

BROCKWORTH PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 15TH MAY 2019 AT THE COMMUNITY CENTRE AT 7.00 P.M.

PRESENT Cllrs: C Evans, Ms L Gerrard, P Kotwica, J Mills, Ms C Parry, Ms S Neal, Ms S Stevens, H Morris, Ms C Neal, Mrs R Hatton, G Evans, Ms N John, W Stevens, C Carter, Ms D Harwood, S McNeill.

In Attendance Mrs M Smook (Clerk), Ms J McMahon (Assistant to the Clerk), J Hunt
Members of Public Present: 3
Members of Press Present: 1

Meeting opened at 19:00

02/FC TO ELECT A CHAIR OF THE COUNCIL FOR THE ENSURING YEAR AND RECEIVE THE CHAIR'S ACCEPTANCE OF OFFICE
 Cllr Ms D Harwood was proposed as Chairman by Cllr C Evans and this was seconded by Cllr Ms C Perry. There were no other nominations. 11 in favour 3 abstained motion carried. Cllr Ms D Harwood was elected Chairman until the next Annual Meeting of the Council. The council received the Chair's acceptance of Office.

J Hunt handed over to Cllr D Harwood, and left the room

03/FC TO ELECT A VICE CHAIR OF THE COUNCIL
 Cllr Ms L Gerrard was proposed as Vice-Chairman by Cllr C Carter and seconded by Cllr Ms S Stevens. There were no other nominations. 11 in favour 3 abstained motion carried. Cllr Ms L Gerrard was elected Vice-Chairman until the next Annual Meeting of the Council.

01/FC TO RECEIVE APOLOGIES FOR ABSENCE
 Apologies received from Cllr **A Georgiou**. The meeting accepted the reasons for absence.

04/FC DECLARATIONS OF INTEREST
 Cllrs Mrs R Hatton and Mrs C Neal declared interests in matters concerning the Brockworth Youth Trust. Cllrs Ms D Harwood, Ms C Parry, J Mills declared interests in matters concerning B Epic Youth Club. Cllr S McNeill declared interests in matters concerning planning matters.

05/FC 15 MINUTE PUBLIC QUESTION TIME
 A resident requested that as J. Hunt has served this council for 25 years, an extreme vote of thanks should be recorded for all the hard work he has done during that time. A lot of the things we have in Brockworth are down to Jim and this should be recognised.
 A resident requested the councillors to identify themselves as there are a lot of new faces. Councillors introduced themselves to the public.

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

1. Building Management Working Group (members) 5
2. Human Resources Department (members) 5
3. Appeals Panel (members) 5
4. Burial Ground Working Party (members) 5
5. Taxi Voucher Scheme (3 members)

The chairman reported the committee groups be deferred to the next meeting to obtain an informed decision and that the council would like to only appoint the employment committee. This employment would have 3 members, the chair, vice chair and one other. The Clerk advised the chairman that the composition of this committee needed to be researched, as a minimum of 5 members could be required, rather than only 3. The Chairman said she had listened to the clerk's advice, but the council would like to proceed according to their judgement.

Cllr S McNeill proposed an employment committee, seconded by Cllr Ms C Parry.

Cllr Ms S Neal proposed Cllr Ms R Hatton. Seconded by Cllr Ms C Neal 4 in favour

Cllr Ms C Parry was proposed by Cllr J Mills. Seconded by Cllr Ms N John 9 in favour 1 abstain motion carried.

Cllr Ms C Parry appointed. The Clerk advised that there was no proposer and seconder for the chairman and vice chairman.

07/FC

TO APPOINT THE FOLLOWING OFFICERS AND REPRESENTATIVES(I) Public Relations Officers

The Clerk advised that it was usually the Clerk and Chairman who fulfilled this role.
 Cllr Ms S Neal proposed the Clerk and the Chairman. Seconded by Cllr Ms C Neal. 4 in favour.
 Cllr G Evans proposed by Cllr H Morris. Seconded by Cllr Ms L Gerrard. 10 in favour
 Cllr G Evans was appointed.

(II) Internal Reviewer of Accounts

Cllr Ms S Neal proposed Cllr Ms C Neal Seconded by Cllr R Hatton 3 in favour.
 Cllr C Evans proposed Cllr P Kotwica. Seconded Cllr G Carter 12 in favour motion carried.
 Cllr P Kotwica was appointed

(III) Flood/Snow Warden

Cllr Ms S Stevens proposed Cllr A Georgiou. Seconded by Cllr P Kotwica. 13 in favour. Motion carried
 Cllr A Georgiou was appointed.

(IV) Tree Warden

Cllr Ms L Gerrard proposed Cllr C Evans. Seconded by Cllr P Kotwica. 14 in favour. Motion carried
 Cllr C Evans was appointed

(V) One Representative for the Brockworth Community Projects

Cllr Ms L Gerrard proposed Cllr C Carter. Seconded by Cllr Ms C Parry. All in favour
 Cllr G Carter was appointed

(VI) One Representative on the Elderly Clubs Committees

Cllr Ms C Parry proposed Cllr Ms C Neal. Seconded by Cllr Ms S Stevens. All in favour
 Cllr Ms C Neal was appointed

(VII) One Representative on the Brockworth Allotments Association

Cllr Ms R Hatton proposed Cllr Ms S Neal. Seconded by Cllr Ms C Neal 3 in favour.
 Cllr C Evans proposed Cllr S McNeill. Seconded by Cllr Ms L Gerard. 10 in favour. Motion carried
 Cllr S McNeill was appointed

(VIII) One Representative for the Gloucestershire Airport Consultative Committee meetings

Cllr J Mills proposed Cllr S McNeill. Seconded by Cllr C Carter. 8 in favour.
 Cllr Ms S Stevens proposed Cllr C Evans. Seconded by Cllr Ms R Hatton 8 in favour.
 Chairman had the casting vote and voted for Cllr S McNeill and for Cllr C Evans to be a deputy.
 Cllr S McNeill was appointed and Cllr C Evans as deputy.

(IX) One Representative for the Gloucestershire Playing Field Association meetings

Cllr Ms L Gerard proposed Cllr Ms D Harwood. Seconded by Cllr Ms S Stevens 13 in favour Motion carried.
 Cllr Ms D Harwood was appointed

08/FC

TO RECEIVE A REPORT FROM THE COUNTY COUNCILLOR

Apologies were received from Cllr R Vines.

09/FC

POLICE AND CRIME

1. The meeting noted a report from the Police

10/FC

MINUTES

1. The meeting noted and did not approve the Minutes of the Council Meeting held on 3rd April 2019.
2. The meeting noted and did not approve the confidential minutes of the Council Meeting held on 3rd April 2019

11/FC

REPORT FROM THE OFFICER OF THE COUNCIL

1. The meeting requested a more in-depth report from the Clerk regarding actions agreed at the previous meeting.
- 2.

12/FC BOROUGH COUNCILLORS' REPORT

Cllr Ms L Gerrard reported that a Brockworth First group had been set up who would have places on committees. The Borough councillors have had training and had a meeting on 21st May 2019, and this would be the first public office that they attended.

Cllrs Ms D Harwood, Ms C Parry, J Mills left the room. The Vice Chairman took over the meeting.

13/FC BROCKWORTH YOUTH SERVICES UPDATES

1. The meeting received a written report from Brockworth Youth Trust. A meeting was requested to be set up with the trustees of Brockworth Youth Trust. Cllrs Ms S Stevens, C Carter and Ms L Gerard will attend this meeting.

Cllrs Ms D Harwood, Ms C Parry, J Mills returned to the room.

14/FC PARKS, OPEN SPACES AND BURIAL GROUND

1. The meeting noted the Play Park and Burial Ground update from the Handyperson.
2. The meeting received and requested an extraordinary meeting on 29th May at 6.30pm to comment on the letter from GCC Highways regarding an application for an additional footpath at Brockworth Court.

15/FC FINANCE

1. The meeting received the Management Accounts for the financial year to date. It was requested that an internal auditor look at the accounts. The Clerk explained that the Internal Auditor would be auditing the accounts on Monday 20th May 2019 as agreed and appointed at the previous full council meeting. It was discussed about the process of choosing an internal auditor and explained that this year had been approved by the Council and it would be on a future Agenda to approve the internal Auditor for the year accounts for 2019/20.
2. The meeting received and noted the Parish Council and Community Centre Budget Reports.
3. The meeting approved the schedule of invoices as we are contractually bound totalling £3,723.35+VAT (breakdown below). The Chairman reported that all out going commitments would be subject to a review to ensure that the council are obtaining best value for money for the council taxpayers of Brockworth.

<u>Date</u>	<u>A/C Ref</u>	<u>Details</u>	<u>Net Amount</u>	<u>Tax Amount</u>	<u>Gross Amount</u>
02/05/2019	BROTHER	2018/19 Year end accounts	£490.00	£98.00	£588.00
01/05/2019	DISHDIRE	Dishwasher detergent and salt	£58.50	£11.70	£70.20
30/04/2019	GLEBECON	Grass cutting contract	£1,222.85	£244.57	£1,467.42
23/04/2019	GLEVEUMS	Lockup/Unlock service March 2017	£22.50	£4.50	£27.00
30/04/2019	GLEVEUMS	Annual key holding service	£144.50	£28.90	£173.40
02/05/2019	GREENFIE	Burial ground gates	£1,785.00	£357.00	£2,142.00
		Totals	£3,723.35	£744.67	£4,468.02

4. The meeting noted a schedule of payments made outside of meetings since 1 April 2019 and further clarification needed to be sought:

<u>DATE</u>	<u>PAYEE</u>	<u>DETAILS</u>	<u>AMOUNT</u>
01/04/2019	Water Plus	Water Charges	£44.59
01/04/2019	SG Equipment	Dishwater Rental	£144.00
01/04/2019	Envesca	Health & Safety Support	£144.00
05/04/2019	Glebe	Grass Cutting	£579.18
02/04/2019	Martyn Twinning	Pipe works Cross Hands Meadow	£6622.80
04/04/2019	Barclays	Bank charges	£48.91
10/04/2019	Nest	Pensions	£626.89
15/04/2019	KCC	Printer charges	£783.60
15/04/2019	Shire Leasing PLC	Mitel telephone system	£330.97
16/04/2019	Sage	Sage Software	£270.00
17/04/2019	SLCC	CILCA Course	£350.00
17/04/2019	SLCC	CILCA Course	£350.00
18/04/2019	ELAS	Employment Law	£123.60
18/04/2019	EON	Electricity Charges	£354.82
24/04/2019	GCC	LGPS Pensions	£372.07
24/04/2019	D Jenner	Window cleaning Feb, Mar, Apr	£415.00
24/04/2019	Fare shares	Annual Membership Fee	£700.00

24/04/2019	Curti lifts	Annual Maintenance cover	£264.00
24/04/2019	A&E Fire Equipment	Monitoring Annual Fee	£240.00
24/04/2019	A&E Fire Equipment	Service and repairs	£452.73
24/04/2019	Glevum	Locks/Unlocks March	£255.00
24/04/2019	Mitchells	Distribution board	£6648.00
24/04/2019	Mitchells	Installation Air Conditioning	£20497.20
26/04/2019	Virgin Media	Broadband CC	£36.00
26/04/2019	Virgin Media	Broadband Parish Council	£60.00
30/04/2019	All staff	Payroll	£ 8200.90
02/05/2019	Gooch	Cleaning Supplies	£375.03
02/05/2019	Smith of Derby	Install ARU	£1039.20
02/05/2019	HMRC	Employer Contribution	£1048.28
02/05/2019	Officeworx	Stationary	£293.44
02/05/2019	Screwfix	Linseed oil	£26.97
02/05/2019	Gooch	Hand Towels	£1.73
02/05/2019	Glevum Security	Annual key holding service	£411.00
05/05/2019	Hewers	Annual Service and replacement boiler pump	£853.77

5. The meeting noted the quotes for the tree maintenance report works on the Burial Ground and will defer to the full council meeting on 5th June 2019. **Action-Clerk**
6. The meeting noted the quotes for the tree maintenance report works on Pound Farm Playing Field and will defer to the full council meeting on 5th June 2019. **Action-Clerk**
7. The meeting approved current signatories to remain signatories until a new mandate can be put in place Proposed by Cllr Ms S Stevens, seconded by Cllr W Stevens. All in favour.
8. The meeting approved additional cheque signatories. The parish Council confirmed that the following councillors were authorised to sign cheques and authorise online payments for Brockworth Parish Council bank accounts with Barclays Bank and Lloyds TSB. This needed to be set up as a matter of urgency.
Action-Clerk
Cllr Ms D Harwood, Cllr Ms L Gerrard, Cllr G Evans, Cllr P Kotwica were proposed by Cllr Ms S Stevens to be cheque signatories. Seconded by Cllr W Stevens. All in favour
9. The meeting noted the yearly membership renewal for Institute of Cemetery and Crematorium Management to be deferred to the full council meeting on 5th June 2019. **Action-Clerk**
10. The meeting received quotes for insurance renewal with optional extras
Cllr S McNeill proposed to accept the quote from Inspire for £4641.01 with optional extras being re-evaluated at a later stage. Seconded by Cllr Ms D Harwood. All in favour. **Action-Clerk**
11. The meeting noted the quote to review the contract prices for Glevum Security for 2019/20 . The Council asked for more quotes to be put on the agenda for the extraordinary meeting on 29th May 2019. **Action-Clerk**
12. The meeting noted the notification from TBC with regard to the deposit of the first half of 2019/20 Precept payment.
13. The meeting received a grant application for Ullenwood Bharat Cricket Club and requested that 3 quotes are provided to the council for the items before the application was considered. **Action-Clerk**
14. The meeting noted a quote from Mitchells for the renewal of type B maintenance agreement and agreed to defer it to the full council meeting on 5th June 2019 **Action-Clerk**

16/FC**COUNCILLOR TRAINING**

1. The meeting received dates for training to be provided for all the councillors by GAPTC. The meeting requested dates be obtained from Sara Freckleton from Tewkesbury Borough Council for training to be provided for the council. **Action-Clerk**
2. The meeting received an email from GAPTC regarding sector updates and training courses

Cllr S McNeill left the room

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	Decision
02.05.2019	19/00437/FUL WEST	40 Lasne Crescent, Brockworth,	Erection of a two-storey side extension and internal alterations	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	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 05.04.2018 No adverse comment 15.04.2018 No Objection 17.04.2019	
14.02.2019	19/00055/FUL HORSBERE	Land Adjoining Watermead Cottage, Kennel Lane, Brockworth	Erection of 5 New dwellings, including associated landscaping, parking and access amendment 12.04.19 The revised documents relates to: revised site layout to address officers concern regarding the potential; overbearing impact of the proposed dwellings (namely plots 2 and 3 on the residential amenity of neighbouring property and to take account for eh recently approved scheme for 6 no. dwellings at Castle Lodge.	No Objection 17.04.19 No objection to the amendment 01.05.19	
05.03.2019	19/00224/FUL MOORFIELD	St Margaret's, Coopers Hill, Brockworth	Erection of front boundary wall and gates. Extension of lower ground floor and formation of roof top car parking ove.	No Objection 05.04.2019	permit 23.04.2019
13.03.2019	19/00245/OUT	16 Abbotswood Road, Brockworth, Gloucester	Outline Planning for 3 bed detached property. Eaves to be no higher than neighbouring property.	No Objection 05.04.2019	permit 29.04.2019
29.03.2019	19/00290/FUL	15 Wye Road, Brockworth, Gloucester	Proposed rear extension to provide a level access shower for the disabled occupant.	No Objection 17.04.2019	
29.03.2019	19/00289/FUL	101 Ermin Park, Brockworth, Gloucester	Single Storey Front bedroom extension, extending the bedroom for the disabled occupant.	No Objection 17.04.2019	
05.04.2019	19/00310/FUL	37 Mill Lane Brockworth	Replacement of front entrance stairs and landing area.	No Objection 17.04.2019	
15.04.2019	19/00369/FUL	12 Court Road Brockworth	Sub-division of existing flats to create additional one bedroom flat within existing building	No objection 01.05.2019	

Cllr S McNeill returned to the room

18/FC

CORRESPONDENCE

The Council received and noted a list of correspondences for information.

1. The meeting received an update from Gloucestershire Highways regarding the closure of Brockworth Road
2. The meeting received a letter of appreciation from a resident regarding Brockworth Parish Council Taxi Vouchers
3. The meeting received a notice from GCC regarding the road closure for A46 Painswick Road for Monday 27th May 2019
4. The meeting received a notice from GCC regarding a temporary road Closure for Green Street from 24th April until 26th April 2019
5. The meeting received an invitation to the annual meeting and Mayor making ceremony of Tewkesbury Borough Council
6. The meeting received a Newsletter from Jet Age Museum for May 2019
7. The meeting received an email invitation for the Chairman from Help, requesting the Chairman to attend the annual show on 30th June 2019
8. The meeting received an email from a resident regarding Ermin Street Traffic. Cllr S McNeill informed the meeting that GCC would fund the recommissioning of the cameras for the use of HGV monitoring. The police would monitor the cameras.
9. The meeting received a notice from GCC regarding the temporary closure of footpath EBW/8 from 2nd May 2019 to 2nd November 2019
10. The meeting received an email from PI Film Network. The meeting was asked if any councillors would like to do an interview regarding the Cheese roll. PI Film Network would like to get different views on the Cheese roll. They would like views of previous members and new members of the parish council. The meeting asked for it to be made clear that the views were those of the individual member and not as a collective parish councillor.
11. The meeting received an email from LGRC regarding the Local Council EXPO

There being no other business, the Chairman closed the meeting at 20.30

Signed:

Date: