

BROCKWORTH PARISH COUNCIL

MINUTES OF THE BUILDING AND GROUNDS COMMITTEE MEETING HELD ON WEDNESDAY 19TH JUNE 2019 AT THE COMMUNITY CENTRE AT 7.00 P.M.

PRESENT Cllrs: C Evans, S McNeill, Ms S Stevens, W Stevens and Ms S Neal

In Attendance Mrs M Smook (Clerk), Ms J McMahon (Assistant to the Clerk), Mr T Berry (Handyperson), Ms A Kubas (Administrator) Ms D Harwood (Chairman of the Council)

Members of Public Present: 1
Members of Press Present: 0

Meeting opened at 19:00

01/BG TO ELECT A CHAIR OF THE COMMITTEE FOR THE ENSUING YEAR

Cllr Ms S Stevens was proposed as Chairman by Cllr C Evans and this was seconded by Cllr Ms S Neal. There were no other nominations. All in favour. Cllr Ms S Stevens was elected Chairman of the Building and Grounds Committee.

02/BG TO ELECT A VICE CHAIR OF THE COMMITTEE

Cllr W Stevens was proposed as Vice-Chairman by Cllr C Evans and seconded by Cllr Ms S Neal. There were no other nominations. All in favour. Cllr W Stevens was elected Vice-Chairman of the Building and Grounds Committee.

08/BG -brought forward

4. The committee received an email from a resident regarding the vegetation on the nature reserve and requested that a reply needs to be sent to the resident. Mr Ernie Flounders addressed the committee and explained the history of the nature reserve. He also advised the committee that he visited the Nature Reserve. He recommended that there was no urgent maintenance work to be carried out in the Nature reserve, other than the brambles on the edges of the Nature reserve needing to be cut back by at least 2 foot. Mr Flounders also advised the committee that bee hives would be able to be placed in the Nature reserve as long as the bee keeper maintained the hives. The committee questioned how long the lease was with Tewkesbury Borough Council. Clerk instructed to locate the lease agreement. **Action-Clerk** Cllr Ms S Neal proposed that Glebe only trim the affected edges now and do a big clear of the Nature Reserve in Autumn as per the guidelines of Mr Flounders. Seconded by Cllr C Evans. 4 in favour, 1 abstention.
Mr Flounders also advises that there was a volunteering group clearing the Nature Reserve and he was leading the group but he was unable to do it anymore.

03/BG TO RECEIVE APOLOGIES FOR ABSENCE

Apologies received from Cllrs J Mills and H Morris. The meeting accepted the reasons for absence. No apologies received for Cllr P Kotwica

04/BG DECLARATIONS OF INTEREST

No interest was declared

05/BG 15 MINUTE TOUR OF THE BUILDING

Mr T Berry took Cllrs S McNeill and Ms D Harwood on a tour of the building.

06/BG BUILDING MATTERS

1. The committee received the building report. Cllr W Stevens would look at the blocked drainage pipe at the back of the building. **Action-Cllr W Stevens.** Cllr S McNeill questioned the repair of the live wiring of the Hoover. The Clerk and Handyperson explained how the repair took place and that there was an email record of the repair. The committee requested that serial numbers of items that were repaired be documented.
2. The committee received statements summarising profit & loss and running costs of the Community Centre
3. The committee received a summary of income and expenditure for the coffee shop. Cllrs Ms S Stevens and S McNeill would call for a meeting with the Kitchen Staff to look at generating more revenue through offering different foods and services. **Action- Cllrs Ms S Stevens, S McNeill**
4. There was no Health and Safety issue to discuss.
5. The committee discussed the hiring costs of rooms and lettings of offices.
Ms A Kubas addressed the meeting and raised a concern that the council might lose some bookings due the rent increase in April 2019. The committee would discuss flexible rates with the Finance committee for long term bookings. Cllr Ms S Stevens would do a report for the Finance Committee. **Action-Cllr Ms S Stevens**

6. The committee discussed maximising the Community Centre's revenue potential. The committee would look at a business plan to try and maximise the revenue.
7. The committee received the Premises Licence (including alcohol licence) for the Community Centre. The Committee commented that alcohol could not be sold on the premises, but alcohol could be served with a meal.
8. The committee received a verbal report from the Community Centre's Administrator. The Administrator felt that we needed to advertise our unique selling points, like conferences and leisure events, and to advertise the café more. The Administrator requested the committee review the Hiring terms and conditions for the next Building and Grounds Committee meeting. The Administrator also requested that the committee investigate what business they wanted to attract and aim at those businesses, and how this could increase the revenue in future.
9. The committee discussed how to optimise parking at the Community Centre. The Clerk explained to the committee on how parking spaces were allocated. The committee decided that no vehicles were allowed to park on the white lines or in front of the front door.

07/BG**BURIAL GROUND MATTERS**

1. The committee received and noted the tree maintenance report for the Burial Ground
2. The committee received and discussed the quotes for the tree maintenance works on the Burial Ground. Cllr Ms S Neal proposed to accept the quote from Glebe for £98.00 + Vat. Seconded by Cllr C Evans. All in favour. **Action-Clerk**
3. The committee received Burial Ground updates from the Handyperson. The Committee discussed the fact that grass cuttings were being left and not being picked up in the burial ground, and that flower pots were being damaged when the grass was being cut. Some of the burial plots had more than one flower pot per plot, which was not in line with the Burial Ground Rules. The Clerk explained that it was down to costs that grass was not being picked up. The committee requested that a sign should be placed in the burial ground on the notice board informing the relatives with the date when the grass would be cut, in order to allow them to remove all items from the plots, as the council would not take any responsibility for damaged items after that notice. The committee would be setting up a burial ground working group. The committee thanked Tim Berry for all the work he was doing in the burial ground.
4. The committee received an email from a resident regarding Brockworth Burial Ground where ornaments were removed from a burial plot. The committee discussed the possibility of providing soft lighting and security in the burial ground as there was S106 money available for burial ground development. The committee would research soft lighting in other burial grounds.
5. The committee received a request for a bench at Brockworth Burial Ground. Cllr Ms S Neal proposed to grant permission for the bench with conditions and an example of the bench had to be given to the committee for approval. Seconded by Cllr W Stevens. All in favour.
6. The committee received the Burial Ground Rules. The committee would like to defer the review of the Burial ground rules to the next Build and Ground Committee meeting. **Action-Clerk**
7. The committee received and noted the Burial Ground layout.
8. The committee received and noted the Burial ground help sheets.

08/BG**PARKS AND OPEN SPACES MATTERS**

1. The committee received and noted the tree maintenance report for Pound Farm Playing Field.
2. The committee received the quotes for the tree maintenance works on Pound Farm Playing Field. Cllr C Evans proposed to accept the quote from Glebe for £465.00 + Vat. Seconded by Cllr Ms S Neal. All in favour. **Action-Clerk**
3. The committee received Play Park updates from the Handyperson. Cllr Ms S Stevens reported that she received complaints from residents regarding the fact that kids kicked balls into residents' gardens and that the residents receive abuse from the kids. Cllr Ms S Stevens would visit the residents and investigate the matter. The committee requested the clerk enquire from TBC if there was any S106 money available for the replacement of the bins. **Action-Assistant Clerk**
5. The committee received a letter from a resident regarding having bee hives at the Nature Reserve. Cllr Ms S Stevens would visit the neighbour's and ask if they would be happy with bee hives being placed in the Nature Reserve. Brain Johnson would be invited to attend the next meeting. Another bee keeper's advice would be sought by the committee regarding whether it would be viable to place bee hives in the nature reserve.
6. The committee received an email from a resident regarding the fun fair at Mill Lane Playing field. The matter would be clarified and brought to the attention of the police.
7. The meeting received a request from Danter's funfair for the use of Mill Lane Playing field in 2020. The matter was deferred to the next Building and Grounds Committee meeting and Cllr Gareth Evans would provide more information to the committee. **Action-Cllr G Evans**
8. The committee reviewed the park maintenance requirements and received a list of all parish council owned play equipment.
9. The committee received a list of grassed areas maintained by Brockworth Parish Council.
10. The committee received a map of dog, litter and grit bins
11. The committee received an email from TBC regarding an overgrown tree in Mill Lane Playing Field. The committee requested to obtain quotes for trimming this tree and also 2 other trees in Mill Lane.

09/BM

DATE OF NEXT MEETING

17th July 2019

There being no other business, the Chairman closed the meeting at 21.30

Signed:

Date: