
DRAFT MINUTES OF THE FULL COUNCIL MEETING OF BROCKWORTH PARISH COUNCIL HELD ON WEDS 5TH AUGUST 2020 ONLINE AT 7PM

1. Welcome from Chair of Council

The Chair of Council welcomed everyone to the meeting, did a sound check and asked people to remain on mute until asked to speak.

2. Attendance of those present to be recorded

In attendance: Councillors Debbie Harwood (Chair), Craig Carter, Chris Evans, Gareth Evans, Louise Gerrard, Ruth Hatton, Nadia John, Jason Mills, Scott McNeil, Charlotte Parry, Tracey Poulton, Sara Stevens and Cllr Chantal Ash from agenda point 8

Four members of the public

3. To receive and record any apologies for absence

Apologies were received from: Cllrs Andrew Georgiou (work) Pete Kotwica (work) Summer Stevens (personal), Wayne Stevens (work)

4. To receive any members declarations of interests and to consider any requests for dispensations relating to matters on the agenda

Cllr S Stevens declared an interest as an employee of the Rugby Club affected by the proposed speed cushions on Mill Lane (agenda item 9b1)

Cllrs Harwood and Gerrard declared an interest on agenda item 9b11 as members of Tewkesbury Borough Council planning committee

5. To receive any public representations at the discretion of the Chair of Council

No public representations were received

6. To confirm and sign the Minutes of the Meeting of Full Council held on 1st July 2020.

Cllr Gerrard proposed, Cllr G Evans seconded and the Minutes of the meeting held on 1 July 2020 were unanimously APPROVED and signed by the Chair as a correct record.

7. To consider any applications for co-option to the current Councillor vacancy of the East Ward

The Chair asked the applicant to say a few words about themselves and why they wanted to be a Councillor representing Brockworth. The Chair then proposed Chantal Ash be co-opted to Council, this was seconded by Cllr Parry and unanimously APPROVED.

Cllr Ash signed the declaration of acceptance of office and joined the meeting as a duly elected Parish Councillor for the Brockworth East ward.

8. To consider business relating to council finances

- (a) To resolve that the schedule of payments be authorised and signed by the Chair
Cllr Harwood proposed, Cllr G Evans seconded and the schedule of payments was unanimously APPROVED and authorised by the Chair
- (b) To resolve that the bank reconciliation be authorised and signed by the Chair
The monthly bank reconciliation was proposed by Cllr Gerrard, seconded by Cllr Poulton and unanimously APPROVED and signed by Chair
- (c) To note the payments made since the last Council meeting
The payments made since the last meeting were NOTED
- (d) To note the independent auditors report and discuss any recommendations
Cllr Gerrard observed that the internal auditors report did not identify any issues or make any recommendations and it was NOTED
- (e) To receive the 2019/20 year end accounts
The 2019/20 year end accounts were presented to Council and were proposed by Cllr Gerrard, seconded by Cllr Carter and unanimously APPROVED
Council stated their appreciation to J Shirley (Locum Clerk) for all her work in preparing the year end accounts.
- (f) To approve Section 1 of the Annual Governance & Accountability Statement
Council considered the statements 1-8 in section 1 of the Annual Governance and Accountability Statement. It was proposed by Cllr Gerrard and seconded by Cllr G Evans that council agree positively to the statements indicating that they have a sound system of internal control and arrangements for preparing the accounts. This was unanimously APPROVED and the Chair and Clerk signed section 1
- (g) To approve Section 2 of the Annual Governance & Accountability Statement
Council considered Section 2 and the accounting statements. It was proposed by Cllr Gerrard, seconded by Cllr Carter and unanimously APPROVED and the RFO and Chair signed section 2
- (h) The Clerk reported the dates for the exercise of public rights as 7th August to 22 September 2020 and confirmed that the relevant information would be placed on the website by the end of the week.

9. To consider business relating to committees

- (a) To note the draft minutes of the Buildings and Grounds Committee held on 8th July 2020
Following a short discussion about the Community Centre Smoking policy the draft minutes of the Building & Grounds Committee held on 8 July 2020 were NOTED
- (b) Business relating to Planning, Highways and Environment Committee
 - I. To consider correspondence from Gloucestershire County Council concerning a proposal to relocate speed cushions on Mill Lane
Following a short discussion about the issues with the proposed speed cushions, their location and effectiveness. It was AGREED that the Clerk would draft a letter of objection for consideration at the next Planning, Highways & Environment Committee on 19th August
 - II. To consider the following planning applications:
 - [20/00608/FUL](#) Land North of Perrybook, Shurdington Road. Erection of 49 dwellings and associated vehicular access, public open space, landscaping and

other associated infrastructure. Following a lengthy discussion it was proposed by Cllr S Stevens, seconded by Cllr C Evans and AGREED that the Clerk would work with Cllr C Evans to draft a suitable objection for further discussion at the next Planning, Highways & Environment Committee on 19th August. Cllrs Harwood and Gerrard abstained. The Clerk was also asked to investigate employing a planning consultant to advise council and Cllrs would explore setting up an action group.

- [20/00620/FUL](#) 34A Astor Close. Proposed detached bungalow with ancillary works was considered. It was proposed by Cllr Evans, seconded by Cllr Carter and AGREED to OBJECT to this application on the grounds of it being out of character, infill development, over looking and overdevelopment of the site. Cllrs Harwood and Gerrard abstained
- [20/00653/FUL](#) 20 Nightjar Road. Erection of a single storey rear extension was considered and NOTED
- [20/00660/FUL](#) 1 Ansdell Drive. Erection of a two storey side extension was considered and NOTED
- [20/00682/FUL](#) 52 Astor Close. Erection of a single storey rear extension was considered and NOTED

(c) To note the draft minutes of the Human Resources Committee held on 16th July 2020

The Clerk gave an update on the recruitment of a Handyperson and the minutes of the Human Resources Committee held on 16th July 2020 were NOTED.

(d) To note the draft minutes of the Community Committee held on 22nd July 2020
It was noted that the Witcombe Festival has since been postponed by the organisers and the draft minutes of the Community Committee held on 22nd July 2020 were NOTED

10. To consider formally rescinding the decision made on 8th January 2020 to procure a council website and approve the draft specification and tender process for a new Council website

The Clerk outlined the circumstances for recommending rescinding the decision and the new specification and tender process. It was proposed by Cllr Harwood, seconded by Cllr McNeill and unanimously AGREED to formally rescind the decision made on 8th January 2020 to procure a council website and to approve the draft specification and tender process for a new Council website.

11. To discuss the following issues of local importance and Council's response to them

- (a) To consider how Council may wish to recognise the long time service to the community of a Teacher at Brockworth Primary Academy who has recently retired after 37 years.

After a short discussion about the long standing community service and impact that the teacher has made to many generations of Brockworth families it was proposed by Cllr G Evans, seconded by Cllr Poulton and unanimously AGREED that a letter of thanks be sent from Council and suitable public recognition be arranged.

- (b) To consider a request for a visit from the Chairman to celebrate a residents 100th Birthday on Sat 29th August.

It was AGREED that the Chairman would be delighted to attend and that the Community Committee discuss a process for formally recognising service to the community.

Cllrs C Evans and John left the meeting at this point

12. To consider responding to the Local Government Association consultation on a revised [Model Code of Conduct](#) that would apply to parish councils.

It was proposed by Cllr S Stevens, seconded by Cllr Gerrard and unanimously AGREED that Council supported the Code of Conduct.

13. To receive a verbal report from the Clerk on any urgent correspondence

The Clerk reported that a request had been received for Council to be represented at VJ day commemorations on 15 August. It was AGREED that Cllr Mills would lay a wreath, funded from the Chairman's Allowance and that other councillors would be welcome to attend and further details when available would be circulated.

14. The date of the next meeting was confirmed as Wednesday 2nd September 2020 at 7pm

15. The meeting was closed at 8.30pm