

MINUTES OF PARISH COUNCIL MEETING

held in Brockworth Community Centre, on **Wednesday 7th of August 2019 at 7.05p.m.**

1. **Attendance** recorded as Councillors' D Harwood (Chair), L Gerrard, S Stevens, W Stevens, A Georgiou, C Evans, C Neal, R Hatton, S Neal, C Carter and C Parry
2. **51/FC APOLOGIES received from Councillors' P Kotwica, J Mills, G Evans, N John, S McNeil.**
Councillors' H Morris did not attend
3. **52/FC DECLARATIONS OF INTEREST** There were declarations of interests on matters on the agenda from Councillors' Parry and Horwood (B-Epic Youth Club) Councillors' C Neal and R Hatton (Brockworth Youth Trust)
4. **53/FC 15 MINUTE PUBLIC SESSION-**
Update on Witcombe Cider Festival
5. At this point, item 73 was moved forward - an email received from a resident regarding overgrown vegetation in Lea Road – It was advised that it would be a matter for TBC environmental department, which can be logged via website. Councillor Carter will follow up in a few weeks. Councillor Evans will assist with the logging via website
6. **54/FC No report was available from the County Councillor**
7. **55/FC MINUTES** Council approved/noted the following
 - a. approved the Minutes of the Council Meeting held on 3rd of July 2019 (attached)
 - b. noted the draft Minutes of the Building and Grounds Committee meeting held on Wednesday 19th June 2019
 - c. noted the Finance Committee meeting held on Wednesday 3rd of July 2019 will be re-scheduled
 - d. noted the draft Minutes of the Planning, Highways and Environment Committee meeting held on Wednesday 10th of July 2019
 - e. noted the draft Minutes of the Community Committee meeting held on Wednesday 10th of July 2019
8. **56/FC BOROUGH COUNCILLORS' REPORTS** received for information purposes
Matters raised included Housing, Neighbourhood Development Plan and Travellers sites,
9. **57/FC VERBAL COMMITTEE REPORTS** were received from the Chairs' of the following committee
 - a. Planning, Highways and Environment Committee
 - b. Building and grounds Committee
 - c. Human Resources Committee
 - d. Finance Committee
 - e. Community Committee
10. **58/FC COUNCIL ELECTED Councillor Carter as an additional member for the Planning, Highways and Environment committee.**
11. **59/FC FINANCE REPORTS**
 - a. Noted the Management Accounts for the financial year to date
 - b. Noted a report about the Parish Council and Community Centre Budget Reports
 - c. Approved the schedule of invoices which are due payment
 - d. Received a schedule of payments made outside of meetings since 30th June 2019 – Council to be informed on the Telephone system contract period
 - e. grant application form from Coopers Edge Football Club to be referred to next finance committee. Council agreed to purchase 3 footballs for the club
 - f. Approved a quote from AVT for the service inspection of the dual submersible pumping station and requested service contract details to be provided for Council
 - g. Council approved the quote from Roy Balgobin for a staffing review
 - h. Council decided not to proceed with application for the funding for the Community Centre Extension and asked for advice on how to re-apply in future
 - i. Agreed TBC replacement of litter bins with mixed waste bins

- j. Referred the Lease agreement for the Dishwasher to Buildings and Grounds Committee
- k. Approved the yearly subscription of a brown bin for the burial ground.
- l. Council received an update on the bank signatories and agreed to amend bank mandate
- m. Discussed purchase of laptop for minutes taking purposes and remote access. Available for anyone to use. Council agreed budget of £999 including all software
- n. Agreed to clear the corridor of the nature reserve on Green Street.
- o. Approved the amount of £9000 to vire from Special projects reserve to the Youth Grant Funding

12. **60/FC COUNCILLOR TRAINING** from Tewkesbury Borough Council for councillor's code of conduct training noted

13. **61/FC PARISH MAGAZINE**

- a. contracts for the 3 photo copier machine to be referred to Buildings and Grounds Committee
- b. alternative use of the photo copier machines to be referred to Buildings and Grounds Committee
- c. the cancellation of the production of the parish magazine was agreed to be replaced with a monthly newsletter, delivered by Councillors and Scouts. Content to be agreed with input from Councillors and to reviewed in a few months by Community Committee
- d. Council received letters/emails of complaint regarding the cancellation of the parish magazine. Action Clerk to respond.

14. **62/FC BROCKWORTH FETES/FAYRES**

- a. Council approved the date 25th May 2020 for the Brockworth Parish Fete at Mill Lane playing field
- b. Council approved autumn fayre in Brockworth as per requested by the Community Committee. Date and project to be discussed at Community Committee meeting

15. **63/FC PLANNING MATTERS** Council considered the following planning matters:

Date application received	Reference & Ward	Location / Address	Details of Application	Comments from BPC	TBC Decision	BPC
15/07/2019	19/00691/FUL	6 Sayers Crescent, Brockworth, Gloucester	Erection of a single storey side/rear extension.	No Objection		
07.06.2019	19/00496/FUL	95 Ermin Park, Brockworth, Gloucester	Erection of a single storey rear extension and front porch	No objection 27.06.19	Permit 19.07.2019	Noted

16. **64/FC BROCKWORTH COMMUNITY CENTRE**

- a. Council agreed to open for one evening a month for a councillor surgery at Brockworth Community Centre. Schedule to be set up. Councillor A Georgiou left the room
- b. Council reviewed and approved keyholders for Brockworth Community Centre
- c. Agreed in principal installing a panic button in reception and to acquire quotes.
- d. Council approved the reactivation of CCTV on the monitor in reception with immediate effect

17. **65/FC PARISH COUNCILLORS EMAILS** –Agreed for all Parish Councillors to have Brockworth Parish Council email addresses

18. **66/FC THE BROCKWORTH PARISH COUNCIL WEBSITE** – Agreed Councillor C Evans to be a 2nd Councillor to be able to update

19. **STAFF COVER AGREED AS**

67/FC LOCUM CLERK to cover evening meetings (prepare agendas and minutes) as required

68/FC FULL COUNCIL AND FINANCE Committee work to be completed by the clerk

69/FC PLANNING AND COMMUNITY Committee work to be completed by the assistant clerk

70/FC BUILDING AND GROUNDS and HUMAN RESOURCES Committee agenda and minutes to be completed by locum clerk until staffing review has been completed and agreed.

20. **71/FC** Council approved to use spare computer to set up councillor accounts
21. **72/FC** Council approved committee's meetings schedule and agreed no meetings before 6pm
22. **73/FC CORRESPONDENCE RECEIVED**
 - a. letter from Brockworth Albion Football Club regarding Temporary Ground Improvements at Mill Lane Playing Fields.
 - b. email from Brockworth Youth Trust - meeting to be arranged
 - c. letter from a resident requesting free room hire -discussed
 - d. press release from Tewkesbury Borough Council regarding EU settlement scheme -noted
 - e. email from a resident regarding the clean-up of Mill Lane Playing field - thank you to be sent
 - f. email from Gloucestershire County Council regarding and update on a new library vehicle -noted
 - g. email from a resident about restricting the access to Mill Lane Playing Field
 - i. email from a resident regarding overgrown strip at 19 Green street –will be done

meeting closed at 10pm