NORTHLEACH WITH EASTINGTON TOWN COUNCIL
Property & Premises Management Committee

Minutes of the meeting held at the Westwoods Centre
on 29 November 2021 at 7pm

Committee Members Present: Cllrs Andrew Wellman (Chairman), Gina Blackwell, Terry Morley-Blackwell, and Mr Tim Barter.

Officers in Attendance: Pauline Rigby (Town Clerk) and Mary Cassidy (Admin Officer)

1. Apologies for Absence

Apologies received from Cllr Brian Hulcup.

2. Declarations of Interest

There were no interests declared.

3. Confirmation of Minutes

It was RESOLVED that minutes of the meeting of the Property and Premises Management Committee held on 27 September 2021 be confirmed and signed as a true record.

4. Action Point Update

The Town Clerk gave a verbal update on issues arising, including letters received about the maintenance of the rosemary at the War Memorial.

5. Allotments

The Admin Officer gave a verbal report. All the rental monies are in for the year, and 4 plots have been re-let, but it took a while as some people on the waiting list didn't respond.

After a discussion, it was RESOLVED that the response time in clause 7 of the Allotment Waiting List Procedure be changed from 15 working days to five (5) working days; if no response is received after this period has elapsed then the applicant will be deemed to have refused the offer and the plot will be offered to the next person on the list.

6. Cemetery and Churchyard

6.1 Tree works: The committee noted that Central Trees has been commissioned to undertake tree works in cemetery and churchyard, agreed at full council due to time constraints.

6.2 Memorial inspections: Committee discussed the 3 quotations received for the memorial safety inspections and the options for dealing with any headstones that fail.

It was RESOLVED that Ransome Memorials be appointed to undertake the memorial safety inspections in the churchyard and cemetery at a cost of £450 ex VAT.

The Clerk was asked to confirm whether the contractor was willing to meet with staff on site to review the findings and who would supply the site notices for any failed memorials.

Committee discussed placing an advert in a local newspaper notifying the public of the safety inspections but decided against this. The safety inspections will be advertised in the parish magazine and newsletter as well as on the council noticeboards, email and website.

7.1 Cemetery fees and charges: Charges have remained the same since 2018 while maintenance costs are increasing. The Clerk explained that any shortfall in the costs of looking after the cemetery would have to be met by all residents of the parish.

After a debate, it was RESOLVED that charges be set as follows, effective 1st April 2022:

EXCLUSIVE RIGHTS OF BURIAL FOR 99 YEARS		
Purchase of Single Grave Space		£200.00
Purchase of Double Grave Space		£240.00
Purchase of Ashes Plot		£70.00
INTERMENTS & CREMATIONS		
Adults	Interment in grave, single depth	£200.00
	First Interment, double depth	£240.00
	Second Interment, in double grave	£200.00
	Burial of Ashes, each Interment	£70.00
Children	Still born or not exceeding 18 years	No charge
MONUMENTS, GRAVE STONES, TABLETS ETC.		
Head Stone, inc. inscription		£90.00
Flat Stone or tablet, inc. inscription		£70.00
Vase, height not exceeding 1ft 6ins		£40.00
Additional inscriptions		£35.00
Plaque for Memorial Garden		£70.00
SEARCH FEES - Register of Burial Records		£25 each hour or part hour

Cllr Morley-Blackwell asked for it to be recorded that she voted against increasing charges.

7.2 Churchyard wall: The original request in 1981 for the Council to take over the maintenance of the closed churchyard has been found in the Council archives. Minutes also record that, when maintenance was transferred, it was understood this would include the walls to the east and south, but not the walls to the north or west. Committee agreed that the evidence does not support council having responsibility for the boundary wall at Glebe House.

Action: Mr Barter to assist Clerk with letter to the Glebe House Management Company.

7. Playground

The committee received the routine inspection reports. The format of the reports was discussed; and it was agreed that the forms will be adjusted to include the fixing of defects.

8. Around Town

8.1 Biannual asset inspection report: The condition of the town sign and the bridge from the meadow to Eastington Road were highlighted. Committee noted that the cast iron roller on the playing field has been removed and disposed of.

8.2 Defibrillators: It was noted that a grant of £625 has been awarded by Cotswold District Council towards purchase of a new defibrillator for the Fire Station, which is on order.

8.3 Enviro Crimes: Council staff had met with the district council Enviro Crimes Officer with regards to actions that can be taken to address dog fouling and fly tipping. He also introduced the new 'Clean and Green' officers who are the liaison with parish councils.

9. Finance

9.1 Committee reviewed expenditure in the year to date for the budget code.

9.2 Budget proposals for 2022-23: Committee suggested were: a replacement town sign, noticeboard renovation, repairs to the bridge on Eastington Road, Market Place benches, wildflower verges, hedgerows, possibly at the playground, dry stone waller to mend the wall around the water meadow, a bench in the Ward Road playground.

10. Items for Future Meetings

The following items already noted: Meadow management plan, river dredging.

Other items to be added: resident request to install a gate in the boundary with council land and to purchase a strip of land.

11. Date of Next Meeting

The next meeting of this committee is scheduled for Monday 31 January 2022.

The meeting closed at 9:30 pm.

Signature of the Chairman on approval of the minutes: _____