

NORTHLEACH WITH EASTINGTON TOWN COUNCIL Property & Premises Management Committee

Minutes of the meeting held on 16 February 2026 at 7pm

Committee Members Present: Cllrs Andrew Wellman (Committee Chairman), Gina Blackwell, Terry Morley-Blackwell and

In Attendance: Pauline Rigby (Town Clerk), and Tim Barter (advisor)

1. To receive apologies for absence

Apologies received from Cllrs Byron Hadley, Brian Hulcup, and Jules Russell.

2. To received declarations of interest

No interests were declared at this point in the meeting.

3. To confirm minutes of the previous meeting

It was RESOLVED that the minutes of the previous committee meeting held on 24 November 2025 be confirmed and signed as an accurate record.

4. To review committee expenditure versus budget to date.

A report had been circulated in advance of the meeting. This was noted.

PART A: BURIAL AUTHORITY

5. To receive an update on memorial safety and repairs and determine any further actions.

The Clerk reported that the repairs instructed by the council have been completed. The intention is to visit the cemetery with new Admin Officer to check on the current status of memorials identified in last summer's inspections.

It was noted that a tall memorial had fallen over in churchyard. Members discussed the general approach to memorial safety in the churchyard, what happens if no owner can be found, and would be interested to know if the church has any relevant policies. It was noted that some memorials in the churchyard are listed and there may be an obligation to repair.

6. To consider preparation of a digital mapping and database for the cemetery.

The Clerk reported that the council is legally obliged to retain a map of burials but that current paper maps are becoming worn and Plan 3 has some inaccuracies.

7. To consider churchyard maintenance issues (lamps, green waste, laurel by boiler house).

A report had been circulated with topics discussed with the Vicar.

Committee discussed removing the green waste area from the churchyard and replacing it with a wheelie bin on slabs. It was noted that a garden waste licence cannot be obtained for business use, but the vicarage may be able to arrange a bin instead, housed in an enclosure.

It was RESOLVED to put this suggestion to the vicar.

It was further RESOLVED that stump grinding [of the recently removed laurel by the boiler house] by Central Trees be approved at a cost of £180 ex VAT.

After stump grinding, physical removal of rubbish would need to be before reseeded.

The vicar had suggested closing off the public footpath behind the church for reseeding.

It was RESOLVED that committee was not in favour of seeding the path, but to propose an alternative suggestion of woodchip or bark laid to absorb mud until the surface dries up.

If the PCC is in favour of the suggestion, the Clerk was authorised to purchase bark.

The comments were also made as follows (numbering refers to the report):

2. Moving the noticeboard: No objection
3. Tim Barter had removed the ivy from the tree as requested.
4. An additional lamp, to be considered when a concrete proposal comes forward.
5. New railings: ditto
6. Removing bushes by the south gate: Committee had no objection but noted there may be sensitivities around Bill White's garden.
8. Regarding an agreed plan for tree planting and bench locations. It was agreed to ask the church to produce a bench location plan, for inclusion in council's bench policy.
10. Regarding a memorandum of understanding about the churchyard, the Committee supported this, in principle, and suggested asking the Vicar for a draft.

PART B: PROPERTY & PREMISES

8. Allotments: To consider quotation for trimming laurel bush.

Cllr Morley-Blackwell declared an interest as an allotment tenant, but noted that if she left the room then the meeting would become inquorate.

It was informally agreed that level of expenditure was such that the Clerk could deal with the matter under delegated authority.

9. Biodiversity Policy & Action Plan: To agree the process for reviewing the policy.

It was noted that Government guidance required the biodiversity policy to be reviewed and updated at least every five years.

It was RESOLVED that Cllr Wellman would conduct a review and present the update to Council for formal approval.

10. Drain guardians: To consider providing green waste bins for drain guardians

Drain Guardians had requested bins for disposing of leaves from drains. It was noted that only residents can obtain a council garden waste collection licence and that the Clerk had been unable to find this service from a commercial waste companies. Members also discussed practical considerations, including where bins would be stored and the potential difficulty of moving a full bin due to its weight. While there was a desire to support the volunteers, these practicalities would need to be resolved. It was agreed to discuss further with the Drain Guardians to see if a workable solution could be found.

11. Play Equipment:

(a) To receive routine inspection reports and consider any further actions arising.

Ward Road findings (Cllr Blackwell):

- Paving slabs, bushes overgrown into alleyway.
- Gate slat had come off but had been mended.

KGV Playground findings (Cllr Russell):

- Goals are locked away behind the goal wall and matting exposed under goal walls. Cllr Wellman had spoken with the football club who had put the goals away to protect the pitches over winter. A set of keys is kept inside the football store.
- Goal wall matting exposed

(b) To consider repairs to surfacing under the swings and zipwire platform.

The Clerk was asked to source quotes to remove matting, and turf.

12. Trees:

(a) To adopt a Tree Management Policy.

Following a discussion of the draft presented, it was agreed to defer the matter to allow more time to review the information.

(b) To consider any further tree works required.

It was agreed to seek quotes for removing epicormic growth on the churchyard limes and trimming overhanging trees on the playing field [for consideration by the Trust].

13. Water Meadow: To note repairs to the riverbank and agree any further actions arising.

Committee noted the recent repairs to the riverbank and that further work may be needed.

It was noted that council did not have a management plan for the river, only for the meadow, and suggested that the river management guidance from Gloucestershire Wildlife Trust (GWT) should be formalised into a document and published on the website. Members agreed that this would be a sensible way forward.

GWT had suggested that volunteers could assist with appropriate management works including surveying and faggoting.

It was noted that a tree has fallen across the river near the old orchard.

14. Winter Plan: To review grit bins maps and agree actions arising

The Clerk reported that Highways had declined to refill the grit bin on Back Lane, as it was not on their map of approved locations. She had asked whether it could instead be moved to a suitable position on Guggle Lane, as this is the road the bin is intended to serve.

On request, the Local Highways Manager had supplied a plan of all Highways-approved grit bin locations in the parish. Councillors noticed several more discrepancies between the Highways map and parish map of grit bin locations. These would also be reviewed.

15. To receive items for future meetings (for information only).

To receive items for future meetings (for info only): Garden of Remembrance, triangle noticeboard, Christmas tree.

16. Date of Next Meeting

The next committee meeting is due to be held on Monday 26 January 2026.

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

Signature of the Chairman on approval of the minutes: _____