NORTHLEACH WITH EASTINGTON TOWN COUNCIL
Property & Premises Management Committee

Minutes of the meeting held on 03 August 2026 at 7pm

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

In Attendance: Pauline Rigby (Town Clerk), Anthony Norton (Admin Officer) and one member of the public

1. To receive apologies for absence

Apologies received from Cllr 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 18 May 2026 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. The report was noted.

PART A: BURIAL AUTHORITY

5. To consider removing a yew tree in the cemetery to release space for burials.

The Clerk explained that the yew had low amenity value and could release six spaces.

It was RESOLVED that the quote be accepted from Central Trees of £380 ex VAT to remove the yew and grind the stump.

An application for tree works in a Conservation Area would need to be made.

6. To consider a phased programme for the consistent application of the Cemetery Regulations, including immediate enforcement of new breaches.

An increasing number of Regulations breaches had been noticed. Planting and memorial surrounds were impeding access for mowing and, in some cases, could create safety concerns for visitors and contractors. The Admin Officer advised that if the Regulations were not going to be enforced, then they should be amended.

While the need for enforcement was recognised, concern was raised about the sensitivities around addressing long-standing breaches, given the personal significance of graves and memorials to the families of the deceased.

Following discussion, it was proposed that new breaches should be addressed promptly, with the relevant provisions of the Regulations clearly highlighted and the reasons for enforcement explained, while established breaches would be dealt with on a case-by-case basis, with a more proportionate approach, for example, bringing planting back within permitted areas when flowering has finished.

It was RESOLVED that new breaches of the Cemetery Regulations would be enforced, while existing breaches would be dealt with on a case-by-case basis through personalised letters, to be reviewed by the Committee Chairman before issue.

7. To consider a memorial bench request.

A request had been made to install a bespoke bench.

It was agreed to explore suitable locations within the churchyard or cemetery, particularly along the west wall. If no suitable location could be identified, consideration would then be given to a location within the playing field or meadow.

8. To consider churchyard maintenance issues (green waste).

The Vicar had requested a financial contribution to build a new housing for green waste bins. Members considered the proposal to be too costly. Given the ongoing issues with the misuse of the area, preferred that it was removed entirely.

It was RESOLVED that the green waste area be cleared and removed entirely from the churchyard. Signs would be erected to give prior notice.

PART B: PROPERTY & PREMISES

9. Allotments: To review and approve rents and charges for 2027-28.

It was RESOLVED to change the order of business to consider the inspection findings before the allotment fees.

(a) To receive an update on inspection findings.

The Admin Officer introduced this item. The following issues were discussed:

Boundary walls: Boundary walls on the north and east were in need of repair. Ownership is being established and the relevant owners will be contacted.

Accumulation of materials: There appeared to be abandoned equipment around the margins, where everyone thinks it belonged to someone else. An allotment clear-out was proposed and agreed, hiring a skip for the weekend, to collect abandoned material and allow tenants to dispose of unwanted or broken items.

Maintenance of pathways: Responsibility for cutting grass margins pathways was discussed. Maps showing the areas they are expected to maintain could be provided to tenants. Volunteers will be sought to undertake pathway mowing. Concerns were also raised that some tenants have extended their plots onto pathways.

(b) To review and approve rents and charges for 2027-28.

A report with options had been circulated.

It was RESOLVED to apply a £1 increase to all allotment rents in 2027-28.

10. Bridges:

(a) To review and re-adopt the Policy on Bridges Over the River Leach.

A draft policy had been circulated, and the clerk outlined the key changes.

It was RESOLVED that the amended policy be reapproved.

(b) To consider a request to install a bridge outside 21 Crail View.

It was RESOLVED that the request be approved in accordance with the policy.

11. Meadow:

(a) To note that the annual hay cut has taken place.

Contractor Brian Brazington had carried out the hay cut; his invoice was pending.

It was noted that the field had only yielded 15 bales of hay this year compared to double that number in the previous season, on account of the dry weather.

(b) To consider a request to cut back bramble on the meadow margin.

It was proposed that volunteers will cut back bramble on this one occasion, but the motion was not seconded.

It was RESOLVED that to promote biodiversity the request is declined.

12. Play Equipment:

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

Ward Road:

- Slabs under gate: handyman no longer did this kind of work, alternative needed.
- Gate latch gone, fence slat missing, edging trip hazard. To be actioned.
- Hedges on Taylor Road side need cutting back. Cllr Hulcup offered to cut them.

KGV:

- Cllr Wellman had fixed the 5-aside goals; a weight is missing from junior goals.
- Cllr Hulcup reported he had tightened bolts on equipment and cleaned algae.

(b) To note that Sovereign Playground's inspector is visiting on 20 August.

This was duly noted.

(c) To confirm additional expenditure required on the zipwire platform.

Further examination of the quotations indicated that they did not fully address the works required. The Clerk will seek clarification from the contractor.

13. Trees: To discuss quotation(s) for a tree condition inspection.

Two quotations had been received.

It was RESOLVED that quotation be accepted from BJ Unwin for £980 ex VAT.

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

No new items.

15. Date of Next Meeting

The next committee meeting is due to be held on Monday 05 October 2026.

There being no further business, the Chairman closed the meeting at 8:40 pm.

Signature of the Chairman on approval of the minutes: __________________________