

Northleach with Eastington Town Council
MINUTES OF THE TOWN COUNCIL MEETING HELD ON Wednesday 20th November 2019

PRESENT: Cllr Rob Platts (Chair), Cllr Alan Wellman (Vice Chair) Cllr Hulcup, Cllr Rigby, Cllr Andrew Wellman, Cllr Hewer, Cllr Morley-Blackwell, Cllr Larner, Mrs Cat Crompton (Clerk), Cllr Paul Hodgkinson, and 2 members of the public

107.	Apologies were received from Cllr Sanders, Cllr Brady, Cllr Hodgkinson and Cllr Dale,
108.	No interests were declared
PUBLIC PARTICIPATION	
109.	There were no Public Questions
110.	Simon Ellson, the new Neighbourhood Police Inspector based out of Cirencester was introduced.
110.1	<ul style="list-style-type: none"> • He covers the whole Cotswold District and runs the policing in this area.
110.2	<ul style="list-style-type: none"> • There are 3 main policing bodies in the Cotswolds. The response team deal with 999 calls and pass these on to the local investigation team to progress issues. If more work is needed at a local level then this is passed onto the neighbourhood team. Much of the role is about solving issues and identifying problems. A lot of police time is spent dealing with vulnerable people and partnering with other bodies in the county.
110.3	<ul style="list-style-type: none"> • Although there is not a lot of crime locally it can be very high impact such as ATM thefts where organised crime groups target high value premises. Often these are groups who travel into the area and then leave immediately afterwards.
110.4	<ul style="list-style-type: none"> • The Police focus on 5 operational areas: child sex exploitation, missing people, domestic abuse, drug networks and serious organised crime. All of these issues touch the community directly and indirectly at some point. Although the Cotswold District is relatively safe, the geography and its rurality is an issue.
110.5	<ul style="list-style-type: none"> • Across the district there are around 3,500 recorded crimes a year which is about 10 a day. There is around 1 house burgled a day. In Northleach Parish, there were 13 reported crimes in 3 months including 1 theft, 1 possession of drugs, 2 harassment matters and 2 public order offences. The latter is usually linked to domestic abuse which is often well hidden.
110.6	<ul style="list-style-type: none"> • In regards the reports the Council used to receive; it is hoped that the replacement receptionist at Stow will help with these reports. Although the government is actively recruiting, this is mainly to replace those who have left. It is hoped there will be 150 extra officers over the next 3 years.
110.7	<ul style="list-style-type: none"> • Please raise concerns with him or the local team as the Police cannot attend and deal with issues unless they are highlighted.
110.8	<ul style="list-style-type: none"> • In an emergency or if a crime is being committed call 999 immediately. For non-emergency matters call 101.
111.	County Councillor Paul Hodgkinson was unavailable and sent a report:
111.1	<ul style="list-style-type: none"> • Back Lane surface: still waiting for an answer from Local Area Highways Manager and have chased this
111.2	<ul style="list-style-type: none"> • East End new speed survey: this will be completed in this financial year though we do not have a specific date yet
111.3	<ul style="list-style-type: none"> • New pavement: a small bit of resurfaced pavement has gone in on East End after an elderly resident complained about difficulty in walking on it.
111.4	<ul style="list-style-type: none"> • Local Library: The County Council are in discussions with the Black Cat Cafe about the possibility of housing a small library collection there to replace the mobile service.
112.	District Councillor Tony Dale was unavailable
MATTERS FOR DECISION	
113. Resolution Action	<p>Cllr Andrew Wellman proposed, Cllr Platts seconded and it was unanimously RESOLVED to confirm the minutes of the Town Council Meeting held on the 16th October as a true and accurate reflection of the meeting and these were duly signed</p> <ul style="list-style-type: none"> • Clerk to send signed copy to LGPS Pensions and Administration Officer to add it to the website
114.	The Action Point Update and Clerk's Report from 16 th October 2019 were received and noted
115.	Financial Decisions:
115.1	<ul style="list-style-type: none"> • The bank balances on 12th November were detailed.

<p>115.2 Resolution Action</p> <p>115.3 Resolution 115.4</p>	<ul style="list-style-type: none"> The Council agreed the donation to Royal British Legion for the 2019 Remembrance Day wreath. Cllr Alan Wellman proposed, Cllr Platts seconded and it was unanimously RESOLVED to give a £100 donation Clerk to process the cheque and write a letter of thanks to the Royal British Legion for organising the wreath Cllr Andrew Wellman proposed, Cllr Larner seconded and it was unanimously RESOLVED to record the bills paid since the last meeting and approve the following bills for payment Clerk noted that the salaries line is £4,682.96 and not £4,282.96 as published
<p>116.</p> <p>116.1 Action</p> <p>116.2 Action</p> <p>116.3 Action</p>	<p>Governance and Policy</p> <ul style="list-style-type: none"> There has been some interest in the Councillor vacancy Clerk will continue to liaise with interested residents and invite them to meetings The Clerk noted that the savings account has been opened and £5K deposited. Clerk to add further deposit transfer decisions to the December meeting. There are now 2 online authorisers with another 2 coming onboard soon. Clerk to check if these authorisers are automatically signatories. If this is not the case then Clerk to progress the signatory paperwork as discussed in October
<p>117.</p> <p>117.1 Resolution</p> <p>Action 117.2</p> <p>Resolution</p> <p>Action 117.3</p> <p>Resolution</p> <p>Action 117.4</p> <p>Resolution</p> <p>Action</p>	<p>Planning and tree work:</p> <ul style="list-style-type: none"> There was one urgent planning application for Oldhill Barn since the publication of the Agenda. Councillors considered application 19/01953/FUL at Oldhill Barn. Cllr Morley-Blackwell proposed, Cllr Alan Wellman seconded and it was unanimously RESOLVED to submit a comment of no objection Administration Officer to submit the comment The Council's response to application 19/03438/LBC, proposed alteration to ground floor front windows and door at Cotswold House, High Street was discussed Cllr Hulcup proposed, Cllr Andrew Wellman seconded and it was RESOLVED with no objections to submit a comment of no objection Administration Officer to submit the comment The Council's response to application 19/03866/FUL, a two storey and single storey extension and alterations at Northleach Court, High Street was discussed Cllr Hulcup proposed, Cllr Platts seconded and it was unanimously RESOLVED to submit a comment of no objection Administration Officer to submit the comment The Council's response to application 19/03219/FUL, erection of garage with bedroom over the side at 6 Farmington Road was discussed Cllr Hulcup proposed, Cllr Andrew Wellman seconded and it was RESOLVED with no objections to submit a comment of no objection Administration Officer to submit the comment
<p>118.</p> <p>118.1 Resolution</p> <p>Action 118.2</p> <p>Resolution</p> <p>Action 118.3</p> <p>Action 118.4</p> <p>118.5 Resolution</p> <p>Action Action 118.6</p>	<p>Project Work</p> <ul style="list-style-type: none"> The Council considered applying for a grant from Pocket Parks Grant Funding for Ward Road play area in conjunction with Cotswold District Council (CDC). Cllr Morley-Blackwell proposed, Cllr Hulcup seconded and it was unanimously RESOLVED to compile an application before the deadline Cllr Rigby and Cllr Hulcup will speak to suppliers and get some quotes The Councillors considered the applications to CDC's new Community Activity Support Grant. The different options were discussed. Cllr Rigby proposed, Cllr Larner seconded and it was unanimously RESOLVED to apply for Play Ranger sessions for the younger ones and Far Peak activities for the older youths. Clerk to use feedback from school to determine which activities to select. The Parish Christmas card was considered. Cllr Platts proposed, Cllr Andrew Wellman seconded and it unanimously RESOLVED to have a snowy image for this year Cllr Larner to speak to the photographer Cllr Hewer, Cllr Morley-Blackwell, Cllr Rigby and Cllr Larner will be members of Wills and Hamilton Water Meadow Working Group along with Mr Barter and local experts The Council discussed the purpose and content of "Future Agenda Items" on the Agenda. Cllr Platts proposed, Cllr Rigby seconded and it was unanimously RESOLVED to remove items after 2 months. The responsibility to bring it back to Council would remain with the person who volunteered to drive this. Cllr Morley-Blackwell and Cllr Larner are looking at VE Day Celebrations Administration Officer to see if there are any funds available to support this The Council considered their support for the "Reducing our Carbon Footprint" group. The

