

# BROCKWORTH PARISH COUNCIL

## MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 8 JANUARY 2014 AT THE COMMUNITY CENTRE AT 7.00 P.M.

**PRESENT** J Hunt (Chairman), Mrs C Green, F Green, J Clarke, R Furolo, H Turbyfield, Mrs M Rowcliffe-Quarry, Mrs J Perez, V Perez, Mrs I German, Mrs S Lefeuve-Wellard, M Hobden, Mrs J Shirley (Parish Clerk)

**Members of Public Present:** One  
**Members of Press Present:** None  
**Also Present:** PC Rob Guest and County Councillor Robert Vines

Mrs C Henson from the Royal British Legion Poppy Appeal presented the Parish Council with a Certificate of Appreciation for the years of support to the Poppy Appeal.

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

Apologies received from Cllrs Buxton, Neal, Aruna, and Miles; the meeting accepted the apologies and reasons given for absence.

**156/FC DECLARATIONS OF INTEREST**

Cllr J Perez declared an interest in item 168/FC (Planning) due to serving on the borough council's planning committee, and item 167/FC (Gloucestershire Market Towns Forum) due to serving on the Board.

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

The Chairman noted that there was a typographical error on agenda item 165/FC.4 with the burial fee review and that the interment of cremated remains proposed fee should read £100 not £75.

The Chairman also requested that Councillors deal with planning applications more quickly as one had not been returned to the office in time to make comments to the Planning department at Tewkesbury BC.

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

Cllr Vines gave a verbal update on the improvements needed for A417 and that the parish council will be invited to a meeting to discuss the matter. The budget for 2014/15 will be approved in March and Cllr Vines hoped there would be no increase.

**159/FC POLICE AND CRIME**

PC Rob Guest attended the meeting and gave an update on the crime figures; there were 14 crimes in December 2013 compared to 23 crimes in December 2012.

**160/FC MINUTES**

1. The meeting approved the Minutes of the Council Meeting held on 4<sup>th</sup> December 2013
2. The meeting received the Minutes of the Building Management Committee Meeting held on 18<sup>th</sup> December 2013.

**161/FC REPORT FROM THE OFFICE OF THE COUNCIL**

1. The meeting received an update from the Clerk regarding actions agreed at the previous meeting.
2. The meeting approved the updated Risk Assessment & Management Document.

**162/FC BOROUGH COUNCILLORS' REPORT**

Cllr J Perez gave an update; Tewkesbury BC is working with other local authorities and Glos LEP on the future economic growth of Gloucestershire – a draft plan is available on Glos LEP's website. Three more areas have been designated as neighbourhood areas for neighbourhood plans. The Planning Department at Tewkesbury BC has forwarded a suggestion for relocating the 3 newly planted Perry Pear trees to the open space at the play area which will be a better area for the trees to grow. The Parish Council felt very strongly that the trees should not be moved as this opened up the risk that the developer would submit a planning application for another detached house in the space where the trees are currently growing. Cllr J Perez will pass on the Parish's concerns to the Planning department.

**163/FC WARD REPORTS**

Cllr V Perez reported that Kennel Lane is much cleaner since the developer has relocated their wheel-washing facilities. Cllr J Perez noted that vehicles are not stopping at Kennel Lane when turning into the new development, this may be due to a lack of road markings; the Clerk will report this onto Highways. Cllr Furolo has received recent complaints that the new roundabout for Abbotswood Road is dangerous and that vehicles are not stopping to give way on the roundabout due to drivers not being aware of the roundabout until it's too late to stop; the Clerk to report this onto Highways.

**164/FC BROCKWORTH COMMUNITY PROJECT UPDATES**

1. The parish council received the monthly report which was circulated at the meeting. The Parish Council was interested to know how well attended the girls-only session on Thursdays is and requested the

Clerk to enquire. **Action: Clerk.** The Clerk requested that Cllr J Perez enquires whether the Parish Council is being asked to help with the problems with the youth centre computers and internet that was mentioned in the "Areas of Concern" section of the report, as the Parish Council provides the internet.

- The next Management Meeting is on 16<sup>th</sup> January and Cllr J Perez will report back at the next full council meeting.

**165/FC**

**PARKS, OPEN SPACES AND BURIAL GROUND**

- The meeting received a written report from the handyman that was circulated prior to the meeting.
- The meeting received an update on the outdoor gym project and agreed with the design as outlined by the Clerk. Clerk to find out about free trees that could be planted as part of the design. **Action: Clerk.**
- The meeting received information regarding the implementation of a byelaw to ban dogs from Mill Lane playing field to prevent the issue of dog fouling on the football pitches and also information from Tewkesbury BC regarding strategies they are planning. It was agreed to wait until Tewkesbury BC's strategies are further forward in March. The Parish Council agreed to publish the dog fouling article as drafted for the February edition of the parish magazine. **Action: Clerk.**
- The meeting reviewed the Burial fee structure and adopted as recommended by the Burial Ground Working Group, with effect from 1<sup>st</sup> April 2014. **Action: Clerk** to publicise the changed fees in the parish magazine and write to the local funeral directors.
- The meeting considered reducing the Exclusive Burial Rights period from 100 years to 50 years and decided to keep it at 100 years.

**166/FC**

**FINANCE**

- The meeting received the Management Accounts for the financial year to date.
- The meeting approved the schedule of invoices totalling £10,333.50+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>
03/12/2013	POWERDOR	Replaced Key Switch	£135.00	£27.00	£162.00
30/11/2013	MINIBUS	Community Bus Oct & Nov 2013	£1,350.00	£0.00	£1,350.00
09/12/2013	ICO	Data Protection Registration 2014 for Z2037694	£35.00	£0.00	£35.00
30/12/2013	GCC.PENS	December 2013 Pensions	£1,455.25	£0.00	£1,455.25
30/12/2013	HMRC	PAYE October to December 2013	£1,758.60	£0.00	£1,758.60
30/12/2013	HMRC	NI October to December 2013	£1,759.45	£0.00	£1,759.45
10/12/2013	NAVIGUSP	Joint Core Strategy consultation representations	£525.55	£105.11	£630.66
11/12/2013	GREENFIE	Zip wire maintenance	£198.00	£39.60	£237.60
17/12/2013	BROCKWOR	Brockworth Magazine printing issue Dec13/Jan14	£300.00	£0.00	£300.00
17/12/2013	RBLC	Car Parking December 2013	£84.00	£0.00	£84.00
18/12/2013	DAVEJENN	Community Centre Window Cleaning December 2013	£75.00	£0.00	£75.00
18/12/2013	PHILWHIT	Paint kitchen & fit new cooker hood	£757.00	£0.00	£757.00
18/12/2013	PHILWHIT	Fit tv in Youth Centre to wall with new bracket	£126.00	£0.00	£126.00
31/10/2013	GROUPOCRE	Community Centre Website Hosting & domain renew Oct 2013	£75.00	£15.00	£90.00
19/11/2013	GROUPOCRE	Community Centre Website Hosting & domain renew Nov 2013	£125.00	£25.00	£150.00
13/12/2013	GROUPOCRE	Community Centre Website Hosting December 2013	£50.00	£10.00	£60.00
17/12/2013	HANMANSP	Nature Reserve signs	£95.00	£19.00	£114.00
20/12/2013	TEWKESBC	RPII Routine Playground Inspection Training at TBC	£160.00	£0.00	£160.00
22/12/2013	HARTELL	Fencing to bridge on Pound Farm	£207.40	£41.48	£248.88
30/12/2013	GLEVUMSE	Alarm activation call out (hirer set off fire alarm)	£36.00	£7.20	£43.20
02/01/2014	SYSTEM	Drywipe board, envs & correction mice	£52.15	£10.43	£62.58
31/12/2013	GLEVUMSE	Community Centre Security December 2013	£330.60	£66.12	£396.72
23/12/2013	K.I.S.	Call out to Youth Centre alarm faulty (no fault found)	£55.00	£11.00	£66.00
14/10/2013	BAILEYS	Legal fees for lease of Nature Reserve off Green Street	£250.00	£50.00	£300.00
03/01/2014	CHARLTON	Corridor carpets & conference chairs cleaned	£338.50	£0.00	£338.50
		Totals	<u>£10,333.50</u>	<u>£426.94</u>	<u>£10,760.44</u>

3. The meeting noted the schedule of payments made outside of meetings since 1 December 2013:

DATE	PAYEE	DETAILS	AMOUNT
09/12/13	EON	Community Centre Electricity Usage to 25 November 2013	£483.79
07/12/13	BT	Telephone charges usage 21/08 to 20/11 and charges 01/11 to 31/01	£890.20
01/12/13	EON	Community Centre Gas monthly DD	£372.00
01/12/13	Severn Trent Water	Water Rates	£88.99
01/12/13	Best of Gloucester	Community Centre Advertising monthly DD	£94.80
05/12/13	Ryan West	Section 137 Grant towards Commonwealth Games training	£50.00
07/12/13	JShirley	Staff Christmas Meal expenses with Chairman	£169.90
30/11/13	All staff	December 2013 Payroll for 9 staff	£6061.32

- The meeting finalised the budget for 2014/15 and agreed the precept for 2014/15 as £156,460 which equates to a 2.46% increase on 2013/14. **Action: Clerk** to inform Tewkesbury BC.
- Repairs to the bus shelter on Ermin Street (near Cross Hands) were considered and it was agreed to have the shelter repaired when the company was next in the area at a cost of £355.72. The Clerk to check the insurance policy for the excess on claims for damages to the bus shelter and submit a claim if appropriate. **Action: Clerk.**
- The draft Grant Awards Policy was adopted with the removal of point number 8 in the conditions of funding section. **Action: Clerk.**

167/FC

#### GLoucestershire Market Towns Forum

There hasn't been a meeting since the last parish council meeting, the next Market Towns Forum meeting will be on 29<sup>th</sup> January.

168/FC

#### PLANNING MATTERS

1. The meeting considered the following planning matters:

Date app received	Reference & Ward	Location / Address	Details of Application	Comments from BPC
16.12.13	13/01215/CLE MOORFIELD	Green Garden Coopers Hill Brockworth	Use of land for purposes incidental to the enjoyment of the residential dwelling at Green Garden	NO OBJECTION 08.01.14
19.12.13	13/01200/ADV HORSBERE	Tesco, Whittle Way Brockworth	Advertisements of the hand car wash.	NO OBJECTION 24.12.13
19.12.13	13/01199/FUL HORSBERE	Tesco, Whittle Way Brockworth	Change of use of 9 car spaces for hand car wash.	NO OBJECTION 24.12.13

1. To note planning decisions by Tewkesbury Borough Council:

Date app received	Reference & Ward	Location / Address	Details of Application	Comments from BPC	Decision
21.10.13	13/01035/FUL MOORFIELD	Woodside Painswick Road Brockworth	Erection of two storey side extension, first floor rear extension and bridge to rear garden.	Papers not returned from Ward. Unable to make a comment.	PERMIT 05.12.13

169/FC

#### JOINT CORE STRATEGY

Cllr J Perez gave a verbal update.

170/FC

#### NEIGHBOURHOOD PLAN

The councillors noted that GRCC will be giving a presentation to Council on Neighbourhood Plans on Monday 13<sup>th</sup> January at 7pm at the Community Centre.

171/FC

#### CORRESPONDENCE

- The Parish Council agreed to nominate Cllr Hunt for the Buckingham Palace Garden Party. **Action: Clerk.**
- The Parish Council had no objection to the street trading licence application for Mr Abernethy selling hot and cold drinks and snacks at Gloucester Business Park. **Action: Clerk.**
- The councillors noted the list of correspondence for information. Cllr Turbyfield and Cllr J Perez will attend the Coopers Edge meeting regarding the future provision of sports pitches as part of POS1 'north'.

There being no other business, the Chairman closed the meeting at 8.40pm.

Signed:

Date: