

BROCKWORTH PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 3RD MAY 2017 AT THE COMMUNITY CENTRE AT 7.00 P.M.

PRESENT Cllrs: J Hunt (Chairman), Mrs C Neal, Ms S Neal, Mrs R Hatton, R Furolo, J Clarke, H Turbyfield, M Hobden, Mrs I German, Mrs J Styles, Mrs B Parrish, Mrs C Joyce, Mrs K Mumford. 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.

- 01/FC TO RECEIVE APOLOGIES FOR ABSENCE**
Apologies received from Cllrs Ms H Neal, F Green, Mrs C Green and Mrs F Miles. The meeting accepted their reasons for absence.
- 02/FC TO ELECT A CHAIR OF THE COUNCIL FOR THE ENSURING YEAR AND RECEIVE THE CHAIR'S ACCEPTANCE OF OFFICE**
Cllr Hunt was proposed as Chairman by Cllr Mrs S Neal and this was seconded by Cllr M Hobden. There were no other nominations and Cllr Hunt was elected Chairman until the next Annual Meeting of the Council. The council received the Chair's Acceptance of Office.
- 03/FC TO ELECT A VICE CHAIR OF THE COUNCIL**
Cllr C Neal was proposed as Vice-Chairman by Cllr J Clarke and seconded by Cllr Mrs R Hatton. There were no other nominations and Cllr Neal was elected Vice-Chairman until the next Annual Meeting of the Council.
- 04/FC DECLARATIONS OF INTEREST**
Cllrs Mrs R Hatton, H Turbyfield and R Furolo declared interests in all planning and licencing matters. Cllrs Mrs R Hatton, H Turbyfield, R Furolo, Mrs K Mumford, Mrs C Neal and M Hobden declared interests in matters concerning the Brockworth Youth Trust.
- 05/FC APPOINTMENTS OF MEMBERS TO SERVE ON THE FOLLOWING COMMITTEES AND GROUPS.**
1. Building Management Committee (7 members)
Cllrs Mrs C Neal, M Hobden, Mrs F Miles, R Furolo, Mrs R Hatton, Ms S Neal and Mrs J Styles were all appointed as members of the committee.
 2. Human Resources Department (7 members)
Cllrs Mrs C Neal, R Furolo, M Hobden, J Clarke, Mrs B Parrish, Mrs R Hatton and Mrs J Styles were all appointed as members of the department.
 3. Appeals Panel (5 members)
Cllrs Mrs C Green, F Green, Mrs I German, Mrs F Miles and Mrs C Joyce were all appointed as members of the Appeals Panel.
 4. Burial Ground Working Party (5 members)
Cllrs M Hobden, Mrs I German, Mrs F Miles, Mrs C Neal and J Clarke were all appointed as members of the working party.
- Cllr Mrs I German mentioned that she, Cllr Mrs R Hatton and Cllr Mrs F Miles will be dealing with the approval of the applications for the Taxi Voucher Scheme.
- 06/FC TO APPOINT THE FOLLOWING OFFICERS AND REPRESENTATIVES**
- (I) Public Relations Officers
The Clerk and Chairman were appointed.
 - (II) Internal Reviewer of Accounts
Cllr Mrs C Neal was appointed.
 - (III) Flood/Snow Warden
Cllrs H Turbyfield, M Hobden and Mrs R Hatton were appointed.
 - (IV) Tree Warden
Will have to find a suitable person to fill this position, Cllr Mrs C Neal will make some enquiries.

(V) One Representative for the Brockworth Youth Services
Cllr Mrs C Joyce was appointed.

(VI) One Representative on the Elderly Clubs Committees
Cllr Mrs C Neal was appointed.

(VII) One Representative on the Brockworth Allotments Association
Cllr Ms S Neal was appointed.

(VIII) One Representative for the Gloucestershire Airport Consultative Committee meetings
Cllr J Clarke was appointed.

(IX) One Representative for the Gloucestershire Playing Field Association meetings
Cllr J Clarke was appointed.

(X) Two volunteers to attend Fire Marshall Training
Clerk and Cllr M Hobden

07/FC

TO RECEIVE CHAIRMAN'S ANNOUNCEMENTS

The meeting received the annual report and Cllr Mrs R Hatton noted that the last paragraph must read Miss Julie McMahon the Administrator and not Building Manager. All agreed that it should be changed.

08/FC

TO RECEIVE A REPORT FROM THE COUNTY COUNCILLOR

County Cllr Vines congratulated the Chairman and stated he still can't give a report as he is in Purdah.

09/FC

POLICE AND CRIME**Cllrs R Furolo, H Turbyfield and Mrs R Hatton left the meeting.**

1. The meeting received an email from David McFarlane, Head of Crime Prevention and Licensing, Gloucestershire Constabulary Headquarters for the comment of the Council about the application from the organisers of the Witcombe Cider Festival for extending the festival from 2 to 3 days and increasing the number of people attending from 1500 to 2500 on the Saturday and Sunday, and an additional 1500 on the Friday. Cllr J Hunt reported that this information was published on Facebook and since then he had 7 complaints from residents in his ward about the increase in numbers and days. The residents accepted the festival in the form that it is at present but is strongly opposed to the increase of days and numbers. The Council are in agreement with the residents and The Clerk will inform David McFarlane about their objection to the increase of days and numbers. **Action-Clerk**

Cllrs R Furolo, H Turbyfield and Mrs R Hatton returned to the meeting.

10/FC

MINUTES

1. The Council approved the Minutes of the Council Meeting held on 5th April 2017

11/FC

REPORT FROM THE OFFICER OF THE COUNCIL

1. The Council received an update from the Clerk regarding actions agreed at the previous meeting. The meeting agreed to report back to Mr Adrian Goode that the Council do not object to the new allotments, but do not want to take on the responsibility, and will advise Tewkesbury Borough Council to seek the services of a management company to run it. Proposed Cllr Ms S Neal, Seconded Mrs J Styles, All agreed. **Action-Clerk**
2. The Council noted that the Annual Parish Meeting is taking place on Wednesday 17th May at 7pm in the main hall.

12/FC

BOROUGH COUNCILLORS' REPORT

Cllr H Turbyfield reported on the progress that has been made in employing the Environmental Warden. In the rural environments, we get a lot of fly tipping and dog fouling, and people ignore the signs to keep their dog on a lead and to pick up after their dog. We have a lot of open green spaces and children playing on it. The Environmental Warden will be employed to cover dog fouling, fly tipping and littering. The Environmental Warden will have the power to issue on the spot fines if a dog is not on a lead and if you are not carrying a dog receptacle for fouling. Data gathering for dog fouling hotspots will start in June 2017. The finalization of the governance and the employment of the Warden will be in August 2017. The recruitment of the Environmental Warden has been approved and we will have some cleaner parks in the future. Cllr Turbyfield raised the question if we have signs in Brockworth to say that dogs should be on leads, **Clerk** will look into it. Cllr R Furolo stated that we have £3000 in the budget for the Environmental Warden and this will buy us 4 hours per week at £15 per hour. This amount could be reviewed next year to add more hours. Proposed by Cllr R Furolo and Seconded by Cllr J Clarke. All in Favour.

13/FC

WARD REPORTS

Cllr J Clarke reported that the man hole is open again on the Mill Lane, Vicarage Street junction. It will be reported to Highways. **Action-Clerk**

14/FC BROCKWORTH YOUTH SERVICES UPDATES

1. Cllr R Furolo delivered a verbal report on behalf of the Brockworth Youth Trust. The new youth manager, Tim Berry, reported that we have 2 possible youth workers. Bank account is still not opened as the Charities Commission put our abbreviated names on the website and not our full names. This has been rectified.

15/FC PARKS, OPEN SPACES AND BURIAL GROUND

1. To receive Play Park and Burial Ground updates.
The meeting received a written report from the handyperson and it was agreed to fit the litter bin behind the Scout's hut.
2. The meeting received a report from Callidus about the drainage problems at Pound Farm. The Chairman informed the meeting that the total cost for all the reports to satisfy the floods authority, is £1740 plus VAT. Cllr R Furolo proposed that the Council go ahead and obtain the reports, Cllr Mrs J Style's seconds. All in favour.
3. The meeting received information about a consultation on preserving the free use of public parks.
4. The meeting received a report from Vicki from Brockworth Hedgehog Rescue.

16/FC FINANCE

1. The meeting received the Management Accounts for the financial year to date.
2. The meeting approved the schedule of invoices totalling £11,844.03+VAT (breakdown below).
- 3.

<u>Date</u>	<u>A/C Ref</u>	<u>Details</u>	<u>Net Amount</u>	<u>Tax Amount</u>	<u>Gross Amount</u>
01/04/2017	DAVEJEN	March 2017 Window cleaning	£145.00	£0.00	£145.00
05/04/2017	DAVEJEN	April 2017 Window cleaning	£85.00	£0.00	£85.00
06/04/2017	TEWKESB	Business Rates May 2017	£731.00	£0.00	£731.00
11/04/2017	SAWPROP	Fit PVC rim behind toilet	£45.00	£0.00	£45.00
11/04/2017	SAWPROP	Stairs carpet, ball valve toilet, fix tap	£50.00	£0.00	£50.00
12/04/2017	FARESHARE	Annual Membership	£700.00	£0.00	£700.00
11/04/2017	GCC.PENS	Pension Return April 2017	£342.76	£0.00	£342.76
10/04/2017	GLEBECON	Grass cutting March 2017	£816.00	£163.20	£979.20
31/03/2017	GLEVEUMS	Lockup/Unlock service March 2017	£459.00	£91.80	£550.80
20/04/2017	GLEVEUMS	Annual key holding service	£150.00	£30.00	£180.00
31/03/2017	GLOS.LOC	Gloucester Locksmiths	£21.45	£4.29	£25.74
31/03/2017	HEWER	Service to boiler	£242.00	£48.40	£290.40
31/03/2017	HEWER	Replacement of 2 boilers	£4,023.98	£804.80	£4,828.78
01/04/2017	ICCM	ICCM Membership	£90.00	£0.00	£90.00
28/03/2017	K.I.S	Annual fire alarm maintenance	£585.00	£117.00	£702.00
30/03/2017	K.I.S	Check issues with front door	£65.00	£13.00	£78.00
31/03/2017	K.I.S	Check issues with front door	£65.00	£13.00	£78.00
07/04/2017	K.I.S	Fire extinguishers service	£154.98	£31.00	£185.98
31/03/2017	M.TWINN	Clear out culverts x 4 visits	£140.00	£28.00	£168.00
28/03/2017	POWERD	Supply and install sensor bar	£1,950.00	£390.00	£2,340.00
30/03/2017	PPL	PPL licence for back round music	£242.36	£48.47	£290.83
31/03/2017	PRIMWAT	Legionella Risk Assessment	£300.00	£30.00	£360.00
31/03/2017	RMORRIS	Taxi voucher reimbursement March 2017	£428.00	£0.00	£428.00
12/04/2017	SYSTEM	Blue A4 lever arch folders	£12.50	£2.50	£15.00
		Totals	£11,844.03	£1,815.46	£13,689.49

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

<u>DATE</u>	<u>PAYEE</u>	<u>DETAILS</u>	<u>AMOUNT</u>
28/02/2017	KCC	Photocopier charges	£243.67
03/03/2017	Severn Trent	Water Rates	£71.98
09/03/2017	British Telecom	Quarterly Bill	£1142.31

16/03/2017	SAGE	For April 2017	£120.00
03/04/2017	FRANK STEVENS	Cover for Louise for week in March	£102.13
05/04/2017	BROCKWORTH COMMUNITY PROJECT	Funding contribution towards the purchase of books for Brockworth Library	£750.00
06/04/2017	SARAH MCCOLL-DORION	Consulting service	£500.00
07/04/2017	HANNAH MCCOLL	Hours worked as kitchen assistant	£160.65
13/04/2017	TEWKESBURY BOROUGH COUNCIL	Attachment of earning council tax	£142.40
13/04/2017	MARGARET FASASI-EVERITT	Hours worked as kitchen assistant hours	£179.33
12/04/2017	MILLBROOK ACADEMY	Grants for Activities week 2017	£750.00
18/04/2017	HMRC	Overdue employer's liability	£52.24
25/04/2017	BROCKWORTH PRIMARY ACADAMY	Plants from Tesco bags for Life Grant	£51.13
25/04/2017	SARAH MCCOLL-DORION	Consulting services	£290.00
28/04/2017	All staff	Payroll	£7317.57

5. The meeting accepted the proposed quote from Zurich Insurance Company for £2548,04. Cllr Ms S Neal proposed, Cllr Mrs R Hatton seconds. All in favour **Action-Clerk**
6. The meeting accepted the proposed quotes for annual ground maintenance:
 - a. Regular Clearance of culvert at Cross Hands Meadow – Martin Twinning at a cost of £35 per visit.
 - b. Maintenance of borders of Burial Ground – Karen Twinning at a cost of £170.
 - c. Maintenance of borders of Community Centre – Karen Twinning at a cost of £350, with weed spraying at £16 s required.
 - d. Twice-annual cut of Burial Ground hedges and clearing of all clippings, plus one cut of the new hedge – David Gregg at a total cost of £825
 - e. Weed spraying the kerbsides in Brockworth – Complete weed control a cost of £1,800 (2 sprays at £900 per spray).
7. The meeting accepted the proposed quote from BT for a discount of £282.16 per year on telephone services. Cllr R Furolo proposed, Cllr Ms S Neal seconds. All in favour. **Action-Clerk.**
8. The meeting agreed to renew the annual membership for £50 of Friend of Fields in Trust. Cllr J Clarke proposed, Cllr R Furolo seconds. All in favour. **Action-Clerk**
9. To meeting agreed to renew the annual membership of £2,027.21 of GAPTC. Cllr Ms S Neal proposed, Cllr Mrs K Mumford seconds. All in favour. **Action-Clerk**
10. The meeting agreed to renew the subscription for Sage 50 Payroll Pensions Module. Cllr R Furolo proposed, Cllr Mrs S Neal seconds. All in favour. **Action-Clerk**
11. The meeting noted the first half of the annual precept of £90,914.50
12. The following Councillors volunteer to form a working group to review financial reserves including Youth Centre 'Rent' reserve, Cllrs R Furolo, M Hobden, Mrs C Neal, Mrs R Hatton, Mrs B Parrish.
13. The meeting noted that the internal audit will be completed by Iain Selkirk on the 22nd May, 2017.

17/FC

PLANNING MATTERS

1. The Council considered the following planning matters:

Date application received	Reference & Ward	Location / Address	Details of Application	Comments from BPC
02.12.2016	16/01313/FUL HORSBERE	8 Ermin Street, Brockworth	Application to remove and vary conditions relating to application 14/00052/FUL. Remove condition 1 to allow continued use of site for prayer and bible study and reading of holy scriptures and variation of condition 2 to allow up to 40 persons to attend the site ant any one time.	OBJECT 23.12.2016
25.01.2016	17/00027/FUL HORSBERE	Green Lea, Green Street	Construction of one detached dwelling with private garden space, access and parking (Revised application to 16/00036/FUL). Condition Number (2): Condition(s) Removal: We wish to improve the privacy of the living area of the new house and give more privacy to the existing property by way of mirroring the building over. The length of the building increased from 12.0 to 12.5m by way of a change in the gable angle from 15 to 20 degree. No change to barn corner dimensions. 3 x flat skylights, 2m x 0.5m in flat roof. New low level slit window in north elevation with obscure privacy glass. Zinc fascia cladding to front porch, gutters, soffits and fascias. Larch board cladding Sioo grey stained. These changes are shown on revised drawing numbers - 151123.PL.002 Rev F, 151123.PL.003 Rev F, 151123.PL.004 Rev F, 151123.PL.013 Rev F, 151123.PL.014 Rev F and therefore it is requested that condition 2 is varied accordingly.	NO OBJECTION 09.02.2017
06.02.2017	17/00107/FUL GLEBE	29 Hurcombe Way, Brockworth	Single story extension to side and rear of property	NO OBJECTION 23.02.2017
10.03.2017	17/00238/FUL WESTFIELD	7 Ermin Park, Brockworth,	Single storey rear and side extension and front porch.	NO OBJECTION 29.03.2017
17.03.2017	17/00279/FUL WESTFIELD	20 Rowan Gardens, Brockworth,	Demolition of existing detached garage and erection of new attached Garage and new paved driveway to the front	NO OBJECTION 03.04.2017

17.03.2017	17/00288/FUL GLEBE	53 Clyde Road Brockworth	Single storey rear extension	NO OBJECTION 03.04.2017
21.03.2017	17/00301/FUL HORSBERE	51 Spinners Road Brockworth	Erection of conservatory to rear (Plot 43 Cotswold Chase)	NO OBJECTION 05.04.2017
23.03.2017	17/00276/FUL MOORFIELD	45 Astor Close Brockworth	Two storey extension to side of property	NO OBJECTION 11.04.2017
24.03.2017	17/00312/FUL GLEBE	24 Tanners Close Brockworth	Single storey rear extension and new front porch	NO OBJECTION 11.04.17
28.03.2017	17/00328/ADV HORSBERE	Unit 4 Armstrong House Whittle Way Gloucester Business Park	Two new fascia signs, one projecting sign two internal posters and three internal vinyl graphics.	NO OBJECTION 11.04.2017
10.04.2017	17/00201/FUL HORSBERE	Green Lea, Green Street, Brockworth	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)	NO OBJECTION 26.04.2017
11.04.2017	17/00371/FUL WESTFIELD	37 Ermin Park, Brockworth,	Single storey side extension	NO OBJECTION 26.04.2017
19.04.2017	17/00354/APP HORSBERE	Land to the South and West of Gloucester Business Park, Coopers Edge, Brockworth - Public open space 4	Reserved Matters for Public Open Space 4 including new planting proposals, means of enclosure, hard and soft landscaping and provision of facilities. The outline application was an environmental impact assessment application, which was submitted at the time. The original outline application (01/10875/1124/OUT) was varied by application 05/10875/FUL	
24.04.2017	17/00434/FUL HORSBERE	The Bungalow, Painswick Road, Brockworth	Construction of new detached garage to replace original garage (already demolished)- revised scheme	

18/FC

JOINT CORE STRATEGY

1. No updates were available.

19/FC

CORRESPONDENCE

The Council received a list of correspondences for information.

1. The meeting received a registration form for a flood warden and information, and flood warden training dates.
2. The meeting received a notice from Amey Highways about the Mircrosurfacing of Ermin Street from 2-6 May 2017.
3. The meeting received an invitation from CPRE Gloucestershire to the 2017 Branch Annual General Meeting.
4. The meeting received a notice of meetings being held at Tewkesbury Borough Council in May 2017.

There being no other business, the Chairman closed the meeting at 21:00.

Signed:

Date: