

MINUTES OF PARISH COUNCIL MEETING

Held on **Wednesday 4th December 2019 at 7.00 p.m.** Where a decision is recorded it is after a proposer, seconder and a majority vote has taken place. Welcome and Fire exit drill details were given by Chair

1.	Attendance recorded as Councillors' D Harwood (Chair), L Gerrard, S Stevens, W Stevens, A Georgiou, C Evans, R Hatton, N John, S McNeil, C Parry
2.	APOLOGIES received from Councillors G Evans J Mills and P Kotwica. Absences recorded Cllr C Carter
3.	There were no DECLARATIONS OF INTEREST were invited for matters on the agenda
4.	<p>Public session at the discretion of the Chair of the meeting 8 Members of the public attended and spoke regarding the following</p> <ol style="list-style-type: none"> 1) Face-book issue in recent days 2) bin in Mill Lane overflowing 3) School and Car parking issues 4) Brockworth Youth Trust 5) Mill Lane sports field <p>Public session closed at 19.18pm</p>
5.	Council agreed applications for co-option for declared vacancies -T Poulton -East Summer Stevens -West
6.	Council noted that a vacancy has arisen due to non-attendance for 6 months. Business Clerk will inform TBC and due process will be followed thereafter
7.	Council agreed proposal from Cllr S Stevens (Buildings and Grounds Chair) that the committee be dissolved, and members re-elected in accordance with standing orders. Membership agreed. Proposal to suspend standing orders to allow committee to vote for its chair agreed- Cllr Sara Stevens Chair/Cllr Wayne Stevens vice Chair
8.	Council agreed proposal from Cllr C Evans (Planning Highways and Environment Chair) that the committee be dissolved, and members re-elected in accordance with standing orders. Membership agreed. Proposal to suspend standing orders to allow committee to vote for its chair agreed. Committee elected Cllr Chris Evans as Chair and Cllr Craig Carter as Vice Chair
9.	Council agreed membership on HR Committee (Tracey Poulton) and Finance Committee (Sara Stevens)
10.	County and Borough Councillors were invited to present reports that relate to the Parish . Planning committee of TBC are holding a site visit.
11.	Draft Minutes of the meetings held on 6 th November 2019 were approved and signed
12.	<p>Matters brought forward from previous meeting</p> <ul style="list-style-type: none"> • Remuneration Panel update- • Business Clerk has provided confirmation that "dogs in the café " are legally allowed
13.	<p>Council noted draft minutes from Committees and received verbal report from Chairs of Committees</p> <ul style="list-style-type: none"> • Community Committee held on 12th November 2019 Councillors noted invitation from Staverton Airport • HR Committee held on 18th November and 26th November • Buildings and Grounds Committee held on 20th November 2019 Request for volunteers to help on a Friday noted

	<p>Cleaning supplies review has been completed Councillors are asked to bring ideas on the café ethos to the attention of the Committee Clerk for inclusion on the January FC agenda Councillors are invited to attend two 25minute presentation on the 18th December commencing at 6pm a) Burial Grounds s106 forward planning b) Security for playing fields</p> <ul style="list-style-type: none"> • Planning, Highways and Environment Committee 30th October <p>Councillors have been invited to presentation by GCC re proposed SEN school Councillors are invited to be part of Neighbourhood Plan working party</p>
14.	Council agreed grant application from Brockworth Link for Library deferred from last meeting for the financial year 2020/21
15.	<p>Financial reports agreed – see supporting papers</p> <ul style="list-style-type: none"> • Bank Reconciliation as at 30th October 2019 • Cost Centre budget against actual as at 28th November 2019 • Trial balance as at 28th November 2019 • Report of Reserves as at 28th November 2019 • Payments made since last meeting
16.	Council approved payment schedule –see supporting papers
17.	Council noted decision data base schedule to 26/11/19- cfwd
18.	Council discuss draft action plan – Committee Clerk -cfwd
19.	Council noted GAPTC communication
20.	Council noted TBC communication- setting the vision for growth in central Gloucestershire
21.	Council agreed it wishes to adopt the General Power of Competence as it meets the criteria of 2/3rds of Councillors elected and appropriately trained Clerk.
22.	Council considered website update as recommended by Business Clerk. Proposal defer to January – Cllr A Georgiou to research App development. Also Business Clerk to investigate a Booking system and Accounting package integration.
23.	<p>Council were advised that due to confidential and sensitive information, the exclusion of press and public understanding order 10A is necessary for the Council to agree staffing matters – as recommended by HR Committee</p> <p>Council agreed to Open space maintenance 5 hours Increase agreed Burial staff agreed Overtime agreed</p>
24.	Any other business for future agenda items.
25.	Date of next meeting – January 8 th 2020 at 19.00
	Meeting closed at 20.32