

# Minutes of the Ordinary Meeting of Northleach with Eastington Town Council held in the Westwoods Centre on 12 July 2023, 7pm

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

**In Attendance:** Pauline Rigby (Town Clerk), and County Councillor Paul Hodgkinson

## **56. Apologies for Absence**

Apologies received from Cllrs Brian Hulcup, Matt Jackson, Caroline Saunders, and Guy Woolley.

## **57. Declarations of Interest**

There were no interests declared.

## **58. County and District Council reports**

County Councillor Paul Hodgkinson reported that:

- (a) He has received two requests for the speed limit on A429 to be reduced to 30mph, which would reduce the sound of passing traffic. He is bringing this question to the Town Council to see if it would be supported before passing the request to Highways. The Chairman explained this would have to be an agenda item for the next meeting.
- (b) The A40 Farmington section is being resurfaced from 25 July and the A429 Fosse Way is being resurfaced in August, using overnight road closures excluding weekends.
- (c) With his new role at Cotswold District as Cabinet Member for Health Leisure and Culture, he is keen to receive feedback on these topics, particularly on leisure centres.
- (d) Boundary changes are being proposed for Gloucestershire County Council with the first consultation expected in November.

District Councillor Tony Dale had sent his apologies.

## **59. Public Participation**

There were no members of the public present.

## **60. Confirmation of Minutes**

It was noted that Cllr Jules Russell had been in attendance on 14 June.

It was RESOLVED that, subject to this amendment, the minutes of the Ordinary Meeting of the Town Council held on 14 June 2023 be confirmed and signed as a true record.

## **61. Action Point Update**

- (a) To consider a revised format for the agenda. The Clerk explained that the request to add information about public participation would increase the number of pages and there was a limited amount of space on noticeboards. It was suggested presenting this information as a separate document.
- (b) To confirm preferred design of cycle stands on the Market Place.

It was RESOLVED that the preferred design is Sheffield cycle stands in black.

**62. Planning Matters**

There were no planning applications open for consultation.

**63. Highways Matters**

To receive an email from the Transport Infrastructure Officer about whether the Town Council wishes to encourage buses to come onto the Market Place.

The County Council had recently created a new bus stop on the High Street at Doctor's Lane to address the problem that Stagecoach buses cannot access the Market Place due to the camber. Pulham's had also encountered issues with cars parked in the bus clearways, which lead to the question of whether the Town Council wished to encourage buses to continue to use the Market Place. Members had reservations about moving services to the High Street because the narrower pavements could stop wheelchair users from accessing the bus. It was agreed to follow up with the Transport Infrastructure Officer and Parking Manager.

Action: Invite Transport Officer and Parking Manager to the next Highways meeting.

**64. Events**

To discuss and agree Town Council participation in:

**64.1 Remembrance Sunday on 12 November 2023.**

The Town Clerk explained that in recent years the council had supported the event by closing the Market Place for the duration of the ceremony so that it can be observed without interruption from passing traffic. It was agreed to apply for a road closure order. A few volunteers are required to help set out the signs and marshal the closure points.

**64.2 Steering Group to organise a Northleach History and Archive Day.**

It was RESOLVED that Cllrs Hadley and Morley-Blackwell would be appointed as council representatives on the steering group.

**64.3 Community exhibition, possibly combined with the Annual Town Meeting in April.**

It had been suggested that this event be combined with the Annual Town Meeting. It was agreed that this would be worth trying. Cllrs Rainey and Russell offered to take the lead.

**64.4 D-Day 80th anniversary on 6th June 2024.**

Cllr Tennant offered to take the lead, and suggested involving the school.

**65. Social Media Policy**

To adopt a social media policy. A draft copy had been circulated.

It was RESOLVED that the matter would be deferred until Cllr Woolley is present.

**66. Internal Auditor**

To appoint an internal auditor for 2023-24.

It was RESOLVED that Bridget Bowen be appointed as the council's external auditor.

**67. Market Place Toilet Block**

To authorise the Clerk to sign a statutory declaration relating to ownership of the Market Place public conveniences and bus shelter, for first registration of the land.

It was RESOLVED that the Clerk be authorised to sign the statutory declaration, and that a budget of £100 be allocated to facilitate this.

**68. Finance**

68.1 To note the bank reconciliation of 30 June 2023.

This was duly noted.

68.2 To authorise the payment of accounts.

The amount for Grundon had been amended to £131.62 inclusive of VAT.

It was RESOLVED that payments be authorised in the sum of £5,415.81 as per the schedule appended.

**69. Staff Structure Review**

To consider appointing an independent advisor to review staff structure and job descriptions with a view to improving efficiency.

Following agreement with members of the Finance Committee, three quotations had been sought and received for an independent review of the council's staffing structure.

It was proposed that Cllr Jackson be asked to undertake the staffing review at no charge. The Clerk pointed out that Cllr Jackson was not present, and as no notice of this proposal had been given before the meeting, they did not know if Cllr Jackson would be willing and available to carry out the review. This could lead to delays in recruitment.

It was RESOLVED that Cllr Jackson is approached to review the brief to see if he would be willing to carry out the staffing review.

It was further RESOLVED that, if Cllr Jackson declined to carry out the staffing review, then LGRC | Local Government Resource Centre be appointed to carry out the review.

**70. Future Agenda Items**

Already noted: Glorious Cotswold Grasslands, Market Place toilet block, Fortey Woods, events committee, pavilion roof, electoral representation from Eastington.

To be added: 30mph speed limit by the traffic lights.

**71. Next Meeting**

The next meeting is on Wednesday 13 September 2023, 7pm in the Westwoods Centre

There being no further business, the meeting closed at 8:10pm.

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

## Payment schedule (minute 68)

Note: Authority to pay is the General Power of Competence unless otherwise stated.

| Date   | Supplier                  | Service                 | Amount            |
|--------|---------------------------|-------------------------|-------------------|
| 13-Jun | Net World Sports          | Spring retaining clips  | £ 29.80           |
| 14-Jun | InstantPrint              | Correx signs            | £ 45.48           |
| 19-Jun | EDF Energy                | Westwoods electricity   | £ 394.79          |
| 21-Jun | Everflow                  | Westwoods water         | £ 197.63          |
| 21-Jun | Zen Internet              | Broadband               | £ 32.40           |
| 22-Jun | BrightHR                  | HR services             | £ 24.30           |
| 22-Jun | Microsoft                 | Exchange Online Kiosk   | £ 7.89            |
| 22-Jun | Wordfence                 | Website firewall        | £ 96.35           |
| 22-Jun | Garden Site               | Storage Box             | £ 229.99          |
| 25-Jun | Fosseway Garden Centre    | Topsoil                 | £ 12.00           |
| 26-Jun | Cathedral Hygiene         | Sanitary bin            | £ 38.99           |
| 27-Jun | Amanda King               | Westwoods cleaning      | £ 128.00          |
| 27-Jun | Glos Jobs                 | Recruitment ad          | £ 45.60           |
| 28-Jun | Amazon UK                 | Strimmer tree guards    | £ 20.98           |
| 29-Jun | McCracken and Sons        | Grounds maintenance     | £ 1,527.30        |
| 30-Jun | Mainstream Digital        | Telephone line          | £ 0.73            |
| 30-Jun | Grundon                   | Waste collection        | £ 131.62          |
| 03-Jul | Smiths Gloucester Limited | Asbestos survey         | £ 598.80          |
| 06-Jul | Cotswold District Council | Building control fee    | £ 227.50          |
| 06-Jul | A&E Fire                  | Fire safety inspections | £ 733.51          |
| 06-Jul | Cotswold District Council | Election costs          | £ 892.15          |
|        | <b>TOTAL PAYMENTS</b>     |                         | <b>£ 5,415.81</b> |