



**MINUTES OF THE ANNUAL TOWN COUNCIL MEETING
HELD ON TUESDAY 10TH MAY 2022.**

Present: Cllr Boulton Cllr Doherty Cllr Foxall
Cllr Harrison Cllr Lipscombe-Kettel Cllr Sanford

In attendance: Vanessa Lawrence, Roz Morton (Clerks), District Cllr Andrews

- 1 22/23 To elect the Town Mayor**
Cllr Harrison (outgoing Deputy), asked for nominations for the role of Chairman/Mayor. Cllr Sanford proposed that Cllr Boulton should be elected as Chairman/Mayor, seconded Cllr Foxall – all in favour.
- 2 22/23 To elect the Deputy Mayor**
The Chairman asked for nominations for the role of Deputy Chair and proposed Cllr Lipscombe-Kettel, seconded Cllr Sanford – all in favour.
- 3 22/23 Apologies for absence**
Apologies were received from Cllr Roberts, Cllr Bird, Cllr Thornhill, District Cllr Trotter and County Cllr Morris.
- 4 22/23 Declarations of Interest in Items on the Agenda**
None received
- 5 22/23 To remind Councillors to update any details relating to changes on the Register of Interests and to send these to CDC.**
The Chair reminded Cllrs to send in any changes they might have for the Register of Interests.
- 6 22/23 To approve the Minutes of the Full Council meeting 8th March and (INFORMAL) Full Council meeting held on the 12th April 2022**
It was **RESOLVED** to approve the Minutes of the Full Council Meeting held on the 8th March 2022 as a true and accurate record of the proceedings and to approve the Minutes of the Informal Meeting held on the 12th April 2022. **NOTE:** Subsequent to the meeting on the 12th April and the oversight in the proper manner for selecting the Chair for that meeting, and advice taken from GAPTC, it was agreed that the meeting should be considered as not held in the correct manner and could only be taken as informal. As a result of this all matters agreed at that meeting would need to be re-endorsed at this meeting.
- 7 22/23 Clerks’/Chairman’s report**
The Clerk’s report had been circulated prior to the meeting and contained updates on ACTIONS from previous meetings. These are as follows:
- Election update:
There are now two vacancies on the Town Council following the resignation of Jon Hill. An election has been called and will take place on 9th June. Nomination packs must be completed and returned to CDC by 4.00pm on 11th May. **NOTE: As at the deadline for receipt of nominations packs, only two people came forward as a result of this they were elected UNCONTESTED as at 9th May 2022.**
- Virtual access for Annual Town Meeting
A Zoom invitation can be sent out to anyone who cannot attend the Annual Town meeting, the laptop with speakers and the screen work adequately for people to give reports and for members of the public to hear.

-Meeting with The Door

More information can be found in the report on the Cllr website.
The grant has been paid to Fairford Festival

- 8 22/23 To consider and agree timetable for meetings for the coming year.**
It was **RESOLVED** to agree timetable for meetings. These will normally be held on a Tuesday evening but should be flexible to enable Cllrs to attend if Tuesdays prove difficult. Proposed Cllr Foxall, seconded Cllr Doherty – all in favour.

- 9 22/23 To consider and agree membership to Committees and sub-committees.**
It was **RESOLVED** to agree changes to Committees where required. Proposed Cllr Harrison, seconded Cllr Sanford – all in favour. A revised list of Committees and their members will be circulated.

ACTION: Clerk to circulated revised copy of Committee structure for this year.

- 10 22/23 To consider and agree Town Council representatives for the following organisations:**

It was **RESOLVED** that the following members are assigned, as representatives for FTC, to the following organisations – Proposed Cllr Doherty, seconded Cllr Foxall – all in favour.

- i.** Palmer Hall Committee (1) - **Cllr Roberts**
- ii.** Farmor's Endowed Trust (2) – **Cllrs Boulton & Thornhill**
- iii.** Fairford Community Centre Trustees (3) – **Cllrs Foxall & Doherty**
- iv.** Fairford Community Centre Management Committee (2) – **Cllrs Doherty & Foxall**
- v.** Fairford Air Base links (3) – **Cllrs Roberts, Boulton & Bird**
- vi.** Gloucestershire Market Town Forum (1) – **Cllr Harrison**
- vii.** Police link (1) – **Cllr Foxall**
- viii.** Fairford History Society (1) – **Cllr Sanford**
- ix.** Access to Countryside & Cotswold Water Park (3) – **Cllrs Sanford, O'Connell & Thornhill**
- x.** FEAG (3) – **Cllrs Boulton, Bird & O'Connell**
- xi.** Fairford & Lechlade Business Club – **open to all**
- xii.** NDP Steering Group (3) – **Cllrs Doherty, Harrison & Sanford**
- xiii.** Patients Participation Group (1) – **Cllr Sanford**
- xiv.** Youth Steering Group (2) – **Cllr Lipscombe- Kettel**
- xv.** Fairford Community Voice (1) – **Cllr Sanford**
- xvi.** The Ernest Cook Trust – (3) – **Cllrs Foxall, Roberts & Thornhill**

- 11 22/23 To re-affirm eligibility for the Town Councils (General Power of Competence) (Prescribed Conditions) Order 2012.**

It was **RESOLVED** to re-affirm that FTC are eligible to hold the General Power of Competence. Proposed Cllr Doherty, seconded Cllr Foxall – all in favour.

- 12 22/23 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

- 13 22/23 To agree to reconvene the meeting following Public Participation, if applicable.**
N/A

- 14 22/23 Chairman's Announcements**
The Chair thanked James Nicholls and Cllr Harrison for their hard work over the past year. He also advised the Council of a resignation from Gill Stopka.

- 15 22/23 To consider correspondence received (for information only emailed)**
Correspondence is e-mailed when received. No comments were received.

- 16 22/23 To receive reports from meetings attended.**
RIAT – Cllr Boulton reported that there are not major changes to the format from previous years. Newsletters and stickers are not available for residents.
Youth Club – Meeting held recently with The Door, Cllr Lipscombe, Cllr Roberts (part) and the Clerks. A report has been circulated to Council. Very positive feedback from all parties and from the young people attending.

- 17 22/23 To receive report from District Councillor/County Councillors (e-mailed)**

District Cllr Andrews reported as follows:-

Council Meeting: 25th May 2022

Matters discussed:-

- Recovery Investment Strategy
- Capital Investment in Council's Leisure Facilities
- Renewal/retendering of Leisure and Culture support
- Legal Services Review
- Corporate Plan Refresh
- Constitution Procedure Rules changes
- Independent Remuneration Panel
- Community Governance Review

Cabinet Meeting: May 9th

Matters discussed:-

- Nature Recovery Plans for Cotswold Water Park and Cotswold National Landscape
- Corporate Plan Refresh
- Discretionary Funding Policy – Energy Council Tax Rebate 2022
- Discretionary Rate Relief in excess of £10,000
- Cabinet/Scrutiny Protocol
- Renewal/retendering of Leisure and Culture support
- Housing Property Acquisition

Cotswold Canal – Open day @ Inglesham 23rd July

Footpaths

- Progress with Sustrans Study of Fairford-Kempsford-Lechlade network
- Lake 103-104 footpaths Open day 23rd and 26th April – Feedback?

Planning

- Lakes 103/104 other issues (Fairford Leisure Facility)
- Planning Enforcement
 - Lake 103/104
 - Land Behind Wick House (The Wall)
 - Breach of Working Hours
 - Compliance of wall reconstruction
 - Hyperion House
 - Gardenside, Cinder Lane

Forthcoming Meetings:

11th May – Planning & Licensing

17th May - Gloucestershire Health Overview Scrutiny Committee

24th May – Overview & Scrutiny

25th May – Full Council and Annual Meeting

6th June – Cabinet

District Cllr Doherty reported as follows:

- Refugees – CDC have prepared a document regarding information relating to Ukrainian refugees – CDC are carrying out inspections and making sure that they have access to benefits etc. A recommendation has been made that the Facebook platform is the best way of picking up on arrivals locally. 69 sponsor applications to take refugees has been received in the Cotswolds.
- CDC are endeavouring to track residents who may be eligible for the discretionary awarding of £150 to help with the higher cost of fuel and are not in receipt of Council tax benefit.

