

BROCKWORTH PARISH COUNCIL

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

PRESENT J Hunt (Chairman), Mrs C Neal, J Clarke, R Furolo, E Buxton, I Aruna, Mrs I German, Mrs C Green, F Green, H Turbyfield, M Hobden, Mrs S Lefeuvre-Wellard, R Hatton, Mrs M Rowcliffe-Quarry, Mrs F Miles, Mrs J Shirley (Parish Clerk)

Members of Public Present: Three members of public
Members of Press Present: None

Residents of Green Street were present regarding a proposal from Gloucestershire Highways to close Green Street at the Kennel Lane junction to prevent through traffic travelling along Green Street to the A46. Residents felt that had Highways closed Green Bank as intended as part of the planning permission for the Kennel Lane development then there wouldn't be the increase in traffic on Green Street that residents are now experiencing. The trees and hedgerows on the field side of Green Street have become very overgrown narrowing Green Street even further. Private driveways on Green Street are becoming damaged due to vehicles having to pull in to give way to oncoming traffic. The proposal by Highways to close Green Street will be discussed later in the meeting.

The meeting opened at 7.20pm.

- 39/FC TO RECEIVE APOLOGIES FOR ABSENCE**
Apologies received from Cllrs J Perez and V Perez; the Council accepted the apologies and reasons given for the apologies.
- 40/FC DECLARATIONS OF INTEREST**
None.
- 41/FC TO RECEIVE CHAIRMAN'S ANNOUNCEMENTS**
None.
- 42/FC TO RECEIVE A REPORT FROM THE COUNTY COUNCILLOR**
Cllr Robert Vines was unable to attend the meeting and sent his apologies.
- 43/FC POLICE AND CRIME**
1. There was no-one available to attend from the Police and no crime figures were received.
2. Deferred until Police available at a future meeting.
3. The Council discussed restarting the Neighbourhood Co-ordination Group meetings as per the presentation at the June full council meeting and noted that the meetings need to be organised by the community. **Action: Clerk** to put something in the next magazine.
- 44/FC MINUTES**
1. The Council approved the Minutes of the Council Meeting held on 4 June 2014 with an amendment at item 37/FC to show that the ONS population figures are projected to be lower not higher as minuted. **Action: Clerk.**
2. The Council received the Minutes of the Building Management Committee Meeting held on 18 June 2014. Cllr Rowcliffe-Quarry noted that in item 2 it should say "Fare Shares" not "Food Shares". **Action: Clerk.**
- 45/FC REPORT FROM THE OFFICER OF THE COUNCIL**
1. The Council received an update from the Clerk regarding actions agreed at the previous meeting.
2. The Council considered and agreed that the Council would support each of the GAPTC AGM motions for debate on 16 July and delegated Cllr Miles to vote on the Parish Council's behalf.
- 46/FC BOROUGH COUNCILLORS' REPORT**
Cllr Turbyfield reported latest updates from Tewkesbury Borough Council. Cllr Turbyfield has been appointed to the Overview & Scrutiny Committee and the Licensing Committee.
- 47/FC WARD REPORTS**
Cllr Clarke noted that the surface of the Mill Lane car park may need re-surfacing in due course. Cllr Furolo reported that the hedge needs maintaining along Mill Lane as brambles are overgrowing the pavement. Cllr Turbyfield reported that there is a large hole in the pavement on Bronze Close outside the second block of flats, Clerk to report to Highways. Cllr Hobden reported that that the traffic light on Mill Lane has become overgrown by vegetation. Cllr F Green requested an update on a planning application for change of use at a property on Ermin Street, Clerk to check and report back. Cllr Miles noted there is a hole in the pavement on Ermin Street to be reported to Highways.

48/FC

BROCKWORTH COMMUNITY PROJECT UPDATES

1. The meeting received the monthly Youth Activity report and library update. The Clerk was instructed to find out from the Fire Service the person limit for the youth centre and to request the Project for a copy of their public liability insurance as provided by all room users. **Action: Clerk.** Cllr Furolo noted that the issue figures would be more meaningful if it was a percentage of the population of the areas in the table, rather than just numbers issued.
2. No update available.

49/FC

PARKS, OPEN SPACES AND BURIAL GROUND

1. To receive Play Park and Burial Ground updates.
The meeting received a written report from the handyperson that was circulated prior to the meeting. Cllr Lefeuvre-Wellard asked if the Council could apply to the Active Communities grant for a piece of play equipment for Mill Lane field to be installed between the tunnel and the toddler area. It was agreed that the Clerk would look at completing a grant application. **Action: Clerk.**
2. The Council considered a recent issue with the burial ground relating to grave digging and confirmed that all graves must be shored during digging, the Clerk to inform the local funeral directors. **Action: Clerk.** The Burial Working Group will revise the burial rules when it meets on Monday 7th July.

50/FC

FINANCE

1. The Council received the Management Accounts for the financial year to date.
2. The Council discussed outsourcing the monthly payroll processing to an external company and decided against outsourcing despite the recognised financial risk of the Clerk paying herself.
3. The Council agreed the renewal of Sage Cover Extra at a cost of £580+VAT for Sage Payroll.
4. The Council approved renewal of the annual membership of the Gloucestershire Playing Field Association at a cost of £100.
5. The meeting approved the schedule of invoices totalling £14,759.72+VAT (breakdown below).

Date	A/C Ref	Details	Net Amount	Tax Amount	Gross Amount
41789	GLEVUMSE	Community Centre Security May 2014	£278.40	£55.68	£334.08
41800	BROCKWOR	Brockworth Magazine June/July 2014 issue	£270.00	£0.00	£270.00
41800	FENLANDL	Wetpour resin & delivery charge	£36.95	£7.39	£44.34
41801	TEWKESBC	Business Rates Payment 4 of 10	£824.00	£0.00	£824.00
41801	RBLC	RBL Car Parking June 2014	£84.00	£0.00	£84.00
41800	SPOT-ON	Cleaning supplies various	£555.27	£111.05	£666.32
41795	SAGE	Sage Cover Extra payroll until 15 June 2015	£580.00	£116.00	£696.00
41802	GLOUCEST	Annual membership of GPFA	£100.00	£0.00	£100.00
41798	BLUEARRO	Kitchen staff cover w/c 06/06/14	£275.25	£55.05	£330.30
41801	COMPLETE	Weed spraying 1 visit early Summer 2014	£760.00	£152.00	£912.00
41800	GLASDON	Litter bin for Shurdington Road Henley Bank bus shelter	£282.38	£56.47	£338.85
41817	GCC.PENS	June 2014 Pensions	£1,489.39	£0.00	£1,489.39
41809	PAULCANT	Play areas maintenance	£55.00	£0.00	£55.00
41807	SYSTEM	Blue tack & fax film	£21.93	£4.39	£26.32
41809	SYSTEM	Laminator A4	£14.99	£3.00	£17.99
41809	HMRC	PAYE April to June 2014	£1,403.40	£0.00	£1,403.40
41809	HMRC	NI April to June 2014	£1,724.76	£0.00	£1,724.76
41812	ANDYONEI	Sanding rough wooden sculptures as per play inspection report	£90.00	£0.00	£90.00
41812	DAVEJENN	Community Centre Window Cleaning June 2014	£80.00	£0.00	£80.00
41815	GREENDAY	Grass cutting June 2014	£1,310.00	£0.00	£1,310.00
41815	CONTRACT	A2 sign advertising gym taster sessions	£25.00	£5.00	£30.00
41816	MINIBUS	Community Bus June 2014	£600.00	£0.00	£600.00
41815	HARTELL	Installation of dog bin - Shurdington Rd	£135.00	£27.00	£162.00
41815	HARTELL	To secure 'natural play' tree trunks into ground	£100.00	£20.00	£120.00
41815	HARTELL	Picnic bench: collect, repair, rebuild, reinstall	£300.00	£60.00	£360.00
41815	CLEEVEPE	Pest control survey of Pound Farm playing field	£45.00	£0.00	£45.00
41811	PHILWHIT	Various tap repairs & fix water boiler in kitchen	£210.00	£0.00	£210.00

41817	JRCBAYLI	Mill Lane pedestrian barriers	£2,209.00	£441.80	£2,650.80
41816	PUMPSUPP	Service dual submersible pump and jet wash & empty wet well	£720.00	£144.00	£864.00
41815	TEWKESBC	Annual Fee for Premises Licence	£180.00	£0.00	£180.00
		Totals	£14,759.72	£1,258.83	£16,018.55

6. The Council noted a schedule of payments made outside of meetings since 1 June 2014:

DATE	PAYEE	DETAILS	AMOUNT
01/06/14	EON	Community Centre Gas monthly DD	£282.00
01/06/14	Severn Trent Water	Water Rates	£88.99
01/06/14	Best of Gloucester	Community Centre Advertising monthly DD	£94.80
05/06/14	Ryan West	Grant	£150.00
05/06/14	Brockfest	Sponsorship	£100.00
06/06/14	BT	Telephone costs to 31/07/14	£947.07
11/06/14	EON	Community Centre Electricity Usage to 28 May 2014	£328.46
27/06/14	All staff	May 2014 Payroll for 9 staff	£5973.07

7. The Council considered increasing the frequency of grass cutting this summer for the War Memorial from fortnightly to weekly at an additional cost of £10 per additional week and agreed the extra cuts for this year. **Action: Clerk.**
8. The Council adopted the Expenses Policy as drafted. **Action: Clerk** to add to policies file.
9. The Council discussed the Local Government Pension Scheme Policy Statement as required by Gloucestershire County Council. **Action: Clerk** to discuss with Hucclecote PC and Churchdown PC and see what their policy statements are, and report back to the next meeting.

51/FC GLOUCESTERSHIRE MARKET TOWNS FORUM

No update.

52FC PLANNING MATTERS

1. The Council considered the following planning matters:

Date application received	Reference & Ward	Location / Address	Details of Application	Comments from BPC
30.05.14	14/00424/FUL GLEBE	Land adjacent 27 Court Road, Brockworth	Construction of dwelling with integral car port and associated parking	NO OBJECTION 11.06.14
03.06.14	14/00505/FUL HORSBERE	Land to the Rear of Invista, Ermin Street Brockworth	Variation of condition 5 of planning permission ref: 11/00091/OUT to remove the requirement for finished floor levels of all buildings to be a minimum of 300mm above final ground levels	OBJECT 12.06.14
11.06.14	14/00542/FUL HORSBERE	40 Ermin Street Brockworth GL3 4HW	Erection of conservatory to rear	NO OBJECTION 16.06.14
11.06.14	14/00549/FUL MOORFIELD	29 Moorfield Road Brockworth GL3 4JB	Side/rear two storey extension	NO OBJECTION 02.07.14
16.06.14	14/00548/FUL HORSBERE	Croft Amber Green Street Brockworth	Erection of single storey extension to rear of building; erection of stable block	NO OBJECTION 23.06.14

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

Date application received	Reference & Ward	Location / Address	Details of Application	Comments from BPC	Decision
22.04.14	14/00290/FUL HORSBERE	Hillsdown Green Street Brockworth	Retention of first floor extension to east elevation. Erection of first floor extension to west elevation and attached garage.	NO OBJECTION 28.04.14	PERMIT 30.05.14
14.05.14	14/00430/14 WESTFIELD	7 Bulford Close Brockworth GL3	Garage extension		PERMIT 20.06.14

53/FC

JOINT CORE STRATEGY

The Council briefly talked about the Pre-Submission Consultation which has a response deadline of 11th August.

54/FC

CORRESPONDENCE

1. The Council received the list of correspondence for information. Cllrs Hobden and Turbyfield will attend the JCS presentation for parish councils that Tewkesbury BC has arranged on 8th July. **Action: Clerk.**
2. The Council considered the licence application for ice cream van 12:00 to 19:00 Monday to Sunday around Brockworth and had no objection.
3. The Council discussed the proposed closure of a section of Green Street, and noted that residents have not received a copy of the letter sent by Highways. The Green Street residents attending this meeting requested that Green Bank be closed as previously agreed in the Kennel Lane development planning permission. There was also an issue with overgrown vegetation; it was agreed that the Clerk will contact Bellway Homes and Highways for the vegetation to be maintained. It was further agreed that the Clerk will write to Mr Tiffney at Highways regarding the proposal to close Green Street and explain that residents along the length of Green Street haven't all received the letter from Highways and request that Highways also consults residents on the possibility of closing Green Bank. **Action: Clerk.**

There being no other business, the Chairman closed the meeting at 9.20pm.

Signed:

Date: