

Minutes of the Ordinary Meeting of the Northleach with Eastington Town Council held in the Westwoods Centre on 15 February 2023, 7pm

Members Present: Cllrs Terry Morley-Blackwell (Chair), Gina Blackwell, Valerie Glynn, Sara Gorst, Brian Hulcup, Caroline Saunders, Laura Kirkby, Adam Tattersall, and Andrew Wellman

In Attendance: Ms Pauline Rigby (Town Clerk),

Also Present: Jane Gibney (Community Support Officer, Cotswold District Council), Sue Pilling (Community Builder, Cotswold District Council) and one member of the public (first item only)

129. Chairman's Announcement

The Chairman gave thanks to the late Alan Wellman for everything he had achieved for the town during 60 years' service as a councillor. A one minute silence was observed.

It was announced that the funeral would take place on Monday 13 March at 1:30pm in the Church of St Peter and Paul, Northleach. Cllr Andrew Wellman invited current and former council members to form a guard of honour during the final hymn.

130. Apologies for Absence

Apologies received from Cllr Byron Hadley.

131. Declarations of Interest

Cllr Morley-Blackwell declared an interest in item about the Community Café as one of the lead volunteers in the Warm Space. Other members did not feel this was necessary. The Town Clerk advised that it was up to the individual to identify and declare any interests. Following the discussion, Cllr Morley-Blackwell retracted the declaration.

132. Community Support Officer

Jane Gibney, new Community Support Officer with Cotswold District Council, was invited to introduce herself. She works with the Community Wellbeing team with a remit to liaise with town and parish councils, hence the visit. She also works with Cabinet through the Town and Parish Forum to achieve two-way interaction. The next Forum meeting would be on Thursday 2 March, 6:30pm at the Cotswold District Council Offices in Cirencester.

Cllr Morley-Blackwell asked how the community roles are distinct from each other. Jane explained she is more involved in communications, Sue in grassroots development.

133. County and District Council Reports

County Cllr Paul Hodgkinson had sent a written report, which had been circulated.

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

134. Public Questions

There were no questions from the public.

135. Confirmation of Minutes

It was RESOLVED that the minutes of the Ordinary Meeting of the Town Council held on 18 January 2023 be confirmed and signed as a true record.

136. Action Point Update

The Town Clerk advised that the pavilion roof tender had been published and the matter was due to be discussed further at the next meeting of the King George V Playing Field Trust.

137. Planning Matters

Ref. No: 23/00316/FUL

Address: 4 Jessop Drive Northleach Cheltenham Gloucestershire GL54 3JG

Proposal: Extension to the rear of the garage for a utility room and above garage and utility for 2 mezzanine style bedrooms

It was RESOLVED to submit a comment of no objection.

138. Highways Issues

138.1 Highways had completed the pavement extension on the Market Place. A pavement licence application was in progress, members were advised they could respond as individuals if they wished. Outstanding issues were accessibility of the new pavement and marking out of parking spaces. It was reiterated that Council's support for the scheme had been contingent on the provision of disabled parking spaces.

138.2 To receive update on the meeting with the Local Highways Manager. The Town Clerk and Chair gave a summary of the meeting. Matters raised included:

- Preventing rainwater flowing off the Market Place into the Cotswold Stores.
- Carriageway resurfacing works north and south of the traffic lights, now due to take place in the new financial year.
- A resurfacing scheme for Back Lane, which would take place over three years.
- The process for implementing a 20mph speed limit in town.
- Refusal of request to the 30mph extension on East End on the grounds that the Police did not support a reduction in the speed limit. Alternative ways to reduce traffic speeds had been discussed, such as moving the village gateways or floral planting.
- Changing 'Give Way' to 'Stop' at the junction of Farmington Road and High Street.

Members asked for more information on vehicle activated signs (VAS).

139. Financial Reports:

139.1 The bank reconciliation of 31 January 2023 was noted, showing balances of £134,108.48.

139.2 Council received the budget monitoring report.

139.3 Council received the payments schedule, which is appended to these minutes. Questions had been raised about the invoice from Mustoes Haulage, which would be discussed further. It was proposed that the other payments be approved.

It was RESOLVED that payments in the sum of £8,724.17 be approved.

139.4 To approve communication with residents about the budget and precept. The Town Clerk proposed that the Town Council communicate proactively about why the precept is increasing and asked Members to consider what form the communication would take. A draft document had been circulated.

It was RESOLVED that a communication about the precept would go out on email and website, to lead with the increase of 38p per week rather than the percentage, and issue a summary on social media.

140. Governance

140.1 To receive the Interim Internal Audit Report and note actions taken.

The meeting was adjourned briefly when the Chair left the room to take an urgent phone call. The Chair returned and the meeting resumed.

The Finance & General Resources Committee had reviewed actions arising from the report.

It was RESOLVED that the interim internal audit report and actions taken be noted.

140.2 The Strategic Risk Register had been circulated. It was noted that the Internal Audit Report referred to this document as the Financial Risk Assessment; they were one and the same.

It was RESOLVED that the Strategic Risk Register be adopted.

141. King's Coronation

To discuss plans and funding to celebrate the Kings Coronation on 6 May 2023. Cllr Kirkby outlined the Working Group's proposals. On Friday evening the Vicar was intending to organise a Town Crier Competition. On Saturday the plan was to screen the Coronation and provide afternoon teas in the Westwoods Centre. Any profit from the bar could go into the pavilion roof fund. Sunday would be a family fun day, with child-friendly activities and band. They had found a bouncy castle company which provides a full service including a responsible person to supervise. Residents would be encouraged to bring a picnic.

It was RESOLVED that the outline proposal be approved.

It was further RESOLVED that the budget for the event be increased to £1,400, with the additional funding taken from general reserves.

The Working Party's next meeting is on Weds 1 March, 1:30pm.

142. Fortey Woods

To receive an update on progress and agree expenditure on legal costs for the transfer of the woodland to the Town Council. Two fee proposals for the legal work had been received.

It was RESOLVED that the proposal from Freeths be accepted, the Town Clerk to issue the instruction when Cotswold District Council is ready to proceed.

143. Market Place Toilet Block

To consider Cotswold District Council's request to share outsourced legal costs for drawing up a deed of trust and first registration of the land.

It was RESOLVED that Cotswold District Council be asked if they could complete the work, as they have an in-house legal team.

144. Community Café

144.1 It was RESOLVED that press and public be excluded for the following item on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of business to be transacted.

144.2 To receive an update on the nomination of the Old Woolhouse/Black Cat Café as an Asset of Community Value. Although correspondence had been received from Cotswold District Council, a decision had not been issued. An announcement from the Property Owner was circulated to members. The Town Clerk reported on legal advice received.

It was RESOLVED that the Clerk be instructed to raise a formal complaint with Cotswold District Council and write a letter of dissatisfaction to the Member of Parliament.

- 144.3 To receive response from Northleach Church & Town Enterprise CIC to the Town Council's offer for the Black Cat Café and consider the way forward.

Following an in-depth discussion, it was RESOLVED that the matter would stand deferred, pending further information from Cllr Glynn.

The meeting was re-opened to press and public.

145. Committees & Working Parties

- 145.1 Council received the minutes of the Property & Premises Management Committee meeting on 30 January 2023

- 145.2 Council received the minutes of the Westwoods Committee meeting on 6 February 2023.

146. Future Agenda Items

Already noted: Glorious Cotswold Grasslands, Pavilion roof, events committee.

To be removed: Asset of Community Value nomination for the Sherborne Arms

147. Next Meeting

The next meeting is scheduled for Wednesday 15 March 2023, 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
11-Jan	Ramtech Energy Services	Boiler service	£ 172.74	LGA 1972 s133
13-Jan	DM Payroll	Payroll service 6M	£ 66.00	LGA 1972 s111
14-Jan	Boots Chemist	First aid supplies	£ 16.23	H&S(FA)R 1981 s3
16-Jan	EDF Energy	Westwoods electricity	£ 328.16	LGA 1972 s133
17-Jan	Community Heartbeat Trust	Defib pads	£ 63.60	PHA 1936 s234
18-Jan	Spot On Supplies	Cleaning supplies	£ 71.94	LGA 1972 s133
19-Jan	Everflow	Westwoods water	£ 66.10	LGA 1972 s133
23-Jan	Zen Internet	Broadband	£ 32.40	LGA 1972 s133
23-Jan	Community Heartbeat Trust	Defib battery	£ 318.00	PHA 1936 s234
24-Jan	Cellar Supplies	Bar stock	£ 223.70	LGA 1972 s145
24-Jan	Community Heartbeat Trust	Defib pads	£ 63.60	PHA 1936 s234
29-Jan	Stephen Chilton	Handyman	£ 97.50	LG(MP)A 1976 s19
30-Jan	Wreal Sports	10 x hi vis vests	£ 102.00	LGA 1972 s111
31-Jan	Amanda King	Westwoods cleaning	£ 160.00	LGA 1972 s133
31-Jan	Mainstream Digital	Telephone line	£ 49.04	LGA 1972 s133
31-Jan	Grundon	Waste collection	£ 113.10	Litter Act 1983 s5
01-Feb	McCracken and Son	Grounds maintenance	£ 1,345.20	LG(MP)A 1976 s19
06-Feb	Cloud Next Ltd	GOV.UK domain	£ 132.00	LGA 1972 s142
07-Feb	Garry Evans	Window cleaning	£ 20.00	LGA 1972 s133
08-Feb	Glasdon	Grit bins x 2	£ 489.50	HA 1980 s185
25-Feb	Staff costs	Feb salaries, pension	£ 4,793.36	LGA 1972 s112
	TOTAL PAYMENTS		£ 8,724.17	