

# BROCKWORTH PARISH COUNCIL

## MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 2 APRIL 2014 AT THE COMMUNITY CENTRE AT 7.00 P.M.

**PRESENT** J Hunt (Chairman), Mrs C Neal, Mrs C Green, F Green, J Clarke, H Turbyfield, Mrs J Perez, Mrs S Lefevre-Wellard, Mrs F Miles, E Buxton, M Hobden, V Perez, I Aruna, Mrs R Hatton, Mrs J Shirley (Parish Clerk)

**Members of Public Present:** Four  
**Members of Press Present:** None  
**Also Present:** County Councillor Vines and PCSO Farah Devji-Large

Mr Eccles addressed the Parish Council regarding the Joint Core Strategy reference the Green Belt and asked if the parish council could make a further representation to Tewkesbury Borough Council by Monday 7<sup>th</sup> April regarding the recent ministerial update about Green Belt status land. The Parish Council can discuss and decide to do that once the meeting opens and reaches the agenda item relating to the Joint Core Strategy.

Mr Buxton asked if the Parish Council had an opinion regarding the Cheese Rolling. This has not been considered by the Parish Council and will be put on the May meeting agenda for discussion.

Mrs Lefevre-Wellard addressed the Parish Council regarding the new pedestrian gate on Mill Lane and feels that the design of the gate has not been thought through very well, the current design creates a ladder effect and people could climb the gate and over the garden fence. Mrs Lefevre-Wellard is requesting that the Council changes the design of one of the pedestrian gates to prevent people climbing over. This will be discussed at agenda item 219/FC.4.

Meeting opened at 7.20pm.

### **207/FC TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies received from Cllrs Rowcliffe-Quarry, Furolo and German; the meeting accepted the apologies and reasons given for absence.

### **208/FC DECLARATIONS OF INTEREST**

Cllr S Lefevre-Wellard declared a pecuniary interest in agenda item 219/FC.4. Cllr J Perez declared an interest in item 223/FC (Planning) due to serving on the borough council's planning committee, and item 222/FC (Gloucestershire Market Towns Forum) due to serving on the Board, and also a personal interest in item 220.FC.6 due to serving on the Board of Governors at Castle Hill School. Cllr F Miles declared a personal interest in item 220/FC.6 also due to serving on the Board of Governors at Castle Hill School.

### **209/FC TO CONSIDER CO-OPTION TO WESTFIELD WARD**

Mrs Hatton was the only candidate and addressed the Council as to the reasons she would like to be a parish councillor.

Members of public were asked to leave the room, and the meeting was re-convened and a vote was taken to fill the vacancy. The vote was unanimously in favour of Mrs Hatton.

Members of the public were invited back into the meeting room and Cllr Hunt announced that the new co-opted councillor is Mrs Ruth Hatton. Cllr Hatton signed the Declaration of Office and joined the meeting.  
**Action: Clerk** to inform Tewkesbury Borough Council.

### **210/FC TO RECEIVE CHAIRMAN'S ANNOUNCEMENTS**

Cllr Hunt announced that he had been invited to the official opening of the Jet Age Museum and asked if any councillor would like to attend the event with him on 9 May 2014; Cllr Hobden agreed to attend. **Action: Clerk** to respond to the invitation.

### **211/FC TO RECEIVE A REPORT FROM THE COUNTY COUNCILLOR**

County Councillor Vines gave an update; £40,000 will be allocated to each electoral division for sports and health activities and grants will be provided to local organisations. The application process will soon be available on the County Council website. There has been no update on the A417 road scheme. Cllr Vines also spoke in his capacity as a Tewkesbury Borough Councillor and said that Cllr Rowcliffe-Quarry had resigned as a Borough Councillor and was held in high regard at the Borough Council, and will be missed.

Amey have taken over the Highways contract along with the Public Rights of Way contract and County Council staff have transferred to Amey, however the contact phone number for reporting issues remains the same (08000 514 514).

212/FC

#### **POLICE AND CRIME**

1. PCSO Farah Devji-Large attended the meeting to introduce herself as she had been recently allocated to Brockworth. Crime figures were circulated at the meeting: there were 21 crimes in March 2014 compared to 19 crimes in March 2013.
2. The meeting discussed re-starting the Community Police Meetings in Brockworth; Cllr J Perez will invite Borough Councillor Sue Hillier-Richardson to the June Parish Council meeting to talk about how to restart the meetings in Brockworth in the same way they have been restarted in Bishops Cleeve.

**Action: Clerk.**

213/FC

#### **MINUTES**

1. The Council approved the Minutes of the Council Meeting held on 5 March 2014 with an amendment at item 194/FC to change the wording regarding the date of the minutes approved which should read 5 February 2014 not 8 January.
2. The Council received the Minutes of the Personnel Committee Meeting held on 19 March 2014.
3. The Council received the Minutes of the Building Management Committee Meeting held on 19 March 2014.

214/FC

#### **REPORT FROM THE OFFICER OF THE COUNCIL**

The meeting received an update from the Clerk regarding actions agreed at the previous meeting. The Clerk explained the problem with terminating the photocopier service agreement. Cllr V Perez proposed making a settlement offer of £800 to terminate the service agreement, this was unanimously agreed. If the offer is not accepted then the Clerk was authorised pay the £1,400 settlement requested by the provider. It was further agreed that any settlement amount be added to the contract with the new supplier if that option is available. It was noted that despite paying settlement fees, the new contract will save circa £3,000 over the 5 year contract. **Action: Clerk.**

215/FC

#### **BOROUGH COUNCILLORS' REPORT**

Cllr J Perez confirmed that Cllr Rowcliffe-Quarry has resigned now as a Borough Councillor. The submission version of the Economic Plan can be viewed on [www.gfirst.co.uk](http://www.gfirst.co.uk) website. Cllr J Perez and Cllr V Perez gave updates regarding the Joint Core Strategy and that the JCS document will be discussed by the Borough Council on 7 April 2014.

216/FC

#### **WARD REPORTS**

Cllr Turbyfield noted that he has witnessed many dog walkers on Mill Lane playing field with dogs off leads and difficult for owners to keep track of dog fouling when dogs are running free of leads. The meeting discussed that Tewkesbury Borough Council is considering how to address 'enviro-crimes' and has recently prosecuted one dog owner who had failed to clean up after their dog. The Clerk was instructed to ask Tewkesbury BC for permission to reproduce their article regarding the prosecution and put it in the parish magazine. **Action: Clerk.**

217/FC

#### **BROCKWORTH COMMUNITY PROJECT UPDATES**

1. The parish council received the monthly report which was circulated prior to the meeting. It was noted that there was an incident where young people had tried to take alcohol into the youth club, the alcohol was taken from the young people and the session closed. Cllr Neal enquired about the three funding applications the library had made and asked if these were to the same organisations as last year. Cllr J Perez gave brief details of the funding applications. Cllr Neal suggested that the Community Project could apply to the County Council sport and health grants for youth activities funding; the Clerk will forward details of the application process to the Project once it is available on the County Council website.
2. Cllr V Perez gave a verbal update on the latest Community Project Management meeting which he attended in Cllr J Perez's absence. The Project has now appointed a Vice-Chair (Mrs N Walsh); the business plan is in the process of being updated. One of the funding applications is with Guinness Trust for a Community workplace grant to help people get back into work.

218/FC

#### **HIGHWAYS MATTERS**

The Council received the results of the 20mph traffic surveys and agreed to continue on with the process of requesting 20mph zones in the village. **Action: Clerk.** It was further agreed to request that County Cllr Vines uses his Highways ward budget towards the 20mph zone costs. The Clerk was also instructed to ask Cllr Vines what projects his £10,000 budget has already been allocated. **Action: Clerk.**

219/FC

#### **PARKS, OPEN SPACES AND BURIAL GROUND**

1. The Council received a written report from the handyperson that was circulated prior to the meeting. It was noted that the outdoor gym is currently being installed and should be finished by 11 April.
2. The Council considered information relating to bank erosion on Horsbere Brook behind Cedar Road and noted that stabilisation works will need to be carried out for which the Clerk is obtaining quotes. Cllrs Hobden and Turbyfield will visit the site with the Clerk to look at fencing options to reduce the risk of people falling into the brook at the narrow section of the path. Cllr Neal also suggested writing to residents on Cedar Road to remind them not to fly tip garden waste onto the Brook. **Action: Clerk.**
3. The Council considered drainage information relating to the land on Court Road adjacent to the allotments and agreed to continue with the offer to purchase the land.

Cllr Lefevre-Wellard left the meeting for the next item.

4. The Council discussed correspondence regarding the new pedestrian gates on Mill Lane field and agreed that the Clerk will find out the price for re-designing one gate to be 6 feet tall on one side sloping down to the current height on the other side for the next meeting so there could be no possibility of standing on the top of the gate to climb over the garden fence. **Action: Clerk.**

Cllr Lefeuvre-Wellard rejoined the meeting.

**220/FC**

**FINANCE**

1. The meeting received the Management Accounts for the financial year to date.
2. The meeting approved the schedule of invoices totalling £24,632.81+VAT (breakdown below):

Date	A/C Ref	Details	Net Amount	Tax Amount	Gross Amount
05/03/2014	TEWKESBC	Business Rates 2014/15 Payment 1 of 10	£826.50	£0.00	£826.50
05/03/2014	RBLC	Use of RBL Car Park April 2014	£84.00	£0.00	£84.00
01/04/2014	GAPTC	Annual Subscription 2014/15	£1,521.98	£0.00	£1,521.98
06/03/2014	SPOT-ON	Multi-surface glass cleaner 6 x 750ml	£19.49	£3.90	£23.39
04/03/2014	NISBETS	30 Flared Mugs	£83.10	£16.62	£99.72
28/02/2014	GLEVUMSE	Community Centre Security February 2014	£304.50	£60.90	£365.40
10/03/2014	STJOHNAM	April Seabrook AED & oxygen training	£75.00	£15.00	£90.00
23/02/2014	BLUEARRO	Temporary kitchen worker w/e 21/02/14 for 12.5 hours	£137.63	£27.53	£165.16
10/03/2014	RECOGNIT	ID Badges	£47.02	£9.40	£56.42
10/03/2014	BAYLIFTS	Annual service contract for lift	£243.00	£48.60	£291.60
13/03/2014	BNPPARIB	Early settlement to cease lease agreement on IRC2020i	£2,710.26	£0.00	£2,710.26
11/03/2014	SPOT-ON	Ripple Air Fresh Refills	£40.95	£8.19	£49.14
13/03/2014	BAILEYS	Additional legal fees for Mill Lane land lease & deed of covenant	£500.00	£100.00	£600.00
27/03/2014	GCC.PENS	March 2014 Pensions	£1,477.05	£0.00	£1,477.05
13/03/2014	NISBETS	New toaster & 24 dinner plates for kitchen	£70.37	£14.07	£84.44
13/03/2014	B.HUMMEL	Tree works	£1,650.00	£330.00	£1,980.00
14/03/2014	K.I.S.	Annual monitoring of alarm & maintenance March '14-March '15	£683.15	£136.63	£819.78
18/03/2014	QUEENSB	Repairs to bus shelter on Ermin Street	£144.60	£28.92	£173.52
23/03/2014	DAVEJENN	Community Centre Window Cleaning March 2014	£75.00	£0.00	£75.00
15/03/2014	PITHER	Mill Lane hedge cutting	£140.00	£28.00	£168.00
21/03/2014	SYSTEM	A4 copier paper & re-chargeable batteries & charger	£106.45	£21.29	£127.74
26/03/2014	GREENDAY	Grass cutting March 2014	£665.00	£0.00	£665.00
25/03/2014	BAYLIFTS	Lift out of order call out	£109.00	£21.80	£130.80
24/03/2014	MINIBUS	Community Bus March 2014	£600.00	£0.00	£600.00
27/03/2014	COTSBUSS	5 new conference tables for room 2	£1,450.00	£290.00	£1,740.00
28/03/2014	GLOS.LOC	Extra keys for room 2	£17.76	£3.55	£21.31
31/03/2014	GLOS.C.C	8 x speed surveys in Brockworth for 20mph suitability	£721.00	£144.20	£865.20
01/04/2014	BCP	Funding contribution for running Library provision 2014/15	£10,000.00	£0.00	£10,000.00
01/04/2014	TX.BLIND	Replacement of 2 window blind tracks	£130.00	£26.00	£156.00
		<b>Totals</b>	<b>£24,632.81</b>	<b>£1,334.60</b>	<b>£25,967.41</b>

3. The meeting noted the schedule of payments made outside of meetings since 1 March 2014:

DATE	PAYEE	DETAILS	AMOUNT
01/03/14	EON	Community Centre Gas monthly DD	£282.00
01/03/14	Severn Trent Water	Water Rates	£88.99
01/03/14	Best of Gloucester	Community Centre Advertising monthly DD	£94.80
06/03/14	GRCC	Annual Membership	£25.00
06/03/14	Fields in Trust	Annual Membership	£25.00
09/03/14	BT	Phone charges 01/02/14-30/04/14 and usage 21/11/13-19/02/14	£837.45
10/03/14	EON	Community Centre Electricity Usage to 24 February 2014	£476.09
28/03/14	All staff	March 2014 Payroll for 9 staff	£6281.03

4. The Council approved the quote for annual weed spraying of kerbsides at a cost of £760+VAT per visit and agreed two visits as recommended during 2014. **Action: Clerk.**
5. The Council considered the re-drafted list of assets of community value for nominating to allow the community a 6 month window of opportunity to bid for the asset should it come up for sale and made several amendments and agreed to submit the list of 22 items to Tewkesbury Borough Council. **Action: Clerk.**
6. The Council discussed the grant request from Friends of Castle Hill School for the annual fete and agreed to grant £500 from the fete reserve. **Action: Clerk.**
7. The Council deferred discussing the repair / replacement of the MUGA net at Brockworth Community Centre pending a third quote. **Action: Clerk** to add to next agenda.
8. The Council considered the installation of a dog waste bin near the bridge on Court Road outside St George's Church with signage reminding people to pick up after their dogs and agreed to install a new bin at a cost of £198+VAT plus £160+VAT for installation plus £30 for the sign. **Action: Clerk.**

**221/FC**

**FEEDBACK FROM MEETINGS**

Cllr Clarke gave a verbal report from the Gloucestershire Playing Fields Association meeting attended on 18 March 2014. Cllr Clarke outlined an idea to involve school children in inspecting play equipment as an activity with a local school. **Action: Clerk** to contact the GPFA to find out more information.

**222/FC**

**GLOUCESTERSHIRE MARKET TOWNS FORUM**

1. There has been no recent meeting; however Cllr J Perez attended an all-day Market Towns event at the GL3 Hub at Churchdown. Cllr J Perez also explained that the Market Towns Forum have technical assistance budget available.

**223/FC**

**PLANNING MATTERS**

1. The Council considered the following planning matters:

Date application received	Reference & Ward	Location / Address	Details of Application	Comments from BPC
05.03.14	14/00119/FUL GLEBE	61 Court Road Brockworth GL3 4ES	Two storey side extension, enlargement of front porch and erection of single storey extension to rear.	NO OBJECTION 26.03.14
26.03.14	14/00189/FUL & 14/00190/ADV HORSBERE	Tesco Whittle Way Brockworth	Installation of dry cleaning, key cutting, shoe & watch repairs pod and signage	NO OBJECTION 31.03.14

2. The Council noted the following planning decisions made by Tewkesbury Borough Council:

Date application received	Reference & Ward	Location / Address	Details of Application	Comments from BPC	Decision
13.01.14	14/00015/FUL WESTFIELD	39 Boverton Drive Brockworth GL3 4DA	Erection of a two storey extension to the side of the dwelling.	NO OBJECTION 27.01.14	PERMIT 27.02.14
13.01.14	14/00022/OUT WESTFIELD	30 Westfield Road Brockworth GL3 4AR	Outline application for the demolition of existing redundant garage and construction of detached two storey dwelling (including proposed means of access)	NEUTRAL 28.01.14 Requested refer to Planning Committee for determination & SIP	REFUSE 05.03.14
20.01.14	14/00006/FUL WESTFIELD	62 Boverton Avenue Brockworth GL3 4ER	Demolition of existing dining room extension and the erection of a new extension to the dining room and kitchen	NO OBJECTION 29.01.14	PERMIT 27.02.14
23.01.14	14/00052/FUL HORSBERE	8 Ermin Street Brockworth GL3 4HJ	Change of use of existing dwelling with internal alterations to meeting rooms for prayer and bible study and reading of holy scriptures (D1 use) and additional parking provision	OBJECT 28.01.14 Will create noise nuisance early mornings & increased traffic	PERMIT 20.03.14
	14/00114/TPO HORSBERE	Invista (UK) Ltd Ermin Street Brockworth	To remove lower branches, reduce 3 No. branches by 50%, raise and balance crowns to Tulip tree (TPO 350 - T12)		CONSENT 14.03.14

224/FC

**JOINT CORE STRATEGY**

Cllr J Perez gave updates regarding the Joint Core Strategy, the JCS document is going to each authority w/c 7 April, and if any authority wants to make an amendment then the document has to go back to each authority for approval. **Action: Clerk** to write to Tewkesbury Borough Councillors and JCS team re-iterating that the Parish Council does not support the loss of Green Belt in Brockworth and that the evidence base document "Historic Environment Assessment" shows 2 areas of high historical significance in Brockworth which means the land near those areas shouldn't be built upon to retain the historic setting of the church and Tithe Barn. There is also a lack of sports field provision in Brockworth which further supports evidence for the retention of the Green Belt.

225/FC

**CORRESPONDENCE**

1. The Council discussed the email regarding fencing request for play park at Abbotswood and reiterated that the new play areas were designed to be open areas without fencing and there are several small play areas in Brockworth that are fenced; the issue of dog fouling and dogs running loose in the play areas is a high priority for the Parish Council and will seek to work with the Borough Council to deal with this issue across Brockworth. **Action: Clerk** to respond to the email.
2. The Council received list of correspondence for information. The Parish Council had no objection to the renewal licence application for Tartaglia's Ice Cream. **Action: Clerk.**

There being no other business, the Chairman closed the meeting at 9.50pm.

Signed:

Date: