



Minutes of the Ordinary Meeting of Northleach With Eastington Town Council held remotely on 21 October 2020 at 7pm

Members Present: Cllr Rob Platts (Chairman), Cllrs Steve Abbots, Caroline Brady, Brian Hulcup, Terry Morley-Blackwell, Andrew Wellman and Mark Ogden.

Officer in Attendance: Ms Pauline Rigby (Clerk/RFO).

1. Apologies for Absence.

Apologies were received from Cllr Alan Wellman.

2. Declarations of Interest:

There were none declared.

3. County and District Council Reports

The county and district councillors were not in attendance but had submitted written reports, circulated to members. Topics included two public consultations: Highways England on new options for the A417 Missing Link project (open until 12 November) and Cotswold District Council's on its Green Growth Strategy (until 17 November).

4. Public Question Time.

There were no members of the public in attendance.

5. Minutes of Previous Meetings

It was RESOLVED that the minutes of the Ordinary Meeting of the Town Council held on 16th September 2020 be confirmed as a true record and signed later.

6. Action Point Update

Council received the Action Point Update from 19th August 2020 (taken as read).

7. Planning Matters

It was RESOLVED to submit the responses detailed in the table appended.

8. Traffic Regulation Order

It was agreed to discuss the matter further as part of the annual strategy process.

9. Councillor Vacancies

It was noted that a new vacancy had arisen due to the candidate's failure to complete the declaration of acceptance of office within the statutory timeframe. No candidates have come forward to fill the other vacancies on the council and it was suggested that the vacancies could be advertised on Cotswold Radio.

10. Finance

- 10.1 The bank reconciliation was received by Council and signed by the Chairman. The bank balances were £131,244.21 on 30 September 2020.
- 10.2 The year to date budget report was received. No questions were raised.
- 10.3 It was RESOLVED to approve payments of £6,000.56, according to the schedule.

11. Conclusion of Audit

Council received the External Auditor's Report and Certificate for the financial year ending 31 March 2020. The auditor was satisfied that the Annual Governance and Accountability Return (AGAR) had been completed in accordance with Proper Practices and no other matters had come to their attention giving cause for concern. The auditor noted that the commencement of the exercise of public rights, although strictly within the legal timeframe, had been delayed. Members were satisfied that the delay was for an appropriate reason and confirmed that the Notice of Conclusion of Audit could be published.

12. Committee Structure

Members had developed a proposal to refresh the committee structure in order to improve the effectiveness of the council's decision making. Cllr Brady outlined the rationale and detail of the proposal, while Cllr Ogden presented a graphic to show how the council could work in partnership with other organisations. The proposal was for three committees. The Finance Committee would be the least changed. In addition to current delegated powers it would take up direct responsibility for employment matters and take on more policy and legal work where required. The Open Spaces Committee would have delegated responsibility for grounds maintenance and outdoor assets. The new Property, Planning and Highways Committee would oversee matters relating to buildings (including the Westwoods Community Centre), planning and transport, and develop expertise in this area.

Questions were raised about whether the Clerk had to be present to service every meeting, especially if the number of meetings increased, and how the King George V Playing Field Charitable Trust could fit into the new structure. Managing similar assets together could lead to efficiencies and this merits further investigation. Some members felt they would like to see a detailed list of delegated responsibilities before reaching a view. It was RESOLVED to approve the general framework and progress the matter accordingly.

Cllr Andrew Wellman took part in the debate but left the meeting before the vote.

13. Westwoods Community Centre

- 13.1 Council reviewed the covid risk assessment and RESOLVED that the community centre could re-open from Monday 2nd November, subject to Government regulation and guidance in force at the time.
- 13.2 Hire charges were reviewed and it was RESOLVED that to authorise the centre manager to give hirers a free room upgrade if they needed to move to a larger room than usual due to social distancing requirements.

14. Projects and Events

- 14.1 It was RESOLVED to make a donation of £100 to the Royal British Legion Poppy Appeal.
- 14.2 As the Children's Christmas Show has been postponed until 2021, it was RESOLVED to leave the deposit with the entertainers for next year rather than cancel the booking.
- 14.3 It was RESOLVED to submit a grant application to the 'Caring for the Cotswolds' scheme to support management of Wills Meadow and development of the Green Ring walking route around town. This will be discussed during the strategy process.

15. Telephone Contract

The Clerk reported that there did not appear to be a better deal at this time, and it was RESOLVED to renew the telephone contract with Mainstream Digital.

16. Men in Sheds

Cllr Platts declared an interest in the next item and left the meeting for the debate and vote.

It was RESOLVED to sign a Tenancy at Will with Cotswold Friends for Men in Sheds to formalise occupation of the site while the lease is drafted.

Cllr Platts was readmitted to the meeting.

17. Committee Minutes

The draft minutes of the Finance Committee meeting on 6th October 2020 were received. The committee had scheduled a strategy meeting on 28th October and it was agreed this would start at 6:30pm rather than 7pm.

Cllr Morley-Blackwell left the meeting at this juncture

18. Climate Action Event

The Chairman thanked Cllr Ogden for his written report, previously circulated, on Cotswold District Council's Climate Action event on 10th October. He reported that Cotswold District Council will be setting up website to showcase what all town and parish councils are doing to mitigate climate change.

19. Items for Future Meetings

No new agenda items were requested.

20. Date and Time of Next Meeting

The next scheduled meeting is on Wednesday 18th November 2020 at 7pm.

There being no further business, the meeting closed at 9:25 pm.

Signature of the Chairman on approval of the minutes: _____

Payments schedule for October 2020

Regular payments

Date	Supplier	Service	Method	Amount	Authority
21-Sep	Zen Internet	Broadband	DD	£ 32.40	LGA 1972 s111
08-Oct	Google Ireland	Gsuite subscription	DD	£ 4.60	LGA 1972 s111
09-Oct	Thames Water	Water @ Westwoods	DD	£ 23.00	LGA 1972 s133
14-Oct	Mainstream Digital	Call charges	DD	£ 0.60	LGA 1972 s111
18-Oct	Southern Electric	Electricity @ Westwoods †	DD	£ 813.86	LGA 1972 s133
20-Oct	Grundon	Commercial Waste	DD	£ 70.79	LGA 1972 s133
28-Oct	Staff costs	October salaries, pension	SO	£ 1,995.20	LGA 1972 s112
	Subtotal			£ 2,940.45	

† Based on an estimated meter reading, new invoice requested.

Invoices

Date	Supplier	Service	Method *	Amount	Authority
21-Aug	Tim Dyson	Handyman May - Sept	BACS	£ 375.00	OSA 1906 s10
11-Sep	Amazon UK	Sanitising wipes	BACS	£ 24.99	HSWA 1974
11-Sep	Amazon UK	Wipes holder	BACS	£ 12.99	HSWA 1974
11-Sep	Amazon UK	Home printer	BACS	£ 79.99	LGA 1972 s111
14-Sep	Viking	Laminator, face masks	BACS	£ 152.95	LGA 1972 s111
30-Sep	SLCC	National Conference	BACS	£ 30.00	LGA 1972 s111
30-Sep	Amanda King	Westwoods Cleaning	BACS	£ 128.00	LGA 1972 s133
30-Sep	McCracken & Son	Grounds maintenance		£ 1,345.20	OSA 1906 s10
12-Oct	Viking	Disposable gloves		£ 31.57	LGA 1972 s111
12-Oct	Viking	Stamps, printer ink		£ 24.97	LGA 1972 s111
14-Oct	Solopress	Hand sanitiser dispensers x 3	BACS	£ 148.26	HSWA 1974
14-Oct	Alphagraphics	Social distancing graphics	BACS	£ 36.18	HSWA 1974
14-Oct	Glasdon	2 x pedal bins		£ 180.60	HSWA 1974
14-Oct	Zoom.us	One-month subscription	Clerk	£ 9.59	LGA 1972 s111
15-Oct	PKF Littlejohn	External audit		£ 480.00	AAR 2015
	Subtotal			£ 3,060.11	

* Payment method shown where payment has been made.

TOTAL PAYMENTS

£ 6,000.56

Planning application consultations

Application	Property	Details	Deadline
20/03318/TCONR	Providence House High Street, Northleach Cheltenham GL54 3EU	2 approx 12' Sycamore Trees hard by the boundary wall, now affecting the stability of the wall. To be felled	No objection
20/02738/FUL	Beeches 7 Rixon Road Northleach Cheltenham GL54 3BG	Proposed verandah to rear	No objection
20/03335/FUL	Upper End Farm Eastington Cheltenham GL54 3PJ	Proposed Conversion of Upper End Barn to a Single Dwelling	No objection
20/03495/TPO	19 Fallows Road Northleach Cheltenham GL54 3QQ	Prune Beech trees as detailed in submitted report	No objection
20/02899/LBC	Cotteswold House Market Place Northleach Cheltenham GL54 3EG	Turn existing rear ground floor window into a door, and re-open blocked-up rear first floor window	No objection
20/03136/NOTDEM	Cotteswold House Market Place Northleach Cheltenham GL54 3EG	Demolish existing outbuilding	No objection
20/03247/FUL	6 Farmington Road Northleach Cheltenham Gloucestershire GL54 3JA	Proposed rear extension	No objection
20/03691/TCONR	2 Old Manor Cottages East End Northleach Cheltenham GL54 3EU	1 - Yew tree behind house - to raise the canopy above outbuildings and from neighbours garden. 2 - Cherry tree at bottom of garden - to re-shape, remove dead branches	No objection