

BROCKWORTH PARISH COUNCIL

MINUTES OF THE COMMUNITY COMMITTEE MEETING HELD ON WEDNESDAY 10TH JULY 2019 AT THE COMMUNITY CENTRE AT 7.00 P.M.

PRESENT Cllrs: Ms L Gerrard, Ms D Harwood, Ms R Hatton, C Carter, J Mills, Ms C Parry, Ms S Stevens, W Stevens, P Kotwica

In Attendance Ms J McMahon (Assistant to the Clerk),
Members of Public Present: 0
Members of Press Present: 0

Meeting opened at 19.05 by the Assistant Clerk J McMahon
Cllr W Stevens in attendance not in the room

01/COM TO ELECT A CHAIR OF THE COMMITTEE FOR THE ENSUING YEAR
Cllr C Carter was proposed as Chairman by Cllr Ms S Stevens and this was seconded by Cllr C Parry. There were no other nominations. All in favour.

Cllr W Stevens entered the room

02/COM TO ELECT A VICE CHAIR OF THE COMMITTEE
Cllr W Stevens was proposed as Vice-Chairman by Cllr S Stevens and seconded by Cllr R Hatton. There were no other nominations. All in favour.

03/COM TO RECEIVE APOLOGIES FOR ABSENCE
Apologies received from Cllr Ms N John. The meeting accepted the reasons for absence.

04/COM DECLARATIONS OF INTEREST
No interest was declared

05/COM TO APPROVE UPDATING THE PARISH COUNCIL WEBSITE
The meeting discussed the updating of the website. Cllr L Gerrard mentioned that a meeting was held and it was decided that they would like Cllr G Evans to be their representative to update the website and to assist the Clerk and Assistant Clerk with updating some of the information. This would be reviewed in September 2019. Cllr L Gerrard proposed. Seconded by Cllr S Stevens. All in Favour.

06/COM TO REVIEW THE BROCKWORTH PARISH MAGAZINE
The meeting discussed the magazine. Cllr L Gerard explained that the magazine was running at a loss, dull, not read by the community, no input from the council being put into the contents. Cllr L Gerard proposed that the Parish Magazine would no longer be produced and this would be replaced with a monthly newsletter with what's on in Brockworth being delivered to only those who want it. This would predominately be online and delivered every month to residents who choose to receive it by post. Cllr S Stevens proposed that each chairman of the committees write a piece for the newsletter. Cllr L Gerard proposed the deadline being the third week of every month. 23rd August 2019 would be the first date committees needed to get their reports ready. The first run of this newsletter would be the 5th September 2019 to all the households in Brockworth with a questionnaire attached to state if they would like to receive the newsletter in future. Seconded by Cllr W Stevens
The Newsletter would be advertised at the library, café's and Community centres for anyone who wanted to get a copy.
A list of what's on at the community centre would be included. Cllr S Stevens proposed that she would take on the editing of this newsletter -**Action Cllr S Stevens**
Reception had to email an update monthly from Community Centre to Cllr S Stevens. – **Action Clerk**
The printer's contracts would need to be reviewed and an alternative use needed to be discussed on the Full Council Agenda -**Action Clerk**.

07/COM TO APPROVE A PARISH FETE

1. Cllr L Gerard proposed a date and venue of 25th May 2020 at Mill Lane Playing Field. Seconded by Cllr D Harwood. Cllr C Carter requested to put on the next agenda to look at uses for the Shell Land – **Action Clerk**
Cllr C Carter would like to add to the next full council agenda to discuss having an Autumn Fayre -**Action Clerk**
2. Cllr W Stevens proposed Cllr D Harwood to be the lead councillor for the fete. Seconded by Cllr C Parry. All in favour.
3. Cllr L Gerrard discussed with the committee about reporting back on 7th September 2019.

08/COM

TO SET UP WORKING GROUP FOR COMMUNITY EVENTS

Cllr D Harwood Proposed to set up a working Group for Community Events. Seconded Cllr S Stevens. All in favour.

Cllr S Steven proposed to except all documents and that they have been reviewed. As of this date, any volunteers doing voluntary work would need to sign the volunteer agreement and be given risk assessments before starting any work. – **Action Clerk**

Cllr W Stevens proposed that litter picking PPE be provided, like gloves and high viz jackets. To get quotes – **Assistant Clerk**

Cllr C Parry proposed to put on the finance agenda that volunteers are thanked with a meal or gift voucher. – **Action Clerk**

Cllr D Harwood proposed to set up a volunteer stall at the fete to treat and pamper volunteers that have helped in Brockworth.

1. The committee noted the risk assessment for Litter pickers.
2. The committee noted the Volunteer Litter Pickers hand book
3. The committee noted the Volunteer Agreement.
4. The committee noted the do's and don'ts of the Volunteer Litter Picking scheme
5. The committee noted the Volunteer Policy
6. The committee noted the risk assessment for the nature reserve

09/COM

TO ELECT A COUNCILLOR TO LIASE WITH COMMUNITY GROUPS, AND TO REPORT BACK ON 7TH OF SEPTEMBER 2019.

Cllr S Stevens was nominated by Cllr C Parry. Seconded by Cllr D Harwood All in favour.

10/COM

TO APPROVE THE ADOPTION OF A PHONE BOX IN COURT ROAD.

Cllr S Stevens proposed that BT are contacted to see if they own the phone box before looking to adopt it. To put on the next agenda. Seconded by Cllr L Gerard All in favour– **Action Clerk**

11/COM

TO APPROVE A PLANTING SCHEME AROUND BROCKWORTH

Cllr L Gerard discussed that the finance committee was looking at re-allocation of money from the reserves to help with this scheme. **Action Clerk**

Cllr S Stevens discussed that donations were looked at for this project and donating areas of land to groups for planting. Cllr W Stevens advised that Health and Safety would need to be looked into before donating areas to groups. Cllr L Gerard proposed to approve a planting scheme around Brockworth and that a plan be produced before planting takes place. To be put on the next agenda. Seconded by Cllr D Harwood. All in favour.

12/COM

TAXI VOUCHER

The meeting discussed the taxi voucher application. Cllr R Hatton Proposed that the voucher be accepted. Seconded Cllr J Mills. All in favour.

13/COM

POLICE AND CRIME

1. The committee discussed and noted the report from the police. Cllr S Stevens would like to have an age range for the report with a percentage to see if it is children or adults.
Cllr L Gerrard proposed to invite the police to the August full council meeting to discuss these statistics. Cllr S Stevens would like to have the age range at the full council meeting. **Action Clerk**
2. The meeting received an email from neighbourhood alert. It was recommended that all councillors are to register to receive these alerts direct. Cllr C Carter requested that the details be put on the Website – **Action Clerk**
3. The meeting discussed the letter regarding criminal damage. Cllr S Stevens would like a letter written to Witcombe Parish
 - a. To see if they have received complaints.
 - b. To see if they have received this letter.
 - c. To see if it belongs to them
 - d. To work with Witcombe to prevent this continuing.

14/COM

CORRESPONDENCE

1. The committee receive an email from Jobcentre to put a link on the parish website. Cllr S Stevens proposed that this is put on the website – **Action Cllr G Evans**
2. The committee received an email from a resident regarding photos of all councillors. It was discussed having a photo available for each councillor was down to their discretion. Cllr S Stevens proposed to invite the resident to the full council meeting to be introduced to the councillors. – **Action Clerk**

There being no other business, the Chairman closed the meeting at 20.35

Signed:

Date: