

Minutes of the Ordinary Meeting of the Northleach with Eastington Town Council held in the Westwoods Centre on 28 September 2022, 7pm

Members Present: Cllrs Terry Morley-Blackwell (Chairman), Gina Blackwell, Valerie Glynn, Sara Gorst, Brian Hulcup, Caroline Saunders, and Andrew Wellman.

In Attendance: Ms Pauline Rigby (Town Clerk), District Cllr Tony Dale and approx. 35 members of the public

Before the meeting started, the Mayor lead those present in a one-minute silence as a mark of respect for Her Majesty Queen Elizabeth II.

56. Apologies for Absence

Apologies had been received from Byron Hadley.

57. Declarations of Interest

There were no interests declared.

58. County and District Council Reports

County Cllr Paul Hodgkinson had sent his apologies and a short written report reminding residents that covid vaccinations are available for the over 50s.

District Cllr Tony Dale reported on matters relating to the parish including:

- A working group has done substantive work on the government review of properties used as short-term holiday lets, looking at planning permissions, noise, and parking.
- The cost of living crisis is being discussed, and what Cotswold District Council is doing. They learned during the pandemic that communities are good at supporting themselves. Coordination and support will be given. Warm spaces are an excellent idea, and they are working with charities and organisations to support targeted and meaningful engagement to bring people together to tackle, poverty, loneliness, and isolation.

59. Public Questions

Members of the public asked questions as follows:

- Why is the public forum early in the business of the meeting? Residents would prefer to contribute after they have heard what the Town Council has to say.
- Why has the Black Cat Café closed?
- Given the Financial Reserves Policy states that the Town Council will should hold 3-12M of revenue expenditure in its general reserves, why is the bank balance so high?

The Town Clerk invited the resident to leave his details so that further information about Council finances could be provided after the meeting.

The Chairman agreed to invite residents to speak at the appropriate points in the debate.

60. Confirmation of Minutes

It was RESOLVED that the minutes of the Ordinary Meeting of the Town Council held on 20 July 2022 be confirmed and signed as a true record.

61. Action Point Update

The Town Clerk reported that:

- The Community Expo organised by Cllr Gina Blackwell on Saturday 17 September had gone well with lots of engagement between different groups as well as with the public.
- The Town Council had organised a National Moment of Reflection for the life of the Queen, followed by a local reading of the Proclamation, on Sunday 18 September.
- The County Council had raised a number of questions in response to the enquiry about the lifting of covenants at the Westwoods.
- Although less in the public eye, the Ukraine appeal continues.

62. Casual Vacancies

62.1 The resignation of Mark Ogden was received with regret. Members gave a vote of thanks for his service to the Council.

62.2 There were two applicants for the vacancies on the council.

It was RESOLVED that Laura Kirkby and Adam Tattersall be co-opted as Members of Council.

62.3 Note: The next item was taken out of order but is included here for ease of reference.

It was RESOLVED to appoint Cllr Kirkby to the Finance and General Resources Committee.

It was agreed to bring forward the Highways agenda item.

63. Highways Issues

64.1 Report on Local Highways Manager meeting: A verbal summary was given as follows:

- Issues with coach parking on East End
- Concerns about HGVs coming through town during A40 overnight closures.
- Pavement resurfacing works across town, which had since been completed.
- Drainage at the bottom of Bettenson Rise: a new drain could not be dug as there are utilities present and reinforced concrete under the road.
- A Traffic Regulation Order to move the 30mph speed limit on East End further out is in the queue but not progressing due to lack of capacity.
- A scheme for the resurfacing of Back Lane.

64.2 Council received an outline proposal from Ward Cllr Tony Dale to widen the pavement outside the Post Office and Wine Bar on the Market Place.

Cllr Dale was invited to present and explained it is within the gift of the highway authority to extend the pavement for safety reasons without an amendment to traffic regulations.

Widening the pavement has several impacts: first, it would create safer passage between the Post Office and pharmacy; second it would enable the disabled parking spots to be moved to where they are needed, outside the Post Office and pharmacy; finally, it will create a pedestrianised space that everyone can enjoy and will be a boost to local businesses.

Views were invited from and given by the public.

A resident explained that one of driving forces behind the Neighbourhood Plan was to boost the sustainability of the local economy and also a desire to restructure the existing parking on the Market Place for which the trade-off is a new car park at the other end of town. He offered to chair a steering group to begin to work on delivery. It was agreed that the creation of a steering group would be included on the next agenda.

Residents raised questions about using decking instead of a permanent footway, ramps into business premises to improve accessibility for wheelchair users, and whether there would be future opportunities to redesign the layout of the Market Place.

Cllr Dale stated that he believed there is a willingness for all three councils to share the cost of the scheme where each council would contribute.

A motion was put forward to support the proposal in principle. It was noted that the Town Council would expect to review designs and costings before making a firm commitment.

After further debate, it was RESOLVED that the Town Council supports the proposal to widen the pavement on the Market Place and would contribute one third of costs, up to a maximum value of £3,500.

64. Planning Matters

Note: Cotswold District Council is the Local Planning Authority.

64.1 Decisions at variance with the views of the Town Council: None to report.

64.2 Application No: 22/03070/FUL

Address: 3 Nostle Road Northleach Cheltenham GL54 3PF

Proposal: Erection of single-storey rear extension and front porch extension (revised scheme following approved permission - 21/04153/FUL).

Comment: No objection

65. Fortey Woods

Minute 203 of 23 February 2022 refers.

Cotswold District Council had requested a breakdown of future maintenance costs, which the Clerk had provided, and a response was awaited.

66. Community Cafe

Residents were invited to raise questions about the closure of the Black Cat Cafe. Many residents spoke in support of the café as a popular place in the community and a boost to tourism. They wanted to understand why the business had ceased trading.

Members of council raised questions about what the Town Council could actually do? The Town Clerk summarised actions, taken in consultation with the Chairman, to request a "grace period" before the property would be put up for sale.

When a show of hands in the room was called, the majority wanted to save the café.

The business is owned by the Northleach Church and Town Enterprise CIC.

A resident read a statement on behalf of the Parochial Church Council of Northleach:

"The CIC is currently experiencing financial difficulties and is considering its future options to ensure that as far as possible the building can remain open for the benefit of the local community. The directors are actively exploring all options available to it to consider whether any are sufficiently viable. The Church/PCC continues to support the CIC and will provide assistance to the directors as far as it is able to in furtherance of both the PCC's charitable, and the CIC's, objectives."

It was RESOLVED that Town Council would support the community in exploring options for keeping the building in community ownership.

67. Community Survey

In view of the time sensitive nature of the Black Cat Café rescue plan it was agreed to hold back the general community survey and instead focus on a survey about the café.

It was RESOLVED that a questionnaire be delivered to all households, at a cost of up to £100 ex VAT, and discharge of this decision be delegated to the Clerk with support from Cllrs Kirkby and Morley-Blackwell. The draft questionnaire would be circulated to all councillors for comment before being finalised.

68. Conclusion of Audit for 2021-22

68.1 Council received the external auditor's report and certificate, which stated "in our opinion the AGAR had been completed in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met."

68.2 The Town Clerk confirmed that the Notice of Conclusion of Audit had been published.

69. Audit Arrangements for 2022-23

69.1 Council had received a letter from the Smaller Authorities Audit Appointments (SAAA) on the process for opting out of the local audit regime in 2022-2026.

It was RESOLVED that the Council would not opt out of the local audit regime.

69.2 Council received a report detailing quotations to provide internal audit services.

It was RESOLVED that Bridget C Bowen FCA be appointed as internal auditor for 2022-23.

70. Finance

70.1 The bank reconciliation was received, showing balances of £145,004.19 on 31 August 2022.

70.2 The budget monitoring report was not available.

70.3 The Clerk presented the payments schedule, which is appended to these minutes.

It was RESOLVED that payments in the sum of £25,246.33 be approved.

71. Review of Civic Protocols

71.1 The Clerk reported that a road closure had been applied for and granted for the Remembrance Ceremony on the Market Place in November.

An environmentally friendly wreath was suggested. It was agreed to speak with community groups about crochet poppies and consider the topic again at the next meeting.

71.2 A draft Protocol For Marking The Death Of A Senior National Figure had been circulated prior to the meeting.

It was RESOLVED that the protocol be adopted, subject to the words "in order" being deleted from clause 14.

71.3 It was noted that Freemen and Freewomen of the Parish should receive invitation to local civic occasions and events.

72. Committee Minutes

Council received the minutes of the Property and Premises Management Committee meeting on 26 September 2022.

The Committee Chairman reported that, owing to the cost of the repairs, it was likely that the re-surfacing of the goal wall would have to come to council for a decision.

Wildflower planting was also being discussed.

73. Future Agenda Items

Already noted: Market Place bus stop

To be added: Creation of a Steering Group for a Town Parking Strategy.

74. Next Meeting

The next meeting is scheduled for Wednesday 19 October 2022, 7pm.

There being no further business, the meeting closed at 9:05 pm.

Signature of the Chairman on approval of the minutes: _____

Payment schedule

Date	Supplier	Service	Amount	Authority
19-Jul	EDF Energy	Westwoods electricity	£ 103.89	LGA 1972 s133
21-Jul	Zen Internet	Broadband	£ 32.40	LGA 1972 s133
22-Jul	BrightHR	HR service	£ 24.30	LGA 1972 s111
22-Jul	Microsoft	365 Business Basic x 1	£ 54.00	LGA 1972 s111
26-Jul	Amanda King	Westwoods cleaning	£ 128.00	LGA 1972 s133
27-Jul	Stephen Chilton	Handyman services	£ 191.00	LGA 1972 s133
29-Jul	Networld Sports	Goal weights	£ 451.85	LG(MP)A 1976 s19
31-Jul	Mainstream Digital	Telephone charges	£ 43.56	LGA 1972 s133
31-Jul	Grundon	Waste collection	£ 84.35	Litter Act 1983 s5
01-Aug	Davies Sports	Sports equipment	£ 74.62	LG(MP)A 1976 s19
01-Aug	Wickes	Soil	£ 49.00	SHHA 1908 s26
01-Aug	Eastwood Pest Control	Ant treatment	£ 90.00	LGA 1972 s133
03-Aug	GeoXphere	Parish Online subscription	£ 120.00	LGA 1972 s111
03-Aug	Broxap	Goal stanchions	£ 308.16	LG(MP)A 1976 s19
05-Aug	Total Floor Care	Sand and seal hall floor	£ 4,866.00	LGA 1972 s133
09-Aug	Viking	Stationery	£ 80.64	LGA 1972 s111
11-Aug	McCracken and Son	Mowing July	£ 1,345.20	LG(MP)A 1976 s19

11-Aug	Safe Shop Ltd	Padlocks	£ 54.52	LG(MP)A 1976 s19
13-Aug	Central Trees	Fell large ash	£ 672.00	OSA 1906 s10
17-Aug	Post Office	Postage	£ 10.88	LGA 1972 s111
18-Aug	PKF Littlejohn	Limited assurance review	£ 480.00	AAR 2015 s5
22-Aug	EDF Energy	Westwoods electricity	£ 107.95	LGA 1972 s133
22-Aug	BrightHR	HR service	£ 24.30	LGA 1972 s111
22-Aug	Zen Internet	Broadband	£ 32.40	LG(MP)A 1976 s19
22-Aug	CPRE	Annual membership	£ 36.00	LGA 1972 s111
22-Aug	N'leach Junior Football Club	Junior goal posts	£ 700.00	LG(MP)A 1976 s19
23-Aug	ESPO	Contour25 folding table	£ 98.40	LGA 1972 s133
25-Aug	Staff costs	August salaries, pension	£ 4,845.42	LGA 1972 s112
25-Aug	The Metal Foundry	Jubilee plaque	£ 69.95	LGA 1972 s145
30-Aug	Amanda King	Westwoods cleaning	£ 160.00	LGA 1972 s133
31-Aug	Sweetfuels	Heating oil	£ 1,775.66	LGA 1972 s133
31-Aug	Mainstream Digital	Phone charges	£ 1.52	LGA 1972 s133
31-Aug	Grundon	Waste collection	£ 89.92	Litter Act 1983 s5
01-Sep	CIA Fire & Security	Alarm service contract	£ 87.28	LGA 1972 s133
04-Sep	Amazon UK	Power meters	£ 27.99	LGA 1972 s111
07-Sep	CartridgeSave	Printer ink	£ 48.65	LGA 1972 s111
07-Sep	McCracken and Son	Mowing August	£ 1,345.20	LG(MP)A 1976 s19
07-Sep	Solopress	EXPO flyer	£ 42.92	LG(MP)A 1976 s19
07-Jan	Cellar Supplies	Bar stock	£ 764.97	LGA 1972 s145
08-Sep	Cellar Supplies	Bar stock	£ 196.18	LGA 1972 s145
14-Sep	HM Land Registry	Title deeds	£ 6.00	LGA 1972 s111
15-Sep	Community Heartbeat Trust	Defib battery	£ 318.00	PHA 1936 s234
17-Sep	KGV Playing Field Trust	Playing field booking	£ 30.00	LG(MP)A 1976 s19
17-Sep	Rapid Aid Training	First aid cover	£ 40.00	LGA 1972 s111
20-Sep	EDF Energy	Westwoods electricity	£ 92.99	LGA 1972 s133
21-Sep	Zen Internet	Broadband	£ 32.40	LGA 1972 s133
21-Sep	Brian Brazington	Meadow cut	£ 390.00	OSA 1906 s10
21-Sep	CartridgeSave	Printer ink	£ 35.46	LGA 1972 s111
22-Sep	Colour change	Fridge thermometer strips	£ 10.10	LGA 1972 s111
22-Sep	BrightHR	HR service	£ 24.30	LGA 1972 s111
22-Sep	Alfram	Adjusting entrance doors	£ 204.00	LGA 1972 s133
23-Sep	ICO	Data protection fee	£ 35.00	DP(C&I)R 2018 s2
24-Sep	Cathedral Leasing	Sanitary bins	£ 38.99	W(HSW)R 1992
25-Sep	Staff costs	Sept salaries, pension	£ 4,474.01	LGA 1972 s112
	TOTAL PAYMENTS		£ 25,450.33	