

Minutes of the Ordinary Meeting of Northleach with Eastington Town Council held in the Westwoods Centre on 14 June 2023, 7pm

Present: Cllrs Terry Morley-Blackwell (Chairman), Byron Hadley, Laura Kirkby, Patsi Rainey, Jules Russell, Caroline Saunders, Mark Tennant, Andrew Wellman, and Guy Woolley.

In Attendance: Pauline Rigby (Town Clerk), District Cllr Tony Dale, and one member of the public

31. Apologies for Absence

Apologies had been received from Cllrs Brian Hulcup and Matt Jackson.

32. Declarations of Interest

There were no interests declared.

33. County and District Council reports

County Councillor Paul Hodgkinson had sent his apologies and a short written report.

District Councillor Tony Dale reported that the Cabinet had been formed and roles filled. He had been appointed Cabinet Member for Economy and Council Transformation again. A number of people had met with him to talk about bike racks on the Market Place [item 39].

34. Public Participation

There were no questions from members of the public.

35. Confirmation of Minutes

It was RESOLVED that the minutes of the Annual Meeting of the Town Council held on 17 May 2023 be confirmed and signed as a true record.

36. Action Point Update

(a) To confirm that all acceptances of office have been received.

The Town Clerk confirmed that Cllr Russell had signed a declaration of acceptance of office, and that all acceptances required by law had been received.

(b) To confirm appointment to committees.

It was RESOLVED that Cllr Rainey would step down from and Cllr Russell be appointed to the Property and Premises Management Committee.

(c) To move public participation to the end of the meeting.

The Clerk explained that the right time to influence a Town Council decision is before it is made. Time is set aside for public participation early in the meeting so that councillors can hear from members of the public before the debate and take their views into consideration. It was agreed that public participation should stay where it is on the agenda and so the motion failed. The Clerk was asked to add suitable wording to the agenda to clarify this.

The Town Clerk gave a brief update on matters not covered elsewhere on the agenda:

(d) On 5 June, the Glorious Cotswold Grassland team had carried out a baseline botanical survey of the meadow to find out what's currently growing there.

- (e) Pavilion roof: The analysis of tenders was underway, and the building surveyor was due to visit on Friday to survey the site for the building control application.

37. Planning Matters

37.1 Application Ref: 22/0006/CWMAJW

Address: Farmington Stone Quarry Farmington Gloucestershire GL54 3NZ

Proposal: Importation of up to 50,000 tonnes per annum of inert material to facilitate an aggregate recycling facility

It was RESOLVED that Town Council objects due to concerns about the impact of increased noise on the residents of Northleach. It is evident from shooting activities at the quarry, which can be heard in the town, that noise does travel toward Northleach. The Town Council believes the continuous noise will be of detriment to its residents.

37.2 Application Ref: 21/0085/CWS73M

Address: Farmington Quarry Farmington Gloucestershire GL54 3NZ

Proposal: Variation of conditions 2(Duration), 3(Scope of Permission) and 9(Access, Traffic and Highway Protection) relating to planning consent 19/0009/CWMAJM dated 19/03/2020.

It was RESOLVED that the same comment be submitted.

37.3 Application Ref: 23/01598/FUL

Address: Great Union House Market Place Northleach Cheltenham GL54 3EJ

Proposal: Var. of condition 2 (Approved plans) of permission 21/04742/FUL - Demolition of modern extensions, kitchen and chimney to stair tower, rebuilding of kitchen, replacement of windows, 2no. flat-roofed rear dormers replaced with pitched-roof, 1no. rear dormer re-roofed with leadwork, installation of integral PV tiles to coach house roof and addition of EV charging point; removal and re-location of incoming utilities, re-covering of roof.

It was RESOLVED to submit a comment of No Objection.

37.4 Application Ref. No: 23/01886/LBC

Address: Great Union House Market Place Northleach Cheltenham GL54 3EJ

Proposal: Demolition of modern extensions, kitchen and chimney to stair tower, rebuilding of kitchen, replacement of windows, 2no. flat-roofed rear dormers replaced with pitched-roof, 1no. rear dormer re-roofed with leadwork, installation of integral PV tiles to coach house roof and addition of EV charging point; removal and re-location of incoming utilities, re-covering of roof; internal alterations (revised scheme)

It was RESOLVED to submit a comment of No Objection.

38. Highways Matters

The Clerk gave a brief verbal update on matters discussed with the Local Highways Manager:

- (a) A429: Resurfacing of sections above and below the traffic lights is expected in August.
- (b) Back Lane: Although a resurfacing scheme had been drawn up and costed, there was no capacity within highways to carry out the work at present.
- (c) Entrance gates: It has been agreed to move the gateways on East End further out so that they are more visible to drivers.
- (d) Speed surveys were underway to assess the feasibility of a 20mph speed limit in town.

39. Cycle Racks on the Market Place

To consider proposal from Cotswold District Council to install cycle racks outside the Post Office and agree the next steps.

The Chairman introduced the topic and District Cllr Dale gave some context. He explained that part of the funding source for the pavement extension was to encourage active travel, and as part of that it was agreed that cycle stands would be put on the new pavement.

The general consensus in the room was that there was a need for more cycle parking on the Market Place. Bicycles leaned against shop windows were creating an obstruction.

The executive of Farmington Trust was invited to speak. As the owner of the Post Office they were concerned about what happens in front of the building. They support the pavement extension, and they support the café society and trade that would bring. A concern if the new provision was in front of the Post Office is that surplus bikes would continue to be left propped on buildings. They presented an alternative proposal to provide a cycle park in a location where there used to be weighbridge, they would provide it and commission the work if they got the necessary approval. They asked if this could be discussed with highways.

Other options were bollards with cycle hoops or a bike park on the carriageway in front of the Post Office. There were concerns that bollards would block access onto the pavement and cycle parking on the carriageway was more complex and outside the budget.

It was proposed that Option A with 3 cycle stands on the pavement by the Post Office would be the preferred option with the least drawbacks.

It was RESOLVED that Option A be approved.

40. Parking Strategy Steering Group

10.1 To receive the report from the accessibility audit and agree the next steps.

Cllr Kirkby had undertaken an audit and the report had been circulated. The next step would be to produce more detail on specific areas of improvement and bring the report back in a form where findings are categorised, with actions now, medium, and longer term.

It was agreed that a working party of Cllrs Hadley, Morley-Blackwell and Russell would meet with Cllr Kirkby to progress the report.

10.2 To note that the Steering Group intends to report back next month.

This was duly noted.

41. Section 137 Expenditure

To review expenditure incurred under S137 of Local Government Act 1972 in 2022-23. A report had been circulated showing section 137 expenditure of £647 for the year, which was well within the appropriate limit of £8.82 per elector.

It was RESOLVED that Section 137 for 2022-23 expenditure be noted.

42. Financial Regulations

To review and re-adopt Financial Regulations. A report detailing the proposed amendments had been circulated. Cllr Woolley asked if the FSCS limit should be included in FinReg 5.5. The Clerk explained that this was already covered by the Treasury Management Policy.

It was RESOLVED that the amendments to Financial Regulations be adopted.

43. Insurance

To confirm arrangements for insurance cover in respect of all insured risks. The Clerk explained that this item had been brought back to council for confirmation that Members were satisfied with the arrangements.

It was RESOLVED that arrangements for insurance be confirmed.

44. Risk Management Strategy

To adopt a risk management policy and review the risk register.

It was noted that the policy was actually a strategy, and the wording would be harmonised. It was also noted the risk register includes a section on reputational risk and proposed that reputational risk also be included in the risk management strategy.

It was RESOLVED that, subject to these amendments, the Risk Management Strategy be adopted.

45. Press and Media Policy

To review and re-adopt the press and media policy.

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

46. Social Media Policy

To review and adopt a social media policy. A social media policy had been presented to council several times before and rejected. Cllr Woolley was concerned that not having a policy left the council and councillors exposed, and didn't feel the topic of social media was sufficiently well covered by the Press and Media Policy. District Cllr Dale said that Cotswold District Council had debated at length and agreed social media guidelines several years ago, which he recommended to the Town Council.

It was RESOLVED that the Town Council would have a social media policy.

Cllr Woolley offered to work with the Clerk to develop the policy.

Cllr Tennant suggested that the Council may also wish to review its use of social media.

47. Subscriptions to Other Bodies

To review council and staff subscriptions to other bodies.

47.1 GAPTC (Gloucestershire Association of Town & Parish Councils)

47.2 The Clerk's membership of Society of Local Council Clerks (SLCC)

47.3 Institute of Cemeteries and Crematorium management (ICCM)

47.4 Gloucestershire Playing Fields Association (GFPA)

47.5 Gloucestershire Rural Community Council (GRCC)

47.6 Campaign for the Protection of Rural England (CPRE)

It was RESOLVED that the above memberships be approved.

48. Councillor Training

To approve format of and attendance at training for new councillors.

It was RESOLVED that Clerk would circulate dates of courses and delegate authority to the Clerk to book councillors onto training courses within the training budget.

49. Annual Governance and Accountability Return

49.1 It was RESOLVED that the Annual Internal Audit Report be noted.

49.2 To approve for signing the Annual Governance Statement for 2022-23.

The Chairman asked for each assertion to be read aloud before being voted upon.

It was RESOLVED that Assertion 1 be answered YES.

It was RESOLVED that Assertion 2 be answered YES.

It was RESOLVED that Assertion 3 be answered YES.

It was RESOLVED that Assertion 4 be answered YES.

It was RESOLVED that Assertion 5 be answered YES.

It was RESOLVED that Assertion 6 be answered YES.

It was RESOLVED that Assertion 7 be answered YES.

It was RESOLVED that Assertion 8 be answered YES.

It was RESOLVED that Assertion 9 be answered YES.

It was thus RESOLVED that the Accounting Statement for 2022-23 be approved for signing.

49.3 To approve for signing the Accounting Statement for 2022-23.

It was RESOLVED that the Accounting Statement for 2022-23 be approved for signing.

49.4 To approve the period for the exercise of public rights of 19 June to 28 July.

It was RESOLVED that the period for the exercise of public rights be approved, commencing on Monday 19 June and ending on Friday 28 July.

50. Finance

50.1 The bank reconciliation of 31 May 2023 was noted.

50.2 To authorise the payment of accounts as per the schedule appended.

Cllr Rainey proposed that Mustoes Haulage be added to the payments list.

It was RESOLVED that the press and public be excluded under s1(2) of the Public Bodies (Admissions to Meetings Act) 1960 due to the confidential nature of the business.

It was RESOLVED that the invoice to Mustoes Haulage be settled and included on the payments list for the meeting.

It was RESOLVED that payments be authorised in the sum of £10,803.87.

50.3 To consider opening a new savings account. A report with options had been circulated.

It was RESOLVED to open an account with CCLA Public Sector Deposit Fund.

51. Recruitment

51.1 To approve job description, key terms, advert, and method of advertising for Administration Officer position, or agree alternative actions.

It was RESOLVED that the job description be approved of a part-time, permanent position of 12 hours per week and starting salary of SCP 14-16.

The Clerk was asked to prepare a shorter version of the advert for publication.

It was RESOLVED that an advertising budget of £100 be approved.

It was RESOLVED that the key terms be approved.

Pension provision would be brought back to council for further consideration.

Interview panel: It was agreed that the interview panel would comprise the Town Clerk and two councillors out of a possible four, from Cllrs Jackson, Kirkby, Morley-Blackwell, and Woolley, depending on availability.

51.2 It was RESOLVED that the meeting continue beyond two hours.

52. Correspondence

Invitation to submit a motion to GAPTC's AGM on 22 July.

Feedback from the local election was that residents didn't know the candidates. It was proposed that a section be included on the nomination packs to give candidates an opportunity to introduce themselves. Members agreed with the proposal, but as none would be able to present it at the AGM it was agreed to leave it aside.

53. Committees

Minutes of the following committee meetings were noted:

- Property & Premises Committee on 22 May; and
- Westwoods Committee meeting on 5 June

54. Future Agenda Items

Already noted: Glorious Cotswold Grasslands, Market Place toilet block, Fortey Woods, events committee, Community Exhibition, pavilion roof.

To be added: Electoral representation from Eastington.

55. Next Meeting

The next meeting is on 12 July 2023, 7pm in the Westwoods Centre

There being no further business, the meeting closed at 9:30pm.

Signature of the Chairman on approval of the minutes: _____

Payment schedule (minute 50)

Date	Supplier	Service	Amount	Authority
30-Dec	Mustoes Haulage	Gritting pathways	£ 540.00	HA 1980 s43
12-May	Casual bar staff	Wages	£ 155.00	LGA 1972 s145
13-May	Tesco (BC)	Bar stock	£ 3.50	LGA 1972 s145
16-May	Alby Belcher	Allotment fuel	£ 6.68	SHAA 1908 s.26
16-May	Everflow	Westwoods water	£ 0.14	LGA 1972 s133
16-May	P40 Ltd	Bus shelter repairs	£ 1,432.20	LGA 1972 s111
16-May	P40 Ltd	Bus shelter repairs	£ 1,704.00	LGA 1972 s133
17-May	Garry Evans	Window cleaning	£ 20.00	LGA 1972 s133
20-May	EDF Energy	Westwoods electricity	£ 578.56	LGA 1972 s133
22-May	Microsoft	Exchange Online Plan 1	£ 79.20	LGA 1972 s111
26-May	Post Office	Postage	£ 3.10	LGA 1972 s111
26-May	Cartridge Save	Printer ink	£ 56.34	LGA 1972 s111
30-May	Amanda King	Westwoods cleaning	£ 180.00	LGA 1972 s133
30-May	McCracken and Sons	Grounds maintenance	£ 1,709.40	LG(MP)A 1976 s19
31-May	Ruth Waller	Locum clerk	£ 120.00	LGA 1972 s111
31-May	Spot On Supplies	Cleaning supplies	£ 161.40	LGA 1972 s133
31-May	Mainstream Digital	Telephone line	£ 1.08	LGA 1972 s133
31-May	Grundon	Waste collection	£ 127.87	Litter Act 1983 s5
01-Jun	Stephen Chilton	Handyman	£ 52.00	LGA 1972 s133
01-Jun	Cellar Supplies	Bar stock	£ 132.17	LGA 1972 s145
02-Jun	Screwfix	Cable ties	£ 17.63	LG(MP)A 1976 s19
04-Jun	Casual bar staff	Wages	£ 90.00	LGA 1972 s145
05-Jun	Spot On Supplies	Cleaning supplies	£ 28.99	LGA 1972 s133
25-Jun	Staff costs	June salaries, pension	£ 3,604.61	LGA 1972 s112
	TOTAL PAYMENTS		£ 10,803.87	