

# Minutes of the Ordinary Meeting of the Northleach with Eastington Town Council held in the Westwoods Centre on 15 September 2021, 7pm

**Members Present:** Cllrs Rob Platts (Chairman – arrived at 7:20pm), Gina Blackwell, Sara Gorst, Brian Hulcup, Terry Morley-Blackwell, Alan Wellman (Vice Chairman), and Andrew Wellman.

**In Attendance:** District Cllr Tony Dale, Ms Pauline Rigby (Town Clerk) and 2 members of the public

The Chairman had been delayed so the Vice Chairman opened the meeting at 7:05pm.

## **83. Apologies for Absence**

Apologies were received from Cllr Mark Ogden. Cllr Platts sent word that he would be late.

## **84. Declarations of Interest**

There were none declared at this point in the meeting.

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

The county councillor was not in attendance but sent a short written report, previously circulated, with an update on the covid situation and efforts to resolve the disruption caused by HGVs during the A40 overnight road closure.

District Cllr Tony Dale reported that:

- Cotswold District Council is preparing the budget for next year. There is an enthusiasm to encourage town and parish councils to make their environment greener and carbon neutral. A recovery and investment fund will provide grants to larger scale projects.
- The electrical vehicle charging points commissioning process is now live, so if businesses or councils want to put in charging points then they will be able to apply to Cotswold DC.

## **86. Public Questions**

There were no questions.

## **87. Confirmation of Minutes**

It was RESOLVED that the minutes of the previous meeting of the Town Council held on 18 August 2021 be confirmed and signed as a true record.

## **88. Action Point Update**

The Clerk presented a verbal update on outstanding issues.

Cllr Rob Platts arrived at the meeting and assumed the chair.

## **89. Councillor Co-option**

Valerie Glynn introduced herself to the council and answered questions.

It was RESOLVED that Valerie Glynn be co-opted as a parish councillor.

The council will continue to advertise the remaining two vacancies.

## **90. Planning Matters**

90.1 Application Ref: 21/03343/TCONR

Address: The Antelope West End Northleach Cheltenham GL54 3HG

Details: T1 - Castlewellan Gold - Reduce by 2m. T2 - Castlewellan Gold - Reduce by 2m. T3 Castlewellan Gold - Reduce by 2m. T4 - Leylandii - Reduce by 3m [...] etc.

Comment: No representation

90.2 Application Ref: 21/03112/LBC

Address: Antelope Corner West End Northleach Cheltenham GL54 3HG

Details: Replacement of wooden attic windows and one ground floor window with similar UPVC windows

Comment: No objection

90.3 Application Ref: 21/03249/LBC

Address: Dover House High Street Northleach Cheltenham GL54 3EW

Details: Removal of C20 stone garden wall

Comment: No objection

90.4 Application Ref: 21/03048/FUL

Address: Oak House High Street Northleach Gloucestershire

Details: Change of use from mixed use to single residential dwelling

Comment: No objection

90.5 Application Ref: 21/03377/FUL

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

Details: Conversion of a Dutch barn to create a single dwelling with integral carer's accommodation - Variation of Condition 2 (drawings numbers) of permission 20/04545/FUL to enable the provision of a small extension

Comment: No objection

90.6 Decisions at variance with the views of the Town Council:

None to report.

90.7 Quenington Parish Council's letter: The Leader of Cotswold DC had responded to the letter raising concerns about changes to the planning scheme of delegation, which was supported by 59 town and parish councils including Northleach. District Cllr Tony Dale explained that the new scheme is designed to reduce the circumstances where applications go to committee, by ensuring they are based on material planning considerations, which enables the planning system to be more efficient. Members asked what it means to 'call in' an application. Cllr Dale explained that it is a responsibility he can choose to exercise as a district councillor, to ask for an application to be considered by the planning committee as a balanced democratic group. The weight they give to planning considerations, especially those relating to public benefit, may be different from the officer's recommendation.

Cllr Gorst briefly left the room and returned during the above item.

**91. Traffic and Highways**

Council noted that the application for a road closure for the Remembrance Ceremony had been submitted and discussed whether to hire or purchase signage for the closure.

It was RESOLVED that signage for the road closure be purchased at an approx. cost of £165. The Clerk to review the signage with the local highways manager before placing the order.

**92. Welcome Back Fund**

*Minute 78 of 18 August 2021 refers.*

Several quotations for planters on the Market Place were presented, which could be funded by the Welcome Back Fund. The planters could be supplied ready-planted and have a 7-day water reservoir to minimise the need for watering.

After a debate over the suitability of the proposals, it was RESOLVED to submit quotations to the Welcome Back Fund.

**93. Ward Road Playground**

A revised quotation had been received from Sovereign with rubber mulch rather than wetpour surfacing. Members discussed the merits of the different safety surfaces and agreed that wetpour was preferred as the longer lasting option.

It was RESOLVED that a grant application be made to the County Councillors 'Build Back Better' Fund for £2,500 and the Clerk be authorised to place the order with Sovereign for the play equipment with wetpour surfacing when the outcome of the application is known.

**94. Fortey Woods**

*Minute 79 of 18 August 2021 refers.*

The Chairman and Clerk had met with Cotswold District Council officers on 19 August to discuss the proposed transfer of Fortey Woods to the Town Council. Cotswold DC had proposed at that meeting that the Town Council obtain quotations for future maintenance costs and restoring the woodland to our satisfaction as the basis for the financial settlement.

Some members raised concerns that the town would be taking on a considerable liability, while other members thought the Town Council should be bold and take control of its own destiny. An alternate proposal was put forward that Cotswold DC should be asked to undertake the works before the question of adoption could be considered.

It was RESOLVED to seek quotations to restore the woodland, including any additional tree maintenance works, and propose that Cotswold DC completes the work.

Meanwhile the Clerk is to issue a public statement to explain that while the Town Council is not the owner of the wood, we are aware that residents are unhappy with the condition of the woodland and doing what we can to resolve the situation.

**95. Market Place Toilet Block**

*Minute 40 of 23 June 2021 refers.*

Council considered the proposal from Cotswold District Council:

- a. To register ownership of the building jointly with the Town Council
- b. That the District Council is responsible for the operating costs of the public conveniences (water, business rates, electricity, and clean costs)

- c. That costs associated with the building itself, that is, insurance and building maintenance costs, are split 50/50 with the Town Council, estimated as £700 per annum. (The form of agreement to be determined).

The Clerk clarified that the building was originally a joint venture with the rural district council responsible for the public conveniences and the parish council the bus shelter. Members discussed the proposal to contribute £700 per year, a figure based on the maintenance costs in the district council's contract with the sanitation company; however, it was noted that the majority of costs pertain to the maintenance of the public conveniences.

It was RESOLVED that the council may be willing to take on the maintenance of the bus shelter and the building structure in proportion to the area that is occupied by the bus shelter but is not able to take on any maintenance relating to the public conveniences.

The Clerk to respond to Cotswold DC.

#### **96. Men in Sheds Lease**

Cllr Platts declared an interest in this item at this juncture and left the room.

- 96.1 It was RESOLVED that the revised lease plan and access arrangement be approved.
- 96.2 It was RESOLVED that a lease be granted to Cotswold Friends for their Men in Sheds activities at the Westwoods Centre, and two councillors be authorised to execute the lease as a deed, subject to the tenant signing the LTA 1954 opt out. Cllrs Brian Hulcup and Andrew Wellman to sign the lease on behalf of the council.

Cllr Platts returned to the room.

#### **97. Finance**

- 97.1 Council received the bank reconciliation to 31 August showing a balance of £159,775.66.
- 97.2 Council received the budget monitoring report to 31 August 2021.
- 97.3 It was agreed to add invoices to Spot On Supplies and PKF Littlejohn to the payments list and RESOLVED that the payment of accounts be approved in the sum of £ 8,701.49, as per the schedule appended to these minutes.

#### **98. Internal Auditor**

It was RESOLVED that Bridget C Bowen FCA be appointed as the council's internal auditor for the year ending 31 March 2022.

#### **99. Clerk's Annual Appraisal**

- 99.1 It was RESOLVED that the Clerk's appraisal be approved.
- 99.2 One of the objectives is a councillor workshop to discuss council priorities and forward planning. A date was agreed as Wednesday 28 October at 7pm in the Westwoods Centre.

#### **100. Project Updates**

- 100.1 Green Ring Working Party: Cllr Platts said there was not much to report, but they have recognised that the route may need to be modified to avoid fields with livestock.
- 100.2 Community Resilience Plan: Cllr Morley-Blackwell reported that she is awaiting a meeting with the head of Northleach fire station to discuss what provision is already in place for emergencies. The Clerk has collected past emergency planning files and will pass these on.

100.3 Queen's Platinum Jubilee: Cllr Morley-Blackwell reported that she had initial conversations with local businesses about a street party on the High Street. Local establishments would provide food and people from the community could add to this. Gloucestershire County Council has recently announced a Market Towns Fund which could support community events, with an application deadline of 26 September 2021. Cllr Gina Blackwell agreed to work with Cllr Morley-Blackwell to research likely costs including the road closure, bunting, live music, and printing to advertise the event. Clerk to speak to the council's insurance company to see if there would be any additional charges to cover the event.

**101. Correspondence**

101.1 20's plenty for Gloucestershire campaign: It was RESOLVED to support the campaign on the basis that there would be adequate enforcement of any new speed limits.

101.2 VenuBox app: Cllr Platts gave an overview of a local developer's invitation to beta test an app to connect local businesses with customers. No councillors expressed an interest in supporting this initiative.

101.3 Accessibility Audit: It was agreed to include the accessibility audit proposal in the council's strategy and forward planning session in October.

101.4 Charter Fair: Council is pleased to see Charter Fair preparations are going ahead. The first meeting of the organising committee is on 12 October 2021, 8pm at the pavilion.

101.5 Website request: It was agreed that it was not appropriate to feature Virgin Media's filming location map and content on the Town Council's website.

**102. Property and Premise Management Committee**

Council received the draft minutes from the committee meeting on 26 July 2021.

**103. Finance and General Purposes Committee**

Council received the draft minutes from the committee meeting on 11 August 2021.

It was RESOLVED to ratify the decision to recognise the groundsman's employment status.

**104. Future Agenda Items**

TRO held over. Cllr Morley-Blackwell asked if the Council could investigate more environmentally friendly cleaning supplies and packaging.

**105. Date and Time of Next Meeting**

The next meeting is scheduled for Wednesday 20 October 2021, 7pm.

There being no further business, the meeting closed at 9:45 pm.

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

## Schedule of payments

### Regular payments

Date	Supplier	Service	Method	Amount	Authority
19-Aug	EDF Energy	WW electricity	DD	£ 90.49	LGA 1972 s133
22-Aug	Microsoft UK	Exchange Kiosk	Card	£ 10.57	LGA 1972 s111
22-Aug	Microsoft UK	Business Standard	Card	£ 9.40	LGA 1972 s111
23-Aug	Zen Internet	Broadband	DD	£ 32.40	LGA 1972 s133
23-Aug	CPRE	Annual membership	DD	£ 36.00	LGA 1972 s142
20-Sep	Grundon	Commercial waste	DD	£ 76.68	Litter Act 1983 s5
22-Sep	BrightHR	HR Services	DD	£ 24.30	LGA 1972 s111
24-Sep	Cathedral Leasing	Sanitary bin charge	DD	£ 38.99	LGA 1972 s133
24-Sep	ICO	Annual fee	DD	£ 35.00	DP(C&I)R 2018
25-Sep	Staff costs	Sept salaries, pension	SO	£ 4,336.88	LGA 1972 s112
	<b>Subtotal</b>			<b>£ 4,690.71</b>	

### Invoices

Date	Supplier	Service	Method	Amount	Authority
18-May	Cotswold Friends	Consumables (teak oil)		£ 15.00	LG(MP)A 1976 s19
19-Aug	Post Office	Stamps	Card	£ 7.92	LGA 1972 s111
20-Aug	CartridgeSave	Printer ink	PO	£ 33.32	LGA 1972 s111
24-Aug	AT Chapple	Cemetery wall repair	FP	£ 125.00	LGA 1972 s214
31-Aug	Amanda King	WW cleaning	FP	£ 160.00	LGA 1972 s 133
31-Aug	McCracken and Son Ltd	Grounds maintenance Aug		£ 1,345.20	LG(MP)A 1976 s19
01-Sep	GAPTC	Finance for Cllrs course		£ 30.00	LGA 1972 s111
01-Sep	ICCM	Membership 2021-22		£ 48.00	LGA 1972 s214
01-Sep	CIA Fire & Security	Annual service charge		£ 84.74	LGA 1972 s 133
01-Sep	Amazon UK	Computer mouse		£ 9.99	LGA 1972 s111
01-Sep	Amazon UK	Printer ink		£ 22.42	LGA 1972 s111
05-Sep	Tesco Stow on the Wold	Tea / coffee for delegates	Card	£ 5.99	LGA 1972 s111
09-Sep	The Play Inspection Co.	In house training course	PO	£ 1,584.00	LG(MP)A 1976 s19
09-Sep	Pauline Rigby	Mileage, phone expenses		£ 23.55	LGA 1972 s111
13-Sep	Spot On Supplies	Cleaning supplies		£ 35.65	LGA 1972 s 133
14-Sep	PKF Littlejohn	Audit fees		£ 480.00	LAAA 2014 s4
	<b>Subtotal</b>			<b>£ 4,010.78</b>	

	<b>TOTAL</b>			<b>£ 8,701.49</b>	
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