

NORTHLEACH WITH EASTINGTON TOWN COUNCIL

MINUTES OF THE TOWN COUNCIL MEETING HELD

ON Wednesday 19th July 2017

PRESENT: Cllr Colton (Chair), Cllr Alan Wellman, Cllr Hulcup, Cllr Andrew Wellman, Cllr Brady, Cllr Rigby, Mrs Cat Crompton (Clerk), Cllr Chris Hancock and no members of the public

Prior to the meeting and minute 59 below, the Council met with The Youth Forum group.

44.	Apologies received from Cllr Hewer, Cllr Rayner, Cllr Morley Blackwell, Cllr Hadley Sherborne and Cllr Hodgkinson																																																						
45.	No interests were declared																																																						
46.	There were no public questions																																																						
47.	The police report was received. Despite an apparent increase in crime incidents from the same period last year, this imbalance is primarily due to two single events with multiple issues. When these issues are taken in to account, there is no statistically significant year on year difference.																																																						
48.	County Councillor Paul Hodgkinson was unavailable <ul style="list-style-type: none"> • He has received the old A40 geo tech report which is very technical. The costs and recommendations are not available yet. 																																																						
49.	District Councillor Chris Hancock gave a report including an NDP update <ul style="list-style-type: none"> • Cllr Hancock gave an update on the old A40 closure • He has a report which sets out the bore hole tests, however the team are working on another report before they can analysis the Old A40 • Met with Cllr Hewer and started completing the application form for funding • Clerk to upload this to the Locality online form once ready • There is some confusion from rCOH as to what we have been billed for 																																																						
	MATTERS FOR DECISION																																																						
50. Resolution	Cllr Alan proposed, Cllr Hulcup seconded and it was unanimously RESOLVED to confirm the minutes of the Town Council Meeting held on 21 st June 2017 as a true and accurate reflection of the meeting and they were duly signed.																																																						
51. 51.1 51.2 Action	Councillors received the Action Point Update from 21 st June and Clerks report <ul style="list-style-type: none"> • Highways have checked the gullies. Red marks mean more work needs to be done • Gos Mentoring Service whom we hoped to get some youth courses from have not been able to do these. Cllr Hancock is speaking to them • Clerk to check that the youth funding is still available 																																																						
52. 52.1 52.2 Resolution	Financial Matters <ul style="list-style-type: none"> • The Bank balances at 13th July are: Current = £42,550, Westwoods = £4,680, Deposit Account = £41,166 • The year to date Financial Statement was received. • Cllr Hulcup proposed, Cllr Brady seconded and it was unanimously RESOLVED to authorise the following bills presented: <table border="1"> <thead> <tr> <th>Supplier</th> <th>Services</th> <th>Invoice Number</th> <th>£</th> <th>Acc.</th> <th>Authority</th> </tr> </thead> <tbody> <tr> <td>McCracken</td> <td>Grass cutting</td> <td>Inv. 8021</td> <td>£1221.60</td> <td>TC</td> <td>HA 1980 s.9, PHAA 1907 s.76 & LGA 1972 s.214</td> </tr> <tr> <td>Ian Hanks</td> <td>Town Handyman</td> <td>Inv. 234</td> <td>£140.25</td> <td>TC</td> <td>PHA 1875 s.164</td> </tr> <tr> <td>Clerks Direct</td> <td>Magazine Membership</td> <td>Annual</td> <td>£12.00</td> <td>TC</td> <td>LGA 1972 s.142</td> </tr> <tr> <td>Viking Direct</td> <td>Office supplies</td> <td>240356</td> <td>£21.88</td> <td>TC</td> <td>LGA 1972 s.150</td> </tr> <tr> <td>Mary Cassidy</td> <td>Shut the gate signs</td> <td>Amazon</td> <td>£3.94</td> <td>TC</td> <td>PHAA 1907 s.76</td> </tr> <tr> <td>Mary Cassidy</td> <td>No dogs in playground</td> <td>Signs</td> <td>£59.10</td> <td>TC</td> <td>PHAA 1907 s.76</td> </tr> <tr> <td>GAPTC</td> <td>Internal audit</td> <td>5493</td> <td>£222.15</td> <td>TC</td> <td>LGA 1972 s.111</td> </tr> <tr> <td>Charlotte Hitchman</td> <td>Westwoods cleaning</td> <td>Inv. 18</td> <td>£64.00</td> <td>WW</td> <td>LGA 1972 s.133</td> </tr> </tbody> </table>	Supplier	Services	Invoice Number	£	Acc.	Authority	McCracken	Grass cutting	Inv. 8021	£1221.60	TC	HA 1980 s.9, PHAA 1907 s.76 & LGA 1972 s.214	Ian Hanks	Town Handyman	Inv. 234	£140.25	TC	PHA 1875 s.164	Clerks Direct	Magazine Membership	Annual	£12.00	TC	LGA 1972 s.142	Viking Direct	Office supplies	240356	£21.88	TC	LGA 1972 s.150	Mary Cassidy	Shut the gate signs	Amazon	£3.94	TC	PHAA 1907 s.76	Mary Cassidy	No dogs in playground	Signs	£59.10	TC	PHAA 1907 s.76	GAPTC	Internal audit	5493	£222.15	TC	LGA 1972 s.111	Charlotte Hitchman	Westwoods cleaning	Inv. 18	£64.00	WW	LGA 1972 s.133
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53.	Planning and Tree works																																																						

NORTHLEACH WITH EASTINGTON TOWN COUNCIL

53.1	<ul style="list-style-type: none"> Council's response to 1 Hillview planning application 17/02210/FUL was recorded as no objection
53.2	<ul style="list-style-type: none"> Councillors agreed that council's response to Black Cat retrospective planning application 17/02544/FUL was no objection,
Resolution	<ul style="list-style-type: none"> Cllr Rigby proposed and Cllr Brady seconded and it was unanimously RESOLVED that both applications were agreed to be no objection
Action	<ul style="list-style-type: none"> Mary to submit the comments
54.	Cllr Colton gave an update on the working groups
55.	Councillors considered the quotation from rCOH Ltd for the remaining NDP work at £5,100 plus VAT. We believe this is in line with what we expected is still outstanding.
Resolution	<ul style="list-style-type: none"> Cllr Rigby proposed, Cllr Hulcup seconded and it was unanimously RESOLVED to accept the quote from rCOH
56.	Councillors considered the request for the Council meetings to go paperless. This would mean Councillors would either self- print or bring their own electronic equipment
56.1	<ul style="list-style-type: none"> Councillors decided to trial this until Christmas. It was agreed that councillors and members of the public still needed the Agenda to be printed. Those requiring copies of other documents to request those in advance. Those members not online will continue to receive a paper copy
Resolution	<ul style="list-style-type: none"> Cllr Brady proposed, Cllr Rigby seconded and it was RESOLVED to trial this
Action	<ul style="list-style-type: none"> Clerk to ask Mary to analyse time and cost saving over the next 3 months
57.	Councillors considered setting up a staffing sub- committee.
57.1	<ul style="list-style-type: none"> This would monitor staff and review all salary levels, include reviews, annual processes, appraisals, changes in legislation, training, coaching, succession planning, working practise, pay and conditions. ,
57.2	<ul style="list-style-type: none"> Councillors agreed that a staffing sub-committee should be created and will report into Finance Committee. Cllr Brady proposed, Cllr Rigby seconded and it was unanimously RESOLVED that Cllr Brady, Cllr Colton and Cllr Rigby will form this initially
Resolution	
58.	Councillors considered the revised Financial Regulations
58.1	<ul style="list-style-type: none"> Cllr Rigby explained that the new Financial Regulations are much more detailed than the last and includes up to date internet banking and it also allows the council to continue working between meetings
Resolution	<ul style="list-style-type: none"> Cllr Brady proposed, Cllr Hulcup seconded and it was unanimously RESOLVED to approve the new financial regulations
Action	<ul style="list-style-type: none"> Clerk to check that "any councillor" can do the internal checks
59.	Councillors considered the Council's next steps following the Youth Strategy presentation prior to the meeting. Cllr Hancock, Mr Dale, Mr Wooley and Mr Davies had shared their strategy for the youths. Following a survey of different youth groups, this strategy focused on the provision of a MUGA and the place for the youth to meet. The Youth Strategy group explained that they would be willing to drive this forward. Previous attempts at providing a MUGA over the last 20 years have stalled. The Council hoped to see the Youth Strategy encompass a variety of areas.
59.1	<ul style="list-style-type: none"> Cllr Rigby believes that if the Youth Strategy group is willing to bring forward the MUGA concept and there are funds available then this could be a separate working group
59.2	<ul style="list-style-type: none"> Cllr Brady proposed, Cllr Andrew Wellman seconded and it was unanimously RESOLVED that the Youth Forum be asked to come up with a delivery plan on how they would provide the MUGA for the council to consider.
Resolution	
59.3	<ul style="list-style-type: none"> Clerk to communicate this to the Youth Strategy
60.	Councillors consider potential ideas for the 2017 - 2018 Youth Activities pot from Cotswold District Council
60.1	<ul style="list-style-type: none"> No further ideas have come forward from the Youth Forum or the Town Council that would enable us to apply for funding. However if able to progress the GMAS mentoring then it might be repeated
Action	<ul style="list-style-type: none"> Clerk to continue monitoring this and check with the Youth Forum for ideas and progress
61.	The Play Area Project group has met twice with another meeting planned. Cllr Rigby explained that the group need to start applying for funding.
61.1	<ul style="list-style-type: none"> Cllr Hulcup proposed, Cllr Alan Wellman seconded and it was unanimously RESOLVED that Cllr Rigby and / or Clerk can apply for grants on behalf of the Council
Resolution	
62.	Councillors considered which laptop to purchase for Clerk to replace the current 5 plus year old one. Following a discussion of associated IT costs and system upgrades, Cllr Brady proposed, Cllr Andrew seconded and it was unanimously RESOLVED that the Council agrees to a sum of £1000
62.1	
Resolution	

NORTHLEACH WITH EASTINGTON TOWN COUNCIL

Action	to purchase a new laptop and associated software. <ul style="list-style-type: none"> • Cllr Rigby and Cllr Andrew Wellman to agree the best purchase and proceed
63. 63.1 Action	Cllr Rigby explained the reasoning behind the proposed draft terms of reference for standing committees, <ul style="list-style-type: none"> • Agreed to feedback comments to Cllr Rigby for review in September • Clerk to add it into the September meeting
MATTERS FOR INFORMATION	
64.	Councillors received draft PPMC minutes.
65.	Councillors received draft Finance minutes
66.	Councillors received draft KGV minutes
67. Action	Councillors received information from Cllr Rigby about the KGV Trust set up following her meeting with GRCC. Earlier this year the Council acquired the Wills and Hamilton Meadow. In 1928 Northleach Parish Council purchased land from Lord Sherborne. The Meadow is not part of the KGV Trust. Only the playing field is within the Trust responsibility which is why the Trust received funds from the pavilion. <ul style="list-style-type: none"> • Clerk to add a review of the set up to the KGV meeting in September
68.	Councillors received some information about Charter Fair feedback and have fed this into the organisers
69. 69.1 Action	Future Agenda Items <ul style="list-style-type: none"> • IT Review, Paddle Tennis, river clearance, Cotswold Hare at the Old Prison (October auction) • Clerk to add these to the relevant agendas
70.	Next Meeting – Town Council Meeting - Wednesday 20th September, 7pm at the Westwoods
	There being no further business the meeting closed at 21.30 pm The meeting was then closed to the Public
71.	PART TWO - CONFIDENTIAL Confidential items in respect of which a resolution may be passed in accordance with the Public Bodies (Admission to Meetings) Act 1960, excluding the press and public. Confidential matter for discussion Councillors considered the recommendation from the Finance, Funding and Grants Committee to increase the Clerk's salary from Point 25 to point 32 based on a reassessment of the scope and responsibilities of the role. Cllr Rigby proposed that this is backdated to 1 st April 2017 as the start of the financial year. Cllr Alan Wellman proposed, Cllr Rigby seconded and it was unanimously RESOLVED to implement the increase and backdate it to April 2017.

There being no further business the meeting closed at 21.50 pm