

BROCKWORTH PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 7 DECEMBER 2016 AT THE COMMUNITY CENTRE AT 7:00 P.M.

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

Members of Public Present: Two
Members of Press Present: One

Meeting opened at 19:00

122/FC TO RECEIVE APOLOGIES FOR ABSENCE

The meeting received apologies from C Cllr R Vines. The meeting accepted the reasons for absence.

123/FC DECLARATIONS OF INTEREST

Cllrs R Hatton, H Turbyfield and R Furolo declared interests in all planning and licencing matters.

124/FC TO CONSIDER CO-OPTIONS TO FILL THE FOLLOWING VACANCIES:

1. The meeting received the notice of uncontested election of Mrs Brenda Parrish effective 8th December 2016.
2. The meeting received an application for co-option for the Horsbere Ward from Mrs Cheryl Joyce. The meeting voted in favour of co-option.
3. The meeting received the list of names from electoral services requesting a call for election.

125/FC TO RECEIVE CHAIRMAN'S ANNOUNCEMENTS

The Chairman had no report.

126/FC TO RECEIVE A REPORT FROM THE COUNTY COUNCILLOR

Cllr Furolo delivered a report on behalf of C Cllr Vines stating he has had a meeting with Coopers Edge Trade Centre, Laurence Robertson and the Highways Agency to try to alleviate parking problems in Brockworth.

127/FC POLICE AND CRIME

1. The meeting received a written report of crime statistics from the police.

128/FC MINUTES

1. The meeting approved the Minutes of the Council Meeting held on 2nd November 2016.

129/FC REPORT FROM THE OFFICER OF THE COUNCIL

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

130/FC BOROUGH COUNCILLORS' REPORT

The meeting received a report regarding the boundary review. Tewkesbury has been selected by the boundaries commission. The decision is being reviewed on whether TBC requires 38 Cllrs. One third of wards are larger than the amount that should be allocated per Cllr. The review is completed every 10 years. The review is being undertaken without consideration for the increased local housing developments. It was agreed that 38 Cllrs will suffice and the next stage is to review county boundaries.

The meeting received a report regarding the Communal Environmental Warden meeting. Brockworth was well represented by 3 C Cllrs and Cllr Clarke who is representative of the Playing Fields Association. The warden will be empowered to issue on the spot tickets for dog fouling and littering. Brockworth has been allocated 3.5 hours per week of warden time.

The meeting agreed to put a motion to the next agenda about the possibility of dog restrictions/forced dog lead zones. **Action-Clerk**

131/FC WARD REPORTS

The meeting received reports from Councillors with respect to the Wards which they represent. The allotment association sent thanks for payment of annual insurance. Problems were reported about parking at the Abbottswood Shops.

132/FC BROCKWORTH COMMUNITY PROJECT UPDATES

1. The meeting received the monthly Youth Activity report and library update.

133/FC

PARKS, OPEN SPACES AND BURIAL GROUND

1. The meeting received the Play Park and Burial Ground updates from the Handyperson.
2. The meeting received a report of the meeting between the Clerk and Business Manager from Brockworth Primary Academy. The suggestion is for a path to be constructed from Mill Lane car park to a rear entrance of the Academy to alleviate access and parking problems at the front entrance at school pick up and drop off times. The meeting agreed to the construction of the path with the following conditions:
 - Sufficient space is left for grass mowing
 - Sufficient space between path and football pitch
 - Width should be one metre
 - Academy assumes responsibility for the path
3. The meeting received an update from the burial ground committee. The Council will need to make a decision about new cremation space as there are only 9 plots available. The meeting agreed that the mound of earth at the burial ground should be moved to the dipped ground by the brook. Future earth should be put in the same area. The meeting agreed to allow the additional cremation space and accepted the committee's recommendations.

134/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 £9966.90+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>
17/11/2016	GCCPENS	Staff pensions	£355.56	£0.00	£355.56
31/10/2016	GLEBECO	Grass cutting Oct 2016	£1295.00	£259.00	£1554.00
31/10/2016	GLEVUMS	Lock/Unlock Oct 2016	£428.83	£85.77	£514.60
08/11/2016	B&CSHEL	Green Street Bus Shelter	£3325.00	£665.00	£3990.00
07/11/2016	BARBARA	Barbara Warren Reception help	£280.00	£0.00	£280.00
30/10/2016	BOC	Oxygen	£82.74	£0.00	£82.74
30/11/2016	BROCKW	Brockworth Magazine Oct/Nov and Dec/Jan	£813.00	£0.00	£813.00
03/11/2016	CHAMBER	Manhole works Mill Lane	£305.00	£61.00	£366.00
01/12/2016	DAVEJEN	Window cleaning Oct, Nov, Dec	£555.00	£0.00	£555.00
28/11/2016	DSWDESI	Architect fees for relocation of MUGA	£324.00	£0.00	£324.00
30/11/2016	GLOSCOM	Fix computer issues	£60.00	£0.00	£60.00
01/11/2016	GLOSMAR	Membership subscription	£250.00	£0.00	£250.00
23/11/2016	HEWER	Electrical test/inspection	£390.00	£78.00	£468.00
28/11/2016	MARTECH	Repair MUGA gate	£120.00	£24.00	£144.00
08/11/2016	MITCHELL	AGAS leak test	£79.94	£15.99	£95.93
01/11/2016	NISBETS	Kitchen crockery	£71.32	£14.26	£85.58
03/11/2016	POWERD	Service to entrance door	£100.00	£20.00	£120.00
29/11/2016	SAWPROP	Kitchen worktop, fix youth club door, fly zapper, jet wash.	£680.00	£0.00	£680.00
24/11/2016	SYSTEM	Office supplies	106.04	£21.21	£127.25
10/11/2016	SPOTON	Cleaning supplies	£345.47	£69.09	£414.56
		TOTAL	£9966.90	£1313.32	£11,280.22

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

DATE	PAYEE	DETAILS	AMOUNT
01/11/2016	Severn Trent Water	Water Rates	£80.31
01/11/2016	Best of Gloucester	Community Centre Advertising monthly DD	£94.80
30/11/2016	All staff	Payroll	£7792.79
16/11/2016	Sage	Sage Accounts Subscription November 2016	£120.00
07/11/2016	HMRC	PAYE/NI	£2368.86
14/11/2016	F Stephens	Handy Person Cover	£40.85
24/11/2016	TBC	Planning Fees	£344.00

5. The meeting noted the conclusion of audit and received the certified annual audit.
6. The meeting considered the draft budget. To be put to the next agenda to finalise. **Action-Clerk**
The Clerk excused herself from the meeting as she felt uncomfortable and requested the assistant Clerk continue recording the minutes.
7. The meeting considered the quotes/options for air conditioning in the community centre offices. The meeting rejected the quotes but would be happy if the offices wished to install the units themselves.

135/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
04.08.16	16/00883/FUL HORSBERE	The Bungalow Painswick Road	Demolish of existing sub-standard structures on site and replacement with new chalet property and detached garage.	NO OBJECTION 22.08.16	PERMIT 27.10.2016
07.10.2016	16/01130/FUL	55 Boverton Drive, Brockworth	Single story side extension and change the main entrance of the property	NO OBJECTION 21.10.2016	PERMIT 28.11.2016
20.10.2016	16/01179/FUL	Henley Gardens, Shurlington Road	Extensions and alterations to roof of dwelling to provide bedroom accomodation af first floor level, together with a small extension to the kitchen below the existing roof	NO OBJECTION 07.11.2016	
25.10.2016	16/01215/FUL	11 Tiger Moth Close, Brockworth	Single storey extension	NO OBJECTION 10.11.2016	
25.10.2016	16/01212/FUL GLEBE	18 Hurcombe Way, Brockworth	Single storey rear extension to provide sun room	NO OBJECTION 10.11.2016	
27.10.2016	16/01197/FUL HORSBERE	6 Silk Close, Brockworth	Proposed alteration of approved dwelling to include rear conservatory	NO OBJECTION 11.11.2016	
31.10.2016	16/01218/TPO HORSBERE	Invista (UK) Ltd Ermin Street Brockworth	Raised and balance canopy of 28 No. Black Poplar Trees (TPO 350 Group)	NO OBJECTION 11.11.2016	

03.11.2016	16/00200/PRE	Maple Drive, Abbottswood Road, Green Bank	Payphone Kiosk Removal	NO OBJECTION 28.11.2016	
08.11.2016	16/01241/FUL	4 Aston Close, Brockworth	Replacement of external concrete stairs/access landing with steel	NO OBJECTION 24.11.2016	
16.11.2016	16/01269/FUL GLEBE	25 Fairhaven Avenue, Brockworth	Entrance porch with downstairs cloakroom	NO OBJECTION 28.11.2016	16.11.2016
21.11.2016	16/01289/FUL WESTFIELD	Unit 1415 Charlton Court Gloucester Business Park	Installation of external air conditioning and air handling plant to the rear external area including timber enclosures		21.11.2016

136/FC**JOINT CORE STRATEGY**

1. No updates regarding the Joint Core Strategy were received.

137/FC**CORRESPONDENCE (All items numbered from attached correspondence list to correspond)**

1. The meeting received correspondence from GCC regarding Refuse, recycling and food collection over the Christmas and New Year period.
2. The meeting received correspondence from Daniel Steels from TBC regarding Community Warden.
3. The meeting received correspondence from TBC regarding meeting dates for December.
4. The meeting received guidance notes regarding S106 agreements and engagement with developers.
5. The meeting received correspondence from GAPTC regarding subscription fees and agreed to the increase.
6. The meeting received correspondence from GAPTC regarding a vacancy for a representative for Tewkesbury area for their Executive Committee.
7. The meeting received correspondence from GCC regarding consultation on Schools Admission Policies.
8. The meeting received a copy of the letter sent to the Allotments Association.
9. The meeting noted the erection of the new bus shelter on Green Street.

The meeting closed at 20:40

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**

- 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.
- 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.**
- 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**

- The meeting received the Management Accounts for the financial year to date.
- The meeting approved the schedule of invoices totalling £4,144.94+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>
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

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

<u>DATE</u>	<u>PAYEE</u>	<u>DETAILS</u>	<u>AMOUNT</u>
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.

- 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.**
- 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.**
- The Council approved the annual membership for GMTF at a cost of £250.
- The Council approved the annual membership of the Playing Field Association at a cost of £100.
- 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**

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

38/FC**GLOUCESTERSHIRE MARKET TOWNS FORUM**

- There were no nominations to serve on the GMTF Board of Directors.
- 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: