has circulated some suggestions for a phased return to the Council offices. Certain safeguarding measures need to be put in place, some of which have been dealt with by the Community Centre manager. However, a risk assessment needs to be completed. It was agreed to continue to support Roz who will continue to work from home, probably until September. Vanessa will return to the office as soon as all the safeguards have been put in place.

Cllr Harrison suggested the following measures: -

- Perspex screens
- Ensuring sufficient ventilation

Cllr Doherty said that returning would need to be done in conjunction with FCC and that we would need to be consistent with other establishments. Roz will not be able to return to work until September. The Clerks confirmed that work has continued and that there is nothing that can't be done working from home. Printing the newsletter necessitates a day or so in the office, but this can be arranged at a time to suit. It was emphasised that Vanessa should not return in these exceptional circumstances, at present and the staff and public should always be protected. Cllr Foxall felt that we need to monitor public expectation also. It was **RESOLVED** that the Clerks should continue to work from home until all necessary safeguards are in place and until the Clerks are comfortable with returning to the office. Proposed Cllr Morgan, seconded Cllr Nicholls – all in favour.

**ACTION: Clerks to liaise with FCC & Cllr Nicholls with regards to carrying out a risk assessment prior to returning to the office.**

**046 20/21 To consider information from CDC relating to re-opening of Town Centres.**

Cllr Andrews had already related that a questionnaire is being circulated which would benefit from Town & Parish Council's input. This will be circulated to Council when received.

**ACTION: Clerk to circulate questionnaire when received.**

**047 20/21 To consider and agree whether to carry out trial dig on site close to the car park for a possible new burial ground, following recent communication from The Ernest Cook Trust.**

Following the last meeting with Michael Birnie, Cllr Foxall and Cllr Roberts, Mr. Birnie has been in contact with the Clerks to advise that the ECT Trustees would allow the Council to establish a burial ground at the end of the Car park on Mill Lane opposite the current burial ground. Discussion took place and it was agreed that the first step would be to carry out a Tier 1 assessment to establish the viability of the site. Quotes to be obtained. Proposed Cllr Boulton, seconded Cllr Hill – all in favour.

**ACTION: Clerks to obtain quotes for Tier 1 assessment to establish viability of site.**

Cllr Roberts advised the Council that a meeting has been arranged with ECT this week and a request for a map detailing the area in question would be requested.

**048 20/21 To note Communication Etiquette relating to publication of items on social media by Councillors**

Cllr Jefferies had requested this item as she required clarification as to how publication of matters pertaining to the Council is allowed to be published by individuals, on social media before it has been cleared by the Clerks/Council. Cllrs were reminded that this matter has been discussed beforehand. The Clerk to circulate the relevant item in the Standing Orders.

**ACTION: Clerk to circulate relevant point from the Standing Orders.**

**049 20/21 Anything the Chair considers urgent**

None

Cllr Hill has been approached with a request for a rubber surface to be installed around the table tennis table in the Walnut Tree Field.

**ACTION: Clerks to add to W & C Agenda, along with information on available funds, for discussion in July.**

**050 20/21 Date of next meeting –14<sup>th</sup> July 2020**

**IN CAMERA ITEMS**

**051 20/21 To consider and agree exceptional costs in relation to pandemic response, retrospective and future.**

Discussed by Council and agreed.

.....Chairman

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