

# BROCKWORTH PARISH COUNCIL

## MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON WEDNESDAY 3<sup>RD</sup> APRIL 2019 AT THE COMMUNITY CENTRE AT 6.30 P.M.

**PRESENT** Cllrs: J Hunt (Chairman), H Turbyfield, M Hobden, Mrs R Hatton, F Green, Mrs C Green, R Furolo, Ms S Neal, Mrs B Parrish, Mrs C Neal, Mrs C Joyce, Mrs J Styles, Mr J Clarke, Cllr Ms H Neal and Mrs I German.

**In Attendance** Cllr R Vines, Mrs M Smook (Clerk), Ms J McMahon (Assistant to the Clerk), Mr T Berry (Grant funding officer)

**Members of Public Present: 12**

**Members of Press Present: 0**

Meeting opened at 18:30

- 187/FC TO RECEIVE APOLOGIES FOR ABSENCE**  
Apologies received from Mrs F Miles and Mrs K Mumford. The meeting accepted their apology and reason for absence.
- 188/FC DECLARATIONS OF INTEREST**  
Cllrs H Turbyfield, R Furolo and Mrs R Hatton declared interests in all planning and licencing matters.  
Cllrs H Turbyfield, Mrs R Hatton, M Hobden, R Furolo and Mrs C Neal declared interests in matters concerning the Brockworth Youth Trust.
- 189/FC TO RECEIVE CHAIRMAN'S ANNOUNCEMENTS**  
The Chairman reported that he could confirm that, since the last Parish Council Meeting on 6th March 2019, no further action had been taken by The Council in relation to the "possibility of selling Cross Hands Meadow- also known as "The Shell Land". Brockworth Parish Council was fully aware of recent Social Media posts in relation to the possibility of "selling of the Cross-hand meadow". As a result of these posts, any questions raised by the public during the 15-minute Public participation, would only be answered in writing for legal reasons.  
If anyone liked an answer to their questions, they were to ensure your name, address or email address was left with the Parish Clerk so that responses could be sent in writing at a later stage. The Council was however pleased to inform residents that the drainage work had now been completed on Cross Hands Meadow.
- 190/FC 15 MINUTE PUBLIC SESSION**  
A Resident asked how far forward the planning for the community centre extension was. The council explained that there had been no further development on the building at this point in time, as the council were still seeking grant funding to fund the extension.  
A resident questioned whether there was any development on the sale of the Cross Hands Meadow land. Cllr J Hunt said that this question was answered in the Chairman's report and no meeting was planned to discuss the sale of the land at the moment.  
A Resident asked when a meeting was taking place to discuss the extension of the Parish council building, as the Council already had the plans for this extension. It was reported back that Planning permission for the extension had already been received from Tewkesbury Borough Council and this was received about 18 months ago. It was asked when the Parish was able to object to the extension. It was explained that the time for the objection would have been when the planning went out for consultation and that this period had already lapsed as Tewksbury Borough Council have already passed the planning. The building of the extension had not yet started as insufficient funds had been raised for the building of the extension and grants were still being sought. A resident asked how much the extension would cost. Cllr J Hunt explained is was about £700,000.00.  
A resident asked if there were any plans for any other community buildings to go into the Perry Brook area. It was reported that there was a site for a doctor's surgery on the plans, but no more information had been given to the Council on this.  
A resident explained that there had been chaos on the streets during first phase of the Perry Brook Development. Cllr J Hunt explained that the Parish Council had no control over the road closure and that the council had objected to the Perry Brook development. Cllr R Furolo explained that Highways were the responsible organization whom the Parish needed to speak to about the roads. The Secretary of State approved this development and Brockworth Parish Council fought it, The Court decided against Brockworth Parish council's objections and we were unable to do anything to stop the development. Any issues with planning would need to be directed to Tewkesbury Borough Council.
- 191/FC TO RECEIVE CHAIRMAN'S ANNUAL REPORT**  
The meeting received and approved the Chairman's annual report.

192/FC

**TO RECEIVE A REPORT FROM THE COUNTY COUNCILLOR**

Cllr R Vines reported that the County Council was making a bid to government this month to fund a multi-million pound investment in a new junction 10 on the M5. The funding would provide a new all-movement junction giving access from the motorway both northbound and southbound into Cheltenham. The new junction would mean that those travelling south from north west Cheltenham would be able to join the motorway without travelling across town to junction 11, reducing congestion and journey times. The exact location of the new motorway junction would be determined once the traffic modelling was completed. If successful the council would be pressing on rapidly with the design of the new road and motorway junction with the new junction scheduled to be open in 2024.

This was not a project strictly for Brockworth as residents around here had their own access to the M5 with junction 11A, but it was certainly worth mentioning as there would be, no doubt, a certain amount of junction-hopping for convenience once completed.

193/FC

**POLICE AND CRIME**

1. The meeting received an updated report for March 2018 to March 2019 from the Police and the meeting noted that the crime rate went down in this time period.

194/FC

**MINUTES**

1. The meeting approved the Minutes of the Council Meeting held on 6<sup>th</sup> of March 2019.
2. The meeting approved the Confidential Minutes of the Council Meeting held on 6th March 2019.

195/FC

**REPORT FROM THE OFFICER OF THE COUNCIL**

1. The meeting received an update from the Clerk regarding actions agreed at the previous meeting. The council requested the Clerk to contact the Highways manager and inform him that the 6 feet plastic barrier was causing an obstruction on Brockworth road and was a hazard. **Action-Clerk**

196/FC

**BOROUGH COUNCILLORS' REPORT**

Cllr R Furolo reported that Tewkesbury Borough Council were reviewing all their policies and trying to bring them up to date for the new councillors.

Cllr Mrs R Hatton reported that they attended a lot of functions during March 2019 as part of their Mayoral duties.

Cllr H Turbyfield reported he attended an inspection at the allotments of a tree that fell down. The tree belonged to Tewkesbury Borough Council and they would have to cut it back.

197/FC

**WARD REPORTS**

Cllr Clarke reported that they were getting on with the new road in Mill Lane where the trees had been removed. Big trucks were using the road which could cause problems.

Cllr H Turbyfield reported that in Ermin street, on the left-hand side of Vicarage Court there were overgrown hedges that needed to be cut back. **Action-Clerk**

Cllr Mrs R Hatton reported that the sidewalk outside the Sue Rider shop was still not repaired and needed to be reported again. **Action-Clerk**

Cllr Ms S Neal reported that a resident on Coopers Hill had bought a piece of common land and fenced it off, which was not allowed. Cotswold wildlife trust needed to be informed of this. **Action-Clerk**

Cllr Hobden reported that the Mill lane, A46 junction needed to be widened as a matter of urgency by the developers as big trucks were using the road. A dog bin in Mill Lane playing field needed replacing **Action-Clerk**

198/FC

**BROCKWORTH YOUTH SERVICES UPDATES**

1. The meeting received a written report from Brockworth Youth Trust.

199/FC

**PARKS, OPEN SPACES AND BURIAL GROUND**

1. The meeting received Play Park and Burial Ground updates from the Handyperson

Cllr S Neal proposed to replace one tomb thumb unit in this financial year and replace the other in the financial year 2020/21. Seconded by Cllr J Styles. All in favour. **Action-Clerk**

2. The meeting received documentation from the Brock 'n' Rolling Group for use of the Cross Hands Meadow Land for a community event. Cllr Mrs C Neal addressed the meeting and informed them that she and the Clerk attended a SAG meeting at TBC with the Police, Fire Brigade and TBC officers present. We were advised by all the relevant parties that the Cross Hands Meadow Land was not suitable for any public event as the land was too uneven and the only emergency exits would be 2 kissing gates which were not suitable. Cllr Mrs C Neal proposed that the Council retract its permission for the use of the land by the Brock n Rolling Group. Seconded by Cllr J Clarke. All in favour **Action-Clerk**

3. The meeting received a request from Ritchie Ball to use Mill Lane playing field on the 6th of July 2019 for a football tournament and on the 20th of July 2019 for a "Wonder ball" tournament. Cllr J Clarke proposed to grant permission. Seconded by Cllr H Turbyfield. All in favour. **Action-Clerk**

## 200/FC

## FINANCE

1. The meeting received the Management Accounts for the financial year to date.
2. The meeting received a report about the Parish Council and Community Centre Budgets.
3. The meeting approved the schedule of invoices totalling £36,979.78+VAT (breakdown below).

Date	A/C Ref	Details	Net Amount	Tax Amount	Gross Amount
27/03/2019	CARPET	Fit and Supply carpet	£295.83	£59.17	£355.00
15/03/2019	GILLMANS	Chest freezer	£258.67	£51.73	£310.40
28/02/2019	GLEBECO	Grass cutting contract	£1,578.00	£315.60	£1,893.60
25/03/2019	GOOCH	Cleaning Products	£176.85	£35.37	£212.22
27/03/2019	GOOCH	Hand Towels	£21.32	£4.26	£25.58
20/03/2019	HPAYNE	PATA safer sitter	£180.00	£0.00	£180.00
08/03/2019	J LACY	4 x Safe a life course	£300.00	£0.00	£300.00
10/03/2019	JPELECT	Various electrical repairs	£320.00	£0.00	£320.00
20/03/2019	JRBENTE	50 000 dog bags	£476.50	£95.30	£571.80
13/03/2019	K.TWINNING	Maintenance contract	£638.00	£0.00	£638.00
13/03/2019	MITCHELLS	Installation of data logger	£530.00	£106.00	£636.00
26/03/2019	MITCHELLS	New distribution board	£5,540.00	£1,108.00	£6,648.00
25/03/2019	MITCHELLS	Airconditioning units	£17,081.00	£3,416.20	£20,497.20
15/03/2019	NALC	Local council explained book	£37.48	£0.00	£37.48
21/03/2019	POWERD	Service on automated door	£120.00	£24.00	£144.00
27/03/2019	SCREWFI	Various park maintenance supplies	£168.23	£33.64	£201.87
12/03/2019	TEWKESB	2019/20 Business rates	£8,592.50	£0.00	£8,592.50
28/02/2019	TREEMAI	Tree hazard survey	£210.00	£42.00	£252.00
25/03/2019	VAPOURC	Carpet Cleaning Community Centre	£455.40	£91.08	£546.48
		<b>Totals</b>	<b>£36,979.78</b>	<b>£5,382.35</b>	<b>£42,362.13</b>

4. The meeting received a schedule of payments made outside of meetings since 28<sup>th</sup> of February 2019:

DATE	PAYEE	DETAILS	AMOUNT
01/03/2019	Water Plus	Water Charges	£140.49
01/03/2019	SG Equipment	Dishwater Rental	£144.00
01/03/2019	Envesca	Health & Safety Support	£144.00
07/03/2019	Barclays	Bank charges	£40.76
08/03/2019	HMRC	Employer Contribution	£1461.98
08/03/2019	GCC	LGPS Pensions	£338.59
08/03/2019	Nest	Pensions	£583.86
15/03/2019	KCC	Photocopier charges	£382.62
18/03/2019	Sage	Sage Software	£270.00
18/03/2019	E. ON	Electricity Charges	£440.87
19/03/2019	D Gyde	Kitchen cover	£302.09
21/03/2019	ELAS	Employment Law	£123.60
26/03/2019	Virgin Media	Broadband CC	£36.00
26/03/2019	Virgin Media	Broadband Parish Council	£60.00
29/03/2019	All staff	Payroll	£ 7156.89

5. The meeting received a request from the Clerk regarding invoices due in April and May 2019. Cllr C Neal proposed that all invoices should be paid as they were received, seconded by Cllr Mrs R Hatton. All in favour
6. The meeting noted that Laura Brotherton would complete year end accounts for 2018/19 on 17th April 2019.
7. The meeting noted the internal audit would be completed by Iain Selkirk on 20th May 2019.
8. The meeting received the updated annual risk assessment and management document and schedule for 2018/19 (attached)
9. The meeting considered the quote for play park repairs from Hags. Cllr Ms H Neal proposed to accept the quote for the various repairs. Seconded by Cllr Mrs S Neal. All in favour. **Action-Clerk**
10. The meeting considered the grant request for books from Brockworth Link. Cllr J Clarke proposed a grant of £250. Seconded by Cllr Mrs R Hatton. All in favour. **Action-Clerk**

**Cllrs Mrs R Hatton, H Turbyfield, R Furolo, M Hobden and Mrs C Neal left the room.**

11. The meeting considered the grant request for Youth Provision from Brockworth Youth Trust. Cllr Mrs C Green proposed a grant of £20 000. Seconded by Cllr F Green. All in favour. **Action-Clerk**  
**Cllrs M Hobden and Mrs C Neal return to the room.**  
**Cllr J Clarke left the room**

**201/FC**

**PLANNING AND LICENSING MATTERS**

1. The meeting considered the following planning matters:

Date application received	Reference & Ward	Location / Address	Details of Application	Comments from BPC
05.03.2019	19/00224/FUL MOORFIELD	St Margaret's, Coopers Hill, Brockworth	Erection of front boundary wall and gates. Extension of lower ground floor and formation of roof top car parking over.	No Objection
13.03.2019	19/00245/OUT	16 Abbots wood Road, Brockworth, Gloucester	Outline Planning for 3 bed detached property. Eaves to be no higher than neighbouring property.	No Objection
20.03.2019	18/00864/APP	Phases 2 & 5 Land at Perry brook, North Brockworth, GL3 4QY	Approval of Reserved Matters (appearance, landscaping, layout and scale) comprising Phase 5 and Phase 2 (in part) of Outline planning permission 12/01256/OUT for the erection of 240 no. dwellings with public open space, play area and associated infrastructure, and including the discharge of Outline Conditions (as amended), 5 (design compliance-phases 5&2), 8 (surface water drainage strategy- phases 5&2), 10 (sewage disposal-phases 5&2), 12 (trees), 24 (noise assessment - phase 5&2) and 28 (waste minimisation - phase 5&2)	No Objection

1. To note planning and licensing Decisions by Tewkesbury Borough Council:

Date received	Reference & Ward	Location / Address	Details of Application	Comments from BPC	Decision
16.01.2019	18/00032/FUL WESTFIELD	21B Ermin Street, Brockworth, Gloucester	Single storey extension to create a senior citizen annexe to rear	No Objection 07.02.2019	Permit 12.03.2019
16.01.2019	19/00023/FUL WESTFIELD	54 Ermin Street, Brockworth, Gloucester	Demolish garage and covered yard and construct two storey side extension.	No Objection 07.02.2019	Permit 12.03.2019
28.01.2019	18/01154/FUL	Gladiator House, Gloucester Business Park, Brockworth	Installation of new external plant, comprising 2 no. free standing dry air coolers at ground level.	No Objection 07.02.2019	Permit 15.03.2019

**Cllrs Mrs R Hatton, H Turbyfield, R Furolo return to the room.**

**202/FC**

**POLICIES AND PROCEDURES**

1. The meeting reviewed the Communications Policy. Cllr R Furolo proposed to that the word 'discussion' should be replaced with the word 'question' and to adopt the reviewed policy. Seconded by Cllr Mrs R Hatton. All in favour. **Action-Clerk**
2. The meeting reviewed the Health & Safety Policy. Cllr R Furolo proposed to adopt the policy but to add in the defibrillator's located in the reception area. Seconded by Cllr Mrs S Neal. All in favour. **Action-Clerk**

**Cllr J Clarke returned to the room**

**203/FC**

**GRANT FUNDING**

1. The meeting received and noted an email from Tewkesbury Borough Council regarding S106 funds.
2. The meeting received and noted a report from the Grant Funding Officer
3. The meeting received the Growing our Communities Fund application form. Cllr R Furolo proposed to accept the application form and that the Council would be supporting the project. Seconded by Cllr J Clarke. All in favour.

204/FC

**CORRESPONDENCE**

To receive a list of correspondence for information (attached)

1. The meeting received a press release from Tewkesbury Borough Council regarding local elections 2019
2. The meeting received a press release from Tewkesbury Borough Council regarding Garden Town status for Tewkesbury at Ash church
3. The meeting received and noted an email from a resident regarding Crossland's Meadow Consultation, and commented that there were no further developments regarding the proposed sale of the land.
4. The meeting received a notice from GCC Highways regarding a Temporary Road Closure of Brockworth Road from the 8th of April 2019 to the 8th of May 2019.
5. The meeting received a notice from GCC Highways regarding a Temporary Road Closure of Brockworth Road from the 9th of May 2019 to the 14th of October 2019. The meeting requested the Clerk to contact GCC Highways and inform them that it was unacceptable that the road will remain closed for 6 months.  
**Action-Clerk**
6. The meeting received a letter from a resident regarding Public Open Space in Brockworth. The meeting discussed the letter and the council stated that the land still belonged to Bellway, the developer. The developer remained responsible for the maintenance. The Parish council would not seek to gain ownership as this would be the responsibility of Tewkesbury Borough Council.
7. The meeting received a notice from GCC Highways regarding proposed Temporary Road Closures
8. The meeting received and noted an email from a resident regarding the sale of the Cross hands Meadow's
9. The meeting received a notice from GCC Highways regarding a Temporary Road Closure of Green Street from the 24th of April 2019 to the 26th of April 2019
10. The meeting received and noted an email from a resident regarding the sale of the Cross hands Meadow's
11. The meeting received an email from Tewkesbury Borough Council regarding Tewkesbury Flood Warden Project
12. The meeting received an update from GAPTC, as well as new training courses and requested the clerk to place these training courses on the May 2019 agenda. **Action-Clerk**
13. The meeting received a press release from Tewkesbury Borough Council regarding bag and bin it.
14. The meeting received a briefing note from Gloucestershire County Council Highways
15. The meeting received an email from a resident regarding speeding in Boverton Drive. The meeting requested the clerk to report it to Highways as the Parish don't have any control over Highways matters.  
**Action-Clerk**

205/FC

**CONFIDENTIAL BUSINESS**

**Standing Order 10A-xi to exclude the press and public from the meeting in respect of confidential or sensitive information which is prejudicial to the public interest.**

There being no other business, the Chairman closed the meeting at 20:20

Signed:

Date: