



# Minutes of an Ordinary Meeting of the Northleach with Eastington Town Council held remotely on 16<sup>th</sup> December 2020 at 7pm

**Members Present:** Cllrs Rob Platts (Chairman), Brian Hulcup, Terry Morley-Blackwell, Mark Ogden and Andrew Wellman (co-opted at Item 7).

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

**Also present:** County Councillor Paul Hodgkinson and District Councillor Tony Dale.

## 1. **Apologies for Absence**

The Chairman reported that Steve Abbotts, Caroline Brady, and Andrew Wellman had resigned since the last meeting.

Cllr Alan Wellman sent his apologies.

## 2. **Declarations of Interest**

There were no declarations of interest.

## 3. **District and County Council Reports**

County Cllr Paul Hodgkinson reported on the public health situation. The Cotswolds has been consistently among the lowest level of covid cases in the country but cases are rising. The challenge when it comes to the next Government review is that the rest of Gloucestershire has higher case levels which puts pressure on hospitals in the region.

The new Local Highways Manager is in post, has reviewed a number of local issues and undertaken to progress them. The speed checks at the east side of town are due to be carried out after lockdown under normal traffic conditions.

District Cllr Tony Dale spoke about the work at the District Council, particularly on the covid business restrictions grant. They have been doing what they can to provide help for businesses to operate outdoors and offer takeaway services.

Both councillors said they would like to encourage people to take up the covid vaccine when it is offered. Residents will be contacted by their GP surgery when it is their turn, starting with the over 80s.

## 4. **Public Questions**

There were no questions from members of the public.

## 5. **Confirmation of Minutes**

It was RESOLVED that the minutes of the previous meeting of the Town Council on 18 November 2020 be confirmed and signed as a true record.

## 6. Action Point Update

The Town Clerk presented the Action Point Update.

It has not been possible to sign up the Community Centre with the chosen electricity supplier within the required time-frame. The Clerk reported that an account will be opened with the next best-value option, EDF Energy.

The need for additional online banking users remains.

The issues with playground wetpour have not yet been resolved.

Cllr Platts reported that the District Council is looking for the Town Council to pay half of the running costs of the Market Place toilet block, and they have provided updated costs which are higher than originally advised.

## 7. Applications for Co-option

It was RESOLVED to co-opt Andrew Wellman as a member of the Town Council. Cllr Wellman signed the declaration of acceptance of office while on screen and was invited to join the rest of the meeting.

## 8. Planning Matters

Details of the following applications had been circulated to members in advance:

### 8.1 Application: 20/03681/FUL

Address: Trinders Barn Cottage, Eastington Cheltenham GL54 3PY

Details: Erection of a lambing shed.

It was RESOLVED to submit a response of no objection.

### 8.2 Application: 20/04197/LBC

Address: East Wing College House, The Green Northleach Cheltenham GL54 3EX

Details: Porch of oak post and beam construction on natural stone plinth blocks and paving, plus glazed roof with anthracite glazing bars.

It was RESOLVED to submit a response of no objection.

### 8.3 Application: 20/04198/LBC

Address: College House, The Green Northleach Cheltenham GL54 3EX

Details: Porch of oak post and beam construction on natural stone plinth blocks and paving, plus glazed roof with anthracite glazing bars.

It was RESOLVED to submit a response of no objection.

### 8.4 Application: 20/04108/FUL

Address: 27 Mays Crescent Northleach Cheltenham GL54 3HR

Details: Erection of a single storey rear extension.

It was RESOLVED to submit a response of no objection.

Cllr Wellman briefly lost his internet connection and was absent for the vote on 8.4.

## **9. Governance and Policy:**

- 9.1 The draft Social Media Policy was discussed. Members felt that the Council's Media Policy already covers the issue adequately. It was RESOLVED that the Council does not require a separate social media policy.
- 9.2 The Interim Internal Audit Report was received. There is one recommendation: To review the Financial Risk Register. This will be tabled at a future meeting.
- 9.3 It was RESOLVED to amend Financial Regulation 11.1h to increase the threshold above which 3 quotes must be sought from £100 to £250 net of VAT.

## **10. Finance**

- 10.1 The bank reconciliation to 30 November 2020 was received.
- 10.2 The Budget monitoring report was received.
- 10.3 It was RESOLVED to approve payments in the sum of £ 5,765.29 as per the schedule appended. (Note: payment to Amazon for printer ink was amended to £39.48).

