

# BROCKWORTH PARISH COUNCIL

## MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 5<sup>TH</sup> APRIL 2017 AT THE COMMUNITY CENTRE AT 7:00 P.M.

**PRESENT** Cllrs: J Hunt, Mrs C Neal, F Green, Mrs C Green, Mrs R Hatton, H Turbyfield, R Furolo, J Clarke, Mrs J Styles, M Hobden, Mrs B Parrish, Mrs C Joyce, Mrs I German, Ms S Neal, Mrs K Mumford. Cllr R Vines Mrs M Smook (Acting Clerk), Mrs S McColl-Dorion (Independent consultant to Council)

**Members of Public Present:** One  
**Members of Press Present:** None

A resident enquired about the new Youth Services in Brockworth. The resident wanted to know when it was decided by this council to set up another Youth Service. The meeting informed the resident that the Brockworth Youth Trust was not run by the Parish Council. The resident needed to contact the Trust directly for more information. The resident also wanted to know if there was any consultation with the public about another Youth Service Provider and was informed by the meeting that such consultation was not necessary. The resident also enquired why an amount of £25 000 was allocated on the budget for youth services in this financial year. The meeting informed the resident that there was one pot of money this year for all youth services in Brockworth. The resident commented that the allocated budget appeared to be double that of last year. The resident was informed that it was not double the amount of last year's budget rather a combination of smaller funding pots amalgamated to allow for wider youth service provisions.

Meeting opened at 19:12

**184/FC TO RECEIVE APOLOGIES FOR ABSENCE**

The meeting received apologies for absence and accepted her reason from Cllr Ms. H Neal

**185/FC DECLARATIONS OF INTEREST**

Cllrs R Hatton, H Turbyfield and R Furolo declared interests in all planning and licencing matters.  
Cllrs R Hatton, H Turbyfield, R Furolo, Mrs K Mumford, Mrs C Neal and M Hobden declared interests in matters concerning the Brockworth Youth Trust.

**186/FC HUMAN REOURCES**

1. The meeting received recommendations for employment of new Clerk, Assistant to the Clerk and administrator. The current Assistant to the Clerk exited the meeting. The meeting considered the lack of qualified applications received in response to the advertisements for new Parish Clerk. Cllr R Furolo proposed a 3-month trial period for the following: Current Assistant to the Clerk to take over the role of Parish Clerk and Responsible Financial Officer. Current Administrator to assume the role of Assistant to the Clerk. Current maternity cover Administrator to carry on in role as Administrator. Cllr J Clarke seconded. All agreed. The Assistant to the Clerk re-entered the meeting.

**187/FC TO RECEIVE CHAIRMAN'S ANNOUNCEMENTS**

The Chairman had no report.

**188/FC TO RECEIVE A REPORT FROM THE COUNTY COUNCILLOR**

No report from Cllr R Vines as he is in Purdah.

**189/FC POLICE AND CRIME**

1. The meeting noted a written report of crime statistics from the police
2. The meeting noted a neighbourhood watch message form Bob Lloyd.
3. Cllr Fiona Miles reported the neighbourhood watch was at a standstill for the moment due to DBS checks being completed for the 5 volunteers.

**190/FC MINUTES**

1. The meeting approved the Minutes of the Council Meeting held on 1<sup>st</sup> March 2017.

**191/FC REPORT FROM THE OFFICER OF THE COUNCIL**

1. The meeting received an update from the Clerk regarding actions agreed at the previous meeting.

**192/FC BOROUGH COUNCILLORS' REPORT**

Cllr Mrs. R. Hatton reported that with the new dates for waste and recycling services, collecting the food bins had some teething problems. New vehicles for collecting food waste had been leased for the next 7 years, which would save some money in the future.

Cllr Mrs. R. Hatton also invited all councillors to the Mayor making service and Cllrs and staff are to inform the Clerk of their intention to attend.

Cllr Mrs. R. Hatton reported that a Council housing register list was issued at the end of February, with a detailed breakdown of people on the waiting list for houses.

Cllr Mrs. R. Hatton also reported that fly tipping was still a big problem in Tewkesbury Borough Council District. Cllr R. Furolo reported that the charges for brown bins were changing. 1500 brown bins were not being paid for at the moment. From April 2018, you would receive a sticker that you had paid and then only would the bins be collected.

Cllr R. Furolo also reported that he attended a Boundary meeting and that Brockworth would have 4, instead of 3 Borough Councillors in 2019.

Cllr H. Turbyfield reported that the traffic travelling on Ermin Street was ignoring the mini roundabout going into Abbottswood road.

Cllr H. Turbyfield also reported that he is very busy at the minute with Mayoral duties.

Cllr H. Turbyfield reported that the interview for the environmental warden was still going ahead and the warden would have the power to issue spot fines.

Cllr H. Turbyfield also reported that a meeting in the future would be arranged with the building contractors of the Perry Brook development to discuss a private driveway access to the Burial Ground.

Cllr H. Turbyfield had to withdraw from the Burial Ground and Building Management Groups because of his Mayoral Duties.

**193/FC****WARD REPORTS**

The meeting received reports from Councillors with respect to the Wards which they represent.

Cllr J. Clarke reported that a company was busy doing drains surveying at Mill Lane Playing field

Cllr Mrs S Neal reported that the pot holes on Shurlington Road had been fixed but they had not done a very good job. There still had been a big pot hole outside the nursing home.

Cllr F Green reported that a resident had complained that grass cuttings were going into the drains near Green Street across the A46. **Action-Clerk**

Cllr F Green also reported big pot holes in Castle Hill Drive. **Action-Clerk**

Cllr Mrs C Neal reported mountains of grass cuttings left behind in Abbottswood road and wanted to know who was responsible for cutting it and collecting it. **Action-Clerk**

**194/FC****BROCKWORTH YOUTH SERVICES UPDATES**

**The Trustees of the Brockworth Youth Trust: Mr R Furolo, Mr M Hobden, Mrs K Mumford, Mrs R Hatton, Mr H Turbyfield and Mrs C Neal and consultant S McColl-Dorion left the meeting room.** Chairman J Hunt informed the council that the Brockworth Youth Trust is a separate independent charity and not part of Brockworth Parish Council. The Youth Trust is a Charitable Incorporated Organisation.

1. The meeting received a request for grant funding from the Brockworth Youth Trust. Cllr J Clarke proposed £5000. Cllr Mrs F Miles seconded. All agreed. **Action-Clerk**

**The Trustees as mentioned above and Mrs S McColl-Dorion returned to the meeting.**

**195/FC****PARKS, OPEN SPACES AND BURIAL GROUND**

1. The meeting received the Play Park and Burial Ground updates from the Handyperson and lists of damages were noted. Repairs would be carried out by the Handyperson, Shaun Witts or contractors where needed. **Action-Clerk**

2. The meeting received a request from Tewkesbury Borough Council to adopt new allotments. The meeting decided that before they could make a decision they need more information from Tewkesbury Borough Council. The information needed was regarding how soon after the land had been obtained by the Council, it needed to be developed and where the location of it would be. **Action-Clerk**

3. The meeting received a report from the meeting between Danny Taylor from Gloucestershire Highways and Vicki from Brockworth Hedgehog Rescue.

**196/FC****FINANCE**

1. The meeting received the management reports 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 £3430.03+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> |
|-------------|----------------|--|-------------------|-------------------|---------------------|
| 27/02/2017  | AVTPUMP        | Callout for HL Alarm/Service inspection and tanker | £984.00           | £246.00           | £1230.00            |
| 14/03/2017  | BAYLIFUK       | Lift Maintenance                                   | £250.29           | £50.06            | £300.35             |
| 10/03/2017  | D.GREGG        | Hedge cutting burial ground for 2016               | £805.00           | £0.00             | £805.00             |
| 15/03/2017  | DAVEJEN        | Window cleaning                                    | £85.00            | £0.00             | £85.00              |
| 28/02/2017  | EESLOND        | Annual Lightning Test                              | £120.00           | £24.00            | £144.00             |
| 15/03/2017  | GCC.PENS       | March 2017 Return                                  | £339.88           | £0.00             | £339.88             |
| 28/02/2017  | GLASDON        | Dog Bin  | £166.75           | £41.69            | £208.44             |
| 28/02/2017  | GLEVUMS        | Lock/unlock service Alarm call out x 2             | £422.50           | £84.50            | £507.00             |
| 07/03/2017  | GRANTTH        | 2016 Annual Return                                 | £600.00           | £120.00           | £720.00             |

|            |         |   |                 |                |                 |
|------------|---------|---|-----------------|----------------|-----------------|
| 08/03/2017 | JOBSITE | Job adverts for Clerk and Youth worker  | £700.00         | £140.00        | £840.00         |
| 22/03/2017 | JROY    | Skip hire pound farm  | £200.00         | £40.00         | £240.00         |
| 28/02/2017 | K.I.S   | Emergency lighting maintenance  | £68.64          | £13.73         | £82.37          |
| 28/02/2017 | MARTECH | Cable plug guard MUGA   | £100.00         | £20.00         | £120.00         |
| 28/02/2017 | PRINTWA | Paper Shredding   | £35.00          | £7.00          | £42.00          |
| 28/02/2017 | SAGE    | Sage Cover Renewal  | £115.09         | £28.77         | £143.86         |
| 23/03/2017 | SAWPROP | Toilet leak, fix, seat, fix door closer, dog waste bin, CC Maintenance work 2017, Lift, Loft boards, Boardroom door | £1005.00        | £0.00          | £1005.00        |
| 16/03/2017 | SCOUTGR | Payment for delivery of issues 58   | £474.50         | £0.00          | £474.50         |
| 28/02/2017 | SOCIETY | Website advertising for Clerk Vacancy   | £265.00         | £53.00         | £318.00         |
| 21/03/2017 | TEWKESB | April 2017 Business rates 1 Of 10   | £729.00         | £0.00          | £729.00         |
|            |         | <b>TOTAL</b>  | <b>£7465.65</b> | <b>£868.75</b> | <b>£8334.40</b> |

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

| DATE       | PAYEE                                      | DETAILS  | AMOUNT   |
|------------|--|--|----------|
| 02/02/2017 | SEVERN TRENT                               | Water Rates  | £71.98   |
| 10/02/2017 | SSE  | Gas Charges  | £667.75  |
| 10/02/2017 | HMRC                                       | Vat  | £1142.81 |
| 13/02/2017 | EON  | Electricity Charges  | £465.77  |
| 16/02/2017 | SAGE                                       | For March 2017   | £120.00  |
| 09/03/2017 | Shaun Watts                                | OHP Service and bulbs for conference room                  | £345.00  |
| 13/03/2017 | Gareth Fleet                               | Dismantling of play equipment                              | £400.00  |
| 17/03/2017 | Ruth Hatton                                | Councillors Allowance                                      | £120.00  |
| 17/03/2017 | Hannah McColl                              | Payment for 5 hours overtime not paid on March 2017 Salary | £37.80   |
| 17/03/2017 | Harry Turbyfield                           | Councillors Allowance                                      | £150.00  |
| 21/03/2017 | Castle Hill Primary School                 | Annual Fete Grant  | £100.00  |
| 21/03/2017 | Sue Neal                                   | Councillors Allowance                                      | £240.00  |
| 21/03/2017 | Gloucestershire Playing Fields Association | Annual Membership  | £100.00  |
| 27/03/2017 | B&Q  | Allotment tools from Tesco bags for help grant             | £163.72  |
| 28/03/2017 | Jackie Howard                              | 28 hours pay for kitchen assistant                         | £211.68  |
| 28/03/2017 | All staff                                  | Payroll  | £6501.62 |

- The meeting considered purchasing a new television for the Community Centre reception area. Cllr J Clark proposed and Cllr Mrs J Styles seconded. All agreed to the amount of £300 and 32 inches in size. **Action-Clerk**
- The meeting received a report of purchase recommendations from the Extraordinary Building Management Committee meeting held on the 15<sup>th</sup> of March 2017 and accept the recommendations that were made. **Action-Clerk**
- The meeting considered the Grant request from Millbrook Academy. Cllr R Furolo proposed £750. Cllr H Turbyfield seconded. All agreed. **Action-Clerk**
- The meeting noted that the Hucclecote Branch of Barclays Bank was closing down and considered their daily banking options. The meeting decided to investigate the possibility of depositing the cash and cheques at the local Post Office, into the Barclays Account. **Action-Clerk**

## 197/FC

### PLANNING MATTERS

- The meeting considered the following planning matters:

| Date application received | Reference & Ward | Location / Address | Details of Application | Comments from BPC | Decision |
|---------------------------|------------------|--------------------|------------------------|-------------------|----------|
|                           |                  |                    |                        |                   |          |

|            |                           |  |  |                            |                              |
|------------|---------------------------|--|--|----------------------------|------------------------------|
| 16.01.2017 | 16/01326/FUL<br>GLEBE     | 1 Fairhaven<br>Avenue,<br>Brockworth                                 | 2 storey extension to<br>existing property<br>incorporating existing<br>garage   | NO OBJECTION<br>30.01.2017 | <b>PERMIT<br/>08.03.2017</b> |
| 23.01.2017 | 16/00116/FUL<br>WESTFIELD | 53 Ermin Street,<br>Brockworth                                       | Proposed rear/side<br>extension on top of<br>existing and internal<br>alterations  | NO OBJECTION<br>09.02.2107 | <b>PERMIT<br/>24.02.2017</b> |
| 27.01.2017 | 17/00051/FUL<br>MOORFIELD | 149B Ermin Street,<br>Brockworth                                     | Erection of a single<br>storey detached<br>double garage.  | NO OBJECTION<br>09.02.2017 | <b>PERMIT<br/>28.03.2017</b> |
| 21.02.2017 | 17/00163/FUL<br>HORSBERE  | Pavilion at Invista,<br>Ermin Street                                 | Change of use of<br>land to enable<br>extension of existing<br>substation with<br>erection of new 11kV<br>switching room and<br>new palisade fence | NO OBJECTION<br>10.03.2017 |                              |
| 22.02.2017 | 17/00170/FUL<br>MOORFIELD | 14 Ansdell Drive,<br>Brockworth                                      | First floor rear<br>extension over dining<br>room  | NO OBJECTION<br>10.03.2017 |                              |
| 06.03.2017 | 17/00227/FUL<br>HORSBERE  | 37 Green Street.<br>Brockworth                                       | Erection of rear<br>chalet window  | NO OBJECTION<br>21.03.2017 |                              |
| 09.03.2017 | 17/00195/STRAD3           | 123 Oldbury<br>Orchard<br>Churchdown                                 | Application for street<br>trading  | NO OBJECTION<br>23.03.2017 |                              |
| 10.03.2017 | 17/00238/FUL<br>WESTFIELD | 7 Ermin Park,<br>Brockworth  | Single storey rear<br>and side extension<br>and front porch  | NO OBJECTION<br>29.03.2017 |                              |
| 17.03.2017 | 17/00279/FUL<br>WESTFIELD | 20 Rowan<br>Gardens,<br>Brockworth                                   | Demolition of existing<br>detached garage and<br>erection of new<br>attached Garage and<br>new paved driveway<br>to the front                      |                            |                              |
| 17.03.2017 | 17/00288/FUL<br>GLEBE     | 53 Clyde Road<br>Brockworth  | Single storey rear<br>extension  |                            |                              |
| 21.03.2017 | 17/00301/FUL<br>HORSBERE  | 51 Spinners Road<br>Brockworth                                       | Erection of<br>conservatory to rear<br>(Plot 43 Cotswold<br>Chase)   |                            |                              |
| 23.03.2017 | 17/00276/FUL<br>MOORFIELD | 45 Astor Close<br>Brockworth   | Two storey rear<br>extension and new<br>front porch  |                            |                              |
| 24.03.2017 | 17/00312/FUL<br>GLEBE     | 24 Tanners Close<br>Brockworth                                       | Single storey rear<br>extensions and new<br>front porch  |                            |                              |
| 28.03.2017 | 17/00328/ADV<br>HORSBERE  | Unit 4 Armstrong<br>House Whittle Way<br>Gloucester<br>Business Park | Two new fascia<br>signs, one projecting<br>sign, two internal<br>posters and three<br>internal vinyl<br>graphics.                                  |                            |                              |

1. The meeting noted a message from Gloucester, Cheltenham and Tewkesbury Joint Core Strategy.

199/FC

**CORRESPONDENCE**

The Council received a list of correspondences for information.

1. The meeting received an invitation from David Hunt for the Whittle Walk on the 8<sup>th</sup> of April 2017 at 10am. Cllrs Mrs F Miles and Cllr J Clark would attend. Clerk to respond to invitation. **Action-Clerk**
2. The meeting noted the Notice of Election for Gloucestershire County Councillors.
3. The meeting received a request from the Acting Clerk about Professional Development and Courses. The meeting agreed that the Acting Clerk and Assistant to Clerk could do any courses they deem necessary. Cllr R Furolo proposed and Cllr Mrs F Miles seconded. All agreed.
4. The meeting received an email from TBC about Warding Submissions to LGBCE.
5. The meeting received a notice from Gloucestershire Highways Manager regarding the closure of Hucclecote By-Pass.
6. The meeting received a notice for meetings being held at Tewkesbury Borough Council in April 2017.
7. The meeting received an email from Julie Davies at TBC about the use of blue recycling bags.

*The meeting closed at 20:47*

Signed:

Date: