

MINUTES OF PARISH COUNCIL MEETING

of Brockworth Parish Council held in Brockworth Community Centre, on **Wednesday 4th of September 2019 at 7.00 p.m.**

(note that all decisions were proposed, seconded and agreed by majority)

1.	Attendance recorded as Councillors' D Harwood (Chair), L Gerrard, S Stevens, , C Neal, R Hatton, S Neal, J Mills, , N John, S McNeil. C Carter C Parry and P Kotwica, No Members of the Public attended No County Councillor attended Parish Councillor H Morris did not attend	
2.	APOLOGIES received from Councillors' A Georgiou and C Evans W Stevens G Evans	
3.	DECLARATIONS OF INTEREST were received for matters on the agenda from Councillors' R Hatton and Councillor C Neal (BYT) and Councillors' D Harwood and C Parry (B.Epic- dispensation submitted)	
4.	No members of the Public attended	
5.	Borough Councillors invited to present reports	
6.	Draft Minutes of the meeting held on 7th August 2019 approved and signed following amendment to 13d- Clerk was to respond to residents regarding the changes to the Village Newsletter with the correct information	Approved and signed following amendment
7.	Matters brought forward from previous meeting for information purposes only –decisions can only be made on those matters on the agenda –see below	3 footballs still outstanding
8.	Lea Road overgrown vegetation- Councillor Carter gave update	Environmental health officer has attended and no further action required from Brockworth Parish Council
9.	Telephone contract period confirmed as 5 year lease from 5/17 to 5/2022 by Meeting Administrator	Noted- delegate to Building and Grounds Committee
10.	AVT service contract details discussed Meeting administrator informed Council that there does not appear to be a service contract as we pay after visits 2x a year	Noted – Delegate to Building and grounds committee for future discussions
11.	Advice on re- applying for s106 monies in the future- Councillor Gerrard	Meeting with TBC officer to be confirmed in September 2019 regarding bid process
12.	Council noted schedule of Councillor Surgery dates –Chair of Council	It was agreed that these are to be organised as Parish Council open evenings and will take place on 3rd Friday of the month, starting on 20/9/19
13.	Council considered delegating panic button in reception to Buildings and Grounds Committee	Delegated to Buildings and Grounds Committee
14.	Council noted meeting with Brockworth Youth Trust being taken forward by BUILDING& GROUNDS COMMITTEE	Councillors C Neal and R Hatton left the room Delegated to Buildings and Grounds committee as falls under “use of building” Councillors' Neal and Hatton returned to room
15.	Council noted that overgrown strip at Green Street is being taken forward by Buildings and Grounds Committee	Delegated to Buildings and Grounds Committee
16.	Council discussed Grant application from Brockworth link the sum of £4260.12 being the balance deferred from June 19 FC meeting	Councillors Harwood and Parry left the room. Council agreed grant with the payment to be spread over 4

		month period. Councillors Harwood and Parry returned to the room
17.	Council considered proposal from Councillor McNeill "this Parish Council rejects the proposal made by the previous Parish Council to sell the land named the Cross Hands Meadow, registration number GR233737.	Agreed
18.	Council considered proposal from Councillor McNeill This Parish Council commits itself to develop and maintain the Cross Hands Meadow for public use.	Agreed for public use
19.	Council considered proposal from Councillor McNeill A plan for this to be formulated and presented to the Parish Council by the year end of 2019"	Delegated to Buildings and Grounds to set up a working group to report back to Full Council by Spring 2020
20.	Council considered proposal to suspend standing order 7 to allow the Committee structure to be re-considered within 6 months of a decision being made	Agreed
21.	Council considered and agreed a) new membership of committees (under Standing order 4d Council determines the membership of committees)	Amendment proposed and seconded for Council to approve Committee structure – as attached
	b) to dissolve the non-quorate Employment committee with the HR committee	Agreed to dissolve Employment Committee
22.	Council noted meeting date schedule as attached	noted
23.	Council considered if it wishes the Planning Committee to meet every 3 weeks as planning applications consultations are 22 days from date of letter from TBC	Agreed
24.	Council considered 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.	Agreed
25.	Council considered increasing the terms of reference for the Community Committee to include Volunteer policy/schemes, dog bags provisions, War memorials and other heritage schemes	Agreed
26.	Council adopted the Terms of Reference for the Committees subject to the above amendments	agreed
27.	Council agreed to reconsider the decision for locum cover taken at August 2019 meeting specifically Proper Officer and Responsible Financial Officer roles	Agreed to use Meeting Administrator and Management Consultant as temporary cover
28.	Meeting Administration cover for all committee and full council meetings until employed staffing situation is resolved – approx. 10 hours per committee/Council meeting	Agreed
29.	Management Consultant cover for all other duties necessary to carry out the functions of the Parish Council approx.10 hours per week	Agreed
30.	Meeting Administrator cover for committees not able to be covered by employed staff pending completion of staffing review	Agreed with review anticipated to be completed November 2019

		Also to include mentoring and training by Consultant and Meeting administrator as required
31.	Council re-instated Standing Orders	
32.	Council considered if it wishes to offer Councillors an informal induction on the working of the Parish Council to be provided by Consultant and Meeting Administrator	agreed
33.	Council considered if it wishes to review standing orders in accordance with best practice (last review May 2018)	agreed
34.	Council noted draft minutes from Committees and received verbal report from Chairs of Committees	Noted
35.	HR Committee held on 8/8/19	
36.	Finance Committee held on 20/8/19	Asset register required (Councillor Stevens left the room for 5 minutes)
37.	Buildings and grounds committee held on 21/8/19	
38.	Planning committee held on 22/8/19	
39.	Council approved payment schedule	Approved
40.	Council approved Trial Balance as of 28/8/19	Approved
41.	Council agreed 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	Agreed
42.	Council noted that full bank and cash reconciliation reports will be provided at next full parish council meeting	
43.	Council requested 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	Agreed
44.	Council considered outsourcing payroll to PATA payroll services including pension function	Agreed to be changed at earliest opportunity
45.	Council considered giving delegated authority to Finance /HR Committees to appoint other independent specialists if appropriate and within the agreed financial limits	Agreed
46.	Council considered 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	Agreed to delegate to Community Committee
47.	Council considered the following planning applications due to time of next Planning Committee 19/00822/FUL Erection of single storey side and rear extension – 29 Sparrow Hawk Way 19/00610/FUL Erection to two storey rear extension and installation of windows and a double door – 20F Castle Hill Drive.	Objection – Concern re over-development and infill Noted decision made by TBC
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)	Next FC meeting – draft minutes on website Councillors to email Clerk if they are able to attend Parish Council evenings Newsletter format as delegated to Community Committee

Meeting closed at 8.30pm

Date of next meeting 2/10/19 7pm

COMMITTEE STRUCTURE AND MEMBERSHIP AGREED

Community Committee -9

Councillors:

Gerrard, Harwood, Parry, John, W Stevens, Mills, S Stevens, R Hatton, C Carter

Planning Highways and Environment Committee 9

Councillors: C Evans, Kotwica, G Evans, Mills, W Stevens, Morris, McNeil, Georgiou, Carter

Buildings and Grounds Committee 9

Councillors: Gerrard, Kotwica, C Evans, S Stevens, W Stevens, H Morris, Mills, S Neal, S McNeill

Finance committee 7

Councillors: Gerrard, Kotwica, G Evans, Mills, John, Harwood, C Neal

HR committee 7

Councillors C Evans, Parry, McNeill, Hatton, Harwood, S Stevens, Gerrard

Appeals 3

Carter, Georgiou, S Neal

Meeting dates approved- all at 7pm

Community committee 9/9/19

Buildings and grounds committee 18/9/19

HR committee 19/9/19

Finance committee 24/9/19

Planning committee 26/9/19

Full Council 2/10/19

Planning Committee 9/10/19

Buildings and Grounds Committee 16/10/19

Planning committee 22/10/19

HR Committee 30/10/19

Full Council 6/11/19 7pm