

BROCKWORTH PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 6TH JULY 2016 AT THE COMMUNITY CENTRE AT 7.00 P.M.

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

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

Meeting opened at 19:20.

- 37/FC TO RECEIVE APOLOGIES FOR ABSENCE**
Apologies received from Cllrs Mrs I German, H Turbyfield and E Buxton. The meeting accepted their reasons for absence.
- 38/FC DECLARATIONS OF INTEREST**
Cllrs Mrs R Hatton and R Furolo declared interests in all Planning Matters as they are substitute members on the TBC Planning Committee.
- 39/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.
- 40/FC TO RECEIVE CHAIRMAN'S ANNOUNCEMENTS**
The meeting received a report from the Chairman. The Chairman gave thanks to the Council for their support during his illness and introduced the new Assistant to the Clerk, Mrs Mariska Smook.
- 41/FC TO RECEIVE A REPORT FROM THE COUNTY COUNCILLOR**
The meeting received an update from County Cllr Vines. The County Council, post Brexit, is considering whether devolution will be left on the agenda. The meeting informed County Cllr Vines that they have received complaints about the proposed 20MPH speed restriction for Brockworth.
- 42/FC POLICE AND CRIME**
1. The meeting received a written report of crime statistics for June from the police. PC Emma Jones introduced herself as the new neighbourhood officer for Brockworth and Shurdington. She will make efforts to come to community events and to council meetings.
- 43/FC MINUTES**
1. The meeting approved the Minutes of the Council Meeting held on 1st June 2016.
- 44/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 stated she will begin a quarterly supervision sessions for all staff.
 2. The meeting noted the start date of 1st July for the inspection period on the 'Notice of Date of Commencement of Period for the Exercise of Public Rights document'.
- 45/FC BOROUGH COUNCILLORS' REPORT**
- It was reported that the audit at TBC is progressing. Finances are very tight at TBC and financial cut backs are necessary however services will not be cut.
 - Tewkesbury Leisure Centre is now open.
- 46/FC WARD REPORTS**
The following issues were reported;
- Concrete that comes out at Victoria Place at Mill Lane is in terrible state. ThevClerk and Cllr Clarke will have a site visit. **Action Clerk and Cllr Clarke**
 - Moorfield Road are suffering from racing cars again. Cllrs Hatton and Turbyfield now have a speed camera. Volunteers are needed to catch speeders to send to police. Clerk to organise volunteers. **Action-Clerk**

- Cllr Hobden asked for an update on grass cutting in Brockworth. The Clerk has had many complaints and notified Ubico, The Parish Council contractors are dealing with Parish Council areas.

47/FC**BROCKWORTH COMMUNITY PROJECT UPDATES**

1. The meeting received the monthly Youth Activity report and library update. The meeting noted that the report shows no income received from the Cheese roll event. The meeting had been informed at the previous full council meeting that proceeds would be given to the youth centre. Clerk to write to organisers for accounts and to inquire where the funds have gone. **Action- Clerk**
2. The meeting received an update from the Parish Council representative on the Youth Review Group. The Council supported the suggestion to give out Parish awards. **Action-Clerk**

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

1. The meeting received a written report from the handyperson that was circulated prior to the meeting and noted the handyperson's request for help litter picking while she is on leave. Cllr Miles to organise a daily litter pick with volunteers. **Action-Cllr Miles**
2. The meeting received an update from the Clerk re the whirlybird seats for Mill Lane play area. The Clerk has contacted Wicksteed stressing they must fix the seats as the problem has gone on too long. The meeting resolved to write to Wicksteed stating that the whirlybird must be fixed immediately or the council will seek legal advice. **Action-Clerk**
3. Cllr Hatton reported on behalf of Cllr Turbyfield that he will deliver a report about the burial ground access at the meeting on the 3rd August. Cllr Hunt requested a copy of the plans to review. **Action- Cllr Turbyfield**

49 /FC**FINANCE**

1. The meeting received the Management Accounts 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 £8152.12+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>
10/06/2016	AVTPUMP	Service Inspection of tanker	£750.00	£150.00	£900.00
03/06/2016	BROCKW	Parish magazine Jun July issue	£712.50	£0.00	£712.50
10/06/2016	AVTPUMP	Call out for high alarm	£245.00	£49.00	£294.00
10/06/2016	BROTHER	Assistance with annual audit	£350.00	£70.00	£420.00
31/05/2016	DAVEJENN	Window cleaning May 2016	£145.00	£0.00	£145.00
14/06/2016	ENVESCA	Food safety training	£65.00	£13.00	£78.00
17/06/2016	GCC PENS	June 2016 Pension return	£550.83	£0.00	£550.83
31/05/2016	GLEBECO	Hay grass cutting	£1410.00	£282.00	£1692.00
31/05/2016	GLEVUMS	Lock/unlock May 2016	£416.50	£83.30	£499.80
01/06/2016	GLOSCOM	Loss of internet fix	£50.00	£0.00	£50.00
03/06/2016	GLOSCOM	Reconfigure new router	£75.00	£0.00	£75.00
08/06/2016	GREENBA	Honours Board	£807.35	£161.48	£968.83
21/06/2016	JRBENTE	Dog bags	£438.50	£87.70	£526.20
26/05/2016	SAFPRO	Custom Polo shirts	£108.00	£21.60	£129.60
06/06/2016	SAFPRO	Embroidery on staff shirts	£25.00	£5.00	£30.00
14/06/2016	SAGE	Sage payroll/ cover extra	£706.00	£141.20	£847.20
09/06/2016	SAWPROP	Remove and install honours board	£50.00	£0.00	£50.00
14/06/2016	SOCIETY	Effective Supervision Course SLCC	£145.00	£29.00	£174.00
31/05/2016	SYSTEM	Paper, envelopes and tape	£75.44	£15.09	£90.53
10/06/2016	TEWKES	Business Rates Jun 2016	£847.00	£0.00	£847.00
23/06/2016	TEWKES	Annual premises licence fee	£180.00	£0.00	£180.00
		Total	£8152.12	£1108.37	£9260.49

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

DATE	PAYEE	DETAILS	AMOUNT
01/06/2016	Severn Trent Water	Water Rates	£80.31
01/06/2016	Best of Gloucester	Community Centre Advertising monthly DD	£94.80

29/06/2016	New staff salaries	New Catering Asst and Asst Clerk wages for part month	£1035.82
30/06/2016	All staff	Payroll for 6 staff	£6338.40
10/06/2016	Sage	Sage Accounts Subscription May2016	£108.00
21/06/2016	Local World	Revised invoice for job advertisement	£582
31/05/2016	EON	Electricity charges	£410.06
16/06/2016	Hannah McColl	Reception cover	£29.75
31/05/2016	KKC	Copier charges	£88.21

- 5.
6. +The meeting reviewed and approved the annual risk assessment to be sent to the external auditor.
7. The meeting considered the purchase of Office Home and Business 2016 for 3 computers at a cost of £689.97 incl VAT. Clerk to forward emails from Stuart Lewis to Cllr S Neal to review. **Action-Clerk.** The meeting agreed that Cllr S Neal and the Clerk will make decision on software. **Action- Clerk and Cllr S Neal.**
8. The meeting received correspondence from TBC regarding the release of funds for the Pound Farm MUGA. The Clerk will source 3 quotes for the Pound Farm MUGA and request the funds. Cllrs Furolo and Hatton will speak with Adrian Goode at TBC about what the s106 money can be spent on. A Committee to be formed to decide what to spend extra funding on. **Action-Clerk, Cllr Furolo, Cllr Hatton.**
9. The meeting considered an email from Danny Taylor, Highways Manager outlining match funding for Brockworth Roads/structural maintenance. The Clerk to write accepting the match funding and ask for areas that have been identified that need work. **Action-Clerk**
10. The meeting considered the grant request to repair gate at the Brockworth Allotments. The meeting approved the request for the new gate. The Council will pay to have it fixed. Cllr S Neal will contact John Richards of the Allotments Association about whether the gate will be re-hung in the quote. **Action- Cllr S Neal and Clerk**

50/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
12.05.16	16/00137/FUL GLEBE	10 St Annes Close Brockworth	Proposed side extension. Revised plans and site visit arranged.	Uncertain depending on site visit	
13.04.16	15/01147/FUL HORSBERE	18 Ermin Street Brockworth	Vary condition 3 on permission 10/00828/FUL to allow 35 children per day (instead of 30)	NO OBJECTION 06.05.16	PERMIT 06.06.16
11.05.16	16/00504/FUL MOORFIELD	25 Wye Road Brockworth	Single storey porch.	NO OBJECTION 03.06.16	
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	
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

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
09.06.16	16/00586/FUL GLEBE	22 Nightjar Road Brockworth	First floor rear extension over an existing ground floor.	SUPPORT 23.06.16	
10.06.16	16/00604/FUL GLEBE	22 Mill Lane Brockworth	Replacement timber frame and timber clad garage.		
09.06.16	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	
16.06.16	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.		
14.06.16	16/00036/FUL HORSBERE	Green Lea Green Street Brockworth	Construction of one detached dwelling with private garden space, access and parking.		
21.06.16	16/00666/FUL WESTFIELD	46 Ermin Street Brockworth	Two first floor extensions to the front, single storey rear extension		
16.05.16	16/00019/FUL HORSBERE	2 Guise Avenue Brockworth GL3 4NA	Proposed two storey side extensions and single storey rear extension	NO OBJECTION 03.06.16	PERMIT 17.06.16
19.05.16	16/00489/FUL MOORFIELD	Brockworth Primary School Moorfield Road Brockworth	Removal of TPO's tree (T16) and erection of school extension.		PERMIT 30.06.16

- The meeting received the letter from Tewkesbury Borough Council and noted the Community Centre extension planning site notices are displayed.
- The meeting reviewed the current planning application review process. Asst Clerk to add Cllr H Neal on planning emails. **Action-Asst Clerk.** Cllrs agreed that they will either phone, email or come into the community centre to complete planning comment forms.

1. The meeting received the response from the Joint Core Strategy Authorities. Borough Cllrs at TBC had a debriefing and no one is satisfied with the inspectors report.

52/FC**CORRESPONDENCE**

1. The meeting received a list of correspondence for information
2. The meeting received an invitation from TBC to attend a Community Discussion group on the 13th July. Cllrs Hatton and Turbyfield and report back to the next full council meeting. **Action- Cllrs Hatton and Turbyfield**
3. The meeting received a letter from Phil Horner Re: the poor condition of the Public Open Space at Staunton Lane.
4. The meeting received an invitation from GAPTC to their AGM on the 16th July in Newent.
5. The meeting received an invitation to the GMTF AGM on the 7th July.
6. The meeting received an update on the proposed 20MPH zones in Brockworth and letters from residents voicing concerns. The meeting agreed that the Clerk write to TBC stating that we did not propose to accept the 20mph. **Action- Clerk to write and include minutes recording against.**
7. The meeting received an email of thanks from CEO Mike Dawson.
8. The meeting received a letter from a resident regarding a cycling, running, walking track
9. The meeting received a card of thanks from the retired Assistant Clerk.

There being no other business the Chairman closed the meeting at 20:22

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**

3. 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.
4. 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.
5. 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: