

BROCKWORTH PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 20 MAY 2015 AT THE COMMUNITY CENTRE AT 7.00 P.M.

PRESENT J Hunt (Chairman), Mrs C Neal, Ms S Neal, Mrs F Miles, F Green, Mrs C Green, Mrs R Hatton, R Furolo, J Clarke, H Turbyfield, M Hobden, Mrs I German, Mrs A Morgan, E Buxton, Mrs J Shirley (Interim Clerk)

Members of Public Present: Two
Members of Press Present: None

Meeting opened at 7pm.

- 01/FC TO RECEIVE APOLOGIES FOR ABSENCE**
Apologies received from Cllrs Hatton, Furolo, and Turbyfield; the councillors were attending a meeting at Tewkesbury Borough Council and hope to join the parish meeting later. The Council accepted the apologies and reasons given for the absence.
- 02/FC DECLARATIONS OF ACCEPTANCE OF OFFICE**
All Councillors signed their Declaration of Acceptance of Office.
- 03/FC TO ELECT A CHAIR OF THE COUNCIL FOR THE ENSURING YEAR AND RECEIVE THE CHAIR'S ACCEPTANCE OF OFFICE**
Cllr Hunt was proposed as Chairman by Cllr Clarke and this was seconded by Cllr C Green. 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.
- 04/FC TO ELECT A VICE CHAIR OF THE COUNCIL**
Cllr C Neal was proposed as Vice-Chairman by Cllr F Green and seconded by Cllr C Green. There were no other nominations and Cllr Neal was elected Vice-Chairman until the next Annual Meeting of the Council.
- 05/FC DECLARATIONS OF INTEREST**
Members are invited to declare any interest they may have in the business set out on the Agenda to which the approved Code applies.
- 06/FC TO CONSIDER CO-OPTIONS TO FILL THE FOLLOWING VACANCIES:**
1. Horsbere Ward – Alison Morgan was co-opted to fill the vacancy
 2. Glebe Ward – Iris German was co-opted to fill one vacancy, one vacancy remained.
 3. Westfield Ward – 2 vacancies
- 07/FC TO APPOINT MEMBERS TO SERVE ON THE FOLLOWING COMMITTEES AND GROUPS**
1. Personnel Committee (5 members)
Cllrs Hunt, Neal, Furolo, Clarke, and Hobden were all appointed as members of the committee.
 2. Building Management Committee (6 members)
Cllrs Hunt, Neal, Hobden, Miles, Furolo and Turbyfield were all appointed as members of the committee.
 3. Events Working Party
Cllrs C Green, F Green, German, and Miles were all appointed as members of the working party.
 4. Appeals Panel (3 members)
Cllrs C Green, F Green, and S Neal were all appointed as members of the Appeals Panel.
 5. Burial Ground Working Party (4 members)
Cllrs Turbyfield, Hobden, Buxton and Clarke were all appointed as members of the working party.
- 08/FC TO APPOINT THE FOLLOWING OFFICERS AND REPRESENTATIVES**
- (I) Public Relations Officer
The Clerk was appointed.
 - (II) Internal Reviewer of Accounts
Cllr Hatton was appointed.
 - (III) Flood/Snow Warden
Cllrs Buxton and Hunt were appointed.
 - (IV) Tree Warden
Cllr German was appointed and it was agreed to ask the three existing tree wardens to continue.

(V) One Representative on the Brockworth Community Project Management Committee
Cllr Morgan was appointed.

(VI) One Representative on the Elderly Clubs Committees
Cllr C Neal was appointed.

(VII) One Representative on the Brockworth Allotments Association
Cllr S 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.

- 09/FC TO RECEIVE CHAIRMAN'S ANNOUNCEMENTS**
The Chairman gave an update on the recruitment process for a new clerk, with interviews due to take place on Thursday 21 May.
- 10/FC TO RECEIVE A REPORT FROM THE COUNTY COUNCILLOR**
County Cllr Vines was unable to attend the meeting and provided a written report.
- 11/FC POLICE AND CRIME**
Unfortunately, no-one from the Police were available to attend the meeting, however PC Guest forward crime comparison statistics for April 2015 (18) compared to April 2014 (20). Council would like to know if the thefts from vehicle were in the same area. **Action: Clerk to enquire.** The Council also received a copy of an email received from the Police and Crime Commissioner's office regarding parking on grass verges.
- Cllrs Hatton, Turbyfield and Furolo joined the meeting.
- 12/FC MEETING DATES**
The Council agreed to postpone the full council meeting on 3rd June 2015 until 10th June 2015 due to the close proximity of the delayed May meeting. **Action: Clerk.**
- 13/FC MINUTES**
1. The Council approved the Minutes of the Council Meeting held on 1st April 2015
2. The Council received the Minutes of the Personnel Committee Meeting held on 29th April 2015.
- 14/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 that the Annual Parish Meeting is taking place on Wednesday 27 May at 7pm in the main hall.
3. The Council received the annual report 2014-15.
- 15/FC BOROUGH COUNCILLORS' REPORT**
Cllrs Turbyfield, Hatton and Furolo attended a meeting at Tewkesbury BC this evening where committee allocations were discussed. The Councillors attended the Mayor-Making ceremony at Winchcombe School. Cllr Ron Allen was elected as Mayor and Cllr Gill Blackwell was elected as Deputy.
- 16/FC WARD REPORTS**
Cllr Buxton noted that the Police are closing the A46 on Bank Holiday Monday due to the anticipated Cheese Rolling Event.
- 17/FC BROCKWORTH COMMUNITY PROJECT UPDATES**
1. The meeting received the monthly Youth Activity report and library update.
2. There was no update from the latest Community Project Management meeting. Cllr Morgan will feedback at the next meeting.
3. The Council considered funding the summer activities programme for under 8 year olds and would like additional information. It was agreed that the Community Project be invited to come to the next parish meeting to explain the activities programme in more detail. If the Project is unable to come to the council meeting on 10th June, then to organise a meeting with available councillors prior to 10th June. **Action: Clerk.**
- 18/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 Council considered the request regarding an alternative event to Brockfest due to the withdrawal of other funders. It was agreed to request the grant cheque be returned to the Council and a new application be submitted. **Action: Clerk.**
3. The Council agreed to a variation of dates from w/c 11th May to w/c 13th July, for the funfair visiting Mill Lane. It was noted that Mill Lane residents have been updated about the funfair dates. **Action: Clerk.**

4. The Council received a summary of the reports from the visual tree assessments at Pound Farm and Burial Ground and noted that 11 trees require work in due course for which the Clerk will gather quotes. The Clerk was also requested to enquire about Ash die-back disease and whether any of the trees ought to be felled.
5. The Council agreed the annual request from Glos ACF Brockworth Platoon to carry out training exercises on Mill Lane playing field. **Action: Clerk** to complete the form.

19/FC

FINANCE

1. The meeting received the Management Accounts for the financial year to date.
2. The meeting approved the schedule of invoices totalling £28,998.53+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>
01/04/2015	K.I.S.	Annual intruder alarm monitoring March 2015 to March 2016	£325.00	£65.00	£390.00
01/04/2015	K.I.S.	Annual intruder alarm maintenance 2015	£150.00	£30.00	£180.00
01/04/2015	K.I.S.	Annual fire alarm maintenance	£110.00	£22.00	£132.00
01/04/2015	GLEVUMSE	Community Centre Security March 2015	£331.50	£66.30	£397.80
01/04/2015	ICCM	Membership Subs	£90.00	£0.00	£90.00
07/04/2015	TEWKESBC	Business Rates May 2015	£840.00	£0.00	£840.00
07/04/2015	SYSTEM	OHP replacement lamp	£149.00	£29.80	£178.80
31/03/2015	K.TWINNI	Maint of borders CC & Burial Grd	£554.00	£0.00	£554.00
31/03/2015	K.TWINNI	Maint of plot in Burial Grd	£15.00	£0.00	£15.00
31/03/2015	GLEBECON	Grass cutting	£960.00	£192.00	£1,152.00
12/04/2015	SAWPROPE	Install new OHP bulb	£45.00	£0.00	£45.00
09/04/2015	PAULCANT	Remove broken swing	£30.00	£0.00	£30.00
12/04/2015	HARTELL	Replacement of a Litter bin and one dog waste bin	£220.00	£44.00	£264.00
30/04/2015	GCC.PENS	April 2015 Pensions	£1,750.13	£0.00	£1,750.13
14/04/2015	MITCHELL	Routine service air conditioning unit	£75.00	£15.00	£90.00
15/04/2015	GLEVUMSE	Alarm activation 11 July 2014	£37.00	£7.40	£44.40
16/04/2015	GLEVUMSE	Alarm activation 24 March 2014	£37.00	£7.40	£44.40
16/04/2015	BROTHERT	Preparation of year end accounts for audit 2014-15	£400.00	£80.00	£480.00
16/04/2015	SPOT-ON	Cleaning supplies	£294.31	£58.86	£353.17
10/04/2015	NISBETS	Water filters for hot water boiler	£65.98	£13.19	£79.17
17/04/2015	JANESPON	2.5% outdoor gym snagging retention balance	£820.00	£164.00	£984.00
20/04/2015	ISELKIRK	Internal audit year end 31 march 2015	£275.00	£0.00	£275.00
22/04/2015	ENVESCA	Food safety training - transfer to full day course 13/05/15	£14.00	£2.80	£16.80
14/04/2015	POWERDOR	Automatic door call out & interface box install	£180.00	£36.00	£216.00
24/04/2015	CONTRACT	Replacement toggles for cafe sign	£5.00	£1.00	£6.00
21/04/2015	ZURICHIN	Parish Council Insurance 2015-16	£1,948.25	£0.00	£1,948.25
21/04/2015	ZURICHIN	Community Centre Insurance 2015-16	£1,395.16	£0.00	£1,395.16
27/04/2015	SAWPROPE	New 5ft emergency light in main hall & new lamps for fly zap	£275.40	£0.00	£275.40
24/04/2015	K.I.S.	Fire Extinguisher maintenance	£74.25	£14.85	£89.10
21/04/2015	BAYLIFUK	Call out for lift problem 16/04/15	£109.00	£21.80	£130.80
29/05/2015	GCC.PENS	May 2015 Pensions	£951.15	£0.00	£951.15
29/04/2015	GLEVUMSE	Annual heyholding May 2015 - May 2016	£150.00	£30.00	£180.00
28/04/2015	VISIONIC	Parish Council website upgrade - first half of payment	£375.00	£75.00	£450.00
01/05/2015	BROCKWOR	Parish Magazine June / July 2015	£450.00	£0.00	£450.00
30/04/2015	TREEMAIN	Visual tree assessments Pound Farm & Burial Ground	£357.50	£71.50	£429.00
30/04/2015	SOCIETYO	Job Finder Advertising for Clerk	£90.00	£18.00	£108.00
27/04/2015	FARESHAR	Annual membership fee 17/04/15-16/04/16 Fare Shares Food	£550.00	£0.00	£550.00
06/05/2015	BCP	Youth Provision 2015-2016	£10,000.00	£0.00	£10,000.00
06/05/2015	BCP	Summer Activities Programme 2015	£2,001.00	£0.00	£2,001.00
01/05/2015	GLEVUMSE	Community Centre Security April 2015	£331.50	£66.30	£397.80
30/04/2015	GLEBECON	Grass cutting April 2015	£1,310.00	£262.00	£1,572.00
12/05/2015	SYSTEM	A4 copier x 5 boxes	£59.95	£11.99	£71.94
30/04/2015	K.I.S.	Change fixing on fire alarm panel & replace fire extinguisher	£140.00	£28.00	£168.00
30/04/2015	JRBENTER	50,000 dog waste bags	£438.50	£87.70	£526.20
17/04/2015	DAVEJENN	Window cleaning Apr 2015	£85.00	£0.00	£85.00
13/05/2015	DAVEJENN	Window cleaning May 2015	£85.00	£0.00	£85.00

18/05/2015	FENLANDL	Wetpour binde & Rocker Fixings	£48.95	£9.79	£58.74
Totals			£28,998.53	£1,531.68	£30,530.21

3. The meeting noted a schedule of payments made outside of meetings since 1 April 2015:

DATE	PAYEE	DETAILS	AMOUNT
01/04/15	Severn Trent Water	Water Rates	£82.86
01/04/15	Best of Gloucester	Community Centre Advertising monthly DD	£94.80
02/04/15	Brockworth Albion GC	Grant towards Brockfest	£500.00
02/04/15	Castle Hill School	Grant towards annual fete	£500.00
02/04/15	Roses Theatre	Grant as agreed at December 2014 meeting	£250.00
16/04/15	Sage	Sage Accounts Subscription April 2015	£39.00
17/04/15	KCS	Colour photocopier quarterly lease payment	£363.61
17/04/15	KCS	Mono photocopier quarterly lease payment	£44.02
20/04/15	EON	Community Centre Electricity Usage to 18 March 2015	£440.28
30/04/15	All staff	April Payroll for 7 staff	£6579.40

4. The Council received the year end accounts for 2014/15 as prepared by Brothertons.
5. The Council approved the year end accounts and the governance statement for 2014/15 for submission to the external auditor.
6. The Council received the internal auditors report for the year end accounts 2014/15.
7. The Council approved the upgrade the parish council website to include community centre information.
8. The Council noted that the insurance will be renewed on 1st June with Zurich at a cost of £3,343.41 (the final year of a 3-year arrangement with Zurich).

20/FC

GLOUCESTERSHIRE MARKET TOWNS FORUM

There was no update from the latest meeting.

21/FC

PLANNING MATTERS

1. The Council considered the following planning matters:

Date application received	Reference & Ward	Location / Address	Details of Application	Comments from BPC
13.04.15	15/00278/FUL HORSBERE	8 Ermin Street Brockworth GL3 4EG	Application to remove and vary conditions relating to application 14/00052/FUL. Remove Condition 1 to allow up to 40 persons to attend the site at any one time.	OBJECT 27.04.15
16.04.15	15/00066/ENFD Horsbere	104 Castle Hill Drive Brockworth GL3 4NX	Alleged unauthorised change of use.	Noted
17.04.15	15/00067/ENFD HORSBERE	The View, 1A Guise Avenue Brockworth GL3 4NA	Alleged unauthorised occupation of outbuilding.	Noted
21.04.15	15/00364/FUL HORSBERE	Castle Lodge Green Street Brockworth GL3 4RR	Proposed alterations to Castle Lodge to provide 4no. Bedrooms and first floor bathroom.	NO OBJECTION 27.04.15
22.04.15	15/00401/FUL WESTFIELD	30 Westfield Road Brockworth GL3 4AR	Single and two storey extensions to dwelling.	COMMENTS ONLY 07.05.15
28.04.15	15/00416/FUL GLEBE	10 St Annes Close Brockworth GL3 4BZ	Erection of new dwelling to side of existing house. Alterations to existing house.	OBJECT 06.05.15
28.04.15	15/00395/FUL MOORFIELD	99 Moorfield Road Brockworth GL3 4QJ	Demolition of existing outbuilding to create space for new, two storey side extension and a single storey lean too extension to the rear of the property.	NO OBJECTION 05.05.15

29.04.15	1/00078/ENFD MOORFIELD	13 Hebden Close Brockworth GL3 4LH	Alleged unauthorised fence adjacent to a Highway.	Noted
01.05.15	15/00465/FUL HORSBERE	56 Ermin Street Brockworth	Erection of chalet bungalow and attached garage. Revised application for the retention of works as built (further to planning permission ref 12/00985/FUL)	
06.05.2015	15/00452/FUL MOORFIELD	3 Brockworth Cottages Cirencester Road Brockworth	Erection of summer house	

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

Date application received	Reference & Ward	Location / Address	Details of Application	Comments from BPC	Decision
17.02.15	15/00138/FUL WESTFIELD	10 Mostham Place Brockworth	Demolition of existing side garage/carport; erection of new single garage to rear garden; and erection of single storey extension to rear elevation.	NO OBJECTION 03.03.15	PERMIT 01.04.15
18.02.15	15/00141/FUL HORSBERE	Pomona St George's Road Brockworth	Two storey rear extension	NO OBJECTION 23.02.15	PERMIT 01.04.15

22/FC

JOINT CORE STRATEGY

1. The Examination in Public for the JCS has commenced.
2. It was agreed that Cllrs Hobden, Hunt and Buxton will represent Brockworth Parish Council at the examination in public on Friday 10th July 2015 9.30am until 1.30pm for the Brockworth strategic site allocation session.

23/FC

CORRESPONDENCE

1. The Council received a list of correspondence for information.
2. The Council noted the consultation on parking restrictions for roads close to Gloucester Business Park including Bulford Close on Hucclecote Road.
3. The Council has re-arranged the next council meeting for the same night as the Village Quiz and will be unable to enter a team. However, it was agreed to provide the hall at the discounted price of £8.50 for the event. **Action: Clerk.**
4. It was agreed to nominate Cllr Buxton to serve on the GAPTC new executive committee. **Action: Clerk.**

There being no other business, the Chairman closed the meeting at 8.30pm.

Signed:

Date: