



**MINUTES  
OF THE TOWN COUNCIL MEETING  
HELD ON TUESDAY 11<sup>TH</sup> MARCH 2025**

**Present:**

<b>Cllr Harrison</b>	<b>Cllr Foxall</b>	<b>Cllr Shankland</b>
<b>Cllr Baker</b>	<b>Cllr Rymer</b>	<b>Cllr Thornhill</b>
<b>Cllr Braiden</b>	<b>Cllr Roberts</b>	<b>Cllr O’Connell</b>
<b>Cllr Tyrer</b>	<b>Cllr Sanford</b>	<b>Cllr Akala (part)</b>

**In attendance:** Vanessa Lawrence, Roz Morton (Clerks)

- 220 24/25 Apologies for absence –**  
Apologies were received from District Cllrs Vann and Wilkinson
- 221 24/25 Declarations of Interest in Items on the Agenda**  
None received
- 222 24/25 To approve the Minutes of the Town Council meeting held on the 11<sup>th</sup> February 2025.**  
It was **RESOLVED** to approve the Minutes of the Town Council meeting held on the 11<sup>th</sup> February 2025, as a true and accurate record of the proceedings. Proposed Cllr Rymer, seconded Cllr Braiden – all in favour.
- 223 24/25 Clerks/Chairman’s report**  
The Clerks report had been circulated prior to the meeting and covered the following items:
- Garden of Remembrance (Mill Lane)– progress report
  - VE Day celebrations – update
  - Cirencester lighting – progress report
  - Leaffield Woods – update
  - Internal Audit – update
  - Website – meeting with provider
- 224 24/25 To co-opt new Councillor**  
Mr Deji Akala introduced himself to Councillors. Mr. Akala has been attending meetings over the past couple of months to get a better understanding of the functions of the council. Mr. Akala had confirmed that he would like to become a Councillor. It was **RESOLVED** to co-opt Mr. Akala as Councillor for Fairford Town Council. Proposed Cllr Foxall, seconded Cllr Thornhill – all in favour.
- 225 24/25 To receive Declaration of Acceptance of Office**  
Cllr Akala’s Declaration of Acceptance of Office was received.

- 226**    **24/25**    **To consider and agree to assign new Councillor to a Committee/s**  
Cllr Akala expressed his interest in sitting on the Works & Events Committee. It was **RESOLVED** to assign Cllr Akala to the Works & Events Committee. Proposed Cllr O’Connell, seconded Cllr Baker – all in favour.
- 227**    **24/25**    **To agree to adjourn the meeting for Public Participation – (there is a 10-minutes time limit if members of the public are present)**  
N/A
- 228**    **24/25**    **To agree to reconvene the meeting following Public participation, if applicable.**  
N/A
- 229**    **24/25**    **Chairman’s announcements**  
The Chairman reminded Cllrs of the Quiz night invitation organised by the BAC (British American Committee), which will be taking place this weekend at 7pm in the Cricket Club.
- 230**    **24/25**    **To consider correspondence received (for information only – emailed)**  
A list of correspondence e-mailed over the past month had been circulated prior to the meeting.
- 231**    **24/25**    **To receive reports from meetings attended.**  
- VE Day meeting – 10<sup>th</sup> March – Cllr Roberts reported that the RBL, Cricket Club, FTC collaboration to put together events to celebrate the 80<sup>th</sup> Anniversary of VE Day were well under way. Food, Music, bunting, helpers, exhibits are all arranged with other organisations such as the History Society, W4W, School and others all taking part. Help may be required to put up bunting if anyone is available. The next meeting will be held on the 10<sup>th</sup> April at the Cricket Club.
- 232**    **24/25**    **To receive report from District & County Councillors (e-mailed) 5 minute time limit.**  
None available.
- 233**    **24/25**    **To receive reports from Project Groups:**  
**Transport Plan** - Report circulated prior to the meeting. Cllr Shankland reported that she would be meeting with representatives from the Primary School tomorrow. She is also seeking Council approval to investigate improvements to Keble Path being a safer route from Lower Croft to the A417, given that there are no pavements and pedestrians have to walk in the road. PROW have already been contacted and we are awaiting a response. This matter will be added to the Agenda for the next W & E meeting. Cllr Tyrer asked about the likelihood of lighting this area.
- Multi-use path** – Report circulated prior to the meeting.
- Milton Street Garden & Bus Shelter**– This area located next to the bus shelter on Milton Street has been tidied up. The path has been cleared and the area refreshed with new edging and stones. Cllr

Thornhill suggested that a bench could be installed here. A local artist has been asked to look at the bus shelter with a view to creating a mural.

**Coln House School Project** – Cllr Foxall reported that the Rugby Club have consulted with an architect who is looking at a plan for the creation of a building. It was stressed that funding for this cannot come from the Council.

## FINANCE

- 234 24/25 To receive Minutes from the Finance meeting on the 4th March 2025**  
The Minutes of the Finance meeting on the 4<sup>th</sup> March were received with no comment.
- 235 24/25 To receive report from Chair of Finance**  
Cllr Foxall reported that at the Finance Committee meeting it had been agreed that upto £11k from CIL money, could be allocated to the replacement of a roundabout, which requires immediate attention on safety grounds. This will be offset against money left in the budget.
- 236 24/25 To approve, retrospectively, payments to the end of February 2025**  
It was **RESOLVED** to approve, retrospectively, payments to the end of February 2025 – (£17511.41)
- 237 24/25 To receive income & expenditure figures against budget for February 2025**  
The Income & Expenditure figures against budget for February 2025 were received with no comment.
- 238 24/25 To consider and agree reconciliation report for February 2025**  
It was **RESOLVED** to agree reconciliation report for February 2025. Proposed Cllr Harrison, seconded Cllr O’Connell – all in favour.
- 239 24/25 To consider and agree recommendation from Finance Committee to appoint Mrs B Bowen as auditor for 2024/25 Audit.**  
This matter had been agreed by Finance Committee for recommendation to Full Council. It was **RESOLVED** to agree recommendation to appoint Mrs B Bowen as Internal Auditor for 2024.25 Audit. Proposed Cllr Foxall, seconded Cllr Sanford – all in favour.
- 240 24/25 To receive and note the external auditors report for 2023/24 audit as acknowledged by Finance Committee.**  
The External Auditors Report had been circulated prior to the meeting and was received with no comment. It was noted that the Finance Committee had considered the comments and recommendations and were satisfied with the explanation from the Clerk. The Clerk will ensure that necessary actions will be taken for this year’s audit.
- 241 24/25 To consider and agree recommendation from the Finance Committee to approve Risk Register for 2024/25**  
Cllr Foxall explained that whilst work had been done to improve the format for the register, further work is required. However the document is satisfactory and as recommended by the Finance Committee can be approved by Full Council. It was **RESOLVED** to approve the Risk

Register for 2024/25. Proposed Cllr Foxall, seconded Cllr Braiden – all in favour. Cllr Foxall pointed out that a Risk Assessment Policy covering the workings of the Council outside of Financial matters, needs to be compiled and this will be worked on this year.

**ACTION: Clerk to research Risk Assessment policy for general Council matters**

- 242 24/25 To consider and agree recommendation from Finance Committee to adopt a “Valuation of Fixed Assets” Policy**  
Cllr Foxall reported that the Finance Committee had considered this following the recommendation from the External Auditor following last year’s Audit. It was agreed by Finance Committee to adopt a simple approach to this. However it was pointed out that his recommendation was to value land and property more frequently rather than every 5 years, which is the general recommendation. It was **RESOLVED** to accept the recommendation from the Finance Committee to adopt the Valuation of Fixed Assets Policy as circulated. Proposed Cllr Foxall, seconded Cllr Braiden – all in favour.

**ACTION: Clerk to publish Policy on the website**

- 243 24/25 To consider and agree revised Asset Register at the end of March 2024.**  
The Clerk explained that the Asset Register has been revised in line with guidance from the Internal Auditor and in the JPAG. Items that are no longer in the Council’s possession such as small items of furniture or equipment that has broken has been removed and some items have been reduced to £1 value. All items have been added to the accounting system and new items can be uploaded onto the system when purchased which will help in streamlining the process. It was **RESOLVED** to agree revised Asset register. Proposed Cllr Sanford, seconded Cllr Tyrer – all in favour.

**ACTION: Clerk to add this to the website at the end of the Financial Year.**

#### **PLANNING**

- 244 24/25 To receive the Minutes of the Planning Committee meeting held on the 4th March 2025 (unapproved)**  
The Minutes of the Planning Committee meeting held on the 4<sup>th</sup> March was received with no comment.
- 245 24/25 To receive report from Chair of Planning**  
The Planning report had been circulated prior to the meeting and was received with no comment. Meeting with Lakes by Yoo, Kempford and Lechlade Councils, to discuss the Bar & Kitchen application. This will be dealt with at the Planning Committee meeting. Cllr Harrison also reported that he had recently attended a Flooding meeting held by County Cllr Roz Savage, where he gave a presentation. He informed members that District Cllr Tristan Wilkinson has been working with C.Cllr Savage on her team. They need the public to come forward with any issues, all of which will be collated and presented to the relevant authorities. This is a new approach will be monitored.

#### **WORKS & EVENTS**

- 246 24/25 To receive Minutes of the Works & Events Committee meeting held on the 25<sup>th</sup> February 2025**  
The Minutes of the Works & Events Committee meeting held on the 25<sup>th</sup> February 2025 were received with no comment.

- 247 24/25 **To receive report from Chair of Works & Events Committee**  
 Cllr O'Connell apologised for his non- attendance at the last meeting. He reported that work to complete the connection of the EV charging points in the High Street is scheduled for tomorrow (12<sup>th</sup> March). The Clerk reported that FTC are no longer a "Litter Picking Hub", with CDC funding for litter picking kits being withdrawn. The Cabinet member for the Environment, Tristan Wilkinson, is looking into this. For this year what kit FTC are holding will be given out but in future this will need to be funded by individual councils. Cllr O'Connell suggested that a formal complaint is made to District Cllr Wilkinson.

**ACTION: Clerk to contact District Cllr Wilkinson to lodge a formal complaint on behalf of the Council.**

**OTHER MATTERS**

- 248 24/25 **Anything the Chair considers urgent**  
 Nil of note
- 249 24/25 **Date of next meeting – 8<sup>th</sup> April 2025**
- 250 24/25 **To consider and agree under Section 1 of the Public Bodies (Admissions to Meeting) Act 1960 the public and press should be excluded from Item 251 where confidential matters are to be discussed.**  
 It was **RESOLVED** to close the meeting under Section 1 of the Public Bodies (Admissions to Meeting) Act 1960 the public and press should be excluded from Item 251 where confidential matters are to be discussed. – All in favour.
- 251 24/25 **To consider and agree further action on Coln House Playing Field and Acorn.**  
 Cllr Foxall explained the difficulties that have been encountered in trying to finalise the details for sub-letting part of the CHS playing field to Acorn Developments. The lease with Acorn is ready to be signed off the issue has been with the side-letter from GCC allowing us to sub-let this land, given that there is no provision in the head lease with GCC to do so. Cllr Foxall reported there is some wording in V9 of the letter, might be amended further to remove some of the script. Subject to a response from our solicitor he feels that there is nothing further than can be achieved and the only options left to the Council would be to accept this version alternatively it would be to stop all proceedings and to try to remove Acorn from the site, which would be a very costly exercise. Following debate it was **RESOLVED** to agree to attempt to change the wording if possible, but if this is not possible and subject to advice from the solicitor, V9 of the side letter is accepted. Proposed Cllr O'Connell, seconded Cllr Thornhill – all in favour.

**There being no further business the meeting closed at 8.30pm**

.....**Chairman**

.....**2025**