

# BROCKWORTH PARISH COUNCIL

## MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 4 FEBRUARY 2015 AT THE COMMUNITY CENTRE AT 7.00 P.M.

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

**Members of Public Present:** None  
**Members of Press Present:** One member of press present

Meeting opened at 7pm.

- 155/FC TO RECEIVE APOLOGIES FOR ABSENCE**  
Apologies received from Cllrs Turbyfield, German, and Buxton, the Council accepted the apologies and reasons given for the absence. It was noted that Cllr C Green may be joining the meeting later.
- 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**  
None.
- 158/FC TO RECEIVE A REPORT FROM THE COUNTY COUNCILLOR**  
Cllr Vines was unable to attend the meeting due to attending a meeting elsewhere.
- 159/FC POLICE AND CRIME**  
No report received.
- 160/FC MINUTES**  
1. The Council approved the Minutes of the Council meeting held on 7 January 2015.  
2. The Council received the Minutes of the Personnel Committee meeting held on 14 January 2015.
- 161/FC REPORT FROM THE OFFICER OF THE COUNCIL**  
The meeting received an update from the Clerk regarding actions agreed at the previous meeting.
- 162/FC BOROUGH COUNCILLORS' REPORT**  
Cllr J Perez gave a report; Tewkesbury BC is looking at providing capital grants in a different way. The next Borough Council meeting will be discussing the Tewkesbury Borough Plan, which hopes to deliver approximately 790 houses over a 20 year period around service villages in Tewkesbury Borough. Cllr V Perez reported from the recent Overview & Scrutiny Committee about the Paws on Patrol scheme that is being rolled out across Tewkesbury Borough, and there are quite a number of members already in the Brockworth area.
- 163/FC WARD REPORTS**  
Cllr Clarke asked if any more quotes had been received for re-surfacing the Mill Lane car park, the Clerk confirmed that a third quote had been received. Cllr V Perez confirmed that 40mm depth was sufficient for general use, but would ask a colleague to contact the Clerk to advise further. Cllr J Perez reported that Tewkesbury BC Planning will chase up the developer for the planting of the six new perry pear trees.
- 164/FC BROCKWORTH COMMUNITY PROJECT UPDATES**  
1. The Council received the monthly Youth Activity report and library update.  
2. The Council received the letter regarding future youth funding and noted that future funding from Tewkesbury BC was at risk. The Council requested that BCP provide a breakdown of the costs for the youth provision. **Action: Clerk.**  
3. Cllr J Perez gave a verbal update from the Community Project Management; BCP is looking at Data Protection training, also the business plan has been completed.  
4. The Council considered the request that the Parish Council gives permission for the Community Project to apply for Technical Assistance from Gloucestershire Market Towns Forum which is available to members and agreed to support the request. **Action: Clerk.**
- 165/FC PARKS, OPEN SPACES AND BURIAL GROUND**  
1. The Council received a written report from the handyperson that was circulated prior to the meeting. The Council also noted the contents of the quarterly play inspections.

2. The Council was pleased to note that the Parish Council was successful in its Active Together grant application for £7,654 and resolved to proceed with the purchase and installation of the additional item for the Mill Lane play area. The Council authorised the Clerk to complete the Grant Acceptance Form.
3. The Council considered the matter of renewing the hip hop safety surface and agreed that the Clerk should get a third quote for wet pour safety surface. **Action: Clerk.**
4. The Council discussed potential locations for the planting of poppies for World War 1 remembrance and agreed to plant at Cross Hands Meadow and a small area on Mill Lane playing field. **Action: Clerk** to approach the nature volunteers to take this forward.

166/FC

**FINANCE**

1. The meeting received the Management Accounts for the financial year to date.
2. The meeting approved the schedule of invoices totalling £4,520.87+VAT (breakdown below).

<b>Date</b>	<b>A/C Ref</b>	<b>Details</b>	<b>Net Amount</b>	<b>Tax Amount</b>	<b>Gross Amount</b>
31/12/2014	GLEVUMSE	Community Centre Security December 2014	£261.00	£52.20	£313.20
09/01/2015	RBLC	Car Park rental Jan 2015	£84.00	£0.00	£84.00
06/01/2015	SPOT-ON	Janitor supplies	£162.53	£32.51	£195.04
31/12/2014	GLOS.LOC	Callout to resolve problem with YC front door lock	£47.50	£9.50	£57.00
21/12/2014	HARTELL	Move litter bin and fit new litter bin and new dog bin	£270.00	£54.00	£324.00
21/12/2014	HARTELL	Fit 2 new litter bin lids	£40.00	£8.00	£48.00
30/01/2015	GCC.PENS	January 2015 Pensions	£1,540.07	£0.00	£1,540.07
19/01/2015	DAVEJENN	Community Centre Window Cleaning January 2015	£85.00	£0.00	£85.00
19/01/2015	DAVEJENN	Bus shelter cleaning 2014/15	£240.00	£0.00	£240.00
21/01/2015	EESPRINT	Printing for Taxi Vouchers	£95.00	£19.00	£114.00
21/01/2015	SAWPROPE	Repair foyer light & re-stick carpet on stairs	£110.00	£0.00	£110.00
23/01/2015	ACTIONHE	2 x Induction Loop jack leads	£28.29	£5.66	£33.95
29/01/2015	SYSTEM	Snopake Ringbinders A4 x 20	£59.98	£12.00	£71.98
28/01/2015	GLEVUMSE	Community Centre Security January 2015	£297.50	£59.50	£357.00
02/02/2015	STJOHNAM	AED requalification for AS & JS	£150.00	£30.00	£180.00
02/02/2015	MINIBUS	Community Minibus Dec 2014 & Jan 2015	£1,050.00	£0.00	£1,050.00
		<b>Totals</b>	<b>£4,520.87</b>	<b>£282.37</b>	<b>£4,803.24</b>

3. The meeting noted a schedule of payments made outside of meetings since 7<sup>th</sup> January 2015.

<b>DATE</b>	<b>PAYEE</b>	<b>DETAILS</b>	<b>AMOUNT</b>
01/01/15	Severn Trent Water	Water Rates	£82.86
01/01/15	Best of Gloucester	Community Centre Advertising monthly DD	£94.80
01/01/15	Creative	Community Centre Website hosting – annual payment	£720.00
08/01/15	Allotment Association	Grant	£100.00
19/01/15	EON	Community Centre Electricity Usage to 5 January 2015	£693.90
30/01/15	All staff	January Payroll for 9 staff (includes large tax rebate for one member of staff, hence why the amount is more than usual)	£7154.32

The Council also noted that there had been a transfer from the Barclays Savings to Current account on 7<sup>th</sup> January 2015 of £20,000. The Council noted that new standing orders had been set-up to create activity on the Lloyds account to keep it open: £10 per month from Lloyds TSB to Barclays and £10 per month from Barclays to Lloyds TSB.

4. The meeting reviewed the long-term deposit with Co-operative Bank and agreed to keep the deposit with Co-op for a further 12 months. **Action: Clerk.**
5. The meeting noted that Sage Accounts has been updated to the 2015 version on a monthly subscription at a cost of £32.50 per month, due to ongoing issues with software compatibility.
6. The Council agreed to subscribe to the Local Council Review magazine (4 editions per year) at a cost of £35 annually. **Action: Clerk.**
7. The Council approved the Clerk's attendance at the GAPTC event "Clerks Networking Special" on Tuesday 10 March at a cost of £20. **Action: Clerk.**

8. The Council appointed Cllr Hatton in accordance with Financial Regulation 2.2, to verify that bank reconciliations match the original bank statements. **Action: Cllr Hatton / Clerk.**
9. Council agreed to defer deciding about the Microshade IT services pending the Clerk investigating other IT services and faster broadband. **Action: Clerk.**

**167/FC GLOUCESTERSHIRE MARKET TOWNS FORUM**

Cllr J Perez gave a verbal update regarding the latest meeting; GMTF requested that the Parish Council has a link on the website to GMTF, which the Council agreed. GMTF is also looking at running some workshops and requested the Council to let them know of any topics for workshops. It was noted that GMTF is reducing their membership charges.

**168/FC PLANNING MATTERS**

1. The Council considered the following planning matters:

Date app received	Reference & Ward	Location / Address	Details of Application	Comments from BPC
23.12.14	14/01202/FUL WESTFIELD	Unit 6 Ermin Parade 10-12 Ermin Park Brockworth	Proposed change of use to a dog grooming salon and retail sales	SUPPORT 09.01.15
07.01.15	14/01268/FUL WESTFIELD	4 Mostham Place Brockworth	Side extension and loft conversion	NO OBJECTION 19.01.15
27.01.15	14/01037/FUL MOORFIELD	The Chase Henley Bank Lane Brockworth	Retention of unauthorised outbuilding and conversion to stable with hay store and tack room. Change of use of land for the keeping of horses	NO OBJECTION 03.02.15

2. To note planning decisions made by Tewkesbury Borough Council:

Date app received	Reference & Ward	Location / Address	Details of Application	Comments from BPC	TBC Decision
05.11.14	14/0096/TWR EG3 MOORFIELD	The Chase Hotel Shurdington Road Brockworth GL3 4PB	Installation of electric vehicle rapid charger and associated works.	NO OBJECTION 17.11.14	GRANTED 14.01.15
12.11.14	14/01086/FUL GLEBE	Land adjoining 27 Court Road Brockworth	Construction of a single storey dwelling (revised scheme to 14/00424/FUL)	NO OBJECTION 19.11.14	REFUSE 31.12.14

**169/FC JOINT CORE STRATEGY**

There have been no updates since the submission went to Government.

**170/FC CORRESPONDENCE**

1. The Council received a list of correspondence for information. The Council reviewed recent correspondence regarding the nature reserve and the offer of health and safety assistance from a resident, the Council declined the offer as the Council has received appropriate H&S advice. It was also agreed that the Clerk will attend a parish council health and safety course with the Society of Local Council Clerks to update her knowledge. **Action: Clerk.**
2. The Council declined the request from the Oil Buying Club to give a presentation to the Parish Council. **Action: Clerk.**
3. The Council considered the invitation to attend a Planning Enforcement Seminar on Monday 16 February at Tewkesbury Borough Council and it was agreed that Cllr Hunt and Cllr Hobden will attend. **Action: Clerk.**
4. The Council declined the invitation to attend a Road Verge Seminar being run by the Cotswolds Conservation Board.

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

Signed:

Date: