

BROCKWORTH PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 3RD AUGUST 2016 AT THE COMMUNITY CENTRE AT 6:30 P.M.

PRESENT Cllrs: J Hunt, Mrs C Neal, Ms S Neal, Mrs F Miles, F Green, Mrs C Green, Mrs R Hatton, H Turbyfield, I German, R Furolo, J Clarke, M Hobden, Mrs J Styles, Miss H Neal. Mrs S McColl-Dorion (Clerk), Mrs M Smook (Assistant to the Clerk)

Members of Public Present: Five
Members of Press Present: One

Mr Barrie Hesling and Mr John Boulton were in attendance to address the council about the rent increase by Bellway Developers for the MIDGLOS Bowls Club. The Club is seeking to secure s106 funds to assist with the large rent increase. The Club currently has 360 members and wished to update the council on their current situation.

Mr Andrew Redmond from the Academies Enterprise Trust addressed the council about the overgrown skate park area at Millbrook Academy. The land is owned by Gloucester City Council on a 100 year lease. The academy is forbidden to use any funding allocated for education on the maintenance of the skate park. The council explained to Mr Redmond that the academy wished to have the skate park on site and the council secured s106 money to build it. The responsibility of maintaining lies with the academy. Mr Redmond requested the council fund the maintenance and the academy will execute the work. The council agreed to look at the site, consider the costs and look at working groups to maintain it. **Action-Clerk,Cllrs**

Vicki from Brockworth Hedgehog Rescue addressed the council about her concerns for the welfare of hedgehogs in Brockworth with the new development for housing at Perrybrook. Vicki suggested a hedgehog highway be proposed to the developers. The council requested that Vicki present the council with a copy of her proposal to the developers and the council will support it.

Meeting opened at 19:05.

- 53/FC TO RECEIVE APOLOGIES FOR ABSENCE**
Apologies received from Cllr E Buxton.
- 54/FC DECLARATIONS OF INTEREST**
Cllrs Mrs R Hatton, H Turbyfield and R Furolo declared interests in all Planning Matters as they are substitute members on the TBC Planning Committee.
Cllr F Miles declared an interest in item 64/FC-3
- 55/FC TO CONSIDER CO-OPTIONS TO FILL THE FOLLOWING VACANCIES:**
1. Glebe Ward – 1 vacancy. No applications were received.
 2. Horsbere Ward – 1 vacancy. No applications were received.
- 56/FC TO RECEIVE CHAIRMAN'S ANNOUNCEMENTS**
The Chairman had no report.
- 57/FC TO RECEIVE A REPORT FROM THE COUNTY COUNCILLOR**
The meeting received an update from County Cllr Vines. The Joint Core Strategy has been before the inspector and interim findings have been put forth. Cheltenham, Gloucester and Tewkesbury have submitted their objections.
- 58/FC POLICE AND CRIME**
1. The meeting received a written report of crime statistics for July from the police.
- 59/FC MINUTES**
1. The meeting approved the Minutes of the Council Meeting held on 6th July 2016. Cllr Turbyfield reminded the meeting that volunteers are needed to operate the speed camera.
- 60/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 received the press release outlining the proposed community centre extension.
 3. The meeting agreed the Clerk's new work hours.

61/FC

BOROUGH COUNCILLORS' REPORT

- Cllr Hatton delivered a report on Enviro-Crimes. Dog fouling, fly-tipping, abandoned vehicles and noise complaints have all increased this year. The 2016 electoral roll has also increased considerably this year and thus confirms the need for more facilities and a larger community centre.
- Cllr Turbyfield delivered a report from the Burial Ground Access working group. The group have been attempting to secure access to the council's burial ground. It was reported that the original plan for a foot path/cycle path was too far down the legal route with developers to be changed. The reserved matters of the planning application still need to be agreed and planning officers should be made aware of the council's requests.

62/FC

WARD REPORTS

The following issues were reported;

- A resident complained about a lack of response to his inquiry about the possible construction of a cycle track at Mill Lane playing field. The Clerk to respond to the resident and Borough Cllrs will investigate s106 money for the cycle track. **Action Clerk, Cllrs Furolo, Turbyfield and Hatton.**
- A report was made about a dog running free in the kitchen of a chip shop. Clerk to notify environmental health. **Action-Clerk**
- A report was given about the overgrowth on the bus shelter opposite Vicarage Lane.
- A report was given about the overgrown land on the corner of Green Street, the land belongs to TBC. Clerk to notify John Vines. **Action-Clerk**

63/FC

BROCKWORTH COMMUNITY PROJECT UPDATES

1. The meeting received the monthly Youth Activity report and library update.
2. The meeting received a report from the Parish Council representative of the Youth Review Group. The meeting agreed that the youth services can use the proposed new extended space for the youth centre as they see fit.
3. The meeting received the copy of the public Facebook post regarding the relocation of the community centre MUGA to Mill Lane playing field.

64/FC

PARKS, OPEN SPACES AND BURIAL GROUND

1. The meeting received the Play Park and Burial Ground updates from the Handyperson (attached) Clerk to write to Janes Pond to have whirlybird at Mill Lane PF raised to correct height. **Action-Clerk**
2. The meeting noted that quotes have been requested for Pound Farm playing field MUGA from
 - (i) Wicksteed
 - (ii) Mant Leisure (appointment made for Monday the 1st August, 2016)
 - (iii) Sovereign
3. The meeting received quotes for wireless CCTV for playing fields, MUGA's and Community Centre. Cllr Miles exited the meeting after declaring a pecuniary interest. The meeting agreed to form a small working group be formed to review the quotes comprised of Cllr R Furolo, H Neal, S Neal and Clerk. **Action-Clerk**
 - (i) Camping Connect (attached)
 - (ii) Digital TV Systems (attached)
 - (iii) Prime Security (attached)
4. The meeting received correspondence and a quote from Tree Maintenance limited re: Tree Assessments at Pound Farm, Mill Lane and Burial Ground. The meeting agreed to have the survey done early. **Action-Clerk**

65 /FC

FINANCE

1. The meeting could not receive the management reports for the year to date as SAGE had reported several errors and had to be rectified and additional report will be provided to the meeting in September. **Action-Clerk**
2. The meeting could not receive the Parish Council and Community Centre Budget Reports for the same reason as 65/FC-1
3. The meeting approved the schedule of invoices totalling £6825.90+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>
25/07/2016	GLOSCOMP	Set up of three new computers	£470.00	£0.00	£470.00
31/07/2016	GLEBECO	Grass cutting, removal of tree trunks from Brooke	£1493.00	£298.60	£1791.60
30/06/2016	SAGE	SAGE payroll plus	£705.83	£141.17	£847.20
08/07/2016	S MERRETT	Herbicide to pavements	£900.00	£0.00	£900.00
31/07/2016	GLEVUMS	Lock/unlock service	£317.50	£63.50	£381.00
14/07/2016	ENVESCA	Food safety training	£60.00	£12.00	£72.00
17/07/2016	GCC PENS	July 2016 Pension return	£364.16	£0.00	£364.16
15/07/2016	BROCKSCO	Parish magazine distribution	£468.00	£0.00	£468.00
23/05/2016	MTWINNING	Clear culvert Cross Hands garage	£168.00	£0.00	£168.00
22/06/2016	SAWPROP	Descale water boiler	£45.00	£0.00	£45.00

13/07/2016	HAGSSMP	Flanged plug springer	£41.66	£0.00	£41.66
15/07/2016	SPOTON	Cleaning supplies	£455.77	£91.15	£546.92
12/07/2016	PCOFFICE	Office 2016	£489.98	£98.00	£587.98
15/07/2016	TBC	Business Rates	£847.00	£0.00	£847.00
		TOTAL	£6825.90	£704.42	£7530.52

4. The meeting noted a schedule of payments made outside of meetings since 29 June 2016:

DATE	PAYEE	DETAILS	AMOUNT
01/07/2016	Severn Trent Water	Water Rates	£72.02
01/07/2016	Best of Gloucester	Community Centre Advertising monthly DD	£94.80
29/07/2016	Hannah McColl	Admin holiday cover	£144.50
29/07/2016	All staff	Payroll	£6460.31
10/07/2016	Sage	Sage Accounts Subscription June 2016	£108.00
18/07/2016/2016	EON	Electricity charges	£524.30
31/06/2016	KKC	Copier charges	£88.21
31/05/2016	KKC	Copier charges	£88.21

1. The meeting received a response re: request for annual Cheese roll accounts. The meeting noted that no licences were obtained for bucket collections. No licensed security was there and still no accounts have been declared or provided to the council. The meeting agreed that they will not allow the use of the Shell Land again.
2. The meeting received a grant request from the Brockworth Community Project for £186.40 for bicycles for youth workers to do outreach work locally. Cllrs were concerned that the youth workers have not done traditional outreach to the youth in the community. The motion for the grant approval was not approved with a vote of 6 for and 7 against.
3. The meeting received an update from the Clerk re: TESCO bags for life grant to assist outdoor projects for Moorfield Road Pre-School and the Youth Centre. Clerk provided an update stating she had applied for a £5000 grant to be spent on environmental/outdoor projects for the youth and to include Moorfield pre-school.

66/FC

PLANNING MATTERS

1. The meeting considered the following planning matters:

Date application received	Reference & Ward	Location / Address	Details of Application	Comments from BPC	Decision
04.01.16	15/01327/FUL HORSBERE	Unit 4, Abbotswood Shopping Centre, Brockworth	Retrospective application for change of use from A1 Retail to a mixed A1/A5 Retail Shop (specialising in fresh fish and associated produce/products) and Takeaway (Fish and Chip Shop) and including provision of an extract duct to the rear (Resubmission of 14/00717/FUL).	NO OBJECTION 26.01.16	PERMIT 03.06.16
24.03.16	16/00137/FUL GLEBE	10 St Annes Close Brockworth	Revised drawings Proposed side extension	UNCERTAIN 03.06.16	PERMIT 06.07.16

11.05.16	16/00504/FUL MOORFIELD	25 Wye Road Brockworth	Single storey porch.	NO OBJECTION 03.06.16	PERMIT 30.06.16
18.05.16	16/00536/FUL WESTFIELD	19 Ermin Park Brockworth GL3 4BD	Single and double rear extension and double storey side extension	NO OBJECTION 14.06.16	PERMIT 07.07.16
23.05.16	16/00482/FUL GLEBE	15 Tanners Close Brockworth	Single story extension to rear of property and porch to front elevation.	NO OBJECTION 03.06.16	PERMIT 30.06.16
09.06.16	16/00482/FUL GLEBE	15 Tanners Close Brockworth	Single story extension to rear of property and porch to front elevation.	NO OBJECTION 03.06.16	PERMIT 30.06.16
10.06.16	16/00586/FUL GLEBE	22 Nightjar Road Brockworth	First floor rear extension over an existing ground floor.	SUPPORT 23.06.16	PERMIT 18.07.16
09.06.16	16/00604/FUL GLEBE	22 Mill Lane Brockworth	Replacement timber frame and timber clad garage.	NO OBJECTION 04.07.16	PERMIT 11.07.16
16.06.16	16/00619/FUL MOORFIELD	The Royal British Legion Vicarage Lane Brockworth	Change of use and associated alterations to former British Legion Club building and site to gospel hall (place of religious worship D1 use)	NO OBJECTION 23.06.16	PERMIT 28.07.16
14.06.16	16/00512/ADV HORSBERE	Unit 25/26 Bamel Way, Brockworth	To install 1 x post mounted tenant directory sign for the estate, the advert will be non illuminated overall size 3000mm x 2000mm.	NO OBJECTION 07.07.16	CONSENT 28.07.16
21.06.16	16/00036/FUL HORSBERE	Green Lea Green Street Brockworth	Construction of one detached dwelling with private garden space, access and parking.	NO OBJECTION 07.07.16	
30.06.16	16/00666/FUL WESTFIELD	46 Ermin Street Brockworth	Two first floor extensions to the front, single storey rear extension	NO OBJECTION 07.07.16	
23.05.16	16/00621/FUL GLEBE	Brockworth Community Centre	Two Storey extension, to rear of community centre and associated	ABSTAIN FROM COMMENT 15.07.16	

67/FC**JOINT CORE STRATEGY**

1. The meeting received correspondence from the Joint Core Strategy.

68/FC**CORRESPONDENCE**

1. The meeting received a list of correspondence for information
2. The meeting received correspondence from GCC/Adoption of Local Transport Plan. Copies circulated at the meeting.
3. The meeting received an email inquiring about the Council's reaction to the suggestion for a bike track at Mill Lane. Borough Cllrs will discuss including it in a s106 request. **Action-Borough Cllrs** Letter to be sent to Mr Meeks. Investigation needs to be made in insurances/health and safety. **Action-Clerk**

4. The meeting received a letter from MidGlos Bowls Club about rent increase.
5. The meeting received an email regarding dog fouling and anti dog-fouling posters.
6. The meeting received a temporary traffic order for closure of Ermin Street 31.08.2016
7. The meeting received an email and photo of completed repair work to whirlybird at Mill Lane.
8. The meeting received a list of GCC Lengthsmen work sites in Brockworth. Clerk to write and ask why none of the streets are in Brockworth. **Action-Clerk**
9. The meeting received an email requesting clarification from GCC Highways about proposed 20MPH zones in Brockworth. The meeting agreed that they were not in support of the motion and many local residents have voiced objections to it. **Action-Clerk**

There being no other business the Chairman closed the meeting at 21:15

Signed:

Date:

BROCKWORTH PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 10 JUNE 2015 AT THE COMMUNITY CENTRE AT 7.00 P.M.

PRESENT J Hunt (Chairman), F Green, Mrs C Green, Mrs R Hatton, R Furolo, J Clarke, H Turbyfield, Mrs I German, Mrs J Shirley (Interim Clerk)

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

Meeting opened at 7pm.

- 24/FC TO RECEIVE APOLOGIES FOR ABSENCE**
Apologies received from Cllrs C Neal, S Neal, Miles, Morgan, Hobden and Buxton. The Council accepted the apologies and reasons given for the absence.
- 25/FC DECLARATIONS OF INTEREST**
None.
- 26/FC TO CONSIDER CO-OPTIONS TO FILL THE FOLLOWING VACANCIES:**
1. **Glebe Ward – 1 vacancy.** No applications received.
2. **Westfield Ward – 2 vacancies.** No applications received.
- 27/FC TO RECEIVE CHAIRMAN'S ANNOUNCEMENTS**
The Chairman gave an update on the recruitment process for a new clerk and informed the council that a new clerk has been appointed and will be starting on 28th July. In the interim, the previous clerk Mrs Shirley has agreed to continue to assist on 2 mornings a week. It was noted that the staff were feeling the pressure of work during the absence of a permanent clerk and it was agreed that the interim-clerk and the Chairman will address the matter as appropriate including appointing temporary staff.
- 28/FC TO RECEIVE A REPORT FROM THE COUNTY COUNCILLOR**
County Cllr Vines was unable to attend the meeting and no report received.
- 29/FC POLICE AND CRIME**
PC Guest was unable to attend the meeting and forwarded crime comparison statistics to the Clerk for May 2015. There were 20 crimes reported in May 2015 compared to 22 in May 2014.
- 30/FC MINUTES**
The Council approved the Minutes of the Council Meeting held on 20 May 2015. Cllr Hatton expressed a willingness to join the Personnel Committee and Events Working Group and this was agreed. It was further agreed that Cllr Hatton becomes a Flood/Snow Warden along with Cllr Buxton and Cllr Hunt.
- 31/FC REPORT FROM THE OFFICER OF THE COUNCIL**
The Council received an update from the Clerk regarding actions agreed at the previous meeting.
- 32/FC BOROUGH COUNCILLORS' REPORT**
Cllrs Turbyfield, Hatton and Furolo reported that they are attending a lot of new councillor training, the council meetings start w/c 15 June.
- 33/FC WARD REPORTS**
Cllr Clarke reported on a few potholes. Cllr Turbyfield noted that there is a dropped kerb outside Millbrook Lodge that is often parked across obstructing pedestrian access. Cllr Hatton reported that the "restricted parking" sign has been removed after the post broke and needs replacing, Clerk to follow-up with Highways. Cllr C Green reported on behalf of Cllr Miles regarding the alleyway between Boverton Drive and Fairhaven Avenue is overgrown; Clerk to report to Public Rights of Way. Cllr F Green reported that no work seems to be taking place on the roadworks on Golf Club Lane where one lane has been fenced off, Clerk to follow-up with Highways to find out when the work will be completed.
- 34/FC BROCKWORTH COMMUNITY PROJECT UPDATES**
1. The meeting received the monthly Youth Activity report.
2. No report available.
3. The Council noted that BCP has withdrawn its request for funding the under-8s summer activities programme.
- 35/FC PARKS, OPEN SPACES AND BURIAL GROUND**

2. The Council discussed the repair of the picnic bench at Mill Lane and Cllr Turbyfield proposed and Cllr F Green seconded that the Council will repair the bench at a cost of £430+VAT. Motion carried, and it was further agreed that the bench won't be repaired a further time if it becomes damaged to this extent again.
3. The Council considered the quotes received for the resurfacing of Mill Lane car park and Cllr Clarke proposed and Cllr Turbyfield seconded that the Council accepts the quotation from Abbey Surfacing at a total cost of £23,035+VAT which includes hand-laying the new surface around the timber bollards.
Action: Clerk.
4. The Council considered reinstating the damaged area of grass between the toddlers play area and the football pavilion caused by the hedgecutting tractor, and Cllr Turbyfield will make enquiries as to whether he has access to any soil that could be used to level the uneven surface. **Action: Cllr Turbyfield.**

36/FC**FINANCE**

1. The meeting received the Management Accounts for the financial year to date.
2. The meeting approved the schedule of invoices totalling £4,144.94+VAT (breakdown below).

Date	A/C Ref	Details	Net Amount	Tax Amount	Gross Amount
01/06/2015	TEWKESBC	Business Rates 3 of 10 - June 2015	£840.00	£0.00	£840.00
29/05/2015	SAWPROPE	Replace faulty lights in ladies upstairs toilet	£144.00	£0.00	£144.00
27/05/2015	JSHIRLEY	Locum Clerk Cover May 2015	£600.00	£0.00	£600.00
29/05/2015	VISIONIC	Upgraded website 2nd payment	£375.00	£75.00	£450.00
31/05/2015	GLEVUMSE	Community Centre Security May 2015	£391.00	£78.20	£469.20
12/05/2015	GLOSMARK	Membership Subscription April 2015 to March 2016	£250.00	£0.00	£250.00
29/05/2015	GLEBECON	Grass cutting	£1,410.00	£282.00	£1,692.00
05/06/2015	SYSTEM	Labels SD card Staple Remover & Mousepad	£14.94	£2.99	£17.93
28/05/2015	EESLONDO	Annual lightning test 2015	£120.00	£24.00	£144.00
		Totals	£4,144.94	£462.19	£4,607.13

3. The meeting noted a schedule of payments made outside of meetings since 1 May 2015:

DATE	PAYEE	DETAILS	AMOUNT
01/05/15	Severn Trent Water	Water Rates	£82.86
01/05/15	Best of Gloucester	Community Centre Advertising monthly DD	£94.80
08/05/15	EON	Community Centre Electricity Usage to 23 April 2015	£605.92
12/05/15	HMRC	VAT Return 01/01/15 to 31/03/15	£1872.02
16/05/15	Sage	Sage Accounts Subscription May 2015	£39.00
29/05/15	All staff	May Payroll for 6 staff	£4395.81
01/06/15	Severn Trent Water	Water Rates	£82.86
01/06/15	Best of Gloucester	Community Centre Advertising monthly DD	£94.80

The Council also noted the transfer of £20,000 from Barclays Savings to Barclays Current on 20/05/15.

4. The Council received an update on the Taxi Voucher scheme and agreed to allocate vouchers to the 3 applicants on the waiting list and further agreed to keep the scheme open until all the vouchers are allocated. New applications to be reviewed by Cllr Hatton and Cllr German. **Action: Clerk.**
5. The Council considered the purchase of a multi-purpose trolley for the Handyperson at a cost of £299+VAT and there was concern that the trolley might be heavy to push around. It was noted that a local supermarket has the same model and it was suggested that the Handyperson could go with the Clerk to try it out. It was agreed that if the trolley is suitable then Clerk is authorised to purchase it from Glasdon. **Action: Clerk.**
6. The Council approved the annual membership for GMTF at a cost of £250.
7. The Council approved the annual membership of the Playing Field Association at a cost of £100.
8. The Council considered the renewal of Sage Payroll and authorised the Clerk to renew Sage 50 Payroll with Sage Cover at a cost of £321+VAT after exploring alternatives. **Action: Clerk.**

37/FC**SECTION 137 GRANT REQUESTS**

1. The Council approved the annual award of £50 to Millbrook Academy "Pupil of the Year" (Gommersall Cup).
2. The Council approved the annual award of £50 to Millbrook Academy for The Godfrey Browning Cup.

38/FC**GLOUCESTERSHIRE MARKET TOWNS FORUM**

1. There were no nominations to serve on the GMTF Board of Directors.
2. The Council has no-one available to attend the AGM on 25th June.

39/FC**PLANNING MATTERS**

1. To consider the following planning matters:

Date application received	Reference & Ward	Location / Address	Details of Application	Comments from BPC
06.05.2015	15/00452/FUL MOORFIELD	3 Brockworth Cottages Cirencester Road Brockworth	Erection of summer house	NO OBJECTION 22.05.15
13.05.2015	15/00453/FUL MOORFIELD	The Haven Coopers Hill Brockworth GL3 4SB	Construction of Implement Shed	NO OBJECTION 22.05.15
21.05.15	15/00390/FUL WESTFIELD	15 Boverton Avenue Brockworth GL3 4ER	Single storey rear extension and two story side extension.	OBJECT 09.06.15

2. To note planning decisions by Tewkesbury Borough Council:

Date application received	Reference & Ward	Location / Address	Details of Application	Comments from BPC	TBC Decision
09.03/15	15/00136/FUL HORSBERE	Unit B6 Whittle Square Delta Way Gloucester Business Park	Change of use from retail unit (Class A1) to sunbed/beauty salon (Sui Generis)	NO OBJECTION 11.03.15	PERMIT 22.05.15
28.04.15	15/00395/FUL MOORFIELD	99 Moorfield Road Brockworth GL3 4QJ	Demolition of existing outbuilding to create space for new, two storey side extension and a single storey lean too extension to the rear of the property.	NO OBJECTION 05.05.15	PERMIT 02.06.15

40/FC**JOINT CORE STRATEGY**

1. Cllr Furolo gave a brief update regarding the Joint Core Strategy. It was noted that the Examination in Public session that the parish council is attending has changed to 16th July.
2. The Council noted that the Cheltenham Alliance has not yet drawn down the offer of £500 funding from Brockworth PC as they have gone forward without legal representation.

41/FC**CORRESPONDENCE**

The Council received a list of correspondence for information.

There being no other business, the Chairman closed the meeting at 8.45pm.

Signed:

Date: