



# NORTHLEACH WITH EASTINGTON TOWN COUNCIL

The Westwoods Centre, Bassett Road, Northleach, GL54 3QJ  
Tel: 01451 861499, Email: clerk@northleach.gov.uk

All Members of the Council are hereby summoned to attend the  
**MEETING of NORTHLEACH WITH EASTINGTON TOWN COUNCIL**

**On Wednesday 17<sup>th</sup> January 2018 at 7.00 pm**

for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

**Members of the public are also invited to attend.**

Dated this day 11<sup>th</sup> January 2018, and signed by Mrs C. Crompton, Clerk to Northleach with Eastington Town Council

**Mr Neil Homer from O' Neill Homer, the Town Council's Neighbourhood Development Plan consultants, will be attending the meeting to update on the plan and present the Pre-Submission document.**

## Agenda

1.	To receive apologies for absence	<b>Verbal</b>
2.	To receive councillors' declarations of interests	<b>Verbal</b>
	<b>PUBLIC PARTICIPATION.</b>	
3.	Public Question Time – in accordance with Standing Orders 3(e), (f) and (g). The period designated for public participation in a meeting shall not exceed 20 minutes overall and 3 minutes per person unless directed by the Chairman.	
4.	To receive a Police report	<b>Attached</b>
5.	To receive a report from County Councillor Paul Hodgkinson	<b>Verbal</b>
6.	To receive a report from the District Councillor Chris Hancock	<b>Verbal</b>
	<b>MATTERS FOR DECISION</b>	
7.	To confirm the minutes of the Council Meeting held on 22 <sup>nd</sup> November 2017	<b>Attached</b>
8.	To receive the Action Point Update and Clerk's Report from 22 <sup>nd</sup> November 2017	<b>Attached</b>
9.	Neighbourhood Development Plan (NDP)	
9.1	<ul style="list-style-type: none"> <li>Agree to include the Water Meadow and Playing field areas in the NDP as part of the green ring</li> </ul>	<b>Verbal</b>
9.2	<ul style="list-style-type: none"> <li>Approve publication of the Pre-Submission plan for Statutory Consultation</li> </ul>	<b>Attached</b>
9.3	<ul style="list-style-type: none"> <li>Approve publication of the Strategic Environmental Assessment report for Statutory Consultation</li> </ul>	<b>Attached</b>
10.	Financial matters:	
10.1	<ul style="list-style-type: none"> <li>To receive details of the bank balances</li> </ul>	<b>Additional</b>
10.2	<ul style="list-style-type: none"> <li>To record bills paid since the last meeting and approve bills for payment</li> </ul>	<b>Pages 2 &amp; 3</b>
10.3	<ul style="list-style-type: none"> <li>Consider the tenders received for the Grounds Maintenance Contract and agree the supplier for 2018 - 2019</li> </ul>	<b>Attached</b>
10.4	<ul style="list-style-type: none"> <li>Consider whether the Town Council should take over the responsibility and ongoing maintenance of the Defibrillator attached to the Westwoods Centre and Fire Station</li> </ul>	<b>Additional</b>
10.5	<ul style="list-style-type: none"> <li>Consider a phased replacement or renovation of the Westwoods windows and doors (as per quotes attached)</li> </ul>	<b>Add &amp; Att</b>
10.6	<ul style="list-style-type: none"> <li>Consider budget requirements for 2018 – 2019 as prepared by the Finance committee</li> </ul>	<b>Attached</b>
10.7	<ul style="list-style-type: none"> <li>Consider Precept amount to be requested from CDC for 2018 - 2019</li> </ul>	<b>Additional</b>
11.	Planning and tree works:	
11.1	<ul style="list-style-type: none"> <li>Record Council's response to application 17/04947/TPO Yew Tree Cottage</li> </ul>	<b>Circulated</b>
11.2	<ul style="list-style-type: none"> <li>Record Council's response to application 17/04976/FUL Cotswold Heritage Centre</li> </ul>	<b>Circulated</b>
11.3	<ul style="list-style-type: none"> <li>Record Council's response to application 17/04830/LBC Post Office</li> </ul>	<b>Circulated</b>
11.4	<ul style="list-style-type: none"> <li>Record Council's response to application 17/05183/TCONR Old Timbers</li> </ul>	<b>Circulated</b>

11.5 11.6	<ul style="list-style-type: none"> <li>Record Council's response to Licensing Application for Amplified Festival</li> <li>To discuss any urgent planning applications since the publication of the Agenda</li> <li>Reminder from Clerk about the Planning application process</li> </ul>	<b>Circulated</b> <b>Verbal</b> <b>Verbal</b>
12. 12.1 12.2	Traffic and transport: <ul style="list-style-type: none"> <li>Discuss recent social media comments on traffic volumes and speeds</li> <li>Agree next steps on speed strip information</li> </ul>	<b>Verbal</b> <b>Verbal</b>
13 13.1 13.2 13.3	Governance and policy: <ul style="list-style-type: none"> <li>To review and adopt the revised Communications Policy</li> <li>Agree to update the Financial Regulations to cover the use of a new debit card</li> <li>To note that the Council will follow the rules of £200k plus turnover councils where relevant, in regards the Transparency code</li> </ul>	<b>Attached</b> <b>Additional</b> <b>Additional</b>
14.	Update to Town Council on old A40 site visit and plan public meeting	<b>Verbal</b>
15.	Agree a working group to review winter snow plans along with snow plough operator and snow warden	<b>Verbal</b>
16.	Consider nominations for the Buckingham Palace Garden Party	<b>Verbal</b>
17.	Consider IT network quote received to update the Council's systems	<b>To follow</b>
18.	Consider proposed meeting schedule for 2018 - 2019	<b>Attached</b>
	<b>MATTERS FOR INFORMATION</b>	
19.	To note the draft minutes of the Finance Meeting on the 9 <sup>th</sup> January	<b>To follow</b>
20.	Receive updates from working groups	<b>Verbal</b>
21.	To receive Future Agenda Items: Please note that no decisions can be taken under this Item: Paddle Tennis	<b>Verbal</b>
22.	<b>Date and time of next meeting</b> – Town Council on Wednesday 21st February 2018 at 7pm	

#### Details of financial transactions: Regular payments made (pre-approved): Up to 10th January

Payee	Service	Method	Amount	Cost centre	Authority
Cat Crompton	Clerk's salary Nov and Dec	SO	confidential	TC / 02	LGA 1972 s.112
Mary Cassidy	Admin Assistant salary Nov & Dec	SO	confidential	TC / 03	LGA 1972 s.112
HMRC	Staff PAYE & NICs	BACS	confidential	TC / 46	LGA 1972 s.112
Brian Crossley	WW Manager salary Nov & Dec	SO	confidential	WW / 42	LG(MP)A 1976 s.19
Glos LGPS	Clerk's pension	BACS	confidential	TC / 58	LGPSR 2007/2008
NEST	Admin Assistant pension	BACS	confidential	TC / 58	Pensions Act 2008
Mainstream Digital	Quarterly phone line Call charges	DD DD	£49.81 & £0.44	TC / 05	LGA 1972 s.133
Zen Internet	Broadband	DD	£32.40	TC / 05	LGA 1972 s.133
Pauline Rigby	Website	SO	£50	TC / 13	LGA 1972 s.142
Grundon	Waste collection	DD	£61.82 & £74.63	WW / 32	LG(MP)A 1976 s.19
Thames Water	Water for Westwoods	DD	£26.00	WW / 48	LG(MP)A 1976 s.19

#### Payments authorised between meetings (max £500 per item):

Supplier	Service	Invoice #	Amount	Cost centre	Authority
Ian Hanks	Town Handyman Oct	Inv. 302	£123.25	TC / 17	PHA 1875 s.164
Brian Crossley	New Office Phone	Amplicom	£84.99	WW/35	LG (MP) A 1976 s.19
Cotswold District Council	Premises Licence	41207324	£180.00	WW/28	LG (MP) A 1976 s.19
Ian Hanks	Town Handyman	Inv.319	£188.00	TC / 63	PCA 1957 ss.1
Michael Hall	WW's Tree Work	Inv. 010	£480.00	TC/ 17	PHA 1875 s.164
Charlotte Hitchman	WW's Cleaning	Inv.008	£64.00	WW / 32	LG (MP) A 1976 s.19
Charlotte Hitchman	WW's cleaning	Inv. 009	£80.00	WW/32	LG (MP) A 1976 s.19
Mrs Maxwell	Active Together class	00126	£10.00	TC / 75	LG (MP) 1976 s.19

**Payments to be authorised:**

<b>Supplier</b>	<b>Service</b>	<b>Invoice #</b>	<b>Amount</b>	<b>Cost centre</b>	<b>Authority</b>
Westwoods Petty Cash	Petty cash	Cheq	£50.00	WW/71	LGA 1972 s.111
TT Pumps	Annual service	186067	£291.30	WW / 31	LG (MP) A 1976 s.19
Catrina Crompton	Xmas tree expenses	Tesco	£18.10	TC / 62	LG (MP) A 1976 s.19
Bibury Landscaping	Supply and erect Christmas tree	Inv. 7422	£744.00	TC / 62	LG (MP) A 1976 s.19
McCracken & Son	Grass Contractors for Cemetery, playing fields and Highways (Nov)	Inv. 8255	£1119.60	TC / 60	HA 1980 s.9, PHAA 1907 s.76 & LGA 1972 s.214
Chaplins	Pantomime	G4016/Nor	£624.00	WW/28	LGA 1972 s.145
Spot On	Cleaning supplies	11978743	£66.96	WW/32	LG (MP) A 1976 s.19
SLCC	Ilca Training course	NORTH001	£118.80	TC/9	LGA 1972 s.11
O'Neill Homer	NDP bill	Inv. 496	£3699.92	TC/40	Localism Act 2001
Westwoods Centre	Hire of hall	10/2514	£14.00	TC / 12	LGA 1976 s.19
Mustoes Haulage	Snow warden work	Inv. 7595	£1215.00	TC/ 65	LGA 1972 s.11
Cellar Supplies	Bar stock	297973	£153.12	WW / 29	LG (MP) A 1976 s.19
Ian Hanks	Town Handyman	10011	£110.50	TC/62	PHA 1875 s.164
Zeta Printing	Town Trail	45279	£299.00	TC/12	LGA 1972 s.144
Sweetfuels	Oil for Westwoods	1187958	£1151.64	WW/48	LG(MP)A 1976 s.19
Cathedral Leasing	Sanitary bins	MI/1041429	£38.99	WW/32	LG (MP)A 1976 s.19
Tech Tonic	Computer rebuild	TBA	£251	TC /72	LGA 1972 s.111