

The Annual Meeting of the Town Council was held at the Memorial Hall, Lechlade  
on Monday, 11th May 2009 starting at 7.30pm

Present: Cllr Jones  
Cllr Adey  
Cllr Miss Coakley  
Cllr Mrs Eatwell  
Cllr Dover  
Cllr Gould  
Cllr Maskell  
Cllr Pritchard  
Cllr Roberts  
Cllr Mrs Seale

Clerk to the Council

4 members of the public

The outgoing Chairman, Cllr Jones, thanked councillors for their help and inspiration during a challenging time, with particular thanks to Cllr Dover.

A letter of resignation had been received from Cllr Mannall.

1.09 Apologies for absence

Apologies were received from Cllr Sullivan, Cllr Mrs Wilson, CDC Cllr Mrs Carter, CDC Cllr Palmer and GCC Cllr Theodoulou.

2.09 Election of Officers

The Clerk reported that she had received a nomination for Cllr Mrs Eatwell to be elected Chairman for the forthcoming year. The proposer and seconder for Cllr Eatwell were Cllr Roberts and Cllr Maskell. As there were no other nominations, Cllr Eatwell was duly elected Chairman.

The Clerk reported that she had received a nomination for Cllr Maskell to be elected Vice-Chairman for the forthcoming year. The proposer and seconder for Cllr Maskell were Cllr Eatwell and Cllr Jones. As there were no other nominations, Cllr Maskell was duly elected Vice-Chairman.

Cllr Eatwell took the chair and thanked Cllr Jones for carrying out his duties over the last three years with dignity and a professional approach and for steering the Council through some rough waters. She also thanked Cllr Dover for his wise counsel over a long period. Councillors were now dealing with an increasing number of issues devolved from County and District and several projects of benefit to the town were progressing.

3.09 Declarations of interest

Cllr Maskell declared an interest in item 6b and Cllr Pritchard in item 6a.

4.09 Approval of minutes of meeting held on 6th April 2009

The minutes were approved and signed.

5.09 Matters outstanding

5.1.09 Two residents have expressed interest in being Tree Wardens and two residents have volunteered to join the Cemetery group.

5.2.09 An application for Calor Village of the Year has been submitted.

- 5.3.09 At CDC Cllr Mrs Carter's request, the Clerk read out an email from her (Cllr Carter). A meeting with CDC Cllrs Carter and Palmer and the CDC Monitoring Officer has been arranged for 19th May to clarify the relationship between District and Town Councillors.
- 6.09 Matters arising from the minutes of the meeting of 6th April 2009
- 6.1.09 Coln Park  
The Clerk confirmed that a letter reiterating the Town Council's concerns had been sent to the CDC Chief Executive and Leader.  
A meeting with Philip Duncan, Coln Park, has been arranged for 13th May.
- 6.2.09 Pino's  
The green paint has been toned down as requested by the CDC Conservation Officer.
- 6.3.09 Footpath BLE05  
PROW have agreed to repair the stile and bridge without waiting for the definitive map to be updated.
- 6.4.09 Provision of sandbags  
Highways have agreed to provide sand and sandbags for those residents who have requested them to fill and store. This is a separate arrangement to the provision of sandbags in an emergency.
- 7.09 New committee structure and Town Council Hall Trustees  
A new committee structure to take effect from May 2009 had been discussed by councillors at a previous meeting.  
It was proposed by Cllr Jones and seconded by Cllr Dover that the committee structure be approved. This was agreed unanimously.
- 8.09 Annual Report and Review for proposed Lechlade Youth and Community Building  
The Hall Trustees have asked the Town Council to approve the renewal of the existing planning permission for the building.  
Cllr Eatwell proposed and Cllr Coakley seconded that approval be granted for the renewal of the existing planning permission only and for no other purpose. This was agreed.
- 9.09 GCC Councillor  
Cllr Theodoulou had sent his apologies.
- 10.09 CDC Councillor  
The CDC Councillors had sent their apologies.
- 11.09 Committees
- 11.1.09 Finance  
The committee had met on 11th May and the minutes had been circulated.
- A vacancy notice for a new councillor will be published shortly.
  - A 2.75% increase in staff salaries was proposed.
  - The committee has approved the unaudited Annual Return and bank reconciliation for 2008-09. The Clerk thanked Cllr Coakley for her help with preparing these documents.
- The Clerk stated that a negative response had been given to items 2, 5 and 6 of Section 2 as written procedures have not yet been developed by the Finance Committee. The external audit date has been moved from 1st June to 31<sup>st</sup> July so that an internal audit can be carried out beforehand. The Clerk is seeking an internal auditor with experience of local authority finance.
- Cllr Jones proposed and Cllr Coakley seconded that the Annual Return and bank reconciliation for 2008-09 be approved. This was agreed unanimously and the Chairman signed the document on behalf of the Town Council.
- The Clerk presented the Model Publication Scheme which lists information available to the public and how it can be obtained.
- It was proposed by Cllr Coakley and seconded by Cllr Maskell that the Model Publication Scheme be adopted. This was agreed unanimously.

