

BROCKWORTH PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 5TH JUNE 2019 AT THE COMMUNITY CENTRE AT 7.00 P.M.

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

In Attendance Ms J McMahon (Assistant to the Clerk)
Members of Public Present: five
Members of Press Present: None

Meeting opened at 19:00 by Cllr L Gerard Vice-Chairman who will be the Chairman for this meeting. Assistant Clerk represented the Clerk.

24/FC TO RECEIVE APOLOGIES FOR ABSENCE

Apologies received from Cllrs. C Evans, Ms D Harwood (Chairman) and C Carter. The meeting accepted the reasons for absence. No apologies received for Cllr H Morris.

25/FC DECLARATIONS OF INTEREST

Cllrs Ms C Parry and J Mills declared interests in matters concerning B Epic Youth Club. Cllr S Neal and Cllr R Hatton declared interests in matters concerning the Taxi Vouchers.

26/FC 15 MINUTE PUBLIC QUESTION TIME

An introduction was received from a trustee of Brockworth Link who would be willing to answer questions on the grant application that had been applied for.

**29/FC Item 29/FC was moved forward
TO RECEIVE A REPORT FROM THE COUNTY COUNCILLOR**

Brockworth Parish Council applied for a 'Grow our community grant' for the safe and recover project and this had been successful and the first payment should have been received.

An invitation to an open meeting for an update on the A417 missing link was presented for Thursday 13th June at Gloucestershire rugby club at 6.30pm.

The Incinerator at Javelin Park might be fired up later this month for a trial run to see how far progressed it was.

An email from a resident enquiring when the grass would be cut in front of her property was brought forward to the County councillor and Cllr R Vines would be happy to inform the resident that it was the Highways agency's responsibility.

34/FC 9. This item was moved forward.

A Resident

The meeting received a grant application from Brockworth link

Cllr S Stevens Proposed Grant 1 Summer activities under 8's £330 Seconded by Cllr W Steven

Cllr G Evans Proposed Grant 2 Summer activities youth £1663.28. Seconded by Cllr W Stevens

The Grant 3 for Youth Provision £4790.12 was totalling more than the funds that were still available in the grant funding budget. It was requested by Cllr L Gerrard that we transfer the amount from another account in the Parish budget. Cllr A Georgiou proposed £530.00 of the remaining total of the grant funding budget be allocated to Grant 3 Youth Provision to help fund the summer programme through July. This would be part of the total requested amount and the remaining balance would be looked at to see if transferring money could be an option to assist with completing this grant application. Cllr S Stevens seconded. All in favour – **Action Clerk**

27/FC

APPOINTMENTS OF MEMBERS TO SERVE ON THE FOLLOWING COMMITTEES AND GROUPS.

1. Cllr L Gerard proposed the community committee (9 members), Cllr W Stevens seconded all in favour.
Cllr L Gerard proposed Cllr L Gerrard, Cllr D Harwood, Cllr C Parry, Cllr N John, Cllr W Stevens, Cllr J Mills, Cllr S Stevens, Cllr R Hatton and Cllr S McNeill. Cllr G Evans Seconded. All in favour
2. Cllr L Gerrard proposed the Planning, Highways and Environment Committee (9 members) Cllr N John Seconded. All in favour.
Cllr L Gerrard proposed Cllr C Evans, Cllr P Kotwica, Cllr S Stevens, Cllr G Evans, Cllr J Mills, Cllr W Stevens, Cllr H Morris, Cllr S McNeill, Cllr A Georgiou. Seconded by Cllr N John. All in favour
3. Cllr L Gerrard proposed an Appeals Committee (3 members) with Cllr C Carter, Cllr A Georgiou, Cllr S Neal. Seconded by Cllr S Neal All in favour.
4. Cllr L Gerard proposed the Building and Grounds Committee (9 members) with Cllr L Gerard Cllr P Kotwica, Cllr C Evans, Cllr S Stevens, Cllr W Stevens, Cllr H Morris, Cllr J Mills, Cllr S Neal, Cllr S McNeill, Cllr L Gerard Seconded by Cllr S McNeill. All in favour
5. Cllr L Gerard proposed the Finance Committee (9 members) consisting off Cllr L Gerard, Cllr P Kotwica, Cllr G Evans, Cllr J Mills, Cllr N John, Cllr D Harwood, Cllr C Neale. Seconded by Cllr A Georgiou. All in favour.
6. Cllr L Gerard proposed Human Resources Committee (7 members) Cllr C Evans, Cllr C Parry, Cllr W Stevens, Cllr S McNeill, Cllr R Hatton, Cllr D Harwood, Cllr S Stevens, Cllr C Neal, Cllr L Gerard. Seconded by Cllr S Stevens. All in favour

28/FC

REVIEW THE TERMS OF REFERENCE FOR COMMITTEES

1. The meeting received and agreed the terms of reference for committees with each committee having power to spend up to £1000 per month for each item and a cap of spending for £3000 per month. Proposed by Cllr S Stevens. Seconded by Cllr A Georgiou. All in favour.

30/FC

POLICE AND CRIME

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

31/FC

MINUTES

1. The meeting approved the Minutes of the Council Meeting held on 15th of May 2019.
2. The meeting approved the Minutes of the Extraordinary Council Meeting held on 29th May 2019.

32/FC

BOROUGH COUNCILLORS' REPORT

No report was provided for the meeting

33/FC

PARKS, OPEN SPACES AND BURIAL GROUND

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

34/FC

FINANCE

1. The meeting received the Management Accounts for the financial year to date.
2. The meeting received the Parish Council and Community Centre Budget Reports. The Assistant Clerk explained that with extra committees, this would lead to extra time for staff costs and would affect the budget.
3. The meeting approved the schedule of invoices totalling £1,181.10+VAT (breakdown below).

<u>Date</u>	<u>A/C Ref</u>	<u>Details</u>	<u>Net Amount</u>	<u>Tax Amount</u>	<u>Gross Amount</u>
30/04/2019	GLEVEUMS	Lock/unlock April 2019	£144.50	£28.90	£173.40
29/05/2019	GLOSCOM	Repair issues with computer	£50.00	£0.00	£50.00
29/05/2019	ISELKIRK	Internal audit of financial accounts	£280.00	£0.00	£280.00
16/05/2019	JLACY	BLS Course	£75.00	£0.00	£75.00
13/05/2019	MITCHELL	Water leak inspection	£91.60	£18.32	£109.92
13/05/2019	SYSTEM	Overhead Projector	£540.00	£108.00	£648.00
		Totals	£1,181.10	£155.22	£1,336.32

Proposed by Cllr G Evans. Seconded by Cllr S Neal. All in Favour.

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

DATE	PAYEE	DETAILS	AMOUNT
30.04.2019	One Com SVS Ltd	Telephone charges	£176.27
01/05/2019	Water Plus	Water Charges	£44.59
01/05/2019	SG Equipment	Dishwater Rental	£144.00
01/05/2019	Envesca	Health & Safety Support	£144.00
09/05/2019	Barclays	Bank Charges	£43.02
16/05/2019	Sage	Sage Software	£270.00
16/05/2019	ELAS	Employment Law	£123.60
17/05/2019	KCC	Printer charges	£382.62
20/05/2019	EON	Electricity Charges	£841.64
16/04/2019	SSE	Gas charges	£1851.58
28/05/2019	Virgin Media	Broadband CC	£36.00
28/05/2019	Virgin Media	Broadband Parish Council	£60.00
28/05/2019	HMRC	Employer Contribution	£832.12
28/05/2019	Came & Company	Insurance	£4641.01
28/05/2019	LGPS	Pension	£832.12
31/05/2019	All staff	Payroll	£ 7655.78

5. The meeting received the quotes for the tree maintenance report works on the Burial Ground and requested to defer this to the Building and Grounds Committee meeting on 19th June 2019.
6. To receive the quotes for the tree maintenance report works on Pound Farm Playing Field and requested to defer this to the Building and Grounds Committee meeting on 19th June 2019.
7. The meeting approved a cheque signatory that was not the Internal reviewer of accounts. Cllr S Stevens proposed Cllr R Hatton. Seconded by Cllr W Stevens. All in favour.
8. The meeting received the yearly membership renewal for Institute of Cemetery and Crematorium Management. Cllr G Evans proposed to renew the membership. Seconded by Cllr S Neal. All in favour
9. The meeting received a quote from Mitchells for the renewal of type B maintenance agreement Cllr G Evans proposed to the quote from Mitchells. Seconded by N John. All in favour.

Cllr S Neal left the room

10. The meeting received the taxi voucher applications and discussed that one of the applications wasn't completed in full. The assistant clerk was to contact the resident to confirm the details and for Cllr R Hatton to check the information and decide if they were eligible. **Action**

Assistant Clerk

Cllr G Evans proposed for the two completed forms to be granted vouchers. Seconded by Cllr P Kotwica. 11 in favour. 1 abstained. Motion carried Cllr A Georgiou proposed for Cllr R Hatton to assess the application when the form was completed and to take the decision to grant the application if they were in the criteria. Seconded by S Stevens. 11 in favour. 1 abstained. Motion carried.

Cllr S Neal re-entered the room

11. The meeting received the year end accounts for 2018/19 as prepared by Brotherton's.
12. The meeting received the internal auditors, report for the year end accounts 2018/19 The meeting requested more information on what had been audited as a statement that 'whilst the books have been inspected an audit has not been carried out' was observed. Cllr G Evans proposed to contact the auditor to clarify why it stated no audit took place. Cllr C Neal and Cllr P Kotwica were to confirm that they were satisfied with the reply, then the meeting would accept the auditor's year end accounts 2018/19. Seconded by Cllr L Gerard. All in favour.

13. The meeting approved Section 1 - The Annual Governance statement for 2018/19 for submission to the external auditor
Cllr L Gerard proposed to approve Section 1 of the document Seconded by Cllr S Neal. All in favour
Signed by Assistant Clerk and Chairman at the meeting.
14. The meeting approved Section 2 – The Accounting Statements for 2018/19 for submission to the external auditor
Cllr P Kotwica proposed to approve Section 2 of the document Seconded by Cllr S Neal. All in favour.
Signed by Chairman at the meeting.

35/FC**COUNCILLOR TRAINING**

The meeting confirmed the councillor's code of conduct training with Sara Freckleton for 11th June 2019 at 7.00pm - **Action Clerk**

36/FC**PLANNING MATTERS**

1. The council consider the following planning matters:

Date application received	Reference & Ward	Location / Address	Details of Application	Comments from BPC	Decision
16.05.2019	19/00398/APP	48 Astor Close, Brockworth, Gloucester	Application for the approval of reserved matters (appearance and landscaping) pursuant to outline planning permission no.17/00910/OUT for the erection of a detached dwelling with off street parking and extended dropped kerb.	No Objection	

2. The meeting noted planning Comments and Decisions by Brockworth Parish Council and Tewkesbury Borough Council:

Date received	Reference & Ward	Location / Address	Details of Application	Comments from BPC	Decision
19.03.2018	19/00290/FUL	15 Wye Road, Brockworth, Gloucester	Proposed rear extension to provide a level access shower for the disabled occupant	No Objection 17.04.19	Permit 16.05.2019
14.02.2019	19/00289/FUL	101 Ermin Park, Brockworth, Gloucester	Single Storey Front bedroom extension, extending the bedroom for the disabled occupant.	No Objection 17.04.19	Permit 16.05.2019
19/03/2018	18/00117/FUL HORSBERE	3 Guise Avenue, Brockworth, Gloucester	Single storey replacement side extension. Erection of a two-storey front extension. Submission of revised plans 01.05.18 Consultation on planning application single storey replacement side extension. Erection of a two-storey front extension.	Support 05.04.18 No adverse comment 15.04.2018 No Objection 17/04/19	permit 23.05.2019
05.04.19	19/00310/FUL	37 Mill Lane Brockworth	Replacement of front entrance stairs and landing area.	No Objection 17.04.2019	permit 23.05.2019

37/FC

CORRESPONDENCE

The meeting received and noted a list of correspondence for information

1. The meeting received an email from a resident regarding Brockworth Burial Ground and would like to defer this item to the Building and Grounds Committee on 19th June 2019. – **Action Clerk**
2. The meeting received a request for a bench at Brockworth Burial Ground and would like to defer this item to the Building and Grounds Committee on 19th June 2019. – **Action Clerk**
3. The meeting received an email from Jobcentre jobs to put a link on the website and would like to defer this item to the Community Committee on 10th July 2019. – **Action Clerk**
4. The meeting received an email from a resident regarding the vegetation on the nature reserve and would like to defer this item to the Building and Grounds Committee on 19th June 2019. – **Action Clerk**
5. The meeting received and noted a press release from TBC 'a new council for Tewkesbury Borough
6. The meeting received a letter from a resident regarding having bee hives at the Nature Reserve and would like to defer this item to the Building and Grounds Committee on 19th June 2019. – **Action Clerk**
7. The meeting received an email from a resident regarding the fun fair at Mill Lane Playing field and would like to defer this item to the Building and Grounds Committee on 19th June 2019. – **Action Clerk**
8. The meeting received a request from Danter's funfair for the use of Mill Lane Playing field in 2020 and would like to defer this item to the Building and Grounds Committee on 19th June 2019. – **Action Clerk**
9. The meeting received an email from a resident regarding photos for all the councillors and would like to defer this item to the Community Committee on 10th July 2019. – **Action Clerk**
10. The meeting received and noted an email from Highways regarding temporary closure of a public footpath
11. The meeting received an email from Cheltenham and Tewkesbury Building Control Service regarding Street names for Land at Perrybrook to the North of Brockworth and to the South of the A417. The meeting agreed for Cllr G Evans to put forward to the community which names they would like to recommend for street names and will reply to the email by 10th June 2019.
12. The meeting received an invitation to the 82nd Annual General Meeting of GAPTC

There being no other business, the Vice-Chairman closed the meeting at 20.35

Signed:

Date: