

BROCKWORTH PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 3RD JULY 2019 AT THE COMMUNITY CENTRE AT 7.00 P.M.

PRESENT Cllrs: Ms D Harwood (Chairman), Ms L Gerrard (Vice-Chairman), P Kotwica, J Mills, Ms C Parry, Ms S Neal, Ms S Stevens, Ms C Neal, Mrs R Hatton, W Stevens, S McNeill, A Georgiou, C Evans, C Carter

In Attendance Ms M Smook (Clerk to the Council)
Members of Public Present: 8
Members of Press Present: None

Meeting opened at 19:00

38/FC TO RECEIVE APOLOGIES FOR ABSENCE

Apologies received from Cllrs. G Evans and H Morris. The meeting accepted the reasons for absence. No apologies received from Cllr Ms N John.

39/FC DECLARATIONS OF INTEREST

Cllrs A Georgiou declared interests in Agenda item 50/FC-3

40/FC 15 MINUTE PUBLIC QUESTION TIME

A resident addressed the council regarding the state that the travellers left Mill Lane Playing field in and the cost implications that it would have for the council. The resident enquired what the immediate and long-term course of action would be to secure the playing field. Cllr Ms S Stevens explained that a chain with a big pad lock had been placed on the barrier as an immediate solution and the council would have to look at a permanent solution for all the open spaces. The Building and Grounds committee would look at long term solutions for all parish owned open spaces. Another resident requested all the names and telephone numbers of all the parish councillors to contact them if there were any problems day or night at Mill Lane Playing field because every time the resident phone the police, he got the response that it was not a police matter. He was instructed to contact his parish council. A meeting needed to be arranged with the police to discuss how they dealt with the travellers and what they do to control anti-social behaviour. This meeting also had to clarify what the Police responsibility was toward privately-owned land.

Item 50/FC-1 was moved forward

- The meeting received a letter from Brockworth Albion Football Club regarding Temporary Ground Improvements at Mill Lane Playing Fields. Mr Mulraney from the Brockworth Albion Football Club attended the meeting to answer any questions. It was explained that the barriers were semi-permanent and could be moved at any time. These barriers could be taken up and down in between season. A concern was raised that the barriers could curtail other people from using the field, like the dog walkers. It was explained that there would be openings at the ends for people to enter the field.

Cllr A Georgiou enters the room at 19:20

Cllr Ms S Stevens proposed that permission be granted for a season and a half on the condition that when the barriers were removed that all holes are filled in after removal and left exactly as it is now. Seconded by Cllr Ms C Parry. All in favour.

41/FC TO RECEIVE A REPORT FROM THE COUNTY COUNCILLOR

No report was provided from the County Councillor.

42/FC MINUTES

- The meeting approved the Minutes of the Council Meeting held on 5th of June 2019.
- The meeting noted the Minutes of the Planning, Highways and Environment Committee meeting held on Wednesday 12th June 2019.

43/FC BOROUGH COUNCILLORS' REPORT

Cllr Ms S Stevens reported that they had attended their first couple of meetings at Tewkesbury Borough Council. Cllr Ms D Harwood was investigating the possibility of losing the community sport centre in March next year and the matter was with Tewkesbury Borough Councils legal team to look at all the legal agreements from the past.

44/FC COMMITTEE REPORTS

The meeting received verbal reports from the Chairman persons of the following Committees.

- Planning, Highways and Environment Committee. Cllr C Evan reported that the committee looked at the Perrybrook development and the development at Tesco. The committee was trying to be proactive and not reactive. The committee also met with the different developers of Perrybrook and future meetings would be set up. Horsebere Brook was now called the Horsbere nature corridor and the developers would need to realise that the brook would need to be enhanced and looked after. The World War 2 placement would be saved and not removed. It would be nice to have a memorial over there for the people that preserved lives. Cllr Evans also reported that he went out with the radar speed gun to gather some data that could be sent to the police as evidence of speeding.

The closure of Brockworth road has now been adhered to and the road is now fully closed. There were several requests from residents to make certain roads, access roads only. Cllr Evans visited various roads and noticed that both residents and businesses were parking on the roads which add to the congestion of the roads. People should use roads sensibly. Highways were very reluctant to make roads, access roads or to put in double yellow lines.

2. Building and grounds Committee. Cllr Ms S Stevens reported that the committee went through actions required for the community centre building. The grounds cover the burial ground and play parks. There was £92000 in a pot for burial ground development which might be spent on some lighting and security cameras in the burial ground. The committee would also look at ways to increase the revenue of the café in order for it to make a profit. There was also a tidy up of Brockworth last Saturday and the committee was making a list of what needed to be done. The next tidy up would be Saturday the 20th of July, at 9 o'clock at the community centre. Horsbere Brook at the Abbotswood side was blocked and it would be looked into, to clear that as well.
3. Human Resources Committee. Cllr C Parry reported that the committee was looking into setting up a working group and would like residents with a Human Resources background to join the working group. The committee would also be looking at all the job descriptions and skill sets for each of the roles of the employees. A new signing in system would also be introduced for all employees.

45/FC REPLACEMENT OF A MEMBER OF THE COMMUNITY COMMITTEE.

Cllr Ms L Gerrard proposed that Cllr S McNeill should be replaced by Cllr C Carter on the Community Committee. Seconded by Cllr Ms S Stevens. All in favour

46/FC FINANCE

1. The meeting received the Management Accounts for the financial year to date. Cllr Ms L Gerrard explained what the Youth Centre "Rent" Reserve was.
2. The meeting received the Parish Council and Community Centre Budget Reports. Cllr Ms S Stevens noted that the remaining budget for Youth grants was £2,466.72 until end of March 2020 and that there were a few youth groups that were desperate for funds. A letter should be written to Brockworth Youth Trust inviting them to the next Full Council meeting held on the 7th of August 2019 to clarify what the £20 000 grant would be spent on. **Action-Clerk**
3. The meeting approved the schedule of invoices totalling £6,505.91+VAT (breakdown below) Proposed by Cllr Ms S Neal. Seconded by Ms R Hatton. All in favour

<u>Date</u>	<u>A/C Ref</u>	<u>Details</u>	<u>Net Amount</u>	<u>Tax Amount</u>	<u>Gross Amount</u>
31/05/2019	CITIZENS	Citizens Advice from the 1 st April to 30 th June 2019	£624.00	£0.00	£624.00
17/06/2019	DAVEJEN	Window cleaning for May 2019	£130.00	£0.00	£130.00
17/06/2019	DAVEJEN	Window cleaning for June 2019	£170.00	£0.00	£170.00
18/06/2019	ELEKSAFE	PAT testing for Dynamic Office	£83.00	£0.00	£83.00
10/06/2019	GLEBECO	Grass cutting contract	£2,068.10	£413.62	£2,481.72
29/05/2019	GLEBECO	Mill lane oak tree removal	£360.00	£72.00	£432.00
29/05/2019	GLEBECO	Tree works at allotments	£275.00	£55.00	£330.00
29/05/2019	GLEBECO	Shell land removal of brash	£780.00	£156.00	£936.00
23/04/2019	GLEVEUMS	Annual key holding service	£22.50	£4.50	£27.00
25/06/2019	GLEVEUMS	Lock/unlock May 2019	£136.00	£27.20	£163.20
20/06/2019	GOOCH	Cleaning supplies	£291.86	£58.36	£350.22
25/06/2019	GOOCH	Cleaning supplies	£185.94	£37.18	£223.12
17/06/2019	HARTELL	Replacement of Guppy Bin Ermin Street	£80.00	£16.00	£96.00
06/06/2019	HOMEBAS	Various maintenance equipment for benches	£44.66	£8.94	£53.60
27/06/2019	JLACY	BLS Course	£75.00	£0.00	£75.00
18/06/2019	JPELECT	Replace high level light in youth centre	£95.00	£0.00	£95.00
08/05/2019	MITCHELL	Installation and removal of data logger	£435.28	£87.06	£522.34
12/06/2019	MITCHELL	Water leak inspection	£74.70	£14.94	£89.64
20/06/2019	MITCHELL	Yearly aircon maintenance	£259.00	£51.80	£310.80
17/06/2019	PESTCTRL	Pest control	£70.00	£14.00	£84.00
20/06/2019	SYSTEM	Office stationery	£65.87	£13.17	£79.04
20/06/2019	TEWKESB	Annual fee for Premises Licence	£180.00	£0.00	£180.00
		Totals	£6,505.91	£1,029.77	£7,535.68

4. The meeting received a schedule of payments made outside of meetings since 30th May 2019.

DATE	PAYEE	DETAILS	AMOUNT
31/05/2019	One Com SVS Ltd	Telephone charges	£187.79
31/05/2019	KCC	Photocopier charges	£896.56
03/06/2019	Water Plus	Water Charges	£44.59
03/06/2019	SG Equipment	Dishwasher Rental	£144.00
03/06/2019	Envesca	Health & Safety Support	£144.00
04/06/2019	Barclays	Bank Charges	£46.63
17/06/2019	Sage	Sage Software	£270.00
17/06/2019	EON	Electricity Charges	£444.74
20/06/2019	ELAS	Employment Law	£123.60
28/05/2019	HMRC	Employer Contribution	£987.12
28/05/2019	LGPS	Pension	£123.60
27/06/2019	Virgin Media	Broadband Parish Council	£60.00
27/06/2019	Virgin Media	Broadband CC	£36.00
28/06/2019	All staff	Payroll	£8045.22

5. The meeting received a quote for the yearly playpark's inspection. Cllr P Kotwica proposed to accept the quote of £270.00. Seconded by Cllr A Georgiou. All in favour. **Action-Clerk**

47/FC MILL LANE PLAYING FIELD

1. The meeting received a report on the damage caused on the playing field between the 18th to the 24th of June 2019. The meeting requested to obtain quotes for the items damaged during this time period and to clarify from the Insurance company what would be paid for by the insurance company. **Action-Clerk.**

48/FC COUNCILLOR TRAINING

The council would like to arrange code of conduct training with Sara Freckleton for those councillors who were unable to attend the first training. The Clerk was requested to enquire about the cost of the training and if an information pack would be available to councillors. **Action-Clerk**

49/FC PLANNING MATTERS

1. The council considered the following planning matters:

Date application received	Reference & Ward	Location / Address	Details of Application	Comments from BPC
06.06.2019	19/00537/APP	Phase 1 Land at Perrybrook North Brockworth GL3 4QY	Approval of Reserved Matters (Appearance, Landscape, Layout and Scale) for Phase 1 of outline planning permission 12/01256/OUT for the erection of 135 dwellings with associated public open space and infrastructure	Cllr Ms S Stevens proposed no objection comment. Seconded by Cllr Ms R Hatton. 11 in favour, 3 abstentions. Motion carried

50/FC CORRESPONDENCE

The meeting received a list of correspondence for information

1. The meeting received a letter from Brockworth Link. Cllr Ms S Stevens proposed that the volunteer working group of the Building and Grounds Committee may be able to cut the grass for the library. This matter would be discussed further at the next Building and Grounds Committee meeting. The meeting discussed the request for borrowing the folding tables. It should be placed on the booking forms; how many tables would be required by hirers. Cllr C Carter proposed that Brockworth Link may borrow the tables on the condition that if they were required for community centre hirers, they were not to be borrowed. Seconded by Cllr S McNeill. All in favour.

Cllr A Georgiou leaves the room

2. The meeting received a letter from Curtonas Financial Services for letting the boardroom. The meeting enquired if there would be a contract, how many employees would occupy the room and would they be using their own telephone lines. Cllr Ms S Stevens would set up a meeting with the CEO to discuss all these questions. Cllr P Kotwica would arrange for a surveyor to survey the building to determine what the price per square meter would be for the room. Cllr Ms L Gerrard proposed that we could rent out the room to them once all the information was obtained. Seconded by Cllr Ms S Neal. All in favour. **Action-Cllrs Ms S Stevens and P Kotwica.**

Cllr A Georgiou returns to the room

3. The meeting received and noted an email from Churchdown Parish Council regarding the Neighbourhood Development Plan

There being no other business, the Chairman closed the meeting at 20.50

Signed:

Date: