

Minutes of the Ordinary Meeting of Northleach with Eastington Town Council held in the Westwoods Centre on 11 October 2023, 7pm

Present: Cllrs Terry Morley-Blackwell (Chairman), Brian Hulcup, Matt Jackson, Laura Kirkby, Patsi Rainey, Jules Russell, Caroline Saunders, Andrew Wellman, and Guy Woolley

In Attendance: Pauline Rigby (Town Clerk), and District Councillor Tony Dale

94. Apologies for Absence

Apologies received from Cllrs Byron Hadley and Mark Tennant.

95. Declarations of Interest

There were no interests declared.

96. County and District Council reports

County Councillor Paul Hodgkinson sent apologies and a report which had been circulated.

District Councillor Tony Dale reported that in common with almost all local authorities, Cotswold District Council is having a tough time with its budget this year, which is forcing tough decisions. Grants to visitor information centres have ended, and customer service lines are reducing hours from 9am to 2pm. They are about to launch a review of parking provision. He has been helping to resolve issues with coach parking in Bourton.

97. Public Participation

There were no members of the public present.

98. Confirmation of Minutes

It was noted that Cllr Mark Tennant had been present and numbering had been corrected.

It was RESOLVED that, subject to these amendments, the minutes of the Ordinary Meeting of the Town Council held on 13 September 2023 be confirmed and signed as a true record.

99. Action Point Update

A written update had been circulated. The following points were highlighted:

- The mini lending library in the Westwoods Centre is now open.
- Cotswold District Council has launched a Task and Finish Group to review provision of public convenience in the district and this is likely to affect Northleach.

Cllr Hulcup reported that he had spoken with Pulhams about increasing the frequency of the 801 service in Northleach. They said they would pass on the comments to the scheduling team, and called attention to difficulties buses have accessing the stops on the Market Place.

100. Committee Minutes

To receive the minutes of the committee meetings:

- (a) Property & Premises Committee on 25 September;
- (b) Westwoods Committee meetings on 9 October, and
- (c) Finance & General Resources on 10 October.

The draft minutes from Westwoods and Finances Committees had been circulated.

Minutes from Property & Premises Management Committee would follow.

101. Recommendation(s) from Westwoods Committee:

- 101.1 Recommendation A - That the Committee Terms of Reference be amended to include responsibilities for alcohol sales under the premises licence.

It was proposed to include the following sentence after clause 18 in the Terms of Reference: 'This committee has responsibility for alcohol sales under the premises licence and is collectively responsible for ensuring compliance with the licence conditions and the law'.

It was RESOLVED that Terms of Reference be amended as per the proposal.

- 101.2 Recommendation B - That the security systems budget is increased to provide for a keypad entry system.

It was RESOLVED that the 'Security Systems' budget be increased by £1,500.

- 101.3 Recommendation C - That the repairs budget is increased to allow for repairs to the flooring in the ladies' toilet.

It was RESOLVED that the 'Repairs' budget be increased by £3,500.

102. Planning Matters

To consider planning applications received since publication of the agenda.

There were none.

103. Parking Strategy

To consider submitting an expression of interest to the UK Shared Prosperity Fund for funding for a feasibility study for Market Place improvements.

It was RESOLVED that accept recommendation to apply for funding.

Chris Hancock had offered to work on the application with the Clerk.

District Cllr Dale advised that he is taking a paper for next cabinet meeting for the district council to develop a district-wide parking strategy.

104. Conclusion of Audit

To receive the auditor's report for the year 2022-23, and note that the notice of conclusion of audit has been published. The auditor found no matters for concern.

It was RESOLVED that external auditor's report be noted.

105. Glorious Cotswold Grasslands

- 105.1 To consider signing a Management Agreement with Cotswold Conservation Board pursuant to Section 39 of the Wildlife and Countryside Act 1981 to enter Wills Meadow in a grassland restoration scheme.

Following a discussion of liability in clause 6.6.2., the nature of the commitment, and the fees payable to the Town Council under the scheme:

It was RESOLVED that the management agreement be signed.

- 105.2 Subject to the above, to resolve that the management agreement be signed as a deed by two councillors.

It was RESOLVED that the agreement be signed as a deed by two councillors.

106. Men in Sheds Lease:

106.1 To offer a lease renewal with Cotswold Friends of the land at the Westwoods Centre for Men in Sheds activities for a term of five years rather than two, other terms and conditions remaining the same as the current lease.

It was RESOLVED that a lease renewal be offered for a term of five years, with other terms and conditions remaining the same.

106.2 It was RESOLVED that authority be delegated to the Town Clerk to finalise all other matters relating to the renewal of the lease.

106.3 It was RESOLVED that the lease be signed as a deed by two councillors.

107. Finance

107.1 To note the bank reconciliation of 30 September 2023. This was duly noted.

107.2 To receive the budget monitoring report. The report was received.

107.3 To authorise the payment of accounts.

The invoice from Grundon was £101.02 and an invoice had arrived from Brian Brazington for £420. The Clerk requested that they be added to the payments list.

It was RESOLVED that the above invoices be added to the list, and payments be authorised in the sum of £7,893.36 as per the schedule appended.

108. Correspondence

108.1 OPCC invitation to join the councillor advocacy scheme.

Cllr Kirkby, Saunders, and Morley-Blackwell expressed an interest in being the council's representatives in the scheme.

108.2 Letter from Chair of Governors regarding celebrating 150 years of Northleach Church of England Primary School in 2024

Suggestions included: involvement in biodiversity projects, e.g. wildflower verges, or Community SpeedWatch, and a school walking bus.

109. Future Agenda Items

Already noted: Market Place toilet block, Fortey Woods, events committee, pavilion roof, electoral representation from Eastington, D-Day celebrations in June 2024, 20mph and 30mph speed limit changes.

To be added: Strategy session (on a separate date to be arranged).

110. Next Meeting

The next scheduled meeting is on Weds 15 November 2023, 7pm in the Westwoods Centre.

It was agreed to hold an extra meeting of Full Council at 8pm on Wednesday 18 October to discuss and agree the representation to the review of public conveniences provision.

There being no further business, the meeting closed at 8:15pm.

Signature of the Chairman on approval of the minutes: _____

Payment schedule (minute 68)

Authority to pay is General power of Competence unless otherwise stated.

Date	Supplier	Service	Amount
01-Sep	Grundon	Waste collection	£ 16.56
08-Sep	CIA Fire & Security	Alarm service charge	£ 93.84
12-Sep	Tesco	Catering supplies	£ 23.19
14-Sep	WALC	Staff training	£ 36.00
18-Sep	EDF Energy	Westwoods electricity	£ 313.33
19-Sep	Dave Payne Electrical	Emergency lighting repairs	£ 547.56
19-Sep	TT Pumps	Annual service	£ 395.95
21-Sep	Zen Internet	Broadband	£ 32.40
22-Sep	ICO	Data protection fee	£ 35.00
22-Sep	BrightHR	HR services	£ 24.30
24-Sep	Cathedral Hygiene	Sanitary bin	£ 38.99
25-Sep	Staff costs	September payroll	£ 3,713.03
25-Sep	Matt Jackson	C batteries for WW	£ 5.00
26-Sep	Amanda King	Westwoods cleaning	£ 128.00
28-Sep	Garry Evans	Window cleaning	£ 25.00
29-Sep	GAPTC	Councillor training	£ 35.00
30-Sep	Mainstream Digital	Telephone line	£ 0.34
30-Sep	Grundon	Waste collection	£ 101.02
02-Oct	Spot On	Cleaning supplies	£ 20.69
03-Oct	Earth Anchors	Dog waste bin	£ 187.14
03-Oct	McCracken and Sons	Grounds maintenance	£ 1,527.30
04-Oct	Tesco	Catering supplies	£ 7.90
05-Oct	Viking	Henry Hoover	£ 165.82
11-Oct	Brian Brazington	Meadow hay cut	£ 420.00
	TOTAL PAYMENTS		£ 7,893.36