

**Northleach with Eastington Town Council**

**MINUTES OF THE TOWN COUNCIL MEETING HELD ON Wednesday 21<sup>st</sup> November 2018**

PRESENT: Cllr Alan Wellman (Chair), Cllr Rigby (Vice Chair), Cllr Andrew Wellman, Cllr Hewer, Cllr Hulcup, Cllr Morley Blackwell, Cllr Brady, Cllr Platts, Mrs Cat Crompton (Clerk)  
and 4 members of the public

<b>107.</b>	Apologies were received from Cllr Hodgkinson, Cllr Hadley and Cllr Nevins
<b>108.</b>	Cllr Andrew Wellman declared an interest in item 10.1 on planning at Short Hedges
	<b>PUBLIC PARTICIPATION</b>
<b>109.</b>	There were no public questions
<b>110.</b>	The Clerk went through the Police report which compared August, September and October figures from last year with the same period this year.
<b>110.1</b>	<ul style="list-style-type: none"> <li>The number of incidents dealt with by the Police had risen slightly from 11 to 13 due to "other crimes". It was noted that burglary dwellings had gone down.</li> </ul>
<b>110.2</b>	<ul style="list-style-type: none"> <li>The Clerk stressed that people must report crimes to the Police as soon as they happen. A number of matters are being detailed on Social Media but not given to the Police. Full reporting will help them identify trends and allocate resourcing appropriately.</li> </ul>
<b>111.</b>	County Councillor Paul Hodgkinson was unavailable and sent the following report.
<b>111.1</b>	<ul style="list-style-type: none"> <li>Recycling centres - you will have heard that the Fosse Cross recycling centre has had its hours cut and is now closed every Tuesday all year round. Hours are reduced to 10-4pm until the Spring and 9-5pm in the summer period (down from the previous 9-6pm).</li> </ul>
<b>111.2</b>	<ul style="list-style-type: none"> <li>This has already resulted in fly tipping near to the tip which was my concern. People who work are now limited in when they can visit the tip. I'm not happy with these cuts as they weren't consulted on with local councillors nor the public and I'd be interested to hear your views.</li> </ul>
<b>111.3</b>	<ul style="list-style-type: none"> <li>The Councillors agreed the site is well used and that fly tipping is a concern.</li> </ul>
<b>Action</b>	<ul style="list-style-type: none"> <li>Councillors to feed back any comments received to the Clerk.</li> </ul>
<b>111.4</b>	<ul style="list-style-type: none"> <li>The new crossing in the Market Place is in now and Highways and Cllr Hodgkinson would like feedback on it.</li> </ul>
<b>111.5</b>	<ul style="list-style-type: none"> <li>Councillors commented that a number of people have been using this. Some of the people who requested it over the years have commented favourably. The Clerk has fedback two issues to Highways that have been raised.</li> </ul>
<b>111.6</b>	<ul style="list-style-type: none"> <li>Firstly, although there are dropped kerbs on either side of the crossing, residents would like an additional dropped kerb off the raised island onto the Market Place as well.</li> </ul>
<b>111.7</b>	<ul style="list-style-type: none"> <li>Highways have said they will not install another on the raised bed island as it would take people across the Market Place with unclear moving traffic.</li> </ul>
<b>Action</b>	<ul style="list-style-type: none"> <li>Clerk to go back to Highways and ask them to reconsider this as pedestrians and those with buggies or in chairs can now get onto the island but not easily dismount it again.</li> </ul>
<b>111.8</b>	<ul style="list-style-type: none"> <li>Secondly, the Councillors would like to see lines or markings on the road in addition to the bollards to clearly mark the crossing.</li> </ul>
<b>111.9</b>	<ul style="list-style-type: none"> <li>Highways have explained that there will be no lines or flashing beacons as that would need a Road Traffic Order (RTO). They have installed a safety feature by creating a build out.</li> </ul>
<b>Action</b>	<ul style="list-style-type: none"> <li>Clerk to go back to Highways and explain that some additional marking is needed to make the crossing safer and more visible to traffic. It is believed that marking occurred in other areas across Town without an RTO like the red highlighting on the road outside the Mechanical Museum.</li> </ul>
<b>111.10</b>	<ul style="list-style-type: none"> <li>The Old A40 - all still on track for the work to be completed by the Spring and there has been lots of positive feedback locally about this.</li> </ul>
<b>111.11</b>	<ul style="list-style-type: none"> <li>Clerk explained that Ringway who are very experienced have been appointed for the Local Highways contract alongside Tarmac who are responsible for the major work and they are already mobilising. The intention is that Amey will conclude all the committed local works before the end of their contract in March.</li> </ul>
<b>111.12</b>	<ul style="list-style-type: none"> <li>The Government has announced a £150m road scheme and one of the Councillors asked if a full repair could not be considered instead of the one which would protect the funding pots being used?</li> </ul>
<b>Action</b>	<ul style="list-style-type: none"> <li>Clerk to ask Highways the question</li> </ul>
<b>111.13</b>	<ul style="list-style-type: none"> <li>Clerk noted that Highways attended the Market Place at very short notice to mend the broken bollard at the War Memorial prior to Remembrance Day. This was the second time it has been damaged in a few months and Councillors thanked them for their swift action.</li> </ul>

<p><b>112.</b></p> <p><b>112.1</b></p> <p><b>112.2</b></p> <p><b>112.3</b></p> <p><b>Action</b></p>	<p>District Councillor Chris Hancock gave a report</p> <p>The inaugural Cotswold Champions award took place this month and Northleach were well represented</p> <ul style="list-style-type: none"> <li>Chelsey Dyson won the young volunteer award for her charity work. Northleach choir Wine Direction was one of the runners up for the Community Team Award thanks to their fundraising efforts.</li> <li>Cotswold District Council will shortly consult on their budget setting for 2019 -2020 via the website and anyone can comment on this</li> <li>Clerk to communicate this information to the Parish once it is available</li> </ul>
<b>MATTERS FOR DECISION</b>	
<p><b>113.</b></p> <p><b>Resolution</b></p> <p><b>Action</b></p>	<p>Cllr Brady proposed, Cllr Rigby seconded and it was unanimously <b>RESOLVED</b> to confirm the minutes of the Council Meeting held on 17<sup>th</sup> October 2018 as a true and accurate reflection of the meeting once the following amendment has been made</p> <ul style="list-style-type: none"> <li>Clerk to amend 103.2 to read this year and have a copy signed in December</li> </ul>
<p><b>114.</b></p>	<p>Councillors received the Action Point Update and Clerk's Report from 17<sup>th</sup> October 2018</p>
<p><b>115.</b></p> <p><b>115.1</b></p> <p><b>115.2</b></p> <p><b>115.3</b></p> <p><b>Resolution</b></p> <p><b>Action</b></p> <p><b>115.4</b></p> <p><b>115.5</b></p> <p><b>Resolution</b></p>	<p><b>Financial Decisions:</b></p> <ul style="list-style-type: none"> <li>The bank balances were received</li> <li>Note that Clerk will move extra funds to deposit account once Play Area costs are out</li> <li>Cllr Hewer proposed, Cllr Rigby seconded and it was unanimously <b>RESOLVED</b> to record bills paid since the last meeting and approve bills for payment</li> <li>Clerk to process the payments</li> <li>The Council discussed the additional cost to be incurred responding to the Inspector enquiries on the Neighbourhood Development Plan. The Town Council has a budget and there are some funds left.</li> <li>Cllr Brady proposed, Cllr Platts seconded and it unanimously <b>RESOLVED</b> to spend up to £2,500 to complete the work of which £860 has already been approved</li> </ul>
<p><b>116.</b></p> <p><b>116.1</b></p> <p><b>Resolution</b></p> <p><b>Action</b></p> <p><b>116.2</b></p> <p><b>116.3</b></p>	<p><b>Planning and tree work:</b></p> <ul style="list-style-type: none"> <li>Councillors considered the Council's response to 18/04070/FUL, 26 Short Hedges Close, Cllr Brady proposed, Cllr Hulcup seconded and it was agreed by a majority (one councillor had declared an interest that the Council had no objections</li> <li>Mary to submit the Council's comment</li> <li>The Council noted that they did not need to submit a further comment to application 18/03899/NONMAT, Old Coalyard Farm.</li> <li>There were no urgent planning applications since the publication of the Agenda</li> </ul>
<p><b>117.</b></p> <p><b>117.1</b></p> <p><b>Action</b></p> <p><b>117.2</b></p> <p><b>Resolution</b></p>	<p>Councillors considered whether to replace the damaged sign at the top of Bassett Road at a cost of up to £100</p> <ul style="list-style-type: none"> <li>We believe the sign was installed by the Town Council before the Surgery was built as that is not included on the finger pointers.</li> <li>Clerk to check with GCC if it is their responsibility in the first instance.</li> <li>If it is not GCC's responsibility, find out how much a Surgery sign would cost and remove the recycling one.</li> <li>Cllr Alan Wellman and Cllr Rigby will make a decision based on what the response is up to a value of £100 to repair.</li> </ul>
<p><b>118.</b></p> <p><b>118.1</b></p> <p><b>118.2</b></p> <p><b>Action</b></p>	<p>Cotswold Fosseway Lions (formerly Northleach and Fosse Lions) made a presentation to the Town Council for the Play Area of £1,250</p> <ul style="list-style-type: none"> <li>Lion Corina spoke and explained that the Lions always planned that money raised by their 100 Club would go towards activities in Northleach. They are delighted to see the play area progressing and be able to contribute to the fundraising</li> <li>Cllr Alan Wellman and Cllr Rigby (Chair of the Play Area) group accepted the cheque on behalf of the Town Council and thanked the Lions for their work</li> <li>Clerk to write a formal letter of thanks</li> </ul>
<p><b>119.</b></p> <p><b>Resolution</b></p> <p><b>Action</b></p>	<p>There is a vacancy on the Council. Councillors considered Caroline Sanders as a new councillor. Cllr Rigby proposed, Cllr Brady seconded and it was unanimously <b>RESOLVED</b> to co-opt her onto the Council.</p> <ul style="list-style-type: none"> <li>Mary to provide the Information pack and relevant documentation</li> </ul>
<p><b>120.</b></p> <p><b>120.1</b></p>	<p>Councillors considered the next steps for the Council following the Strategy Meeting, Cllr Brady explained that the Strategy Meeting has been mapped out for discussion and a follow up meeting was agreed to take place after Winter Planning at 8pm on Monday 3<sup>rd</sup> December.</p> <ul style="list-style-type: none"> <li>Cllr Hewer explained that the Community Surgery idea can start at the Black Cat Café</li> </ul>

<b>Resolution</b>	on a Saturday from the New Year.
<b>Action</b>	<ul style="list-style-type: none"> <li>• Cllr Morley Blackwell proposed, Cllr Brady seconded and it was unanimously <b>RESOLVED</b> to do this on the first Saturday of the month</li> </ul>
<b>Action</b>	<ul style="list-style-type: none"> <li>• Mary to set up a calendar for Councillors to book in from 5<sup>th</sup> January 10.30 – 12.30 and Cllr Brady and Cllr Morley Blackwell will take the first one</li> </ul>
<b>Action</b>	<ul style="list-style-type: none"> <li>• Clerk to advertise this widely and explain it is an opportunity to meet councillors and ask questions over a cup of coffee</li> </ul>
<b>Action</b>	<ul style="list-style-type: none"> <li>• Mary to provide relevant members with the Council leaflets</li> </ul>
<b>Action</b>	<ul style="list-style-type: none"> <li>• Clerk to communicate with the school regards the meetings</li> </ul>
<b>121.</b>	The Council received an update about the pedestrian crossing in the Market Place - see Minute 111.4 above
<b>122.</b>	Cllr Rigby gave an update on the Play Area Project.
<b>122.1</b>	<ul style="list-style-type: none"> <li>• The original quote did not allow for enough turf and more of the grassed area was churned up than expected. Turf was quoted to be placed where the grass matting is. We cannot open it in the current state as it is very muddy with a lot of trip hazards.</li> </ul>
<b>122.2</b>	<ul style="list-style-type: none"> <li>• There is more bare earth than anticipated due to the time of year and the wet conditions experienced during the installation.</li> </ul>
<b>122.3</b>	<ul style="list-style-type: none"> <li>• The contractor has delivered what they quoted for and so cannot be expected to deliver more within the original cost</li> </ul>
<b>122.4</b>	<ul style="list-style-type: none"> <li>• Councillors consider the cost of additional turf or suitable ground cover.</li> </ul>
<b>122.5</b>	<ul style="list-style-type: none"> <li>• The area is about 150 square metres and we have widely varying quotes from £5 per square metre up to £13 with 2 suppliers still to quote.</li> </ul>
<b>Resolution</b>	<ul style="list-style-type: none"> <li>• Cllr Rigby proposed, Cllr Brady seconded and it was unanimously <b>RESOLVED</b> to go with the first quote received at £5 per square metre unless the outstanding quotes were able to offer a better timescale for completing the work.</li> </ul>
<b>123.</b>	Cllr Hulcup explained that we have received confirmation that GCC have awarded the £2000 Wire grant application requested. The KGV Trust is considering a donation to complete the project later tonight
<b>Action</b>	<ul style="list-style-type: none"> <li>• Clerk to write and thank Cllr Hodgkinson for his help</li> </ul>
<b>124.</b>	Cllr Alan Wellman proposed, Cllr Rigby seconded and it was unanimously <b>RESOLVED</b> to give a £100 donation to the Royal British Legion for the Remembrance Day wreath on this, the 100 <sup>th</sup> Anniversary of the end of the First World War.
<b>124.1</b>	<ul style="list-style-type: none"> <li>• Clerk to process the cheque and write a letter of thanks to the Royal British Legion</li> </ul>
<b>Resolution</b>	<ul style="list-style-type: none"> <li>• Councillors considered a permanent plinth base for the Town's Tommy on the War Memorial</li> </ul>
<b>124.2</b>	<ul style="list-style-type: none"> <li>• Mary to check plinth prices and local suppliers</li> </ul>
<b>Action</b>	<ul style="list-style-type: none"> <li>• Clerk to add this onto February PPMC meeting</li> </ul>
<b>125.</b>	Councillors receive additional information regards the Men in Sheds project from Neil Fletcher. The size and location of the shed were noted. The current marketability of the Westwoods Centre needs to be considered. Councillors are concerned that shortening the garden may affect this and would like Neil to reconsider the Recycling Point location
<b>Action</b>	<ul style="list-style-type: none"> <li>• Several councillors offered to meet with Neil to look at prices and location again</li> </ul>
<b>126.</b>	Cllr Hewer will represent the Town Council at the Church for the "Service of Nine Lessons and Carols" on Sunday 16 <sup>th</sup> December at 6pm
<b>Action</b>	<ul style="list-style-type: none"> <li>• Clerk to notify the Rector</li> </ul>
	<b>MATTERS FOR INFORMATION</b>
<b>127.</b>	Councillors noted that the Neighbourhood Plan Consultation on SEA/ SA ends on 6 <sup>th</sup> December. The correct document was not uploaded correctly and is being redone. The Inspector would like to go back to the Environment Agency. They did not have the resources to respond the first time we asked for their advice and he believes their view is important.
<b>128.</b>	Councillors noted the draft minutes of the PPMC Committee meeting on the 10 <sup>th</sup> September
<b>129</b>	Councillors noted the draft minutes of the Westwoods Committee on 2 <sup>nd</sup> October
<b>130.</b>	Councillors noted the draft minutes from Finance Committee on 9 <sup>th</sup> October
<b>131.</b>	The draft minutes of the PPMC Committee meeting on 5 <sup>th</sup> November are not ready
<b>132.</b>	Staffing Group have completed the annual appraisal for the Clerk. They recognise that the role is changing. The Clerk's salary will go up an additional point due to length of service.
<b>Action</b>	<ul style="list-style-type: none"> <li>• Clerk to notify PAYE lady</li> </ul>

<b>Action</b>	<ul style="list-style-type: none"> <li>The next step is to appraise Mary and Brian</li> </ul>
<b>133.</b>	Updates from working groups were received:
<b>133.1</b>	<ul style="list-style-type: none"> <li>Planning for adult exercise equipment and Ward Road will start when the new play area completed</li> </ul>
<b>133.2</b>	<ul style="list-style-type: none"> <li>Emergency Planning group is underway</li> </ul>
<b>133.3</b>	<ul style="list-style-type: none"> <li>Winter Planning group met in the Summer and meet again on the 3<sup>rd</sup> December</li> </ul>
<b>134.</b>	Future Agenda Items: <ul style="list-style-type: none"> <li>CCTV and Neighbourhood Watch,</li> </ul>
<b>135.</b>	<b>Date &amp; time of next meeting</b> – Full Town Council on Wednesday 12 <sup>th</sup> December 2018, 7pm

There being no further business the meeting closed at 20.50 pm

**Details of financial transactions: Regular payments made (pre-approved): Up to 11<sup>th</sup> November 2018**

Payee	Service	Method	Total Amount	Cost centre	Authority
Total Salaries	Salaries, pensions, PAYE and NIC for Clerk, Administration Assistant and Supervisor for October	SO and BACS	£2,886.09	TC / 02	LGA 1972 s.112
Zen Internet	Broadband	DD	£32.40	TC / 05	LGA 1972 s.133
Pauline Rigby	Website Management	SO	£50.00	TC / 13	LGA 1972 s.142
Grundon	Waste collection	DD	£78.67	WW / 32	LG(MP)A 1976 s.19
Thames Water	Water for Westwoods	DD	£22.00	WW / 48	LG(MP)A 1976 s.19

**Payments authorised between meetings (up to £500) or to avoid late payment costs**

Vicki Hewer	Plants for Westwoods	BGC	£42.97	WW / 32	LG(MP)A 1976 s.19
Brian Crossley	Tickets for Panto	121406	£14.40	WW / 28	LG(MP)A 1976 s.19
Cotswold Hall	Cancellation fee	15/10/18	£40.00	TC / 62	LGA 1972 s.134

**Payments to be authorised**

Mrs Maxwell	Exercise class shortfall	166	£35.00	TC / 75	LGA 1976 d.19
Petty Cash	Westwoods	DC	£50.00	WW / 71	LGA 1972.s111
Petty Cash	Town Council	DC	£50.00	TC / 36	LGA 1972 s.111
Dishwashers Direct	Service	513	£166.80	WW / 31	LGA1894 s.8
Cathedral Leasing	Sanitary bins	MI/1119283	£38.99	WW/ 32	LG(MP)A 1976 s.19
Cotswold District Council	Annual Premises Licence	4000342	£180.00	WW / 32	LG(MP)A 1976 s.19
Westwoods Centre	Exercise Class hall hire	10/2681	£63.00	TC / 12	LGA 1976 s.19
Ian Hanks	Town Handyman	10160	£85.00	TC / 62	PHA1875 s.164
Cellar Supplies	Bar Stock	311548	£412.93	WW / 29	LG(MP)A 1976 s.19
Cellar Supplies	Bar Stock	311753	£77.36	WW / 29	LG(MP)A 1976 s.19
TT Pumps	Service and Chains	198956	£468.72	WW / 31	LG(MP)A 1976 s.19
Gary Evans	Window cleaning	096	£20.00	WW / 32	LG(MP)A 1976 s.19
Royal British Legion	Remembrance Day Wreath	Nov	£100	TC / 11	LGA 1972 s.137
McCracken	Grounds Maintenance	8710	£1,190.40	TC / 60	HA 1980 s.9 PHAA 1907 s.76 & LGA 1972 s.214