

MEMBERSHIP:

Cllr O'Connell
Cllr Roberts
Cllr Sanford
Cllr Baker
Cllr Nicholls
Cllr Stroud



MINUTES OF THE WORKS & EVENTS COMMITTEE MEETING HELD ON TUESDAY 24th September 2024

Present: Cllr O'Connell Cllr Roberts Cllr Baker
Cllr Nicholls

In attendance: Vanessa Lawrence, Roz Morton (Clerks),
Jack Knott (Cotswold Rivers Trust)

- WE65 24/25 To consider and agree to accept apologies for absence.**
Apologies were received from Cllrs Sanford and Stroud and were accepted – all in favour.
- WE66 24/25 Declarations of Interest in items on the Agenda.**
None received
- WE67 24/25 To approve the Minutes of the Works & Events Committee meeting held on the 23rd July 2024**
It was **RESOLVED** to approve the Minutes of the Works and Events committee meeting held on the 23rd July 2024 as a true and accurate record of the proceedings. Proposed Cllr Nicholls, seconded Cllr Baker – all in favour.
- WE68 24/25 Clerks/Chairman's Report.**
None.
- WE69 24/25 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
- WE70 24/25 To agree to reconvene the meeting following Public Participation (if applicable).**
N/A
- WE71 24/25 To receive a Presentation from Jack Knott, Cotswold Rivers Trust.**
Mr. Knott from the Cotswold Rivers Trust attended to advise on how best to manage the continuing problems with water quality in the River Coln. Mr Knott gave his report to the Committee members and advised that he would be forwarding slides to the Council with detailed information.

- WE72 24/25 Review of finances and to consider the budget requirements for 2025/26**
1st round budget sheet had been circulated prior to the meeting. The Chair suggested that this is considered by Councillors, but he would very much like to try to maintain a similar budget to this year. This would be considered in detail at the next meeting.

ACTION: Clerk to add this item to the Agenda for the next meeting.

WALNUT TREE FIELD

- WE73 24/25 To consider and agree to replace the worn tyre on the zip wire which entails dismantling and re-assembling the zip wire - £682.**

Following discussion, it was **RESOLVED** to replace the worn tyres on the zip wire as quoted. Proposed Cllr O'Connell, seconded Cllr Baker – all in favour.

ACTION: Clerk to place order

- WE74 24/25 To consider and agree remedial action on the youth shelter.**
This matter had been brought to the Committee previously, when the Clerks were requested to look at alternatives for repairing the broken panel on the youth shelter. Quotes have now been received and options provided. Following discussion, it was **RESOLVED** to replace the Perspex panel with a Perspex sheet at a cost of £82.00 from LRE Engineering, but to review again in the future if required. Proposed Cllr O'Connell, seconded Cllr Roberts all in favour.

ACTION: Clerk to place order

NEW BURIAL GROUND

- WE75 24/25 To consider and agree landscaping requirements for new burial ground.**

It was agreed to defer this item to the next meeting as Thames Water have not completed their connectivity work. Clerk will be chasing this up.

ACTION: Clerk to chase up Thames Water

GENERAL TOWN MAINTENANCE & HIGHWAYS

- WE76 24/25 Update on EV charging points.**
None available – Defer to future meeting.

- WE77 24/25 To consider and agree response to email from Farmor's School regarding assistance with Milton Street Garden (emailed 11.09.24)**
An e-mail from Farmor's had been circulated prior to the meeting. Following discussion, it was agreed that they would not be able to assist as the hours available were limited. It was **RESOLVED** to respond to Farmor's to thank them but to advise that we would not be able to accept what they were offering.

ACTION: Clerk to respond to Farmor's

- WE78 24/25 To consider next steps with parking bay markings in the car park.**
Following discussion, it was agreed that there was no obvious solution to this due to type of surface. It was decided that this subject had now been exhausted and that nothing further could be done. This matter is now closed.

- WE79 24/25 To consider painting railings on Mill Lane bridge.**
The Clerk reported that GCC Highways had been asked if they would improve the appearance of the railings on Mill Lane, but had been advised that they could not help as this was an issue relating to aesthetics rather than structural defect. The Clerk was asked to ascertain whether GCC Highways would have any objection to FTC carrying out remedial work and what the requirements would be. The Clerk to report back to the Committee at the next meeting.

ACTION: Clerk to contact Glos Highways and add this item to the Agenda for the next W & E meeting.

EVENTS

- WE80 24/25 Update on Christmas Market**
The Market is now fully booked and has a waiting list.
The Clerks met online with the stall provider and have discussed the set up and breakdown.
The road closure has been applied for.
Food outlets include, Cotswold Chippy, NJAA Catering, FRFC and Mama's Sweet treats. There are two coffee vans, and a chestnut & mulled wine vendor has requested a pitch.
Cllr baker has agreed to be Santa, and the elves have been contacted.
More sweets are required this year.
Help with manning the road closures will be required from all Councillors

**ACTION: Clerks to contact USAF to ask for assistance with the set up and break down
Clerks to contact local shops regarding sweetie donations and order additional from Bookers.**

- WE81 24/25 To consider and agree quote for Market Place Christmas Tree**
It was **RESOLVED** to agree quote from Fine Pines, who supplied and installed the tree in 2023. Proposed Cllr O'Connell, seconded Cllr Roberts.

ACTION: Clerk to place order

- WE82 24/25 To consider and agree supplier for small Christmas trees**
We have received two quotes. It was **RESOLVED** to accept the best quote, but to establish if the company with the higher quote would reduce this in line with the lower quote, as they also supply the marketplace tree. Proposed Cllr O'Connell, seconded Cllr Baker – all in favour.

- WE83 24/25 To consider and agree date for taking down the flags and who is going to do it.**
It was agreed to take down the flags on Sunday 6th October. Proposed Cllr O'Connell, seconded Cllr Baker – all in favour. Cllr Baker, Nicholls and O'Connell would be helping with this, but the Clerk were asked to contact the RAFCE to see if they could also lend a hand. The Clerk has also contact Fairford Fire Service to ask if they could assist.

ACTION: Clerk to contact RAFCE (Matthew Davies) and follow up with Fairford Fire Service.

OTHER MATTERS

- WE84 24/25 To consider and agree actions on water quality testing on the Coln.**
It was agreed to defer this item to the next W & E meeting in October.

ACTION: Clerk to add this item to the Agenda in October.

WE85 24/25 To consider and agree to install a new community speedwatch camera on Cirencester Road (see email from Bob Passmore 16.09.2024).

As the previous camera had been stolen, and following information received from the supplier, the Council will have to replace this and either re-instate or return to supplier. The cost of replacement would have to be borne by the Council either by going through the insurance company or directly from Council funds. This is not a huge amount but a quote will be requested from the supplier (GCC). Following discussion It was **RESOLVED** to replace the camera but to re-instate it at the second location given to us by the police when this project was implemented many months ago. Proposed Cllr Roberts, seconded Cllr O’Connell – all in favour. The second location is on the Cirencester Road in full view of houses. The cost of moving the post and reinstalling the camera, which doesn’t include the cost of the camera itself is £300.

ACTION: Clerk to contact supplier for a full quote

WE86 24/25 To receive information received relating to use of e-scooters
Information received from the police regarding e-scooters had been circulated prior to the meeting and has been included in the newsletter.

WE87 24/25 To consider and agree tender documentation for Leaffield Road path and agree to upload it to Contractsfinder.gov.uk
Tender documentation has been circulated prior to the meeting. Following discussion, it was **RESOLVED** to upload this information to the Contractsfinder website as required following new clause in the Financial Regulations. The Committee agreed that they would be happy to agree a contractor over email in December if necessary. Proposed Cllr O’Connell, seconded Cllr Nicholls – 3 in favour, 1 abstention.

ACTION: Clerk to add the documents to Contracts Finder.

WE88 24/25 Anything the Chair considers urgent.
The Clerk reported that Lovers Lane path has been heavily affected by the weather up to the Crabtree park exit. Particular notice should be taken regarding the drainage along the path. We have received a quote to rectify this - £1250. The committee agreed that this needs to be resolved and the Clerks were asked to obtain 2 further quotes. Clerk to add this matter to the Agenda for the next meeting.

ACTION: Clerk to obtain 2 further quotes. Add this item to the Agenda for the next meeting. Clerk to contact the ECT also.

WE89 24/25 Date of next meeting – Tuesday 22nd October 2024

There being no further business the meeting closed at 8.40pm

.....Chairman

.....2024