

**Northleach with Eastington Town Council**

**MINUTES OF THE TOWN COUNCIL MEETING HELD ON Wednesday 23<sup>rd</sup> May 2018**

PRESENT: Cllr Alan Wellman (Chair) Cllr Rigby (Vice Chair), Cllr Andrew Wellman, Cllr Hewer, Cllr Morley Blackwell, Cllr Hulcup, Cllr Brady, Cllr Hadley, Cllr Paul Hodgkinson, Mrs Cat Crompton (Clerk) and 11 members of the public.

(Cllr's Colton and Rayner left after the new Chair and Vice Chairs were voted in.

1.	<b>1.1 Resolution</b>	Cllr Brady proposed, Cllr Morley Blackwell seconded and it was unanimously <b>RESOLVED</b> to elect Cllr Alan Wellman to hold the office of Chairman and Mayor of Northleach with Eastington until the Annual General Meeting in 2019
	<b>1.2</b>	Cllr Alan Wellman signed the Chairman's Acceptance of Office
2.	<b>2.1 Resolution</b>	Cllr Alan Wellman proposed, Cllr Brady seconded and it was unanimously <b>RESOLVED</b> to elect Cllr Pauline Rigby to hold the office of Vice Chairman of Northleach with Eastington until the Annual General Meeting in 2019
	<b>2.2</b>	Cllr Rigby signed the Vice Chairman's Acceptance of Office
3.	<b>3.1</b>	Apologies were received from Cllr Waters and Cllr Hancock
	<b>3.2</b>	No interests were declared. The Clerk reminded Councillors that it is their responsibility to update the Register of Members Interests with any changes. A form is available for this.
		The Council appointed Committees and Groups. Chairs to be elected at Committee meetings
4.	<b>4.1 Action</b>	<b>Members of Property and Premises Maintenance Committee were confirmed as:</b> Cllr Hewer, Cllr Hulcup, Cllr Andrew Wellman and Cllr Morley Blackwell <ul style="list-style-type: none"> <li>Clerk to invite the 3 residents who have supported the committee previously</li> </ul>
	<b>4.2</b>	<b>Members of the Westwoods Committee were confirmed as:</b> Cllr Hewer, Cllr Hadley, Cllr Brady and Supervisor Brian Crossley
	<b>4.3</b>	<b>Members of Finance, Funding &amp; Grants Committee were confirmed as:</b> Cllr Alan Wellman, Cllr Rigby (automatically included as Council Chair and Vice Chair), Cllr Brady and Cllr Hulcup plus the new Chairs of Westwoods and PPMC (if not already included amongst these members above).
	<b>4.4</b>	<b>Planning Committee (meetings as required) - All Members, Chair elected at first meeting</b>
	<b>4.5 Action</b>	<b>KGV Trust - All members involved and Chair to be elected at first meeting. Cllr Alan Wellman asked if non- councillors can join the Trust</b> <ul style="list-style-type: none"> <li>Clerk to check if this is possible</li> </ul>
	<b>4.6</b>	<b>Members of working groups were confirmed as:</b> <ul style="list-style-type: none"> <li>Staffing Group - members will be picked from Finance Committee</li> <li>Winter Planning - Cllr Morley Blackwell, Cllr Hulcup, Cllr Rigby, Cllr Andrew Wellman</li> <li>Emergency Plan - Cllr Morley Blackwell to accompany Clerk to CDC meeting in June</li> <li>Play Area - Cllr Rigby, Cllr Hulcup, Cllr Morley Blackwell, Cat and Mary and existing four residents who have been involved</li> <li>KGV Management Group – Cllr Alan Wellman, Cllr Morley Blackwell, Cllr Waters, Cllr Andrew Wellman</li> </ul>
5.		<b>There were no public questions</b>
6.	<b>6.1</b>	<b>The Quarterly Police Report was received for February, March or April 2018</b> <ul style="list-style-type: none"> <li>There was a slight decrease in incidents from 18 to 15 for this period compared to the same period last year</li> </ul>
	<b>6.2</b>	<ul style="list-style-type: none"> <li>Although there was a slight increase in road traffic incidents these were on surrounding roads and not within the Town itself</li> </ul>
7.	<b>7.1 Action</b>	<b>County Councillor Paul Hodgkinson gave a report</b> <ul style="list-style-type: none"> <li>The report on the Old A40 is imminent and a public meeting was previously discussed. Following a discussion it was agreed that the Council would like to see the report and then decide how best to relay the information.</li> <li>Clerk to write to Danny Taylor, Local Highways Manager and explain that we would like him to come along and explain the report at a meeting that is open to the public</li> </ul>
		<b>Matters for Decision</b>
8.	<b>Resolution</b>	Cllr Hewer proposed, Cllr Andrew Wellman seconded and it was unanimously <b>RESOLVED</b> to accept the Minutes of the Meeting held Wednesday 21 <sup>st</sup> March 2018 as a true and accurate reflection of the meeting and these were duly signed
9.	<b>Action Action</b>	<b>Action Point Update and Clerks Report</b> <ul style="list-style-type: none"> <li>Clerk to ask Cllr Hodgkinson about the Bassett Road development traffic update</li> <li>Clerk to speak to Pulhams about the school bus which is often parked at West End</li> </ul>
10.	<b>Action</b>	<b>Finance</b>

	<p><b>10.1</b></p> <p><b>Action</b></p> <p><b>10.2</b></p> <p><b>Action</b></p> <p><b>10.3</b></p> <p><b>Action</b></p> <p><b>10.4</b></p> <p><b>Resolution</b></p> <p><b>Action</b></p> <p><b>10.5</b></p> <p><b>Action</b></p> <p><b>10.6</b></p> <p><b>Resolution</b></p> <p><b>Action</b></p>	<ul style="list-style-type: none"> <li>• Cllr Hulcup proposed, Cllr Hewer seconded and it was unanimously <b>RESOLVED</b> to approve the following bills for payment.</li> <li>• Clerk to process the payments</li> <li>• Clerk to amend the £500 payments section to include “or to avoid late payment fees”</li> <li>• Councillors acknowledged new salary scales 2018 -2019 for all staff as agreed by National Joint Council for Local Government Services (NJC)</li> <li>• Clerk to forward these to Payroll</li> <li>• Councillors acknowledged salary increase for Admin Assistant to Point 19 due to 5-year service being achieved</li> <li>• Clerk to inform Payroll</li> <li>• The Council considered recommendation by Staffing Group to pay Clerk the overtime worked to complete the Accounts following system issues</li> <li>• Cllr Brady proposed, Cllr Rigby seconded and it was unanimously <b>RESOLVED</b> to pay the time logged which has been reviewed by the Staffing Group</li> <li>• Clerk to inform Payroll</li> <li>• Councillors considered the insurance quotes for Parish and Westwoods Centre due for renewal in June. Came and Company the broker have reviewed 3 companies and recommended Inspire through AXA for a combined insurance policy. There were some questions about the policy and it was agreed that Cllr Brady and Clerk will check the policy and make the decision</li> <li>• Councillors noted that the Internal Auditor is arranged for 7<sup>th</sup> June</li> </ul> <p>Cllr Rigby proposed, Cllr Brady seconded and it was unanimously <b>RESOLVED</b> to consider The Annual Governance Statement 2017 – 2018, Section 1 of AGAR and Accounting Statements for 2017 – 2018, Section 2 of AGAR at the June meeting. The Council needed more time to consider them fully following the delay due to the accounting system being unavailable.</p> <p>Clerk to add these onto the June meeting</p>
<b>11.</b>	<b>Action</b>	<p>Councillors noted the resignation of Councillor Colton and Councillor Rayner.</p> <ul style="list-style-type: none"> <li>• Clerk to write a letter of thanks to them for their support and help over the last few years</li> </ul>
<b>12.</b>	<p><b>12.1</b></p> <p><b>12.2</b></p> <p><b>Action</b></p> <p><b>12.3</b></p> <p><b>Action</b></p> <p><b>12.4</b></p> <p><b>Resolution</b></p> <p><b>Action</b></p> <p><b>12.5</b></p>	<p><b>Planning</b></p> <ul style="list-style-type: none"> <li>• Council’s comments on Amplified Traffic Plan (submitted 18<sup>th</sup> May) were noted as no concerns. The plan is the same as last year with a slight change to the A40 temporary traffic lights</li> <li>• Councillors had no objections to planning application 18/01311/FUL for Winterwell Farm</li> <li>• Mary to submit the response</li> <li>• Councillors had no objection to planning application 18/01538/FUL for 19 Ward Road</li> <li>• Mary to submit the response</li> <li>• Councillors considered the request for proposed stopping up of Highway at Dover House no.3/144 and had no objections</li> <li>• Cllr Rigby proposed, Cllr Brady seconded and it was unanimously <b>RESOLVED</b> to support the application</li> <li>• Clerk to submit the response</li> <li>• There were no urgent planning matters to discuss</li> </ul>
<b>13.</b>	<p><b>13.1</b></p> <p><b>Action</b></p> <p><b>13.2</b></p> <p><b>Resolution</b></p> <p><b>Action</b></p> <p><b>Action</b></p> <p><b>13.3</b></p>	<p><b>Governance and Policy</b></p> <ul style="list-style-type: none"> <li>• Councillors discussed the Register of Assets for insurance purposes. Councillors are happy with the list of items but more work is needed on the cost and prices.</li> <li>• Cllr Rigby to work with the Clerk on this</li> <li>• Councillors reviewed the Town Council’s Standing Orders for 2018 -2019. Cllr Brady proposed, Cllr Andrew Wellman seconded and it was unanimously <b>RESOLVED</b> that the Standing Orders are adopted once the following amendments have been made: <ul style="list-style-type: none"> <li>• Clerk to add in at 3x that “agenda items not covered” will be moved to the next meeting</li> <li>• Clerk to amend 8a to read “at the request of 2 councillors a ballot will be taken”</li> <li>• Councillors were advised by the Clerk to review and approve the Financial Regulations for 2018 - 2019 in July. The new debit card has arrived and Finance Committee will be making recommendation on wording regards this for the Regulations</li> </ul> </li> </ul>
<b>14.</b>	<p><b>14.1</b></p> <p><b>14.2</b></p> <p><b>Resolution</b></p> <p><b>Action</b></p>	<p><b>General Data Protection Regulations (GDPR)</b></p> <ul style="list-style-type: none"> <li>• Councillors considered the Council’s GDPR Process and Privacy Statement</li> <li>• Cllr Morley proposed, Cllr Rigby seconded and it was unanimously <b>RESOLVED</b> to adopt these for the Council with a 6-monthly review</li> <li>• Cllr Andrew Wellman to send email with suggested privacy wording on it</li> </ul>

	<b>Action 14.3</b>	<ul style="list-style-type: none"> <li>Clerk to add Events / consultations onto the Information Audit</li> <li>It was acknowledged that Councils are not required to appoint a Data Protection Officer</li> </ul>
<b>15.</b>	<b>15.1 Action</b>	<p>Councillors considered ideas to submit to Cllr Paul's "Growing our Communities" fund. Cllr Brady suggested that we circulate the information to the parish for ideas.</p> <ul style="list-style-type: none"> <li>Clerk to circulate this</li> </ul>
<b>Matters for Information</b>		
<b>16.</b>		<p>The draft minutes from Finance Meeting on April 17<sup>th</sup> were noted The minutes from the Highways Meet on 24<sup>th</sup> April were noted</p>
<b>17.</b>	<b>17.1 Action</b>  <b>17.2 Action</b>	<p><b>Items for future meetings</b></p> <ul style="list-style-type: none"> <li><b>The state of the verges by Chequers are bad</b></li> <li><b>Clerk to write to Kingerlee and remind them about repairing the verges on both sides of the road</b></li> <li>Roller on the Playing Field has been fixed and made safe and will now be used to roll the field</li> <li>Clerk to write to Steve and thank him for his help</li> </ul>
<b>18.</b>		<b>Date and time of next meeting, Wednesday 20th June at 7pm The Westwoods Centre followed by the KGV Trust Annual General Meeting</b>

There being no further business the meeting closed at 10.15 pm

Details of financial transactions: Regular payments made (pre-approved): Up to 16<sup>th</sup> May 2018

Payee	Service	Method	Amount	Cost centre	Authority
Cat Crompton	Clerk's salary April	SO	confidential	TC / 02	LGA 1972 s.112
Mary Cassidy	Admin Assistant salary April	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 April	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	SO	£50	TC / 13	LGA 1972 s.142
Grundon	Waste collection	DD	£65.62	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
Scribe 2000 Ltd	Accounts package	0551	£416.40	TC / 5	LGA 1972s.111
Bibury Landscaping	Removal of tree	8017	£72.00	TC / 17	LG(MP) A1976 s.19
Ian Hanks	Town Handyman April	Inv. 10046	£97.75	TC / 17	PHA 1875 s.164
Mrs Maxwell	Active Together class	00145	£35.00	TC / 75	LG (MP) 1976 s.19
Charlotte Hitchman	Westwoods Cleaning	10,11, 12,13	£256	WW /32	LG(MP)A 1976 s.19
HMRC	VAT	154 7292 95	£699.20	TC / 45	LGA 1972s.111
Catriona Crompton	Litter Pickers Amazon	2227569	£81.89	TC / 62	LGA 1972 s.137
Catriona Crompton	Computer NAS & drives	7592345	£386.90	TC / 49	LGA 1972 s.111

Payments to be authorised

Supplier	Service	Invoice	Amount	Cost centre	Authority
Central Trees	Playing Field trees	19/04	72.00	TC / 17	LGA 1892 s.8 (1)
McCracken & Son	Grass Contractors for Cemetery, playing fields and Highways	Inv. 8451	£1119.60	TC / 60	HA 1980 s.9, PHAA 1907 s.76 & LGA 1972 s.214
O'Neill Homer	NDP work	522	£3060.00	TC / 40	Localism Act 2011
Westwoods Centre	Exercise Class	10/2523	£42.01	TC / 12	LGA 1976 s.19
Cardiac Science	Defibrillator	7317533	£1818.00	TC / 57	LGA 1972 s.137
GAPTC	GDPR Training	5839	£40.00	TC / 9	LGA 1972 s.111
Spot On Supplies	Cleaning products	11991725	£77.36	WW / 32	LG (MP)A 1976 s.19
Charlotte Hitchman	Westwoods Cleaning	16	£64.00	WW/ 32	LG(MP)A 1976 s.19
Cathedral Leasing	Sanitary Bins	MI/109	£38.99	WW/ 32	LG(MP)A 1976 s.19
Catriona Crompton	Mileage GDPR course	26/04	£33.75	TC / 9	LG (FP)A 1963 s.5
Catriona Crompton	Mileage CDC equipment	23/4	£3.96	TC / 62	LG (FP)A 1963 s.5
Malcolm Campbell	Westwoods maintenance	150518	£2045.00	WW / 31	LGA 1892 s.8 (1) (i)
Westwoods Petty Cash	Petty cash	Cheq	£50.00	WW / 71	LGA 1972 s.111
Town Council Cash	Petty cash	Cheq	£50.00	TC / 36	LGA 1972 s.111