

# BROCKWORTH PARISH COUNCIL

## MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 2 NOVEMBER 2016 AT THE COMMUNITY CENTRE AT 6:30 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 S McColl-Dorion (Clerk), Mrs M Smook (Assistant to the Clerk)

**Members of Public Present:** five  
**Members of Press Present:** one

Members of the Brockworth cheese rolling committee asked to address the meeting privately. Standing Order 10A-xi was proposed and the press and public were asked to exit the meeting. Notes attached as confidential Appendix 1.

Meeting opened at 19:00

**105/FC TO RECEIVE APOLOGIES FOR ABSENCE**

The meeting received apologies from Cllrs: K Mumford, H Neal, F Miles and C Cllr R Vines. The meeting accepted the reasons for absence.

**106/FC DECLARATIONS OF INTEREST**

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

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

1. No co-option applications were received for the Horsbere Ward vacancy.
2. The meeting received the notice for call for election from electoral services at TBC. The meeting noted the cost for an election is roughly £8000 and resolved to allow for future election costs in the 2017/18 budget. The clerk circulated to members the schedule for election process.

**108/FC TO RECEIVE CHAIRMAN'S ANNOUNCEMENTS**

The Chairman had no report.

**109/FC TO RECEIVE A REPORT FROM THE COUNTY COUNCILLOR**

No report received.

**110/FC POLICE AND CRIME**

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

**111/FC MINUTES**

1. The meeting approved the Minutes of the Council Meeting held on 5<sup>th</sup> October 2016.

**112/FC REPORT FROM THE OFFICER OF THE COUNCIL**

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

**113/FC BOROUGH COUNCILLORS' REPORT**

The meeting received a report on updates to the Joint Core Strategy. Amendments have been made. Gloucester and Cheltenham have accepted the amendments however Tewksbury and Twigworth have not because of concerns about flooding in both areas. The JCS will be revisited and new amendments presented.

Cllrs Hatton and Turbyfield visited a resident who is concerned about increased traffic during the development of houses at PerryBrook. The clerk was instructed to contact the Highways Agency to request a mini roundabout be constructed at the bottom of Vicarage Lane. **Action-Clerk**

**114/FC WARD REPORTS**

The meeting received reports from Councillors with respect to the Wards which they represent. Cllr S Neal reported on the visit she and Cllr C Neal made to the army cadets awards evening and stated it was very interesting. Cllr S Neal also reported that the current insurance for the allotments is in the region of £140. The meeting agreed to pay the cost of the insurance. **Action-Clerk**

**115/FC BROCKWORTH COMMUNITY PROJECT UPDATES**

1. The meeting received the monthly Youth Activity report and library update.
2. The meeting did not receive a report from the Parish Council representative of the Youth Review Group as Cllr H Neal has been away.

**116/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 revised quote for the proposed CCTV for playing fields, MUGA and Community Centre. The meeting resolved to accept the revised quote and for work to begin.  
**Action-Clerk**
3. The meeting received a report from the Burial Ground Committee. Discussion to be put to the next agenda. **Action-Clerk**

**117/FC****FINANCE**

1. The meeting could not receive the management reports for the year to date as SAGE had reported several errors and had to be rectified.
2. The meeting received the Parish Council and Community Centre Budget Reports.
3. The meeting approved the schedule of invoices totalling £2912.97+VAT (breakdown below).

<b>Date</b>	<b>A/C Ref</b>	<b>Details</b>	<b>Net Amount</b>	<b>Tax Amount</b>	<b>Gross Amount</b>
21/10/2016	GCCPENS	Staff pensions	£339.88	£0.00	£339.88
30/09/2016	GLEBECO	Grass cutting Sept 2016	£980.00	£196.00	£1176.00
04/10/2016	GLEVUME	Empty Pump Chamber	£130.00	£26.00	£156.00
03/10/2016	GLEVUMS	Lock/Unlock Sept 2016 and Alarm call out	£300.50	£60.10	£360.60
26/10/2016	PCBUSINE	Kitchen appliances	£171.16	£42.80	£213.96
19/10/2016	SAFPRO	Staff shirts	£42.43	£10.61	£53.04
10/10/2016	TEWKES	Business Rates	£847.00	£0.00	£847.00
03/10/2016	THE727C	Taxi voucher reimbursement	£30.00	£0.00	£30.00
20/10/2016	TXBLIND	Blind Track in main hall	£72.00	£18.00	£90.00
		<b>TOTAL</b>	<b>£2912.97</b>	<b>£353.51</b>	<b>£3266.48</b>

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

<b>DATE</b>	<b>PAYEE</b>	<b>DETAILS</b>	<b>AMOUNT</b>
01/10/2016	Severn Trent Water	Water Rates	£80.31
01/10/2016	Best of Gloucester	Community Centre Advertising monthly DD	£94.80
31/10/2016	All staff	Payroll	£8659.64
16/10/2016	Sage	Sage Accounts Subscription July 2016	£120.00
14/10/2016	EON	Electricity charges	£470.70
11/10/2016	Various	New tablecloths, paint, clips	£85.34
29/09/2016	Hannah McColl	Kitchen assistance for Sept	£429.03
31/08/2016	KKC	Copier charges	£146.04
31/05/2016	KKC	Copier charges	£88.21

5. To consider the quote for hedge and tree works at Mill Lane and the letter from the Academies Trust. Clerk to write and request the work be completed. **Action-Clerk**
6. To consider the quote for remedial works from Hewer for the community centre electrical wiring works. The meeting agreed the Clerk to request the first quote be ordered. **Action-Clerk**
7. The meeting noted the grant funding available from TBC from the Safety Partnership Safer Neighbourhoods grant.
8. The meeting received confirmation of the 75% payment received from Tesco Bags of Help towards youth environmental projects.

118/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
17.08.16	16/00926/FUL WESTFIELD	4 Mostham Place Brockworth	Side extension and loft conversion	NO OBJECTION 02.09.2016	<b>PERMIT 29.09.2016</b>
24.08.16	16/00849/FUL WESTFIELD	8 Hillview Avenue Brockworth	Rear 2 storey extension and infill to existing front porch	NO OBJECTION 08.09.2016	
02.09.2016	16/00979/FUL HORSBERE	64 Green Bank, Brockworth	New removing and handrails to the front of the property	NO OBJECTION 22.09.2016	<b>PERMIT 07.10.2016</b>
07.10.2016	16/01130/FUL	55 Boverton Drive, Brockworth	Single story side extension and change the main entrance of the property		
20.10.2016	16/01179/FUL	Henley Gardens, Shurdington 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		

119/FC

**JOINT CORE STRATEGY**

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

120/FC

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

1. The meeting received the annual report from GPFA
2. The meeting noted the monthly meetings at TBC
3. The meeting received an email from GCC promoting sustainable travel. The meeting resolved to invite them to a future meeting. **Action-Clerk**
4. The meeting received an email outlining proposed On-Street Parking Order 2016.
5. The meeting received confirmation of the work order to complete the new bus shelter on Green Street.
6. The meeting received an email from TBC regarding changes to waste and recycling collections

121/FC

**STAFF MATTERS**

1. Attached as confidential minutes.

*There being no other business the Chairman closed the meeting at 21:00*

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 28<sup>th</sup> 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
		<b>Totals</b>	<b>£4,144.94</b>	<b>£462.19</b>	<b>£4,607.13</b>

- 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 25<sup>th</sup> 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 16<sup>th</sup> 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: