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## **MINUTES OF THE FULL COUNCIL MEETING OF BROCKWORTH PARISH COUNCIL HELD ON WEDS 1ST JULY 2020 VIA ZOOM STARTING AT 7PM**

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**1. Welcome from Chair of Council**

The Chair welcomed everyone to the meeting and did a sound check to ensure that everyone could participate in the discussion.

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

Present: Councillors Debbie Harwood (Chair), Craig Carter, Chris Evans, Gareth Evans, Andrew Georgiou, Ruth Hatton, Pete Kotwica, Scott McNeil, Tracey Poulton,

Public: Rebecca Collins Logue and Gail Anderson attended concerning agenda item 9a Brockness Monster Grant Application

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

Apologies: Cllrs Louise Gerrard, Nadia John, Jason Mills, Charlotte Parry, Sara Stevens, Summer Stevens, Wayne Stevens

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

Cllr Debbie Harwood declared an interest in agenda item 10 as an employee of B-Epic

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

The Chair brought forward agenda item 9a to be considered at this point of the meeting.

**6. To confirm and sign the Minutes of the Meeting of Full Council held on 3<sup>rd</sup> June 2020.**

The minutes of the Full Council held on 3 June 2020 were proposed by Cllr Carter, seconded by Cllr Hatten and unanimously APPROVED and signed by the Chair as a correct record.

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

(a) To resolve that the schedule of payments be authorised and signed by the Chair. The schedule of payments were proposed by Cllr Mc Neill, seconded by Cllr Kotwica and unanimously APPROVED and signed by the Chair

(b) To resolve that the bank reconciliation be authorised and signed by the Chair. The bank reconciliation was proposed by Cllr C Evans, seconded by Cllr G Evans and unanimously APPROVED and signed by the Chair

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

(d) To note the independent auditors report and discuss any recommendations. This information was unavailable and the agenda item deferred to Full Council on 5<sup>th</sup> August

- (e) To receive the 2019/20 year end accounts  
This information was unavailable and the agenda item deferred to Full Council on 5<sup>th</sup> August
- (f) To approve Section 1 of the Annual Governance & Accountability Statement  
This agenda item was unable to be considered and an extension has been approved from the external auditor for consideration at Full Council on 5<sup>th</sup> August
- (g) To approve Section 2 of the Annual Governance & Accountability Statement  
This agenda item was unable to be considered and an extension has been approved from the external auditor for consideration at Full Council on 5<sup>th</sup> August
- (h) To dates for the exercise of public rights was NOTED

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

- (a) The draft minutes of the Buildings and Grounds Committee held on 10<sup>th</sup> June 2020 were NOTED
- (b) The draft minutes of the Planning, Highways and Environment Committee held on 17<sup>th</sup> June 2020 were NOTED
- (c) The draft minutes of the Finance Committee held on 24<sup>th</sup> June 2020 were NOTED
- (d) The scheduled meeting of the Human Resources Committee has been moved to Tuesday 14<sup>th</sup> July at 7pm. This information was NOTED

**9. To consider business relating to community grants**

- (a) To consider a grant application for the Brockness Monster  
The Clerk outlined the background to this application and the correspondence between the parish council and Gloucestershire County Council concerning the process necessary for siting the Brockness Monster on the roundabout outside the community centre. The artists provided further information about the community art project and Cllrs outlined their support for it and the positive difference it had made to the community during lockdown. It was proposed by Cllr C Evans, seconded by Cllr G Evans and unanimously APPROVED that the Parish Council would meet the cost of the licence, insurance and installation of the Brockness Monster upto £150 and for a period of upto 2 years. Cllr Kotwica offered to assist in the installation of the Brockness Monster on site.
- (b) To consider and approve a revised Brockworth Parish Council Grants Policy and application process  
The Clerk outlined the proposed policy and the need for it. Following a short discussion it was proposed by Cllr C Evans, seconded by Cllr Georgiou and unanimously AGREED to approve the new grants policy and application process and for the Clerk to advertise for applications as soon as possible.

**10. To receive the quarterly management report about the delivery of council funded Youth Services**

The first quarterly management report from B-Epic for the provision of youth services was tabled by the Clerk. The information contained within it was NOTED

**11. To consider and approve the draft Council Plan 2020-2023**

The Clerk outlined the process involved in drawing up the council plan and collating the council's project and action list. Following a short discussion about the status, progress and costing of some the items included it was suggested that a Council investment plan be discussed and included on the list. It was proposed by Cllr C Evans, seconded by Cllr S McNeill and the draft Council Plan was unanimously APPROVED. The Clerk would use

this plan to regularly report back to Council and Committees about progress, changes or additions and to monitor workload.

**12. To appoint the following Council representatives**

- (a) Gloucestershire Playing Field Association – It was AGREED that Cllr Scott McNeill would replace Cllr Harwood as Council’s GPFA representative with the Clerk able to deputise if the Councils representative was unable to attend.
- (b) Deputy Snow Warden – It was AGREED that Cllr T Poulton will act as Deputy Snow Warden and the Clerk would liaise with the snow wardens on the winter preparedness plan.

**13. To receive an update from the Clerk on the Council’s response to Covid-19 and agree future re-opening and community support packages**

The Clerk outlined the impact of loss of income on Council and Community Centre budgets as a result of lockdown and that office staff have returned to work in the council offices on a rota basis, socially distanced.

The government have announced that play areas can be re-opened from 4 July. The Clerk would undertake a risk assessment and arrange for appropriate signage and publicity to be in place to support re-opening. It was AGREED that due to the low risk, effectiveness, practicalities and high costs that changes would not be made to how often play equipment is cleaned and that users would be encouraged to socially distance, use their own hand sanitiser and wash hands frequently to minimise any risks.

The government have announced that Community Centres can also re-open from 4 July. The Clerk would undertake a risk assessment before allowing the centre to open to the public from Monday. The Community Centre would only be open for parish council business and access to the toilets. The Café would remain closed and the majority of hirer activities are not allowed until government guidance changes.

The Clerk outlined discussions that have taken place with local schools to explore what support we could offer to families over the school holidays. It is proposed that the council offers the community centre as a food distribution point, provides information and advice and the potential to offer meals for families in need on a flexible demand led basis and that this would be advertised through schools before the school holidays. Meals would continue to be provided to those shielding.

The Council AGREED to this approach and that the Clerk would report back if further funding or additional decisions were required to deliver any support.

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

- (a) To receive an update on Council’s complaint concerning public access restrictions to the playing field adjacent to Henley Bank School  
The response from Gloucestershire County Council clarifying that the public could continue to use this site and apology for not informing the parish council of the proposed changes was NOTED.

**15. To agree items for inclusion in Council’s summer newsletter and to delegate drafting it to the Clerk in conjunction with Committee Chairs**

The Clerk outlined the proposed articles for the summer newsletter and the approval process and this was AGREED with the aim that the newsletter is ready for distribution before the school holidays.

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

The Clerk reported that the speed monitoring equipment had been delivered and was available for the next three weeks. Suggestions for locations to be monitored and any volunteers to assist should be passed to the Clerk

The deadline for triggering an election to fill the current councillor vacancy was the 2nd July. If no election is called the Clerk would advertise the vacancy to be filled by co-option as soon as possible so that this could be considered at Full Council in August. The Clerk reported that a clear out had been undertaken at the Community Centre, freeing up cupboard space and two vacant offices for hire as small meeting spaces.

**17. Date of next meeting to be confirmed as Wednesday 5<sup>th</sup> August 2020 at 7pm**

The date of the next scheduled Full Council meeting was NOTED. This meeting was likely to take place online until government guidance changes.

**18. The meeting closed at 8pm**