

# BROCKWORTH PARISH COUNCIL

## MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 6<sup>TH</sup> DECEMBER 2017 AT THE COMMUNITY CENTRE AT 7:00 P.M.

**PRESENT** Cllrs: J Hunt, Mrs C Neal, F Green, Mrs C Green, Mrs R Hatton, H Turbyfield, Mrs J Styles, Mrs C Joyce, Mrs I German, Ms S Neal, M Hobden, Mrs F Miles, Mrs B Parrish, R Furolo, J Clarke, Ms H Neal, R Vines. Mrs M Smook (Clerk), Ms J McMahon (Assistant Clerk), Mr T Berry (Grant Funding Officer)

**Members of Public Present: 0**

**Members of Press Present: None**

Meeting opened at 19:04

**116/FC TO RECEIVE APOLOGIES FOR ABSENCE**

The meeting received apologies from Mrs K Mumford for absence and the meeting accepted her reasons.

**117/FC DECLARATIONS OF INTEREST**

Cllrs R Hatton, H Turbyfield and R Furolo declared interests in all planning and licencing matters.

Cllrs R Hatton, H Turbyfield, M Hobden, R Furolo and Mrs C Neal declared interests in matters concerning the Brockworth Youth Trust.

**118/FC TO RECEIVE CHAIRMAN'S ANNOUNCEMENTS**

The Chairman announced that the Lloyd's Pharmacy in Court Road was closing. There was a petition in Sue Riders to sign against the closing of the pharmacy. The Chairman asked if the Council could write a letter to say that the pharmacy was used a lot and that we did not want to see it closing down. The meeting agreed to writing this letter. **Action-Clerk**

**119/FC TO RECEIVE A REPORT FROM THE COUNTY COUNCILLOR**

County Councillor R Vines reported that he attended a County Council meeting today. The A417 missing link was brought up in Parliament and Prime Minister, Mrs May was supporting it. Brockworth received two lots of grants from the Children and Young People's Activity Fund, one to Brockworth Youth Trust and one to B-Epic Youth Club. Danny Taylor was moving to the Cotswolds area and our area would be getting a new highways manager in the new year.

**120/FC POLICE AND CRIME**

1. The meeting did not receive a report from the police.

Cllr H Turbyfield reported 2 incidents where they broke into motor vehicles and stole some power tools. An old white car was seen at a scene of a 3<sup>rd</sup> incident. Any information must be brought to Cllr F Miles or Cllr H Turbyfield and they would report it to the Police.

**121/FC MINUTES**

1. The meeting approved the minutes of the Council Meeting held on 1<sup>st</sup> November 2017.

**122/FC REPORT FROM THE OFFICER OF THE COUNCIL**

1. The meeting received an update from the Clerk regarding actions agreed at the previous meeting.

**123/FC BOROUGH COUNCILLORS' REPORT**

Cllr H. Turbyfield reported that the Joint Core Strategy was voted on and heavily debated, and Tewkesbury Borough Council voted to pass it. Gloucester and Tewkesbury Borough Councils accepted the Joint Core Strategy and it all depended on Cheltenham now. If it was not accepted by Cheltenham the government would take it over and the building on green belts would not be controlled. Developers would be free to build anywhere and this would be the end of the Green belt.

Cllr H Turbyfield also attended a neighbourhood watch meeting at the Cotswolds Chase development and it was very well attended. The neighbourhood watch group have security items available to buy for use to secure your house.

Cllr H Turbyfield attended a tour at GCHQ which was very interesting.

Cllr Mrs R Hatton reported that 26 new affordable properties were being built in Bishops Cleeve, Longford and Brockworth, to include 7 social rented, 16 affordable rented, 3 shared ownership. This is a total of 85 to date this year which is ahead of the target. Applications for housing required in 2017 are:

1 bedroom -1066	3 bedrooms – 226
2 bedrooms - 632	4 bedrooms – 76
5 bedrooms -15	6 bedrooms - 2

The numbers registered at the housing bands levels are:

Gold -101,	Bronze -1373,
Silver- 500,	Emergency- 43

Citizens Advice Bureau had given data for the usage of their services which the most used area for advice is Brockworth with 99 Clients. The percentage that the service has been used for advice with is; Benefits 24%, Debt 23%, Employment 12%, Relationships 11%, Housing 8%

Cllr Mrs. R. Hatton reported that they had a few mayoral duties for the month and attended a few functions.

Cllr R Furolo informed the meeting that the new universal credit system came into effect on Monday. It is a very complicated system, and Tewkesbury Borough Council were offering a budgeting advise service to residents, and an extra officer of Tewkesbury would come on a Tuesday and Thursday to assist the residents of Brockworth. People on benefits would be affected the most by these changes.

**124/FC****WARD REPORTS**

Cllr J Clarke reported that cars were driving very fast past Mill Brook Academy and down Mill Lane.

Cllr H Turbyfield reported that Anette Roberts and Rob Weaver had visited Brockworth. They wanted to see what we had in Brockworth and we took them around and informed them about Brockworth. We also met Cllr Mrs C Joyce and Mrs B Parrish in the preschool, more space was required at the preschool.

Cllr Mrs S Neal reported that she attended the AGM for the Allotment association. The rent for Brockworth Primary Academy's 2 plots was still outstanding. Clerk informed Cllr Neal that if the Allotment Association invoiced the Council, the rent would be paid from the Tesco Bags for Live Grant, as that was the intention of the grant.

Cllr M Hobden reported cars were being driven on Mill Lane Playing Field and this was causing deep mud tracks on the grass area leading to the bank. We need to speak to the Football Club as this was not acceptable. **Action - Clerk**

Cllr Mrs C Joyce requested that the damaged hedgehog sign outside Vicarage Court needed to be removed.

**Action - Clerk**

Cllr F Green reported a damaged road sign in Abbotswood Road. It is taken down and was lying on the grass. It needed to be reported to Highways. **Action - Clerk**

Cllr Mrs C Neal reported that she had an enquiry relating to which street they would be installing the broadband next. She replied that we don't know. A resident reported that the brook in Mill Lane was very overgrown and if we could request the Community Payback Team to clear it. He was willing to show them the problem area.

**Action - Clerk**

Cllr J Hunt reported that he had complaints regarding speeding in Court Road going to Churchdown. We would contact the police to ask what could be done. **Action - Clerk**

**125/FC****BROCKWORTH YOUTH SERVICES UPDATES**

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

Cllr R Furolo mentioned that if there was any anti-social behaviour in the MUGA, then the council might consider denying use of this facility. Youth Managers were to be made aware of this warning.

**126/FC****PARKS, OPEN SPACES AND BURIAL GROUND**

1. The meeting received the Play Park and Burial Ground updates from the Handyperson and the list of damages were noted.
2. The meeting received a report of the Annual Burial Ground meeting held on 14th November 2017. The meeting noted the damage to the gate at the burial ground. The Council may receive some S106 money from Cooper's Edge Development that could be used for new gates. The gates would be monitored for now and they may last for another 12 months.
3. The meeting received an email from James Danter's Fun Fair to be held on Mill Lane in May 2018. The meeting agreed to have the Fair in Mill Lane on the condition that they use padding under the equipment to prevent damage to the grass and to prevent equipment sinking into the grass. **Action - Clerk**

**127/FC****FINANCE**

1. The meeting received the management reports for the financial year to date.
2. The meeting received the Parish Council and Community Centre Budget Reports.
3. The meeting approved the schedule of invoices totalling £9,863.59+VAT (breakdown below).

<b>Date</b>	<b>A/C Ref</b>	<b>Details</b>	<b>Net Amount</b>	<b>Tax Amount</b>	<b>Gross Amount</b>
30/10/2017	CITIZENS	Advice Service 1 <sup>st</sup> October to 31 <sup>st</sup> December 2017	£624.00	£0.00	£624.00
30/11/2017	CURTILIF	Repair lift doors not working	£162.50	£32.50	£195.00
03/11/2017	DAVEJEN	Window cleaning November 2017	£85.00	£0.00	£85.00
05/12/2017	DAVEJEN	Window cleaning December 2017 and 4 x Bus shelters cleaned	£405.00	£0.00	£405.00
18/10/2017	GCC.PENS	Pensions November 2017	£338.87	£0.00	£338.87
31/10/2017	GLEBECO	Grass cutting contract	£1122.00	£224.40	£1346.40
30/10/2017	GLEBECO	Grass cutting war memorial	£60.00	£12.00	£72.00
02/11/2017	GLEVUMS	Lock/Unlock service October 2017	£365.50	£73.10	£438.60
09/11/2017	GLEVUMS	Emergency lock	£37.00	£7.40	£44.00
30/11/2017	GLEVUMS	Lock/Unlock service November 2017	£323.00	£64.60	£387.60
31/10/2017	HAGSSMP	Adjust toddler gate mill lane	£180.00	£36.00	£216.00
09/11/2017	HAGSSMP	Mill Lane zip wire service, safer surface repair, bearings,	1660.62	332.12	1992.74

23/11/2017	K.I. S	Emergency light 1-hour test	£38.00	£7.60	£45.60
08/11/2017	M.TWINNI	Cremation plots, burial ground	£2650.00	£530.00	£3180.00
22/11/2017	MITCHELL	Maintenance on air conditioning	£79.00	£15.80	£94.80
30/10/2017	POWERDOR	Service to automatic door	£100.00	£20.00	£120.00
20/11/2017	SAFPRO	Polo shirts	£49.50	£9.90	£59.40
23/11/2017	SAFPRO	Polo shirts	£32.50	£6.50	£39.00
30/10/2017	SAWPROP	Repair door closer to Youth Club door	£20.00	£0.00	£20.00
08/11/2017	SAWPROP	Supply and Fit Ceiling tiles	£50.00	£0.00	£50.00
29/11/2017	SAWPROP	Various community centre repairs	£200.00	£0.00	£200.00
30/11/2017	SAWPROP	Locks to notice board changed	£60.00	£0.00	£60.00
08/11/2017	SCOUTGRP	Scouts newsletter delivery 3700 copies	£240.50	£0.00	£240.50
08/11/2017	SCOUTGRP	Scouts newsletter delivery 3840 copies	£249.60	£0.00	£249.60
02/11/2017	TEWKESB	Business rates December 2017	£731.00	£0.00	£731.00
		<b>TOTAL</b>	<b>£9,863.59</b>	<b>£1,371.92</b>	<b>£11,235.11</b>

4. The meeting noted a schedule of payments made outside of meetings since 1 October 2017:

DATE	PAYEE	DETAILS	AMOUNT
16/11/2017	Post Office	PAYE Month 7	£1,319.40
16/11/2017	R. Furolo	Laptop/Software	£356.98
01/11/2017	Royal British Legion Poppy Appeal	2017 Remembrance Wreath	£25.00
02/11/2017	Spot on Supplies	Hoover	£140.05
10/11/2017	Mant Leisure	MUGA Pound Farm	£66,198.00
02/10/2017	Water Plus	Water Charges	£71.98
02/10/2017	SG Equipment	Dishwasher rental	£144.00
02/10/2017	TV Licence	Tv Licence	£147.00
02/10/2017	Envesca	Health and Safety	£144.00
16/10/2017	Shire Leasing PLC	Telephone rental	£330.97
17/10/2017	Sage	Software	£199.80
17/10/2017	EON	Electricity	£442.07
18/10/2017	KCC	Photocopier	£407.63
19/10/2017	Elas	Employment Law	£123.60
31/11/2017	All staff	Payroll	£7,884.52
		<b>Total</b>	<b>£77,935.00</b>

5. The meeting received a report from the Annual taxi voucher meeting and discussed the change in the entitlement amount.  
Cllr R Furolo proposed to accept the recommendations. Seconded by Cllr Ms H Neal. All in favour.
6. The meeting received quotes from Glebe, Greenfields and Linden Tree Garden Care for tree works in Mill Lane and Allotments area.  
Cllr R Furolo proposed that Glebe do both jobs, seconded by Cllr J Clarke. All in favour
7. The meeting received a grant application from Brockworth Link / B-Epic Youth Club for 2018/19  
Cllr J Clarke proposed that we can't support this grant application at this stage. Seconded by Cllr Mrs B Parrish. All in favour
8. The meeting approved the draft annual budget for 2018/19.  
Proposed by Cllr J Clark to approve the draft budget, Seconded by Cllr H Turbyfield. All in Favour
9. The meeting reviewed Brockworth Parish Council's Financial Regulations  
The only proposed change in the Regulations is number 1.6 which reads: "A breach of these Regulations by an employee is gross misconduct." It is proposed that it be substituted with the following: "Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings"  
Proposed by Cllr R Furolo to accept the substitution, Seconded by Cllr H Turbyfield. All in favour

10. The meeting considered to renewing the Small Lottery Permit.  
Proposed by Cllr R Furolo to renew the Permit, Seconded by Cllr Mrs S Neal. All in favour.
11. The meeting approved the quote for emergency lighting in the community centre  
Proposed by Cllr Mrs S Neal to accept the quote, Seconded by Cllr M Hobden. All in favour.

## 128/FC

**PLANNING MATTERS**

1. The meeting considered the following planning matters:

Date application received	Reference & Ward	Location / Address	Details of Application	Comments from BPC	Decision
01.09.2017	17/00914/FUL HORSBERE	8 Javelin Way Brockworth	Single Storey Extension	NO OBJECTION 14/09/2017	<b>Permit 30.10.2017</b>
25/09/2017	17/00969/FUL HORSBERE	15 Napier Drive, Brockworth	Single Storey Side Extension - <b>Amendment to planning application 30.10.17 two storey side extension rather than a single storey side extension</b>	NO OBJECTION 5/10/2017 <b>NO OBJECTION TO AMENDMENT 09.11.2017</b>	<b>Permit 27.11.2017</b>
04/10/2017	17/00910/OUT WESTFIELD	48 Astor Close, Brockworth	Outline application for a detached dwelling with off street parking and extended dropped kerb	OBJECT 19.10.2017	<b>Permit 27.11.2017</b>
10/10/2017	17/01074/FTP HORSBERE	Green Lea, Green Street, Brockworth	Proposed foot path alteration ref no 17/0201/FUL	NO OBJECTION 25.10.2017	
19/10/2017	17/01049/FUL MOORFIELD	Coopers Hill House Coopers Hill, Brockworth	Demolish existing rear bathroom roof and replace with a new raised roof. Demolish out building. Erect new single storey side extension	NO OBJECTION 03.11.2017	
25/10/2017	17/01106/FUL HORSBERE	186 Abbotswood Road, Brockworth, Gloucester	Erection of wooden double garage to front and extend driveway	NO OBJECTION 09.11.2017	<b>Permit 24.11.2017</b>
30/10/2017	17/00390/FUL HORSBERE	43 Green Street, Brockworth	Erection of a single storey rear extension	NO OBJECTION 14.11.2017	
30/10/2017	17/01115/FUL MOORFIELD	Henley Gardens, Shurdington Road, Brockworth	Extensions to dwelling to provide bedroom accommodation at first floor level, together with a small extension to the kitchen below the existing roof and erection of attached double garage.	NO OBJECTION 14.11.2017	
31/10/2017	17/01121/FUL HORSBERE	98 Castle Hill Drive, Brockworth, Gloucester	Lean to roof porch to front of property	NO OBJECTION 14.11.2017	<b>Permit 24.11.2017</b>
14/11/2017	17/01191/FUL HORSBERE	121 Abbotswood Road, Brockworth	Single storey side extension	NO OBJECTION 29.11.2017	
22/11/2017	17/01204/FUL MOORFIELD	35 Medway Crescent, Brockworth	Subdivision of existing dwelling to create a 2-unit maisonette		
23/11/2017	17/00927/FUL HORSBERE	32 Lasne Crescent, Brockworth	Single storey rear extension		

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**JOINT CORE STRATEGY**

The meeting received no email from the Joint Core Strategy Authorities.

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**CORRESPONDENCE**

1. The meeting received a list of meetings being held at TBC during December 2017.
2. The meeting received and discussed a copy of a letter regarding various issues in Westfield Road  
The council decided to support the following from the letter:
  - a. Number B in the letter bullet point 3. The Council agree with the resident that double yellow lines in Westfield Road as you are approaching the traffic lights in Ermin Street could be a solution to the parking and traffic problem.
  - b. Number C in the letter. The Council agree with the resident that if you put up a traffic light on the corner of Ermin Street and Vicarage Lane it could encourage people to use Vicarage Lane as well to get into Ermin street and not only use Westfield Road. **Action - Clerk**
3. The meeting received and noted a letter from the Royal British Legion.
4. The meeting received and discussed a letter regarding a bus shelter on A46 at the top of Nut Hill. It was discussed that there is no funding available at the moment for the bus shelter but for future reference we will keep this in mind when S106 monies become available and will look at funding it from this. **Action - Clerk**
5. The meeting received and noted a newsletter from the office of Gloucestershire Police & Crime Commissioner.
6. The meeting received and noted the Electoral review of Tewkesbury's Final recommendations.
7. The meeting received and noted the dates for 2018 Full Council Meetings.
8. The meeting received an invitation from GRCC.
9. The meeting received and discussed an email regarding the installation of a mirror in Green Street and it was agreed that this be requested from highways. **Action-Clerk**
10. The meeting received and noted an email regarding the Christmas refuse and recycling collections.

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**TO DISCUSS RECENT CONFIDENTIAL LETTERS RECEIVED**

1. Confidential business set out in Appendix 1.

**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.**

*The meeting closed at 22:00*

Signed:

Date: