

BROCKWORTH PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 5TH OCTOBER 2016 AT THE COMMUNITY CENTRE AT 7:00 P.M.

PRESENT Cllrs: J Hunt, Mrs C Neal, Ms S Neal, F Green, Mrs C Green, Mrs R Hatton, H Turbyfield, R Furolo, J Clarke, Mrs J Styles, Mrs F Miles, Miss H Neal, Mrs K Mumford, Mrs I German, M Hobden, Mrs S McColl-Dorion (Clerk), Mrs M Smook (Assistant to the Clerk)

Members of Public Present: Six
Members of Press Present: None

Members of the Brockworth cheese rolling committee introduced themselves to the Council and agreed to attend the meeting on the 2nd November 2016 to discuss their future plans.

A resident inquired about the planning permission for the MUGA to be moved to Mill Lane playing field. It was confirmed that the architect in charge of the Community Centre extension had made enquiries on behalf of the council and is submitting the application. The resident also inquired about the replacement of man hole covers near the changing rooms at Mill Lane playing field. It was confirmed that the covers will be replaced and the manholes made secure.

A resident inquired about the probable increase in traffic in Brockworth once the Perry Brook development commences. The meeting confirm that this has been a big concern for the council since the planning for the development was submitted. The resident suggested another turning be created to ease traffic into Ermin Street. Cllr Turbyfield has seen proposed plans to ease the traffic and will bring plans to the parish for the resident to view. The meeting requested the resident put his concerns and request in writing to the Clerk.

Meeting opened at 19:18

88/FC TO RECEIVE APOLOGIES FOR ABSENCE
The meeting received apologies from C Cllr R Vines. The meeting accepted the reasons for absence.

89/FC DECLARATIONS OF INTEREST
Cllr J Styles declared a personal interest in item 100/FC-7. Cllr F Miles declared a personal interest in item 103/FC-13

90/FC TO CONSIDER CO-OPTIONS TO FILL THE FOLLOWING VACANCIES:

1. The meeting received the email resignation from E Buxton.
2. The meeting noted the posting of notices of casual vacancy for the Moorfield Ward.
3. No co-option applications were received for the Horsbere Ward vacancy.

91/FC TO RECEIVE CHAIRMAN'S ANNOUNCEMENTS
The Chairman had no report.

92/FC TO RECEIVE A REPORT FROM THE COUNTY COUNCILLOR
The meeting received a written statement and a copy of a press release from C Cllr Vines. "Valiant Way will be resurfaced next week. There may possibly be some disruption to people but hopefully the long term benefit will be worth it."

93/FC POLICE AND CRIME

1. The meeting received a written report of crime statistics for August from the police.
2. The meeting received correspondence from Gloucestershire Police outlining the new delivery of crime reports.

94/FC MINUTES

1. The meeting approved the Minutes of the Council Meeting held on 7th September 2016 . The Clerk is to contact Glebe about the trees at Nature Close. **Action-Clerk.**

95/FC REPORT FROM THE OFFICER OF THE COUNCIL

1. The meeting received an update from the Clerk regarding actions agreed at the previous meeting.
2. The meeting received a report about complaints regarding the use of the Community Centre kitchen. The meeting agreed that one cupboard will be left unlocked for hirers to use crockery and to then lock up when finished using the Hall.

96/FC

BOROUGH COUNCILLORS' REPORT

- The meeting received a report from Cllr Hatton stating the council security company has been unreliable when letting people into the community centre. The chairman reported the security company will be rectifying the situation and reimbursing the council £50
- Cllr Turbyfield attended flood warden training, an overview and scrutiny group meeting and a TBC full council meeting. The full council meeting mainly addressed the JCS.
- Cllrs Hatton and Turbyfield visited St Richard's hospice and found it to be very pleasant and all services are free.
- Cllr Turbyfield attended a remuneration committee panel meeting to discuss Cllrs expenses.
- Cllr Furolo reported the auditors have been at TBC for approximately 6 weeks and all is reported to be good.

97/FC

WARD REPORTS

The meeting received reports from Councillors with respect to the Wards which they represent.

- Cllr Clarke reported the work completed on the posts at Mill Lane is excellent and thanks to be passed on to Mr Fleet.
- Cllr S Neal inquired about a clear up at Horsbere Brook. The clerk explained that no response has been received from the brook volunteers however an arrangement has now been made with the Army Cadets to clear the area. Clerk to contact the cadets to confirm date. **Action-Clerk**

98/FC

BROCKWORTH COMMUNITY PROJECT UPDATES

1. The meeting received the monthly Youth Activity report and library update. The meeting requested the Clerk write to BCP to clarify what "hard and soft outcomes" mean in the monthly report. **Action-Clerk**
2. The meeting did not receive a report from the Parish Council representative of the Youth Review Group as Cllr H Neal has been away.

99/FC

PARKS, OPEN SPACES AND BURIAL GROUND

1. The meeting received the Play Park and Burial Ground updates from the Handyperson.
2. The meeting received a report from the CCTV working groups and community centre.

100/FC

FINANCE

1. The meeting could not receive the management reports for the year to date as SAGE had reported several errors and had to be rectified. The clerk will be attending a meeting on the 3rd of October with the accountant. Agenda was circulated to the council before this date. **Action-Clerk**
2. The meeting received the Parish Council and Community Centre Budget Reports.
3. The meeting approved the schedule of invoices totalling £9190.01+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>
22/09/2016	BARBWARRN	Admin cover	£266.00	£0.00	£266.00
31/08/2016	BOC	Defibrillation electrodes	£82.74	£0.00	£82.74
21/09/2016	DAVEJENN	Window cleaning Sept 2016	£145.00	£0.00	£145.00
14/09/2016	GCCPENS	Sept 2016 Pensions	£360.79	£0.00	£360.79
31/08/2016	GLEBECO	Grass cutting Aug 2016	£980.00	£160.00	£1176.00
31/08/2016	GLEVUMS	Lock/unlock August 2016	£195.50	£39.10	£234.60
28/09/2016	GREENFL	Installation of new socket	£83.33	£16.67	£100.00
13/09/2016	KIS	Emergency lights	£285.20	£57.04	£342.24
22/09/2016	NISBETS	Counter top refrigerator	£349.98	£70.00	£419.98
20/09/2016	PCBUSIN	Panini machine and microwave	£299.98	£59.99	£359.97
23/09/2016	RMORRIS	Taxi vouchers	£500.00	£0.00	£500.00
26/09/2016	SAFPRO	6 Polo Shirts	£54.00	£10.80	£64.80
01/09/2016	SAWPROP	Community centre repairs	£277.50	£0.00	£277.50
14/09/2016	SMITHS	Service community centre clock	£204.00	£40.80	£244.80
08/09/2016	TEWKESB	Business rates Sept 2016	£847.00	£0.00	£847.00
02/09/2016	THE727C	Taxi vouchers	£54.00	£0.00	£54.00
		TOTAL	£4985.02	£454.40	£5475.42

4. The meeting noted a schedule of payments made outside of meetings since 29 August 2016:

DATE	PAYEE	DETAILS	AMOUNT
01/09/2016	Severn Trent Water	Water Rates	£72.02
01/09/2016	Best of Gloucester	Community Centre Advertising monthly DD	£94.80
29/09/2016	Gareth Fleet	Removal of algae/mould and sanding/wood treating of 47 wooden bollards Mill Lane	£250.00
30/09/2016	All staff	Payroll	£6355.88
16/09/2016	Sage	Sage Accounts Subscription July 2016	£120.00
20/09/2016	Christina Owen	Admin cover/training	£279.00
14/09/2016/2016	EON	Electricity charges	£440.08
29/09/2016	Hannah McColl	Kitchen assistance for Sept	£429.03
31/08/2016	KKC	Copier charges	£146.04
31/05/2016	KKC	Copier charges	£88.21

101/FC

PLANNING MATTERS

1. The meeting considered the following planning matters:

Date application received	Reference & Ward	Location / Address	Details of Application	Comments from BPC	Decision
12.06.15	15/00659/FUL MOORFIELD	The Chase Henley Bank Lane Brockworth	Conversion of stable, tack room and hay store to dwelling unit with separate site access. Change of use from equestrian land to residential curtilage.	OBJECT 30.06.15	Refused 28.09.2016
28.07.16	16/00809/FUL WESTFIELD	49 Ermin Street Brockworth	Single storey rear extension.	NO OBJECTION 04.08.16	PERMIT 06.09.2016
28.07.16	16/00831/FUL GLEBE	35 Boverton Drive Brockworth	Two storey extension and front porch	NO OBJECTION 04.08.16	PERMIT 06.09.2016
17.08.16	16/00926/FUL WESTFIELD	4 Mostham Place Brockworth	Side extension and loft conversion	NO OBJECTION 02.09.2016	
24.08.16	16/00849/FUL WESTFIELD	8 Hillview Avenue Brockworth	Rear 2 storey extension and infill to existing front porch	NO OBJECTION 08.09.2016	
02.09.2016	16/00979/FUL HORSBERE	64 Green Bank, Brockworth	New railing and handrails to the front of the property	NO OBJECTION 22.09.2016	

102/FC

JOINT CORE STRATEGY

1. No updates regarding the Joint Core Strategy were received.

103/FC

CORRESPONDENCE (All items numbered from attached correspondence list to correspond)

1. The meeting received an email from GAPTC outlining new training schedule. Cllr Mumford will contact clerk regarding suitable training dates. **Action-Clerk, Cllr Mumford**
2. The meeting receive an invitation from Richard Goulding for the Army Cadet Awards. Cllrs C Neal and S Neal will attend. Clerk to RSVP. **Action-Clerk**
5. The meeting received a reply regarding the overgrown hedge at Brockworth Academy.
6. The meeting received an email from GCC regarding road closures.
7. The meeting received correspondence from Cllr Fiona Miles outlining progress with neighbourhood watch scheme.
8. The meeting received an email from TBC regarding the Housing Strategy Consultation event.
10. The meeting received an email from GCC regarding temporary road closure.
11. The meeting received an email from GAPTC regarding the Local Government Finance Settlement.
12. The meeting received a letter from Laurence Robertson regarding complaints from Mill Lane residents regarding the repositioning of the MUGA. A resident was granted permission by the chairman to address the meeting. A disagreement between members of the council and the resident ensued and the resident felt it necessary to exit the meeting. The meeting discussed the complaints and resolved that there is no other Parish Council owned property suitable to relocate the MUGA. The existing footprint for the MUGA and basketball nets are already in place at Mill Lane playing field.
13. The meeting received a letter from Fiona Miles regarding the street light at 43 Abbottswood Road.
16. The meeting received a letter from Celia Henson regarding the Poppy Appeal. Cllr C Neal will speak to the Legion to request what help/support they require.

104/FC

STAFF MATTERS

1. Business excluding the press and the public in respect of confidential or sensitive information and circulated as confidential appendix 1.

There being no other business the Chairman closed the meeting at 21:24

Signed:

Date:

BROCKWORTH PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 10 JUNE 2015 AT THE COMMUNITY CENTRE AT 7.00 P.M.

PRESENT J Hunt (Chairman), F Green, Mrs C Green, Mrs R Hatton, R Furolo, J Clarke, H Turbyfield, Mrs I German, Mrs J Shirley (Interim Clerk)

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

Meeting opened at 7pm.

- 24/FC TO RECEIVE APOLOGIES FOR ABSENCE**
Apologies received from Cllrs C Neal, S Neal, Miles, Morgan, Hobden and Buxton. The Council accepted the apologies and reasons given for the absence.
- 25/FC DECLARATIONS OF INTEREST**
None.
- 26/FC TO CONSIDER CO-OPTIONS TO FILL THE FOLLOWING VACANCIES:**
1. **Glebe Ward – 1 vacancy.** No applications received.
2. **Westfield Ward – 2 vacancies.** No applications received.
- 27/FC TO RECEIVE CHAIRMAN'S ANNOUNCEMENTS**
The Chairman gave an update on the recruitment process for a new clerk and informed the council that a new clerk has been appointed and will be starting on 28th July. In the interim, the previous clerk Mrs Shirley has agreed to continue to assist on 2 mornings a week. It was noted that the staff were feeling the pressure of work during the absence of a permanent clerk and it was agreed that the interim-clerk and the Chairman will address the matter as appropriate including appointing temporary staff.
- 28/FC TO RECEIVE A REPORT FROM THE COUNTY COUNCILLOR**
County Cllr Vines was unable to attend the meeting and no report received.
- 29/FC POLICE AND CRIME**
PC Guest was unable to attend the meeting and forwarded crime comparison statistics to the Clerk for May 2015. There were 20 crimes reported in May 2015 compared to 22 in May 2014.
- 30/FC MINUTES**
The Council approved the Minutes of the Council Meeting held on 20 May 2015. Cllr Hatton expressed a willingness to join the Personnel Committee and Events Working Group and this was agreed. It was further agreed that Cllr Hatton becomes a Flood/Snow Warden along with Cllr Buxton and Cllr Hunt.
- 31/FC REPORT FROM THE OFFICER OF THE COUNCIL**
The Council received an update from the Clerk regarding actions agreed at the previous meeting.
- 32/FC BOROUGH COUNCILLORS' REPORT**
Cllrs Turbyfield, Hatton and Furolo reported that they are attending a lot of new councillor training, the council meetings start w/c 15 June.
- 33/FC WARD REPORTS**
Cllr Clarke reported on a few potholes. Cllr Turbyfield noted that there is a dropped kerb outside Millbrook Lodge that is often parked across obstructing pedestrian access. Cllr Hatton reported that the "restricted parking" sign has been removed after the post broke and needs replacing, Clerk to follow-up with Highways. Cllr C Green reported on behalf of Cllr Miles regarding the alleyway between Boverton Drive and Fairhaven Avenue is overgrown; Clerk to report to Public Rights of Way. Cllr F Green reported that no work seems to be taking place on the roadworks on Golf Club Lane where one lane has been fenced off, Clerk to follow-up with Highways to find out when the work will be completed.
- 34/FC BROCKWORTH COMMUNITY PROJECT UPDATES**
1. The meeting received the monthly Youth Activity report.
2. No report available.
3. The Council noted that BCP has withdrawn its request for funding the under-8s summer activities programme.
- 35/FC PARKS, OPEN SPACES AND BURIAL GROUND**

- The Council discussed the repair of the picnic bench at Mill Lane and Cllr Turbyfield proposed and Cllr F Green seconded that the Council will repair the bench at a cost of £430+VAT. Motion carried, and it was further agreed that the bench won't be repaired a further time if it becomes damaged to this extent again.
- The Council considered the quotes received for the resurfacing of Mill Lane car park and Cllr Clarke proposed and Cllr Turbyfield seconded that the Council accepts the quotation from Abbey Surfacing at a total cost of £23,035+VAT which includes hand-laying the new surface around the timber bollards. **Action: Clerk.**
- The Council considered reinstating the damaged area of grass between the toddlers play area and the football pavilion caused by the hedgecutting tractor, and Cllr Turbyfield will make enquiries as to whether he has access to any soil that could be used to level the uneven surface. **Action: Cllr Turbyfield.**

36/FC**FINANCE**

- The meeting received the Management Accounts for the financial year to date.
- The meeting approved the schedule of invoices totalling £4,144.94+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>
01/06/2015	TEWKESBC	Business Rates 3 of 10 - June 2015	£840.00	£0.00	£840.00
29/05/2015	SAWPROPE	Replace faulty lights in ladies upstairs toilet	£144.00	£0.00	£144.00
27/05/2015	JSHIRLEY	Locum Clerk Cover May 2015	£600.00	£0.00	£600.00
29/05/2015	VISIONIC	Upgraded website 2nd payment	£375.00	£75.00	£450.00
31/05/2015	GLEVUMSE	Community Centre Security May 2015	£391.00	£78.20	£469.20
12/05/2015	GLOSMARK	Membership Subscription April 2015 to March 2016	£250.00	£0.00	£250.00
29/05/2015	GLEBECON	Grass cutting	£1,410.00	£282.00	£1,692.00
05/06/2015	SYSTEM	Labels SD card Staple Remover & Mousepad	£14.94	£2.99	£17.93
28/05/2015	EESLONDO	Annual lightning test 2015	£120.00	£24.00	£144.00
		Totals	£4,144.94	£462.19	£4,607.13

- The meeting noted a schedule of payments made outside of meetings since 1 May 2015:

<u>DATE</u>	<u>PAYEE</u>	<u>DETAILS</u>	<u>AMOUNT</u>
01/05/15	Severn Trent Water	Water Rates	£82.86
01/05/15	Best of Gloucester	Community Centre Advertising monthly DD	£94.80
08/05/15	EON	Community Centre Electricity Usage to 23 April 2015	£605.92
12/05/15	HMRC	VAT Return 01/01/15 to 31/03/15	£1872.02
16/05/15	Sage	Sage Accounts Subscription May 2015	£39.00
29/05/15	All staff	May Payroll for 6 staff	£4395.81
01/06/15	Severn Trent Water	Water Rates	£82.86
01/06/15	Best of Gloucester	Community Centre Advertising monthly DD	£94.80

The Council also noted the transfer of £20,000 from Barclays Savings to Barclays Current on 20/05/15.

- The Council received an update on the Taxi Voucher scheme and agreed to allocate vouchers to the 3 applicants on the waiting list and further agreed to keep the scheme open until all the vouchers are allocated. New applications to be reviewed by Cllr Hatton and Cllr German. **Action: Clerk.**
- The Council considered the purchase of a multi-purpose trolley for the Handyperson at a cost of £299+VAT and there was concern that the trolley might be heavy to push around. It was noted that a local supermarket has the same model and it was suggested that the Handyperson could go with the Clerk to try it out. It was agreed that if the trolley is suitable then Clerk is authorised to purchase it from Glasdon. **Action: Clerk.**
- The Council approved the annual membership for GMTF at a cost of £250.
- The Council approved the annual membership of the Playing Field Association at a cost of £100.
- The Council considered the renewal of Sage Payroll and authorised the Clerk to renew Sage 50 Payroll with Sage Cover at a cost of £321+VAT after exploring alternatives. **Action: Clerk.**

37/FC**SECTION 137 GRANT REQUESTS**

- The Council approved the annual award of £50 to Millbrook Academy "Pupil of the Year" (Gommersall Cup).
- The Council approved the annual award of £50 to Millbrook Academy for The Godfrey Browning Cup.

38/FC**GLOUCESTERSHIRE MARKET TOWNS FORUM**

- There were no nominations to serve on the GMTF Board of Directors.
- The Council has no-one available to attend the AGM on 25th June.

39/FC**PLANNING MATTERS**1. To consider the following planning matters:

Date application received	Reference & Ward	Location / Address	Details of Application	Comments from BPC
06.05.2015	15/00452/FUL MOORFIELD	3 Brockworth Cottages Cirencester Road Brockworth	Erection of summer house	NO OBJECTION 22.05.15
13.05.2015	15/00453/FUL MOORFIELD	The Haven Coopers Hill Brockworth GL3 4SB	Construction of Implement Shed	NO OBJECTION 22.05.15
21.05.15	15/00390/FUL WESTFIELD	15 Boverton Avenue Brockworth GL3 4ER	Single storey rear extension and two story side extension.	OBJECT 09.06.15

2. To note planning decisions by Tewkesbury Borough Council:

Date application received	Reference & Ward	Location / Address	Details of Application	Comments from BPC	TBC Decision
09.03/15	15/00136/FUL HORSBERE	Unit B6 Whittle Square Delta Way Gloucester Business Park	Change of use from retail unit (Class A1) to sunbed/beauty salon (Sui Generis)	NO OBJECTION 11.03.15	PERMIT 22.05.15
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	PERMIT 02.06.15

40/FC**JOINT CORE STRATEGY**

1. Cllr Furolo gave a brief update regarding the Joint Core Strategy. It was noted that the Examination in Public session that the parish council is attending has changed to 16th July.
2. The Council noted that the Cheltenham Alliance has not yet drawn down the offer of £500 funding from Brockworth PC as they have gone forward without legal representation.

41/FC**CORRESPONDENCE**

The Council received a list of correspondence for information.

There being no other business, the Chairman closed the meeting at 8.45pm.

Signed:

Date: