



# NORTHLEACH WITH EASTINGTON TOWN COUNCIL

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

## Minutes of the Meeting of the Town Council Held on Wednesday 19 August 2020 at 7pm via video conference

**Those Present:** Cllr Rob Platts (Chairman), Cllrs Steve Abbots, Caroline Brady (arrived 7:08pm), Brian Hulcup, Andrew Wellman. Cllrs Mark Ogden and Connor Williamson co-opted at item 8.2.

**In Attendance:** Pauline Rigby (Clerk/RFO from item 8.1)

**Members of Public:** None

1. **Apologies for absence:** Absent and no apologies, Cllrs Morley-Blackwell and Alan Wellman.
2. **Resignations:**
  - 2.1 Council noted the resignation of Sharon Henley as Town Clerk.
  - 2.2 Another councillor vacancy has arisen due to the resignation of Caroline Sanders.
3. **To receive Councillors declarations of interests:** None declared
4. **To receive reports from District and County Councillors:** Not in attendance
5. **Public Participation:** No members of the public in attendance

### MATTERS FOR DECISION

6. **Approval of Minutes:**
  - 6.1 It was RESOLVED to confirm the minutes of the Ordinary Meeting of the Town Council on Wednesday 15th July 2020 as a true and accurate record.
  - 6.2 It was RESOLVED to confirm the minutes of the Extraordinary Meeting of the Town Council on Friday 17th July 2020 as a true and accurate record.

As the meeting was held virtually, the minutes will be signed later.

Cllr Brady was admitted to the meeting at this juncture.
7. Council received the Action Point Update from the meeting of 15 July 2020.  

The Chairman proposed to bring forward Governance and Policy decisions on the agenda.
8. **Governance and Policy:**
  - 8.1 **Town Clerk:** Following a discussion about the process, it was RESOLVED that the position of Town Clerk be unremunerated and to appoint Ms Pauline Rigby in the role of Clerk and Responsible Financial Officer in a volunteer capacity until 31st May 2021.
  - 8.2 **Co-opt new councillors:** The two candidates present were invited to say a few words.  

It was RESOLVED to co-opt Mark Ogden as a town councillor until the next ordinary election, and

It was RESOLVED to co-opt Connor Williamson as a town councillor until the next ordinary election.

The new councillors were invited to participate in the meeting from this point. Due to technical difficulties the declarations of acceptance of office will be signed later.

**Action:** The Clerk to send welcome pack to new councillors.

- 8.3 **Re-opening of the Community Centre:** Council discussed the re-opening of the Westwoods Community Centre. Points raised include the need for a risk assessment, how to achieve covid-secure status, and the potential demand from users. It will be important to consider the impact upon staff and the cost effectiveness of re-opening the centre before reaching a decision. A member of the public with relevant health and safety expertise has offered to assist with the risk assessment. It was agreed to ask regular hirers when they would like to start using the centre again.

**Action:** Cllrs Platts, Abbots will liaise with council staff to progress the plan.

- 8.4 It was RESOLVED that the Staffing Subcommittee be dissolved with immediate effect.

## 9. **Financial Decisions:**

- 9.1 Council was pleased to hear that a £10,000 Coronavirus Small Business Grant has been received which will help offset financial losses due to closure of the community centre.

- 9.2 It was noted that the majority of payments had already been made before the meeting. The payments were reported according to the list appended.

The payment for tree works was questioned as Jubilee Row is usually managed by the Town Trustees and the tree on the High Street is on the highway.

**Action:** The Clerk to write to the Town Trustees and Highways to request a contribution.

- 9.3 It was RESOLVED to approve the purchase of a Christmas Tree for the Market Place from Bibury Landscaping at a cost of up to £850 inc. VAT.

**Action:** Admin Officer to progress the order.

## 10. **Planning Applications:**

It was RESOLVED to submit comments to planning applications as follows:

- 10.1 20/02230/FUL – The Old Forge West End Northleach Cheltenham GL54 3EZ *Erection of 1no. outbuilding*, deadline 20 August 2020 – NO OBJECTION
- 10.2 20/02749/TCONR – Greystones West End Northleach Cheltenham GL54 3EZ *To take down Holly tree to stump level*, deadline 20 August 2020 - NO OBJECTION
- 10.3 20/02028/FUL – 25 Fallows Road Northleach Cheltenham GL54 3QQ, *Single storey rear extension* (Resubmission of 19/02818/FUL), deadline 2 Sept 2020 – NO OBJECTION

**Action:** Admin Officer to submit the responses.

## **Project Work:**

11. **Meadows Management Plan:** Wild Service, the commercial arm of the Wildlife Trusts, had been approached for a quotation to supply an ecological survey for the Wills & Hamilton Meadows, with or without a 5-year management plan. It was noted that there were conflicting views among the various parties and users on how to manage the meadow and biodiversity was one of several considerations. It was agreed that any plan for the meadow must also include river management. Members were unsure about the depth of consultation allowed for in the quotation and requested more information on the brief sent to Wild Service. They would also like to see any earlier management plans for the meadow that may have existed 5-10 years ago to ensure that all the information is to hand and previous work is not duplicated. It was felt important to take community views into account and a community survey was proposed.

**Action:** The Clerk to circulate the background materials to councillors.

**Action:** Cllr Ogden agreed to join the Meadows Working Party.

**Action:** Cllr Brady, Ogden and Williamson to develop the survey.

12. **Review of proposed tree planting plan:** Council is supportive of tree planting in general, but felt unable to approve the proposal without sight of detailed plans. It was noted again that the proposals must be compatible with restrictions on the land: the Westwoods site is subject to covenants and the meadow is dedicated to Fields in Trust. The preferred part of the Westwoods site for planting is over the old tennis courts as it is not currently used. Concern was also expressed about planting trees on the Westwoods site or the meadow when plans for the future use of those areas have not been agreed. It was suggested that the survey could also test local opinion on this issue.

**Action:** The Clerk to circulate details of covenants and protections.

13. **Ward Road Play Area:** Council noted the recent purchase of two replacement swing seats for the play area at Ward Road at a cost of £386.40 inc. VAT.
14. **Play Area Working Group:** Membership was confirmed as Cllrs Hulcup, Morley-Blackwell, and Cllr Andrew Wellman agreed to join the group. Cllr Hulcup has already received two quotes for new equipment.
15. **Community Minibus:** It was RESOLVED to grant permission for the Community Minibus to park at the Westwoods Community Centre.
- Action:** Cllr Platts to respond.
16. **Clerk's Office:** Cllr Brady proposed an amendment to postpone rather than cancel the plan, and it was then RESOLVED to postpone the plan to utilize the Tayler Room in the Westwoods Centre as the admin office.

#### MATTERS FOR INFORMATION

17. **Items for future meetings:** It was agreed to review the committee structure.

18. **Date and time of next meeting:** Wednesday 16 September at 7pm via video conference.

There being no further business, the meeting closed at 8:50 pm.

Signature of Chairman on approval of the minutes: \_\_\_\_\_

## Item 9 Details of financial transactions:

### Income received

From	For	Date	Amount
CP Ranson Stonemasons	Cemetery fees		£33.00
Cotswold District Council	Coronavirus Small Business Grant	05/08/20	£10,000.00
<b>Total Receipts</b>			<b>£10,033.00</b>

### Regular payments made (pre-approved)

Payee	Service	Method	Total Amount	Authority
Total Salaries	Staff costs August	SO, BACS	£2,237.76	LGA 1972 s.112
Zen Internet	Broadband July & Aug	DD	£64.80	LGA 1972 s.111
Grundon	Waste collection July	DD	£60.98	LGA 1972 s.133
Thames Water	Water for Westwoods Centre	DD	£23.00	LGA 1972 s.133
Google	Google Cloud G Suite July	DD	£4.60	LGA 1972 s.111
<b>Subtotal</b>			<b>£2,391.14</b>	

### Payments authorised between meetings

Supplier	Service	Invoice	Amount	Authority
Sharon Henley	Clerk's Expenses stamps, postbox, laminating pouches, cable ties	Various	£39.11	LGA 1972 s.111
Playdale Ltd	Playground parts	39519	£34.67	LG(MP)Act 1976 s19(3)
McCracken & Son	Grass Cutting in July	9629	£1,345.20	HA 1980 s.9, PHAA 1907 s.76
Central Tree Services	Trim Lime Trees Jubilee Row & Fell dead tree Old Manor Cottage	00008	£408.00	HA 1980 s.96
Community Heartbeat Trust	Pads for Defibrillator	6380	£50.40	Public Health Act 1936 s234
Alby Belcher	Fuel for Allotment maintenance	Receipt	£6.43	SHAA 1908 s.26
Parish Online	On-line mapping services	23UC074-0003	£120.00	LGA 1972 s.111
<b>Subtotal</b>			<b>£2003.81</b>	

### Payments to be authorised:

Supplier	Service	Invoice	Amount	Authority
Rob Platts	Zoom subscription for August	n/a	£14.39	LGA 1972 s.111
Online playgrounds.co.uk	Two replacement swing seats for Ward Road play area	Pro-forma 100009057	£386.40	LG(MP)Act 1976 s19(3)
<b>Subtotal</b>			<b>£400.79</b>	
<b>Total Payments</b>			<b>£4,795.74</b>	