



NORTHLEACH WITH EASTINGTON TOWN COUNCIL

The Westwoods Centre, Bassett Road, Northleach, GL54 3QJ
 Tel: 01451 861499, Email: clerk@northleach.gov.uk

All Members of the Council are hereby summoned to attend the
MEETING of NORTHLEACH WITH EASTINGTON TOWN COUNCIL
On Wednesday 15th July 2020 at 7.00 pm

for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

The meeting will be held remotely via Zoom.

Zoom details: <https://us02web.zoom.us/j/8302402589> | Meeting ID: 830 240 2589 | Dial 0203 481 5240

Members of the public are also invited to attend. The meeting will be recorded.

Dated this day 9th July 2020 and signed by Mrs Sharon Henley, Clerk to Northleach with Eastington Town Council

AGENDA

1.	To receive apologies for absence	Verbal
2.	To receive Councillor's declarations of interests	Verbal
3.	Clerk's Report/Matters Arising	Verbal
4.	Public participation To receive questions from members of the public relating to items on the Agenda, in accordance with the Council's standing orders. Due to the coronavirus outbreak, the council will be meeting online. Members of the public may submit questions in advance to the Clerk on email to clerk@northleach.gov.uk by the end of Monday 13 th July.	Verbal
MATTERS FOR DECISION		
5.	Approval of Draft Minutes: 5.1 Ordinary Meeting of the Town Council on 20 th May 2020 5.2 Extraordinary Meeting of the Town Council on 2 nd June, 2020	Attached
6.	To receive the Action Point Updates (Taken as read)	Attached
7.	Financial Decisions: 7.1 RFO Report on Current Financial Situation 7.2 Receipts & Payments: To record payments since the last meeting and approve the Receipts and Payments for July 7.3 Proposed Set-Up of Clerk's Office at the Westwoods Centre: Review of items required and agreement to proceed at an approximate cost of £1,363 ex VAT 7.4 Clerk's Mobile Phone: Review and approval of provision of mobile phone to facilitate remote working for the Clerk at an approximate cost of £21 per month 7.5 Zoom Video Conferencing Account: Agreement to open a professional account at a monthly cost of £14.39, payable by direct debit 7.6 To note donation by Lions of £1,661 to Defib 4	Paper 1 Attached Paper 2 Verbal Verbal Verbal
8.	Governance and Policy 8.1 CDC High Street Covid19 project: Review of plan to create an Emergency Traffic Regulation Order to provide safe access around the town and agreement on whether the Council wishes to engage with the project 8.2 Play Areas (a) Review of Annual ROSPA Risk Assessments by Playdale May 2020 and agreement on further actions required (b) Review and approval of Post-Covid risk assessment and control measures (c) Agreement on semi-permanent signage as detailed in risk assessment at an approx. cost of £200 (d) Agree date for re-opening play areas (e) Agree arrangements for weekly visual inspections 8.3 Additional Town Council Meeting - Agreement to schedule an additional meeting on Wednesday 19 th August at 7pm via video conference 8.4 Finance Committee (a) Agreement to schedule a meeting on Monday August 10 th at 7pm via video	Paper 3 Paper 4 Paper 5 Verbal Verbal Verbal Verbal Verbal

	conference (b) Discussion on membership of Finance and PPMC Committees		
9.	Planning Applications		
	New Applications – those listed below and any urgent applications received		
	Number	Address	Proposal
	20/01966/TCONR	The Old House High Street Northleach GL54 3EU	Line of Cypress trees. Reduce height by 50% down to old pollard points.
	20/01790/FUL	Manor View Eastington GL54 3PN	Demolition of existing lean-to, erection of two-storey extension to side with single storey lean-to and porch. Re-roofing with reconstructed stone slates. Alterations and addition of windows and doors
	Decision Notices		
	Number	Address	Proposal
20/01784/TPO	8 Fallows Road Northleach GL54 3QQ	Cedar (T1) To crown lift tree bordering neighbour's boundary, focusing on branches above neighbouring garage and over fruit trees. Removing any dead or broken branches from within canopy and removing any crossing limbs to negate any start of rot or decay which may cause future issues	Approved (original application refused but lighter pruning permitted)
20/02168/DD	Street Record (Old Manor Cottage) High Street Northleach	Fell dead tree	Approved Application fast-tracked
10.	Project Work		
10.1	Water Meadow Cut: (a) Review of quote from Brian Brazington for Annual Cut and Top of the Water Meadow Forage removal £165 + VAT plus Rotary Topping £85 + VAT (b) Approval to proceed		Verbal
10.2	Tree Survey: (a) Review additional information supplied by contractors D & E further to item 12.1 at NEWTC meeting on 26th February (b) Final agreement on contractor to undertake survey		Paper 6
10.3	Tree Planting: (a) Review of residents' request to plant trees on the area between the Westwoods Centre and the doctor's surgery and on the Water Meadow and (b) agreement on response		Paper 7
10.4	Volunteers Event: Consideration of request to hold a Covid-19 Volunteers Event in the Westwoods Centre Garden including a small amount to cover drinks (shared with CDC)		Verbal
10.5	School Car Park Sign: Approval of quote for school car park sign to read "Please switch off your engine whilst parked in this car park". Size 40x25cm on anodised aluminium at a cost of £68.16 inc VAT		Verbal
	MATTERS FOR INFORMATION		
11.	Date & time of next meeting: Subject to item 9.3 above Wednesday 19 th August at 7pm via video conference		Verbal

**Agenda Item 7.2 Details of financial transactions:
Regular payments made (pre-approved)**

Payee	Service	Method	Total Amount	Authority
Total Salaries	Salaries and pensions for all staff for June	SO, and BACS	£1,921.22	LGA 1972 s.112
Total Salaries	Salaries, pensions, HMRC Months 1 and 2	SO, and BACS	£4,765.84	LGA 1972 s.112
Zen Internet	Broadband May, June & July	DD	£60.08	LGA 1972 s.133
Grundon	Waste collection x 2	DD	£23.07	LG(MP)A 1976 s.19
Thames Water	Water for Westwoods Centre	DD	£23.00	LG(MP)A 1976 s.19
Google	Google Cloud G Suite May/June	DD	£9.20	LGA 1972 s.133
Subtotal			£6,802.41	

Payments authorised between meetings or to avoid late payment fees. In light of Covid 19 these bills were authorised as per the Town Council's Financial Regulations section 5.5

Supplier	Service	Invoice	Amount	Authority
Mainstream Digital	Phone line charges	970114	£47.09	LG(FP)A 1963 s.5
McCracken & Son	Grass cutting	9490	£1,347.60	HA 1980 s.9, PHAA 1907 s.76 & LGA 1972
Microsoft	Office Pack		£108.00	LGA 1972 s.111
Playsafety Ltd	Play area inspections	48594	£172.80	LG(MP)A 1976 s.19(3)
McCracken & Son	Grass cutting	9533	£1,345.20	HA 1980 s.9, PHAA 1907 s.76 & LGA 1972
Wordfence	Website security		£78.67	LGA 1972 s.111
G-Suite Basic	Annual Domain Registration for Website	29/06/2020	£8.00	LGA 1972 s.142
Cathedral Leasing	Westwoods Cleaning		£38.99	LGA 1972 s.133
Subtotal			£3,146.35	

Payments to be authorised:

Supplier	Service	Invoice	Amount	Authority
McCracken & Son	Grass Cutting	9581	£1,345.20	HA 1980 s.9, PHAA 1907 s.76 & LGA 1972
Sharon Henley	Clerk's expenses paper, ink (home printing), mouse	Amazon	£48.24	LGA 1972 s.111
Rob Platts	Zoom monthly subscription for May, June & July	INV19074715, 24299382, 29484192	£43.17	LGA 1972 s.111
Society of Local Council Clerks	50% of annual membership fee for Sharon Henley (split with Leaffield PC)	On payment by BACs	£127.00	LGA 1972 s.143
SSE	Electricity for Westwoods Centre 11/03-26/06/2020	03/07/2020	£367.01	LGA 1972 s.133
Subtotal			£1,930.62	
Total all items			£11,879.38	