

Minutes of the Ordinary Meeting of the Northleach with Eastington Town Council held in the Westwoods Centre on 23 June 2021 at 7pm

Members Present: Cllrs Rob Platts (Chairman), Terry Morley-Blackwell, Mark Ogden, Alan Wellman and Andrew Wellman (from item 37).

In Attendance: Ms Pauline Rigby (Clerk) and County Councillor Paul Hodgkinson

31. Apologies for Absence

Cllr Brian Hulcup had sent his apologies.

Cllr Andrew Wellman had messaged to say he might be a few minutes late.

32. Declarations of Interest

Cllr Platts declared an interest in item 52, the Men in Sheds lease.

Ms Pauline Rigby declared an interest in item 47, the Town Clerk appointment.

33. County and District Council Reports

County Councillor Paul Hodgkinson gave a report:

- Covid rates are up and the national picture has deteriorated. The rate of positivity in the Cotswolds doubled in the last week and is now at 75 per 100,000 although this is still below the Gloucestershire average of 114. However, the key is hospitalisations and deaths from covid which are still low; these are the figures to watch.
- Results from the speed survey just outside town [at the east end towards the A40] have come back and show that most traffic is travelling at around 50mph in the de-restricted zone. Highways officers say this does not justify cutting the speed limit. Councillors explained that there is no buffer zone between the 60mph limit and the built-up area, and the local feeling is that the 30mph zone should be extended because people are still travelling too fast as they pass the sign. Cllr Hodgkinson suggested that the request could be combined with other speed limit changes in the area and progressed using his allocation of the local highways funding.
- Fosse Cross Household Recycling has good capacity currently and the re-use shop at the recycling centre has now re-opened. Both need to be booked online.

District Cllr Tony Dale was not in attendance but had sent a message encouraging people to respond to the Green Infrastructure Strategy consultation. Closing date is 26 July 2021.

34. Public Questions

There were no members of the public present.

35. Confirmation of Minutes

It was RESOLVED that the minutes of the previous meeting of the Town Council on 5 May 2021 be confirmed and signed as a true record.

36. Action Point Update

The Town Clerk provided a verbal summary:

- Following delegation of this decision at the previous meeting on 5th May, an insurance policy has been taken out with Hiscox via Came and Company on a 3-year long-term agreement at a cost of £3,208.48 in the first year.
- The Annual Governance and Accountability Return (AGAR) has been submitted to the external auditor and receipt acknowledged.
- There was a discussion about the resilience sheds and past efforts to develop a community emergency plan. The Clerk was asked to put out a call to action, seeking volunteers and practical people to assist with developing a community resilience plan and with helping in an emergency.
- Cycle racks have been purchased and an installation date is awaited.
- LED lights are being installed in the Westwoods Centre this week.
- Microphones have been purchased, as agreed by the Westwoods Committee in 2020.
- With regards to Fortey Woods, Cotswold DC has confirmed that the tree works have been completed in accordance with their instructions.

Cllr Andrew Wellman joined the meeting.

37. Councillor Co-option

There were two applications to join the council.

It was RESOLVED that Sara Gorst be co-opted as a member of the council.

It was RESOLVED that Gina Blackwell be co-opted as a member of the council.

The council will continue to advertise the remaining three (3) vacancies.

38. Planning Matters

38.1 Application: 21/01890/FUL

Address: The Old Grammar School High Street Northleach Cheltenham GL54 3ET

Details: New double bay garage and bedroom above for ancillary use

Comment: Support the application because improvements to the property will benefit the visual appearance of the area.

38.2 Application: 21/02020/FUL

Address: Crickley Barrow Farm Crickley Barrow Northleach Cheltenham GL54 3QA

Details: Conversion of a Dutch barn to create a single dwelling

Comment: Support the application on the basis of encouraging diversification on the farm.

39. Green Infrastructure Strategy

Cotswold District Council is consulting on its draft Green Infrastructure Strategy.

It was RESOLVED that the corrections be submitted, and approval of objectives deferred to the next meeting. Councillors were asked to forward their proposals to the Clerk in advance.

40. Market Place Toilet Block

Members received information about the history of the 'Bus Shelter and Public Conveniences' in the Market Place; and considered the request from Cotswold District Council to register joint ownership of the building and share all costs.

The Clerk outlined the findings of research into historical minutes and other documents, which record the cost sharing arrangements when the building was constructed.

It was RESOLVED that the invoice for the 50% share of insurance costs be accepted.

Council agreed to defer the decision on joint registration pending sector specific advice. The Clerk was asked to request advice on the legal position from NALC.

41. Fortey Woods

The full heads of terms, including a financial contribution of £2,000, for the transfer of Fortey Woods to the Town Council had been circulated to members in advance.

It was RESOLVED that council cannot accept the heads of terms because of the reduction in the dowry, the excessive amount of deadwood left after the recent tree works, and the lack of boundary fencing. The Clerk to finalise the response with Cllr Platts.

42. Finance

42.1 Council received the bank reconciliation which showed a balance of £181,238.23 on 31 May 2021. This includes the first instalment of the precept received in April.

42.2 It was RESOLVED that payments be approved in the sum of £16,167.96, as per the schedule appended to these minutes.

42.3 The Welcome Back Fund is being administered by Cotswold DC on behalf of the Government to help businesses recover from the pandemic. On behalf of the Town Council, the Clerk applied for £1,890 to install cycle racks in the Market Place and refurbish the Tourist Information Board. Ward Councillor Tony Dale has also requested up to £5,000 to create pedestrian and seating space at the 3 parking spaces top of the Market Place. The Clerk was asked to request further details of the proposal from Cllr Dale.

43. Ward Road Playground

The Property and Premises Maintenance Committee had sourced 3 quotations for new play equipment and recommended the proposal from Sovereign Play. All suppliers had been asked to confirm their quotations are valid or update them, but not all had responded.

It was RESOLVED that the quotation from Sovereign Play be accepted, subject to an increase on the original quote of no more than 10%, and to proceed with the technical site survey at £149 ex VAT.

44. Playground Inspections Training

It was RESOLVED that an RPII-instructor led training course for routine playground inspections be organised with the Play Inspection Company as per their brochure, to be held in Northleach and Bourton. The Clerk reported that Bourton on the Water Parish Council had kindly agreed to the use of its sites. The course will be advertised through GAPTC.

45. Green Ring Working Party

- 45.1 Cllr Platts had circulated a project plan and outline budget. The proposal is that the path is recognised as permissive route, with marker posts, gates, and a river crossing.
- 45.2 It was RESOLVED that a working party be established to progress the project. Membership will include Cllrs Platts, Hulcup, and Ogden. Cllr Platts is to invite interested non-councillors to participate.

46. Correspondence

- 46.1 Gloucestershire County Council Ash Dieback replanting scheme: The matter was deferred.
- 46.2 Request to participate in Community Art Values Project at Northleach School. Cllr Platts said the Men in Sheds can supply wooden leaves for the project and asked councillors to email suggestions for suitable words to him.
- 46.3 Letter from Quenington Parish Council about delegated planning decisions. It was RESOLVED that Northleach with Eastington Town Council's name be added to the letter.
- 46.4 Invitation to Mayor to attend the Benefice Celebration ceremony on Sunday 27 June. It was noted that the Mayor will attend to make a presentation to the new vicar.
- 46.5 Invitation to GAPTC's AGM on Saturday 24 July at Highnam Community Centre. It was agreed that the Clerk will represent the Town Council.

47. Appointment of Permanent Clerk

- 47.1 It was RESOLVED that the post holder of Town Clerk is entitled to join the Local Government Pension Scheme.
- The Clerk left the room while the next item was discussed.
- 47.2 It was RESOLVED that Ms Pauline Rigby be appointed as Town Clerk and Responsible Financial Officer at pay scale SCP28 at £16.75 per hour and 24 hours per week.
- 47.3 The motion to agree alternative options was not required.
- The Clerk was called back to the room and informed of the decision above.

48. Property and Premises Management Committee

The decision record will be published as an addendum to the committee minutes.

49. Items for Future Meetings

Pending topics: Community resilience, Traffic Regulation Order.

50. Next Meeting

The next meeting is scheduled for Wednesday 21 July 2021, 7pm.

51. Confidential Session

It was RESOLVED to exclude the press and public, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of business.

52. Men in Sheds

Cllr Platts declared an interest and left the room.

52.1 The Clerk provided an update on the outstanding issues with the lease, the key issues being signing of the declaration to opt out of the 1954 Act, and the lease plan as the wheelchair ramp is outside the proposed lease area. The Clerk is to consult with the Fire Safety Officer and revise the lease plan in light of their advice. The Clerk was also asked to source quotes on replacing the gravel with a hard surface to improve accessibility around the centre.

52.2 Cotswold Friends had requested to install:

- i. Water butt for plants
- ii. Two raised beds at end of workshop shed
- iii. Small number of planters outside the "Tea Shed".
- iv. Wheelchair accessible ramp into the Workshop Shed
- v. Signage on side of Tea Shed stating "Northleach Men in Sheds".
- vi. Signage on window blinds in Cotswold Friends corporate colours identifying Cotswold Friends and Men in Sheds.

It was RESOLVED that the requests above be approved, apart from the wheelchair ramp. The request for the ramp will be considered after checking the position on fire safety.

52.3 Men in Sheds have raised the issue of poor drainage and flooding in the area between the Sheds. The general view was that a drain would need to be professionally dug.

52.4 Proposal to co-operate on solar panels: Cotswold Friends would like to put solar panels on all their sheds to offset the carbon generated by their activities. In Northleach the shed is fed from the Westwoods electricity supply and so it makes sense to consider a partnership. Councillors agreed the idea was worth exploring and asked for details to be tabled at a future meeting.

There being no further business, the meeting closed at 9:40 pm

Signature of the Chairman on approval of the minutes: _____

Payments Schedule June 2021

| Regular Payments | | | | | |
|--|----------------------------|--------------------------------|---------|--------------------|--------------------|
| Date | Supplier | Service | Method | Amount | Authority |
| 30-Apr | Google Ireland | Gsuite subscription | DD | £ 4.60 | LGA 1972 s111 |
| 30-Apr | Grundon | Commercial waste | DD | £ 61.57 | Litter Act 1983 s5 |
| 30-Apr | Mainstream Digital | Phone line and calls | DD | £ 43.75 | LGA 1972 s111 |
| 20-May | EDF Energy | WW electricity | DD | £ 104.38 | LGA 1972 s133 |
| 21-May | Zen Internet | Broadband | DD | £ 32.40 | LGA 1972 s133 |
| 22-May | BrightHR Ltd | HR support | DD | £ 24.30 | LGA 1972 s111 |
| 22-May | Microsoft UK | Exchange Online (annual) | Card | £ 108.00 | LGA 1972 s111 |
| 22-May | Microsoft UK | Business Standard (monthly) | Card | £ 9.40 | LGA 1972 s111 |
| 22-May | Microsoft UK | Exchange Kiosk (monthly) | Card | £ 10.57 | LGA 1972 s111 |
| 25-May | Staff costs | May salaries, pension | SO | £ 1,983.99 | LGA 1972 s112 |
| 31-May | Google Ireland | Gsuite subscription | DD | £ 4.60 | LGA 1972 s111 |
| 31-May | Grundon | Commercial waste | DD | £ 76.68 | Litter Act 1983 s5 |
| 25-Jun | Staff costs | June salaries, pension | SO | £ 3,773.16 | LGA 1972 s112 |
| | Subtotal | | | £ 6,237.40 | |
| Invoices | | | | | |
| Date | Supplier | Service | Method* | Amount | Authority |
| 28-Apr | Viking | Stationery supplies | FP | £ 77.28 | LGA 1972 s111 |
| 30-Apr | McCracken & Son Ltd | Grounds Maintenance April | FP | £ 1,347.60 | OSA 1906 s 9,10 |
| 30-Apr | Bridget C Bowen | Internal Audit work | FP | £ 315.00 | AAR 2014 |
| 05-May | Spot On Supplies | Cleaning supplies | FP | £ 16.79 | LGA 1972 s133 |
| 10-May | Spot On Supplies | Cleaning supplies | FP | £ 44.48 | LGA 1972 s133 |
| 10-May | Playsafety Limited | Playground inspections | FP | £ 213.00 | LG(MP)A 1976 s19 |
| 10-May | Community Heartbeat Trust | Defib pads Fire Station | FP | £ 48.60 | PHA 1936 s234 |
| 11-May | Amazon UK | 4 Microphone combo | FP | £ 249.00 | LGA 1972 s145 |
| 12-May | Amazon UK | Sound system XLR cables | FP | £ 15.39 | LGA 1972 s145 |
| 12-May | Amazon UK | Stationery supplies | FP | £ 5.19 | LGA 1972 s111 |
| 12-May | Barriersdirect | 2 x Sheffield Cycle stands | FP | £ 95.83 | RTRA 1984 s57 |
| 13-May | Glos Playing Fields Assoc. | Annual Membership | FP | £ 50.00 | LGA 1972 s143 |
| 13-May | BAHV t/a Toolzilla | Tools | Card | £ 17.99 | LG(MP)A 1976 s19 |
| 17-May | Sealant and Tools Direct | Sealant for playground | Card | £ 23.67 | LG(MP)A 1976 s19 |
| 19-May | Zoom US | Online meeting software | Card | £ 9.59 | LGA 1972 s111 |
| 19-May | Cotswold District Council | Buildings insurance recharge | | £ 28.91 | LG(MP)A 1953 s4 |
| 24-May | Stephen Chilton | Bench installation | FP | £ 90.00 | LG(MP)A 1976 s19 |
| 25-May | UK Safety Store | Fire safety signs (pro forma) | FP | £ 28.73 | LGA 1972 s133 |
| 25-May | Accu | M10 security bolts (pro forma) | FP | £ 19.88 | LG(MP)A 1976 s19 |
| 25-May | Amanda King | Westwoods cleaning | FP | £ 128.00 | LGA 1972 s133 |
| 27-May | Rotary Club North Cotswold | Grant draw down | | £ 250.00 | LGA 1972 s137 |
| 31-May | McCracken & Son Ltd | Grounds Maintenance May | | £ 1,345.20 | OSA 1906 s 9,10 |
| 31-May | Printwaste | WEEE disposal | | £ 247.20 | LGA 1972 s111 |
| 01-Jun | Tim Dyson | Handyman services | | £ 187.50 | LG(MP)A 1976 s19 |
| 04-Jun | Sweetfuels | Heating oil for Westwoods | | £ 1,374.45 | LGA 1972 s133 |
| 09-Jun | Land Registry | Title deeds x 2 | | £ 12.00 | LGA 1972 s111 |
| 09-Jun | Garry Evans | Window cleaning | | £ 20.00 | LGA 1972 s133 |
| 15-Jun | Viking | 2 x filing cabinets | | £ 460.80 | LGA 1972 s111 |
| 16-Jun | Came and Company | Insurance | | £ 3,208.48 | LGA 1972 s114, 140 |
| | Subtotal | | | £ 9,930.56 | |
| * Payment method shown where payment already made. | | | | | |
| TOTAL PAYMENTS | | | | £ 16,167.96 | |