

# BROCKWORTH PARISH COUNCIL

## MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 1 OCTOBER 2014 AT THE COMMUNITY CENTRE AT 7.00 P.M.

- PRESENT** J Hunt (Chairman), Mrs C Neal, Mrs C Green, F Green, H Turbyfield, Mrs R Hatton, Mrs J Perez, Mrs Lefevre-Wellard, I Aruna, Mrs F Miles, E Buxton, M Hobden, Mrs J Shirley (Parish Clerk)
- Members of Public Present:** None  
**Members of Press Present:** None
- 88/FC** **TO RECEIVE APOLOGIES FOR ABSENCE**  
Apologies received from Cllrs Furolo, German, V Perez, Clarke, and Rowcliffe-Quarry; the Council accepted the apologies and reasons given for the apologies.
- 89/FC** **DECLARATIONS OF INTEREST**  
Cllr J Perez declared an interest in item 102/FC (Planning) due to serving on the borough council's planning committee, and item 101/FC (Gloucestershire Market Towns Forum) due to serving on the Board.
- 90/FC** **TO RECEIVE CHAIRMAN'S ANNOUNCEMENTS**  
None.
- 91/FC** **TO RECEIVE A REPORT FROM THE COUNTY COUNCILLOR**  
Cllr Vines was unable to attend the meeting.
- 92/FC** **POLICE AND CRIME**
1. PC Guest forward crime figures to the Clerk as he was unable to attend the meeting. Crime figures were read out at the meeting with 25 reported crimes in September 2014.
  2. The Council discussed arranging Neighbourhood Co-ordination Group meetings and noted that two volunteers have come forward. It was agreed that the Clerk will arrange a meeting between Tewkesbury Borough Council and the volunteers to discuss further. **Action: Clerk.**
  3. The Council considered the Community Speed Watch information received and felt it was best that this initiative be considered under the Neighbourhood Co-ordination Group meetings.
- 93/FC** **MINUTES**
1. The Council approved the Minutes of the Council Meeting held on 3 September 2014.
  2. The Council received the Minutes of the Personnel Committee meeting held on 17 September 2014.
  3. The Council received the Minutes of the Building Management Committee meeting held on 17 September 2014.
- 94/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 noted the updated legal topic note regarding Council's Powers to Discharge their Functions, in particular section 27 onwards and that decisions delegated to Council officers will have to be recorded with information available for public inspection for up to 6 years.
- 95/FC** **BOROUGH COUNCILLORS' REPORT**  
Cllr Turbyfield gave an update from Tewkesbury Borough Council meetings and mentioned the Roses Theatre. Cllr J Perez reported that it has been confirmed that the borough council board members on Severn Vale Housing have been reduced to two members. Waste collections will now be organised through Ubico with no changes to waste services, this will reduce costs to Tewkesbury Borough Council.
- 96/FC** **WARD REPORTS**  
Cllr J Perez reported that the new Kennel Lane play area is still contained within safety fencing and should open to the public within the next 4-6 weeks and will be adopted by Tewkesbury Borough Council. The six new Perry Pear trees have still not be planted, Clerk to email the Planning Officer to follow this up. **Action: Clerk.**
- 97/FC** **BROCKWORTH COMMUNITY PROJECT UPDATES**
1. The Council received the monthly Youth Activity report and library update. The Council also received the report regarding the summer activities programme and noted that the sessions were well attended.
  2. Cllr J Perez gave an update regarding the Community Project Management meeting and reported that Cllr V Perez attended the latest meeting. Mrs Nina Walsh has been appointed Chairman of Brockworth Community Project. The refurbishment of the office space is progressing with a prospective tenant interested in renting the office.

## 98/FC

**PARKS, OPEN SPACES AND BURIAL GROUND**

- The Council received a written report from the handyperson that was circulated prior to the meeting. It was noted that Brockworth Primary has still not cut their hedge alongside the play park. It was agreed that the Clerk should implement the previous decision to write to the school and request the hedge cut within 7 days or the Council will arrange for the hedge to be cut and the costs reclaimed from the school. **Action: Clerk.**

The Council discussed the burial ground regarding the number of breaches of the rules and agreed that the Burial Working Group will meet with the Clerk to discuss actions to be taken. **Action: Clerk.**

The next Nature Reserve volunteer work party is planned for Saturday 25 October, and Cllr Miles and Cllr J Perez agreed to check availability so that one of them can attend to fulfil the Council's health and safety obligations to the volunteers.

- The Burial Ground Working Party gave an update regarding the proposed layout for the new cremations area and the Clerk reported that prices have been requested for the various memorial options.

## 99/FC

**FINANCE**

- The Council received the Management Accounts for the financial year to date
- The meeting approved the schedule of invoices totalling £14,510.10+VAT where applicable (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>
31/08/2014	PRINTWAS	Shredding 9 bags	£35.00	£7.00	£42.00
28/08/2014	DUDLEYFE	Anti-vandal knock-off belts for 'w' section palisade	£6.60	£1.32	£7.92
31/08/2014	SMITHS	Clock annual service	£192.00	£38.40	£230.40
28/08/2014	HAGSSMP	Zip Line service and roundabout service	£1,133.40	£226.68	£1,360.08
26/08/2014	KING	Repair to Fire Exit door in Main Hall plus door stop	£50.00	£10.00	£60.00
08/09/2014	SYSTEM	Till, till rolls and inks	£95.22	£19.04	£114.26
10/09/2014	SYSTEM	Thermal Rolls for new till	£13.99	£2.80	£16.79
11/09/2014	RBLC	Car Park rental Sept 2014	£84.00	£0.00	£84.00
11/09/2014	TEWKESBC	Business Rates Oct 2014 Payment 7 of 10	£824.00	£0.00	£824.00
31/08/2014	MARTECHE	To fit Mesh Guards to MUGA	£100.00	£20.00	£120.00
16/09/2014	ECOSURFA	Supply & install of safety surface at Pound Farm springers	£854.00	£170.80	£1,024.80
29/09/2014	GCC.PENS	September 2014 Pensions	£1,437.50	£0.00	£1,437.50
29/09/2014	HMRC	July to September 2014 PAYE	£1,203.40	£0.00	£1,203.40
29/09/2014	HMRC	July to September 2014 NI	£1,494.68	£0.00	£1,494.68
20/09/2014	HARTELL	To make fencing brackets safe & clean and refit drain cover	£136.00	£27.20	£163.20
22/09/2014	GOPAK	2 new light weight folding tables for main hall	£163.32	£32.66	£195.98
22/09/2014	COMPLETE	Weed spraying 2nd visit	£760.00	£152.00	£912.00
22/09/2014	GREENFIE	MUGA net replacement	£2,742.00	£548.40	£3,290.40
24/09/2014	SAWPROPE	Supply & fit light in gents toilet & clear out aco drains	£95.00	£0.00	£95.00
23/09/2014	SPOT-ON	Janitor supplies	£399.99	£80.00	£479.99
22/09/2014	MINIBUS	Community Bus Aug & Sept 2014	£1,200.00	£0.00	£1,200.00
30/09/2014	GREENDAY	Grass cutting September 2014	£1,105.00	£0.00	£1,105.00
26/09/2014	DAVEJENN	Community Centre Window Cleaning September 2014	£95.00	£0.00	£95.00
29/09/2014	HANMANSP	No Motor Vehicles signs for playing fields	£210.00	£42.00	£252.00
30/09/2014	PHILWHIT	Replace corner angle on gutter	£80.00	£0.00	£80.00
		<b>Totals</b>	<b>£14,510.10</b>	<b>£1,378.30</b>	<b>£15,888.40</b>

- The Council received a schedule of payments made outside of meetings since 1 September 2014:

<u>DATE</u>	<u>PAYEE</u>	<u>DETAILS</u>	<u>AMOUNT</u>
01/09/14	Severn Trent Water	Water Rates	£82.86
01/09/14	Best of Gloucester	Community Centre Advertising monthly DD	£94.80
06/09/14	BT	Telephone usage 21/05/14 to 19/08/14 & rental 01/08/14 to 31/10/14	£957.69
09/09/14	EON	Community Centre Electricity Usage to 26 August 2014	£390.91
09/09/14	St George's Church	Contribution towards WW1 centenary event	£150.00
10/09/14	EON	Community Centre Gas Usage to 26 August 2014	£78.65
29/09/14	All staff	September Payroll for 9 staff	£5810.22

It was also noted that £20,000 was transferred from the Barclay Savings account to the Barclays Current account on 3<sup>rd</sup> September 2014.

- The Council resolved that the annual Councillor Allowance of £150 per elected councillor be paid and noted that the allowance is subject to PAYE and will be processed through the payroll system during November 2014. **Action: Clerk.**
- The Council considered the grass cutting tenders and awarded the contract to Glebe Contractors at a cost of £9,960+VAT for a period of one year. **Action: Clerk.**

#### 100/FC

##### STANDING ORDERS AND FINANCIAL REGULATIONS

- The Council adopted the standing orders as amended at the previous full council meeting.
- The Council reviewed Financial Regulations and made amendments to the model Financial Regulations. The Financial Regulations will be updated and put on the next agenda for adoption. **Action: Clerk.**

#### 101/FC

##### GLOUCESTERSHIRE MARKET TOWNS FORUM

- Cllr J Perez gave an update regarding the latest meeting which was the AGM held on 25 September. The next meeting is scheduled for 9 October in Farringdon where neighbourhood development plans will be discussed.

#### 102FC

##### PLANNING MATTERS

- The Council considered the following planning matters:

Date application received	Reference & Ward	Location / Address	Details of Application	Comments from BPC
28.08.14	14/00836/FUL HORSBERE	Stangrove Seabrook Road Brockworth	Orangery style conservatory to rear of dwelling, windows and doors in white UPVC with an active blue glass lantern	NO OBJECTION 02.09.14
08.09.14	14/00874/TPO MOORFIELD	Brockworth Primary School, Moorfield Road, Brockworth	Mulberry - Low branch to reduce by approximately 30% and lift off childrens play area	NO OBJECTION 12.09.14
15.09.14	13/00939/APP HORSBERE	Woodlawn Sports and Social Club Green Street Brockworth	Alleged unauthorised removal of hedgerow - in breach of landscaping plans	
17.09.14	14/00791/FUL WESTFIELD	9 Boverton Drive Brockworth	Single storey domestic extension to rear of property	NO OBJECTION 22.09.14
22.09.14	14/00903/ADV MOORFIELD	28 Court Road Brockworth GL3 4EP	Illuminated advertisement surrounded by an ATM	
22.09.14	14/00904/ADV HORSBERE	Brockworth Supermkt Abbotswood Road Brockworth	Retention of a non-illuminated advertisement	

- 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
28.07.14	14/00731/FUL HORSBERE	Witsend Castle Hill Drive Brockworth	Conversion of existing integral garage, single & two storey extensions to front & side & associated alterations to provide ancillary self contained accommodation for a family member. New detached single garage along north boundary.	NO OBJECTION 06.08.14	PERMIT 08.09.14
04.08.14	14/00721/DEM HORSBERE	Invista Ermin Street Brockworth	Redundant polymer storage silos	NO OBJECTION 06.08.14	NON-INTERVENTION 27.08.14

**Cllr J Perez left the room for the next item.**

3. The Council considered information regarding launching a legal challenge regarding the Perrybrook planning application and noted that the Save Brockworth Green Belt group have commenced the first stage of a legal challenge. The Parish Council will await further updates from the Green Belt group.

**Cllr J Perez re-joined the meeting.**

**103/FC                    JOINT CORE STRATEGY**

Cllr J Perez gave a verbal update regarding the Joint Core Strategy. The latest consultation comments are being uploaded to the JCS website and all the submission documents will be prepared for November 2014.

**104/FC                    CORRESPONDENCE**

1. The Council received a list of correspondence for information.
2. The Council considered the invitation to Tewkesbury Borough Council workshop on 20 October 12.30pm regarding Advice & Information Centres and Cllr Neal volunteered to attend.
3. The Council considered the invitation to the Parish & Town Council seminar at Tewkesbury Borough Council on Tuesday 11 November and Cllr Buxton volunteered to attend.
4. The Council considered the request to plant wildflowers around Abbotswood Play Park and noted that a Small Sparks Grant scheme is available for these types of community projects for up to £250. It was agreed to try the idea at Pound Farm playing field and Cllr Miles volunteered to assist with the project.  
**Action: Clerk** to discuss with the resident that raised the idea.

There being no other business, the Chairman closed the meeting at 9.10pm.

Signed:

Date: