

# BROCKWORTH PARISH COUNCIL

## MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 4 JUNE 2014 AT THE COMMUNITY CENTRE AT 6.30 P.M.

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

**Members of Public Present:** None

**Members of Press Present:** None

**Also Present:** Borough Councillor Hillier-Richardson, Tewkesbury Borough Council officer Adrian Goode, County Councillor Vines

Borough Councillor Hillier-Richardson and Adrian Goode were present to discuss re-starting Neighbourhood Co-ordination Group meetings in Brockworth. The group meetings would be community driven and could meet as frequently as the community need eg twice a year. The meetings would involve a number of partners such as Police, Highways, Health etc. The Police would be responsible for advertising the meeting. The Chairman thanked Sue and Adrian for coming along to the meeting. The Clerk was requested to put the NCG meetings on the next agenda for discussion.

The meeting opened at 7.00pm.

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

Apologies received from Cllrs Furolo, Buxton and Aruna; the Council accepted the apologies and reasons given for the apologies.

**24/FC DECLARATIONS OF INTEREST**

Cllr J Perez declared an interest in item 36/FC (Planning) due to serving on the borough council's planning committee, and item 35/FC (Gloucestershire Market Towns Forum) due to serving on the Board.

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

None.

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

Cllr Robert Vines reported that there are two areas of funding available: highways, and Active Together grants.

**27/FC POLICE AND CRIME**

1. No report received and no members of the Police present.
2. Deferred until Police available at a future meeting.

**28/FC MINUTES**

1. The meeting approved the Minutes of the Council Meeting held on 7 May 2014.
2. The meeting received the Minutes of the Personnel Committee Meeting held on 7 May 2014.

**29/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 considered seconding the motion put by Churchdown Parish Council for the GAPTC AGM in July and agreed that it would support the motion. Cllr Miles volunteered to attend the AGM pending confirmation of date and time. **Action: Clerk.**
3. The meeting discussed assisting St George's Church in organising a World War 1 centenary event and it was agreed the Events Working Party would get involved. Cllr Rowcliffe-Quarry also offered to speak to the Dawn Chorus Choir to see if they would also like to be involved. **Action: Clerk** to pass on contact details to Rev Walden.

**30/FC BOROUGH COUNCILLORS' REPORT**

Cllr J Perez gave an update and reported that the proposed leisure centre plans will be available to the public through the planning website; Tewkesbury BC will be undergoing a peer review; the council is going to look at whether to permit public speaking at planning committee meetings.

**31/FC WARD REPORTS**

Cllr Turbyfield reported that the culvert outside Chosen View has not been cleared of vegetation and the bus shelter at Tesco still hasn't been repaired; both of these items have been reported to Highways. Cllr Miles reported a motorbike to the Police that was being ridden on the Pound Farm playing field; also that there has been mud on the road at Ermin Street coming out of Green Street – this has been reported to Highways. The vehicle activated sign on Ermin Street is obscured by overgrown vegetation, **Clerk** to report to Highways.

32/FC

**BROCKWORTH COMMUNITY PROJECT UPDATES**

1. The meeting received the monthly Youth Activity report and library update.
2. Cllr J Perez reported that the next meeting is on 5 June. Young Gloucestershire has been working on tidying up the garden area at the Brockworth Library through the Prince's Trust Course.

33/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.

2. The meeting received a summary of the annual play park inspection and noted that several repairs were required.
3. The Council approved the annual play inspection for 2015 at a cost of £270+VAT with The Play Inspection Company.
4. The Clerk gave a verbal update regarding Gloucestershire Playing Field Association's activity with school-children and play inspections and reported that a date is being arranged with Brockworth Primary Academy first and then hopefully Coopers Edge Primary School.
5. The Council re-discussed the installation of the barrier fence at the brook behind Cedar Road due to the proximity of underground electrical cable and agreed that a swing gate may be a better option. **Action: Clerk** to write to the neighbouring properties to see if they would permit a gate to be installed on their boundary walls, and then to request quotes from contractors.
6. It was agreed to delegate authority to the Burial Ground Working Party to review and agree updates to the burial ground rules. It was also agreed that the Burial Ground Working Party meet to discuss memorial headstone maintenance, updated signage, and the layout of the new cremations area. **Action: Clerk** to arrange a meeting.
7. The meeting noted that 4 trees require maintenance at Mill Lane playing field near to the brook and that two more quotes will be requested. Cllr J Perez noted that Castle Hill Primary School is looking for a tree trunk to turn into a reading seat. The Clerk also mentioned undertaking a tree assessment and putting all the parish council trees on a database, this will be put on a future agenda for discussion.

34/FC

**FINANCE**

1. The meeting received the Management Accounts for the financial year to date. It was noted that the Financial Services Compensation Scheme is not applicable to parish councils; this was highlighted by Cllr German and verified by the Clerk.
2. The meeting approved the schedule of invoices totalling £16,578.85+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>
30/04/2014	GLEVUMSE	Lock and Unlock service Apr 2014	£287.10	£57.42	£344.52
08/05/2014	RBLC	Car Park rental May 2014	£84.00	£0.00	£84.00
08/05/2014	TEWKESBC	Business Rates June 2014 payment 3 of 10	£824.00	£0.00	£824.00
01/05/2014	REDSTONE	Sage & Avalon support services 3 months	£45.00	£9.00	£54.00
30/04/2014	HANMANSP	Keep dogs on lead sign for church	£35.00	£7.00	£42.00
30/04/2014	HANMANSP	Chalkboard signs for kitchen	£85.00	£17.00	£102.00
12/05/2014	SCOUTGRP	Delivery of newsletter issue 42	£221.00	£0.00	£221.00
12/05/2014	RAWLINS	Zero flame Fire Retardant Treatment x 4 containers	£520.60	£104.12	£624.72
29/05/2014	GCC.PENS	May 2014 Pensions	£1,563.86	£0.00	£1,563.86
19/05/2014	HARTELL	Raise level of footpath outside yellow gate Mill Lane play	£70.00	£14.00	£84.00
19/05/2014	HARTELL	Installation of dog bin - Roman Way	£85.00	£17.00	£102.00
19/05/2014	MINIBUS	Community Bus May 2014	£600.00	£0.00	£600.00
16/05/2014	JANESPON	Outdoor gym project final 30% (less 2.5% retention)	£9,594.00	£1,918.80	£11,512.80
19/05/2014	HANMANSP	Additional toddler play sign as required by Inspection	£59.00	£11.80	£70.80
30/04/2014	EESLONDO	Lightning test	£120.00	£24.00	£144.00
20/05/2014	SYSTEM	Flip charts & Key tags	£16.61	£3.32	£19.93
16/05/2014	KENTCOUN	Photocopier rental 7/4/14-6/7/14 2550ci	£303.01	£60.60	£363.61
16/05/2014	KENTCOUN	Photocopier rental 25/4/14-24/07/14 181 mono	£36.68	£7.34	£44.02

24/05/2014	GLOSMARK	Membership April 2014 to March 2015	£474.00	£0.00	£474.00
28/05/2014	GREENDAY	Grass cutting May 2014	£1,430.00	£0.00	£1,430.00
27/05/2014	NISBETS	Lincat Tap for water urn	£54.99	£10.99	£65.98
02/06/2014	TX.BLIND	Replacement window blind track Main Hall	£70.00	£14.00	£84.00
<b>Totals</b>			<b>£16,578.85</b>	<b>£2,276.39</b>	<b>£18,855.24</b>

3. The meeting noted a schedule of payments made outside of meetings since 1 May 2014:

DATE	PAYEE	DETAILS	AMOUNT
01/05/14	EON	Community Centre Gas monthly DD	£282.00
01/05/14	Severn Trent Water	Water Rates	£88.99
01/05/14	Best of Gloucester	Community Centre Advertising monthly DD	£94.80
16/05/14	HMRC	PAYE & National Insurance Jan-March 2014	£3017.62
20/05/14	EON	Community Centre Electricity Usage to 6 May 2014	£499.46
30/05/14	All staff	May 2014 Payroll for 9 staff	£6116.42

The meeting noted that there had been a transfer from Savings account to Current account on 7 May 2014 of £20,000. It was also noted that the second part of the outdoor gym grant had been received from SITA Trust of £11,163.

4. The meeting received the grass tender document for 2015 and agreed to put the contract out for tender as drafted. **Action: Clerk.**
5. The meeting discussed how to further support Millbrook Academy student Ryan West with the Commonwealth Games 2014. Cllr J Perez proposed granting £100, seconded by Cllr Rowcliffe-Quarry. Cllr Turbyfield proposed granting £150, seconded by Cllr Hatton. Vote was 9 in favour of £150, 5 in favour of £100. Motion carried to grant £150 to Ryan to help with travel costs with taking part in the Commonwealth Games. It was also suggested that Ryan be asked to write an article for the Brockworth Magazine. **Action: Clerk.**
6. The meeting agreed to install a litter bin on Shurdington Road at the Henley Bank bus shelter at a cost of £237+VAT plus installation. **Action: Clerk.**

#### 35/FC GLOUCESTERSHIRE MARKET TOWNS FORUM

Cllr J Perez reported that there is an event on 26 June at Cirencester on Partnerships and Volunteering if any councillor wishes to attend.

#### 36/FC PLANNING MATTERS

1. The meeting considered the following planning matters:

Date application received	Reference & Ward	Location / Address	Details of Application	Comments from BPC
23.04.14	14/00308/APP HORSBERE	Plot 1420 Gloucester Bus Park Brockworth	Reserved matters application for the provision of 7,486 sq m of Class B1 business development on three floors to be completed in two phases, together with associated car parking, landscaping and infrastructure.	NO OBJECTION 08.05.14
14.05.14	14/00430/14 WESTFIELD	7 Bulford Close Brockworth GL3	Garage extension	
19.05.14	14/00455/TPO HORSBERE	Invista (UK) Ltd, Ermin Street, Brockworth	Reduction and reshaping of 25 Poplar trees within TPO 350 Group G32 by 50% due to storm damage damaged.	

2. To note planning decisions by Tewkesbury Borough Council:

Date application received	Reference & Ward	Location / Address	Details of Application	Comments from BPC	Decision
04.04.14	14/00291/ADV HORSBERE	Unit A, Belgrave House Whittle Way Coopers Edge	Two illuminated fascia signs	NO OBJECTION 14.4.14	CONSENT 14.05.14

**37/FC**

**JOINT CORE STRATEGY**

Cllr J Perez gave a verbal update regarding the Joint Core Strategy and noted that the new Office of National Statistics figures show that population projection is lower than previously thought, however the JCS team says there is unlikely to be a reduction in the JCS housing numbers. The public consultation will be taking place in the summer.

**38/FC**

**CORRESPONDENCE**

1. The meeting received the list of correspondence for information. Cllrs Turbyfield and Clarke will attend the Highways information evening on 21 July, **Action: Clerk.**
2. The meeting considered the proposed road names for the Invista development and suggested removing Cotswold, adding Nylon, Bobbin, DuPont, Spinners, and Nursery Fields. **Action: Clerk.**
3. The meeting considered the sponsorship request for Brockfest 2014 and agreed to the sponsorship of £100. **Action: Clerk.**

There being no other business, the Chairman closed the meeting at 8.25pm.

Signed:

Date: