

Northleach with Eastington Town Council

MINUTES OF THE TOWN COUNCIL MEETING HELD ON Wednesday 21st March 2018

PRESENT: Cllr Colton (Chair), Cllr Will Rayner (Vice Chair), Cllr Alan Wellman, Cllr Andrew Wellman, Cllr Hewer, Cllr Rigby, Cllr Morley Blackwell, Cllr Brady, Cllr Waters, Cllr Hadley, Cllr Paul Hodgkinson, Cllr Chris Hancock, Mrs Cat Crompton (Clerk) and 6 members of the public

182.	Cllr Hulcup was unavailable
183.	No interests were declared
	PUBLIC PARTICIPATION.
184.	No public questions
185.	Councillors have received the Police report and had no comments. Unfortunately, there was a break in at the hairdressers last night but no information has been received on this yet
186.	County Councillor Paul Hodgkinson gave a report
186.1	<ul style="list-style-type: none"> Spoke about the budget last month and we are discussing some of the funding pots later
186.2	<ul style="list-style-type: none"> The roads are dreadful at the moment following the severe weather. The local Highways manager Danny Taylor has explained that all the main roads around us will be resurfaced in the next 2 months to tackle the really poor patches
186.3	<ul style="list-style-type: none"> Highways Local pot is £20k this year to share amongst the area, the Lengthsman's scheme is an additional £10k.
186.4	<ul style="list-style-type: none"> Cllr Colton requested that we discuss the 4 traffic items (listed at 195) at this point
187.	District Councillor Chris Hancock gave a report
187.1	<ul style="list-style-type: none"> Air Balloon consultation – the Proposal for Option 30 is now backed by a number of people. It may not be the perfect solution for all but has a lot of local buy in.
187.2	<ul style="list-style-type: none"> NDP consultation has finished and a number of responses have come back, Neil Homer's analysis will be back after Easter and another Steering Group meeting will be held then.
187.3	<ul style="list-style-type: none"> The Fortey Woods were discussed. Resident Steve Freemantle spoke and explained that various residents have been doing bits in the woods for years. Cllr Hancock explained that the NDP want to create a green ring and ensure that these spaces are protected and saved as green spaces and be include in the green ring around Town proposed by the NDP
187.4	<ul style="list-style-type: none"> There is £750 available for celebration of end of the First World War so if the Council has any ideas please let Cllr Hancock know
	MATTERS FOR DECISION
188. Resolution	Cllr Alan Wellman proposed, Cllr Rayner seconded and it was unanimously RESOLVED to confirm the minutes of the Council Meeting held on 21 st February 2018 as a true and accurate reflection of the meeting and duly signed - Clerk to amend the typo on point 164.2
189.	Councillors received the Action Point Update and Clerk's Report from 21 st February 2018. Most points are completed and others are in hand or on this agenda to discuss
190.	Governance and policy:
190.1 Resolution	<ul style="list-style-type: none"> Cllr Rigby proposed, Cllr Waters seconded and it was unanimously RESOLVED to engage GAPTC as the Internal Auditor for 2017 -2018 accounts
190.2 Action	<ul style="list-style-type: none"> Clerk to book the auditor in
190.3 Action	<ul style="list-style-type: none"> Councillors considered adopting the revised Communications Policy. There were several questions raised in regards councillors speaking as an individual or on behalf of the Council.
190.3 Action	<ul style="list-style-type: none"> Cllr Rigby and Cllr Andrew Wellman will review this further and feed back
190.3 Action	<ul style="list-style-type: none"> Clerk to add this to future agenda once it is ready
190.3	<ul style="list-style-type: none"> Cllr Hewer proposed, Cllr Morley Blackwell seconded and it was unanimously RESOLVED to confirm the minutes from Extraordinary Meeting on 5th February as a true and accurate reflection of the meeting and they were duly signed
191.	Financial matters:
191.1	<ul style="list-style-type: none"> The bank balances were received which includes reserves and earmarked funds
191.2 Resolution	<ul style="list-style-type: none"> Cllr Hewer proposed, Cllr Rigby seconded and it was unanimously RESOLVED to record all the bills paid since the last meeting and the bills listed for payment below
191.3 Action	<ul style="list-style-type: none"> Clerk to process all the payments
191.3 Resolution	<ul style="list-style-type: none"> Councillors considered the quotes to renovate the Westwoods Centre windows and doors
191.3 Resolution	<ul style="list-style-type: none"> Cllr Alan Wellman proposed, Cllr Hewer seconded and it was agreed by a majority (Cllr Morley Blackwell voted against the redecoration) to accept Malcolm Campbell's quote at £2045.
191.4 Action	<ul style="list-style-type: none"> Supervisor to engage him for the work
191.4	<ul style="list-style-type: none"> Councillors considered renewing GAPTC annual membership at a cost of £459.5, The cost is set by

Action	<p>the number of electors we represent. Cllr Alan Wellman proposed, Cllr Morley Blackwell seconded and it was unanimously RESOLVED to renew the membership</p> <ul style="list-style-type: none"> • Clerk to complete the forms and pay the bill
192.	<p>Planning and tree works:</p>
192.1	<ul style="list-style-type: none"> • Council did not submit a response to application 18/00723/TCONR at Gable Cottage as it was for information only
192.2	<ul style="list-style-type: none"> • Council did not submit a response to application 18/00659/COMPLY at Foss Lodge as it was for information only
192.3	<ul style="list-style-type: none"> • Councillors considered their response to Brize Norton and London Oxford airspace consultations and Cllr Rigby explained that there could be an issue with smaller planes in pockets around us and a potential of more low-flying aircraft. Cllr Colton proposed, Cllr Andrew Wellman seconded and it was unanimously RESOLVED that Councillors did not feel able to comment due to the complexity of the proposals
Resolution	
Action	<ul style="list-style-type: none"> • Clerk to submit this response to each consultation
192.4	<ul style="list-style-type: none"> • Councillors considered Council's response to Local Plan Modifications consultation
Resolution	<ul style="list-style-type: none"> • Cllr Rigby proposed, Cllr Andrew Wellman seconded and it was unanimously RESOLVED that no comment was necessary as the modifications do not affect Northleach
192.3	<ul style="list-style-type: none"> • There were no urgent planning applications since the publication of the Agenda
192.4	<ul style="list-style-type: none"> • Council recorded that the Copse View application was rejected
193.	<p>Councillors unable to discuss items to be considered for Cllr Paul Hodgkinson's Community Funding 2018 – 2019 as information and criteria not available till April</p>
Action	<ul style="list-style-type: none"> • Clerk to add this to May's agenda
194.	<p>Councillors discussed items to be considered for Cllr Paul Hodgkinson's Highways Local 2018 - 2019</p>
Action	<ul style="list-style-type: none"> • Lengthsman's scheme to be requested to clear the path from Nostle Road to the A40 and fix the pothole on Antelope Path field and Speed strip to be redone at East End • Clerk to communicate this to Cllr Hodgkinson
195.	<p>Traffic and transport:</p>
195.1	<ul style="list-style-type: none"> • Councillors received analysis from a former policeman resident about the speed strip data gathered across Town in Autumn 2017 and considered whether additional tests are needed at a cost of £350.
195.2	<ul style="list-style-type: none"> • He used to support rural communities and explained that the speed strips were put down for a week last September in 3 locations across Town – at the school, at East End and West End. They measured traffic going over in both directions, 24 hours a day for the whole week. The data records time, direction and speed. The previous survey was done in 2007 in the Market Place only.
195.3	<ul style="list-style-type: none"> • The figures are quite low key. At Mill End by the school, over the 7 days 3,355 vehicles passed through. At East End the figure was just over 12,000 and West End recorded almost 18,000 vehicle movements. At the school the mean speed was 20.3 miles and the 85th percentile was 26.3 mph, the East End mean speed was 24.9mph with a 30.3 mph 85th percentile, and at West End the mean speed was 24.8 mph and an 85th percentile of 30.7 mph. (The Mean Speed is the average speed of all vehicles passing over the strips at that location. The 85th percentile is the speed that 85% of all the vehicles passing over the strips at that location have not exceeded. The slowest vehicle would be in the 1% while the fastest would be in the 100%.)
195.4	<ul style="list-style-type: none"> • The location of the strips at East End have been questioned. The ones at the school were approximately 65m inside the speed limit. The ones at West End were approximately 150m inside, but the ones at East End were approximately 300m within the speed limit, rather than where the perceived speed issue is. He would recommend that the East End ones are redone and placed nearer the existing speed limit sign.
195.5	<ul style="list-style-type: none"> • Although we have been given the mean speeds and the 85% percentiles, what the figures don't tell us is that drivers are tolerated up to 10% above the speed limit, but that the figure for those drivers exceeding the 30mph limit by 15% or more was almost 1,500. Therefore, had speed enforcement been carried out during that one week, almost 1,500 drivers could well have been prosecuted for Excess Speed.
195.6	<ul style="list-style-type: none"> • Most of the speeding occurred at night and the busiest times are commuters which shows as slight spikes in speeds. When you carry out speed enforcement it tends to be the residents themselves who are driving faster because they know the location and it is out of habit,
195.7	<ul style="list-style-type: none"> • Cllr Rayner asked whether in his experience he believed that speed strips affect people's behaviour? He thinks they do at first but people soon realise that it is for data collection only.
195.8	<ul style="list-style-type: none"> • Cllr Brady asked if it is possible to move the 30mph back towards the A40 based on the potential increase in traffic with the new development and councillors were supportive of this However we would need evidence of the problem to get Highways to agree to this. Cllr Rigby stated that the

<p>Action 195.9</p> <p>195.10</p> <p>195.11</p> <p>Action 195.12</p> <p>Resolution</p> <p>Action 195.12</p> <p>Action 195.12</p> <p>195.13</p> <p>195.14</p> <p>195.15</p> <p>195.16</p> <p>195.17</p> <p>Resolution</p>	<p>County Council did not fully assess the impact of the new housing development on local traffic at the planning application stage. They assessed the entrance on Bassett Road, and didn't look at the impact of traffic on East End at all.</p> <ul style="list-style-type: none"> Paul Hodgkinson said he would take this up with Highways, He recommends that the current speed indicator should reflect the actual speed that traffic is going at. The County Council looked at this previously but the costs were very high. Cllr Hodgkinson said this is a big problem across the District. In Bourton we put a 20mph speed limit across the village and there is an extensive Speed Watch scheme yet 70% of people are still speeding. Some enforcement does work and traffic calming is more likely to work as it physically forces people to stop. If the speed limit stays at 30mph, having a regular and strong Speed Watch team could work really well in Northleach Councillors expressed disappointment in the Highways analysis of the traffic during the planning stage of Basset Road. The 60mph goes right up to the new development and Councillors feel the Council should go back to Highways and ask them to review it. The hard data from the additional strips should help with this. Clerk to add this onto the April Highways meeting Councillors discussed whether to reinstate the strips at East End. Cllr Rayner proposed, Cllr Andrew Wellman seconded and it was unanimously RESOLVED to request that Highways reinstate the East End strip as close as possible to the speed sign. Clerk to inform Highways and negotiate on cost as the initial ones were in the wrong location Clerk to ask Andoversford for advice on how they implemented their schemes Cllr Hodgkinson explained that Highways need information and evidence in order to deliver solutions. The current figures do not show an issue so another test is important Councillors were informed about Speed Watch training on Saturday 24th March at 3pm, all volunteers are welcome and Clerk has been promoting this session locally and Clerk to keep the Council informed of progress Councillors considered information received from Highways Team regards options for traffic calming measures across Town and these will be discussed at the Highways meeting on 24th April 1pm -3pm. Resident who analysed the data and Cllr Hodgkinson will also attend The Motion from resident Tim Barter was discussed. He explained that he put this forward as he is increasingly concerned about fast moving traffic. At the moment there is a lot of construction vehicles forcing traffic onto the wrong side of the road but once all the homes are occupied the issue will be worse as there could be another 80 vehicles in that area. He believes that physical constraints would have more of an impact on traffic speeds. He is glad to see that the Council are supportive of it with the issues discussed tonight. Cllr Colton suggested an amendment to the motion as it is Highways and the County Council who will have the impact on these changes and our role to take this to them Cllr Brady proposed, Cllr Andrew Wellman seconded and it was unanimously RESOLVED that The Town Council will lobby Highways to reduce the speed of traffic entering and leaving the east of Northleach through whatever practical and regulatory restrictions may be necessary, in support of the community concerns about the risk to life and limb
196.	Councillors noted that Neighbourhood Development Plan (NDP) Statutory Consultation has ended
197.	<ul style="list-style-type: none"> Note attendees for CDC Planning Training on 3rd and 4th April
<p>198.</p> <p>198.1</p> <p>198.2</p> <p>Resolution</p>	<p>Councillors considered the transfer offer from CDC to take over Fortey Woods as part of the NDP green spaces</p> <ul style="list-style-type: none"> There is a concern about previous maintenance, ongoing costs and existing encroachment Cllr Rigby proposed, Cllr Hewer seconded and it was agreed by a majority with one abstention that the Council might consider taking the woods on if the outstanding encroachments and boundary issues are sorted and funds are available
<p>199.</p> <p>199.1</p> <p>199.2</p> <p>Action</p>	<p>Councillors considered a license at £250 from GCC to allow coach parking behind the Fire Station</p> <ul style="list-style-type: none"> The draft license seems fair, but there are issues with control and signage and we will need to police this. In addition, there has been issues in other places with engines running and how can we control this. Queries included – how to police this, what would the Council's responsibilities be, what happens if more than the allocated 2 coaches turn up and does this include the Pulhams coach that is parked there most days? We may need to apply for a change of use through planning and need to check what the implications are from CDC. Coaches don't pay for parking but councils in other areas need to maintain the land they use Clerk to check with Planning regards the implications of this enquiry
200.	The date for the litter pick is Saturday 21st April and Clerk asked for volunteers to be zone leaders

MATTERS FOR INFORMATION	
201.	Councillors noted the draft minutes of the PPMC Meeting on the 5 th February
202.	Clerk gave an update on General Data Protections Regulations from GAPTC and explained some of the steps that we need to take before the deadline. <ul style="list-style-type: none"> Clerk to include appointing a Data Protection Officer on May's agenda
203.	Councillors noted that various Council projects have recently benefitted from local charities. We have received a £5k grant from the Youth Club Trustees for the Zip Wire project and the Town Trustees have offered £11,000 towards the Play Area project. This is great news for both projects and enable the plans to move forward <ul style="list-style-type: none"> Clerk to write and thank both groups
204.	Updates were received from working groups <ul style="list-style-type: none"> IT working group - struggling to get someone to quote for and complete the work Newsletter is not a priority at the moment but could be combined with NDP update Play area progressing well Meadow gate is in hand with the landowner
205.	No future Agenda Items received at this point
206.	Date and time of next meeting – Annual Town Meeting on Wednesday 25 th April 2018 at 7pm <ul style="list-style-type: none"> Clerk to include a Police report, Cllr Chris Hancock to give an NDP update, Clerk to ask the community what they would like to see on the Agenda
207.	Cllr Rayner will be stepping down at the end of April and Cllr Colton will be stepping down in May Councillors expressed their thanks to both for all the work they have done on behalf of the Council Clerk to notify Cotswold District Council and advertise the vacancies
The meeting was then closed to the public	
Part 2	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 to discuss. Cllr Rigby proposed, Cllr Brady seconded and it was unanimously RESOLVED to approve a recommendation from the staffing group that:
208.	Resolution
208.1	<ul style="list-style-type: none"> The contracted hours for the Admin Assistant position to remain permanently at 13 hours per week, beyond the end of the Neighbourhood Plan, to reflect the increasing workload;
208.1	<ul style="list-style-type: none"> The salary to be increased by one point to SCP 18 to reflect the additional responsibilities;
208.3	<ul style="list-style-type: none"> The salary increase be backdated to 1 April 2017, to align with the reviews of other staff and
208.4	<ul style="list-style-type: none"> That the Council considers, in consultation with its employees, how the role could be developed to support the work of the Council and the Clerk.

There being no further business the meeting closed at 22.00 pm

Details of financial transactions: Regular payments made (pre-approved): Up to 12th March 2018

Payee	Service	Method	Amount	Cost centre	Authority
Cat Crompton	Clerk's salary February	SO	confidential	TC / 02	LGA 1972 s.112
Mary Cassidy	Admin Assistant salary February	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 February	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
Zen Internet	Broadband	DD	£32.40	TC /05	LGA 1972 s.133
Pauline Rigby	Website Management	SO	£50	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
Elite Ltd	Website renewal	DD	£108.00	TC / 13	LGA 1972 s.142

Payments authorised between meetings (up to £500)

Supplier	Service	Invoice #	Amount	Cost centre	Authority
Ian Hanks	Town Handyman Feb	Inv. 10031	£59.50	TC / 17	PHA 1875 s.164
Central Trees	Lime tree work	1/2/18	£156.00	TC / 17	LGA 1972 s.214
Mrs Maxwell	Active Together class	00133	£45.00	TC / 75	LG (MP) 1976 s.19
Supplier	Service	Invoice #	Amount	Cost centre	Authority

Payments to be authorised

Supplier	Service	Invoice #	Amount	Centre	Authority
Cheltenham IT	Eset Renewal x 3	1195	£42.00	TC / 72	LGA 1972 s.111
McCracken & Son	Cemetery, playing fields, Highways	Inv. 8367	£1119.60	TC / 60	HA 1980 s.9,
GAPTC	Annual membership	2018 -19	£459.51	TC /6	LGA 1972 s. 142
Westwoods Centre	Exercise Class	10/2546	£42.01	TC / 12	LGA 1976 s.19
Cathedral Leasing	Hygiene Services	MI/10598	£38.99	WW/32	LG (MP)A 1976 s.19
Viking Direct	Midwinter Chairs	11929	£771.46	TC / 5	LG (MP)A 1976 s.19
Pauline Rigby	Website updates	262 NLTC	£28.19	TC/13	LGA 1972 s. 142
Mogo Direct	Fortey Hall chairs (50)	0095	£807.00	WW/31	LG (MP)A 1976 s.19
Spot Supplies	Cleaning products	11985930	£56.70	WW/32	LG (MP)A 1976 s.19