

BROCKWORTH PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 1ST FEBRUARY 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 F Miles, Mrs B Parrish, Mrs C Joyce. C Cllr R Vines. Mrs S McColl-Dorion (Clerk), Mrs M Smook (Assistant to the Clerk)

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

Meeting opened at 19:00

154/FC TO RECEIVE APOLOGIES FOR ABSENCE

The meeting received apologies and accepted their reasons from Cllrs: I German, H Neal, S Neal and K Mumford.

155/FC DECLARATIONS OF INTEREST

Cllrs R Hatton, H Turbyfield and R Furolo declared interests in all planning and licencing matters. All Cllrs declared interests in 166FC/1- Planning applications 16/01346/FUL and 16/01344/FUL.

156/FC TO RECEIVE CHAIRMAN'S ANNOUNCEMENTS

The Chairman had no report.

157/FC TO RECEIVE A REPORT FROM THE COUNTY COUNCILLOR

C Cllr R Vines gave a reported there are ongoing discussions about the GCC budget for 2017/18. C Cllr Vines would like ideas to help solve parking issues in Brockworth and would appreciate input from the PC.

158/FC POLICE AND CRIME

1. The meeting received a written report of crime statistics from the police. Cllr C Neal asked the Clerk if she had put police information in the current Parish Magazine. Clerk confirmed she has.

159/FC MINUTES

1. The meeting approved the Minutes of the Council Meeting held on 11th January 2017. Cllr Turbyfield made a request to the Chair to speak on upcoming item 165/FC-8.

160/FC REPORT FROM THE OFFICER OF THE COUNCIL

1. The meeting received an update from the Clerk regarding actions agreed at the previous meeting. The Clerk informed the meeting that she has drafted a CCTV policy to bring to next FC meeting. **Action-Clerk**

161/FC BOROUGH COUNCILLORS' REPORT

Cllr Furolo reported that things are currently quiet at TBC as there are ongoing budget discussions. TBC have purchased a building that they will lease for £900,000. Financial survival is dependant on making money to prevent cuts to services. Business rates will also increase by £5 as previous year.

The JCS has finally been passed after 9 years and will now go to public consultation.

Cllr Turbyfield reported his attendance at an Overview and Scrutiny meeting and that he and Cllr Hatton had attended the flood warden event at Tewkesbury Fire Station. Information was given about SARA the Severn Vale Rescue Boat that ties in with the fire and rescue service.

Most Councils are now having to consider commercial funding and the new Brockworth Community Centre extension will help the PC to generate funds.

162/FC WARD REPORTS

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

Cllr Turbyfield reported that Highways will be fixing the broken bollard on Green Lane on the 8th of February

Cllr C Green reported fly tipping on A46 roundabout. She and Cllr F Green picked up the rubbish and disposed of it.

Cllr F Miles reported increased litter and dog fouling at Abbottswood Shops and requested the handyperson look at the area more often. **Action-Clerk**

Cllr C Neal reported Horsbere Brook is full of fly tipping. The Clerk responded the Army Cadets will be doing a clean up and the PC handyperson has been taking photographs to send to TBC of the areas they are responsible for.

163/FC BROCKWORTH COMMUNITY PROJECT UPDATES

1. The meeting received the monthly Youth Activity report and library update.
2. The meeting received a letter from Mr M Nadin regarding funding for the Brockworth Community Project Youth Service. Cllr C Neal asked why the PC had not been informed about the visit to the Youth Centre by the High Sheriff. Cllr Furolo addressed all points brought up in Mr Nadin's letter including his misinformation regarding 2017/18 budget increase for youth funding. It was noted that the youth funding has simply been combined to offer wider youth services in Brockworth. It was also noted that the PC budget's only significant increase was in the contingency budget to cover the potential cost of an £8000 bi-election. Cllr Furolo proposed sending a letter to Mr Nadin answering his concerns, Cllr Miles seconded. All agreed. **Action-Clerk**
3. Cllr M Hobden proposed putting an article in the new parish magazine outlining the new Youth Services Charity, Cllr F Miles seconded. All agreed. Clerk to pass a press release to the Citizen. **Action-Clerk**

164/FC PARKS, OPEN SPACES AND BURIAL GROUND

1. The meeting received the Play Park and Burial Ground updates from the Handyperson and noted the increased dog fouling problems. Cllr Turbyfield suggested, if needed, an increase could be paid by the PC to TBC for more of the environmental warden's time. Clerk was asked to put a request for volunteer litter pickers in the new Parish Magazine. **Action-Clerk**
2. The meeting agreed the annual request from the Army Cadets to use Mill Lane Playing Field near the Cadet Hut.
3. The meeting considered an annual Brockworth in Bloom competition. Cllr F Miles proposed to start the competition, Cllr J Clarke seconded. All agreed. Cllr F Miles volunteered to be a judge. Clerk to announce this in the Parish Magazine. **Action-Clerk**
4. The meeting received an update regarding the Primary Academy Allotment Project.

165/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 £3387.88+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>
12/01/2017	CITIZENS	CAB sessions X 2 Quarters	£1248.00	£0.00	£1248.00
12/01/2017	DAVEJENN	Window Cleaning	£145.00	£0.00	£145.00
17/01/2017	GCCPENS	Jan 17 pensions	£339.88	£0.00	£339.88
18/01/2017	SAWPROP	Radiators and legs to notice board	£165.00	£0.00	£165.00
24/01/2017	SPOTTYF	Gardening tools from Tesco BOH Grant	£573.24	£114.65	£687.89
24/01/2017	SAINTJOHN	First Aid Supplies	£26.80	£5.36	£32.16
09/01/2017	SYSTEM	A4 and A3 paper	£42.96	£8.59	£51.55
08/12/2016	TEWKES	Business Rates 01/2017	£847.00	£0.00	£847.00
		TOTAL	£3387.88	£128.60	£3516.48

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

DATE	PAYEE	DETAILS	AMOUNT
27/01/2017	All staff	Payroll	£7443.04
12/01/2017	Severn Trent	Water Rates	£71.98
16/01/2017	SAGE	For Jan 2017	£120.00
17/01/2017	EON	Electricity charges	£501.64
18/01/2017	GREENFIN	Potting/Garden Shed for Primary Academy (taken from £5,000 Bags of help grant)	£1,178.99

5. The meeting considered options to reinvest funds from existing Co-Operative bank account. Cllr Furolo proposes transfer to Lloyds 30 day account. Cllr J Clarke seconded. All agreed. **Action-Clerk**
6. The meeting considered the renewal of GPFA membership at £100.00. Cllr R Furolo proposed renew, Cllr F Miles seconded. All agreed. **Action-Clerk**
7. The meeting considered a letter from Iain A Selkirk FCA requesting to complete the 2016/17 Internal Audit. Cllr C Green proposed accept, Cllr R Hatton seconded. All agreed. **Action-Clerk**
8. The meeting considered three quotes for the Primary Academy proposed footpath at Mill Lane
 - Abbey surfacing (attached) £21,200.00 + VAT Cllr H Turbyfield advised against this quote as he does not agree with the use of recycled aggregate and they have not included the width of the path.
 - Campbell Nugent (attached) £18,600.00 +VAT Cllr H Turbyfield advised against the quote as they have not specified the depth of the path and have not quoted for weed barrier.
 - Cheltenham surfacing (attached)£20,950.00 + VAT. Cllr Turbyfield recommended the quote but the Clerk was instructed to request a revised quote to include weed barrier and the cost of the gate installation. **Action-Clerk**

166/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
20.07.16	16/00834/FUL	Unit 5, The IO Centre, Gloucester business park	Retrospective application for the installation on an extraction system on the exterior of Unit 5, included associated mitigation measures.		PERMIT 23.12.16
30.11.2016	16/01328/FUL MOORFIELD	Cotsworld, Cirencester Road, Brockworth	First floor extension to rear, new window to the side elevation	NO OBJECTION 16.12.2016	PERMIT 18.01.2017
08.12.2016	16/01324/FUL	16 Moorfield road, Brockworth	Proposed two storey extension of property and single storey to rear	NO OBJECTION 23.12.2016	PERMIT 18.01.2017
23.12.2016	16/01302/FUL GLEBE	3 The Parade, Court Road, Brockworth Gloucester	Change of use of first Floor from Office to Sui Generis (beauty room, sunbed salon and exercise studio)	NO OBJECTION 17.01.2017	
16.01.2017	17/00005/APP HORSBERE	Plot 6200 Gloucester Business Park Brockworth Gloucester	Erection of a detached warehouse building for general industrial use (class		
			B2), with associated access, landscaping and services		

			infrastructure. Approval of reserved matters		
			pursuant to outline planning permission 11/01155/FUL for access, appearance, landscaping, layout and scale		
18.01.2017	16/01346/FUL MOORFIELD	The Pavillion, Mill Lane, Brockworth	Erection of MUGA on public open space/playing fields.		
18.01.2017	16/01344/FUL HORSBERE	Playing Field, Green Way, Brockworth	Erection of a MUGA on public open space		
16.01.2017	16/01326/FUL GLEBE	1 Fairhaven Avenue, Brockworth, Gloucester	2 storey extension to existing property incorporating existing garage.		
19.01.2017	16/00835/FUL MOORFIELD	St Margarets Coopers Hill Brockworth	Conversion of existing garage and extension of the roof space to create ancillary living space		
23.01.2017	16/00116/FUL WESTFIELD	53 Ermin Street Brockworth	Proposed rear/side extension on top of existing and internal alterations		
25.01.2016	17/00027/FUL HORSBERE	Green Lea, Green Street	Construction of one detached dwelling with private garden space, access and parking (Revised application to 16/00036/FUL). Condition Number(2): Condition(s) Removal : We wish to improve the privacy of the living area of the new house and give more privacy to the existing property by way of mirroring the building over. The length of the building increased from 12.0 to 12.5m by way of a change in the gable angle from 15 to 20 degree. No change to barn corner dimensions. 3 x flat skylights, 2m x 0.5m in flat roof. New low		

			level slit window in north elevation with obscure privacy glass. Zinc fascia cladding to front porch, gutters, soffits and fascias. Larch board cladding Sioo grey stained. These changes are shown on revised drawing numbers - 151123.PL.002 Rev F, 151123.PL.003 Rev F, 151123.PL.004 Rev F, 151123.PL.013 Rev F, 151123.PL.014 Rev F and therefore it is requested that condition 2 is varied accordingly.		
20.07.16	16/00834/FUL	Unit 5, The IO Centre, Gloucester business park	Retrospective application for the installation on an extraction system on the exterior of Unit 5, included associated mitigation measures.		PERMIT 23.12.16
20.10.2016	16/01179/FUL	Henley Gardens, Shurlington Road	Extensions and alterations to roof of dwelling to provide bedroom accommodation at first floor level, together with a small extension to the kitchen below the existing roof	NO OBJECTION 07.11.2016	PERMIT 14.12.2016
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	PERMIT 16.12.2016
16.11.2016	16/01269/FUL GLEBE	25 Fairhaven Avenue, Brockworth	Entrance porch with downstairs cloakroom	NO OBJECTION 28.11.2016	PERMIT 3.01.2017
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	NO OBJECTION 12.12.2016	

30.11.2016	16/01328/FUL MOORFIELD	Cotsworld, Cirencester Road, Brockworth	First floor extension to rear, new window to the side elevation	NO OBJECTION 16.12.2016	
02.12.2016	16/01313/FUL HORSBERE	8 Ermin Street, Brockworth	Application to remove and vary conditions relating to application 14/00052/FUL. Remove condition 1 to allow continued use of site for prayer and bible study and reading of holy scriptures and variation of condition 2 to allow up to 40 persons to attend the site ant any one time.	OBJECT 23.12.2016	
08.12.2016	16/01324/FUL	16 Moorfield road, Brockworth	Proposed two storey extension of property and single storey to rear	NO OBJECTION 23.12.2016	
09.12.2016	16/01350/FUL GLEBE	1 Clyde Road, Brockworth	Erection of 2 bed dwelling in the grounds of 1 Clyde Road	--	
23.12.2016	16/01302/FUL GLEBE	3 The Parade, Court Road, Brockworth Gloucester	Change of use of first Floor from Office to Sui Generis (beauty room, sunbed salon and exercise studio)		

167/FC**JOINT CORE STRATEGY**

1. The meeting had no JCS update.

168/FC**CORRESPONDENCE**

1. The meeting received correspondence regarding the review of Tewkesbury Warding arrangements.
2. The meeting received correspondence regarding the Election for Representative on GAPTC Executive Committee.
3. The meeting received an email from Gloucestershire Highways Manager regarding weight restriction of vehicles on Ermin Street. Clerk to write to the police asking what they are doing about the issue and what action is taken from the cameras. **Action-Clerk**

The meeting closed at 20:44

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).

<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

3. 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.

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: