

BROCKWORTH PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 11 JANUARY 2017 AT THE COMMUNITY CENTRE AT 7:00 P.M.

PRESENT Cllrs: J Hunt, 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, C Cllr R Vines, Mrs S McColl-Dorion (Clerk), Mrs M Smook (Assistant to the Clerk)

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

Meeting opened at 19:05

138/FC TO RECEIVE APOLOGIES FOR ABSENCE

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

139/FC DECLARATIONS OF INTEREST

Cllrs R Hatton, H Turbyfield and R Furolo declared interests in all planning and licencing matters. Cllr S Neal declared an interest in planning matter 16/01324/FUL.

140/FC TO WELCOME NEW COUNCILLORS

1. The meeting was to welcome new Cllrs: C Joyce and B Parrish. Cllrs were not present and sent apologies in retrospect.

141/FC TO RECEIVE CHAIRMAN'S ANNOUNCEMENTS

The Chairman had no report.

142/FC TO RECEIVE A REPORT FROM THE COUNTY COUNCILLOR

C Cllr R Vines gave a report about the GCC budget for 2017/18. The budget is not yet finalised but will be set in February. Council Tax will likely increase. C Cllr Vines will have more to report in March 2017.

143/FC POLICE AND CRIME

1. The meeting received a written report of crime statistics from the police. The meeting requested the Clerk report the spate of burglaries in the Parish Magazine to make residents aware. The Clerk reported the new CCTV has been installed on the outside of the Community Centre building. Cllr R Furolo proposed an additional camera be placed in the stairwell inside the Community Centre to monitor who is coming upstairs in the CC to protect staff safety. Cllr J Clarke seconded the proposal. All Agreed. **Action-Clerk**

Cllr F Miles reported that she has tried to initiate more response in creating new Neighbourhood Watch schemes locally but had had little response.

144/FC MINUTES

1. The meeting approved the Minutes of the Council Meeting held on 7th December 2016.

145/FC REPORT FROM THE OFFICER OF THE COUNCIL

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

146/FC BOROUGH COUNCILLORS' REPORT

Cllr Hatton reported that she and Cllr Turbyfield attended the race day on the 9th of December. Both also attended the inauguration of the Bishop of Tewkesbury.

Cllr Turbyfield requested his report be moved to the end of the agenda as confidential sensitive business. The Chairman moved the report to the end of the agenda.

147/FC WARD REPORTS

The meeting received reports from Councillors with respect to the Wards which they represent. Cllr Hobden reported when exiting the A46 on Mill Lane there are many erratically parked cars. The Chairman suggested noting registration numbers to be reported to the police. Cllr Furolo proposed contacting the Highways Agency to request double yellow lines. Cllr Clarke seconded and All agreed. **Action-Clerk**

Cllr F Green reported that the Bird Park sign on the A46 is hindering drivers view and proposed writing to the Highways Agency. Cllr Miles seconded. All agreed. **Action-Clerk**

148/FC BROCKWORTH COMMUNITY PROJECT UPDATES

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

149/FC

PARKS, OPEN SPACES AND BURIAL GROUND

1. The meeting received the Play Park and Burial Ground updates from the Handy person and noted the increased dog fouling problems. The Clerk to organise the play tower at Mill Lane to be removed as soon as possible. **Action-Clerk**
2. The meeting received the quotes for the proposed footpath at Mill Lane playing field to be passed the Primary Academy for their consideration. Cllr Furolo has spoken with a planning officer about the need for planning permission and is awaiting response. The Clerk is to draft an agreement between the Primary Academy and the Council to be checked by the Council's solicitor requiring the Academy to maintain the path.
3. The meeting received the report from the Environmental Warden proposal meeting.
4. The meeting considered the need for dog restrictions and forced dog lead zones and agreed to wait until the dog warden is finalised.

150/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).

Date	A/C Ref	Details	Net Amount	Tax Amount	Gross Amount
14/12/2016	GCCPENS	Staff pensions	£345.10	£0.00	£345.10
06/12/2016	GLEBECO	Removal of willow branch, Clive Road Hedge, Mill Lane hedge	£1555.00	£311.00	£1866.00
31/12/2016	GLEVUMS	Lock/Unlock Nov/Dec 2016	£693.60	£173.40	£867.00
16/12/2017	HEWER	Callout to fix heating	£36.00	£0.00	£36.00
05/12/2016	KIS	Site attendance 17/10/16	£103.00	£20.60	£123.60
14/12/2016	SAFPRO	Staff Uniforms	£178.90	£35.78	£214.68
10/12/2016	SAWPROP	Install socket & thorn light, allotment gate, descale boiler	£865.00	£0.00	£865.00
08/12/2016	TEWKES	Business Rates 12/2016	£847.00	£0.00	£847.00
		TOTAL	£4623.60	£540.78	£5164.38

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

DATE	PAYEE	DETAILS	AMOUNT
30/11/2016	KKC	Photocopier rental	£17.18
01/12/2016	HMRC	VAT	£2793.56
22/12/2016	All staff	Payroll	£7485.32
07/12/2016	BT	Quarterly bill	£1062.31
12/12/2016	Severn Trent	Water Rates	£71.98
16/12/2016	SAGE	For Dec 2016	£120.00
16/12/2016	KKC	Photocopier rental	£363.61
19/12/2016	EON	Electricity charges	£535.24

5. The meeting received a letter marked private and confidential to be moved to confidential business at the end of the agenda.
6. The meeting considered the grant request from the Brockworth Community Project. The meeting agreed to move the request to confidential business at the end of the meeting as it was related to item 150/FC-5.
7. The meeting considered the cost breakdown of producing their own Parish Magazine and a contract to hire a better printer/photocopier. The meeting agreed that the Council will produce their own Parish Magazine. **Action-Clerk**
8. The meeting considered the request for financial support from the Roses Theatre. Cllr Furolo proposed granting them £50.00, Cllr Clarke seconded. All agreed. **Action-Clerk**
9. The meeting considered the draft annual budget for 2017/18. Cllr Miles made a request to remove the oxygen equipment from the community centre as it is now deemed to be dangerous to use. Cllr Furolo seconded and amended that this section of the budget would be put into contingency. All agreed. **Action-Clerk**
Cllr Miles proposed accept the draft budget, Cllr Clarke seconded. All agreed. **Action-Clerk**
10. The meeting agreed to renew the Clerk's membership to SLCC. **Action-Clerk**

151/FC

PLANNING MATTERS1. 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
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	OBJECT 23.12.2016	

			persons to attend the site ant any one time.		
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)		

2.The meeting received an email from Oliver Rider with an update on the Nerva Meadow's development.

152/FC**JOINT CORE STRATEGY**

1. The meeting received an update from Cllr Furolo stating that all 38 Borough Cllrs will be attending a meeting on the 13th January 2017 to finalise.

153/FC**CORRESPONDENCE**

1. The meeting received an invitation for attendees to the annual Buckingham Palace Garden Party. Cllr M Hobden to be put forward. **Action-Clerk**
2. The meeting received correspondence from GAPTC regarding available training courses. Cllr Mumford will review dates and contact Clerk with courses she is interested in. **Action Cllr Mumford and Clerk.**
3. The meeting received correspondence regarding Gloucester Business Park-Car Parking Issues-Residential Areas. The meeting agreed to write to Danny Williams from Goodmans asking for an update as the Council are receiving the brunt of complaints. **Action-Clerk.** Clerk to forward correspondence from residents complaining to Cllr Vernon at GCC. **Action-Clerk**
4. The meeting received correspondence from GCC regarding their 2017/18 budget consultation.
5. The meeting received correspondence from GAPTC regarding referendums for 2017/18.
6. The meeting received their list of meeting dates for 2017.

***The Chairman will move the adoption of the following resolution;
That under Section 100(A)(4) Local Government Act 1972, the public be excluded for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.***

The meeting discussed agenda items 146/FC, 150 FC-5 and 150/FC-6 and recorded them as confidential minutes.

The meeting closed at 21:20

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: