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**MINUTES OF EXTRA FULL CAM PARISH COUNCIL
HELD ON WEDNESDAY 31st JULY 2024, 6:30pm
AT CAM PARISH COUNCIL OFFICE, 4 NOEL LEE WAY, CAM**

PRESENT: J Fowler (Chair), J Fulcher, M Morton, M Clifton, S Temlett, D Andrewartha, R Green, G Gough, C Evans K Chandler, J Dormer, S Angell,
APOLOGIES: M Grimshaw,
ABSENT:
IN ATTENDANCE: L Biddle (Clerk), A Clarke, J Edwards, Cllr Tipper, Cllr Hill, MoPsx6

Cllr Fowler opened the meeting and welcomed everyone present.

FC.24.080 To receive apologies for absence.

Apologies were noted as above

FC.24.081 To receive Declarations of Interest and requests for dispensations

Cllr Clifton declared an interest in the Neighbourhood CIL for the Woodfield Community Centre.

Cllr Angell declared an interest in the neighbourhood CIL for the Rugby Club.

Cllr Andrewartha declared an interest in the rebranding discussions.

FC.24.082 To APPROVE the minutes from the meeting held 3rd, 8th & 31st July as a true and correct record

Council RESOLVED to accept the minutes as a correct record.

FC.24.083 To NOTE any matters arising from the minutes and not covered by agenda items

None to note

FC.24.084 To RECEIVE any questions, statements or submissions from members of the public in attendance

MoP raised concerns with lack of SDC enforcement with the spine road at Littlecombe being open and in breach of the planning conditions. Cllr Hill confirmed that whilst they are aware, as there are no safety concerns, its difficult to now close the road.

MoP raised concern with the Miles While report being out of date and incorrect in relation to Chapel Street. Felt that a chemist should be included in the Health HUB concept.

MoP suggested to mark the Cam Development Strategy as version 0.1. Correct CAMunity to CAMmunity

MoP requested more information on whether the car park on Box Road is going to be adopted. GCC need to work with the developer so come to a resolution.

FC.24.085 To RECEIVE Chairs announcements

See Clerks announcement

FC.24.086 To RECEIVE Clerks report

Received and noted.

FC.24.087 To RECEIVE reports on issues affecting Cam from

a) **County Councillor (Cllr Tipper)**

Joint meeting with GCC and Cam Parish Council was constructive overall. There is still work to be done on the bridge at Halmore Lane so the temporary lights will be there for a while longer. The bridge on the A4153 will be resurfaced to address the dip.

b) **District Councillors (Cllr Hill)**

Ward walk took place with CEO, Deputy CEO and Director of SDC. Wheelchair access routes were raised as an issue, as were the traffic volumes through Cam. Lots of excitement about the Health HUB concept. Will be working with CCAG to do some traffic monitoring. First drop-in surgery will be held Thursday 5th September at the Cam Parish Council offices.

Cllr Hill asked to investigate outstanding S106 agreements linked to Littlecombe development.

c) **Parish Councillors**

None to note

FC.24.088 To RECEIVE minutes of Committee meetings held

a) **Planning & Highways – July & August**

b) **Recreation & Leisure – July**

Received and noted

FC.24.089 To APPROVE recommendations from committee for ratification including the following
Planning & Highways

a) **Committee RESOLVED to instruct staff to produce a detailed discussion document on the costs, benefits, and potential short comings of directly employing a council handyperson with a view to this being presented to the October meeting.**

Council RESOLVED to support this idea and take a full report to a future staffing committee. Report must include sickness absence, insurance, equipment, skills & training, loan working & on- costs,

Recreation & Leisure

- b) **Committee recommended the surplus for pavilion works to come from the play areas and equipment earmarked budget**

Council RESOLVED to accept this spend from EMRs

FC.24.090 To RECEIVE monthly financial reconciliation reports, and CONFIRM member for internal controls arrangements for accounts

Cllr Temlett carried out the internal controls for June and Cllr Fowler carried out the internal controls for July and August with no issues to note.

FC.24.091 To AGREE payments for Monthly accounts and payments issued under delegated permissions

Council APPROVED the payments list for June, July and August.

FC.24.092 To REVIEW committee membership and AGREE updated members

Council RESOLVED to allow Cllr Evans & Cllr Green to join P&H

FC.24.093 To RECEIVE update on the Heritage Asset Register and AGREE next steps

Clerk, Cllr Clifton and Cllr Temlett met with Toby and Isabell from the Dursley and Cam Society, Heritage Assets Group to discuss compiling a list of heritage assets in Cam.

The criteria of a heritage asset are set by Historic England and is anything of significance to the community.

Dursley Town Council have a nomination form which can be adapted and used by Cam. This will be made available on our website and printed copies at the office.

Next steps

- 1) Host a public engagement meeting at the **end of September** to invite interested people along and encourage them to get involved. There will be a short presentation on what a heritage asset is and why it is important to protect them.
- 2) A briefing session will take place at the **beginning of October** with any interested volunteers. These volunteers, alongside Toby, Isabel and the Heritage Group will then carve up the parish into manageable areas and walk the entire stretch, taking note of any landmarks of interest.
- 3) They will then complete the nomination forms which will include some historical reference and photos. The deadline for completed nomination forms will be **March/ April 2025**
- 4) The completed list will then be handed to Stroud District Council who make the final decision on whether an asset is registered.

FC.24.094 To CONSIDER 1st DRAFT of Cam Parish Councils Strategic Development Strategy, RECEIVE update on feasibility study for Health HUB concept and AGREE actions

The Strategic Development Working Party met on Wednesday 21 August and discussed the draft Cam Parish Council Strategic Development Plan, improving community engagement and communication – through engagement platforms such as the website, improved branding and through community events.

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The Working Party discussed the need for a comprehensive feasibility study to be conducted on the employment 2 site. The Projects Officer is currently obtaining quotes and will submit a funding bid for Stroud District Council Strategic CIL funding in September. The content of the feasibility study has been shaped by expert advice from Stroud District Council

Council RESOLVED for a Strategic CIL application to be made to cover the cost of a feasibility study (Estimates between £26-£29K) for the land identified for the Health Hub with 50% coming from Neighbourhood CIL and 50% from Strategic CIL up to a value of £15K.

Council RESOLVED to review and submit comments regarding the draft Cam Parish Council Strategic Development Plan in writing by Monday 21 October.

Council RESOLVED to adopt the strategy as a Council wide approach.

Council will consider wider public engagement.

FC.24.095 To RECEIVE recommendations from Events Working Party, AGREE costs of road closures associated with Christmas and Remembrance Parade and AGREE actions

Council RESOLVED the following actions the Community Events Working Party meeting held on Friday 16 August –

Christmas event:

- To subsidise the pony rides so that each ride is £4.00 per child. To allocate a maximum budget of £400.00 from the community events budget to enable this.
- To proposed road closure and increased signage and stewarding costs: Road Closure License £95.00 Temporary Professional Road Closure Signage £795.00 Professional Stewarding (increased times & numbers). 3 quotes obtained. £1,008.00. Car Park Closure £50.00
- To proceed with the road closure identified by the Working Party for High Street.
- To delegate a budget of £1,695 + vat to spend on a Christmas 'event hook' and allow final decision to be made on what attractions are booked to the Events Working Party.
- To delegate a budget of £150.00 to purchase inflatable Christmas themed costumes, final decision of which costumes to be purchased to be made by the Events Working Party.
- Councillors to volunteer for letter drop to High Street residents and businesses in September, with forewarning of road closure/invitation to event.
- To allocate costs of £327.50 for first aid provision. The cost is based on quotes for increased first aid providers due to anticipated increased footfall at the event, and a medical risk rating of: <20. (3 quotes obtained)
- Maintain the closure hours to enable safe event set-up and break-down. Times of road closure: 1200 – 1800 (event open 1400 – 1700).
- To ensure stewards and road signs/barriers in place at each end of the hard closure (High Street), and at both end of Manor Avenue to help direct and assist traffic. Working Party discussed ensuring stewards timings were more appropriate to road closure times.

Remembrance Day

Council RESOLVED to agree the following

- Costs and road closure (as per 2023) for community Remembrance Day event to be allocated from the Community Event Budget EMRs for temporary Professional Road Closure Signage £795.00:

FC.24.096 To RECEIVE update on office refurbishment, AGREE concept, APPROVE budget allocation and AGREE actions

Defer to Staffing Committee to ensure requirements are in line with staffing needs.

FC.24.097 To AGREE recommendations from CIL Working Party on allocation of Neighbourhood CIL funding and AGREE actions

The Working Party met on Monday 17 June to discuss each of the 28 project submission forms. The Working Party declared any areas of interest and removed themselves from debate if required. The Working Party also reviewed the CIL spend budget and deadlines associated. The following projects were selected by the Working Party to be carried forward:

The following projects were APPROVED by Council to be carried forward for funding:

NAME OF PROJECT	PROJECT LOCATION	APPROX. COST FOR PROJECT	FUND FROM CPC CIL	SPEND DETAILS	OUTLINE OF PROJECT	RESPONSE	RESPONSE NOTES
Widening community participation at DRFC	Dursley Rugby Football Club, Hounds Green, Stinchcombe, GL11 6AJ	£65,000.00	£30,000.00	Lighting Poles, Luminaries £15000.00 Ground Works: £5000.00 Supply of cable: £4000.00 Light pollution report, documentation, planning £2500 Electrical connection & commissioning £3500	to provide an improved access & facility for wider community	More questions	have they approached other local authorities for funding, and outside of Rugby – who in the 'wider community' is being facilitated? Any data to demonstrate it e.g.: running club services wider geographical area? Stinchcomb Parish to contribute?
Pickleball in the local area.	Cam Sports Club, Everlands, Cam. GL11 5NL	£2,200.00	£2,200.00	Approximate costs: Painting of two permanent Pickleball courts - £800.00 Provision of two temporary Pickleball courts - £100.00 Four Pickleball nets - £550.00 Paddles (to be used by juniors/those new to the game/at Open Days/for hire) - £300 Balls	Cam & Dursley Tennis Club are looking to introduce Pickleball courts to the local area.	in part	funding for permanent fixtures only - £800.00. Direct to grant funding.
Installation of solar panels	Cam Youth & Community Centre	£30,000.00	£30,000.00	Solar panels and batteries	To help reduce energy costs for the running of the centre	More questions	More details of current costs and what is being proposed for installation: how much would the installation save on running costs? Integrity of the roof check. Detailed quote required.

Council RESOLVED for the three projects to get the funding allocation as recommended by the working party without the need for a public vote.

FC.24.098 To AGREE recommendations from Strategy Working Party on website/ rebranding exercise and AGREE actions

Council RESOLVED to agree the Strategic Working Party recommendation to allocate a delegated budget of £8,000.00 from budget line NDP Review to secure a cost-effective solution to the website redevelopment and rebranding exercise for Cam Parish Council

Council RESOLVED to agree the Strategic Working Party recommendation to enable the Strategic Working Party to review, score and award the Invitation to Tender responses, and to ratify their decision at Full Council.

Council RESOLVED to agree the Strategic Working Party recommendation to budget a total of Hosting: £300.00 (£25.00 per month) WordPress, site monitoring, Backups etc: £600.00 (£50.00 per month)

FC.24.099 To RECEIVE recommendation on conference facilities and AGREE actions

Clerk and Projects Officer have been trialling a camera and tri-pod on loan from Cllr Green. This has worked very well and suits our needs.

The camera is a Logitech C920 HD Pro and can be purchased from Amazon at a cost of £74.99
A suitable tri-pod would be a full height 172cm camera tripod and can be purchased from Amazon at a cost of around £40

We have tested a speaker/ microphone and Cllr Green would recommend an Anker PowerConf S3 MS Speakerphone. This can be purchased from Amazon at a cost of £74.99

Council RESOLVED to purchase the above with a delegated budget of £220 to allow for cables and price increases from IT equipment EMRs.

FC.24.100 To RECEIVE training requests and AGREE actions

Council RESOLVED the following training

Requests from Clerk

New Clerk Series – Webinar One (4 March 2025)

There are five parts in total to this training and I would like to do all 5 parts at a cost of £100

First Time Managers (5, 12 & 19 March)

Members: £90 + VAT

Requests from Projects Officer

Quotes, Tenders and Contract Management (21 & 28 October, & 4 November)

£126 + VAT

Creating a Strategic Vision for Shaping the Future (17 September)

£42 + VAT

Request from Cllr Temlett

Cemetery Matters: Looking to the Future (6 September)

£35 + VAT

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Request from Administration Office
Allotment Management
£30.00.

FC.24.101 To CONSIDER safe routes to school consultation for Woodfields Primary School and AGREE actions

Council noted the plans and expressed concern with enforcement. Cllr Hill to discuss the option of using the car park on Turner Road for school traffic.

FC.24.102 To AGREE to appoint internal auditor for 2024/25 through GAPTC and PKF Littlejohn as external auditors

GAPTC have instructed our internal auditor for the past few years. They have not yet confirmed their 2024-25 prices, but could Council please delegate £450 and approve to using GAPTC.

PKF Littlejohn have conducted the external audit for a number of years.

Council RESOLVED to delegate a budget of £1,200 for this service.

FC.24.103 To RECEIVE update from gigaclear on compensation for Hopton Green and AGREE actions

Council RESOLVED to continue with the installation of Gigaclear at Jubilee Pavilion

FC.24.104 To NOTE any items for INFORMATION or REFERRAL only

Spate of graffiti along Box Road. Continue to report to PCSO and Neighbourhood Warden.

The meeting to a close at 20:47pm