

# NORTHLEACH WITH EASTINGTON TOWN COUNCIL

## MINUTES OF THE TOWN COUNCIL MEETING HELD ON Thursday 28th November 2013

**PRESENT:** Cllr Mrs V. Hewer (Chairman) Cllr Wellman, Cllr B Hulcup, Cllr Mrs P Rigby, Cllr G Stock, Cllr Neil Fletcher, Cllr Fisher, Cllr Chilton, Mrs C Crompton (Clerk), 2 members of the public.

1.		<p><b>Public Question Time (2) - Standing Order 22 refers</b> The Chairman shall have discretion to limit to twenty minutes the time set aside to receive statements from the public, and to <b>limit to three minutes</b> the time available for any one member of the public to deliver their statement.</p>	
2.		<p><b>Apologies and Reasons for Absence</b> Cllr Davies, Cllr Blades and Cllr Hancock</p>	Verbal
3.	Resolved	<p><b>Acceptance and signing of Minutes of the Council Meeting held on 24th October 2013</b> The minutes were resolved to be a true and accurate reflection of the meeting and duly signed</p>	Attached
4.		<p><b>Declaration of Interests</b> No interests were declared</p>	Verbal
5.	5.1	<p><b>To Discuss any Matters Arising from the above Minutes not included on the Agenda</b></p> <ul style="list-style-type: none"> <li>• Action Point Update – the actions were discussed</li> </ul>	Attached
6.	6.1 6.2 6.3 Action 6.4	<p><b>County and District Councillors' Reports</b> Cllr Hodgkinson</p> <ul style="list-style-type: none"> <li>• Bassett Road field – Paul visited the school and met with the Head and Governors. They want to stay where they are rather than move.</li> <li>• Members raised concerns about increased parking and movement around town</li> <li>• Cllr Hulcup suggested a group go to the school to discuss driving habits in and around the school.</li> <li>• Cllr Stock to meet with school in the first instance</li> <li>• At this point there is no other news on Bassett Road</li> </ul>	Verbal
7.	7.1 7.2 7.3 7.4 7.5 7.6 7.7	<p><b>Police Report – sent in by PCSO Stagg</b></p> <ul style="list-style-type: none"> <li>• This report covers the period of 1st Oct 2013 to 27th Nov 2013. During this period there were 3 crimes in the Parish of Northleach/ Eastington. This compares with 3 in the same period last year</li> <li>• In the year to date overall crime for the Parish of Northleach stands at a total of 39. This compares with 23 crimes for the same period of last year. To put this in perspective crime in the North Cotswolds Local Policing Area for the period 01 Apr 2013 to 27 Nov 2013 stands at 636 crimes compared to the same period in 2012 where 673 crimes were reported; a drop of around 5%.</li> <li>• Any increase in crime is viewed very seriously and several operations have been put in place over the year to combat the crimes that affect all of the community.</li> <li>• The crimes for the North Cotswolds LPA are now on a downward trend, this is evidenced in the fact that crime has stabilised in the Parish of Northleach in the last 2 months.</li> <li>• Crime Breakdown Parish of Northleach/ Eastington Oct –Nov 2013, Burglary Dwelling – Nil, Burglary non dwelling – Nil, Theft – 2, Criminal damage – 1, Violence – Nil, Drugs - Nil</li> <li>• The overall police response to crimes of burglary in the area of the North Cotswolds is operation COMET which has addressed crimes in and around the A40 corridor. This has drawn in planned patrols to respond to a spike in such crimes. It has utilised resources across the Constabulary including liaising with colleagues from the Road Policing Unit.</li> <li>• We have also been in regular contact and shared information with</li> </ul>	Verbal

# NORTHLEACH WITH EASTINGTON TOWN COUNCIL

	7.8	colleagues from Thames Valley Constabulary.	
	7.9	<ul style="list-style-type: none"> <li>A common thread in reported crime is that victims continue to leave homes unlocked and valuable property in vehicles, allowing the criminals the opportunity to commit crime.</li> <li>Police urge all member of the community to remain vigilant and to report suspicious circumstances to police on 101 or 999 for emergencies.</li> </ul>	
<b>8.</b>		<b>Finance, Funding and Grants Committee</b>	
	8.1	To receive draft minutes from meeting on 12 <sup>th</sup> November from the Chairman <ul style="list-style-type: none"> <li>Chair updated members with details of the last meeting</li> </ul>	<b>Attached</b>
	8.2	To Approve Bills for Payment for September 2013	<b>To follow</b>
	<b>Resolution</b>	<ul style="list-style-type: none"> <li>It was unanimously agreed to pay all the bills presented</li> </ul>	<b>To Follow</b>
	8.3	<ul style="list-style-type: none"> <li>To review the Financial position including budget YTD, payments, receipts and bank balances</li> </ul>	<b>To Follow</b>
	8.4	<ul style="list-style-type: none"> <li>Consider latest information and each committee's requirements for next year's Precept request</li> </ul>	<b>Verbal</b>
	8.5	<ul style="list-style-type: none"> <li>PPMC – expect an increase in expenditure in snow clearing. Cllr Hulcup explained that only 2 people have volunteered from the town but a greater response is needed. Need to have a detailed chat with Snow Warden to understand how he works and what we would get charged for. Last year we paid £2k and need to understand what for.</li> </ul>	<b>To Follow</b>
	<b>Action</b>	<ul style="list-style-type: none"> <li>Clerk to add in £2k to calculations for snow.</li> </ul>	
	8.6	<ul style="list-style-type: none"> <li>Other considerations include £1k for trees and £2k for wall repairs but hope these will come under this year's funds</li> </ul>	<b>Verbal</b>
	8.7	<ul style="list-style-type: none"> <li>Agreed that the Finance committee would agree the figures and send it out on email to councillors</li> </ul>	
	<b>Action</b>	<ul style="list-style-type: none"> <li>Clerk to send out agreed figures prior to meeting</li> </ul>	
	8.8	<ul style="list-style-type: none"> <li>Westwoods – all the major work has been signed off for this year</li> </ul>	
	8.9	<ul style="list-style-type: none"> <li>Consider Westwoods Supervisor pay. The Clerk explained what is in the contract and in the staff files. The Clerk still needs to speak to previous Clerk and perhaps GAPTC to understand his contract and why it does not include increments. He is a Town Council employee but does not work for the Town Council.</li> </ul>	<b>Verbal</b>
	<b>Action</b>	<ul style="list-style-type: none"> <li>A bonus of £200 was agreed to be done immediately but Clerk to continue checking with former Clerk who did the initial contract</li> </ul>	
<b>9.</b>		<b>Planning and Tree Works</b>	
	9.1	To Receive a Report from the Chairman of the Planning Committee <ul style="list-style-type: none"> <li>Recent applications were discussed</li> </ul>	<b>Verbal</b>
	9.2	Northleach Neighbourhood Development Plan (NDP)	
	9.2.1	<ul style="list-style-type: none"> <li>Update on progress to date. The Clerk updated where we are with the plan at the moment. A plan of actions and a breakdown of costs so far are being kept. There are a number of areas being worked on – newsletter, press release and letters to consultants.</li> </ul>	<b>Attached</b>
	9.2.2	<ul style="list-style-type: none"> <li>The steering group does not have a budget at the moment this will need to be agreed</li> </ul>	
	<b>Action</b>	<ul style="list-style-type: none"> <li>Clerk to set up a proper set of accounts to ensure all costs are being accounted for including room hire, clerk costs and printing etc.</li> </ul>	
	9.2.3	<ul style="list-style-type: none"> <li>Town Council will need to agree on consultants as this will be over £500</li> </ul>	
	9.2.4	<ul style="list-style-type: none"> <li>Cllr Rigby has investigated this and figures vary between £60k - £2k for consultants. Need to be careful on spending money on this element.</li> </ul>	
	9.2.5	<ul style="list-style-type: none"> <li>Agree attendees to CDC Local Plan meeting on January 18<sup>th</sup></li> </ul>	<b>Attached</b>
	9.2.6	<ul style="list-style-type: none"> <li>Cllr Rigby and Cllr Fletcher will attend and Clerk will be the backup</li> </ul>	
	<b>Action</b>	<ul style="list-style-type: none"> <li>Clerk to return registration form to CDC</li> </ul>	
	9.3	<b>Plus any other urgent items received since publication of the agenda</b> No urgent matters received	
<b>10.</b>		<b>Property and Premises Maintenance Committee</b>	
	10.1	To Receive a Report from the Chairman of the PPMC	<b>Verbal</b>

# NORTHLEACH WITH EASTINGTON TOWN COUNCIL

	<p><b>10.1.1</b></p> <ul style="list-style-type: none"> <li>New motion sensor lights have been installed and seem to be working well.</li> </ul> <p><b>Action</b></p> <p><b>10.1.2</b></p> <ul style="list-style-type: none"> <li>Clerk to order another 3 lights</li> </ul> <p><b>Action</b></p> <p><b>10.1.3</b></p> <ul style="list-style-type: none"> <li>Need to start the review of grass cutting contract next month</li> </ul> <p><b>Action</b></p> <p><b>10.1.3</b></p> <ul style="list-style-type: none"> <li>Clerk to ask Mary and Alan to start on this</li> </ul> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>There has been no progress on the surgery path</li> </ul> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>Clerk to chase progress on this</li> </ul>	
<b>11.</b>	<b>Westwoods Committee</b>	
	<p><b>11.1</b></p> <p>To Receive a Report from the Chairman of the Westwoods Committee The Vice Chair gave an update on toilets and mezzanine floor</p>	<b>Verbal</b>
<b>12.</b>	<b>Working Groups, Projects and Reports</b>	
	<p><b>12.1</b></p> <ul style="list-style-type: none"> <li>Councillor vacancy. Interested people can apply on a letter – why they want to do it and what they can bring to the role. Closing date is January 13th.</li> </ul> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>Clerk to ensure role is advertised fully</li> </ul>	<b>Verbal</b>
	<p><b>12.2</b></p> <ul style="list-style-type: none"> <li>Parish and Town Meetings update</li> <li>Cllr Hulcup and Cllr Hewer attended these and gave an update</li> </ul>	<b>Verbal</b>
	<p><b>12.3</b></p> <ul style="list-style-type: none"> <li>Christmas get together to include those residents assisting the town council with its business</li> </ul> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>Clerk to check which date would suit Carol for w/c 17<sup>th</sup> end of the week preferred</li> </ul>	<b>Verbal</b>
	<p><b>12.4</b></p> <ul style="list-style-type: none"> <li>Meeting with Peter Braidwood regards computer system. Planned for last week so need to rearrange</li> </ul> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>Clerk to rearrange meeting</li> </ul>	<b>Verbal</b>
	<p><b>12.5</b></p> <ul style="list-style-type: none"> <li>Winter planning group update</li> </ul>	<b>Verbal</b>
<b>13.</b>	<b>Chairman's Report</b>	<b>Verbal</b>
	<p><b>13.1</b></p> <ul style="list-style-type: none"> <li>Potential cards for email Christmas card list. A card was chosen and will be forwarded out.</li> </ul> <p><b>13.2</b></p> <ul style="list-style-type: none"> <li>All the new trees that were planted last year have disappeared</li> </ul> <p><b>13.3</b></p> <ul style="list-style-type: none"> <li>One of the groups last week identified that a crossing should be at East End.</li> </ul> <p><b>13.4</b></p> <ul style="list-style-type: none"> <li>Members discussed that East End signs are not clear but it turns out that this has been an issue before.</li> </ul> <p><b>13.5</b></p> <ul style="list-style-type: none"> <li>Pauline needs a photo from everyone for the website</li> </ul> <p><b>13.6</b></p> <ul style="list-style-type: none"> <li>The market is still an issue. The letter is ready and needs to go to him next week.</li> </ul> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>Clerk to confirm with Leigh that he will do it every week</li> </ul> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>Cllr Hewer to check with the Sherborne as to who puts the cones out and who will do it ongoing</li> </ul>	
<b>14.</b>	<b>Correspondence</b>	<b>Attached</b>
	<p><b>14.1</b></p> <ul style="list-style-type: none"> <li>Correspondence from Angela Anslow regarding mobile phone reception</li> </ul> <p><b>14.2</b></p> <ul style="list-style-type: none"> <li>Cllr Hodgkinson raised this at his last meeting and is asking for extra boost to the signal. The nearest one Orange was shut down. The Government has a pot of money to go towards better phone signal but it needs lots of support</li> </ul> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>Clerk to respond to Angela Anslow and explain that it has been raised at GCC level and that we are going to write to GC Mark Hawthorne ourselves to lend weight to Paul Hodgkinson's plea</li> </ul> <p><b>14.3</b></p> <ul style="list-style-type: none"> <li>Correspondence from NHS regarding Controlled Locality Determination (Clerk has discovered that this should of gone to the Surgery and not Town Council)</li> </ul>	<b>Attached</b>
	<b>Plus Any Other Urgent items received since publication of the agenda</b>	
<b>15.</b>	<b>Any Other Business</b>	
	<p>Any other matters that any Councillor wishes to bring to the attention of the Council or agenda items for future meetings.</p> <p><b>15.1</b></p> <ul style="list-style-type: none"> <li>Open day at the Old Prison on 1<sup>st</sup> December</li> </ul> <p><b>15.2</b></p> <ul style="list-style-type: none"> <li>Cllr Rigby is doing things with the website and has organised the web</li> </ul>	

## NORTHLEACH WITH EASTINGTON TOWN COUNCIL

	<p style="text-align: center;"><b>15.3</b></p> <p style="text-align: center;"><b>15.4</b></p> <p style="text-align: center;"><b>Action</b></p> <p style="text-align: center;"><b>Action</b></p>	<p>hosting and is working on this in the background. We will be able to update this ourselves once complete.</p> <ul style="list-style-type: none"> <li>• Cllr Stock shared that a planning letter has come in asking for representative to attend a meeting regards Church Farm.</li> <li>• A Pulhams bus is often left on Jubilee road.</li> <li>• Cllr Hulcup to ask the fire station if they will mind it being there occasionally.</li> <li>• Clerk then to write to Pulhams asking them to park there.</li> </ul> <p><b><i>Please note that no Discussions or Decisions can be taken under this Item.</i></b></p>	
<p><b>16.</b></p>		<p><b>Date and Time of Next Meeting – Thursday 23<sup>rd</sup> January 2013, 7pm at the Westwoods</b></p>	

There being no further business the meeting closed at 21.50