

BROCKWORTH PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 4TH APRIL 2018 AT THE COMMUNITY CENTRE AT 7.00 P.M.

PRESENT Cllrs: J Hunt (Chairman), Mrs C Neal, F Green, Mrs C Green, H Turbyfield, Mrs J Styles, Mrs C Joyce, Mrs K Mumford, Ms S Neal, M Hobden, R Furolo, J Clarke, Mrs R Hatton, Mrs F Miles, Mrs B Parish, Ms H Neal.
In Attendance: Mrs M Smook (Clerk), Ms J McMahon (Assistant Clerk), T Berry (Grant funding officer).

Members of Public Present: 4
Members of Press Present: None

Meeting opened at 19:00

- 178/FC TO RECEIVE APOLOGIES FOR ABSENCE**
The meeting received apologies from Cllr Mrs I German for absence and the meeting accepted her reasons.
- 179/FC DECLARATIONS OF INTEREST**
Cllrs H Turbyfield, Mrs R Hatton and R Furolo declared interests in all planning and licencing matters.
Cllrs H Turbyfield, Mrs R Hatton, M Hobden, C Neal, K Mumford and R Furolo declared interests in matters concerning the Brockworth Youth Trust.
- 180/FC 15 MINUTE PUBLIC SESSION**
No public participation.
- 181/FC TO RECEIVE CHAIRMAN'S ANNOUNCEMENTS**
The Chairman had no report.
- 182/FC TO RECEIVE A REPORT FROM THE COUNTY COUNCILLOR**
County Councillor Robert Vines was not present at the meeting.
- 183/FC POLICE AND CRIME**
1. The meeting did not receive a report from the police.
 2. The meeting received a letter from Gloucestershire Constabulary regarding the remembrance parades. The letter would be forwarded to the British Legion as they arranged the parade. **Action-Clerk**
- 184/FC MINUTES**
1. The meeting approved the Minutes of the Council Meeting held on 7th March 2018.
 2. The meeting noted the draft minutes of the Building Management Working Group meeting held on 28th February 2018.
- 185/FC REPORT FROM THE OFFICER OF THE COUNCIL**
1. The meeting received an update from the Clerk regarding actions agreed at the previous meeting.
- 186/FC BOROUGH COUNCILLORS' REPORT**
Cllr R Furolo reported that the potholes in Brockworth were getting worse and needed some serious attention. They needed to be reported to Amey Highways. **Action-Clerk**
- Cllr H. Turbyfield reported that they attended a water outage enquiry at Severn Trent. They discussed what to do in future to avoid this ever happening again. It may be up to 6 months before the enquiry would produce any answers.
Cllr H Turbyfield also reported that they attended the Royal Air Force's 100th Anniversary celebrations at the Jet Age Museum.
Cllr H Turbyfield had a meeting with Lyndon Homes regarding gaining access to the burial ground. Lyndon Homes would come back to him with some answers on questions raised and also some suggestions.
- Cllr Mrs R Hatton reported that they attended a few functions during March as part of their mayoral duties.
- 187/FC WARD REPORTS**
Cllr J Clarke reported that there were some tree roots sticking out on a footpath leading to Mill Lane playing field that needed to be covered. **Action-Clerk**
Cllr Ms S Neal reported that a blue motor vehicle was parked in front of Sue Ryder every day for the whole day. This needed to be reported to TBC so that they could send a traffic warden to see if this vehicle was parked for longer than the allowed 90 minutes. **Action-Clerk**
Cllr M Hobden reported the same problem as Cllr J Clarke.
Cllr Mrs F Miles reported that a resident complained that the weight limit in Ermin street was being exceeded. This issue had to be reported too Cllr Vines so that he could look into this matter. **Action-Clerk**

Cllr Mrs C Neal reported that the roofs of the bus stop shelters needed to be cleaned. An enquiry had to be raised regarding who was responsible for cleaning the bus stop shelters on behalf of the Council and when were they scheduled to be cleaned again. **Action-Clerk**

188/FC BROCKWORTH YOUTH SERVICES UPDATES

1. The meeting received a written report from Brockworth Youth Trust.

189/FC PARKS, OPEN SPACES AND BURIAL GROUND

1. The meeting received the Play Park and Burial Ground update from the Handy person. Cllr R Furolo proposed that we remove the 4 tree stumps in Pound farm playing field and that a storage shed be bought for keeping grit. Seconded by Cllr S Neal. All in favour. **Action-Clerk**
2. The meeting considered the request from the Cheese Roll Group for use of the Shell Land for a Charity Fundraiser. Cllr Ms H Neal proposed that the Council grant the group the permission to use the field on the condition that they provide the Council with a copy of the Public Liability Insurance for the event. Seconded by Cllr M Hobden. All in favour

190/FC FINANCE

1. The meeting received the management reports for the financial year to date.
2. The meeting received the Parish Council and Community Centre Budget Reports.
3. The meeting approved the schedule of invoices due on the 1st of April 2018 totalling £3,125.12+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>
16/03/2018	AVTPUMP	Service inspection of dual foul pump	£392.00	£78.40	£470.40
07/03/2018	DISHDIRE	Dishwasher detergent	£39.50	£7.90	£47.40
22/03/2018	ENVESCA	Fire risk assessment	£295.00	£59.00	£354.00
22/03/2018	GAPTC	Clerks the knowledge training	£70.00	£0.00	£70.00
06/03/2018	GCC.PENS	Pensions March 2018	£337.58	£0.00	£337.58
06/03/2018	GLEVUM	Lock/unlock service February 2018	£263.50	£52.70	£316.20
02/03/2018	M.TWINN	Clean Culvert x 2 Shell land	£84.00	£0.00	£84.00
12/03/2018	PESTCTRL	Contract set up pest control	£140.00	£28.00	£168.00
28/01/2018	SAWPROP	Supply and fit window handle	£89.00	£0.00	£89.00
14/03/2018	SAWPROP	Descale hot water boiler	£45.00	£0.00	£45.00
15/03/2018	SPOT-ON	Cleaning supplies	£190.63	£38.13	£228.76
20/03/2018	SPOT-ON	Cleaning supplies	£17.60	£3.52	£21.12
08/03/2018	STJOHNS	Replace defibrillator battery	£198.00	£39.60	£237.60
21/03/2018	SYSTEM	Lever arch files, tape with dispenser	£19.86	£3.97	£22.83
21/03/2018	SYSTEM	A4 Suspension files	£9.50	£1.90	£11.40
23/03/2018	SYSTEM	A1 Flipchart pads	£13.95	£2.79	£16.74
08/03/2018	TEWKESB	Business rates April 2018 1 of 10	£840.00	£0.00	£840.00
06/03/2018	VIRGIN	Broadband BPC	£50.00	£10.00	£60.00
06/03/2018	VIRGIN	Broadband CC	£30.00	£6.00	£36.00
		TOTAL	£3,125.12	£331.91	£3,456.03

4. The meeting received a schedule of payments made outside of meetings since 1 March 2018:

DATE	PAYEE	DETAILS	AMOUNT
01/03/2018	Water Plus	Water Charges	£55.42
01/03/2018	SG Equipment	Dishwasher rental	£144.00
01/03/2018	Envesca	Health & Safety Support	£144.00
05/03/2018	Eon	Electricity Charges	£313.92
05/03/2018	Envesca	Risk Assessment Training	£175.50
09/03/2018	BT	Telephone Charges	£840.72
14/03/2018	HMRC	PAYE	£1555.72
16/03/2018	Sage	Software	£259.80
22/03/2018	ELAS	Employment Law Support	£123.60
29/03/2018	All staff	Payroll	£7624.33

5. The meeting noted that Laura Brotherton would complete year end accounts for 2017/18 on 17th April 2018.
6. The meeting noted that the internal audit would be completed by Iain Selkirk on 21st May 2018.
7. The meeting received a report on the evaluation of grant funding for 2017/18 and decided that in future all receipts needed to be dated properly or a refund of the money would be expected.

8. The meeting accepted the updated annual risk assessment and management document and schedule for 2017/18. The tree inspections needed to be done now, the inspections schedule needed to be updated and strictly adhered too. Cllr Ms S Neal proposed to accept the annual risk assessment, seconded by Cllr Mrs F Miles, All in favour. **Action-Clerk**
9. The meeting received the annual membership renewal for GAPTC. Cllr F Miles proposed not to renew the membership, seconded by Cllr R Furolo, 14 in favour, 1 abstention. **Action-Clerk**
10. The meeting received a letter regarding credit control from KIS
11. The meeting received a letter regarding a change to how invoices were sent from KIS

191/FC**STANDING ORDERS**

1. The meeting reviewed the Standing Orders and resolved to adopt standing order 3m. Proposed by Cllr R Furolo to adopt standing order 3m, seconded by Cllr J Clarke, All in favour. **Action-Clerk**

192/FC**PLANNING MATTERS**

1. The meeting considered the following planning matters:

Date received	Reference & Ward	Location / Address	Details of Application	Comments from BPC
05/03/2018	18/00197/FUL WESTFIELD	Land Adjacent to 34A and 34B Astor Close, Brockworth, Gloucester	Erection of two dwellings	No adverse comment
07/03/2018	18/00224/FUL MOORFIELD	35 Medway Crescent, Brockworth, Gloucester	Erection of a two-storey side extension and sub division of existing dwelling to create 2 maisonettes (amendments to application - 17-01204/FUL	No objection
14/03/2018	18/00228/ADV MOORFIELD	The Chase Hotel, Shurdington, Brockworth	Replacement branding to hold 4no. Internally illuminated signs 20no. Non-illuminated signs	No objection
19/03/2018	18/00117/FUL HORSBERE	3 Guise Avenue, Brockworth, Gloucester	Single storey replacement side extension. Erection of a two-storey front extension	No objection

2. The meeting noted the planning amendments by Tewkesbury Borough Council:

Date received	Reference & Ward	Location / Address	Details of Application	Comments from BPC	Decision
26/01/2018	18/00068/FUL WESTFIELD	36 Westfield Road Brockworth	Erection of a summer house in rear garden	Support 08.02.18	Permit 20.03.18

193/FC**JOINT CORE STRATEGY**

The meeting received no updates from the Joint Core Strategy Authorities.

194/FC**CORRESPONDENCE**

1. The meeting received a list of meetings being held at Tewkesbury Borough Council during April 2018.
2. The meeting received an invitation to the Annual Meeting and Mayor Making Ceremony of TBC
3. The meeting received an email from GAPTC regarding latest news and sector updates.
4. The meeting received a letter of thanks from Brockworth Primary Academy for grant funding.
5. The meeting received an email from Amey Highways about PROW transferring back to GCC.
6. The meeting received a press release from TBC about litter on A40 Golden Valley bypass.
7. The meeting received a notice of a road closures from Gloucestershire County Council for the 2018 Cheese Roll event.
8. The meeting received an email regarding the TBC draft planning enforcement plan.
9. The meeting received an email from GRCC to attend a neighbourhood planning workshop on 6th June 2018.
10. The meeting received an email from TBC about the Review of local government ethical standards stakeholder consultation.
11. The meeting received a list of meetings for Tewkesbury Borough Council for 2018/19.
12. The meeting received a Call for Resolution from GAPTC.
13. The meeting received an email from GCC Highways regarding the 2018/19 Lenghtsman scheme and proposed to request them to look at repairing the footpath next to Brockworth Primary Academy. **Action-Clerk**

14. The meeting received a consultation invitation from Arlington regarding Plot 4100 in Gloucester Business Park

195/FC

STAFF APPRAISALS

2. Confidential business

Standing Order 10A-xi to exclude the press and public from the meeting in respect of confidential or sensitive information which is prejudicial to the public interest.

The meeting closed at 21:10

Signed:

Date: