



**MINUTES OF THE FULL COUNCIL MEETING OF BROCKWORTH
PARISH COUNCIL TO BE HELD ON 5TH FEBRUARY 2020 AT THE
BROCKWORTH COMMUNITY CENTRE AT 7PM**

- (1) **Welcome from Chair of Committee**
- (2) **Attendance of those present recorded**
Councillors Debbie Harwood (Chair) Craig Carter Chris Evans, Louise Gerrard, , Ruth Hatton, Nadia John, S McNeil, Tracey Poulton, Wayne Stevens
Non-attendance recorded of Councillors Pete Kotwica, Jason Mills, Charlotte Parry, Gareth Evans and Andrew Georgiou
5 Members of the public and County Councillor Vine
- (3) **Apologies for absence received recorded from Councillor Sara Stevens, Summer Stevens**
- (4) **No Declarations of interests on matters on the agenda were received**
- (5) **Public session at the discretion of the Chair of Council included County Councillor Vine**
- (a) *Grass Verges being damaged by vehicles in residential roads*
- (b) *Parking on pavements*
- (c) *TBC waste collection*
- Questions put to County Councillor Vine*
- (a) *Traffic management*
- (b) *Planning decisions*
- (c) *Flooding of burial ground*
- (d) *New Developments*
- (e) *New School*
- (f) *Doctors Surgery*
- (g) *Roads being damaged/disruption by construction traffic*
- (6) **Council approved and Chair of Council signed the draft minutes of previous meeting held on 8th January 2020**
- (7) **Council approved financial reports and any specific expenditure recommended by Committee (where the individual item exceeds Committee approval limits)**
- (i) Bank Reconciliation
- (ii) Trial Balance to 27th January 2020- Report given by Cllr Gerrard
- (iii) Payments made since 1st of January 2020 and additional invoices paid on 8th of January 2020
- (iv) Cheque payment list for invoices to 27th January 2020
- (v) Budget against actual year to 27th January 2020
- (vi) B&G Committee agreed decision on tree works at Nature Reserves quotation
a) £1550 c) also extra hedge cut for mid-year £260
- (vii) B & G Committee agreed decision on tree works at Mill Lane, Horsbere Brook and Burial Ground quotation 1 £1236.25 (less tree on private land of £375)
agreed quotation 2 £1463.50

(viii) B & G Committee agreed decision on burial ground new row of cremation area in the sum of £3498

- (8) Council agreed to increase the Committee approval limit to £3000 per item to allow for the business of Council to be conducted by Committees in a timely manner provided that the budget for such expenditure has already been approved by Full Council
- (9) Council approved the draft standing orders and financial regulations prepared in accordance with the latest NALC (National Association of Local Councils) guidance
- (10) Council approved the transfer (vire) of £4k from general reserves for completion its obligation to match funds the Save and Recover project as stated in the grant application agreed by previous Council
- (11) Council noted correspondence from Brockworth Link regarding the running of the youth Club and the reduced amount of £6k to be taken as Grant approved for 2020/21. Business Clerk to acknowledge letter.
- (12) Council following a discussion of Council experiences formally appointed Mr I Selkirk as independent internal auditor for 2019/20.
- (13) Council noted schedule of updated s106 obligations
- (14) Committee minutes noted and decisions to be taken where indicated
- (a) Buildings and grounds Committee 14th January 2020
- (i) Council approved a public presentation meeting for security of open spaces to be led by Councillor C Evans
- (ii) Council approved a public presentation meeting for Burial Ground development project to be led by Councillor C Evans
- (b) Planning, Highways and Environment Committee 28th January 2020.
- (i) Committee noted the resignation of Cllr A Georgiou and Council agreed to elect Cllr Poulton as member of the committee
- (c) HR Committee 29th January 2020. Council agreed proposal to extend temporary contracts.
- (d) Council noted decision data base report. Councillors were asked to mark tasks completed and to return report to Committee Clerk
- (15) Items raised by Councillors
- (a) Council agreed invitation to representative from Atkins to address Council prior to 4th March meeting – Cllr McNeill to arrange with suggested time 6.15pm
- (b) Council agreed Parish Online subscription in the sum of £300 plus VAT – Cllr G Evans
- (c) Council received an update on the Vicarage Court flats fire- Cllr Wayne Stevens
- (d) Recommendations from internal audit report noted- Cllr Gerrard
- (e) Councillors noted full agenda and supporting papers of TBC meeting held on 28/1/20 is available in Councillors room

(16) Action Plan updates 2019/20

- (i) B & G Committee – café improvements, downstairs office move (completed) and s106 projects
- (ii) PHE Committee – green agenda (completed road policy statement), garden grabbing (completed policy statement)
- (iii) HR Committee -Staff restructuring (in progress)
- (iv) Finance Committee – review of contracts and internal audit (completed)
- (v) Community Committee- schedule of community events (ongoing) and Newsletter (ongoing)

(17) Update on youth provision tender process was noted.

(18) Date of next meeting confirmed as 4th March 2020 at 7pm

(19) Meeting closed 8.21pm