

# BROCKWORTH PARISH COUNCIL

## MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 7 JANUARY 2015 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, R Furolo, J Clarke, Mrs I German, Mrs M Rowcliffe-Quarry, Mrs S Lefevre-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:** None  
**Also Present:** County Councillor Vines

Meeting opened at 7.00 pm.

**139/FC TO RECEIVE APOLOGIES FOR ABSENCE**  
None.

**140/FC DECLARATIONS OF INTEREST**  
Cllr J Perez declared an interest in item 152/FC (Planning) due to serving on the borough council's planning committee, and item 151/FC (Gloucestershire Market Towns Forum) due to serving on the Board. Cllr Rowcliffe-Quarry declared a personal interest in item 150/FC.6 as she is an allotment holder.

**141/FC TO RECEIVE CHAIRMAN'S ANNOUNCEMENTS**  
None.

**142/FC TO RECEIVE A REPORT FROM THE COUNTY COUNCILLOR**  
County Cllr Vines reported that Castle Hill Primary School has been awarded £1000 for Pupil Premium Awards 2015; also that the Secretary of State has agreed that the waste facility will go ahead at Javelin Park.

**143/FC POLICE AND CRIME**  
No-one from the Police was able to attend the meeting. Crime figures for November 2014 were circulated prior to the meeting, with 16 crimes reported in November 2014 compared to 21 in November 2013.

**144/FC MINUTES**  
1. The meeting approved the Minutes of the Council Meeting held on 3 December 2014.  
2. The meeting noted the minutes of the Personnel Committee meeting held on 17 December 2014.  
3. The meeting noted the minutes of the Building Management Committee meeting held on 17 December 2014.

**145/FC REPORT FROM THE OFFICER OF THE COUNCIL**  
The meeting received an update from the Clerk regarding actions agreed at the previous meeting.

**146/FC BOROUGH COUNCILLORS' REPORT**  
Cllr Turbyfield reported that his committee meeting has been postponed and its been very quiet due to the Christmas break; Cllr J Perez had a planning committee meeting which was fairly quiet; One Legal are looking to expand; the peer review report has been published; Tewkesbury Borough Council is holding an extra meeting to discuss the local plan later this month but the local plan doesn't include Brockworth due to Brockworth being a proposed strategic site allocation in the Joint Core Strategy; a working group has been set up to look at community infrastructure levy; Joint Core Strategy has been submitted to the Secretary of State.

**147/FC WARD REPORTS**  
Cllr Clarke asked when the builders were going to remove the rest of their materials from Mill Lane car park, this has already been asked of the builders and awaiting a reply. Cllr Furolo had a complaint from a resident that he hadn't been notified when the Christmas waste collections were taking place; the dates were published in the parish magazine. Cllr Turbyfield has received complaints about mud on the road from the Invista site. Cllr J Perez reported that Castle Hill Primary School received "Outstanding" in their latest Ofsted review. Cllr F Green reported that people are parking on the zig-zag yellow lines outside Castle Hill School. Cllr Miles reported that the amount of litter has increased on the land behind Tesco.

**148/FC BROCKWORTH COMMUNITY PROJECT UPDATES**  
2. The meeting received the monthly Youth Activity report and library update.  
3. Cllr J Perez gave a verbal update from the Community Project Management: the next meeting is 15<sup>th</sup> January, the office refurbishment has finished, and the Christmas Fayre raised over £600.

149/FC

**PARKS, OPEN SPACES AND BURIAL GROUND**

1. The Council received a written report from the handyperson that was circulated prior to the meeting.
2. The Council considered the quotes received to maintain the trees at Mill Lane playing field and brook, and agreed to award the contract to Glebe Contractors at a cost of £2,195+VAT. **Action: Clerk.**
3. The Council agreed to the request from Danter Funfairs to use Mill Lane car park and field w/c Monday 11<sup>th</sup> May 2015, at a cost of £120 per day the fair is open. **Action: Clerk.**
4. The Council agreed to the request from Circus Ginnett to use Mill Lane car park and field 29<sup>th</sup> June to 1<sup>st</sup> July 2015, at a cost of £120 per day the circus is open, and on the condition they don't put up as many posters as in previous years and remove them all following the end of the circus otherwise the circus won't be permitted to use Mill Lane playing field again. **Action: Clerk.**
5. The Council considered the proposed layout for the new cremations area and it was agreed that the Clerk will request quotes for the drafted layout including a memorial wall and boutonniere wall, with memorial plaques being sold on a 20 year lease. It was further agreed that the new area will receive flat cremation tablets 18" x 12" as per the existing cremations area. **Action: Clerk.**
6. The Council did not agree to adopt the new Kennel Lane play area. **Action: Clerk.**

150/FC

**FINANCE**

8. The meeting received the Management Accounts for the financial year to date.
9. The meeting approved the schedule of invoices totalling £19,840.20+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>
04/12/2014	BCP	Youth Provision funding contribution 2014-2015	£10,000.00	£0.00	£10,000.00
04/12/2014	RBLC	Car Park rental Dec 2014	£84.00	£0.00	£84.00
04/12/2014	TEWKESBC	Business Rates Dec 2014 Payment 10 of 10	£824.00	£0.00	£824.00
04/12/2014	SYSTEM	Footrests and Wall Planner small	£77.16	£15.43	£92.59
08/12/2014	ICO	Data Protection Registration renewal	£35.00	£0.00	£35.00
31/12/2014	GCC.PENS	December 2014 Pensions	£1,518.20	£0.00	£1,518.20
28/12/2014	HMRC	PAYE October to December 2014	£1,684.20	£0.00	£1,684.20
28/12/2014	HMRC	NI October to December 2014	£1,622.05	£0.00	£1,622.05
05/12/2014	CUSTOMHO	Mini jugs (for climbing walls) plus fixings	£24.29	£3.75	£28.04
10/12/2014	PAULCANT	Fitting 2 "no fly tipping" signs along the brook	£30.00	£0.00	£30.00
12/12/2014	SYSTEM	Batteries	£20.98	£4.20	£25.18
17/12/2014	GLEVUMSE	Alarm activation / call out 12 Dec 2014	£37.00	£7.40	£44.40
18/12/2014	GAPTC	Finance half day training course 14 Jan 2014 - JShirley	£25.00	£0.00	£25.00
18/12/2014	BROCKWOR	Printing December 14 / Jan 15 Brockworth Magazine	£328.00	£0.00	£328.00
18/12/2014	SPOT-ON	Janitor supplies	£119.66	£23.93	£143.59
19/12/2014	FENLANDL	30mm caps for fort	£7.67	£1.53	£9.20
22/12/2014	SYSTEM	Flipchart boards x 2 and 2 packs of flipchart paper	£121.22	£24.24	£145.46
11/12/2014	DAVEJENN	Window cleaning December 2014	£85.00	£0.00	£85.00
31/12/2014	CITIZENS	CAB Sessions 1st January to 31st December 2014	£2,496.00	£0.00	£2,496.00
01/01/2015	CITIZENS	CAB Sessions 1st January to 31st March 2015	£624.00	£0.00	£624.00
06/01/2015	SYSTEM	Charlk, Punched pockets, A4 paper	£76.77	£15.35	£92.12
		<b>Totals</b>	<b>£19,840.20</b>	<b>£95.83</b>	<b>£19,936.03</b>

10. The meeting noted a schedule of payments made outside of meetings since 3 December 2014.

<u>DATE</u>	<u>PAYEE</u>	<u>DETAILS</u>	<u>AMOUNT</u>
01/12/14	Severn Trent Water	Water Rates	£82.86
01/12/14	Best of Gloucester	Community Centre Advertising monthly DD	£94.80
04/12/14	Tewkesbury BC	Small Lottery Permit	£20.00
04/12/14	Brockworth Community Project	Grant towards library heating	£2021.11
04/12/14	Keep Britain Tidy	Dog fouling signs	£300.00
09/12/14	EON	Community Centre Electricity Usage to 24 November 2014	£502.80
09/12/14	EON	Community Centre Gas Usage to 24 November 2014	£236.41
30/12/14	All staff	December Payroll for 9 staff	£6301.73

11. The Council approved Mr Iain Selkirk as the independent auditor for the financial year ending 31<sup>st</sup> March 2015 at a cost of £275. **Action: Clerk.**
12. The budget for 2015/16 was finalised and precept set at £171,170 which is a 4% increase equivalent to £3.02 per year on a Band D council tax property. **Action: Clerk.**
13. The Council agreed to grant £100 (out of the Allotment Maintenance Reserve) for the Allotments Association for weed killer around the boundary of the allotments. **Action: Clerk.**
14. The Council discussed the taxi voucher scheme and formed a committee of Cllrs German, Hatton, Rowcliffe-Quarry and Miles who will set the criteria and procedure for the scheme. The taxi voucher scheme will run for one year as a trial. It was agreed that the Clerk will advertise the taxi-voucher scheme in the February edition of the parish magazine. **Action: Clerk.**

**151/FC**

**GLOUCESTERSHIRE MARKET TOWNS FORUM**

There has been no meeting since the Council last met.

**152/FC**

**PLANNING MATTERS**

4. The Council considered the following planning matters:

Date application received	Reference & Ward	Location / Address	Details of Application	Comments from BPC
09.12.14	14/01178/PDD GLEBE	3-4 The Parade Court Road Brockworth	Conversion o existing B1 office space to 2 No. 2 bedroom flats	NO OBJECTION 22.12.14
10.12.14	14/01146/FUL GLEBE	42 Boverton Drive Brockworth	Single storey rear extension	NO OBJECTION 22.12.14

5. 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
14.10.14	14/00980/FUL HORSBERE	1 Green Way Brockworth	Erection of dwelling adjacent to number 1 Greenway.	NO OBJECTION 30.10.14	REFUSE 02.12.14

**153/FC**

**JOINT CORE STRATEGY**

The Joint Core Strategy has been submitted to the Secretary of State.

**154/FC**

**CORRESPONDENCE**

The meeting received a list of correspondence for information. The Council discussed a letter from a resident concerning Hucclecote Parish Council's proposal for traffic restrictions in Hucclecote and the resident has requested that the scheme be extended to Brockworth. It was noted that Gloucestershire Highways is checking the conditions of the developer funding for the traffic restrictions to see if the scheme can be extended to Brockworth. It was agreed that the Westfield Ward councillors will find out if other residents in that area are experiencing problems with cars parking in the area of Bulford Close, Cowsley Drive and Lea Walk.

There being no other business, the Chairman closed the meeting at 8.40pm.

Signed:

Date: