

BROCKWORTH PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 2RD MAY 2018 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, M Hobden, Mrs I German, Mrs J Styles, Mrs B Parrish, Mrs C Joyce, Mrs K Mumford, F Green, Mrs C Green and Mrs F Miles. Cllr R Vines, Mrs M Smook (Clerk), Ms J McMahon (Assistant to the Clerk)

Members of Public Present: 2
Members of Press Present: None

Meeting opened at 19:00.

- 01/FC** **TO RECEIVE APOLOGIES FOR ABSENCE**
Apologies received from Cllrs Ms H Neal, Mr H Turbyfield, Mrs K Mumford. 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, and R Furolo declared interests in all planning and licencing matters.
Cllrs Mrs R Hatton, R Furolo, Mrs C Neal and M Hobden declared interests in matters concerning the Brockworth Youth Trust.
- 05/FC** **15 MINUTE PUBLIC SESSION**
No public participation.
- 06/FC** **APPOINTMENTS OF MEMBERS TO SERVE ON THE FOLLOWING COMMITTEES AND GROUPS.**
1. Building Management Working Group (7 members)
Cllrs Mrs C Neal, M Hobden, H Turbyfield, 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 R Furolo, M Hobden, J Clarke, Mrs B Parrish, Mrs R Hatton, Mrs J Styles and H Turbyfield were all appointed as members of the department.
 3. Appeals Panel (5 members)
Cllrs Mrs C Green, F Green, Ms S Neal, 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, H Turbyfield and J Clarke were all appointed as members of the working party.
 5. Taxi Voucher Scheme (3 members)
Cllr Mrs I German, Cllr Mrs R Hatton and Cllr Mrs F Miles were all appointed to review the taxi voucher applications.
 6. Review of Financial Reserves Working Group (5 members)
As this working group had not met before and as a result no recommendations made to Full Council since May 2017, Cllr Mrs C Neal proposed to dissolve the working group. Seconded by Cllr Mrs F Miles. All in favour working group dissolved.

07/FC TO APPOINT THE FOLLOWING OFFICERS AND REPRESENTATIVES**(I) Public Relations Officers**

The Clerk and Chairman were appointed.

(II) Internal Reviewer of Accounts

Cllr R Furolo was appointed.

(III) Flood/Snow Warden

Cllrs M Hobden and Mrs R Hatton were appointed.

(IV) Tree Warden

Cllr H Turbyfield was appointed.

(V) One Representative for the Brockworth Youth Services

Cllr Mrs C Joyce was appointed.

(VI) One Representative on the Elderly Clubs Committees

Cllr Mrs J Styles 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.

08/FC TO RECEIVE CHAIRMAN'S ANNUAL REPORT

The meeting received the Chairman's annual report

09/FC TO RECEIVE A REPORT FROM THE COUNTY COUNCILLOR

Cllr Mr R Vines had no report but handed in a report for the Annual Parish Meeting on the 16th of May 2018.

10/FC POLICE AND CRIME

1. The meeting did not receive a report from the Police
2. The meeting received correspondence of anti-social behaviour around Mill Lane Playing field. The Council are working with the Police, Brockworth Youth Trust, Severn Vale Housing, Tewkesbury Borough Council and the Aston Project to try and resolve the anti-social behaviour and acknowledge the fact that the Police had limited resources. The Police were aware of the problems and they were dealing with problems as they arose and where they could.
3. The meeting received and noted a letter from Inspector Godwin informing it of PCSO for Brockworth Parish

11/FC MINUTES

1. The meeting approved the Minutes of the Council Meeting held on 4th April 2018
2. The meeting approved the confidential minutes of the Council Meeting held on 4th April 2018
3. The meeting received the draft minutes of the Building Management Working Group meeting held on the 11th April 2018.

12/FC REPORT FROM THE OFFICER OF THE COUNCIL

1. The meeting received an update from the Clerk regarding actions agreed at the previous meeting.
2. The meeting noted that the Annual Parish Meeting is taking place on Wednesday 16th May 2018 at 7pm in the main hall.
3. The meeting received a draft copy of statement of the Parish Council Accounts for the year ending 31st March 2018. This document will be presented at the Annual Parish Meeting on 16th May 2018.

13/FC BOROUGH COUNCILLORS' REPORT

Cllr R Furolo reported that the sticker system for the brown bins was now in place, if your bin had no sticker on it, it would not be collected. The Annual Audit for TBC had started and it would be completed in 4 months. TBC also bought 5 properties that were being rented out to generate extra revenue for Tewkesbury.

Cllr R Hatton reported on the Housing Statistics for the last financial year April 2017 – March 2018. 224 households in housing crisis were assisted. 43 were assisted to stay in their present home. 181 moved into sustainable accommodation, 84 of which moved into social housing. 105 homeless decisions were made during 2017-2018. The average length of time householders stayed in a bed and breakfast had risen from 39 days in 2016/17 to 52 days in 2017/18. 95 homeless households were placed in 2017/18.

14/FC WARD REPORTS

There were no ward reports.

15/FC BROCKWORTH YOUTH SERVICES UPDATES

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

16/FC PARKS, OPEN SPACES AND BURIAL GROUND

1. The meeting received the Play Park and Burial Ground update from the Handyperson.
2. The meeting received the public liability insurance documentation for the use of the Shell Land for the charity event on 28th May 2018.

17/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.
3. The meeting approved the schedule of invoices totalling £8,2110.18+VAT (breakdown below).

Date	A/C Ref	Details	Net Amount	Tax Amount	Gross Amount
12/04/2018	CITIZENS	Advice sessions 1 April – 30 June 2018	£624.00	£0.00	£624.00
03/04/2018	CURTILIF	Maintenance cover	£220.00	£44.00	£264.00
14/04/2018	DAVEJEN	March 2018 Window cleaning	£90.00	£0.00	£90.00
22/04/2018	DAVEJEN	April 2018 Window cleaning	£175.00	£0.00	£175.00
22/04/2018	DAVEJEN	April 2018 Bus shelter cleaning	£275.00	£0.00	£275.00
28/03/2018	ENVESCA	Fire Marshall training	£362.50	£72.50	£435.00
01/04/2018	FARESHARE	Annual Membership	£700.00	£0.00	£700.00
12/04/2018	GAPTC	Agenda and minute writing course	£70.00	£0.00	£70.00
12/04/2018	GCC.PENS	Pension Return April 2018	£344.27	£0.00	£344.27
09/04/2018	GLEBECON	Grass cutting March 2017	£462.97	£92.59	£555.56
02/04/2018	GLEVEUMS	Lockup/Unlock service March 2017	£187.00	£37.40	£224.40
20/04/2017	GLEVEUMS	Annual key holding service	£182.50	£36.50	£219.00
28/03/2018	GLOSCOM	Computer reception not loading	£50.00	£0.00	£50.00
16/04/2018	GPPHYGI	Cleaning products	£56.05	£11.21	£67.26
09/04/2018	HEWER	Service to boiler	£254.10	£50.82	£304.92
01/04/2018	ICCM	ICCM Membership 2018/19	£90.00	£0.00	£90.00
29/03/2018	K.I.S	Access control/door entry service	£208.90	£41.78	£250.68
16/04/2018	MARTEC	Lockable safe box supply and labour	£155.00	£31.00	£186.00
29/03/2018	POWERD	Carry out service to automatic door	£100.00	£20.00	£120.00
19/04/2018	SYSTEM	10 x Paper, 2 calculators	£130.28	£26.06	£156.34
29/03/2018	SYSTEM	Cleaning products	£29.37	£5.87	£35.24
05/04/2018	TEWKESB	Business Rates May 2018 2 of 10	£840.00	£0.00	£840.00
10/04/2018	ZURICHIN	Insurance renewal	£2603.24	£0.00	£2603.24
		Totals	£8,210.18	£469.73	£8,679.91

4. The meeting received a schedule of payments made outside of meetings since 28 March 2018:

DATE	PAYEE	DETAILS	AMOUNT
29/03/2018	KCC	Photocopier Charges	£363.61
03/04/2018	SG Equipment	Dishwasher rental	£144.00
03/04/2018	Envesca	Health & Safety Support	£144.00
04/04/2018	Water Plus	Water Charges	£140.49
16/04/2018	Sage	Sage Software	£259.80
16/04/2018	Shire Leasing	Mitel Telephone System	£330.97
17/04/2018	KCC	Photocopier Charges	£44.02
18/04/2018	E. ON	Electricity Charges	£541.63
18/04/2018	HMRC	PAYE	£1494.05
19/04/2018	ELAS	Employment Law	£123.60
30/04/2018	All staff	Payroll	£8245.74

5. The meeting received a quote from R. Eastwell - Upholsterer to recover 4 of the conference room chairs. Proposed by Cllr Mrs F Miles to accept the quote. Seconded by Cllr J Clarke. All in favour.
6. The meeting considered the grant funding request for Brockworth Albion Youth Football Club. Cllr R Furolo proposed to grant them £750. Seconded by Cllr Mrs R Hatton. All in favour.
7. The meeting received a review of the contract prices for Glevum Security Ltd.
8. The meeting received quotes for electricity providers. The meeting agreed that the Building Management working group could look at the price packages in more depth and make a decision on which provider to use.
9. The meeting considered annual membership of Friend of Fields in Trust. Cllr R Furolo proposed not to renew the membership. Seconded by Cllr R Hatton. 11 in favour, 1 objection, 1 abstention. Motion carried.
10. The meeting reconsidered renewing GAPTC's membership or to join NALC. Cllr F Green proposed to renew GAPTC's membership for 2018/19, seconded by Cllr Mrs F Miles. All in favour.
11. The meeting noted the notification from TBC of deposit of first half of 2018/19 Precept payment of £103 005.50.

18/FC**STANDING ORDERS**

1. The meeting reviewed the amendments to the Standing Orders. Proposed by Cllr Ms S Neal to adopt the amended standing orders. Seconded by Cllr Mrs B Parrish. All in favour

19/FC**PLANNING MATTERS**

1. The Council considered the following planning matters:

Date application received	Reference & Ward	Location / Address	Details of Application	Comments from BPC
04/04/2018	18/00289/FUL MOORFIELD	89 Ermin Street, Brockworth,	Demolition of side and rear extensions, erection of single storey front, side and rear extension	No objection
18/04/2018	18/00380/OUT GLEBE	Mill Croft Cottage, 35 Goldfinch Walk, Mill Lane	Erection of new build, detached, 4 bed dwelling within boundary of existing house	5 Objections on the fact that there is not enough information regarding access to the site at the moment. 4 No objection 1 Abstention
20/04/2018	17/01211/FUL MOORFIELD	The Royal British Legion, Vicarage lane	Demolition of existing building and construction of Gospel Hall. Change of use from social club to place of worship (D1)	No objection
25/04/2018	18/00377/CLE	Shed At Rear of Azalea, Cirencester Road, Brockworth	Builder's Yard within Use Class B8	Objection. Site visit recommended, access issue.

2. The meeting noted the planning Decisions by Tewkesbury Borough Council:

Date received	Reference & Ward	Location / Address	Details of Application	Comments from BPC	Decision
25/09/2017	18/00068/FUL WESTFIELD	Castle Lodge, Green Street, Brockworth	Demolition of Castle Lodge and erection of two new dwellings	No Objection 5.10.2017	Permit 20.04.2018
31/01/2018	17/01379/APP HORSBERE	Plot 6200, Gloucester Business Park, Brockworth	Approval of reserved matters pursuant to outline planning permission 11/01155/Full (B1, B2 and B8 development, residential development and the construction of new estate roads) for access, appearance, landscaping, layout and scale of 45 addition car parking spaces and associated infrastructure in addition to those approved under planning permission ref: 17/00005/APP (Erection of a detached warehouse building for general industrial use (class B2), with associated access, landscaping and services infrastructure).	Support 08.02.2018	Approve 23.04.2018

16/02/2018	18/00145/FUL HORSBERE	99 Abbotswood Road, Brockworth	Erection of single storey rear extension	No Objection 08.03.2018	Permit 05.04.2018
07/03/2018	18/00224/FUL MOORFIELD	35 Medway Crescent, Brockworth, Gloucester	Erection of a two-storey side extension and sub division of existing dwelling to create 2 maisonettes (amendments to application - 17-01204/FUL	No Objection 05.04.2018	Permit 23.04.2018

20/FC**CORRESPONDENCE**

The Council received a list of correspondences for information.

1. The meeting received a Press Release from Tewkesbury Borough Council regarding Tewkesbury Means Business
2. The meeting received a Press Release from Tewkesbury Borough Council regarding Tewkesbury Farmer' and craft market.
3. The meeting received and discussed a letter from Brockworth Link regarding a grant application refusal. The meeting discussed the contents of the letter at detail and confirmed that there was no conflict of interest, no breach of the Councils Code of Conduct and that all councillors present at time of request, once conflict of interest were noted, if any, were legally entitled to vote. The original decision to refuse the grant was upheld.
4. The meeting received and discussed a letter from resident Mr Wedley regarding youth provisions funding. The meeting discussed the contents of the letter in detail, Financial Regulation 10.3 was fully adhered to, all previous funding was audited and increased funding v value for money was maintained.
5. The meeting received an invitation for the fields in trust 2018 Annual General Meeting

There being no other business, the Chairman closed the meeting at 21:10

Signed:

Date: