

BROCKWORTH PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 1ST JUNE 2016 AT THE COMMUNITY CENTRE AT 7.00 P.M.

PRESENT Cllrs: Mrs C Neal (acting Chairman), Ms S Neal, Mrs F Miles, F Green, Mrs C Green, Mrs R Hatton, R Furolo, J Clarke, H Turbyfield, M Hobden, Mrs I German, E Buxton, Mrs J Styles, Miss H Neal.

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

Ms Debbie Harwood addressed the meeting with a report on the bank holiday Cheese Rolling event. It was reported that two catering vans selling food that had not pre-arranged to be there caused some problems. One of the vehicles was parked where an ambulance should have been. It was also reported that there were concerns about alcohol being sold to people who were walking up the hill. A residence on the hill also sold alcohol and has been reported. The incident number from the police report will be given to the licensing committee at TBC. The meeting reminded the organisers of the cheese roll that the Council are not associated with organising the cheese roll but will forward any complaints or correspondence on to the police or relevant authority. The meeting advised that the organisers of the cheese roll constitute their group formally.

Meeting opened at 19:20.

- 21/FC TO RECEIVE APOLOGIES FOR ABSENCE**
Apologies received from Cllr and Chairman Jim Hunt as he is in hospital. The meeting accepted his reasons for absence.
- 22/FC DECLARATIONS OF INTEREST**
Cllrs R Hatton, H Turbyfield and R Furolo declared interests in all Planning Matters as they are substitute members on the TBC Planning Committee.
- 23/FC TO CONSIDER CO-OPTIONS TO FILL THE FOLLOWING VACANCIES:**
1. Glebe Ward – 1 vacancy. No applications were received.
 2. Horsbere Ward – 1 vacancy currently advertised as a Notice of Casual Vacancy.
- 24/FC TO RECEIVE CHAIRMAN'S ANNOUNCEMENTS**
The meeting received a report from the Chairman delivered by Vice Chairman C Neal. The meeting resolved to investigate a new computer network after recent computer issues. Options are to be investigated by the Clerk and put to the next agenda. **Action -Clerk**
- 25/FC TO RECEIVE A REPORT FROM THE COUNTY COUNCILLOR**
County Cllr Vines was not in attendance and no report was received.
- 26/FC POLICE AND CRIME**
1. The meeting received a written report of crime statistics for May from the police.
- 27/FC MINUTES**
1. The Council approved the Minutes of the Council Meeting held on 4th May 2016. Cllr Turbyfield referred to item 6/FC-5 The Parish Plan Working Group and suggested a meeting be arranged as soon as possible. The meeting agreed to Friday the 17th of June at 1pm. The Clerk will provide members of the group a copy of the 2011 adopted Parish Plan. Cllr H Neal will also provide a report from the recent Community ideas party to bring to the meeting. **Action: Clerk and Cllr H Neal.**
- 28/FC REPORT FROM THE OFFICER OF THE COUNCIL**
1. The Council received an update from the Clerk regarding actions agreed at the previous meeting. The meeting agreed to source alternate quotes for repairs to the whirlybird in Mill Lane. **Action-Clerk**
 2. The meeting received a written request from the Clerk for future training courses. The meeting approved the training course requests. **Action-Clerk**
- 29/FC BOROUGH COUNCILLORS' REPORT**
Cllr Turbyfield was elected Deputy Mayor of TBC. Cllr Turbyfield reported the new Leisure Centre in Tewkesbury has opened before schedule and could be visited by Cllrs if there is interest. Cllr Hatton delivered a report on flood warden training that she and Cllr Turbyfield attended. Cllr Hatton can provide copies of a leaflet advising on what to carry in your car as a flood prevention kit.

30/FC

WARD REPORTS

The following issues were reported;

- Parking problems in Bulford Close
- Parking problems in residential areas during the cheese roll.
- The speed limit sign obscured on Abbottswood roundabout
- Overgrown hedge at Castle Hill School . Clerk to write to the school. Clerk to put a list together for the Lengthsmen Scheme. **Action-Clerk**
- Clerk instructed to contact the CoOp on Abbottswood Road as it appears that sewage is coming out of a drain near their building. **Action-Clerk**

31/FC

BROCKWORTH COMMUNITY PROJECT UPDATES

1. The meeting received the monthly Youth Activity report and library update. The meeting requested Cllr H Neal speak to the organisers of the Summer program to see if they can arrange a lunch roster allowing for staff to be available during lunch time. **Action-Cllr H Neal**
2. Cllr H Neal delivered a report on the Community Building Party that took place on the 24th May 2016. Some of the ideas the community suggested were:
 - A cycle track constructed around Mill Lane Playing Field.
 - Organised visits by schools/pre-schools to the Nature Reserve.
 - Pre-school to bring small groups of children for Community Centre visits.
 Cllr H Neal reported that a follow up meeting to discuss outcomes from the event will take place on the 13th of June 2016.
3. The Council considered the request from the Youth Club for funding for the Cattle Country trip. The meeting agreed that the amount had been included in the grant funding provided for youth summer activities program.

32/FC

PARKS, OPEN SPACES AND BURIAL GROUND

1. To receive Play Park and Burial Ground updates.

The meeting received a written report from the handyperson that was circulated prior to the meeting.

2. The meeting instructed the Clerk to write to the annual Circus and Fair requesting they place pads under their tyres and equipment to prevent indentations in the grass at the playing field. **Action-Clerk**

33 /FC

FINANCE

1. The meeting received the Management Accounts for the financial year to date.
2. The meeting approved the schedule of invoices totalling £24,939.45+VAT (breakdown below).

Date	A/C Ref	Details	Net Amount	Tax Amount	Gross Amount
13/05/2016	BANNERS	10 X 3 Printed banner	£108.70	£21.74	£130.44
10/05/2016	CHECKPRI	1000 BCP Barclays cheques	£275.75	£55.15	£330.90
30/03/2016	EESLOND	Annual test of lighting protection	£120.00	£24.00	£144.00
12/05/2016	GCCPENS	May 2016 Pension return	£550.83	£0.00	£550.83
29/04/2016	GLEBECO	Grass cutting	£1290.00	£258.00	£1548.00
30/04/2016	GLEVUMS	Security April 2016	£306.00	£61.20	£367.20
29/04/2016	KIS	Fit new extinguisher and detector	£364.00	£72.80	£436.80
24/05/2016	MANTLEI	Secure MUGA netting	£600.00	£120.00	£720.00
09/05/2016	NISBETS	24 mugs	£28.98	£5.79	£34.77
18/05/2016	NISBETS	2 x griddle	£59.98	£11.99	£71.97
30/04/2016	NORTHCL	Advert for kitchen assistant	£590.00	£118.00	£708.00
23/05/2016	SAFETYS	15 x Litter picking tools	£102.85	£20.57	£123.42
09/05/2016	SAWPROP	Fit 7 x locks in kitchen	£190.00	£0.00	£190.00
05/05/2016	SAWPROP	Collect window pane from allotments	£25.00	£0.00	£25.00
19/05/2016	SOCIETY	Advertising for Assist Clerk	£175.00	£35.00	£210.00
13/05/2016	SYSTEM	Chalk markers/dry wipe markers	£48.50	£9.70	£58.20
12/05/2016	TEWKESB	Business rates May 2016	£847.00	£0.00	£847.00
12/05/2016	ZURICHIN	2016 Insurance renewal	£2227.18	£211.59	\$2438.77
		Totals	£7,909.77	£899.53	£8,809.30

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3. The meeting noted a schedule of payments made outside of meetings since 1 May 2016:

DATE	PAYEE	DETAILS	AMOUNT
01/05/2016	Severn Trent Water	Water Rates	£80.31
01/05/2016	Best of Gloucester	Community Centre Advertising monthly DD	£94.80
24/05/2016	HMRC	PAYE/NIC	£918.50
27/05/2016	All staff	April Payroll for 6 staff	£6212.90
10/05/2016	Sage	Sage Accounts Subscription April 2016	£108.00
16/04/2016	G Fleet	Removal of Perry Pear Wood	£103.00
17/05/2016	Ash Wildsmith	Kitchen staff cover	£127.50
25/05/2016	Hannah McColl	Reception cover	£76.50

4. The meeting received the quotes for carpet cleaning. The meeting agreed to accept the first quote on condition that it includes the cleaning on the Youth Centre chairs. **Action-Clerk**
5. The meeting noted the renewal of insurance with Zurich at a premium of £2438.77
6. The meeting noted a quote for moving the MUGA from Mant Leisure and agreed to add it to quotes already sourced.

34/FC

PLANNING MATTERS

1. The Council considered the following planning matters:

Date application received	Reference & Ward	Location / Address	Details of Application	Comments from BPC
31.03.16	16/00263/ADV HORSBERE	B2 Belgrave House, Whittle Way	Proposed Fascia and projecting signs for estate agent	NO OBJECTION 01.04.16
07.04.16	16/00137/FUL GLEBE	10 St Annes Close Brockworth	Proposed side extension	OBJECT 18.04.16
12.05.16	16/00137/FUL GLEBE	10 St Annes Close Brockworth	Revised drawings	
14.04.16	16/00360/FUL MOORFIELD	25 Wye Road Brockworth	Proposed 2 storey front extension	SUPPORT 15.04.16
28.04.16	16/00292/APP	Land Parcels 1 & 3 Glos Bus Park	Proposed development of 113 residential dwellings with associated roads, footways, parking, drainage and landscaping.	NO OBJECTION 06.05.16
28.04.16	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

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04.05.16	16/00390/FUL HORSBERE	Rose Cottage Green Street Brockworth	To construct an extension above existing ground floor bathroom.	NO OBJECTION 06.05.16
16.05.16	16/00353/FUL HORSBERE	Rose Cottage Green Street Brockworth	2 No. semi-detached dwellings in the adjacent land of Rose Cottage, Green Street, Brockworth.	OBJECT 19.05.16
26.05.16	16/00504/FUL MOORFIELD	25 Wye Road Brockworth	Single storey porch.	
26.05.16	16/00019/FUL HORSBERE	2 Guise Avenue Brockworth GL3 4NA	Proposed two storey side extensions and single storey rear extension	

35/FC

JOINT CORE STRATEGY

1. The meeting received the draft Charging Schedule Consultation document for consideration and comment. The meeting agreed to forward their comments to the Clerk.

36/FC

CORRESPONDENCE

1. The meeting received a list of correspondence for information.
2. The meeting received a letter from Bellway to the Bentham Bowling Club and E-mail from Barry Hesling.
3. The meeting noted the public path extinguishment order.
4. The meeting considered the request for local news for the Tewkesbury Borough News.
5. The meeting noted the implementation of the new Lengthsmen Scheme.
6. The meeting noted the response from Amey regarding new markings outside Millbrook Lodge.
7. The meeting noted the new salary scale for Clerks.
8. The meeting received a letter from a resident concerned about the use of the Shell Land during the Cheese roll. **Action-Clerk**
9. The meeting considered the School Admissions Relevant Area consultation.

There being no other business, the Chairman closed the meeting at 21:02.

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**

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- 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).

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

- 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.

- 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

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: