



NORTHLEACH WITH EASTINGTON TOWN COUNCIL

The Westwoods Centre, Bassett Road, Northleach, GL54 3QJ

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Minutes of the Meeting of the Town Council Held on Wednesday 15th July 2020 at 7pm via video conference

Those Present: Cllr Rob Platt (Chairman), Cllrs Caroline Brady, Terry Morley-Blackwell, Caroline Sanders, Andrew Wellman, Alan Wellman (via phone, part of meeting)

In Attendance: Sharon Henley (Clerk/RFO), County Cllr Paul Hodgkinson

Members of Public: Two

1.	To receive apologies for absence: The Chairman announced that the meeting was being recorded. Cllrs Steve Abbotts and Brian Hulcup and District Cllr Tony Dale had sent their apologies. The Chairman noted the resignation of Janine Larner and confirmed that Statutory Notices advertising the vacancy were being displayed. He also introduced the new Clerk/RFO, Sharon Henley, who had joined the Council on 29 th June.
2.	To receive Councillor's declarations of interests: Cllr Platts declared an interest in the Cotswold Friends Men in Sheds as his new employer. He confirmed that his Register of Interests would be updated.
3.	Clerk's Report/Matters Arising As per listed Decision Notice 20/02168/DD the Town Council were notified by a resident about a dead tree on the High Street outside their property (Old Manor Cottage) with concerns that it may fall. This was reported to CDC who inspected and gave permission for its removal. This had been arranged at a cost of £50 but the work was pending. To note that an update had been received by District Cllr Tony Dale as follows: 1. CDC continues to support the re-opening of business in a safe manner 2. Pavement licensing is anticipated during the Summer 3. GCC has an ETRO in hand for extra pavement spacing at the top of the Market Place - for the safe passage of pedestrians and seating 4. We are still awaiting an update on Leisure Centres 5. The Green Ring is an excellent idea which I support. County Councillor Paul Hodgkinson reported: <ul style="list-style-type: none">• The government announced that they were relaxing to rules on pavement licences for outside businesses and there was now a 'fast track' system. CDC now had five days to respond to any application, otherwise it would automatically receive approval.• The County Council are responsible for public health so had been heavily involved in this for the last few months. There were now few new Covid-19 cases in the county with an average one new case a day in Gloucestershire which was very low. The Public Health Team were continually looking at statistics for patterns emerging. There had been a Mobile Testing Unit at Bourton and there was currently one in Stow for people having symptoms.• Traffic was now back to 80% of normal levels - this had been at only 30% in the height of lockdown. Cycling was at 125% of normal rates.• Libraries in Cirencester and Moreton had now reopened but booking was required with orders taken on line or by phone but books could be returned to the libraries. There was no date for Bourton to re-open but it was expected in the next 5-6 weeks.• River pollution/sewage in Rivers Windrush and Leach. He had written to Thames Water back in January and had now written again as there had been no progress because of Covid-19.• Highways - Local grant funding was available, potentially for speed monitoring in Northleach. This may happen in the Autumn, once traffic levels were back to normal.• Back Lane was not adopted by Highways but was a public footpath and in a poor state so he had asked GCC Highways about patching through 'Highways Local'.• Work to cut back vegetation had started on the east side of town on the road to the A40 but had not yet been completed.• A resident raised that work had been carried out to the River Leach and the Chairman advised that a separate meeting had been arranged to discuss this matter.

4.	<p>Public participation</p> <p>Cllr Alan Wellman joined the meeting by phone at this point. Tim Barter spoke about item 10.3 in his capacity as resident and additionally as a co-opted member of the PPMC Committee.</p> <p>He urged the Council to consider the appropriateness of the proposed tree planting plan. Carbon neutrality in the town was being discussed so there might be a greater scope for planting in the parish. There was also a draft Management Plan for the Water Meadows so this should be referenced in conjunction with the request. He had concerns about the area adjacent to the Westwoods Centre, currently a large recreational area, being planted with trees. He suggested that the covenant from when the Centre was built was checked to determine whether the tree planting was permissible.</p> <p>The Water Meadows previously had trees planted on the southern edge and some had survived but there appeared to be a hedge adjacent to the dry stone wall which would make any planting difficult to maintain. There were also overhead Southern Electric cables in that area.</p> <p>The Westwoods Centre area also had an overgrown hawthorn hedge which required maintenance. He had concerns that the proposers of the scheme may not realise that the area adjacent to the Centre was used as a recreational area as it had been described as a 'copse'. In summary, in his opinion the proposals were not appropriate.</p> <p>The Chairman asked that item 10.3 was discussed at this point to give continuity and the following was agreed:</p> <p>Action: The Clerk to check for the Westwoods Centre covenant on the land.</p> <p>Action: The Chairman to obtain a detailed plan for planting for future discussion and determine who would pay for the trees and any future maintenance.</p>										
MATTERS FOR DECISION											
5.	Approval of Draft Minutes:										
5.1	Ordinary Meeting of the Town Council on 20th May 2020: It was proposed by Cllr Platts, seconded by Cllr Brady and unanimously resolved to approve the draft minutes.										
5.2	Extraordinary Meeting of the Town Council on 2nd June, 2020: It was proposed by Cllr Platts, seconded by Cllr Brady and unanimously resolved to approve the draft minutes.										
6.	To receive the Action Point Updates (Taken as read): The Clerk read these out and they were noted by Council.										
7.	Financial Decisions										
7.1	<p>RFO Report on Current Financial Situation: The RFO reported as follow:</p> <ul style="list-style-type: none"> • All transactions for the financial year (prior to this meeting) had been entered on Scribe and a Bank Reconciliation had been circulated as follows: <table style="margin-left: 20px;"> <tr> <td>Nationwide Building Society</td> <td style="text-align: right;">£69,090.38</td> </tr> <tr> <td>TC Current</td> <td style="text-align: right;">£5,771.08</td> </tr> <tr> <td>TC Deposit</td> <td style="text-align: right;">£41,508.66</td> </tr> <tr> <td>Westwoods</td> <td style="text-align: right;">£10,035.77</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£117,405.89</td> </tr> </table> <ul style="list-style-type: none"> • The budget had been set up on Scribe and an actual vs budget report circulated. • A VAT repayment of £1,659.15 had been received. • The external auditor had queried the dates on the Notice of Public Rights which did not start until September. It was confirmed that this date had been selected due to the gap in Clerks and the Clerk to confirm this to the auditor. • The RFO had arranged for £10,000 to be moved from the deposit to the current account following the above bank reconciliations. • The Administrator was working with Lloyds Bank to establish the Clerk/RFO as a bank signatory and debit card holder. Three bank signatories had recently left the Council so additional signatories would be added and out of date information removed. 	Nationwide Building Society	£69,090.38	TC Current	£5,771.08	TC Deposit	£41,508.66	Westwoods	£10,035.77	Total	£117,405.89
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7.2	Receipts & Payments: As per those listed on the agenda. It was proposed by Cllr Brady, seconded by Cllr Platts and unanimously resolved to approved these payments.										

7.3	<p>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. (paper 2).</p> <p>Councillor Brady outlined that the new Clerk would be working regular hours in the office alongside the Administrator and a workable space was required. The existing office was not functional for three staff and it was proposed to take over Tayler Room to provide a secure area for office items and furniture. The existing office could be used by the Westwoods Centre Administrator to enable social distancing. Cllr Alan Wellman asked whether this would result in a loss of revenue and the Chairman advised that the Tayler Room had previously generated around £200 income but the room could still be used for smaller meetings. It was agreed to investigate the possibility of repurposing the changing rooms as a meeting room to make the loss of income negligible.</p> <p>The resolution was proposed by Cllr Brady, seconded by Cllr Platts and approved by Council. Cllr Alan Wellman left the meeting.</p>
7.4	<p>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. A mobile phone was required for the Clerk's use for calls and emails when not in the Westwoods Centre and also when working from home. After a discussion on other options the resolution was proposed by Cllr Platts, seconded by Cllr Brady and approved by Council.</p>
7.5	<p>Zoom Video Conferencing Account: Agreement to open a professional account at a monthly cost of £14.39, payable by direct debit. Cllr Andrew Wellman highlighted that there was already paid use of Google Meet and it was agreed to trial this platform outside of a Council meeting to assess its suitability. If it was not a suitable alternative then it was agreed to continue the Zoom subscription on a monthly basis at present. This was proposed by Cllr Brady, seconded by Cllr Andrew Wellman and approved by Council.</p>
7.6	<p>To note donation by Lions of £1,661 to Defib 4: This amount had been received in the previous financial year. The Chairman thanked the Lions for the monies towards the defibrillator on the toilet block.</p>
8.	<p>Governance and Policy</p>
8.1	<p>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 Paper 3. The Chairman outlined the above plans. Councillors noted that the scheme would result in the loss of parking spaces in the Market Square and were concerned on the potential impact on businesses. Cllr Andrew Wellman proposed that the resolution was NOT accepted and this was seconded by cllr Brady Seconded and approved by Council.</p>
8.2	<p>Play Areas</p> <p>(a) Review of Annual ROSPA Risk Assessments by Playdale May 2020 and agreement on further actions required Papers 4a and 4b. The Clerk summarised the risk assessment's recommended actions, all of which were low risk. Cllr Andrew Wellman suggested that most of the tasks were small he could complete them with assistance from Cllr Hulcup. It was proposed that Cllrs Andrew Wellman and Brian Hulcup investigate and advise the Clerk which tasks could be completed in-house. The Clerk to arrange for Playdale to complete the outstanding maintenance items up to a total cost of £300. Any additional expenditure to be approved by Council. This was proposed by Cllr Platts, seconded by Cllr Andrew Wellman and approved by Council.</p>
	<p>(b) Review and approval of Post-Covid risk assessments and control measures. Papers 5a and 5b. The Clerk outlined the findings of the risk assessments in which the play areas were to be opened up with signage advising limited numbers in the play areas at one time, limiting time on equipment and to come back later if the areas were busy. Users were asked to use hand sanitiser regularly and wash their hands on returning home, cleaning equipment by users prior to use was recommended. No food or drink to be consumed in the play areas. Signage to state that the play areas were regularly inspected but not cleaned by the Council and used at people's own risk. The continuing closure of the zip wire was discussed but it was agreed to re-instate this equipment with signage recommending use of hand sanitiser. The Clerk and Administrator to prepare laminated signage with the above information and re-open the play areas the following day with announcements on Facebook and the website. This was proposed by Cllr Andrew Wellman, seconded by Cllr Sanders and approved by Council.</p>
	<p>(c) Agreement on semi-permanent signage as detailed in risk assessment at an approx. cost of £200. Paper 5c. The signs advising about play area closure had been continually torn down by members of the public, so harder wearing signs were discussed for the re-opening signs. It was agreed to monitor the use of A4 laminated signs for the re-opening messages to determine whether these would be sufficient and review at the August meeting as they were expected to be required for some time.</p>

		(d) Agree date for re-opening play areas: This was discussed and agreed under item 8.2(b).		
		(e) Agree arrangements for weekly visual inspections: The insurers had recommended that weekly visual inspections were now recorded. The Clerk to redesign the checklist to ensure each piece of equipment was ticked off and to look at Playground Inspection training for the Administrator and Cllr Hulcup. This was proposed by Cllr Platts, seconded by Cllr Brady and approved by Council.		
8.3	Additional Town Council Meeting - Agreement to schedule an additional meeting on Wednesday 19 th August at 7pm via video conference. This was proposed by Cllr Brady, seconded by Cllr Platts and approved by Council.			
8.4	Finance Committee			
	(a) Agreement to schedule a meeting on Monday August 10th at 7pm via video conference. This was noted by Council.			
	(b) Discussion on membership of Finance and PPMC Committees: The Chairman highlighted that, following the recent loss of councillors, there was a need for additional committee members, including a new Chairman for the Finance Committee. The Chairman to email members and membership to be discussed at the respective committee meetings. Cllr Brady raised the need to recruit new councillors. The Chairman to look for the previous advertisement for Councillors with a view to it being updated and published on the website and Facebook.			
9.	Planning Applications			
	New Applications – those listed below and any urgent applications received			
	Number	Address	Proposal	Comment
	20/01966/TCONR	The Old House High Street Northleach GL54 3EU	Line of Cypress trees. Reduce height by 50% down to old pollard points.	No Comment. Proposed by Cllr Platts, seconded by Cllr Brady and approved.
	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	No comment. Proposed by Cllr Platts, Seconded by Cllr Brady and approved.
	Decision Notices			
	Number	Address	Proposal	Decision
	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
Late Applications not included on the Agenda				
	Number	Address	Proposal	Comment
	20/01905/FUL	5 Rixon Road Northleach GL54 3BG	Construction of a car port (31 st July)	No comment. Proposed by Cllr Brady, seconded by Cllr Platts and approved.
	20/02063/CLOPUD	9 Rixon Road Northleach Cheltenham Gloucestershire GL54 3BG	Certificate of Lawful Proposed Use or Development under Section 192 of the Town and Country Planning Act 1990 for the erection of a boundary wall and fence. Please see enclosed Word document "9RR - Project Description" and the enclosed PDF documents "9RR - TP1 Conveyance Plan", "9RR - Plans & Elevations", "9RR - Wall- Fence Profile", and the PDF letter "9RR - Freeman Homes Consent"	No comment. Proposed by Cllr Brady, seconded by Cllr Platts and approved.
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. Councillors discussed that this was usually completed annually by a local farmer.			
	(b) Approval to proceed: This was proposed by Cllr Platts, seconded by Cllr Brady and approved by Council.			
10.2	Tree Survey:			
	(a) Review additional information supplied by contractors D & E further to item 12.1 at NWETC meeting on 26th February Papers 6a and 6b. Following on from the previous discussion, the responses to further questions from Contractors D and E were reviewed. It was decided that, as both contractors were offering a similar service then Contractor D should be selected as they offered better value for money.			
	(b) Final agreement on contractor to undertake survey: Cllr Wellman proposed to select Contractor D's Tender at £900 + VAT, this was seconded by Cllr Platts and approved by Council. The Clerk to contact the contractor to arrange the survey.			
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: (paper 7) discussed following item 4.			
	(b) agreement on response: Discussed following item 4.			
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) This event had been proposed by District Cllr Tony Dale. Councillors discussed the difficulties with the Westwoods Centre being currently			

	closed and with on-going Covid-19 restrictions in place. It was agreed that Cllr Platts would discuss an alternative location for this event with Cllr Dale.
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. This sign had been requested by the school but Councillors were unsure whether it would be visible once cars were parked. Action: It was agreed that the Clerk would ask the school to mail a request to parents and ask the children to explain to their parents about switching off car engines.
	MATTERS FOR INFORMATION
11.	Date & time of next meeting: Wednesday 19 th August at 7pm via video conference. There being no further business the meeting closed at 21.27 hours.

**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	