



# NORTHLEACH WITH EASTINGTON TOWN COUNCIL

Council Office, The Westwoods Community Centre,  
Bassett Road, Northleach, Cheltenham GL54 3QJ  
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All Members of the Council are hereby summoned to attend the  
**Ordinary Meeting of Northleach with Eastington Town Council on  
Wednesday 20 October 2021 at 7 pm at the Westwoods Centre**  
for the purpose of considering the business to be transacted as set out hereunder.

Dated this day 14<sup>th</sup> October 2021  
Ms Pauline Rigby, Town Clerk

## AGENDA

1. To receive apologies for absence
2. To receive declarations of interest
PUBLIC PARTICIPATION
3. To receive County and District Council reports
4. Public Questions: <i>In accordance with Standing Orders, the period designated for public participation shall not exceed 3 minutes per person and 20 minutes overall.</i>
MATTERS FOR DECISION
5. To confirm the minutes of the ordinary meeting held on 29 September 2021.
6. To receive the action point update.
7. <b>Co-option:</b> To consider applications for co-option to the Town Council (2 vacancies) and receive the declarations of acceptance of office.
8. <b>Committee Membership:</b> To consider membership of committees. (An opportunity for new councillors to be appointed to committees).
9. <b>Planning Matters:</b> a. To agree comments on planning consultations ( <a href="#">schedule appended</a> ). Any applications notified since publication of the agenda may also be considered at the Council's discretion. b. To report on any planning decisions at variance with the Town Council's views.
10. <b>Traffic and Highways:</b> To review recent traffic and highways issues in the parish and agree any actions.
11. <b>Finance:</b> a. To receive the bank reconciliation and budget report to 30 September 2021 b. To authorise the payment of accounts ( <a href="#">schedule appended</a> ).
12. <b>Grant Application:</b> a. To consider a grant application of £500 from Carbon Neutral Northleach b. To consider a donation request from Cotswold Friends (Items held over from Finance and General Resources Committee)

13. <b>Project Initiation Document:</b> (Agreed objective from Clerk's appraisal.) To consider adopting a project template as guidance when starting new projects.
14. <b>Welcome Back Fund:</b> To approve signing of the legal agreement with Cotswold District Council for the delivery of projects funded by the Welcome Back Fund.
15. <b>Cemetery and Churchyard:</b> a. Tree works: To consider a quotation from Central Tree Services to undertake recommended safety and maintenance tree works in the cemetery (£1,750 ex VAT) and churchyard (£635 ex VAT). b. Cemetery extension: To consider need for a future extension to the cemetery (preliminary report on EA compliance available).
16. <b>Westwoods Centre:</b> a. To receive the results of the fire safety audit and agree actions arising. b. To consider replacing the lights in the foyer with LEDs at anticipated cost of £327 ex VAT for the lights plus labour (as two emergency lights have failed). c. To receive information about environmentally friendly cleaning supplies.
17. <b>Project Updates:</b> (verbal reports from project lead) a. Green Ring working party (Cllr Platts) b. Community resilience planning (Cllr Morley-Blackwell) c. Queen's Platinum Jubilee celebrations (Cllr Morley-Blackwell).
18. <b>Correspondence:</b> To receive correspondence and consider any actions arising: a. Cotswolds Flood Forum Meetings in Cirencester and Moreton, on Friday 22 Oct. b. Gloucestershire Community Food Survey, deadline Sunday 31 Oct. c. Cotswold District Council 2022-23 budget consultation, deadline Friday 19 Nov.
19. To receive the draft minutes from the Property and Premises Management Committee meeting on 27 September 2021.
20. To receive the draft minutes of the Finance & General Resources Committee meeting on 12 October 2021.
21. To receive future agenda items (Items held over: TRO).
22. To confirm date and time of next meeting: Wednesday 17 November 2021

### Planning application consultations

Application	Property	Details	Deadline
<a href="#">21/03691/FUL</a>	The Post Office Market Place Northleach Cheltenham GL54 3EE	Works to 'Lock-up' building to create a single dwelling	Thu 28 Oct 2021
<a href="#">21/03692/LBC</a>	The Post Office Market Place Northleach Cheltenham GL54 3EE	Installation of staircase and associated works to 'Lock-up' building to create dwelling	Thu 28 Oct 2021

Any applications notified since publication of the agenda may also be considered at the Town Council's discretion. To search for applications, visit: <https://publicaccess.cotswold.gov.uk/online-applications/>.

## Payments Schedule

### Regular payments

Date	Supplier	Service	Method	Amount	Authority
20-Sep	EDF Energy	WW electricity	DD	£ 85.05	LGA 1972 s133
21-Sep	Zen Internet	Broadband	DD	£ 32.40	LGA 1972 s133
22-Sep	Microsoft UK	Exchange Kiosk	Card	£ 10.57	LGA 1972 s111
22-Sep	Microsoft UK	365 Business Standard	Card	£ 9.40	LGA 1972 s111
30-Sep	Mainstream Digital	Phone line charges	DD	£ 0.35	LGA 1972 s133
30-Sep	Grundon	Commercial waste	DD	£ 92.00	Litter Act 1983 s5
22-Oct	BrightHR	HR Services	DD	£ 24.30	LGA 1972 s111
25-Oct	Staff costs	Oct salaries, pension	SO	£ 4,336.88	LGA 1972 s112
	<b>Subtotal</b>			<b>£ 4,590.95</b>	

### Invoices

Date	Supplier	Service	Method	Amount	Authority
28-Sep	Amanda King	WW cleaning	FP	£ 128.00	LGA 1972 s133
30-Sep	McCracken and Son Ltd	Grounds maintenance Sept		£ 1,345.20	LG(MP)A 1976 s19
01-Oct	Brian Brazington	Meadow cut		£ 330.00	LG(MP)A 1976 s19
05-Oct	Garry Evans	Window cleaning		£ 20.00	LGA 1972 s133
06-Oct	Next Day Catering	20L water boiler	Card	£ 100.55	LGA 1972 s143
06-Oct	A&E Fire & Security	Fire alarm, lights service		£ 353.42	LGA 1972 s133
07-Oct	2ndhnd	Office chair	Card	£ 93.60	LGA 1972 s111
07-Oct	CPRE	Planning seminars x 2		£ 36.00	LGA 1972 s111
11-Oct	Jake Hands	Cemetery bench repair		£ 100.00	LGA 1972 s214
11-Oct	Central Tree Services	Hawthorn removal		£ 50.00	SHAA 1908 s26
	<b>Subtotal</b>			<b>£ 2,556.77</b>	

	<b>TOTAL</b>			<b>£ 7,147.72</b>	
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