Minutes of the Ordinary Meeting of Northleach with Eastington Town Council held in the Westwoods Centre on 14 October 2026, 7pm

Present: Cllrs Terry Morley-Blackwell (Chairman), Gina Blackwell, Valerie Glynn, Brian Hulcup, Iris Palmer (co-opted at minute 135), Jules Russell, Caroline Saunders, Michael Seath and Flam Wellman

In Attendance: Pauline Rigby (Town Clerk)

130. Apologies for Absence

Apologies from Cllrs Matt Jackson and Laura Kirkby.

131. Declarations of Interest

There were no interests declared.

132. County and District Council Reports

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

District Councillor Tony Dale also sent apologies and a brief update.

133. Public Participation

No members of the public were present.

134. Confirmation of Minutes:

To confirm and sign the minutes of the meeting on 16 September 2026.

It was RESOLVED that the minutes of 16 September 2026 be confirmed for signing.

135. Councillor Co-option: To co-opt a councillor (one vacancy).

There was one application for the vacancy who was invited to introduce herself.

It was RESOLVED that Iris Palmer be co-opted as a councillor.

Iris Palmer signed a declaration of acceptance of office and was given a warm welcome.

136. Planning & Licensing:

136.1 To agree comments on planning applications currently open for consultation, if any.

App Ref: 26/02712/FUL
Address: 12 Taylor Road, Northleach, Cheltenham GL54 3JE
Proposal: Erection of a single storey rear extension. Demolition of the existing conservatory.

It was RESOLVED to submit a comment of NO OBJECTION

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136.2 To receive an update on the progress of the call-in of the planning application and potential for pursuing a complaint, and consider any further actions required.

The Town Clerk reported that the request had been submitted to the Planning Casework Unit (PCU) to call in the planning application on the grounds that the local planning authority had failed to fulfil its duties to protect the National Landscape. The letter had been sent by email on 4 August, followed by a further chaser, but no response had been received. As attempts to make contact had been unsuccessful, the matter had been escalated through the local MP.

Members remained unhappy about the way the case had been handled by the local planning authority. The Clerk explained that a formal complaint would need to be lodged before the matter could be raised with the Local Government Ombudsman.

It was RESOLVED to write a formal letter of complaint regarding the handling of the planning application.

136.3 To receive an update on the correspondence with the Case Officer regarding the conditions imposed in relation to the water network.

The Case Officer had requested clarification from Thames Water, who stated:

"We did not request a condition related to the capacity at the sewage treatment works as we have no concerns. Upon consultation of this additional information, we completed an impact assessment and determined that there is sufficient capacity within the foul water network to accommodate this development proposal.
A new updated response was sent with our comments, this supersedes the initial comments."

137. New Public Work of Art: To confirm Council's support and issuing of a letter of support for the commissioning of a commemorative 800-year sculpture for the Town.

A draft letter of support had been circulated prior to the meeting.

It was RESOLVED that the Council's letter of support for the project be approved.

138. The Old Prison: To agree to provide a letter of support for Friends of the Cotswolds' bid to the Heritage Lottery Fund for their project Unlocking the Old Prison: Planning for Renewal.

A template letter of support had been provided.

It was RESOLVED that the Town Clerk be instructed to provide a letter of support along the lines suggested.

139. Outdoor Table Tennis Table (Cllr Glynn):

To review the Project Initiation Document and agree whether to progress the proposal, including further work to develop full costings and site selection.

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Cllr Glynn introduced this proposal which could be funded from CIL reserves. Four potential sites had been identified, with the initial preference being for a location outside the Westwoods Centre, where the space was considered underused.

Members discussed the suitability of the proposed sites, noting that the equipment would need to be installed on level, hardstanding surfaces. It was suggested that artificial surfacing would be preferable to grass, which could become a slip hazard. Members also considered what additional dependencies and ongoing costs might arise if the project were approved, and whether prior proposals such as the youth shelter or adult exercise equipment should take priority.

It was noted that the proposal had originated from a single resident. Members commented on the number of existing opportunities to play table tennis, including sessions available to teens on Monday evenings, sessions in the church rooms, and activities organised by the U3A twice a week.

It was RESOLVED to ask Cllr Glynn to further develop the proposal and bring the findings to the strategy meeting later in the year.

140. 800 Celebration Medieval Feast (Cllr Morley-Blackwell):

Minute of 15 July 2026 refers.

It was agreed to change the order of business to consider the event budget first.

140.1 **To approve the overall event budget including venue, catering, entertainment and any other associated costs**; and

Cllr Morley-Blackwell explained that the previous decision to hold the Feast on a self-catering basis was no longer viable, as volunteers were not available to provide the meal. A quotation had therefore been obtained from an external caterer.

A draft budget with total spend of £4,555 had also been circulated. No lighting had been included, and a request was made to purchase LED candles.

It was RESOLVED to increase the decorations budget by £100 to include lighting, and approve an expenditure budget of £4,655.

140.2 **To agree the ticket price for the event, taking into account the approved budget**.

It was RESOLVED that tickets be priced at £30 per person plus processing fees, which gave an anticipated deficit of around £1,000 based on sales of 150 tickets.

140.3 **To approve a quotation to provide external catering for the feast**.

It was RESOLVED that the quotation from West Country Catering of £3,675 (no VAT) be approved.

141. Finance:

126.1 To receive the bank reconciliation to 30 September 2026.

The bank reconciliation was received and noted.

126.2 To receive the budget monitoring report for the year to date.

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The report was received.

126.3 To approve the payment of accounts as per the schedule appended.

It was RESOLVED that the schedule of payments be approved.

142. Staffing Review: To consider a recommendation from the Finance Committee to approve the restructuring of the existing Caretaker role into a Community and Events Officer role, on a fixed-term 12-month basis, with job description, hours and salary as set out in the report.

It was RESOLVED to approve the restructuring of the existing Caretaker role into a Community and Events Officer role.

143. Budget 2026-27: To agree a date(s) for a project review and budget planning meetings.

It was RESOLVED to hold the budget planning and project review meeting on Weds 9 December, at 7pm in the Westwoods Centre.

144. To receive minutes of committee meetings:

The following committee minutes had been published:

- Property & Premises Management Committee on 05 October 2026
- Finance & General Purposes Committee on 06 October 2026, and

145. To receive items for future meetings (note: no discussion under this item).

No new items were proposed.

146. Date of Next Meeting

Wednesday 18 November 2026, 7pm in the Westwoods Centre.

There being no further business, the meeting closed at 9:40 pm.

Signature of the Chairman on approval of the minutes: _____

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Payment schedule of 16 September 2026

Inv. date	Supplier	Service	Amount
12-Jul	Richard Hamer	Spray glue	£ 31.50
15-Jul	Cellar Supplies	Bar stock	£ 394.44
17-Jul	Tesco Stores	Bar stock	£ 42.20
20-Jul	Lloyds Bank	Service charge	£ 5.93
21-Jul	Zen Internet	Broadband and phone	£ 42.30
22-Jul	BrightHR	HR support	£ 24.30
22-Jul	Microsoft Ireland	MS365 Business Basic	£ 68.40
23-Jul	Original Architectural Antiques	Oak beams	£ 400.06
24-Jul	Community Heartbeat Trust	Defib pads	£ 80.10
25-Jul	Staff costs	Payroll July	£ 5,051.06
27-Jul	Instant Print	Postcards	£ 85.49
28-Jul	Print2Media	Westwoods sign	£ 68.15
29-Jul	Start Safety	Traffic cones	£ 343.94
29-Jul	Water Plus	Water charges	£ 74.24
30-Jul	DM Payroll	Payroll service 6M	£ 108.00
30-Jul	Glebe Contractors	Mowing June	£ 1,727.23
31-Jul	Grundon	Waste collection	£ 192.22
31-Jul	SumUp	Transaction fees	£ 11.94
01-Aug	Pauline Rigby *	SLCC Membership	£ 376.00
03-Aug	Cotswold District Council	Business rates	£ 188.00
03-Aug	Smarty	Mobile phone	£ 6.00
03-Aug	EDF Energy	Westwoods electricity	£ 175.49
03-Aug	Geoxphere Ltd	Parish Online software	£ 120.00
05-Aug	Cellar Supplies	Bar stock	£ 150.78
06-Aug	Bar staff	Bar staffing	£ 35.00
06-Aug	NWF Fuels	Heating oil	£ 1,091.12
10-Aug	Handyman	Bridge decking repairs	£ 37.28
10-Aug	Cotswold District Council	Temp Event Notice	£ 21.00
12-Aug	CP Jefferies	Cold water tank valves	£ 212.17
12-Aug	eBay KTSparts2015	Plastic end caps	£ 9.35
12-Aug	Toolstation	Gate latch	£ 5.39
12-Aug	Instant Print	No BBQ signs	£ 40.13
13-Aug	A&E Fire & Security	Fire alarm service etc.	£ 340.81
14-Aug	Northleach Playgroup	Grant draw down	£ 700.00
16-Aug	Bar staff	Wages	£ 40.00
17-Aug	Lloyds Bank	Service charge	£ 4.67

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21-Aug	PKF Littlejohn LLP	Limited assurance review	£	504.00
21-Aug	Zen Internet	Broadband and phone	£	42.30
24-Aug	BrightHR	HR support	£	24.30
24-Aug	Black Skips Ltd	Skip for allotments	£	351.00
24-Aug	Tesco Stores	Ice for bar	£	7.25
25-Aug	Staff costs	Payroll August	£	4,633.05
26-Aug	Glebe Contractors	Mowing August	£	436.80
28-Aug	SLCC *	National Conference	£	458.25
29-Aug	Water Plus	Water charges	£	49.80
31-Aug	Grundon	Waste collection	£	159.49
31-Aug	SumUp	Transaction fees	£	7.00
01-Sep	Cotswold District Council	Business rates	£	188.00
01-Sep	Smarty	Mobile phone	£	6.00
01-Sep	CIA Fire & Security *	Security alarm contract	£	119.80
02-Sep	EDF Energy	Westwoods electricity	£	150.57
02-Sep	GPFA *	Playground inspection training	£	65.00
02-Sep	Cellar Supplies *	Bar stock	£	1,008.19
03-Sep	Central Tree Services	Removing yews	£	456.00
05-Sep	Cotswold Stores / Lidl	Bar stock top up	£	12.96
07-Sep	Brian Brazington	Meadow hay cut	£	480.00
08-Sep	JHB UK *	Line marking	£	1,339.99
09-Sep	Cotswold Stores	Milk	£	3.30
16-Sep	Stones Memorials *	Refund	£	126.00
	TOTAL PAYMENTS		**£**	**23,033.74**

* Not yet paid

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