

Minutes of the Ordinary Meeting of the Northleach with Eastington Town Council held in the Westwoods Centre on 20 October 2021, 7pm

Members Present: Cllrs Terry Morley-Blackwell (Chairman appointed at minute 115), Gina Blackwell, Valerie Glynn, Brian Hulcup, Mark Ogden, Alan Wellman (Vice Chairman), and Andrew Wellman.

In Attendance: District Cllr Tony Dale, Ms Pauline Rigby (Town Clerk) and 6 members of the public.

The Vice Chairman opened the meeting.

Council was notified that Rob Platts had submitted his resignation. Members joined the Vice Chairman in thanking Rob for his commitment and hard work whilst on of the Council.

115. Election of Chairman

The Vice Chairman asked for nominations for the office of Chairman.

Cllr Glynn nominated, Cllr Hulcup seconded, and it was RESOLVED that Cllr Morley-Blackwell be elected as Chairman of the Town Council.

116. Apologies for Absence

Apologies were received from Cllr Sara Gorst.

117. Declarations of Interest

Cllr Ogden declared an interest in the grant application from Carbon Neutral Northleach on the basis that he is the group's treasurer (*Minute 127*).

118. County and District Council Reports

County Councillor Paul Hodgkinson was not in attendance but had sent a written report. Covid cases are increasingly rapidly across Gloucestershire; the river pollution task group has met, and the Town Council's application for the grant for new play equipment is being progressed. It was agreed to read out the comments about bollards at the appropriate point.

District Cllr Tony Dale reported that Cabinet is progressing plans to build affordable housing across the Cotswolds and its green economy agenda. Cotswold District Council's 2022-23 budget consultation is open until Friday 19 November.

119. Public Questions

Residents raised concerns about the bolt-down bollards recently installed by County Highways between Meadow Court and Cooks Court (*Minute 125*). The bollards had been installed to prevent parking and improve visibility for cars exiting the side roads. Residents pointed out that the space with the bollards was previously used for loading, delivery vans, bin lorries, and ambulances to park temporarily without blocking the High Street; a car has been parked outside the bollards which creates even more of a hazard; and cars leaving side streets must now make a wider turn into the path of oncoming traffic. Correspondence about this issue was read out. In response to questions, the Local Highways Manager had confirmed that the Highway Authority is permitted to install bollards on the highway.

The Chairman brought forward the agenda item on traffic and highways and a resolution was passed in respect of this matter, which is recorded at minute 125.

120. Confirmation of Minutes

It was RESOLVED that the minutes of the previous meeting of the Town Council held on 29 September 2021 be confirmed and signed as a true record.

121. Action Point Update

The Clerk gave a verbal update on outstanding issues not covered elsewhere on the agenda, including Fortey Woods and the Market Place toilet block.

Members agreed to reschedule the strategy meeting from Weds 27 October to Weds 10 November 2021.

122. Councillor Co-option

There were no applications for co-option to the vacancies on the council.

Notice of the latest vacancy has been issued; if 10 residents call for an election before the deadline of 9 November then that is how the vacancy will be filled, otherwise the council may co-opt. The earlier two vacancies are to be filled by co-option.

123. Committee Membership

A list of current committee membership was presented and it was RESOLVED that:

- Cllr Valerie Glynn be appointed to the Finance and General Purposes Committee, and
- Cllr Gina Blackwell be appointed to the Finance and General Purposes Committee and the Property and Premises Maintenance Committees.

124. Planning Matters

124.1 Application Ref: 21/03691/FUL and 21/03692/LBC

Address: The Post Office Market Place Northleach Cheltenham GL54 3EE

Details: Works to 'Lock-up' building to create a single dwelling

It was RESOLVED that the Town Council supports the above planning applications on the basis that the proposals include restoration of exterior of the lock-up, which will improve the visual appearance of the area and protect a heritage asset.

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

None to report.

125. Traffic and Highways

The bollards on the High Street had been fully discussed during the public session when:

It was RESOLVED that a letter be written to Highways requesting removal of the bollards.

Gullies and gully cleansing were also discussed. There are problem areas on Mill End, which have been reported for extra cleansing. If anyone notices blocked gullies, they are encouraged report them direct to the county council using the online ReportIt form.

126. Finance

126.1 Council received bank reconciliation which showed bank balances of £172,695.

126.2 The Clerk clarified that the invoice from Central Tree Service should be £50 plus VAT.

It was RESOLVED that payments in the sum of £7,157,72 be approved as per the schedule appended to these minutes.

127. Grant Applications

127.1 Cllr Ogden had declared an interest and left the room during this item.

A member of the Carbon Neutral Northleach group was invited to present their proposals.

It was RESOLVED that a grant of up to £500 to Carbon Neutral Northleach be approved on condition that the grant is spent on capital costs, such as the gazebo and display panels.

Cllr Ogden returned to the room.

127.2 Cotswold Friends had submitted a letter requesting a donation. Members acknowledged the amazing work the charity does to support elderly and vulnerable people in the community.

It was RESOLVED that Cotswold Friends be invited to complete a grant application.

128. Project Initiation Document

The Clerk presented the rationale for the document, which is intended to help projects progress by providing council with all the information necessary to reach a decision.

It was RESOLVED that the project initiation document be adopted.

129. Welcome Back Fund

Minute 92 of 15 September 2021 refers.

It was RESOLVED that the legal agreement with Cotswold District Council for the delivery of the Welcome Back Fund projects be signed as a deed by Cllrs Mark Ogden and Valerie Glynn.

130. Cemetery and Churchyard

130.1 Tree works: It was RESOLVED that the quotation from Central Tree Services to undertake tree works in the cemetery (£1,750 ex VAT) and churchyard (£635 ex VAT) be accepted.

130.2 Cemetery Extension: The Clerk explained that under Environment Agency regulations, coffin burials are not permitted within 30m of the watercourse. There is limited space remaining and burial plots would therefore have to be closed to new reservations. The adjacent landowner has been approached about an extension to the burial ground.

131. Westwoods Centre

Minute 79 of 18 August 2021 refers.

131.1 Council received the report from the fire safety audit carried out in September. Actions arising were discussed, in particular the need for a fire safety policy.

It was RESOLVED that fire door inspection be commissioned from A&E Fire & Security at a cost of £102 ex VAT and the call-out charge of £40 ex VAT.

131.2 A number of emergency light failures had been reported in the latest duration test, including one in the entrance and a second in the foyer. Matching units are not available.

It was RESOLVED that all the lights in the entrance and foyer be replaced with LED units at an anticipated cost of £327 ex VAT for the lights plus labour.

131.3 The Council's usual cleaning products supplier had identified one product that could be exchanged for a more environmentally friendly version; and it was agreed to trial this.

It was RESOLVED that a list of currently used cleaning products be drawn up, and to look for environmentally friendly alternatives from other suppliers.

132. Project Updates

132.1 **Green Ring Working Party:** It was agreed to invite Rob Platts to the next council meeting to provide an update.

132.2 **Community Resilience Planning:** Cllr Morley-Blackwell has met with the fire station chief and reviewed the files together. If there was an emergency in Northleach, such as fire or flood, it is likely that the fire service would be called upon to take the lead. They may need to find a place of safety for residents, and it would be useful for them to have a list of key holder contacts for the Westwoods. They have offered to review the contents of the resilience sheds with the council and suggest keeping sandbags and having access to sand.

Action: Cllr Morley-Blackwell to work with the Clerk to fill in the details on the template emergency plan and bring back to council for review and adoption.

132.3 **Queen's Platinum Jubilee in June 2022:** Cllr Morley-Blackwell provided a verbal update. A proposal is being developed for a street party during the day and band in the evening, with a website to advertise the event and local businesses taking part. A grant application for £3,665 had been prepared for submission to the Gloucestershire Build Back Better Market Towns Fund, but there was insufficient time to gain the necessary approval from the County Councillor before the application deadline. The County Council has announced there will be a second round of grant funding, although hasn't said when this will open.

It was suggested that a committee be formed to take this idea forward.

Action: Cllr Terry Morley-Blackwell to speak to the County Councillor about the proposal.

133. Correspondence

133.1 Cotswolds Flood Forum Meetings in Cirencester and Moreton in Marsh, on Friday 22 Oct: It was noted that the district council is working with the rural community council to create a network of flood wardens and provide training.

133.2 Gloucestershire Community Food Survey, deadline Sunday 31 Oct: It was agreed that Cllr Hulcup would respond on behalf of the council.

133.3 Cotswold District Council 2022-23 budget consultation, deadline Friday 19 Nov: Any interested councillors or residents are invited to complete an individual response.

134. Property and Premise Management Committee

Council received the draft minutes from the committee meeting on 27 September 2021.

135. Finance and General Purposes Committee

Council received the draft minutes from the committee meeting on 12 October 2021.

136. Future Agenda Items

Already noted: Traffic regulation order.

Other items requested: Christmas tree lights switch-on.

137. Date and Time of Next Meeting

The next meeting is scheduled for Wednesday 17 November 2021, 7pm

There being no further business, the meeting closed at 8:55 pm.

Schedule of payments

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
	Subtotal			£ 4,590.95	

Invoices

Date	Supplier	Service	Method	Amount	Authority
29-Jun	Central Tree Services	Hawthorn removal		£ 60.00	SHAA 1908 s26
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
	Subtotal			£ 2,566.77	

	TOTAL			£ 7,157.72	
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Signature of the Chairman on approval of the minutes: _____