

# **NORTHLEACH WITH EASTINGTON TOWN COUNCIL**

## **Property & Premises Management Committee**

Minutes of the meeting held at the Westwoods Centre  
on 28 March 2022 at 7pm

**Committee Members Present:** Cllrs Andrew Wellman (Chairman, arrived after item 6), Gina Blackwell, Brian Hulcup, Terry Morley-Blackwell, and Mr Tim Barter.

**Officers in Attendance:** Pauline Rigby (Town Clerk) and Mary Cassidy (Admin Officer) and Cllr Byron Hadley observing.

### **1. Apologies for Absence**

Cllr Andrew Wellman had sent apologies as he would be late.

It was RESOLVED that Cllr Terry-Morley Blackwell preside over the meeting.

### **2. Declarations of Interest**

There were no interests declared.

### **3. Confirmation of Minutes**

It was RESOLVED that the minutes of the committee meeting held on 31 January 2022 be confirmed and signed as a true record.

### **4. Action Point Update**

The Town Clerk gave a verbal update on progress. The bridge repairs on Eastington Road have been completed, and the damaged bench in the cemetery has been removed. A new defib battery has not been ordered as the existing battery was found to have more life in it and the system updated to show the defib is active. Duke of Edinburgh students have been litter picking and the town is looking tidier.

### **5. Finance**

Committee reviewed expenditure against budget to date.

### **6. Allotments**

The Admin Officer gave a verbal update. Tenants are digging over their plots and getting ready to plant them. There are no new vacancies and no issues to report, apart from the wall on Layton Lane, which has stone coming out in 3 places. A dry stone waller has been commissioned to undertake repairs, estimated cost of £150.

Cllr Wellman arrived at this point and assumed the chair.

### **7. Cemetery and Churchyard**

- 7.1 The Admin Officer reported that the tree works in the cemetery and churchyard have been completed, which has opened out the space for plots. The tree surgeon also removed 2 dead branches on the limes in the churchyard. The frequency of tree inspections was discussed, the next inspection would be due this coming winter, when the trees are not in leaf.

- 7.2 Memorial safety inspections: Notices have been placed on unstable memorials and officers are attempting to contact families of all memorials affected.

Three of the unstable memorials are tall crosses which are almost 100 years old. Research indicates that the persons buried in the grave don't have any living descendants. Members felt the memorials are of historic interest and aesthetically pleasing, so they would be willing to incur expenditure to keep them standing.

In relation to the newer areas of the cemetery (Area 2 and 3) it was RESOLVED that officers would keep trying to contact family members but if nobody comes forward then the memorial would have to be laid flat for safety reasons.

In relation to the older part of the cemetery (Area 1) it was RESOLVED that additional quotations would be sought for mending the 3 large crosses.

- 7.3 Cemetery regulations: Work on the new version is ongoing. Committee reviewed the one-page summary of the rules. Under point 9, the words "may be removed" are to be amended to "will be removed". The location and fixing of signs was discussed and it was agreed to purchase and install lightweight signs near the entrance.
- 7.4 Churchyard wall: An email had been received from Glebe House about ivy on the wall. Cllr Blackwell volunteered to look at the ivy with her husband. It was agreed to respond that the council couldn't spray ivy without killing other plants, and if we tried to remove ivy without killing it then it could destabilise their wall.

## **8. Playground**

- 8.1 The committee received the routine playground inspection reports. It was noted that the grass needs cutting, there is a dug-out area under the east gate, and the gate is not closing. Cllr Hulcup agreed to adjust the gate.
- 8.2 It was noted that the annual playground inspection has been booked for April. Ward Road has been removed from the list this year as the new equipment has just been installed and has undergone independent inspection. Although the playground equipment is in, there are builders' materials still on site and snagging to complete. The gates have been tied shut pending resolution of the issues identified.

## **9. Grounds Maintenance**

Grounds maintenance: Tender documents were presented along with a list of gardening jobs which are mostly outside the scope of the current contract.

Recommendations agreed: the verge on Basset Road to be removed from the specification as it is no longer a council responsibility. Maintenance of the raised beds on the Market Place is also to be removed as this is carried out by volunteers.

Members asked about creating opportunities for wildflower verges across the town. It was suggested that the Council contact the organisation Plantlife for advice on which areas are suitable and the topic brought back to a future meeting.

The Clerk was asked to enquire of the Local Highways Manager about (a) wildflowers and (b) payments for mowing verges.

It was noted that the dry stone wall on Nostle Road has fallen down and agreed that the Council would write to Farmington Trust about this.

**10. Around Town**

10.1 Litter and dog bins: There has been no progress, and no news from Cotswold District Council about when their new litter bin strategy would be implemented.

10.2 Handyperson: The role profile was reviewed and agreed.

It was RESOLVED to advertise for a town handyman / handywoman.

**11. Items for Future Meetings**

The following items already noted: Meadow management plan.

To be added: cemetery improvements (Cllr Hadley).

**12. Date of Next Meeting**

The next committee meeting is scheduled for Monday 23 May 2022.

There being no further business, the Chairman closed the meeting at 9:20 pm.

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