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## **MINUTES OF THE FULL COUNCIL MEETING OF BROCKWORTH PARISH COUNCIL TO BE HELD ON WEDS 2<sup>ND</sup> SEPTEMBER 2020 VIA ZOOM AT 7PM**

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**1. Welcome from Chair of Council**

The Chair welcomed everyone to the meeting and undertook a sound check

**2. Attendance of those present to be recorded**

The following Councillors were in attendance: Councillors Debbie Harwood (Chair), Craig Carter, Chris Evans, Gareth Evans, Louise Gerrard, Pete Kotwica, Jason Mills, Scott McNeil, Charlotte Parry, Tracey Poulton, Sara Stevens, Wayne Stevens

**3. To receive and record any apologies for absence**

Apologies were received from: Cllrs Chantal Ash, Andrew Georgiou, Nadia John and Summer Stevens

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

No members declarations of interest were received

**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 5<sup>th</sup> August 2020.**

The minutes of the meeting of Full Council held on 5<sup>th</sup> August were proposed by Cllr Gerrard, seconded by Cllr S Stevens and unanimously APPROVED and signed by the Chair as a correct record.

**7. To note the resignation of Ruth Hatton as Cllr in the West Brockworth ward and that the vacancy has been duly advertised.**

The resignation of Ruth Hatton was NOTED and the Clerk would await notification from Tewkesbury Borough Council about whether Council was able to advertise for Co-option.

**8. To consider business relating to council finances**

- (a) To resolve that the schedule of payments be authorised and signed by the Chair  
Following a question from Cllr Gerrard, the schedule of payments was proposed by Cllr Gerrard, seconded by Cllr G Evans and unanimously APPROVED and signed by the Chair
- (b) To resolve that the Bank Reconciliation be authorised and signed by the Chair  
Following a question from Cllr Gerrard, the bank reconciliation was proposed by Cllr Gerrard, seconded by Cllr S Stevens and unanimously APPROVED and signed by the Chair
- (c) The payments made since the last Council meeting were NOTED
- (d) The Clerk confirmed that the External Audit and supporting information has been submitted and that Council had not received any further correspondence or queries to date.

**9. To consider business relating to committees**

- (a) The draft minutes of the Buildings and Grounds Committee held on 5<sup>th</sup> August 2020 were NOTED
- (b) The draft minutes of the Planning, Highways and Environment Committee held on 26<sup>th</sup> August 2020 were NOTED
- (c) It was NOTED that the Finance Committee due to be held on the 26<sup>th</sup> August has been moved to 30<sup>th</sup> September.

**10. To receive a verbal report from Cllr McNeill, Councils representative at the August meeting of the Gloucester Airport Consultative Committee.**

Cllr McNeill gave a brief verbal report on the meeting including that the museum had re-opened and the planned memorial unveiling had been postponed. He also provided an update on works ongoing at the airport, the new business park and complaints about increasing aircraft noise.

**11. To consider a report from the Clerk on Council and Committee decision making**

The Clerk outlined the background to the report and the reason why changes were being considered. Following a discussion about the merits of each option and implication for the speed of decision making it was proposed by Cllr Gerrard, seconded by Cllr Parry to implement Option 2. This was APPROVED by a majority vote and the Clerk was instructed to update Standing Orders accordingly for approval at the next Full Council.

**12. To confirm membership of the following Committees**

Following a short discussion it was proposed by Cllr C Evans, seconded by Cllr Parry and unanimously APPROVED that committees have the following membership

- (a) Building & Grounds – Cllrs S Stevens, W Stevens, C Evans, T Poulton, N John, J Mills, L Gerrard, D Harwood and C Parry (9)
- (b) Planning, Highways and Environment – Cllrs C Evans, C Carter, S Stevens, G Evans, J Mills, W Stevens, P Kotwica, C Ash and T Poulton (9)
- (c) Community – Cllrs C Carter, D Harwood, C Parry, Summer Stevens, J Mills, T Poulton, L Gerrard, C Ash and vacancy (9)
- (d) Finance – Cllrs L Gerrard, J Mills, G Evans, N John, D Harwood, P Kotwica and vacancy (7)
- (e) Human Resources – Cllrs C Parry, L Gerrard, S Stevens, S McNeill, D Harwood and two vacancies (7)
- (f) Appeals Committee – Cllrs A Georgiou, C Carter, C Evans and W Stevens (4)

**13. To consider quotations for Christmas lights**

Following a discussion concerning value for money and the use of council reserves it was proposed by Cllr S Stevens and seconded by Cllr G Evans to use any Community Committee underspends, topped up to a maximum of £1000 from Council reserves to fund a Christmas tree in the carpark and to provide internal decorations to the Community Centre. This was unanimously AGREED and the matter will be referred back to Community Committee to discuss further including approaching local businesses to sponsor/donate the tree. The costings for additional phasing of Christmas lighting in future years would be considered as part of the Councils budget setting process.

**14. To receive an update from the Clerk on the recruitment of a Handy person**

The Clerk reported that S White has been appointed as Handy person and started on 1 September and that uniforms and appropriate equipment and tools were being sourced. Building & Grounds would be considering the arrangements for litter picking and carpark lock up at weekends at its next meeting.

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

The Clerk updated Council on the following:

A request to display a painting in the foyer of the Community Centre. Building and Grounds would like to discuss how art can be promoted in the Community Centre. Discussions with the Foodbank are ongoing about how we can better support Brockworth Families in need.

The lease for the boardroom at the community centre has been brought forward to beginning of Sept.

Council have received correspondence from the County Council concerning Gloucestershire Day

**16. Exclusion of press and public – Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, to resolve to exclude the public and press from the remainder of the meeting to protect the confidential nature of the business to be transacted**

It was proposed by Cllr Carter, seconded by Cllr Poulton and RESOLVED to move into confidential session.

**17. To consider quotations for a new CCTV system**

Council considered the four quotations for a new CCTV system and after a short discussion concerning the merits of each and the proposed locations to be covered it was proposed by Cllr C Evans, seconded by Cllr G Evans to appoint Redhand as Council's preferred CCTV contractor. This was APPROVED with a majority vote.

**18. To consider a report from the Clerk about the Community Centre**

The Clerk outlined the reasons behind the report and the implications of the different options on the Community Centre and its staff. Following a short discussion it was proposed by, Cllr McNeill seconded by Cllr G Evans to proceed with Option 1. This was AGREED with a majority vote and the Clerk was instructed to make the necessary arrangements and that further decisions regarding this matter be delegated to the HR Committee.

Cllr Gerrard left the meeting at this point.

**19. To consider a change to Council's banking arrangements**

It was proposed by Cllr Carter, seconded by Cllr Kotwica that Council change its signatories on its bank accounts and that the Clerk make the necessary arrangements and this was unanimously APPROVED

**20. The date of the next meeting to be held on Wednesday 7<sup>th</sup> October 2020 at 7pm was confirmed.**

**21. The meeting closed at 8.20pm**