



**MINUTES OF FULL CAM PARISH COUNCIL  
HELD ON TUESDAY 29<sup>th</sup> OCTOBER 2024, 6:30pm  
AT CAM PARISH COUNCIL OFFICE, 4 NOEL LEE WAY, CAM**

**PRESENT:** J Fowler (Chair), M Morton, M Clifton, R Green, G Gough, C Evans, K Chandler  
**APOLOGIES:** M Grimshaw, S Temlett, J Fulcher, S Temlett, D Andrewartha, J Dormer, S Angell,  
**ABSENT:**  
**IN ATTENDANCE:** L Biddle (Clerk), A Clarke, J Edwards, Cllr Tipper, Cllr Hamilton, MoPsx4

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Cllr Fowler opened the meeting and welcomed everyone present.

**FC.24.105     To receive apologies for absence.**

Apologies were noted as above

**FC.24.106     To receive Declarations of Interest and requests for dispensations**

Cllr Clifton & Cllr Green declared an interest in the grant applications

**FC.24.107     To APPROVE the minutes from the meeting held 4<sup>th</sup> September as a true and correct record**

Council RESOLVED to accept the minutes as a correct record.

**FC.24.108     To NOTE any matters arising from the minutes and not covered by agenda items**

None to note

Council RESOLVED to move agenda item 24.111 Report from District Councillors forward

a) **District Councillors**

Cllr Hamilton presented a report on behalf of the District Councillors.

**FC.24.109     To RECEIVE any questions, statements or submissions from members of the public in attendance**

Update from Cam Community Action Group – telephone conversation with Dr Opher regards Local Plan, changes to the NPPF and Littlecombe spine road. A follow-up meeting will be arranged in the New Year. Questions have been submitted to SDC. TPO for Oak at bottom of Station Road on RBL land will be considered.

**FC.24.110      To RECEIVE Chairs and Clerks report**

We have received from the Court the Order refusing the most recent application for permission to appeal in regards the judicial review.

Next meeting for the Heritage Assets Group is scheduled for Wednesday 30<sup>th</sup> October 6-7pm

**FC.24.111      To RECEIVE reports on issues affecting Cam from**

**b) County Councillor (Cllr Tipper)**

Would like to promote warm rooms. Environment Committee will discuss the renewal of the Highways repair budget which will be scrutinised by committee. Full Council is on 6<sup>th</sup> November. Flooding has been an issue over the past few months. Responsibilities of landowners and ditches has been highlighted. The dip in the bridge on the A4135 has been repaired, issues with the pedestrian routes remain.

Progress on the employment land along Box Road are reliant on junction improvements.

**c) Parish Councillors**

None to note.

**FC.24.112      To RECEIVE minutes of Committee meetings held**

**a) Planning & Highways – September**

**b) Recreation & Leisure – September**

**c) Finance, Premises & General Purpose – October**

**d) Staffing – September & October**

Received and noted

**FC.24.113      To APPROVE recommendations from committee for ratification including the following**  
**Finance, Premises & General Purpose**

**a) To RATIFY office refurbishment works**

In September 2024, Staffing Committee considered the staffing needs in relation to office space and layout when discussing employment of the Clerk and new Deputy, as well as existing staff.

Council RESOLVED to work with the design created by Company A – R Williams. The works will include an emergency lighting upgrade, as recommended during the routine service as well as the addition of an emergency Fire Exit to create a safe fire escape route.

Council RESOLVED to fund the modifications from EMRS Premises Improvement and IT equipment and divert some funds from the EMR cycleway which currently has no project attached. Council delegated a budget of up to £1,000 for furniture.

**b) To AGREE recommendations for grant funding requests**

Council RESOLVED to award the grants in line with the recommendation from FPGP.

Signed.....  
Date.....

| GRANT FUNDING 2024/25 - SECOND ROUND |                                           |                                                                                                                    |                      |                     |                        |                |
|--------------------------------------|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------|----------------------|---------------------|------------------------|----------------|
|                                      | Name of Applicant                         | Aims & Objectives                                                                                                  | Total cost of scheme | Amount applied for: | Amount awarded at FPGP | Approved at FC |
| 1                                    | Dursley Crafters                          | Purchase of crafting materials and supplies for community group – <b>NO BANK ACCOUNT SO THEREFORE NOT ELIGIBLE</b> | £330.66              | £330.66             | £0                     |                |
| 2                                    | Dursley Town Ladies Football Club         | Purchase equipment – training mannequins, pop-up goals, security cage                                              | £1079.99             | £1000.00            | £250                   |                |
| 3                                    | Cam & Dursley Tennis Club                 | Providing rackets, balls, ball machine, rebounder, net targets, cones, storage                                     | £2430.00             | £2430.00            | £500                   |                |
| 4                                    | Cam Youth & Community Centre              | Emergency lights and fire alarm system                                                                             | £3,000.00            | £500.00             | £500                   |                |
| 5                                    | Cotswold Vale talking newspaper           | Moving across from CD to USB sticks. Project price between £175 and £230                                           | £230.00              | £230.00             | £0                     |                |
| 6                                    | Read with me, Wotton-Under-Edge           | Volunteer readers, training, admin                                                                                 | £1125.00             | £675.00             | £675                   |                |
| 7                                    | The Chantry Centre                        | Cam & Dursley Produce Show - Hall hire, printing, marketing materials, travel costs                                | £850.00              | £500.00             | £0                     |                |
| 8                                    | Hopton School House                       | Gifts for the Christmas Grotto                                                                                     | £300.00              | £300.00             | £300                   |                |
| 9                                    | Gloucestershire Breast feeding            | Room hire costs for support group                                                                                  | £940.00              | £940.00             | £0                     |                |
| 10                                   | Cam & Dursley Vale Armed Forces Community | Christmas lunch – <b>NO BANK ACCOUNT SO THEREFORE NOT ELIGIBLE</b>                                                 | £1,200               | £500                | £0                     |                |
| 11                                   | Methodist Church                          | Energy costs incurred by hosting the Christmas event                                                               | £200                 | £91.53              | £200                   |                |
| 12                                   | The Quarry Chapel                         | £435 to subsidise courses. £1,300 for a reading shed. £600 for the 3D advent calendar                              | £2,335               | £2,335              | £200                   |                |
| 13                                   | Springfield Court                         | Christmas lunch for residents                                                                                      | £300                 | £300                | £0                     |                |
| <b>Total requested</b>               |                                           |                                                                                                                    |                      | <b>£9,832.19</b>    |                        |                |
| <b>Total available</b>               |                                           |                                                                                                                    |                      | <b>£3466.00</b>     |                        |                |
| <b>Total awarded</b>                 |                                           |                                                                                                                    |                      |                     | <b>£2625.00</b>        |                |
| <b>Total carried forward</b>         |                                           |                                                                                                                    |                      |                     | <b>£841.00</b>         |                |

**c) To RATIFY financial investment strategy**

Council RESOLVED to make the investments in line with the recommendation from FPGP.

**d) To APPROVE utility renewal**

Council RESOLVED to tie in with Utility Aid for gas and electricity at the end of the contract in June 2025

**Staffing**

**e) To RATIFY arrangements for existing staff**

Council RESOLVED to make the temporary changes in the job description for the Administration Officer and Clerical Officer permanent.

Council RESOLVED to offer Lucy the position of Clerk on a permanent arrangement.

**f) To RATIFY appointment of Deputy Clerk**

After a round of interviews, the position has not been filled. Council RESOLVED to seek further advice but keep the advert live with a further round of interviews in the New Year.

**FC.24.114 To RECEIVE monthly financial reconciliation reports, and CONFIRM member for internal controls arrangements for accounts**

Cllr Green and Cllr Fowler carried out the internal controls with no issues to note.

**FC.24.115 To AGREE payments for Monthly accounts and payments issued under delegated permissions**

Council RESOLVED to accept the payment list as presented.

**FC.24.116     To REVIEW co-option requests and AGREE actions**

Council RESOLVED to co-opt Brian Tipper on to Cam East.

**FC.24.117     To REVIEW committee membership and AGREE updated members**

Council RESOLVED that Cllr Tipper could join P&H

**FC.24.118     To RECEIVE update on Cam Parish Councils Strategic Development Strategy and AGREE actions**

Wednesday 16 October 2024: Clerk & Projects Officer attended the SDC Members Information Meeting to present the Cam Health Hub concept and bid for 50% funding of a feasibility study to be carried on Employment Site 2. Officer also answered questions from Members.

Thursday 5 December 2024: SDC to Environment Committee will meet to discuss Strategic CIL applications.

Thursday 6th February 2025: SDC Strategy and Resources Committee will ratify decision made by Environment Committee.

Meeting pencilled in for the New Year with James Brain, Strategic Head of Planning

**FC.24.119     To RECEIVE recommendations from Events Working Party and AGREE associated costs/actions**

Leaflets: a huge thank you to Councillors who are in the process of leafleting local businesses, Box Road, central Cam area, High Street residents.

- Christmas Lights: meeting with Jermy Clutterbuck & Dave Howse has taken place to discuss Christmas tree and community lighting arrangements and safety concerns.

- Key Dates:

Friday 29th November: help required to 'dress' Methodist Church & Office

Friday 29th November: 1200 noon safety briefing and event briefing for everyone (refreshments will be provided)

Saturday 30th November: the big day! Please email Projects Officer confirming availability for the above dates

Council RESOLVED the following spends –

|                                           |         |
|-------------------------------------------|---------|
| Lollies for treasure hunt                 | £30.00  |
| Advanced warning notices for road closure | £50.00  |
| PA System                                 | £375.00 |

**FC.24.120      To AGREE recommendations from Strategy Working Party on website/ rebranding exercise and AGREE actions**

Council RESOLVED to select Company C – Clear Water as the provider for the new Parish Council website as the most cost-effective solution which meets the requirements of the brief specified and within agreed budget.

Council RESOLVED to use budget line EMRs Neighbourhood Development Plan Review for the initial project (brand development, marketing collateral, website development) at a cost of £8,125.00. To budget for hosting, backups, security & site monitoring & on-going updates at a cost of £75.00 per month (billed: £25.00 per month, and £150.00 quarterly).

**FC.24.121      To RECEIVE training requests and AGREE actions**

Cllr Chandler requested some training on biodiversity.

Cllr Grimshaw requested some training on planning changes.

**FC.24.122      To NOMINATE a Councillor to be put forward as a Standards Committee Representative**

Council RESOLVED to nominate Cllr Tipper. Clerk will send Cllr Tipper the application form.

**FC.24.123      TO AGREE timescales of Remembrance Sunday and AGREE which Councillors will attend and in which capacity**

Remembrance Sunday 10<sup>th</sup> November 2024

Service at Hopton

Road closure in place for Hopton. The service will start at 10:45am and last approx. 20 minutes. The parade will start at approximately 11:10am and last approx. 10 minutes.

**Refreshments will be available at Hopton House from approx. 11:15am if anyone would like to attend.**

Council RESOLVED for Cllr Chandler to lay the wreath and Jo Kendall, Cllr Clifton and Cllr Morton to attend in high-vis. Meet Lucy at Hopton Green at 10:30am on Sunday.

Cam Pitch

Attendees will gather at the Cam Pitch memorial at 10:15am. They will then walk to the Church for a service.

Council RESOLVED for Cllr Andrewartha to lay the wreath.

**FC.24.124      To CONSIDER budget and precept calculations and AGREE actions**

Given the national context, Council RESOLVED to delay any decision until Full Council in January.

FPGP will look in more detail at each budget line.

Signed.....  
Date.....

**FC.24.125     To NOTE any items for INFORMATION or REFERRAL only**

Decorating the outside with poppies Friday 1<sup>st</sup> November, 10am, meet at the Office.

With no further business, the Chair brought the meeting to a close at 20:35pm