118.7	resident forming the working group explained how this would work. If we can measure what the Town produces, understand how we can offset this impact and set initiatives there are a number of grants available to support. Schemes such as tree planting, looking at best practise, changing energy suppliers and increasing efficiencies are available.
Resolution	<ul style="list-style-type: none"> Both the County and District councils are creating groups to look into this. If the Town Council are on board to support the working group then we can start to get the plan together with the help of Southampton University
Action	<ul style="list-style-type: none"> Cllr Morley-Blackwell proposed, Cllr Hulcup seconded and it was unanimously RESOLVED to support the Carbon Neutral Northleach (CNN) working group with volunteers and input Clerk to circulate the introduction document calling for Parish wide support
119.	The Councillors considered the Grounds Maintenance Contract documentation to be uploaded onto the Contracts Finder website
119.1	<ul style="list-style-type: none"> There was a discussion regards the tender documentation. Councillors think that the specification detailing the areas involved and number of cuts is clear and some work is needed on the Introduction documentation.
119.2	<ul style="list-style-type: none"> The Introduction needs to include: information on performance issues, pricing is to be included in the weighting specification and payment terms noted.
119.3	<ul style="list-style-type: none"> The page of definitions on Schedule 1 should be removed to make it simpler as some areas are duplicated. Note that a monthly itemised invoice detailing what has been done is required, retain the query about 31st March, remove the height elements on grass cutting and be more generic on mowing equipment.
119.4	<ul style="list-style-type: none"> Section 11 about completion should be removed, in schedule 3 leave details about email contact and state that prices required for 1 and 3 years in Part E. If there is an uplift in price, they need to give details of that.
119.5	<ul style="list-style-type: none"> Leave 9.1 and retain weightings but do not include scorings as these need to be agreed. Keep in about subcontractors and in document 1 change the period of time. Information to be back by 5 pm on Tuesday 14th January to be formally opened at Finance Meeting that evening,
Action	<ul style="list-style-type: none"> Clerk to call an Extraordinary Meeting to agree contractor by end of January if not agreed at January's Town Council meeting in order to make a decision
Action	<ul style="list-style-type: none"> Cllr Platts and Clerk to review the document and add these changes in and upload to Contracts Finder as soon as possible
120.	The Council were not able to consider the leasehold on the Market Place Toilet block as the information has not been received from Cotswold District Council
MATTERS FOR INFORMATION	
121.	The draft minutes from PPMC Committee Meeting on 4 th November 2019 were noted
122.	The draft minutes from Extraordinary Meeting on 23 rd October 2019 were noted and need to be signed off in December
Action	<ul style="list-style-type: none"> Clerk to add these to the December meeting to be signed off
123.	Future Agenda Items: (Please note no discussions or decisions to be made under this item) VE Day Celebration, Budget ideas for 2020 – 2021, Toilet Block leasehold and Creation of Junior Council
Action	<ul style="list-style-type: none"> Clerk to add these to the December agenda
124.	Date & time of next meeting – Town Council, Wednesday 11 th December 2019 at 7 pm

There being no further business the meeting closed at 21.35 pm

Details of financial transactions: Regular payments made (pre-approved): From 10th October to 12th November

Payee	Service	Method	Total Amount	Cost centre	Authority
Total Salaries	Salaries, pensions, PAYE and NIC for all staff for October	SO, and BACS	£4,682.96	TC / 02	LGA 1972 s.112
Zen Internet	Broadband	DD	£32.40	TC /05	LGA 1972 s.133
Grundon	Waste collection	DD	£68.39	WW / 32	LG(MP)A 1976 s.19
Thames Water	Water for Westwoods	DD	£14.00	WW / 48	LG(MP)A 1976 s.19
Mainstream Digital	Phone line rental	DD	£43.49	TC / 05	LGA 1972 s.133

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

Supplier	Service	Invoice	Amount	Centre	Authority
Timpsons	Spare keys Westwoods	WW's	£10.00	WW / 32	LG(MP)A1976 s.19
Hewer Electricals	Defib Install	167879	£294.00	TC / 76	LGPIHA 2007 s.77
SLCC Course	Cemetery Management	March	£198.00	TC / 9	LGA 1972 s.111
Amanda King	Westwoods Cleaning	October	£180.00	WW / 32	LG(MP)A1976 s.19

Payments to be authorised

Storm Facilities	Q3 Water Management (cost to be shared with KGV)	103337	£178.80	WW / 31	LG(MP)A1976 s.19
David Payne Electricians	Emergency Lights	4484	£248.40	WW / 31	LG(MP)A1976 s.19
Playdale Ltd	Annual Inspection	37456	£234.00	TC / 67	PHA 1890 s.44
Royal British Legion	Remembrance Wreath	10/11/19	£100	TC / 11	LGA 1972 s.137
Adobe Store	Document converter	Annual charge	£21.14	TC / 5	LGA 1972 s.111
Ian Hanks	Tommy install	28	£60.00	TC / 62	LGA 1972 s.137
A & E Fire & Security	Replacement control panel	400499	£831.77	WW / 31	LG(MP)A1976 s.19
A & E Fire and Security	Fire Extinguisher Training	400646	£270.00	WW 32	LG(MP)A1976 s.19
A & E Fire and Safety	Fire Risk Assessment	400682	£480.00	WW / 32	LG(MP)A1976 s.19
Sweetfuels	Oil for Westwoods	1228906	£1280.97	WW / 48	LG(MP)A1976 s.19
Cathedral Leasing	Sanitary bins	MI/120453	£38.99	WW / 32	LG(MP)A1976 s.19
Spot On Supplies	Cleaning products	12048877	£65.57	WW / 32	LG(MP)A1976 s.19
Westwood Centre	Hall hire (October)	10/2890	£105.00	TC / 12	LGA 1976 s. 19
Cotswold District Council	Annual Premises Licence	41270598	£180.00	WW 32	LG(MP)A1976 s.19
McCracken	Grounds Maintenance Oct	9252	£1,257.60	TC / 60	HA 1980 s.9, PHAA 1907 s.76 & LGA 1972
Cellar Supplies	Bar stock	328149	£110.38	WW / 29	LG(MP)A1976 s.19
Cellar Supplies	Bar Stock	328151	£79.19	WW /29	LG(MP)A1976 s.19
Cellar Supplies	Bar Stock	327424	£284.22	WW / 29	LG(MP)A1976 s.19
Cally Maxwell	Exercise class	211	£98.00	TC / 75	LGA 1976 s.19
Kathy Chesters	Exercise class	7CM	£35.00	TC / 75	LGA 1976 s.19
Travis Perkins	Handyman Materials	AQS632	£20.26	TC / 62	LGA 1972 s.111
Gritbins.net	Spreader	1412571	£207.82	TC / 65	LGA 1972 s.11
Gary Evans	Churchyard lamps	050	£40.00	TC / 63	LGA 1972 s.215
Gary Evans	Window Cleaning	042	£20.00	WW / 32	LG(MP)A 1976 s.19