

Minutes of the of **Cainscross Town Council's Full Council Meeting** held on Monday 31st March 2025 commencing at **6.00pm**.

Present: Councillors: Adrian Cross – Chair
Clive White – Vice Chair
Sharon Ashenford
D Balster
J Booker
D Dale
C Fewster
G Lindsay
L Stinchcombe
Y Tester

In Attendance: Assistant Clerk – Emily Forgione

Also in attendance: County Cllr John Bloxsom
District Cllr Elizabeth Stanley

Apologies: District Cllr Fraser Dahdouh

- FC194/25** To note apologies
Apologies were received as above.
- FC195/25** To confirm the minutes of the last meeting of the Council
The minutes of the last meeting of the Full Council were confirmed and duly signed.
- FC196/25** To receive any declarations of interest
No declarations of interest were given.
- FC197/25** To receive the chairman's announcements
The chairman congratulated staff on the completion of the new bike track and noted how busy it has been so far.
- FC198/25** To receive any representations or questions from members of the public
No members of the public were present at the meeting.
- FC199/25** To receive officer reports
A brief update on projects was given by the Assistant Clerk on behalf of the Project officer.
- FC200/25** To receive any reports from County and District Councillors
A report was circulated prior to the meeting for both County Cllr John Bloxsom and District Cllr Elizabeth Stanley.
- FC201/25** To note the minutes of the last Finance, Staffing and Policy Committee
The minutes of the last Finance, Staffing and Policy meeting were noted.
- FC202/25** To note the minutes of the Recreation Committee
The minutes of the last Recreation meeting were noted.
- FC203/25** To consider changing the Recreation committee to Recreation, Highways and Amenities to allow members to spend more time on highway and amenity issues
After due discussion it was agreed that the committee should change to include any matters relating to Highways, to allow councillors to give more time and attention to the subject.

- FC204/25** To receive an update from the Walking Working Party and consider an invitation to participate in the Stonehouse Walking Festival
A report was given by Cllr Lindsay regarding the progress of the working party and the plans for the parish walks. Members were also notified of the Stonehouse Walking Festival taking place in September and invited to form a group to take part.
- FC205/25** To consider a council run event for VE Day celebrations
It was agreed by members to form a working party group to organise a small remembrance ceremony for the afternoon of the 8th of May.

Planning, Highways, Amenities and Recreation

- FC206/25** To agree the preferred contractor for the Elm Road Play area following the Procurement process
The Project Officer presented her findings after a thorough evaluation using the tender scoring system. The contractor and design that scored highest was Wicksteed Leisure Ltd, after consideration it was agreed that Councillors should move forward with the plans from this contractor.
- FC207/25** To consider the revised quote for the solar panel installation to the Rugby Pavilion
This item was deferred due to not receiving the quote in time to effectively compare.
- FC208/25** To approve a quotation for a new key system for Victory Park Gates
A quote from Gloucester Locksmiths, for a new locking system and keys, for the two gates in Victory Park was considered and approved.
- FC209/25** To consider a new application for food vendor in Victory Park
A new application from a local resident was considered. It was agreed that the proposal was acceptable, and a three-month trial would be offered initially.
- FC210/25** To consider the following planning applications -
- S.25/0320/HHOLD- 5 Gladfield Gardens Dudbridge Road- Erection of a single storey front extension – Noted.
 - S.25/0343/FUL- 57 - 59 Westward Road- Change of use from retail (Class E) and flat (Class C3) to create two terraced dwellings (Class C3) & associated external alterations – To note application with particular attention should be drawn to consideration of parking when developing these properties.
- FC211/25** To note any planning decisions
The planning decisions were noted.
- FC212/25** To approve the Internal Control Policy
The internal control policy was approved.
- FC213/25** To consider the renewal of the Edge finance package
The renewal of the Edge finance package was approved.
- FC214/25** To approve the new IT equipment for staff
Due to the age of the current equipment used by staff, it was agreed to purchase four new laptops, it was suggested by Cllr White that the Assistant Clerk might ask for a discount due to buying this number of machines.
- FC215/25** To approve expenditure from 19th of March – 31st of March
The expenditure was not approved due to the incorrect report being produced.
- FC216/25** To note any training / meetings attended by staff or Councillors
It was reported that the Assistant Clerk has now started the CILCA qualification. Cllr Balster attended a meeting regarding Devolution of local government run by The Green Party and a Code of Conduct training seminar with GAPTC.

FC217/25 To confirm the date and time of the next meeting of the Full Council
The next meeting of the Full Council is to be held on the 28th of April 2025.

The meeting concluded at 7.15pm

Signed -

Dated -

Actions

FC203/25	Update terms of reference and meetings calendar	Admin/Assistant Clerk
FC206/25	Notify Wicksteed, schedule works.	Project Officer
FC207/25	Add PV panels to next Full Council agenda	Clerk
FC208/25	Order two locks and 10 keys	Assistant Clerk
FC209/25	Write contract terms and notify vendor	Assistant Clerk
FC210/25	Send planning responses	Assistant Clerk
FC212/25	Publish Internal Controls Policy	Administrator
FC213/25	Renew Edge Finance Package	Clerk
FC214/25	Order new IT equipment for staff	Assistant Clerk