



**MINUTES OF THE
ANNUAL TOWN COUNCIL MEETING
HELD ON TUESDAY 14TH MAY 2025**

Present: **Cllr Harrison** **Cllr Roberts** **Cllr Sanford**
 Cllr Tyrer **Cllr Thornhill** **Cllr Foxall**
 Cllr Rymer **Cllr Akala** **Cllr Shankland**
 Cllr Baker

In attendance: **Vanessa Lawrence, Roz Morton (Clerks), District Cllr Wilkinson (part)**

- 1 25/26 To elect the Chairman/Mayor**
It was **RESOLVED** to elect Cllr Richard Harrison as Chairman/Mayor.
Proposed Cllr Sanford, seconded Cllr Thornhill – all in favour.
- 2 25/26 To elect Vice- Chairman/Vice Mayor**
It was **RESOLVED** to elect Cllr Adie Baker as Vice Chairman/Deputy Mayor.
Proposed Cllr Sanford, seconded Cllr Rymer – all in favour.
- 3 25/26 To receive the Declaration of Acceptance of Office for Chairman & Vice Chairman**
The Declaration of Acceptance of Office for Chairman and Vice Chairman were received.
- 4 25/26 Apologies for absence**
Apologies were received from Cllr Braiden, Cllr O’Connell, District Cllr Vann, District Cllr Mansilla, County Cllr Morris.
- 5 25/26 Declarations of Interest in Items on the Agenda**
Cllr Roberts declared a personal interest in Item 28 25/26.
- 6 25/26 To remind Councillors to update any details relating to changes on the Register of Interests and to send these to CDC.**
Cllrs were reminded to send any change of details on the Register of Interests to CDC.

7 25/26 To approve the Minutes of the Full Council meeting held on 8th April 2025

It was **RESOLVED** to approve the Minutes of the Full Council meeting held on the 8th April 2025 as a true and accurate record of proceedings. Proposed Cllr Sanford, seconded Cllr Shankland – all in favour.

8 25/26 Clerks’/Chairman’s report

There was no report from the Chairman. The Clerk had circulated her report prior to the meeting and the items covered are:-

- Lighting on the Cirencester Road, Fairford
- Leafield Wood path
- Year end processes
- Website
- New roundabout
- VE Day celebrations

The report will be held with the Minutes.

9 25/26 To consider and agree timetable for meetings for the coming year.

The timetable for meetings to be held in 2025/26 was circulated prior to the meeting. The Chair explained that whilst no meetings are expected to be held in August and December, it was important that any planning matters that might require immediate attention are brought to the Planning Committee in these months if required. It was **RESOLVED** to agree the timetable but to note that planning meetings might be held in August and December if required. Proposed Cllr Tyrer, seconded Cllr Foxall – all in favour

ACTION: Clerk to highlight possible requirement of a planning meeting in August and December .

10 25/26 To consider and agree membership to Committees and sub-committees.

It was **RESOLVED** to agree membership of Committees as follows.

Planning – Cllrs; Foxall, Harrison, Rymer, Shankland, Thornhill, and Tyrer. Ex-officio Cllr Baker

Finance – Cllrs; Foxall, Harrison, Rymer, Sanford and Braiden – Ex-officio – Cllr Baker

Works & Events – Cllrs; Akala, Braiden, O’Connell, Roberts and Sanford – Ex- officio Cllrs Baker & Harrison

Staffing – Cllrs; Foxall, Roberts, Sanford and Thornhill – Ex-officio Cllr Baker & Harrison.

Procedures – Cllrs; Foxall, Harrison, Roberts & Thornhill – Ex-Officio Cllr Baker

Proposed Cllr Foxall, seconded Cllr Shankland – all in favour.

11 25/26 To consider and agree Town Council representatives for the following organisations:

It was **RESOLVED** to appoint the following Cllrs as Council representatives:-

- i. Farmor's Endowed Trust (2) – Cllr Rymer, Cllr Roberts
- ii. Fairford Community Centre Trustees (3) - Cllr Foxall, Cllr Thornhill, Mr. A. Doherty
- iii. Fairford Community Centre Management Committee (2) – Cllr Foxall, Cllr Thornhill
- iv. Gloucestershire Market Town Forum (1) – Cllr Harrison
- v. Police link (1)- Cllr Foxall
- vi. Fairford History Society (1) – Cllr Harrison
- vii. FEAG (3) - Cllr Baker, Cllr Braiden, Cllr Akala
- viii. Palmer Hall Committee (1) - Cllr Rymer
- ix. Fairford & Lechlade Business Club – Open to all
- x. Patients Participation Group (1) – Cllr Sanford
- xi. Youth Steering Group (2) – Cllr Baker, Cllr O'Connell, Cllr Harrison
- xii. The Ernest Cook Trust – (3) – Cllr Foxall, Cllr Roberts, Cllr Thornhill
- xiii. Fairford Air Base links (3) – Cllr Baker, Cllr Roberts, Cllr Tyrer

12 25/26 To re-affirm eligibility for the Town Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

It was **RESOLVED** to re-affirm eligibility for the Town Councils (General Power of Competence) (Prescribed Conditions) Order 2012. Proposed Cllr Foxall, seconded Cllr Tyrer – all in favour.

13 25/26 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

14 25/26 To agree to reconvene the meeting following Public Participation, if applicable.
N/A

15 25/26 Chairman's Announcements
None

16 25/26 To consider correspondence received (for information only emailed)
Correspondence e-mailed throughout the month. No comments received.

17 25/26 To receive reports from meetings attended.
None attended.

18 25/26 To receive report from District Councillor/County Councillors (e-mailed)

The District Cllrs report was circulated prior to the meeting and will be held with these minutes. Cllr Wilkinson reported on additional matters:-

CDC - A new leader has been appointed at CDC – Mike Evemy, who has taken over from Joe Harris. Also two new officers have been appointed on a full time basis to liaise with Town & Parish Councils.

Public Toilets – Toilets will be fitted with card readers, together with upgrades to doors. However there is a possibility that some public

toilets will close and decisions need to be made regarding any upgrades if this is the case.

Local Plan – CDC no longer has a 5 year supply of housing to meet the Government requirements.

The question at present is whether to put any effort into creating a new Local Plan.

Local businesses – A meeting is being arranged where consultants will be engaging with Fairford & Lechlade businesses. FTC to be involved. Meeting to be held at the Bull Hotel.

Rural Prosperity Fund – This has re-opened.

Green bins – New method of reporting on missed collections, whereby if collection is missed twice in a given period, a full report will be required by the cabinet member as to the reasons why. CDC are looking at re-designing the service.

District Cllr Wilkinson left the meeting.

19 25/26 To receive reports from Project Groups:

Transport Plan/TRO – Cllr Shankland had circulated a report prior to the meeting. No update on TRO. School entrances have been improved. Working with school regarding cycling safety. Joint meeting to be arranged. Funding for Keble path is being looked into. Looking at obtaining views for a pedestrian crossing at Keble Fields. Need to improve safety at this location. Cllr Shankland wanted to know if the Council supported this initiative and to start the process for seeking approval, costings etc. All Cllrs were in favour of looking into this. This would be added to the Agenda for the next W& E meeting for formal approval.

ACTION: Clerk to add Keble Fields pedestrian crossing to Agenda for next W & E meeting.

CHS Playing Field – Licences for both the Rugby Club and Youth Football Club to be sent out. No increases to be applied for this year.

ACTION: Clerk to send out Licences to Rugby Club and Youth Football Club

Community Building – The Rugby Club are working with an architect to look at possible designs and this will be brought back to the Council in due course for our opinion.

Multi-use Path - Cllr Thornhill had circulated a report prior to the meeting.

FINANCE

20 25/26 To receive Minutes from the Finance committee meeting held on the 4th March (unapproved)

This to be approved at the next meeting in June.

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

21 25/26 To receive report from Chair of Finance

Cllr Foxall reported that we would be looking at the year end process which includes the audit in June ready for Full Council meeting in June.

22 25/26 To approve retrospectively payments to end of April 2025

It was **RESOLVED** to approve, retrospectively, payments to the end of April. Proposed Cllr Foxall, seconded Cllr Shankland, all in favour.

23 25/26 To receive Internal Auditors Report and to consider any actions required.

The Internal Auditors report had been circulated prior to the meeting. The Clerk reported that all recommendations had already been dealt with and actions taken. No comments received

- 24 25/26 To receive Income & Expenditure Figures at year end (2024/25)**
The Income & Expenditure figures at year end were received with no comment.
- 25 25/26 To consider and agree Reconciliation Report at year end (2024/25)**
It was **RESOLVED** to agree Reconciliation Report at year end. Proposed Cllr Foxall, seconded Cllr Sanford – all in favour.
- 26 25/26 To consider and agree Qtrly Figures for payments over £500 and over (3rd & 4th Qtr 2024/25).**
It was **RESOLVED** to agree Qtrly Figures for payments £500 and over for Qtr 3 & 4 2024/25. Proposed Cllr Foxall, seconded Cllr Sanford – all in favour.

ACTION: Clerk to publish figures on the website

- 27 25/26 To consider and agree date of Notice for publication of public rights and publication of unaudited Annual Governance & Accountability Return 2024/25 (16th June to 25th July)**
The Clerk reported that the dates above should be in line with the AGAR being approved in June. This will be checked with the Internal Auditor next week. It was **RESOLVED** to approve the date as above, subject to confirmation from the Internal Auditor. Proposed Cllr Foxall, seconded Cllr Sanford – all in favour.

ACTION: Clerk to publish at the appropriate time

- 28 25/26 To consider and agree to pay for the road closure for Steam Rally event on Friday 15th August in the market place (£130)**
This matter had been circulated to Cllrs and the Chair of Finance had approved this by e-mail. It was **RESOLVED** to pay for the road closure for the Steam Rally event on Friday 15th August. Proposed Cllr Foxall, seconded Cllr Sanford, 9 in favour, 1 abstention.

ACTION: Clerk to arrange payment

PLANNING

- 29 25/26 To receive the minutes of the Planning Committee meeting held on 15th April and 6th May 2025 (unapproved)**
The Minutes of the Planning Committee meetings held on the 15th April and 6th May were received with no comment.
- 30 25/26 To receive report from Chair of Planning**
The Chairman's report had been circulated prior to the meeting and was received with no comment.
- 31 25/26 To consider and agree recommendation from Planning Committee to refresh the Neighbourhood Plan and to convene a working group of Councillors and non-councillors to take this project forward.**
Cllr Harrison reported that although the funding window has not re-opened yet, he felt it was important to start to think about refreshing the neighbourhood plan as a pre-emptive measure. The proposal is to consider forming a new steering group open to the wider population of Fairford. This

to be discussed further at the next planning meeting. Preparatory work needs to commence now before the funding window re-opens. Following discussion it was **RESOLVED** to refresh the Neighbourhood Plan and to convene a working group of Councillors & non-councillors to take this project forward. Proposed Cllr Foxall, seconded Cllr Shankland – all in favour.

ACTION: Project Group to be formed

WORKS & EVENTS

32 25/26 To receive Minutes of the Works & Events Committee meeting held on the 22nd April 2025 (unapproved)

The Minutes of the Works & Events Committee meeting were received with no comment.

33 25/26 To consider and agree to renew contract with Bulldog websites (circulated)

Following discussion it was **RESOLVED** to renew the contract with Bulldog websites. Proposed Cllr Tyrer, seconded Cllr Rymer – all in favour.

ACTION: Clerk to sign document and return to Bulldog.

OTHER MATTERS

34 25/26 To consider and agree attendance at the Annual Meeting of the Town on Saturday 24th May including help with setting up.

The Clerks requested assistance at the Annual Town Meeting on Saturday 24th May with setting up tables. Attendance at 1pm. Councillors were advised that the Mayor would welcome those attending at 2pm and give his report. Presentation of the Citizen Awards would then take place, following which the public would be able to mingle and talk to representatives from organisations attending. Refreshments would be available. It was **RESOLVED** that Councillors who are available would help with setting up. Proposed Cllr Harrison, seconded Cllr Shankland – all in favour.

35 25/26 To consider and agree response to the GAPTC consultation on the Local Government re-organisation.

Cllr Shankland reported that she had already responded in her own right, and following discussion it was agreed that this matter would need more than one person to go through the consultation paper and agree suitable responses. A meeting to be held on Friday 23rd after 2.15pm to discuss responses.

36 25/26 Anything the Chair considers urgent

Nil of note.

37 25/26 Date of next meeting –10th June 2025

There being no further business to discuss the meeting closed at 8.30pm

.....Chairman

.....Date