NORTHLEACH WITH EASTINGTON TOWN COUNCIL
Property & Premises Management Committee

Minutes of the meeting held on 18 May 2026 at 7pm

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

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

Note: the meeting called for 23 March 2026 did not go ahead as it was not quorate.

1. To receive apologies for absence

Apologies received from Cllrs 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 16 February 2026 be confirmed and signed as an accurate record.

4. To report on any outstanding actions from the previous meeting

A report had been circulated. The Clerk highlighted lack of progress on:

- New defibrillator at Ward/Fortey Road (with Bromford)
- The Repair Shop application (awaiting response from councillors)
- Garden of Remembrance (resource constraints).

5. 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

6. To receive a further update on memorial safety.

Work to identify owners and repair memorials was ongoing.

7. To receive an update on digital mapping and database for the cemetery.

The Admin Officer gave an update on the database and map he was developing. Graves have been plotted using the topographical survey overlaid onto the Ordnance Survey map. Data in spreadsheets is stored in line with National Archives guidelines to ensure it is preserved and will be compatible with third-party software in the future. The system will also support future cemetery management, including memorial repairs, grave transfers, and general record keeping.

To date approximately half of Area 3 has been plotted and linked to spreadsheets, enabling the location of individual plots to be identified more accurately. Work has

been undertaken to resolve anomalies within the existing records. The completed database will assist in identifying unused graves and areas of available space.

Cllr Hadley recommended comparing the database with the funeral director's maps.

Committee thanked the Admin Officer for his work on the database and mapping.

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

The Vicar had offered to clear the green waste area and build a new housing for wheelie bins. Some councillors thought it would be preferable to remove waste from the area entirely, noting that new structures would fall into disrepair over time. Questions were raised about who would be responsible for managing the bins and ensuring that only green waste was placed in them.

It was RESOLVED to accept the Vicar's offer to build new housing for wheelie bins, providing that there is no cost and it is relatively small and enclosed.

It was noted that stump grinding of the laurels had been completed, and excess soil had been used to rebuild the eroded pathway behind the church. Ground elder was now growing, and the Vicar had asked the council to remove it using weedkillers. However, the consensus was not to use chemicals, as this would likely require repeated applications, but follow RHS advice by turfing over the area and mowing.

PART B: PROPERTY & PREMISES

9. Allotments: To adopt an allotment inspection policy and procedure.

The matter was deferred.

10. Dogs on leads: To consider residents' request for improved signage requesting dogs on leads in the churchyard and playing field.

Correspondence had been received expressing differing views on whether dogs should be kept on leads on the playing field.

The legal position was discussed. As landowner, the Council may request that dogs are kept on leads; however, this cannot be enforced by prosecution.

The Committee agreed that the Council's position had not changed, but that the wording on existing signs should be clarified and any A&E locations removed.

Cllr Blackwell volunteered to locate and review the existing signs.

11. Mowing: To receive an update on working arrangements under the new mowing contract

The Clerk gave a verbal update.

12. Play Equipment:

(a) To receive the results of the annual playground inspection and consider actions arising.

Important findings were:

- The cableway top bar was rotten. It had since failed and quotes for repair had been sourced.
- The top bar of the swing in Ward Road also had a finding of decaying timbers.

(b) To approve dismantling inspection of the zipwire.

It was RESOLVED that authority be delegated to the Clerk to source a dismantling inspection.

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

Committee requested use of S106 funds to get the wetpour repaired.

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

It was noted that:

- Bottom bar needs reattaching to the five-aside football goals
- Junior goals are back out on the field.
- Bushes by entrance to Ward Road play area need trimming
- Concern is growing about splits in the wood; one is more than 1cm wide. The Clerk was instructed to take the matter up with Sovereign, noting that the splits are already larger than they were at the end of last summer, along with the finding of rot in the top bar, and ask for their advice.
- Paving slabs have not been installed.

13. Trees: To adopt a Tree Management Policy.

A draft policy had been circulated.

It was RESOLVED that the Tree Management Policy be accepted.

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 03 August 2026.

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

Signature of the Chairman on approval of the minutes: _____