

# BROCKWORTH PARISH COUNCIL

## MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 7<sup>TH</sup> JUNE 2017 AT THE COMMUNITY CENTRE AT 7.00 P.M.

**PRESENT** Cllrs: J Hunt (Chairman), Mrs C Neal, Ms S Neal, Mrs R Hatton, Mr J Clarke, H Turbyfield, M Hobden, Mrs I German, Mrs J Styles, Miss H Neal, Mrs F Miles, Mrs B Parrish, Mrs C Joyce, Mr F Green, Mrs C Green, Cllr R Vines, Mrs M Smook (Clerk), Ms J McMahon (Assistant to the Clerk)

**Members of Public Present:** None  
**Members of Press Present:** None

Meeting opened at 19:00.

- 20/FC TO RECEIVE APOLOGIES FOR ABSENCE**  
Apologies received from Cllrs Mrs K Mumford, and Mr R Furolo. The meeting accepted their reasons for absence.
- 21/FC DECLARATIONS OF INTEREST**  
Cllrs Mrs R Hatton, H Turbyfield declared interests in all planning and licencing matters.  
Cllrs Mrs R Hatton, H Turbyfield, Mrs C Neal, M Hobden declared interests in matters concerning the Brockworth Youth Trust.
- 22/FC TO RECEIVE CHAIRMAN'S ANNOUNCEMENTS**  
The Chairman had no report
- 23/FC TO RECEIVE A REPORT FROM THE COUNTY COUNCILLOR**  
County Cllr R Vines informed the meeting that he was successful in winning the Brockworth Division and can continue to represent Brockworth as our County Councillor. Due to the new County Council having 31 out of 53 seats belonging to Conservatives, they are the new administration of which Cllr Vines is part a of the team. Cllr Vines will sit on the Health, Care and Overview Scrutiny Committee, the Planning Committee, Appeals Committee and the Commons and Rights of Way Committee. Cllr Vines is also the County Council representative on Gloucestershire Local Access Forum and Gloucestershire Airport consultative committee. The Highways Department were pleased to be complimented on the re-surfacing of Ermin Street in the Brockworth Area.
- 24/FC POLICE AND CRIME**
1. The meeting did not receive a report from the Police
  2. The meeting received an email from PC Emma Jones about neighbourhood policing. The Council were asked if there are any areas of concern to concentrate on. The council recommended that this should be mentioned to the Youth Trust as this might be something that the youth might be interested in working with the Police.
- 25/FC MINUTES**
1. The Council approved the Minutes of the Council Meeting held on 3<sup>rd</sup> May2017
  2. The Council noted the Minutes from the extraordinary Building Management meeting held on 10<sup>th</sup> of May 2017.
- 26/FC REPORT FROM THE OFFICER OF THE COUNCIL**
1. The Council received an update from the Clerk regarding actions agreed at the previous meeting.
  2. The Clerk has asked the council if some of them would like to receive the agenda and supporting documents by email. The following councillors would like to receive it by email Cllr Mrs S Neal, Cllr R Furolo, Cllr Ms H Neal, Cllr M Hobden, Cllr J. Clarke, Cllr Mrs C Joyce.
- 27FC BOROUGH COUNCILLORS' REPORT**  
Cllr H Turbyfield reported the Environmental Warden is on track for August 2017. Cllr H Turbyfield will keep us updated with further information on the Perry Brookes Development as it happens.
- 28/FC WARD REPORTS**  
Cllr J Clarke reported that dogs are not on leads in Mill Lane Playing field. There are some signs when you approach the playing field from the one side but not the other side.  
Cllr H Turbyfield reported that the parking in Mill Lane on the corner as you enter Mill Lane from Shurdington Road is getting worse and suggest that we may enquire from Highways to obtain yellow lines on that corner. He further reported that the sign for Brockworth is covered up on Brockworth Road coming from Churchdown –  
**Action Clerk**  
Cllr M Hobden reported that Mill Lane hedge is over grown and covering the traffic lights, the hedge is now

growing out onto the road which is making cars move over the white line. – Assistant Clerk mentioned that this has already been reported to Highways.

It was also mentioned that a tree had fallen on Abbottswood Road in the alley way– Assistant Clerk mentioned that they are aware of this and is being reported.

Cllr Mrs C Green reported that the sign at Prinknash is a problem again, as it had been separated but it seems someone has pushed it up again making it hard to see oncoming traffic. - **Action-Assistant Clerk to report to Highways.**

Cllr J Hunt reported that we received an email from Danny Taylor regarding £5000 to be spend on structural maintenance in our Parish and if there are any problems in any of the wards, the Councillors of those wards should report the problems to the Clerk.

**29/FC****BUILDING MANAGEMENT**

- The meeting was asked to consider changing the Building Management committee to a Working Group, with the power to spend £10,000 on building repairs. This was agreed to be changed on the condition that the Working Group is unanimous in their decisions.  
Proposed Cllr H Turbyfield. Second Cllr Mrs R Hatton. All in Favour
- The meeting received an update from the Clerk regarding actions agreed at the Extraordinary Building Management meeting on 10<sup>th</sup> May 2017.
- The meeting was asked to consider the Building Management recommendation to increase the hourly room hire rates for the Community Centre.  
The meeting accepted the recommendation and the increased rates from the 1<sup>st</sup> July 2017 will be as follows, for the conference room (£21.50 per hour) GCC rate (£16.50 per hour), main hall (£15.50 per hour, £12.50 for residents), small meeting rooms (£5.50 per hour), boardroom (£15.00 per hour), youth centre (£15.50 per hour) youth centre office (£5.00 per hour); rates include VAT  
Proposed Cllr H Turbyfield. Proposed Mrs R. Hatton. All in Favour

**30/FC****BROCKWORTH YOUTH SERVICES UPDATES**

- M Hobden gave a verbal update regarding Brockworth Youth Trust. The Brockworth Youth Trust have had a lot of details and paperwork to sort out, but they are still looking to open soon.
- Cllrs R Hatton, H Turbyfield, C Neale, M Hobden left the room.**  
The meeting was asked to approve the draft Service Level Agreement for the use of the Youth Centre by Brockworth Youth Trust. It was noted that a typing error occurred on 1.6 'a set out in this Agreement' should be '**as** set out in this Agreement'. The councillors were happy with the Agreement once this had been amended-- **Action Clerk**  
Proposed Cllr J Clarke. Second Cllr Mrs F Miles. All in Favour  
**Cllrs R Hatton, H Turbyfield, C Neale, M Hobden re-entered the room.**  
The Council informed the Brockworth Youth Trust that the Parish Council is happy with the Service Level Agreement, and the Trust informed the Council they are also happy with the Agreement. It was agreed that M Hobden the Chairman for the Youth Trust and Cllr J Hunt the Chairman of Brockworth Parish Council will sign the Agreement in the presence of 2 witnesses in due course. – **Action Clerk**

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

- The meeting received and noted a written report from the handyperson with updates from the Assistant Clerk regarding the parks, open spaces and the burial ground.
- The meeting received a revised quotation for the MUGA at Pound Farm. This was due to price changes in materials. It was mentioned that the net was not on the quote and the Chairman explained that the net was ordered separately for the existing MUGA at the Community Centre due to it being near a road, and due the location of the new MUGA in Pound Farm Playing field, it would not require a net.
- The meeting received an email for the unsuccessful application of grant funding for relocation of MUGA to Mill Lane.
- The meeting received a response letter for the unsuccessful application of grant funding for the Mill Lane Playing Field Public Footpath.
- The meeting received a drainage design for planning report from Callidus Group for Pound Farm MUGA
- The meeting received a letter for Hunter Page Planning regarding the Perry Brook Allotments with the response letter from the Clerk.

**32/FC****FINANCE**

- The meeting received the Management Accounts for the financial year to date.
- The meeting received the Parish Council and Community Centre Budget Report.
- The meeting approved the schedule of invoices totalling £12,771.32+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> |
|-------------|----------------|-------------------------------------|-------------------|-------------------|---------------------|
| 28/04/2017  | BAYLIFUK       | Issues with lift door               | £109.00           | £21.80            | £130.80             |
| 05/05/2017  | BAYLIFUK       | Fix Lift, replace pit stop watch    | £970.00           | £194.00           | £1164.00            |
| 23/05/2017  | BROTHER        | Year end preparation of accounts    | £822.50           | £164.50           | £987.00             |
| 22/05/2017  | CALLID         | Step 2 Design and topographic Study | £1240.50          | £248.10           | £1488.60            |

|            |          |   |                  |                 |                  |
|------------|----------|---|------------------|-----------------|------------------|
| 08/05/2017 | CITIZENS | Citizens Advice 1 April – 30 June 2017  | £624.00          | £0.00           | £624.00          |
| 22/05/2017 | CURTILIF | Lift maintenance cover from May 2017    | £220.00          | £44.00          | £264.00          |
| 03/05/2017 | DAVEJEN  | Window Cleaning service                 | £85.00           | £0.00           | £85.00           |
| 09/05/2017 | ENVESCA  | Legionella awareness training           | £340.50          | £68.10          | £408.60          |
| 02/05/2017 | EVACHAI  | Evac chair, seat and servicare          | £854.00          | £170.80         | £1024.80         |
| 09/05/2017 | GCC.PENS | Pensions May 2017                       | £340.17          | £0.00           | £340.17          |
| 28/04/2017 | GLEBECO  | Grass Cutting for April 2017            | £1157.70         | £231.54         | £1389.24         |
| 19/05/2017 | GLEBECO  | Remove tree branches and stumps         | £60.00           | £12.00          | £72.00           |
| 03/05/2017 | GLEVUMS  | Lock/Unlock service April 2017          | £459.00          | £91.80          | £550.80          |
| 17/05/2017 | GLOSMAR  | Membership from April 2017-March 2018   | £250.00          | £0.00           | £250.00          |
| 27/04/2017 | HEWER    | Timeclocks check for boiler             | £36.00           | £7.20           | £43.20           |
| 22/05/2017 | ISELKIRK | Internal audit year ended 31 March 2017 | £280.00          | £0.00           | £280.00          |
| 09/05/2017 | JRBENTE  | Dog bags 50,000                         | £474.50          | £94.90          | £569.40          |
| 15/05/2017 | K.I.S    | Site attendance 27/04/2017              | £65.00           | £13.00          | £78.00           |
| 10/05/2017 | MITCHELL | Service and FGAS leak test              | £81.79           | £16.36          | £98.15           |
| 02/05/2017 | NISBETS  | Weekly food labels                      | £22.95           | £4.59           | £27.54           |
| 23/05/2017 | PHSGROU  | Waste Collection                        | £33.67           | £6.73           | £40.40           |
| 24/05/2017 | PRIMSEC  | Supply and install CCTV outside CC      | £1227.00         | £245.40         | £1472.40         |
| 24/05/2017 | PRIMSEC  | Supply and install CCTV inside cc       | £549.00          | £109.80         | £658.80          |
| 26/04/2017 | SAWPROP  | Gate fixed for mill lane playing field  | £120.00          | £0.00           | £120.00          |
| 09/05/2017 | SAWPROP  | evac chair, chain to Gavel,             | £50.00           | £0.00           | £50.00           |
| 30/05/2017 | SAWPROP  | Repairs to community centre             | £305.00          | £0.00           | £305.00          |
| 23/05/2017 | SCOUTGR  | April 2017 Magazine 3600 copies         | £234.00          | £0.00           | £234.00          |
| 27/04/2017 | SPOT-ON  | Cleaning Supplies                       | £725.36          | £145.07         | £870.43          |
| 18/05/2017 | SPOT-ON  | Hand towels                             | £67.68           | £13.54          | £81.22           |
| 25/05/2017 | SPOT-ON  | Aerosol Dispenser                       | £37.00           | £7.40           | £44.40           |
| 08/05/2017 | TEWKESB  | Business rates for June 2017 3 of 10    | £731.00          | £0.00           | £731.00          |
| 02/05/2017 | WATCONF  | Clerk s106 and CIL Masterclass          | £199.00          | £39.80          | £238.80          |
|            |          | <b>Totals</b>                           | <b>£12771.32</b> | <b>£1950.43</b> | <b>£14721.75</b> |

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

| DATE       | PAYEE                   | DETAILS                            | AMOUNT   |
|------------|-------------------------|------------------------------------|----------|
| 31/03/2017 | KCC                     | Photocopier charges                | £363.61  |
| 28/04/2017 | Margaret Fasasi-Everitt | Hours worked as Kitchen Assistant  | £235.75  |
| 28/04/2017 | SLCC                    | Local Council administration books | £231.6   |
| 02/05/2017 | GPFA                    | Training seminar Julie McMahon     | £30.00   |
| 03/04/2017 | Severn Trent            | Water Rates                        | £71.98   |
| 08/05/2017 | FIELDS IN TRUST         | Annual Membership 2017/18          | £50.00   |
| 08/05/2017 | ZURICH                  | Insurance renewal                  | £2548.04 |
| 08/05/2017 | GAPTC                   | Annual Subscription 2017/18        | £2027.21 |
| 08/05/2017 | CALIDUS                 | Pound Farm Survey                  | £600.00  |
| 16/05/2017 | TBC                     | Attachment of earnings JM          | £283.61  |
| 18/04/2017 | SAGE                    | For May 2017                       | £121.80  |
| 18/04/2017 | KCC                     | Photocopier charges                | £426.64  |
| 18/04/2017 | EON                     | Quarterly Bill                     | £450.60  |
| 19/04/2017 | POST OFFICE (HMRC)      | PAYE month 10,11,12                | £1728.39 |
| 22/05/2017 | YOUTH PROVISION         | Grant funding                      | £5000.00 |
| 22/05/2017 | SARAH MCCOLL-DORION     | Consulting services                | £145.00  |
| 25/5/2017  | POST OFFICE (HMRC)      | Paye month 11                      | £953.45  |
| 27/04/2017 | Bank Charges            | 1 x Stopped Cheque                 | £12.50   |
| 28/04/2017 | KCC                     | Photocopier charges                | £382.62  |
| 31/05/2017 | All staff               | Payroll                            | £7514.03 |

5. The meeting accepted the proposed quote for £79.00 plus VAT from Mitchells regarding the maintenance of air conditioners.  
Proposed Cllr Mrs S Neal. Second Cllr Mrs J Styles. All in Favour
6. The meeting received the proposed quote from Waste Care for the removal of kitchen oil. Cllr J Hunt suggested that the Building Management Working Group discuss the possibility of obtaining a new Deep fat fryer with removable oil containers that is easier to empty at their next meeting on the 21<sup>st</sup> of June 2017.
7. The meeting received the year end reports for 2016/17 which were prepared by Brotherton's. The Clerk explained that the amount for Insurance under expenditure column had been revised and they had to add £136 to it.  
The changes were accepted.  
Proposed Cllr J Clarke. Seconded Cllr Mrs S Neal. All in favour
8. The meeting received the internal auditors report from Iain Selkirk for the year end 2016/17 and the Clerk explained it was the same figure of £136 that had changed.  
Proposed Cllr M Hobden, Second Cllr Mrs S Neal. All in Favour.
9. The meeting was asked to approve the year end accounts and the governance statement for 2016/17 for submission to the external auditors Grant Thornton.

The council received The Annual Return Report for year end March 2016. As the council had not received this report up until today they could not action any of the recommendations laid out in the report. It was decided to discuss this report in detail during the next Full Council Meeting in July 2017.

- a. The meeting approved Section 1 Annual Governance Statement 2016/17 for Brockworth Parish Council and agreed they were happy for this to be signed.  
Proposed Cllr Mrs S Neal, Second Mrs B Parrish, All in Favour. Signed by Clerk and Chairman at the meeting.
  - b. The meeting approved Section 2 Accounting statements 2016/17 for Brockworth Parish Council. The Clerk informed the Council that she amended the figure in Box 6 for 31 March 2017 to be £129,865 and the figure in box 7 to be £365,330. The Clerk and Chairman have initialled the original form to confirm the amendments.  
Proposed by Cllr J Clarke to accept the amendments, Second Cllr H Turbyfield. All in Favour. Accepted amended accounting statement signed by Clerk and Chairman at the meeting.
10. The meeting received a quotation from Sarah McColl-Dorion for replacing the covers of the Youth Centre Chairs. It was agreed that the Clerk would get more quotes and email them to the Councillors to approve one. **Action Clerk**

### 33/FC

### PLANNING MATTERS

1. The Council considered the following planning matters:

| Date application received | Reference & Ward          | Location / Address               | Details of Application   | Comments from BPC          |
|---------------------------|---------------------------|----------------------------------|--|----------------------------|
| 06.03.2017                | 17/00227/FUL<br>HORSBERE  | 37 Green Street,<br>Brockworth,  | Erection of rear chalet window   | NO OBJECTION<br>21.03.2017 |
| 17.03.2017                | 17/00279/FUL<br>WESTFIELD | 20 Rowan Gardens,<br>Brockworth, | Demolition of existing detached garage and erection of new attached Garage and new paved driveway to the front | NO OBJECTION<br>03.04.2017 |
| 17.03.2017                | 17/00288/FUL<br>GLEBE     | 53 Clyde Road<br>Brockworth      | Single storey rear extension   | NO OBJECTION<br>03.04.2017 |
| 21.03.2017                | 17/00301/FUL<br>HORSBERE  | 51 Spinners Road<br>Brockworth   | Erection of conservatory to rear<br>(Plot 43 Cotswold Chase)   | NO OBJECTION<br>05.04.2017 |

|            |                           |   |  |                            |
|------------|---------------------------|---|--|----------------------------|
| 23.03.2017 | 17/00276/FUL<br>MOORFIELD | 45 Astor Close<br>Brockworth  | Two storey extension to side of<br>property  | NO OBJECTION<br>11.04.2017 |
| 24.03.2017 | 17/00312/FUL<br>GLEBE     | 24 Tanners Close<br>Brockworth  | Single storey rear extension and<br>new front porch  | NO OBJECTION<br>11.04.17   |
| 28.03.2017 | 17/00328/ADV<br>HORSBERE  | Unit 4 Armstrong<br>House Whittle Way<br>Gloucester Business<br>Park  | Two new fascia signs, one<br>projecting sign, two internal posters<br>and three internal vinyl graphics.   | NO OBJECTION<br>11.04.2017 |
| 19/04/2017 | 17/00354/APP<br>HORSBERE  | Land to the South<br>and West of<br>Gloucester Business<br>Park, Coopers Edge,<br>Brockworth - Public<br>open space 4 | Reserved Matters for Public Open<br>Space 4 including new planting<br>proposals, means of enclosure,<br>hard and soft landscaping and<br>provision of facilities. the outline<br>application was an environmental<br>impact assessment application,<br>which was submitted at the time.<br>The original outline application<br>(01/10875/1124/OUT) was varied<br>by application 05/10875/FUL | NO OBJECTION<br>04.05.2017 |
| 24/04/2017 | 17/00434/FUL<br>HORSBERE  | The Bungalow,<br>Painswick Road,<br>Brockworth  | Construction of new detached<br>garage to replace original garage<br>(already demolished)-revised<br>scheme  | NO OBJECTION<br>11.05.2017 |
| 28/04/2017 | 17/22287/FUL<br>HORSBERE  | 14 Pound Farm<br>Courtyard,<br>Brockworth   | Conversion of car port to additional<br>living space   | NO OBJECTION<br>16.05.2017 |
| 02/05/2017 | 17/00406/FUL<br>GLEBE     | 84 Boverton Drive,<br>Brockworth  | Demolition and re-construction of<br>pitched structure to front of<br>dwelling, infill of single storey<br>structures to side and rear of<br>dwelling  | NO OBJECTION<br>16.05.2017 |
| 04/05/2017 | 17/00465/FUL<br>WESTFIELD | 7 Hillview Avenue,<br>Brockworth,<br>Gloucester   | Two storey rear extension  | NO OBJECTION<br>22.05.2017 |
| 16/05/2017 | 17/00489/FUL<br>HORSBERE  | 51 Green Street,<br>Brockworth,<br>Gloucester   | Proposed 2 storey extension to<br>rear. Single storey extension to rear<br>and single storey extension   | NO OBJECTION<br>31.05.2017 |
| 17/05/2017 | 17/00503/FUL<br>HORSBERE  | 7 Ermin Street,<br>Brockworth,<br>Gloucester  | Two Storey rear extension  | NO OBJECTION<br>31.05.2017 |
| 17/05/2017 | 16/00353/FUL<br>HORSBERE  | Rose Cottage Green<br>Street Brockworth   | 2 No of semi-detached dwellings in<br>the adjacent land of Rose Cottage  | NO OBJECTION<br>31.05.2017 |

|            |                          |  |   |
|------------|--------------------------|--|---|
| 25/05/2017 | 17/00201/FUL<br>HORSBERE | Green Lea, Green Street, Brockworth            | submission of revised plans Tool Shed and Garden Room. Also, siting of Air Source Heat Pump for main house heating. Design and finish to match main barn (REF 16/00036/FUL) |
| 26/05/2017 | 17/00558/FUL<br>HORSBERE | Plot 120 57 Spinners Road, Brockworth, GL3 4LW | Proposed Alteration of approved dwelling to include rear conservatory   |

2. The meeting received a report for Lead Local Flood Authority about the planning permission for the MUGA at Pound Farm playing field.
3. The meeting received a letter of objection from Mr and Mrs Cave regarding the planning application for Green Lea. The Councillors for this ward were advised to look at this planning application as there are material objections. The Council suggests that Tewkesbury Borough Council carry out a site inspection. All in agreement

**34FC****JOINT CORE STRATEGY**

1. No updates were available.

**35/FC****CORRESPONDENCE**

The Council received a list of correspondences for information.

1. The meeting received an Agenda for Tewkesbury Borough Council for the meeting held 16<sup>th</sup> May 2017 and Minutes.
2. The meeting received a prevention strategy from Civil Protection team.
3. The meeting received a letter regarding our complaint procedure from Brockworth Community Project. The Chairman informed the Council to take note of our complaint procedure and that to abide by it in the future when dealing with complaints.
4. The meeting received the list of meetings being held at Tewkesbury Borough Council
5. The meeting received an email from Julie Davies requesting any sites available to hold a recycling bank from Tesco's for Lights and batteries. The Council instructed the Clerk to inform Julie Davies that there were no sites available at the moment. – **Action Clerk**
6. The meeting received an email from Rebecca Camber representing Millbrook Academy thanking Brockworth Parish Council for the Grant they received.
7. The meeting received a notice from Amey Highways regarding the closure of Mill Lane on the 7<sup>th</sup> August 2017 at 08.00 until 16.30 on the 11<sup>th</sup> of August 2017 for patching.

There being no other business, the Chairman closed the meeting at 21:25.

Signed:

Date: