

NORTHLEACH WITH EASTINGTON TOWN COUNCIL

Property & Premises Management Committee

Minutes of the meeting held at the Westwoods Centre
on 31 January 2022 at 7pm

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

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

1. Apologies for Absence

There were no apologies for absence.

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 29 November 2021 be confirmed and signed as a true record.

4. Action Point Update

The Town Clerk gave a verbal update on issues arising.

5. Finance

Committee reviewed expenditure against budget to date.

6. Allotments

6.1 The Admin Officer gave a verbal report. Winter is typically a quiet time of year and there are no issues to report. There are currently around 20 people on the allotment waiting list.

6.2 It was RESOLVED that allotment fees be increased in September 2023 by £1 per plot per year to £13 for smaller plots and £16 for larger plots.

It was further RESOLVED that a £20 one-off admin charge be made to set up a new tenancy.

7. Cemetery and Churchyard

7.1 The Admin Officer reported that there have been a few issues, including dog waste bags left by the green waste, anti-social behaviour with a bench broken and smashed glass bottles, and plastic Christmas decorations that have still not been removed one month later. It may be that the rules are not clear enough to the average person. We could write down in greater detail what we mean, e.g. what is a lawn cemetery, and why the rules are necessary. The rules should clearly state that the Council reserves the right to remove any grave decorations that are outside the rules.

7.2 It was agreed to consider adopting more detailed cemetery rules and regulations. Clerk and Admin Officer to work on a draft and bring it to the next meeting for discussion.

7.3 Memorial bench: A resident has offered to replace the damaged wooden bench.

It was RESOLVED that the memorial bench request be granted, subject to the design and installation process for the bench being agreed with Council officers.

Old bench to be removed and Men in Sheds to be given first refusal.

8. Playground

8.1 The committee received the routine inspection reports. It was noted that the area around the outside of the playground is very muddy, often a problem at this time of year.

8.2 It was noted that the installation of the new playground equipment at Ward Road is due to start on 28 February. Neighbouring properties have been notified.

8.3 It was RESOLVED that the request to purchase land at Ward Road be declined, the reason being that it is not the Council's policy to sell land that is in its ownership for the benefit of the public.

It was further RESOLVED that the request for access via a gate be declined.

This raised the question of whether properties with existing gates into the area also have the right of access. The Clerk was asked to check access rights on title deeds and if none are found, then notify residents that gates are not to be used without council consent.

9. Meadows

The ramp on the bridge at the meadow has gradually disintegrated.

It was RESOLVED to accept the estimate of £540 from Stephen Chilton to repair the ramp.

The Admin Officer was asked to enquire about repairing the gate up to additional cost of £100 and whether gate could open inwards towards the meadow, rather than outwards to the road. It was noted that non-slip decking strips would also be required for the ramp.

10. Around Town

10.1 The defibrillator battery at the playing field is due for replacement.

It was RESOLVED that purchase of new battery be approved at cost of approx. £239 ex VAT.

10.2 Market Place noticeboard: Committee considered various quotations for refurbishing the triangular noticeboard in the Market Place. These exceeded the funding available from the Build Back Better Fund and it was agreed not to progress any of the quotations. Members discussed the purpose of the noticeboard and compared this with the council noticeboard on the wall of the Sherborne Arms. It was considered that council notices would be more visible if they could be placed in one of the panels in the triangular noticeboard.

It was RESOLVED that existing council noticeboard be replaced with a panel in the triangular notice board once funding has been identified for refurbishment of the noticeboard.

10.3 Litter and dog bins: Cotswold District Council has announced a new strategy for placement of litter and dog bins. The new approach appears to focus mainly on litter in urban areas and does not address the problems of dog waste in more rural towns and villages. Members said they would like to have some input into the strategy as it is developed and hoped it would be a collaborative process. It was agreed to send this response to the Cabinet Member.

10.4 A number of Cotswold School students have asked if they could carry out the volunteering section of their Duke of Edinburgh award by litter picking in the town.

It was RESOLVED that the request be approved. Admin Officer to arrange a safety briefing with the students, loan of equipment and agree a process for disposing of litter collected.

11. Items for Future Meetings

The following items already noted: Meadow management plan.

No new items added.

12. Date of Next Meeting

The next meeting of this committee is scheduled for Monday 28 March 2022.

There being no further business, the Chairman closed the meeting at 8:45 pm.

Signature of the Chairman on approval of the minutes: _____