

# Minutes of the Annual Meeting of the Northleach with Eastington Town Council held in the Westwoods Centre on 18 May 2022, 7pm

**Members Present:** Cllrs Terry Morley-Blackwell (Chairman), Gina Blackwell, Valerie Glynn, Brian Hulcup, Mark Ogden, and Andrew Wellman.

**In Attendance:** Ms Pauline Rigby (Town Clerk), PCSOs John Allen and Kim Graham

## **1. Election of Chairman**

It was proposed by Cllr Gina Blackwell, seconded by Cllr Andrew Wellman and RESOLVED that Cllr Terry Morley-Blackwell be elected as Chairman of the Council to hold office until the next Annual Meeting.

Cllr Morley-Blackwell signed the declaration of acceptance of office.

## **2. Election of Vice-Chairman**

It was proposed by Cllr Mark Ogden, seconded by Cllr Gina Blackwell and RESOLVED that Cllr Andrew Wellman be elected as Vice-Chairman of the Council.

## **3. Apologies for Absence**

Apologies received from Cllrs Sara Gorst, Byron Hadley, and Caroline Saunders.

## **4. Declarations of Interest**

There were no interests declared.

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

County Cllr Paul Hodgkinson had sent his apologies and was not in attendance

District Cllr Tony Dale had sent his apologies and was not in attendance.

## **6. Public Questions**

Police Community Support Officers attended the meeting to speak about reports of drug dealing locally and ask for help from the public in tackling the issue. They encourage people to report crimes directly to the Police via 101 or as an incident online; this will be recorded and passed to the community police officers. It needs to be a first person report, they cannot act on hearsay. Anonymous reports can also be made through Crimestoppers who feed information through to the relevant police force. Phone 999 if a crime is in progress.

The Community Policing team is also planning a cycle security marking session this summer, hopefully at the Westwoods Centre, details to follow.

## **7. Confirmation of Minutes**

It was RESOLVED that the minutes of the Ordinary Meeting of the Town Council held on 16 March 2022 be confirmed and signed as a true record.

## **8. Action Point Update**

The Town Clerk gave a verbal update. Of note: the quarterly meeting with the Local Highways Manager is tomorrow, 19 May.

## **9. Casual Vacancies**

It was noted that the district council has not received a request to hold an election for the vacancy arising from the resignation of Alan Wellman.

There were no applications for co-option to the vacant seat(s) on the council.

## **10. Planning Matters**

Notices are issued by Cotswold District Council in its capacity as local Planning Authority.

10.1 There were no planning decisions to report at variance with the views of the Council.

10.2 Application Ref: 22/00426/FUL

Address: Narbonne House The Green Northleach Cheltenham GL54 3EX

Proposal: Erection of single storey rear extension

COMMENT: No objection

10.3 Application Ref: 22/01304/CLOPUD

Address: 8 Fallows Road Northleach Cheltenham GL54 3QQ

Proposal: Certificate of Lawful Proposed Use or Development [...] for the erection of single storey rear extension

COMMENT: No objection.

10.4 Application Ref: 22/01468/FUL

Address: 21A Fortey Road Northleach Cheltenham GL54 3HN

Proposal: Erection of two storey extension with porch and dormer windows

COMMENT: No objection

10.5 Planning appeal: 22/00010/REFUSE

Address: Antelope Corner West End Northleach Cheltenham GL54 3HG

Appeal of refusal of 21/03112/LBC: Replacement of wooden attic windows and one ground floor window with similar UPVC windows

COMMENT: None (no representation)

10.6 Licensing application: C/22/00536/PRMV

Address: Wheatsheaf Inn High Street Northleach Cheltenham GL54 3EZ

Proposal: Variation of Premises Licence

COMMENT: Members had no objection to the description or changes to licensed areas.

Concern was expressed about the licensing hours of 3AM on Friday and Saturday evenings because of the potential for noise and disturbance in a residential area. The Clerk was asked to confirm the current licensing arrangements and whether this was indeed a change.

## **11. Finance**

11.1 The bank reconciliation was received, showing balances of £179,918.86 on 30 April 2022.

11.2 The Clerk presented the payments list, which is appended to these minutes, and advised that payment of £200 to Little Party Heaven was to be added to the schedule.

It was RESOLVED that payments in the sum of £37,788.79 be approved.

11.3 It was RESOLVED that all councillors who are not online authorisers are invited to become cheque signatories.

## 12. Appointment of Committees

12.1 Members reviewed the delegation arrangements to committee. It was noted that the Westwoods Centre has a working group rather than a committee with delegated powers to oversee its operations, and a proposal was made to reinstate the committee. It was suggested that responsibilities could be amalgamated with PPMC but this was rejected as the membership of the PPMC is different from the membership of the Westwoods Working Group, reflecting different interests. Planning and highways issues continue to be dealt with effectively at full council and the Property Planning and Transport Committee has not met.

It was RESOLVED that the Property, Planning and Transport Committee be dissolved.

It was RESOLVED that the Westwoods committee is re-established and would meet bimonthly in the first year. Clerk to liaise with members over suitable dates.

Action: Clerk to revise the Committee Terms of Reference.

12.2 It was RESOLVED that members be appointed to committees as follows:

<b>Committee</b>	<b>Membership 2022-23</b>
Finance and General Resources	Cllr Valerie Glynn Cllr Brian Hulcup Cllr Mark Ogden
Property and Premises Management (PPMC)	Cllr Gina Blackwell Cllr Byron Hadley Cllr Brian Hulcup Cllr Terry Morley-Blackwell Cllr Andrew Wellman Mr Tim Barter
Westwoods	Cllr Valerie Glynn Cllr Mark Ogden Cllr Caroline Saunders Cllr Andrew Wellman

It was RESOLVED that the committees be permitted to appoint their own chairmen.

A discussion of working parties was deferred until the next meeting.

12.3 It was RESOLVED that the Chairman of the Council be appointed as an ex-officio substitute member of the Finance and General Resources Committee.

12.4 It was RESOLVED to appoint councillors as representatives as follows:

<b>Subject</b>	<b>Representative</b>
Highways	Cllr Brian Hulcup
Planning	Cllr Mark Ogden
Northleach Benefice	Cllr Valerie Glynn
Food Bank	Cllrs Morley-Blackwell, Mark Ogden
Flood Warden Scheme	Cllr Brian Hulcup

Representatives will report back to full council.

### **13. Annual Review of Policies**

13.1 NALC had issued updated model Standing Orders which incorporated changes to SO18 in relation to procurement thresholds post Brexit. A draft version had been circulated.

It was RESOLVED that the new model clause for SO18a be adopted.

It was RESOLVED that advertising in a local newspaper is deleted from SO18d iii.

It was RESOLVED that the new model clause for SO18f be adopted.

The Clerk to make these amends and issue the updated policy.

13.2 It was RESOLVED that the Financial Regulations be re-adopted.

13.3 It was RESOLVED that the complaints procedure be re-adopted.

13.4 It was RESOLVED that the data protection policies be re-adopted.

13.5 It was RESOLVED that the press and media policy be re-adopted.

13.6 It was RESOLVED to delegate the review of employment policies to the Finance Committee.

### **14. Inventory of Land and Other Assets**

It was RESOLVED that the asset register be approved.

### **15. Insurance**

The insurance policy with Hiscox/Gallagher is due for renewal on 15 June, which will be the second year of a 3-year deal. The Clerk explained that the renewal invitation does not include updated property values and this will need to be amended before renewal.

It was RESOLVED that arrangements for insurance cover in respect of all insured risks be approved and to delegate discharge of this decision to the Clerk.

### **16. Subscriptions to Other Bodies**

It was RESOLVED that the following subscriptions be continued:

- Gloucestershire Association of Town and Parish Councils (GAPTC)
- Gloucestershire Playing Field Association
- Gloucestershire Rural Community Council (GRCC)
- Institute of Cemetery and Crematorium Management (ICCM)
- Society of Local Council Clerks (SLCC)

### **17. Section 137 Expenditure**

In 2021-22 expenditure under Section 137 of the Local Government Act 1972 was as follows:

- £100 donation to the Royal British Legion at remembrance
- £250 to North Cotswold Rotary for drama classes at Northleach Primary School.

### **18. Schedule of Meetings**

A draft meetings schedule had been circulated. The Council would continue to meet on third Wednesdays, except in August, December, and April (when the Town Assembly is held).

It was agreed to move the next Finance Committee to 19 July, due to councillor availability.

It was RESOLVED that the meetings schedule be approved.

### **19. Annual Governance and Accountability Return**

19(a) The Annual Internal Audit Report for 2021-22 was received.

19(b) The Annual Governance Statement for 2021-22 was presented. Members reviewed each assertion and agreed to respond YES to Assertions 1-8 and NO to Assertion 9.

It was RESOLVED that the Annual Governance Statement be approved for signing.

19(c) The Accounting Statement for the year ending 31 March 2022, which had been prepared and signed by the Responsible Financial Officer, was presented for approval.

It was RESOLVED that the Accounting Statement for 2021-22 be approved for signing.

19(d) It was RESOLVED that the period for the exercise of public rights to inspect the accounts would be Monday 6 June to Friday 15 July.

## **20. Platinum Jubilee Street Party**

Cllr Valerie Glynn gave an update on the preparations. Local businesses have donated some fabulous prizes, children at school have finished making decorations, and a throne has been sourced. Volunteers are still wanted, especially for setting up tables on Sunday morning. Clearing the Market Place is going to be the biggest challenge as there is a wedding in the church and ceilidh on Saturday, which could lead to people leaving their cars overnight. Flyers will be back from the printers early next week ready for distribution to households.

The Clerk raised the issue of extra workload arising from the event. It was agreed to pay 8 hours overtime at the contractual rate and review timesheets at Finance Committee in July.

## **21. Correspondence**

The following correspondence had been received:

21.1 Invitation to Cirencester Food Bank launch event on 21 June. Cllrs Morley-Blackwell, Blackwell and Ogden had all expressed an interest in attending.

21.2 Cotswold District Council's elections team had asked for views on whether the Council would wish to revert to the original polling place of the Cotswold Hall, Northleach or to stay with The Westwood Centre. Points made in the debate were that the Cotswold Hall is more central to the town while the Westwoods Centre is more accessible and has better parking.

A proposal to keep the polling place at the Westwoods was moved to the vote but the motion failed to pass: 3 members voted for and 3 against.

It was RESOLVED to respond that the Council is happy to keep the polling station at the Westwoods Centre if the elections team feel it is the most appropriate location.

## **22. Future Agenda Items**

Already noted: speed limit TRO; resilience plan, Fortey Woods, Men in Sheds lease.

To be added: Green Ring.

## **23. Next Meeting**

The next meeting is scheduled for Wednesday 15 June 2022, 7pm.

There being no further business, the meeting closed at 9:55 pm.

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