

BROCKWORTH PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 7TH SEPTEMBER 2016 AT THE COMMUNITY CENTRE AT 7:00 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 S McColl-Dorion (Clerk), Mrs M Smook (Assistant to the Clerk). C Cllr Robert Vines.

Members of Public Present: Two
Members of Press Present: One

A resident asked if a planning application has been submitted for MUGA at Mill Lane. He also stated that he contacted the Clerk about manhole covers on Mill Lane on the 29th July. Chairman replied that the council is dealing with it and have written to the building inspectors to complain that they were allowed when the inspection of the building was approved. The resident is concerned that there will be an accident if the manholes are not fixed soon. The meeting assured him that they are dealing with the issue through proper channels.

The Vicar from St George's Church expressed concern about the Parish Church path that goes through the churchyard, it is eroding and crumbling. She attended a meeting with church leaders to discuss the availability of funding from new builds. She requested that money from S106 funds should be spent on restoring and making the path safe. The church has no utilities and if pathway is re-laid utilities for the Church could be laid next to the path. She is mainly concerned with the safety of the path and something must be done and requested a share of S106 monies to use for the project. The Chairman asked if the Church would be contributing funding to the project. The Vicar responded that a surveyor would need to be employed to look at the costs of the work but Diocese funding cannot be used as it must go to funding insurances and the Vicarages. The church must have a separate bank account for their fundraising and it goes for general repairs. The meeting explained that S106 money is allocated before planning applications are submitted and is agreed between landowner and the developer. The meeting states that the S106 monies for the Perrybrook development were allocated in 2012 and the Parish Council will not be in receipt of funding. The meeting suggested the diocese get a surveyor to assess the figures and costs and the Council could increase the precept to help. The Vicar replied that the diocese will not fund the cost of a surveyor and the Church will be forced to just do small improvements but it will not stop the path from eroding.

Meeting opened at 19:20

- 72/FC TO RECEIVE APOLOGIES FOR ABSENCE**
Apologies received from Cllrs E Buxton, F Miles, I German, H Neal and M Hobden. The Council accepted the apologies and reasons for absence
- 73/FC DECLARATIONS OF INTEREST**
Cllrs Mrs R Hatton, H Turbyfield and R Furolo declared interests in item 74/FC-1
- 74/FC TO CONSIDER CO-OPTIONS TO FILL THE FOLLOWING VACANCIES:**
1. Glebe Ward – 1 vacancy. The meeting received an application from Mrs Katie Mumford and unanimously agreed to welcome her to the Parish Council. Cllr Mumford swore her Oath of Office and received her register of interests for completion.
 2. Horsbere Ward – 1 vacancy. No applications received.
- 75/FC TO RECEIVE CHAIRMAN'S ANNOUNCEMENTS**
The Chairman had no report.
- 76/FC TO RECEIVE A REPORT FROM THE COUNTY COUNCILLOR**
The meeting received an update from County Cllr Vines. A motion on the current agenda was to create new Grammar Schools in Gloucestershire. C Cllr Vines also reported the discussions and impact of Brexit. The should not be any real impact on services and the economy for the next 2 years.

77/FC

POLICE AND CRIME

1. The meeting received a written report of crime statistics for July from the police. The chairman reported that there had been yet another fire set at Pound Farm and the police had been made aware.

78/FC

MINUTES

1. The meeting approved the Minutes of the Council Meeting held on 3rd of August 2016 with an amendment removing the final sentence of paragraph 61/FC. The Chairman and Co-Chairman to review the minutes with the amendment before signing as true record.
2. The meeting approved the minutes of the Extraordinary Council Meeting held on the 17th of August, 2016.

79/FC

REPORT FROM THE OFFICER OF THE COUNCIL

1. The meeting received an update from the Clerk regarding actions agreed at the previous meeting.
2. The meeting received a report from the meeting with Marilyn Cox regarding the Community Emergency Plan.

80/FC

BOROUGH COUNCILLORS' REPORT

- The meeting received a report from Cllr Turbyfield about a meeting he and Cllr Hatton attended as members of a housing strategy review working group. The aim was to present to Borough Council in January 2017 a housing strategy document up to the year 2020. There will be consultation with Parish Councils and council departments to have a clear direction for housing in Tewkesbury Borough to ensure the best value for the Borough Council and so housing needs are met.
- Cllrs Turbyfield and Hatton also attended a presentation and workshop seminar by Severn Vale housing. There was an update regarding management structure and future direction of the association in a bid to be more approachable in daily dealings with people.
- Cllr Turbyfield assured the meeting that the Burial Ground Access Project was still moving but slowly. He will provide updates when available.
- Cllr Hatton conducted a walkabout and reported the following issues: Three overgrown trees at 100 Abbottswood Road. Overgrown trees at the Nature Close Reserve covering a shed at No 10. The new part of Kennel Lane has a lot of dog fouling producing fungal growth. The pathway to the play area is has rubbish loose and bin is full. 20 areas of dog fouling on the roadway to Watermead cottages. Hedges at number 1 Watermead Cottages are overgrown TBC notified the owner to cut the hedges back within 2 weeks or TBC would cut them and send the owner the bill. Hedges have not been cut. **Action-Clerk**

81/FC

WARD REPORTS

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

- A resident requested a bar be put at the end of the footpath running alongside the primary school as access is difficult. Clerk to identify who owns the property. **Action-Clerk**
- Further complaints about young riders in Brockworth not wearing helmets. A report has been made to the police.
- Drug dealing at Pound Farm playing field has been reported to the police.
- The Whitcomb Cider festival received minimal complaints, only 5 were received.

82/FC

BROCKWORTH COMMUNITY PROJECT UPDATES

1. The meeting received the monthly Youth Activity report and library update and noted the Youth Centre was closed from the 22nd August to the 5th September. The meeting agreed that a meeting should be arranged with the Community Project to discuss why they close during the Summer. The meeting agreed the Clerk will write to invite BCP for a meeting about the Youth Centre. **Action-Clerk**
2. The meeting did not receive a report from the Parish Council representative of the Youth Review Group as Cllr H Neal was unable to attend.

83/FC

PARKS, OPEN SPACES AND BURIAL GROUND

1. The meeting received the Play Park and Burial Ground updates from the Handyperson. Clerk brought to the attention of the meeting that a quote came from Charles Mant to install something new on the burned play equipment. He has come back stating it would be £5000 minimum for the work. Cllr Turbyfield requested an alternative quote be sourced from Grimshaw play equipment. **Action-Clerk**
2. The meeting received the quotes for Pound Farm playing field MUGA and moving of Community Centre MUGA to Mill Lane from: Clerk to get advice on whether planning permission is required. **Action-Clerk**
 - (i) Wicksteed
 - (ii) Mant Leisure
 - (iii) Sovereign (not received)

3. To receive a report from CCTV working group for playing fields, MUGA's and Community Centre. The meeting requested a further site meeting. Another report will be brought to the next full council meeting. **Action-Clerk.**
4. The meeting received and approved the annual Play Inspection report.
5. To consider the replacement of the bus shelter at Green Street. The meeting agreed to replace the bus shelter with a new metal one with a perch added instead of a seat. **Action-Clerk.** Additional perch to be costed for the bus shelter opposite the Vic. The money to be taken from reserves. Cllr Turbyfield and Clerk will look at a rural improvement grant also.
6. The meeting received a report from Saint George's Church regarding the Churchyard.

84/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 and additional report will be provided to the meeting in October. **Action-Clerk**
2. The meeting received the Parish Council and Community Centre Budget Reports.
3. The meeting approved the schedule of invoices totalling £9190.01+VAT (breakdown below).

Date	A/C Ref	Details	Net Amount	Tax Amount	Gross Amount
03/08/2016	BARBWARREN	Admin cover	£204.25	£0.00	£204.25
31/07/2016	BOC	Medical Oxygen	£208.95	£44.71	£250.74
25/08/2016	BROCMAG	Aug/Sept magazine	£525.00	£0.00	£525.00
09/08/2016	CITIZENS	Citizens advice services	£1248.00	£0.00	£1248.00
29/07/2016	DAVEJENN	Window cleaning services	£230.00	£0.00	£230.00
08/08/2016	ELEKSAFE	Pat testing	£125.60	£0.00	£125.60
01/08/2016	ENVESCA	Training for Michelle H and Carole N	£150.00	£30.00	£180.00
22/08/2016	GCCPENS	August 2016 pensions	£345.10	£0.00	£345.10
29/07/2016	GLEBECO	Grass and hedge cutting	£1760.00	£352.00	£2112.00
02/08/2016	GLEVUMS	Security Services	£368.50	£73.70	£442.20
26/08/2016	JROY	Skip hire	£191.67	£38.33	£230.00
31/07/2016	LOCALWO	Job advertising	£844.00	£168.80	£1012.80
14/08/2016	PHSGROUP	Waste collection	£167.50	£33.50	£201.00
02/08/2016	PROCLEAN	Carpet cleaning	£700.00	£140.00	£840.00
01/08/2016	SPOTON	Cleaning supplies	£455.77	£91.15	£546.92
05/08/2016	SYSTEM	Office supplies	£97.91	£19.58	£117.49
09/08/2016	TEWKESB	Business rates	£847.00	£0.00	£847.00
05/08/2016	THE727	Taxi voucher reimbursement	£42.00	£0.00	£42.00
25/08/2016	TXBLIND	Blind track reception	£75.00	£15.00	£90.00
04/08/2016	SAWPROP	Building maintenance	£280.00	£0.00	£280.00
31/08/2016	PLAYINSP	Annual playground inspection	£270.00	£54.00	£324.00
		TOTAL	£9190.01	£1060.77	£10250.78

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

DATE	PAYEE	DETAILS	AMOUNT
01/08/2016	Severn Trent Water	Water Rates	£72.02
01/08/2016	Best of Gloucester	Community Centre Advertising monthly DD	£94.80
26/08/2016	Gareth Fleet	Take down and removal of burnt play equipment	£400.00
29/08/2016	All staff	Payroll	£6189.48
16/08/2016	Sage	Sage Accounts Subscription July 2016	£120.00
22/08/2016	HMRC	PAYE/NI	£2682.05
18/08/2016/2016	EON	Electricity charges	£374.30
31/07/2016	KKC	Copier charges	£146.04
31/05/2016	KKC	Copier charges	£88.21

85/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
14.06.16	16/00036/FUL HORSBERE	Green Lea Green Street Brockworth	Construction of one detached dwelling with private garden space, access and parking.	NO OBJECTION 07.07.16	PERMIT 24.08.16
21.06.16	16/00666/FUL WESTFIELD	46 Ermin Street Brockworth	Two first floor extensions to the front, single storey rear extension	NO OBJECTION 07.07.16	PERMIT 02.08.2016
28.07.16	16/00809/FUL WESTFIELD	49 Ermin Street Brockworth	Single storey rear extension.	NO OBJECTION 04.08.16	
28.07.16	16/00831/FUL GLEBE	35 Boverton Drive Brockworth	Two storey extension and front porch	NO OBJECTION 04.08.16	
28.07.16	16/00830/FUL MOORFIELD	Cotsworld House Shurdington Road Brockworth	Change of use from dwelling (C3) to Childrens day Nursery (D1)	OBJECTION 04.08.16	
28.07.16	16/00795/FUL HORSBERE	154 Abbottswood Road Brockworth	Rear Conservatory	NO OBJECTION 04.08.16	PERMIT 23.08.16
04.08.16	16/00883/FUL HORSBERE	The Bungalow Painswick Road	Demolish of existing sub-standard structures on site and replacement with new chalet property and detached garage.	NO OBJECTION 22.08.16	
17.08.16	16/00926/FUL WESTFIELD	4 Mostham Place Brockworth	Side extension and loft conversion		01.09.16
24.08.16	16/00849/FUL WESTFIELD	8 Hillview Avenue Brockworth	Rear 2 storey extension and infill to existing front porch		08.09.16

2. The meeting received a copy of the letter sent to Planning Officer, Paul Instone regarding the Community Centre Planning Application.

86/FC

JOINT CORE STRATEGY

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

87/FC

CORRESPONDENCE

1. The meeting received a list of correspondence for information.
2. The meeting received a letter from GCC Highways re: Grass cutting arrangements (attached)
3. The meeting received an email from Julie Bustos- Tesco Bags of Help Trial
4. The meeting received a letter from GAPTC- Devolution observations letter.
5. The meeting received an email from a resident re: Pound farm play area burned equipment The meeting resolved that it is not cost effective to repair the play equipment and it will be removed. The Clerk is to write to resident. **Action-Clerk**
6. The meeting received an invitation from GAPTC for the Local Council Expo
7. The meeting received a letter from a resident with concerns about Green Street Clerk to write to Highways to ask it be cut back. **Action-Clerk**
8. The meeting received an invitation from TBC for Remembrance Service Remembrance Service.
9. The meeting received information from GCC re: Temporary Road closure.
10. The meeting received a letter from Zurich Insurance advising about Insurance premium tax increase.
11. The meeting received correspondence from GCC Highways with decision not to install 20MPH zones for Brockworth.
12. The meeting received a letter from Brockworth Pre-School regarding plans for their outdoor space.
13. The meeting received an email from a resident regarding dead trees at Green Gardens. Clerk to check with Severn Vale housing and contact TBC to do something about it. **Action-Clerk**

There being no other business the Chairman closed the meeting at 21:11

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).

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: