



NOTICE/AGENDA OF PARISH COUNCIL MEETING

I hereby give notice that the meeting of Brockworth Parish Council will be held in Brockworth Community Centre, on **Wednesday 4th of September 2019 at 7.00 p.m.**

Members of the Council are hereby summoned to attend for the business of considering and resolving upon the matters as set out below.

(Clerk to the Council)

1. Attendance to be recorded from Councillors' D Harwood (Chair), L Gerrard, S Stevens, W Stevens, A Georgiou, C Evans, C Neal, R Hatton, S Neal, J Mills, G Evans, N John, S McNeil, H Morris C Carter and C Parry P Kotwica,
2. APOLOGIES received to be recorded
3. DECLARATIONS OF INTEREST to be invited for matters on the agenda
4. Public session at the discretion of the Chair of the meeting
5. County and District Councillors to be invited to present reports
6. Draft Minutes of the meeting held on 7th August 2019 to be approved and signed
7. Matters brought forward from previous meeting
8. Lee Road overgrown vegetation- Councillor Carter
9. Telephone contract period to be confirmed- Meeting Administrator
10. AVT service contract details to be discussed Proper Officer informs Council that there does not appear to be a service contract as we pay after visits 2x a year
11. Advice on re- applying for s106 monies in the future- Councillor Gerrard
12. Council to note schedule of Councillor Surgery dates
13. Council to consider delegating panic button in reception to Buildings and Grounds Committee
14. Council to note meeting with Brockworth Youth Trust being taken forward by Finance Committee
15. Council to note that overgrown strip at Green Street is being taken forward by Buildings and Grounds Committee
16. Council to consider Grant application from Brockworth link the sum of £4260.12 being the balance deferred from June 19 FC meeting
17. Council to consider proposal from Councillor McNeill "this Parish Council rejects the proposal made by the previous Parish Council to sell the land names the Cross Hands Meadow, registration number GR233737.
18. This Parish Council commits itself to develop and maintain the Cross Hands Meadow for public recreational use.
19. A plan for this to be formulated and presented to the Parish Council by the year end of 2019"
20. Council to consider proposal to suspend standing order 7 to allow the Committee structure to be re-considered within 6 months of a decision being made
21. Subject to item 20, Council to consider and agree either to a) increase number of members of Planning and Highways Committee to 10, HR to 8 or b) agree new membership of these two committees (under Standing order 4d Council determines the membership of committees) b) to replace the non-quorate Employment committee with the HR committee
22. Council to note meeting date schedule Community committee 9/9/19 7pm Buildings and grounds committee 18/9/19 7pm HR committee 19/9/19 7pm Finance committee 24/9/19 7pm Planning committee 26/9/19 7pm Full Council 2/10/19 7pm Planning Committee 9/10/19 7pm

<p>Buildings and Grounds Committee 16/10/19 7pm Planning committee 22/10/19 7pm HR Committee 30/10/19 7pm Full Council 6/11/19 7pm</p> <p>23. Council to consider if it wishes the Planning Committee to meet every 3 weeks as planning applications consultations are 22 days from date of letter from TBC</p>
<p>24. Council to formally adopt the Terms of Reference for the Committees</p> <p>25. Council to consider increasing the terms of reference for the Planning, Highways and Environment Committee to include Highways matters such as bus shelters, speed issues, street signage, footpaths and highway lighting and Environment matters such as litter, dog bins, fly tipping, watercourses (eg matters that would be reported to GCC or TBC via their websites) on land NOT owned by the Parish Council.</p> <p>26. Council to consider increasing the terms of reference for the Community Committee to include Volunteer policy/schemes, dog bags provisions, War memorials and other heritage schemes</p>
<p>27. Council to agree to reconsider decision for locum cover taken at August 2019 meeting specifically Proper Officer and Responsible Financial Officer roles</p> <p>28. to agree Meeting Administration cover for all committee and full council meetings until employed staffing situation is resolved</p> <p>29. to agree Consultant cover for all other duties necessary to carry out the functions of the Parish Council up to 10 hours per week until employed staffing situation is resolved</p> <p>30. to agree meeting administrator cover for committees not able to be covered by employed staff pending completion of staffing review (Agreed FC 8/19)</p>
<p>31. Council to re-instate Standing Orders</p>
<p>32. Council to consider if it wishes to offer Councillors an informal induction on the working of the Parish Council to be provided by Consultant and Meeting Administrator</p>
<p>33. Council to consider if it wishes to review standing orders in accordance with best practice (last review May 2018)</p>
<p>34. Council to note draft minutes from Committees and to receive verbal report from Chairs of Committees</p> <p>35. HR Committee held on 8/8/19</p> <p>36. Finance Committee held on 20/8/19</p> <p>37. Buildings and grounds committee held on 21/8/19</p> <p>38. Planning committee held on 22/8/19</p>
<p>39. Council to approve payment schedule as attached</p>
<p>40. Council to approve Trial Balance as of 28/8/19</p>
<p>41. Council to agree that a cost centre against budget report will be presented at future Full Council meetings and that each committee will receive a financial report for their area of responsibilities</p> <p>42. Council to note that full bank and cash reconciliation reports will be provided at next full parish council meeting</p>
<p>43. Council to request that all Committees submit budget requests for the financial year 2020/21 for the Full Council agenda for the meeting to be held on 2nd October 2019- Councillor Gerrard</p>
<p>44. Council to consider outsourcing payroll to PATA payroll services including pension function</p> <p>45. Council to consider giving delegated authority to Finance /HR Committees to appoint other independent specialists if appropriate and within the agreed financial limits</p>
<p>46. Council to consider proposal to investigate the possibility of "listing/protecting" Postboxes in Green Way, Abbotswood Road, Moorfield Road, Ermin Park, Maple Drive and Court Road and the Gloucester Aircraft Company fence and gate surrounding Ermin Street/Golf Club Lane which is particularly vulnerable- Councillor Carter</p> <p>47. Council to consider the following planning applications due to time of next Planning Committee</p> <p>19/00822/FUL Erection of single storey side and rear extension – 29 Sparrow Hawk Way</p> <p>19/00610/FUL Erection to two storey rear extension and installation of windows and a double door – 20F Castle Hill Drive.</p>
<p>48. Any other business for future agenda items. No decisions can be made unless items are on agendas which are published at least 3 clear days before a meeting (not including Sundays, day of issue or day of meetings)</p>