

STRATFORD-UPON-AVON TOWN COUNCIL

VIRTUAL MEETING OF THE COUNCIL

In accordance with s78 of the Local Authorities and Police Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulation 2020

28 July, 2020

MINUTES pages 1 - 10

Present: The Mayor (Cllr Jackson) in the Chair

Councillors:

Alcock	J Fradgley
Cleeve	How
Coles	Lee
Curtis	Rolfe
Dowling	Taylor
Dyer	Vos
I Fradgley	Warren Howles

Clerks: Town Clerk, Deputy Town Clerk, Committee Clerk

Press: Absent

Public: Absent

Prior to declaring the meeting open, the Mayor called upon the Council's Chaplain, Rev Dr Paul Edmondson, who reflected on the contribution made by past Mayor, Tessa Bates, who died on 18 June, 2020. He led the Town Council in a minutes silence. Following this Rev Dr Edmondson presented his 'thought for today'.

35) Apologies

Apologies for absence were received from Councillors Fotjik, Mackenzie and Wall and accepted for the reasons given.

36) Declarations of Interest

There were no declarations of interest declared.

37) To Receive Written Requests for Dispensation for Disclosable Pecuniary Interests

There were no requests.

38) To Grant any Requests for Dispensation

There were no requests.

39) Public Participation

No one had registered to speak in Public Participation.

40) To Adopt Draft Open Minutes of the Town Council Meeting held on 26 May, 2020

RESOLVED: The Draft Open Minutes of the Town Council Meeting held on 26 May, 2020 be approved as a correct record.

The Mayor requested that the Town Clerk append his electronic signature to the minutes.

41) To Approve Open Minutes of the Planning Consultative Committee Meeting held on 2 June 2020, 23 June 2020 and 7 July 2020;

Councillor Dyer stated that he had been present at the meeting on 7 July 2020. The minutes will be amended accordingly.

RESOLVED: The Open Minutes of the Planning Consultative Committee Meeting held on 2 June 2020, 23 June 2020 and Draft Open Minutes held on 7 July 2020; be approved as a correct record.

42) To Adopt the Draft Open/Confidential Minutes of the Human Resources Committee Meeting held on 30 June 2020;

RESOLVED: The Draft Open/Confidential Minutes of the Human Resources Committee Meeting held on 30 June 2020; be approved as a correct record.

43) To Adopt the Draft Open Minutes of the General Purposes Committee Meeting held on 14 July 2020;

The Mayor referred to point 13 in the minutes relating to the budget for additional kerbing in the cemetery. The Deputy Town Clerk confirmed that there is enough money in the overall Town Council budget, and that this work should proceed using a budget virement to add £13,464 to the Cemetery General Ground Maintenance budget. The minutes will be amended to clarify the position.

RESOLVED: The Draft Open Minutes of the General Purposes Committee Meeting held on 14 July 2020 be approved and adopted.

44) To Adopt the Draft Open Minutes of the Finance & Scrutiny Committee Meeting held on 20 July 2020

RESOLVED: The Draft Open Minutes of the Finance & Scrutiny Committee Meeting held on 20 July 2020 be approved and adopted.

45) To Adopt the Draft Open Minutes of Mayoral, Civic Ceremonial & Events Committee Meeting held on 21 July 2020

Clarification was sought on point 13 of the minutes regarding retention of the civic car. Councillor Taylor responded that prior to COVID-19, it had been agreed to wait until the car had reached its natural life span before replacement. Revised lease costs are awaited and will be circulated upon receipt.

RESOLVED: The Draft Open Minutes of Mayoral, Civic Ceremonial & Events Committee Meeting held on 21 July 2020 be approved and adopted.

46) To Adopt the Notes from the COVID-19 Stratford Support Meetings held on 25 May, 2 June, 9 June, 16 June, 23 June, 30 June, 7 July, 14 July and 21 July 2020;

RESOLVED: The Notes from the COVID-19 Stratford Support Meetings held on 25 May, 2 June, 9 June, 16 June, 23 June, 30 June, 7 July,

14 July and 21 July 2020; be approved and adopted.

47) Town Clerk's Open Town Council Report:
Annual Return and Accounts, Year Ending 31 March, 2020

The Deputy Town Clerk advised that the deficit for the last financial year is £80,000, which is lower than budgeted. It was noted that the loss of income of £38,000, due to the pandemic, will not be reflected in the Annual Accounts for year ending 31 March, 2020 because the lockdown occurred later in the financial year.

The Chairman of the Finance & Scrutiny Committee, Councillor Coles, noted the large expenditure that had been used to support the community during the COVID-19 crisis and expressed disappointment that funds to compensate for this had not been made passed to lower tier authorities in the vicinity, especially as it may be necessary to step-up again in response to a spike or second wave.

Councillor Coles recommended that the Annual Return and Annual Accounts for the year ending 31 March, 2020, which had received the scrutiny of the Finance & Scrutiny Committee, be approved by Council.

It was Proposed, Seconded and unanimously

RESOLVED: That Council approve the Annual Accounts for the Year ended 31 March, 2020.

The Deputy Town Clerk was thanked for his hard work in preparing the accounts in very difficult circumstances.

48) Annual Governance Statement and Accounting Statements

48a) It was Proposed, Seconded and unanimously

RESOLVED: That Council approve the Annual Governance Statement of the Annual Return for the financial year ended 31 March, 2020.

48b) It was further Proposed, Seconded and unanimously

RESOLVED: That Council approve the Accounting Statements of the Annual Return for the financial year ended 31 March, 2020.

49) To undertake an interim review of Council's proposed new Committee Structure and Terms of Reference

The Town Clerk reported that a comprehensive review of the proposed new committee structure had been undertaken which identified some anomalies in the Terms of Reference.

As the General Purposes Committee has not had an opportunity to discuss the Terms of Reference, it was AGREED that the Governance and Policies Panel should meet to scrutinise the Terms of Reference of the Community Services Committee and the Heritage & Events Committee, in particular. They would feed their findings through to the General Purposes Committee who would meet before the Town Council Meeting in September, when Council will determine whether to adopt the new committee structure.

50) To appoint members to the Governance & Policies Panel

It was noted that the Governance & Policies Panel is for an interim period until the new committee structure has been determined.

It was Proposed, Seconded and unanimously

RESOLVED: To appoint the following members to the Governance & Policies Panel:

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|-----------------------|---|----------------------------------------------|
| Councillor Coles | - | Finance & Scrutiny Committee |
| Councillor I Fradgley | - | Planning Consultative Committee |
| Councillor Rolfe | - | Mayoral, Civic Ceremonial & Events Committee |
| Councillor Taylor | - | General Purposes Committee |
| Councillor Vos | - | HR Committee |
| Mayor Jackson | - | Ex-officio |

It was further Proposed, Seconded and unanimously

RESOLVED: That Councillor Alcock be appointed the additional panel member.

Being instrumental in the formulation of the new committee structure, Councillor How requested that he be included in the invitation to the panel meeting when this is to be discussed.

51) To receive an update on the temporary Town Centre measures for COVID

The Mayor sought an update from County Councillor Rolfe on the temporary Town Centre measures in response to COVID-19.

Councillor Rolfe reported that a survey of BID businesses had been undertaken. Businesses were asked to vote on whether all the temporary Town Centre measures be removed, or whether a revised scheme, which continued to provide safety measures whilst being more aesthetically pleasing and welcoming, be implemented. 128 businesses voted in favour of the revised scheme and 97 voted for all temporary measures to go.

Councillor Rolfe requested that the Town Council endorse the proposed alteration to the arrangements.

It was Proposed, Seconded and unanimously

RESOLVED: That Council issues a statement in the joint press release to be issued by the three local authorities and BID, that it fully supports the revised arrangements.

It was noted that if the infection rate increased, different measures may prove necessary, but currently, the new scheme, once implemented, will remain without alteration until it is deemed safe to remove.

Councillors expressed their thanks to Councillors J Fradgley, Rolfe and Taylor for their extensive work on this matter.

52) Implementation of TC Project 1 – Town Centre Strategic Partnership – to appoint a Town Councillor Representative

The Town Centre Strategic Partnership is a Town Centre project in the Neighbourhood Development plan intended to comprise key stakeholders tasked with preparing and implementing a Town Centre strategy to address key issues outlined in the NDP.

It was Proposed, Seconded and unanimously

RESOLVED: That Councillor Vos be appointed as the Town Council representative on the Town Centre Strategic Partnership Group.

53) To consider the proposal to set up a new Task & Finish Group to investigate future Town Centre initiatives

Councillor Vos outlined his proposal to set up a new Task & Finish Group to consider the different views on how the Town Centre should develop in the medium to long term, taking into account the vision of the Neighbourhood Development Plan.

The Task and Finish Group would aim to complete its work in a short timescale and would build on the foundations of the NDP to develop a coherent plan that could be discussed with other stakeholders.

It was Proposed, Seconded and unanimously

RESOLVED: To establish a Task & Finish Group to consider future Town Centre plans and traffic initiatives.

It was further Proposed, Seconded and

RESOLVED: That Councillors Coles, Curtis, Dowling, How, Lee, Taylor and Vos be appointed, with the Mayor ex-officio. County Council representatives, Cllrs Rolfe and J Fradgley will be also be invited to attend to give the WCC perspective.

54) To determine whether to respond to the Model Member Code of Conduct consultation by the Local Government Association

Council agreed that the conduct of Councillors needs to be above repute and it is important that they are transparently accountable for their actions.

It was Proposed, Seconded and unanimously

RESOLVED: That the Town Council considers any new Code should be as robust as possible and specific to the parish sector, but agreed to support the proposed new Code in principle.

It was noted that the model Code of Conduct is still a work in progress and at this stage, Council is purely providing a response to the consultation and is not adopting a new Code.

55) To consider the proposal to set up a small steering group to discuss the possibility of setting up a Youth Council

Councillor Cleeve requested that Council considers the proposal to set up a Stratford-upon-Avon Youth Council with the aim of including young people in the local decision making process and give them the opportunity to have input into shaping the future of the town.

The proposal was received with enthusiasm and it was Proposed, Seconded and unanimously

RESOLVED: To establish a Steering Group to consider how to progress setting up the Stratford-upon-Avon Youth Council.

It was agreed that the number on the Steering Group should be kept to a minimum and that preferably, those serving should have a current DBS check in place.

It was Proposed, Seconded and

RESOLVED: That Councillors Alcock, Cleeve, How and Rolfe would serve on the Steering Group with the Mayor ex-officio.

56) Written Reports by Representatives to Outside Bodies

The reports were taken as read but Councillor Taylor requested that members contact him if they are aware of any storage facilities in the Waterside area that could be used for the PING project, as some storage space had been lost due to COVID-19.

57) Ward Reports

- Councillor Jenny Fradgley gave a verbal update on Stratford-in-Bloom. There is an urgent need to attract new volunteers to support the organisation otherwise there is a real possibility that it will fold in 2021.
- Councillor Fradgley also reported that she has been successful in finding new volunteers to help with the displays at train station.
- Councillors Cleeve, Curtis, I Fradgley, J Fradgley, and Warren- Howles all highlighted problems with anti-social behaviour in their wards, primarily relating to drugs.
- Councillor Vos requested clarification on what was happening to 1 Evesham Place.
- The issue of how to tackle increasing amounts of litter was also discussed.

58) Town Clerk's Verbal Report for Information

- **Public Protection Dog Fouling Order**

The Town Clerk advised that she had circulated an email regarding the proposed new Order and had sought clarification from SDC on what additional steps would be undertaken to support enforcement.

The response received stated that there are no proposals to provide additional enforcement and that in light of the pandemic,

SDC is considering options for reducing the environmental health provision resource. The Public Protection Dog Fouling Order is no different to the current Order other than a small increase in the fine.

Councillors expressed disappointment but noted that Councillor Rolfe would obtain a supply of Dog Fouling notices from SDC which she would make available at the Town Hall.

- **Remembrance Garden Wall**

It was confirmed that the repairs to the Remembrance Garden Wall had been completed.

59) Date and Venue of Next Town Council Meeting

The next virtual Meeting of the Town Council will take place at 6:00pm on Tuesday 29 September 2020 using Zoom technology. If legislation reverts to the Local Government Act allowing meetings at the Town Hall, the meeting will take place at 6.30pm.

Prior to declaring the meeting closed, Councillor Dowling expressed thanks on behalf of the family of his sister, Tessa Bates, for the support given since she passed away. He advised that a reception to honour her life will be held when such gatherings are permitted.

The Mayor declared the virtual meeting closed at 7:53pm.