It was agreed that the minutes, including the 2.75% increase to staff salaries, be accepted.

#### 11.2.09 Communications

No meetings had taken place.

#### 11.3.09 Planning

The committee had met on 20th April and discussed one application.

Cllr Roberts thanked Cllr Coakley for her help in setting up the committee. The next meeting is on 18th May.

#### 11.4.09 Highways

The committee had met on 15th April and the minutes had been circulated.

- A very positive meeting had taken place with GCC Highways.
- Guidance is being sought from the CDC Conservation Officer on A frame boards advertising businesses in the town.
- It is hoped to involve the PCSOs and Trading Standards with lorry length monitoring over Ha'penny bridge.
- Road markings will be renewed soon, particularly hatching by the Market Place exit.
- Some 400 signatures are on a resident's petition requesting a pedestrian crossing by Londis. This has been sent to GCC Highways.
- The possibility of a by-law to prevent overnight parking of lorries in the road off the roundabout by Perrinsfield is being investigated.

It was agreed that the minutes be accepted.

#### 11.4.1.09 Cycleways and Footpaths

The group had met on 29th April and the minutes had been circulated.

- Informal contact has been made with landowners to explore their views on the development of the old railway line as a multi-use path.
- Gloucestershire Wildlife Trust hope to install cycle racks at their reserves.
- GRCC have provided training on applying for project funding.
- Lechlade & District Society wish to support the group and Stewart Bruce will attend future meetings.

It was agreed that the minutes be accepted.

#### 11.5.09 Environmental Works and Services

##### 11.5.1.09 Allotments

There had been no meeting.

##### 11.5.2.09 Play and Recreation

The group had met on 16th April and 7th May and the minutes had been circulated.

- The sessions with the Play Rangers are a great success.
- CDC are funding two summer events for young people in Lechlade: Skate 'n Scratch on 2nd August and Summer Funtastic on 22nd August.
- The group members, and in particular Neil James, were congratulated on their professional documentation and excellent progress with the Play Space. A public Open Evening will be held on 20th May in the Memorial Hall.
- Playbuilder funding of £40,000 for 8-13 year olds has been obtained. Other sources of funding are being investigated and the group is liaising with the Heritage & Development Trust.

It was agreed that the minutes be accepted.

##### 11.5.3.09 Cemetery

The Clerk is following up the issues over the Scheduled Ancient Monument area with English Heritage.

##### 11.5.4.09 Hall and Recreation Trustees

- They will replace the wood round the MUGA with the Town Council's agreement and have approached the Heritage & Development Trust for funding to replace the surface.
- The Town Council requested copies of minutes of Trustees meetings.

#### 11.6.09 Emergency Planning

The next meeting is on 19th May.

- CDC have agreed to fund modelling of the Lemhill catchment, which appears to be the main cause of flooding in Downington. It is hoped that a simple attenuation system can be provided to the north of Lechlade to slow down the water flow, subject to funding being available. The Chairman thanked Cllr Jones for all his work on this matter.

#### 12.09 Correspondence

12.1.09 Swindon's local development scheme: the consultation period ends 15th June.

12.2.09 Public sector duties – Equality Bill

The Clerk said that it is the Council's duty to pay due regard to race, gender and disability equality.

The Finance Committee will take this into account when writing regulations.

12.3.09 Cotswold Water Park annual meeting: this will be held on 10th June.

12.4.09 Gloucestershire Market Towns Forum – technical assistance

The Clerk reported that 15 hours of free technical assistance on feasibility studies, funding advice etc is available.

#### 13.09 Meetings attended

Details had been circulated. The Clerk drew Council's attention to the Schedule of Town Council meetings.

#### 14.09 Date of next meeting

Monday, 8th June 2009 at 7.30pm.

Please note Town Council meetings will be held on the second Monday of the month.