## **11. HR Software & Support**

The Town Clerk presented a report outlining options for HR software and advice. It was RESOLVED to approve Option A2, a subscription to BrightHR Protect.

## **12. Westwoods Committee**

- 12.1 It was RESOLVED that the minutes from the final Westwoods Committee meeting on 4th February 2020 be confirmed and signed as a true record.
- 12.2 It was RESOLVED that the purchase of nine replacement emergency lights be approved at a cost of approx. £650 ex VAT.

## **13. Fortey Woods**

The Chairman presented a verbal report on the offer from Cotswold District Council to transfer ownership of Fortey Woods to the Town Council. Questions were raised about the costs that the council might incur, where the boundaries lie, whether the site should be fenced, and liabilities for springs that discharge water. The next step is to discuss the terms of a potential acquisition. If the Town Council does agree to take on the woodland then members would like to identify it as a community asset.

Councillors also felt that it would be helpful to walk the site with the Tree Officer and to explain why certain trees are included in the extractions. The Clerk was asked to arrange a meeting with the Tree Officer and Cllrs Hulcup and Ogden.

## **14. Items for Future Meetings**

The Clerk advised that the 2021-22 budget and precept demand will be on the agenda for January's meeting.

Issues of general concern raised by members were traffic mirrors, the condition of the road surface in Farmington Rise, and 3.5 tonne weight limit signs on the Old A40.

## **15. Next Meeting**

The next Town Council meeting is scheduled for 20 January 2020 at 7pm.

The meeting closed at 8:25 pm

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

## Payments schedule December 2020

### Regular payments

Date	Supplier	Service	Paid	Amount	Authority
23-Nov	Zen Internet	Broadband	DD	£ 32.40	LGA 1972 s133
24-Nov	Microsoft	Exchange email subscription	Card	£ 18.25	LGA 1972 s111
03-Dec	Google Ireland	Gsuite subscription	DD	£ 4.60	LGA 1972 s142
28-Dec	Staff costs	December salaries, pension	SO	£ 1,897.40	LGA 1972 s112
	<b>Subtotal</b>			<b>£ 1,952.65</b>	

### Invoices \* Payment method shown where payment has been made.

Date	Supplier	Service	Paid *	Amount	Authority
10-Nov	Cotswold DC	Annual premises licence	BACS	£ 180.00	LGA 1972 s145
12-Nov	Dave Payne Electricians	Replace churchyard lamp	BACS	£ 44.40	LGA 1972 s215
17-Nov	Bridget C Bowen	First internal audit visit	BACS	£ 315.00	AAR 2015 s6
17-Nov	A&E Fire & Security	Emergency lighting test	BACS	£ 178.87	LGA 1972 s133
17-Nov	A&E Fire & Security	Six monthly fire alarm test	BACS	£ 136.93	LGA 1972 s133
23-Nov	Storm Facilities M'gmt	Legionella microbiological test	BACS	£ 170.58	LGA 1972 s133
24-Nov	Ramtech	Annual WW boiler service		£ 146.34	LGA 1972 s133
26-Nov	Community Heartbeat	Replacement defib pads		£ 45.60	PHA 1936 s234
27-Nov	Various	Chairman's expenses		£ 22.40	LGA 1972 s15(5)
30-Nov	Garry Evans	WW window cleaning		£ 20.00	LGA 1972 s133
30-Nov	McCracken & Son Ltd	Grounds Maintenance Nov		£ 1,345.20	OSA 1906 s 9,10
08-Dec	Tim Dyson	Town handyman services		£ 131.25	LG(MP)A 1976 s19
09-Dec	Bibury Landscapes	Supply and erect Xmas tree		£ 798.00	LGA 1972 s144
09-Dec	Eastwood pest control	Mole trapping in play park		£ 132.00	LG(MP)A 1976 s19
10-Dec	Amazon	Cabin hooks, etc		£ 33.00	LGA 1972 s133
10-Dec	Amazon	Printer ink		£ 39.48	LGA 1972 s111
14-Dec	Zoom.us	Remote meetings software		£ 9.59	LGA 1972 s111
16-Dec	Amanda King	Westwoods cleaning		£ 64.00	LGA 1972 s133
	<b>Subtotal</b>			<b>£ 3,812.64</b>	

**TOTAL PAYMENTS**

**£ 5,765.29**