FINANCE

- 18 22/23 To receive Minutes from the Finance committee meeting held on the 19th April 2022(unapproved)**
The Minutes of the Finance committee meeting held on the 19th April were received without comment.
- 19 22/23 To receive report from Chair of Finance**
Nothing to report over and above what is contained in the Minutes.
- 20 22/23 To approve retrospectively payments to end of March & April 2022**
It was **RESOLVED** to approve, retrospectively, payment to the end of March (£10782.38) and April 2022 (£23732.13). Proposed Cllr Doherty, seconded Cllr Foxall – all in favour. Proposed Cllr Doherty, seconded Cllr Foxall – all in favour.
- 21 22/23 To receive Income & Expenditure Figures at year end (2021/22) and for April 2022**
The Income & Expenditure figures at year end were received without comment.
- 22 22/23 To consider and agree Reconciliation Report at year end and for April 2022.**
It was **RESOLVED** to agree Reconciliation Report at year end and for April 2022. Proposed Cllr Doherty, seconded Cllr Foxall – all in favour.
- 23 22/23 To consider and agree Internal Auditors Report and any actions to be taken from the report.**
The Internal Auditors report had been circulated prior to the meeting. The only issue of note was that the Fidelity Guarantee figure covered in the Council's insurance needs to be raised from £250k to £375k. There is nothing else to be considered. It was **RESOLVED** to agree the Internal Auditors Report, proposed Cllr Doherty, seconded Cllr Foxall – all in favour.
ACTION: Clerk to add this matter to the Agenda for the next Finance meeting and to contact FTC's insurers to obtain a revised renewal quote.
- 24 22/23 To consider and agree Qtrly Figures for payments over £500 and over (4th Qtr).**
It was **RESOLVED** to agree 4th Qtr figures for payments over £500. Proposed Cllr Foxall, seconded Cllr Doherty – all in favour.
- 25 22/23 To consider and agree Annual Governance Statement (AGAR 2022/23)**
Points covered in the Annual Governance Statement were read out individually and agreed. It was **RESOLVED** to agree the Annual Governance Statement. Proposed Cllr Doherty, seconded Cllr Foxall – all in favour. This was then signed by the Chairman.
- 26 22/23 To consider and agree Accounting Statement (AGAR 2022/23)**
The Accounting Statement was considered, and it was **RESOLVED** to agree the figures. Proposed Cllr Doherty, seconded Cllr Sanford – all in favour.
The Accounting Statement was then signed by the Chairman
ACTION: Clerk to send the AGAR containing both the Annual Governance Statement, the Accounting Statement and other requirements to the External Auditor

PLANNING

- 27 22/23 To receive the minutes of the Planning committee meeting held on 19th April and 3rd May 2022 (unapproved)**
The Minutes of the Planning Committee meetings held on the 19th April and 3rd May 2022 were received with no comment.
- 28 22/23 To receive report from Chair of Planning**
Cllr Harrison reported on a recent application where a change from commercial use has been applied for. He pointed out that this is something that the Council are wholly against as we want to retain commercial properties

wherever possible. He felt that consultation with businesses in the town needs to be carried out, especially with the increase in the population as a result of new developments such as the Lakes development. He also reported that the NDP group has received some good news that Natural England are now satisfied with the Habitats Regulation Assessment.

WORKS & EVENTS

29 22/23 To receive the minutes of the W & E Meeting held on the 26th April 2022 (unapproved)

The Minutes of the W & E meeting were received with no comment

30 22/23 To receive a report from the Chair of Works & Committee

- The Chairs report was circulated prior to the meeting and is as follows:
Thank you to everyone who helped to put the flags up. There was some interest from residents in having a flagpole holder fitted to their house. Perhaps this could be considered for next year. We have more flags than poles at the moment.
- The banners for the Jubilee have been ordered and should arrive on Wednesday.
- The youth club started up again on Monday. I would like the Council to consider a more long-term strategy for the young people in Fairford. Definitely something to consider at a future meeting.
- Council yard – the skip has gone and the hardcore has been laid in full now. We are waiting for confirmation of the fitting of the CCTV camera and adjustments to the network.

31 22/23 To consider and agree to sign the SLA with The Door to offer a youth club for 24 weeks.

It was **RESOLVED** to sign the SLA with The Door, who will be running the Youth Club. Proposed Cllr Boulton, seconded Cllr Foxall – all in favour.

OTHER MATTERS

32 22/23 To consider and agree the way forward regarding possible measures for attendance at meetings of the Council relating to reducing the risk of transmission of COVID19 to clinically vulnerable Councillors, staff and members of the public.

This matter had been previously discussed at the Informal meeting held in April. At that time it was agreed that a supply of lateral flow tests should be purchased for any Councillors who wish to test before a meeting to reassure those who are at higher risk. It was **RESOLVED** to approve the purchase of lateral flow tests. Proposed Cllr Harrison, seconded Cllr Foxall – all in favour.

ACTION: Clerk to purchase a supply of LFT's

33 22/23 To formally approve winners of the Citizen Awards.

Following receipt of nominations, details of the nominees were circulated to the Council and a vote taken and the winners agreed. It was **RESOLVED** to formally approve the winners as:

Guinevere Lee for The Albert Alder Award
and
Maria Shankland for the Citizen Award.

Proposed Cllr Sanford, seconded Cllr Lipscombe-Kettel. Presentation of their awards will be made at the Annual Town Meeting on the 11th May 2022.

34 22/23 Anything the Chair considers urgent
Nothing of note.

35 22/23 Date of next meeting –14th June 2022

There being no further business the meeting closed at 8.00pm

.....**Chairman**

.....**2022**