
**MINUTES OF THE FULL COUNCIL MEETING OF BROCKWORTH PARISH
COUNCIL HELD ON WEDNESDAY 3RD JUNE 2020 VIA ZOOM**

1. Welcome from Chair of Council

The chair welcomed those present and asked people to raise their hand if they wished to speak and to please keep themselves on mute unless directed to speak, to aid the smooth running of the online meeting.

2. Attendance of those present to be recorded

The following Councillors attended the meeting:

Cllrs Debbie Harwood (Chair), Craig Carter, Chris Evans, Gareth Evans, Louise Gerrard, Ruth Hatton, Pete Kotwica, Jason Mills, Scott McNeil, Charlotte Parry, Tracey Poulton, Sara Stevens, Wayne Stevens, Summer Stevens (from agenda item 9 onwards).

1 member of the public was also in attendance

3. To receive and record any apologies for absence

Apologies for absence were received from Cllr Andrew Georgiou (work commitment) and Cllr Nadia John (work commitment)

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

None received

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

There were no public representations

6. To confirm and sign the Minutes of the Meeting of Full Council held on 24th April 2020

Minutes of the Full Council meeting held on 24th April 2020 were APPROVED by council and signed by the Chair as a correct record.

7. To consider business relating to council finances

(a) The schedules of payments were presented to Council, Cllr R Hatten & Cllr W Stevens proposed and seconded that they be authorised and signed by the Chair and this was unanimously APPROVED.

(b) The Bank Reconciliation was presented to Council, Cllr C Evans & Cllr W Stevens proposed and seconded that it be authorised and signed by the Chair and this was unanimously APPROVED.

(c) The payments made since the last Council meeting were NOTED.

(d) The draft 2019/20 year end position was NOTED and the Clerk provided an update on the preparation of year end accounts and the annual governance statement.

8. To consider business relating to committees

- (a) The draft minutes of the Building & Grounds Committee held on 6th May 2020 were presented to Council.
Cllr S McNeil queried payments to repair the football pitches at Mill Lane and the contribution of the Football Club. The Chair of the Committee and Clerk provided an answer explaining the situation and action taken.
- (b) Business relating to the Planning, Highway and Environment Committee
The following applications were considered and Council response to each agreed.
- [20/00195/FUL](#) 2 Oak Drive. Erection of single storey 1-bed dwelling - NOTED
 - [20/00198/FUL](#) 64 Abbotswood Rd. Erection of a single storey front extension & first floor side extension - NOTED
 - [20/00329/FUL](#) 7 Spinners Road. Erection of a single storey front extension of integral garage and widening the existing drive - NOTED
 - [20/00261/FUL](#) 159 Ermin Street. Erection of a single storey rear extension - NOTED
 - [20/00331/FUL](#) 12 Ermin Street. Erection of detached storage building – OBJECT due to size of proposed development, over development of site and concern that development could be converted to residential use in future.
 - [20/00382/FUL](#) Bay Trees, Green Street. Demolition of existing car port and construction of replacement single storey extension – NOTED
- (c) Council NOTED the special briefing about the proposed SEN school at Henley Bank for Tuesday 16th June 2020 at 6pm via Zoom. All Councillors were encouraged to attend or send questions via the Clerk.
- (d) Council NOTED the Gloucestershire County Council closure of Ermin St from 23 June until 6 July to construct two uncontrolled crossing points with pedestrian island refuge and the Clerk was asked to help advertise the closure and diversionary information.

9. To consider whether to hold an AGM to agree committee structures, membership and chairmanship for the remainder of the 2020/21 civic year

Cllr Summer Stevens joined the meeting at this point

Following a discussion, it was proposed by Cllr S Stevens and seconded by Cllr R Hatten to continue the existing arrangements and review them as normal at the ordinary AGM in May 2021. This was APPROVED with a majority vote.

10. To approve the calendar of forthcoming council and committee meetings for the 2020/2021 civic year

The calendar of forthcoming meetings was presented to Council, it was proposed by Cllr L Gerrard and seconded by Cllr S Stevens and unanimously APPROVED.

11. To note the resignation of Cllr Chris Spencer and that the vacancy for East ward will be advertised in due course

The reason for Cllr Spencer's resignation was discussed and NOTED. The Clerk informed the council that we are awaiting the necessary paperwork to advertise the vacancy which will be advertised as soon as possible.

12. To consider and approve a Councillor Co-option Policy

Following a short discussion where it was felt that this policy would aid the recruitment process for new councillors, the policy was proposed by Cllr L Gerrard and seconded by Cllr S Stevens and unanimously APPROVED.

13. To receive an update on the Council's response to Covid-19

- (a) The list of decisions made by the Clerk under emergency delegated authority was NOTED by Council

- (b) The emergency delegation of decisions to the Clerk was reviewed and it was felt by the Council that now online meetings and a calendar of future meetings are in place that the Clerks emergency delegation can be rescinded. Proposed by Cllr S Stevens and seconded by Cllr W Stevens and unanimously APPROVED.

- (c) The Clerk provided the Council with an update on the actions taken to date to plan for the phased re-opening of the Community Centre to the public and the new working arrangements for staff. This information was NOTED by the council and will be kept under review as government guidance changes.

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

- (a) Public access restrictions introduced to the field adjacent to Henley Bank School. Council NOTED the email correspondence with the School concerning this matter. Following a discussion, it was AGREED that this would be raised at the Special School briefing and that the Clerk write a letter of objection to the School and County Council as landowner concerning the new measures, outlining the value of the site to the community and the long standing access and use the public has enjoyed.

- (b) Provision of local GP surgeries.
Cllr C Evans provided an update on the current situation and reasons for delay in securing new GP facilities to serve Brockworth & Hucclecote. Following a discussion, it was AGREED that Cllr C Evans be appointed Council representative on this matter and that he would work with the Clerk to write a letter to the relevant authorities urging rapid progress on the matter.

15. The Chair advised that due to confidential and sensitive information the exclusion of press and public under Standing Order 10A is necessary and the Committee will consider the following item in closed session and this was AGREED

The member of public observing, left the meeting at this point.

16. Staffing matters to be considered

- (a) The new Clerk Clare Nelmes started on 4 May 2020 and has been working with locum Clerk Julie Shirley to ensure a smooth transition and handover. It was AGREED that a formal letter of thanks and a bouquet of flowers be sent to the locum Clerks Julie Shirley & Belinda Holder for all their hard work and assistance during a difficult period for the council.

- (b) Cllr C Parry, Chair of the Human Resources Committee outlined the proposed changes to the Clerks contract of employment. Following a discussion it was proposed by Cllr D Harwood, seconded by Cllr L Gerrard and unanimously AGREED that the Clerks contract be signed and that regular supervisory meetings are established during the probationary period to monitor the Clerks performance.

17. The date of the next meeting was confirmed as Wednesday 1st July 2020, 7pm to be held online

18. The Chair thanked everyone for their attendance and the meeting was formally closed at 8.30pm