

BROCKWORTH PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 5 FEBRUARY 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 M Rowcliffe-Quarry, Mrs J Perez, Mrs I German, Mrs S Lefeuvre-Wellard, Mrs F Miles, E Buxton, M Hobden, Mrs J Shirley (Parish Clerk)

Members of Public Present: None
Members of Press Present: None
Also Present: County Councillor Robert Vines

172/FC TO RECEIVE APOLOGIES FOR ABSENCE
Apologies received from Cllrs Furolo, Aruna and V Perez; the meeting accepted the apologies and reasons given for absence.

173/FC DECLARATIONS OF INTEREST
Cllr J Perez declared an interest in item 185/FC (Planning) due to serving on the borough council's planning committee, and item 184/FC (Gloucestershire Market Towns Forum) due to serving on the Board.

174/FC TO RECEIVE CHAIRMAN'S ANNOUNCEMENTS
Cllr Hunt announced that he had been chosen to attend the Buckingham Palace Garden Party this summer.

175/FC TO RECEIVE A REPORT FROM THE COUNTY COUNCILLOR
Cllr Vines gave a verbal update; the appeal process for the incinerator has completed however the outcome won't be decided for several months. There will be a meeting to discuss the A417 loop option this month. Gloucestershire CC will be writing to the Environment Agency to re-commence dredging of the River Severn.

176/FC POLICE AND CRIME
There was no police present and no report provided. Cllr J Perez asked about re-starting the community meetings with the police, the councillors felt this was a good idea so Cllr Perez will find out more information.
Action: Cllr Perez.

177/FC MINUTES
1. The meeting approved the Minutes of the Council Meeting held on 8th January 2014.
2. The meeting received the Minutes of the Personnel Committee Meeting held on 22nd January 2014.

178/FC REPORT FROM THE OFFICER OF THE COUNCIL
1. The meeting received an update from the Clerk regarding actions agreed at the previous meeting. Cllr Turbyfield and Cllr J Perez gave an update on the Coopers Edge Sports Provision meeting.
2. The meeting noted that no electors called for an election to fill the parish councillor vacancy and the parish council will now proceed to co-opt to fill the vacancy. The Clerk will advertise the vacancy for co-option at the April full council meeting.

179/FC BOROUGH COUNCILLORS' REPORT
Cllr J Perez gave an update.

180/FC WARD REPORTS
Cllr Rowcliffe-Quarry reported that the Community Centre Choir will be 'wassailing' around the newly planted Perry Pear trees at the Kennel Lane development. Wassailing is an ancient tradition to help orchard trees to grow and bear fruit. Cllr Buxton reported that there have been instances of meat entrails being dumped at Coopers Hill and Tewkesbury BC Environmental Health are dealing with the matter.

181/FC BROCKWORTH COMMUNITY PROJECT UPDATES
1. The parish council received the monthly report which was circulated at the meeting.

Cllr Miles joined the meeting.

2. Cllr J Perez gave a verbal update regarding the latest Community Project Management meeting. Gloucestershire CC has agreed to pass on £10,000 section 106 to Brockworth Library which will be used for capital costs such as potentially refurbishing the offices in order to generate a rental income. The Project is reviewing its business plan.

182/FC PARKS, OPEN SPACES AND BURIAL GROUND
1. The parish council received a written report from the handyperson that was circulated prior to the meeting. The meeting also noted the quarterly inspection reports from Greenfields. The Handyperson is now qualified to the first level play inspector and our in-house monthly inspections are very thorough

therefore Council felt that we no longer needed an external company to inspect quarterly. The Council agreed that we will continue to use an external company for the annual play safety inspection.

- The parish council discussed making an offer to purchase land on Court Road adjacent to the allotments and the possible uses for the land. It was noted that there is section 106 funds available for burial ground facilities. It was agreed that the Clerk will talk to St George's Church about a possible joint purchase, and also find out whether the Environment Agency would object to the land being used as burial ground. The Clerk will also write to the land agent and let them know that the Council is interested in the land but will be unable to make a decision until the March full council meeting when further information will hopefully be available from the Environment Agency. **Action: Clerk.**

183/FC

FINANCE

- The parish council received the Management Accounts for the financial year to date.
- The parish council approved the schedule of invoices totalling £14,770.19+VAT (breakdown below):

Date	A/C Ref	Details	Net Amount	Tax Amount	Gross Amount
07/01/2014	CUSTOMHO	Mini jugs (climbing hold) and fittings	13.43	1.58	15.01
09/01/2014	SYSTEM	Receipt Book x 200	9.49	1.90	11.39
16/12/2013	NISBETS	Tablecloths and Jug	73.86	14.77	88.63
30/01/2014	GCC.PENS	January 2014 Pensions	1410.11	0.00	1410.11
05/12/2013	JACSUK	Bollard for Kennel Lane open space	86.00	17.20	103.20
13/01/2014	POWERDOR	Service of 2 No automatic doors	100.00	20.00	120.00
15/01/2014	M.TWINNI	Keep culvert clear at Cross Hands	140.00	28.00	168.00
15/01/2014	K.TWINNI	Weed control	130.00	0.00	130.00
15/01/2014	CONTRACT	Outdoor Gym banner	50.00	10.00	60.00
17/01/2014	RBLC	Car Park rental Jan 2014	84.00	0.00	84.00
17/01/2014	JANESPO	35% of Outdoor Gym Project less 2.5% retention	11193.00	2238.60	13431.60
20/01/2014	KING	Repair to fire exit door in main hall	45.00	9.00	54.00
26/01/2014	DAVEJENN	Community Centre Window Cleaning January 2014	75.00	0.00	75.00
28/01/2014	GREENFIE	Quarterly play area inspections	125.00	25.00	150.00
31/01/2014	SYSTEM	Flipchart markers, corrector mice, notelets	20.30	4.06	24.36
27/01/2014	MINIBUS	Community Bus Dec 2013 & Jan 2014	1050.00	0.00	1050.00
01/02/2014	VISIONIC	Brockworth PC Website annual hosting	165.00	33.00	198.00
		Totals	14770.19	2403.11	17173.30

- The parish council noted the schedule of payments made outside of meetings since 1 January 2014:

DATE	PAYEE	DETAILS	AMOUNT
01/01/14	EON	Community Centre Gas monthly DD	£372.00
01/01/14	Severn Trent Water	Water Rates	£88.99
01/01/14	Best of Gloucester	Community Centre Advertising monthly DD	£94.80
14/01/14	EON	Community Centre Electricity Usage to 30 December 2013	£573.86
15/01/14	Paribas	Quarterly photocopier lease	£314.16
29/01/14	Creative	Annual hosting of Brockworth Business & Occasions for community centre	£720.00
30/01/14	All staff	January 2014 Payroll for 9 staff	£5980.65

- The parish council approved the virement of £5,000 from the Parish Council Staffing Costs budget to the Community Centre Staffing Costs budget (£4,000) and Temporary Staff Cover budget (£1,000).
- The parish council approved Mr Iain Selkirk as the independent auditor for the financial year ending 31st March 2014 at a cost £275.
- The parish council considered the installation of air conditioning in the conference room as recommended by the Building Management Committee and agreed in principle to install air conditioning up to a maximum cost of £5,500+VAT (from capital funds) with the preferred system being the Mitsubishi Electric 10kW with Mitchells, subject to further independent assessment with Cllr V Perez. **Action: Clerk and Cllr V Perez.**
- The parish council considered the purchase of additional meeting room furniture in order to utilise Office 2 as an extra meeting room for hire and agreed to purchase 5 new tables and 16 chairs plus a whiteboard at a total cost of £1,928.84+VAT from capital funds. **Action: Clerk.**

8. The parish council reviewed long-term deposit with Co-operative bank and agreed to move the money to the best paying deposit account with the Co-operative bank or if no better paying account then to leave it in the current deposit. **Action: Clerk.**
9. The parish council discussed of nominating assets of community value for listing to allow the community a 6 month window of opportunity to bid for the asset should it come up for sale. It was agreed to put together a list to include all open spaces, Royal British Legion building, the library, the Victoria public house and attached land. **Action: Clerk** to draft a complete list for Council to approve at the next full council meeting.
10. The parish council considered the grant application from the Allotments Association and agreed to grant £120 to be paid from the Allotment Maintenance Reserve. **Action: Clerk.**
11. The parish council agreed to change photocopier supplier to Annodata in order to save around £900 per year compared with existing supplier. **Action: Clerk.**

184/FC

GLOUCESTERSHIRE MARKET TOWNS FORUM

Cllr J Perez gave a verbal update from the latest meeting (29 January).

185/FC

PLANNING MATTERS

1. The parish council considered the following planning matters:

Date application received	Reference & Ward	Location / Address	Details of Application	Comments from BPC
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
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
13.01.14	13/01278/FUL HORSBERE	Part Parcel 0973, Kennel Lane Brockworth	Construction of 1 additional dwelling and garage	OBJECT 21.01.14
21.10.13 14.01.14	13/00939/APP HORSBERE	Land to the Rear of Invista, Ermin Street Brockworth	Reserved matters application pursuant to app 11/00091/OUT for 199 dwellings	NO OBJECTION 18.11.13 - comments submitted REVISED PLANS NO OBJECTION 24.01.14
17.01.14	13/01165/TPO WESTFIELD	189 Hucclecote Road Brockworth GL3 3TZ	2 x Sycamore to reduce by no more than 25%	NO OBJECTION 23.01.14
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
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
24.01.14	14/00006/ENFC	89 Ermin Street Brockworth GL3 4HE	Alleged unauthorised rear wooden pallet extension	
27.01.14	14/00056/FUL WESTFIELD	35 Westfield Road Brockworth GL3 4AT	Demolition of existing garage and construction of new building to form an ancillary granny annexe and storage area. Demolition of low level boundary wall and construction of 1.80m high close boarded fence.	

2. The parish 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
04.10.13 11.11.13	13/01014/FUL MOORFIELD	The Chase Henley Bank Lane Brockworth	04.10.13 Conversion of domestic garages & store to independent dwelling. 11.11.13 AMENDMENT to application for conversion of outbuilding field shelter and store to independent dwelling including change of use of land to residential curtilage (using existing vehicular access).	OBJECT 17.10.13 OBJECT 03.12.13	WITHDRAWN 13.01.14
25.11.13	13/01094/FUL GLEBE	10 Hickley Gardens Brockworth	Retention of wooden garage	NO OBJECTION 12.12.13	PERMIT 14.01.14

186/FC

JOINT CORE STRATEGY

The parish council received a verbal update from Cllr J Perez; there were approximately 2,500 representations to the Joint Core Strategy consultation. The JCS team will be doing some work to investigate whether the Cotswold Beech woods will be affected by emissions from the nearby roads. Highnam is being looked at as a possible strategic site.

187/FC

NEIGHBOURHOOD PLAN

The parish council discussed proceeding with a Neighbourhood Development Plan for Brockworth following the presentation from GRCC on 13th January 2014. Cllr Buxton proposed not going ahead with a NDP, seconded by Cllr Turbyfield, 8 in favour, 4 abstentions. Motion carried. The Council will review this decision if a community group comes forward wanting to do a NDP. The Councillors considered reviewing the current Parish Plan starting with the action plan; Cllrs Buxton, Hobden, Miles and J Perez will meet to review the action plan.

188/FC

CORRESPONDENCE

- Five councillors expressed interest in attending the meeting to discuss the A417 loop option on Tuesday 11 February at Gloucestershire County Council. Action: Clerk to book their places.
- The councillors discussed the email from Coopers Edge Community Group regarding youth provision and Cllrs Turbyfield and J Perez agreed to meet with them to share ideas.
- The meeting discussed the invitation to attend the Coopers Edge Community Information event on Monday 17 February 2014 and Cllrs Buxton and Rowcliffe-Quarry agreed to attend.
- The meeting discussed the email received regarding Green Street Access Only and agreed to request Highways install "Do not follow SatNav this way" signs. The Clerk will also put an article in the parish newsletter. **Action: Clerk.**
- The meeting received the list of correspondence for information and noted that the Royal British Legion is offering the use of their car park for a further 12 months at a cost of £84 per month which the Council wished to continue making use of as an overflow car park for the community centre.

There being no other business, the Chairman closed the meeting at 9.25pm.

Signed:

Date: