

# BROCKWORTH PARISH COUNCIL

## MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 7 MAY 2014 AT THE COMMUNITY CENTRE AT 7.00 P.M.

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

**Members of Public Present:** One

**Members of Press Present:** None

**Also Present:** County Councillor Robert Vines and PC Rob Guest

Mr Eccles addressed the Council regarding the fast speed of traffic on Westfield Road and asked if anything can be done. There was a discussion about the proposed 20mph zones in Brockworth. PC Rob Guest agreed to see if the Police can arrange a speed campaign for Westfield Road.

There being no further questions, the meeting opened at 7.10pm.

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

Apologies received from Cllr Rowcliffe-Quarry and Cllr Miles; the Council accepted the apologies and reasons given for the apologies.

### **02/FC TO ELECT A CHAIR OF THE COUNCIL FOR THE ENSUING YEAR AND RECEIVE THE CHAIR'S ACCEPTANCE OF OFFICE**

Cllr Hunt was proposed as Chairman by Cllr Turbyfield and this was seconded by Cllr Aruna. There were no other nominations and Cllr Hunt was elected Chairman until the next Annual Meeting of the Council. The council received the Chair's Acceptance of Office.

### **03/FC TO ELECT A VICE CHAIR OF THE COUNCIL**

Cllr Neal was proposed as Vice-Chairman by Cllr Clarke and seconded by Cllr Hatton. There were no other nominations and Cllr Neal was elected Vice-Chairman until the next Annual Meeting of the Council.

### **04/FC DECLARATIONS OF INTEREST**

Cllr J Perez declared an interest in item 20/FC (Planning) due to serving on the borough council's planning committee, and item 19/FC (Gloucestershire Market Towns Forum) due to serving on the Board. Cllr J Perez and Cllr V Perez declared an interest in items 14/FC.3 and 14/FC.4. Cllr Lefevre-Wellard declared a prejudicial interest in item 16/FC.5.

### **05/FC TO APPOINT MEMBERS TO SERVE ON THE FOLLOWING COMMITTEES AND GROUPS**

#### **1. Personnel Committee (5 members)**

Cllrs Furolo, Hobden, Clarke, Hunt and Neal were all appointed as members of the committee.

#### **2. Building Management Committee (5 members)**

Cllrs Turbyfield, Furolo, Hobden, Hunt and Neal were all appointed as members of the committee.

#### **3. Events Working Party**

Cllrs Turbyfield, Hatton, C Green, F Green and German were all appointed as members of the working party.

#### **4. Appeals Panel (3 members)**

Cllrs Turbyfield, German and Buxton were all appointed as members of the Appeals Panel.

#### **5. Burial Ground Working Party (4 members)**

Cllrs Lefevre-Wellard, J Perez, Turbyfield and Hobden were all appointed as members of the working party.

### **06/FC TO APPOINT THE FOLLOWING OFFICERS AND REPRESENTATIVES**

#### **(I) Public Relations Officer**

The Clerk was appointed.

#### **(II) Internal Reviewer of Accounts**

Cllr Furolo was appointed.

#### **(III) Flood/Snow Warden**

Cllr Buxton was appointed.

#### **(IV) Tree Warden**

Mr E Flounders was appointed. It was noted that this is likely to be Mr Flounders last year.

#### **(V) One Representative on the Brockworth Community Project Management Committee**

Cllr J Perez was appointed. Cllr V Perez will attend meetings when Cllr J Perez is unavailable.

#### **(VI) One Representative on the Elderly Clubs Committees**

Cllr German was appointed.

(VII) One Representative on the Brockworth Allotments Association

Cllr Neal was appointed.

(VIII) One Representative for the Gloucestershire Airport Consultative Committee meetings

Cllr Clarke was appointed.

(IX) One Representative for the Gloucestershire Playing Field Association meetings

Cllr Clarke was appointed.

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

Cllr Hunt thanked councillors for all their hard work over the past 12 months.

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

Cllr Robert Vines gave an update regarding the "A417 missing link", the scheme is on the programme for the south west. Cllr Vines will have information on the "Active Together" funding scheme at the next parish council meeting. Cllr Vines will provide a breakdown of how the highways budget has been spent in Brockworth; this has been requested from the GCC Cabinet member. Cllr Clarke spoke about the impact on public footpaths if the missing link project goes ahead.

**09/FC POLICE AND CRIME**

PC Rob Guest attended the meeting and gave a summary of the crime figures, for April 2014 this was 20 crimes compared to April 2013 which was 31 crimes.

**10/FC MINUTES**

1. The meeting approved the Minutes of the Council Meeting held on 2<sup>nd</sup> April 2014.

**11/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 noted that the Annual Parish Meeting is taking place on Wednesday 21 May at 7pm in the conference room as the main hall is not available.
3. The meeting approved the annual report 2013-14.

**12/FC BOROUGH COUNCILLORS' REPORT**

Cllr J Perez gave an update: Cllr Mike Dean is the new borough mayor and deputy mayor is Cllr Rob Bird. Committee members will be selected w/c 12 May. The Job Centre is moving into the Tewkesbury Borough Council offices. The Council Plan is being refreshed, currently in its third year. At the last planning committee Bentham (Badgeworth) was approved; the Alderton planning application was refused. Cllr V Perez also reported that the office refurbishment is in progress, and at a recent Swimming Bath Trust meeting they saw plans for the replacement to Cascades leisure centre. Joint Core Strategy draft was approved by the three authorities.

**13/FC WARD REPORTS**

Cllr Turbyfield noted that grass has overgrown the culvert outside 1 Chosen View and people will not be able to see there is a drop in the ground. Also, the panels in the bus shelter outside the Whittle Inn have been smashed. **Action: Clerk to report to Highways.** Cllr Hobden noted that there have been lots of trucks accessing the turning by rugby club and dropping mud on the road. Cllr Hobden also noted that the funfair is coming w/c 12 May and there is an impact with the football club building works. **Action: Clerk to contact the funfair** and agree where they will be located. Cllr J Perez mentioned the Invista tree works currently taking place and that she has the landscaping plans. Also, the road signs for Green Gardens and Kennel Lane have been damaged; **Action: Clerk to report to Tewkesbury Borough Council.**

**14/FC BROCKWORTH COMMUNITY PROJECT UPDATES**

1. The meeting received the monthly Youth Activity report and library update.
2. Cllr V Perez gave an update from the Community Project Management. There has been a strong emphasis on income and expenditure. The library is organising a Library Landscaping event on 10<sup>th</sup> & 11<sup>th</sup> June with volunteers tidying up the garden area outside of the library. The Youth Centre is looking at volunteers opening the youth centre during the school summer holidays in addition to the summer activities programme.
3. The meeting considered funding the summer activities programme for over-8 year olds at a cost of £2,000, and the activities programme for under-8 year olds at a cost of £1,444. Cllr Furolo requested a breakdown of the "admin/management/staff costs" heading to ascertain how much of it is going to the admin staff costs at the Project. The Council felt that the budget headings on the proposal weren't clear what they covered and suggested the format be amended for next year. Cllr Buxton proposed accepting the proposals, seconded by Cllr Lefeuve-Wellard. Vote was 11 in favour, no objections and 3 abstentions. Motion carried. **Action: Clerk.**

**15/FC CHEESE ROLLING 2014**

1. The meeting noted the traffic diversion in place for the event on 26 May. Cllr Buxton made suggestions for additional road closures due to traffic problems that were experienced last year. PC Rob Guest responded that the road from Kennel Lane to the A46 will also have a Police road closure sign whilst retaining access for residents living on that road.

- The meeting responded to the question “what is the Council’s opinion of the Cheese Rolling” posed at the previous parish council meeting; Councillors support the efforts of the local community to retain the cheese rolling tradition.

## 16/FC

### PARKS, OPEN SPACES AND BURIAL GROUND

- To receive Play Park and Burial Ground updates.

The meeting received a written report from the handy person that was circulated prior to the meeting.

- It was agreed to paint the wooden fort with Zeroflame Fire Retardant Treatment at a cost of £130.15+VAT per 5 litres (estimated 20 litres required).
- The meeting received an update regarding Gloucestershire Playing Field Association’s activity with school-children and play inspections and it was agreed for the Clerk to approach the four schools to see if any would like to take part in this activity. **Action: Clerk.**
- The meeting received an update regarding the outdoor gym project and noted that an additional £820+VAT expenditure was incurred to install pedestrian barriers on the new footpath as part of this project. It was noted that the Clerk has been investigating taster sessions for people to use the gym with possible funding from Tewkesbury Borough Council. It was agreed that the Clerk should proceed to organise the sessions. **Action: Clerk.**

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

- The meeting considered a quote to alter one of the new pedestrian gates on Mill Lane field and Cllr J Perez proposed going forward with the alteration at a cost of £185+VAT, Cllr Aruna seconded. Vote was 8 in favour, 4 against, no abstentions, Motion carried. **Action: Clerk to instruct the contractor.**

Cllr Lefevre-Wellard rejoined the meeting.

- The meeting considered whether to continue to permit empty cremation plots to be purchased and decided that empty plots would no longer be permitted and this would be written into the burial plots. **Action: Clerk to amend the burial rules.** The Clerk was also instructed to get quotes for a memorial area at the top of the burial ground extension where families could have a vase of flowers and memorial plaque. **Action: Clerk.**
- The meeting considered the cost of materials for the barrier fence at the brook behind Cedar Road and agreed to a maximum budget of £250 for materials and noted that Cllrs Turbyfield and Hobden would install the barrier. The Clerk advised that service plans were available for the location and they show that there is a drainage pipe in the vicinity of the proposed fence. **Action: Cllrs Turbyfield and Hobden.**

## 17/FC

### FINANCE

- The meeting received the Management Accounts for the financial year to date.
- The meeting approved the schedule of invoices totalling £34,480.55+VAT (breakdown below).

Date	A/C Ref	Details	Net Amount	Tax Amount	Gross Amount
01/04/2014	GLEVUMSE	Community Centre Security March 2014	£261.00	£52.20	£313.20
02/04/2014	PHILWHIT	Maintenance incl changing & fixing lights, fixing locks	£430.80	£0.00	£430.80
01/04/2014	TEWKESBC	Repairs to vandalised brook bridge	£466.00	£93.20	£559.20
01/04/2014	NISBETS	Water filters for water boiler	£62.00	£12.40	£74.40
10/04/2014	GAPTC	Councillor Training - Harry & Ruth 24 Apr & 8 May	£140.00	£0.00	£140.00
10/04/2014	GAPTC	Councillor Training - Mike Hobden 1 Oct	£85.00	£0.00	£85.00
11/04/2014	JANESPON	35% of outdoor gym project less 2.5% snagging retention	£12,013.00	£2,402.60	£14,415.60
11/04/2014	JANESPON	Release of retention for playground project (2.5%)	£3,375.00	£675.00	£4,050.00
10/04/2014	MITCHELL	Air conditioning to conference room plus electrics	£4,755.00	£951.00	£5,706.00
11/04/2014	HANMANSP	Steep drop sign for brook	£34.50	£6.90	£41.40
16/04/2014	ENVESCA	Allergen Awareness course for Jane & Amy	£108.00	£21.60	£129.60
29/04/2014	GCC.PENS	April 2014 Pensions	£1,567.97	£0.00	£1,567.97
17/04/2014	FARESHAR	Fare Shares food for one year 17/04/14 to 16/04/15	£550.00	£0.00	£550.00
14/04/2014	JRBENTER	50,000 dog waste bags	£436.50	£87.30	£523.80
14/04/2014	JRBENTER	Dog waste bin for outside St George's Church	£205.50	£41.10	£246.60
22/04/2014	BROTHERT	Year end accounts 2013/14	£490.00	£98.00	£588.00
22/04/2014	FASITSEC	Replacement CCTV camera	£343.75	£68.75	£412.50
22/04/2014	FASITSEC	Call out to CCTV	£50.00	£10.00	£60.00

22/04/2014	SYSTEM	Chalk markers and punched pockets	£18.97	£3.79	£22.76
24/04/2014	RBLC	Car Park rental April 2014	£84.00	£0.00	£84.00
24/04/2014	TEWKESBC	Business Rates May 2014 payment 2 of 10	£824.00	£0.00	£824.00
25/04/2014	ZURICHIN	Parish Council Insurance 1 June 2014 - 31 May 2015	£1,915.37	£0.00	£1,915.37
25/04/2014	ZURICHIN	Community Centre Insurance 1 June 2014 - 31 May 2015	£1,356.23	£0.00	£1,356.23
25/04/2014	PLAYINSP	Annual Inspection of the play areas @ £90 per area	£270.00	£54.00	£324.00
24/04/2014	GLOS.LOC	Mill Lane height barrier key x 2	£17.96	£3.59	£21.55
24/04/2014	MINIBUS	Community Bus April 2014	£750.00	£0.00	£750.00
23/04/2014	GLEVUMSE	Annual keyholding service 2 May 2014 to 1 May 2015	£365.00	£73.00	£438.00
11/04/2014	DAVEJENN	Window cleaning April 2014	£80.00	£0.00	£80.00
29/04/2014	ISELKIRK	Independent Audit 2013-14	£275.00	£0.00	£275.00
30/04/2014	GREENDAY	Grass cutting April 2014	£1,400.00	£0.00	£1,400.00
01/05/2014	BROCKWOR	Printing Apr/May 2014 issue	£270.00	£0.00	£270.00
02/05/2014	ANDYONEI	2 days carving tree by Horsbere Brook	£640.00	£0.00	£640.00
01/04/2014	K.TWINNI	Maintenance of borders & grass at community centre 2013-14	£310.00	£0.00	£310.00
01/04/2014	K.TWINNI	Maintenance of borders at burial ground 2013-14	£150.00	£0.00	£150.00
01/04/2014	K.TWINNI	Weed spraying 4 visits 2013-14	£60.00	£0.00	£60.00
20/04/2014	M.TWINNI	Clear tree branch from brook 16 Apr 2014	£25.00	£5.00	£30.00
01/04/2014	M.TWINNI	Clear branches from brook 20-21 Feb 2014	£260.00	£52.00	£312.00
01/04/2014	M.TWINNI	Clear culvert at Cross Hands 1 visit	£35.00	£7.00	£42.00
			<b>£34,480.55</b>	<b>£4,718.43</b>	<b>£39,198.98</b>

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

DATE	PAYEE	DETAILS	AMOUNT
01/04/14	EON	Community Centre Gas monthly DD	£282.00
01/04/14	Severn Trent Water	Water Rates	£88.99
01/04/14	Best of Gloucester	Community Centre Advertising monthly DD	£94.80
03/04/14	Friends of Castle Hill School	Grant towards Annual Fete	£500.00
09/04/14	Falcon Copiers	Settlement & Final account	£1043.55
14/04/14	EON	Community Centre Electricity Usage to 1 April 2014	£578.77
29/04/14	All staff	April 2014 Payroll for 9 staff	£6206.05

**Funds received:**

VAT refund           £364.50  
Precept               £90,430.00

- The meeting noted the year end accounts for 2013/14 as prepared by Brothertons.
- The meeting approved the year end accounts and the governance statement for 2013/14 for submission to the external auditor.
- The meeting noted the internal auditors report for the year end accounts 2013/14.
- The meeting noted the repeal of section 150(5) of the Local Government Act 1972 and agreed to continue with cheque payments at this stage and will investigate electronic payments in due course.  
**Action: Clerk.**

**18/FC**

**SECTION 137 GRANT REQUESTS**

- The meeting approved the annual award of £50 to Millbrook Academy "Pupil of the Year" (Gommersall Cup). **Action: Clerk.**
- The meeting approved the annual award of £50 to Millbrook Academy for The Godfrey Browning Cup.  
**Action: Clerk.**

**19/FC**

**GLOUCESTERSHIRE MARKET TOWNS FORUM**

Cllr J Perez gave a verbal update; the next event is on 26 June in Cirencester. Cllr J Perez attended a network event in April at Trowbridge. Next Market Towns Forum meeting is 30 July.

## PLANNING MATTERS

1. The meeting considered the following planning matters:

Date received	Reference & Ward	Location / Address	Details of Application	Comments from BPC
01.04.14	14/00278/FUL HORSBERE	8 Ermin Street Brockworth GL3 4HJ	Variation of condition 2 attached to permission 14/00052/FUL to allow no more than 25 persons to be accommodated at the premises at any one time.	OBJECT 08.04.14 Will create noise nuisance early mornings & increased traffic
04.04.14	14/00291/ADV HORSBERE	Unit A, Belgrave House Whittle Way Coopers Edge	Two illuminated fascia signs	NO OBJECTION 14.4.14
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
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 07.05.14

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

Date received	Reference & Ward	Location / Address	Details of Application	Comments from BPC	Decision
27.01.14 12.02.14 Revised plans	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. 12.02.14 Revised plan includes Cert B served on neighbours, revised fence line/street elevation, reduced amount of fencing.	NO OBJECTION 04.02.14	PERMIT 03.04.14
06.02.14	14/00086/FUL WESTFIELD	38 Ermin Park Brockworth GL3 4DD	Single storey side and rear extension. New block and render outer face to existing dwelling to screen existing pre-fabricated cladding panels.	NO OBJECTION 25.02.14	PERMIT 01.04.14
11.02.14	14/00102/FUL HORSBERE	Windrush Green Street Brockworth	Proposed first floor extension at side & replacement porch to front elevation.	NO OBJECTION 13.02.14	PERMIT 03.04.14
13.01.14	13/01278/FUL HORSBERE	Part Parcel 0973, Kennel Lane Brockworth	Construction of 1 additional dwelling and garage	OBJECT 21.01.14	PERMIT 02.04.14

3. The meeting noted the planning appeal for 30 Westfield Road, Brockworth.

## 21/FC

## JOINT CORE STRATEGY

Cllr J Perez gave a verbal update regarding the Joint Core Strategy. The Pre-Submission Document has been approved by the three joint core strategy authorities. At the moment the document has limited weight in planning terms. There will be another consultation in June/July 2014. The housing figures may increase or decrease.

## 22/FC

## CORRESPONDENCE

1. The meeting received the list of correspondence for information. It was noted that Gloucestershire Highways has confirmed the Police have no objections to 20mph zones in Brockworth and it was agreed that the Clerk will apply to Gloucestershire Highways for 50/50 match funding towards the scheme. **Action: Clerk.** It was also noted that local student Ryan West has qualified for the 100m freestyle swimming event at the Commonwealth Games 2014. Councillors requested an agenda item at the next meeting to discuss how to further support Ryan. **Action: Clerk.**

2. The meeting discussed a letter requesting a litter bin for the footpath leading to Whittle Square from Hucclecote Road, and noted that the land agent Rapleys is carrying out additional litter picks in the area and looking at installing litter bins.
3. Councillors Buxton and Hobden will attend the Town & Parish Council Seminar on 11 June. **Action: Clerk.**

It was agreed to start the next full council meeting at 6.30pm to allow for a presentation from Cllr Sue Hillier-Richardson and Adrian Goode from Tewkesbury Borough Council regarding Neighbourhood Police Meetings.

There being no other business, the Chairman closed the meeting at 9.40pm.

Signed:

Date: