

**Northleach with Eastington Town Council**  
**MINUTES OF THE TOWN COUNCIL MEETING HELD ON Wednesday 18<sup>th</sup> September 2019**

PRESENT: Cllr Rob Platts (Chair), Cllr Alan Wellman (Vice Chair), Cllr Hulcup, Cllr Rigby, Cllr Andrew Wellman, Cllr Sanders, Cllr Hewer, Cllr Morley-Blackwell, Cllr Brady, Mrs Cat Crompton (Clerk), Cllr Tony Dale, Cllr Mark Harris and 1 member of the public

<b>65.</b>	Cllr Larner and Cllr Hodgkinson sent apologies
<b>66.</b>	Cllr Hewer declared an interest in item 75.3
<b>PUBLIC PARTICIPATION</b>	
<b>67.</b>	There were no Public Questions
<b>68.</b>	The Police report from June, July and August was received and compared to last year's figures from the same period. The number of incidents dealt with by the police in that period went from 11 to 13.
<b>68.1</b>	<ul style="list-style-type: none"> <li>• The Clerk updated the Council on Stow Police Station. The person who mans the reception is retiring and may not be replaced. Although the reception might not be manned in the future, Stow will continue to operate as a base for Local Neighbourhood Office and the 24/7 response team. There will also be a change to booking Speed Watch equipment.</li> </ul>
<b>Action</b>	<ul style="list-style-type: none"> <li>• Clerk to thank him for his support and help over the years with local reports and Speed Watch</li> </ul>
<b>69.</b>	County Councillor Paul Hodgkinson was unavailable
<b>69.1</b>	<ul style="list-style-type: none"> <li>• Clerk noted that we have received a £500 grant from Cllr Hodgkinson's "Growing our Communities" fund for the Stay Strong and Sturdy class.</li> </ul>
<b>Action</b>	<ul style="list-style-type: none"> <li>• Clerk to pass on thanks on behalf of the Class.</li> </ul>
<b>70.</b>	Cllr Dale and Cllr Mark Harris attended to discuss the Community Issues raised at "Voice of Northleach" workshop run by Cllr Dale and Car Parking.
<b>70.1</b>	<ul style="list-style-type: none"> <li>• Voice of Northleach workshop - when Cllr Dale became a District Councillor he wanted to connect with as wide a group as possible across the community. Eight people attended the first workshop and chose the topics for discussion. It was recognised that the youngest person who fed back was 21 years old and there is an opportunity to engage with even younger people in the future. Topics discussed 1) parking in the Market Place, 2) transport issues, 3) there were mixed views about the Wednesday Market, 4) local jobs for younger people. Although there are jobs available, these are not really career based opportunities. Crime was also raised as an issue. A further meeting was held on 16<sup>th</sup> September. Issues raised included parking in general, access to businesses during the Wednesday markets, transport specifically the 801 bus service, Northleach Youth Trust and Back Lane which has a poor surface. Cllr Dale will be picking this up with Highways.</li> </ul>
<b>70.2</b>	<p>Cllr Dale fed back some specific questions that were asked at the September meeting:</p> <ol style="list-style-type: none"> <li>1. Was there any Section 106 money from Chequers? The Clerk explained that although there were some Section 106 funds from this development the Town Council did not receive any. At the time Planning explained that "the Chequers development is not subject to financial contribution to the Town Council". We had questioned it as there were due to be affordable homes within the development (which would be considered a benefit to the Town as with the Fortey House development) but in the end these were not built. We believe that the County Council received some funds for education provision. The Clerk advised that the Planning Officer at Cotswold District Council would be able to explain about the Section 106 monies as a result of the Chequers development.</li> <li>2. Did the Town Council receive any money from the latest filming? The Clerk explained that the Town Council has received funds in the past from various filming events across Town. This has been a mix of letting fees and donations. Up to Autumn 2018 all funds received from filming were allocated by the Town Council to the KGV Play Area Project. The specifics of these decisions are detailed within the Town Council minutes over the last few years. The current filming donation is still being discussed.</li> <li>3. Is there a plan to clear the river? The relevant committee has been working with residents on this matter. We needed to establish whose responsibility the river is. This investigation has now been completed and as responsibility varies, we are communicating with residents this Autumn on the next steps.</li> <li>4. What is happening with the reduction on the 801 bus service? The Council recognise that it is the remit of the County Council to resolve transport issue but they do not have the funding necessary. Pulhams have made commercial decisions which they are entitled to do. Cllr Brady has asked for alternatives to be considered. Cllr Dale attended GCC's long term public</li> </ol>

<p>70.3 Action 70.4</p>	<p>planning service and asked them to consider a more connected route.</p> <p>5. Residents are asking for more parking to be made available. The Clerk explained that the Neighbourhood Development Plan also identified this and there is a group who are looking at the next steps following the successful referendum.</p> <p>6. Youth Provision – Cllr Dale has been asked about the Youth Club Trust and will be contacting them regards Youth provision</p> <p>7. Back Lane is well used by pedestrians and needs to be resurfaced – Cllr Alan Wellman explained that around 15 years ago the Town Council tried to establish who was responsible for Back Lane as it had not been adopted by Highways. In the end the Town Council resolved to resurface it themselves as a one off which cost a considerable amount of money.</p> <ul style="list-style-type: none"> <li>• Cllr Morley-Blackwell explained that the Council communicate with the community in many ways and asked if future workshops will be open to the Public? Cllr Dale asked if the Council would allow the use of a room for this purpose in the coming months</li> <li>• Cllr Dale, Cllr Hodgkinson and Clerk to agree a date for an open public session</li> <li>• Cllr Mark Harris was introduced. He is a Cirencester Town Councillor and District Councillor with responsibilities for car parks and Town and parish Councils. The District Council has identified a real issue with parking across the District. He is the Chair of Cirencester Parking Board and is helping to implement changes in Cirencester. These changes take time and need community engagement. There is a lot to consider including whether to charge for parking in key areas or allocate new areas for parking. CDC also want to help liaise better with Parish and Town Councils and this is also part of his role. There is a big push on climate change too.</li> </ul>
<p><b>MATTERS FOR DECISION</b></p>	
<p>71. Resolution Action</p>	<p>Cllr Brady proposed, Cllr Platts seconded and it was <b>RESOLVED</b> by a majority (as some had not attended) to confirm the minutes of the Town Council Meeting held on 24<sup>th</sup> July 2019 as a true and accurate reflection of the meeting. These will be signed following the amendment below</p> <ul style="list-style-type: none"> <li>• Clerk to amend point 53.3 to state members of the Public and get the final copy signed</li> </ul>
<p>72. Action 72.1</p>	<p>The Councillors reviewed the Action Point Update and Clerk's Report from 24<sup>th</sup> July 2019. A number of matters have now been completed</p> <ul style="list-style-type: none"> <li>• Clerk to send a copy of the Data Protection Policy to Cllr Andrew Wellman, once completed to be placed on the Guest network</li> <li>• The Council thanked the Clerk and Admin Assistant for organising the Summer Youth sessions</li> </ul>
<p>73. 73.1 73.2 Action 73.3 Resolution 73.4 Action 73.5 73.6 Action</p>	<p><b>Financial Decisions:</b></p> <ul style="list-style-type: none"> <li>• The bank balances were noted</li> <li>• Cllr Rigby raised the issue that we need to move some funds as the combined accounts are over the threshold of £85K that is secured by Financial Services Compensation Scheme</li> <li>• Clerk and Cllr Hewer will meet to finalise the new higher interest account</li> <li>• Cllr Brady proposed, Cllr Rigby seconded and it was unanimously <b>RESOLVED</b> to record the bills paid since the last meeting and authorise the bills presented</li> <li>• It was noted that if the Clerk needs to make payments of more than £500 between meetings then these need to be agreed by 2 councillors.</li> <li>• Clerk to add this to October Finance Meeting so a process can be agreed</li> <li>• The Council discussed how it could support the Stay Strong and Steady exercise class. The class needs further support to continue. It was agreed that the Town Council will continue to signpost different grants and will give further support if requested.</li> <li>• The Council decided to move the request from Cotswold Fosseway Lions to support with hall hire to the Finance Committee early</li> <li>• Clerk to add to the October Finance Committee agenda</li> </ul>
<p>74. 74.1 Action 74.2 Action</p>	<p><b>Governance and Policy</b></p> <ul style="list-style-type: none"> <li>• The External Auditors comments have not been received yet</li> <li>• Clerk to chase the report and add this onto the October Finance meeting</li> <li>• The Letter of Engagement for the Internal Auditor needs to be signed before 1<sup>st</sup> October</li> <li>• Cllr Platts to sign the letter along with the Clerk</li> </ul>
<p>75. 75.1 Resolution 75.2 Resolution 75.3</p>	<p><b>Planning and tree work:</b></p> <ul style="list-style-type: none"> <li>• Councillors considered the planning application for Orion Cottage 19/02906/FUL which came in after the agenda was published. Cllr Platts proposed, Cllr Sanders seconded and it was unanimously <b>RESOLVED</b> to submit a no objection comment.</li> <li>• Councillors considered their response to Muzzy's Kebab and Pizza application for replacement fascia signs on application 19/02714/ADV. Cllr Platts proposed, Cllr Hewer seconded and it was unanimously <b>RESOLVED</b> to submit a comment of no objection.</li> <li>• The Council considered their response to Tudor Cottage application for a ground floor</li> </ul>

<b>Resolution</b>	extension on application 19/02757/FUL. Cllr Platts proposed, Cllr Brady seconded and it was <b>RESOLVED</b> by a majority (Cllr Hewer had declared an interest at Minute 66) to submit a comment of no objection.
<b>Action</b>	<ul style="list-style-type: none"> <li>• Mary to submit all 3 comments to Planning Department</li> </ul>
<b>76.</b>	<b>Project Work</b>
<b>76.1</b>	<ul style="list-style-type: none"> <li>• The Northleach Litter Pick took place on Saturday 14<sup>th</sup> September, There was a low turnout so the volunteers were spread out thinly across Town. The teams worked enthusiastically and collected 19 bags of rubbish. Cllr Platts extended his thanks to the Clerk and Admin Assistant for organising and running the Litter Pick.</li> </ul>
<b>Action</b>	<ul style="list-style-type: none"> <li>• Clerk to arrange the 2020 Litter Pick with the Fosseway Lions during the usual Spring time slot.</li> </ul>
<b>76.2</b>	<ul style="list-style-type: none"> <li>• The Council need to review progress on the current 2019 - 2020 Strategy and agree next steps</li> </ul>
<b>Action</b>	<ul style="list-style-type: none"> <li>• Cllr Brady and Cllr Platts will compile progress on the current strategy and feedback.</li> </ul>
<b>Action</b>	<ul style="list-style-type: none"> <li>• Clerk to add progress update to the October meeting.</li> </ul>
<b>Action</b>	<ul style="list-style-type: none"> <li>• Cllr Morley-Blackwell requested that the 2020 Strategy Meeting is not held in August as many people are on holiday. It was noted that July would be better.</li> </ul>
<b>76.3</b>	<ul style="list-style-type: none"> <li>• Cllr Platts updated the Council on the Strategy Meeting and asked people to return the questionnaires by 30<sup>th</sup> September. It was proposed to reconvene on Wednesday 23<sup>rd</sup> October to review the Strategy</li> </ul>
<b>76.4</b>	<ul style="list-style-type: none"> <li>• The Council considered changing to Wordpress hosting as we have been having some issues with the current provider. Cllr Rigby asked that the Council delegate this decision to Cllr Rigby, Cllr Platts and the Admin Assistant who is the webmaster</li> </ul>
<b>76.5</b>	<ul style="list-style-type: none"> <li>• Cllr Brady proposed, Cllr Morley-Blackwell seconded and it was unanimously <b>RESOLVED</b> to delegate this authority to this group</li> </ul>
<b>Resolution</b>	<ul style="list-style-type: none"> <li>• Cllr Rigby to feedback at the October meeting</li> </ul>
<b>Action</b>	<ul style="list-style-type: none"> <li>• Members of the Winter Planning Group were agreed as Cllr Hewer, Cllr Hulcup, Cllr Andrew Wellman, the Clerk and Mary</li> </ul>
<b>76.6</b>	<ul style="list-style-type: none"> <li>• Clerk to organise a meeting of the Winter group</li> </ul>
<b>Action</b>	<ul style="list-style-type: none"> <li>• The 2019 Christmas Tree was discussed. Cllr Andrew Wellman proposed, Cllr Platts seconded and it was unanimously <b>RESOLVED</b> to engage Bibury Landscaping to do the Christmas tree</li> </ul>
<b>76.7</b>	<ul style="list-style-type: none"> <li>• Mary to liaise with Bibury Landscaping, the electrician and the School</li> </ul>
<b>Resolution</b>	<ul style="list-style-type: none"> <li>• The Councillors received feedback from the Town Council's Youth Activity programme over Summer 2019. It was noted that we were able to offer a good range of activities as funding had been gathered over 18 months. Sessions at Far Peak, Play Ranger sessions on the Playing Field and workshops at the Westwoods Centre were well received. The Clerk noted that the Youth funding has changed this year. She urged the Town Council to consider this when applying for grants and during its budget setting process.</li> </ul>
<b>Action</b>	<ul style="list-style-type: none"> <li>• The Councillors considered CDC's new Community Activity Support grant. This new grant replaces the previous Youth Activities and WW1 funds. It is available for any community group and there is no age restriction.</li> </ul>
<b>76.9</b>	<ul style="list-style-type: none"> <li>• Cllr Brady to ask the local archery group to quote on delivering some sessions</li> </ul>
<b>Action</b>	<ul style="list-style-type: none"> <li>• Cllr Platts to ask Cllr Dale what funds he has left in this fund</li> </ul>
<b>Action</b>	<ul style="list-style-type: none"> <li>• Once the information is received, Clerk to submit the application to the January round</li> </ul>
<b>77.</b>	It was agreed that the Councillor Surgeries should continue as agreed in June.
<b>Action</b>	<ul style="list-style-type: none"> <li>• Cllr Morley-Blackwell Cllr Hewer will do the surgery on 5<sup>th</sup> October</li> </ul>
<b>Action</b>	<ul style="list-style-type: none"> <li>• Cllr Platts to ask Cllr Dale if he is available to do any dates</li> </ul>
<b>Action</b>	<ul style="list-style-type: none"> <li>• Mary to liaise with the councillors involved to publicise the surgery</li> </ul>
<b>78.</b>	Councillors discussed the update from GCC on the reduced Pulham's 801 bus service. The new service started on 16 <sup>th</sup> September.
<b>Action</b>	<ul style="list-style-type: none"> <li>• Cllr Platts and Cllr Brady offered to draw up a letter template that we can distribute to people requesting support with the reduced service</li> </ul>
<b>MATTERS FOR INFORMATION</b>	
<b>79.</b>	The draft minutes from PPMC Meeting on 9 <sup>th</sup> September 2019 are not yet available. It was recognised that the PPMC took a resolution to communicate and consult with Water Meadow neighbours. The river area around Eastington Road was noted as an issue at the moment.
<b>80.</b>	The Council acknowledged the offer of financial support from Cotswold Fosseway Lions for a 4 <sup>th</sup> defibrillator on the toilet block. The District Council are asking the Town Council to acknowledge part ownership of the Toilet block before we can progress. These are two separate matters and should be looked at separately as we are keen to progress the defib installation.
<b>Action</b>	<ul style="list-style-type: none"> <li>• Clerk to check last communication from CDC regards this matter and ask Cllr Dale for help.</li> </ul>
<b>81.</b>	There is no update on CCTV in the Market Place and we believe the businesses are progressing this.

<b>Action</b>	<ul style="list-style-type: none"> <li>Cllr Hewer offered to speak to Cllr Dale and a resident who has some information on this</li> </ul>
<b>82.</b>	Future Agenda Items to include VE Day Celebration on 8 <sup>th</sup> May, Adult Exercise equipment, improve Community email list, CCTV,
<b>Action</b>	<ul style="list-style-type: none"> <li>Clerk to add these items to the October agenda</li> </ul>
<b>83.</b>	Resolve to move to a Confidential Session pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Standing Order 19a. <ul style="list-style-type: none"> <li>The Council received an update from Staffing Subcommittee on the ongoing staff review,</li> </ul>
<b>84.</b>	<b>Date &amp; time of next meeting</b> – Town Council, Wednesday 16 <sup>th</sup> October 2019 at 7pm

There being no further business the meeting closed at 9.45 pm

**Details of financial transactions: Regular payments made (pre-approved): Up to 10<sup>th</sup> September (from 15<sup>th</sup> July)**

Payee	Service	Method	Total Amount	Cost centre	Authority
Total Salaries	Salaries, pensions, PAYE and NIC for all staff from 15 <sup>th</sup> July – 10 <sup>th</sup> September	SO, and BACS	£3,620.08 (July) £3,402.12 (Aug) £462.92 (Sept)	TC / 02	LGA 1972 s.112
Zen Internet	Broadband	DD	£32.40 x 2	TC / 05	LGA 1972 s.133
Pauline Rigby	Website Management (last one in July)	SO	£50.00	TC / 13	LGA 1972 s.142
Grundon	Waste collection	DD	£68.39 & £54.29	WW / 32	LG(MP)A 1976 s.19
Thames Water	Water for Westwood's	DD	£22.00 x 2	WW / 48	LG(MP)A 1976 s.19
ICO	Information Commissioner Office	DD	£35.00	TC / 6	LGA 1972 s.143

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

Supplier	Service	Invoice	Amount	Cost centre	Authority
Vicki Hewer	Westwood's Planters	BGC	£40.00	TC / 62	LGA 1972 s.137
Amanda King	Westwood's Cleaning	1303011	£225.00	WW / 32	LG(MP)A1976 s.19
David Payne Electrics	Emergency Lights	4122	£62.40	WW / 31	LGA 1892 s.8
A & E Fire and security	Fire Alarm Test	218286	£270.37		LG(MP)A1976 s.19
McCracken (July)	Grounds Maintenance	9107	£1,257.60	TC / 60	HA 1980 s.9, PHAA 1907 s.76 & LGA 1972
Mrs Cally Maxwell	Exercise class shortfall	204	£70.00	TC / 75	LGA 1976 s.19
Parish Online	Online Mapping	23UC074	£120.00	TC / 49	LGA 1976 s.111
Cellar Services	Bar Stock (5 bills attached)	Various	£1,260.04	WW / 29	LG(MP)A1976 s.19
Kathy Chesters (July, August)	Exercise class shortfall	3 & 4	£42.00 & £28.00	TC / 75	LGA 1976 s.19
IKEA	Mugs for Westwoods	1047527877	£69.95	WW / 35	LGA 1892 s.8

**Payments to be authorised**

Storm Facilities	Water Management	103168	£178.80 split KGV	WW/31	LG(MP)A1976 s.19
CIA Fire & Security	Intruder Alarm Check	206434	£82.68	WW/31	LG(MP)A1976 s.19
Spot on Supplies	Cleaning Equipment	12040116	£93.65	WW/ 32	LG(MP)A1976 s.19
Westwood's Ctr	Exercise Class hall hire (July)	10/2841	£84.00	TC / 12	LGA 1976 s.19
Tim Dyson	Handyman work July & August	Jul / Aug	£75 & £93.75	TC / 62	PHA 1875 s.164
McCracken	Grounds Maintenance August	9155	£1,257.60	TC / 60	HA 1980 s.9, PHAA 1907 s.76 & LGA 1972 s.214
Cathedral Leasing	Hygiene Services	1179928	£38.99	WW/ 32	LG(MP)A1976 s.19
Kathy Chester	Exercise class shortfall	5	£21.00	TC / 75	LGA 1976 s.19
World Jungle	Kids workshops	874	£500.00	TC / 57	LGA 1972 s.137
Play Glos	Play Ranger Session	SI -83	£1,044.00	TC / 57	LGA 1972 s.137
Far Peak	Summer Youth Activities	0260	£900.00	TC / 57	LGA 1972 s.137
Travis Perkins	Materials for Handyman	AQL765	£70.87	TC / 62	PHA 1875 s.164
Printwaste	Confidential Waste Bags	2190239	£50.40	TC / 5	LGA 1972 s.111
Ian Hanks	Gate post, new bin install	September	£198.00	TC / 62	PHA 1875 s.164