

BROCKWORTH PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 1 JUNE 2011 AT THE COMMUNITY CENTRE AT 7.00 P.M.

PRESENT J Hunt (Chairman), Mrs C Neal, R Furolo, Mrs C Green, F Green, Mrs J Perez, V Perez, T Lyons, I Aruna, E Buxton, Mrs F Miles, Mrs S Lefeuvre-Wellard, J Shellswell, Mrs M Rowcliffe-Quarry, B Evans, J Clarke, Mrs J Shirley (Clerk), Mrs F Bennett (Assistant Clerk)

Members of Public Present: 3 members of public

Members of Press Present: None

21/FC TO RECEIVE APOLOGIES FOR ABSENCE

Cllr German sent apologies which the meeting accepted and the reason given for absence.

22/FC DECLARATIONS OF INTEREST

None declared at this stage, later in the meeting Cllr Rowcliffe-Quarry and Cllr Evans declared an interest in item 31/FC regarding Brockworth Community Project.

23/FC TO CONSIDER CO-OPTIONS TO GLEBE WARD

The meeting was adjourned and the three candidates each addressed the council giving their reasons for wishing to be co-opted onto the Parish Council. Members of the public were then asked to leave the room whilst the council met in confidential session to consider the matter. The meeting was re-convened and a secret ballot taken for each vacancy in turn. Mr B Evans and Mr J Clarke were co-opted onto the council and Mr H Turbyfield was thanked for his interest. Declarations of Acceptance of Office were signed and the newly co-opted councillors joined the meeting.

24/FC CHAIRMAN'S ANNOUNCEMENTS

Cllr Hunt explained that the County Council-employed youth workers would be leaving Brockworth at the end of June and councillors were invited to sign the leaving card. Cllr F Green proposed that the Parish Council write a thank you letter to the youth workers and this was agreed. **Action: Clerk.**

25/FC POLICE REPORT

PCSO Dan Mitchell introduced PCSO Tracy Martin, who has replaced PCSO Norris in Brockworth. PCSO Mitchell read through the May 2011 crime figures and it was noted that there was a reduction in crime compared to May 2010. There were no parking problems associated with the cheese rolling and there was a strong police presence on the day to ensure the roads remained clear. There has been no progress with the SARA on Mill Lane. Cllr Perez mentioned the neighbourhood consultation meetings and that no-one is organising the meetings, PCSO Mitchell agreed to find out more information. There is a possibility of the police using the Tewkesbury Borough Council advice office at the Brockworth Community Centre on Mondays, Wednesdays and Fridays; dependant on TBC giving permission.

26/FC MINUTES

The minutes from the Full Council Meeting held on 11th May 2011 were accepted as a true record of the meeting and were approved.

27/FC COUNTY COUNCILLOR REPORT

Due to a family bereavement, there was no county councillor report.

28/FC BOROUGH COUNCILLORS' REPORT

The borough councillors gave a verbal report. Cllr J Perez has been confirmed on the Planning Committee and Executive Committee and has been given the portfolio on Governance and continues to be the TBC appointed board member on Severn Vale Housing Society. Cllr V Perez and Cllr Rowcliffe-Quarry are both on the Overview and Scrutiny Committee. Cllr V Perez has also been appointed to the Swimming Baths Trust.

The green belt review has been completed but has not been put out to the public for consultation as yet. Cllr Evans noted that Brockworth needs a community action group such as the Leglag one in Leckhampton.

29/FC PARKS, OPEN SPACES AND BURIAL GROUND

1. To receive Play Park and Burial Ground updates.

The council received a written report which was circulated prior to the meeting.

The quotes were considered for the refurbishment of the football pitches at Mill Lane. Cllr Lyons proposed accepting the Greenfields quote at £690+VAT, seconded by Cllr Miles. All agreed. **Action: Clerk.**

Cllr V Perez enquired about the issue of dog waste around the parish. It was noted that Tewkesbury Borough Council is looking at having a dog warden in the borough again.

It was agreed to replace the concrete bin at Mill Lane car park with a metal guppy bin. **Action: Clerk.**

There was a discussion about refurbishing the play areas. Cllr Evans offered to work with the Clerk with consulting the schools, and felt that the play equipment should be aimed at the 8-10 year olds and under. Cllr J Perez noted that Tewkesbury Borough Council can provide a capital grant for play equipment. The Clerk noted that Kompan (play equipment supplier) can help identify match funding. A representative of Kompan is meeting with the Clerk and Assistant Clerk on 7th June and this will be reported back to Council at the July meeting. **Action: Clerk.**

2. To receive an update on the Nature Reserve

The Council noted the progress that had been made in returning the nature reserve back to its original condition, largely due to the efforts of Mr Ernie Flounders who has worked very hard with the agencies involved. Tewkesbury Borough Council had arranged for the new wooden fencing that has been installed all around the reserve. Cllr Hunt reported that a resident had asked if the nature reserve could be named after the late Cllr Godfrey Browning (The Godfrey Browning Nature Reserve). It was noted that the reserve does not belong to the Parish Council and the request would be forwarded to TBC. It was also agreed that the Clerk should enquire as to the possibility of TBC selling the nature reserve to the Parish Council. **Action: Clerk.**

30/FC

FINANCE

1. The Management Accounts for the financial year to date

The Council received and accepted the management accounts.

2. Invoices due for payment

The meeting approved the schedule of invoices totalling £8,441.98+VAT.

3. To approve the Year End Accounts for 2010/11

The Year End accounts had been circulated to the Parish Council. Cllr Miles proposed approving the accounts, seconded by Cllr Shellswell and all in favour, with one abstention. It was further agreed to sign the Annual Governance Statement, proposed by Cllr C Green and seconded by Cllr Lyons. **Action: Clerk.**

4. Renewal of the Sage Payroll Support

The meeting considered the two options for the renewal of the Sage Payroll support and Cllr Furolo proposed renewing the Sage Cover Extra which includes 2 software upgrades, seconded by Cllr Clarke and all agreed, with one abstention. **Action: Clerk.**

5. Disposal of Office Printer

The Parish Council noted that one desktop printer could be disposed of and agreed to advertise on the local notice boards asking for offers in writing by 30th June. The printer will be sold to the highest offer. **Action: Clerk.**

31/FC

BROCKWORTH COMMUNITY PROJECT UPDATES

1. To receive an update from the Youth and Library Working Group.

The Business Plan has been sent to Gloucestershire County Council and indications are that it is a strong business case. Mark Parker at GCC has offered to be a referee for any future funding bids for the Community Project. The proposal is to sign a 5 year lease starting 1st September 2011, and volunteers will be trained over the summer months. We will know on 30th June as to the outcome of the Business Plan. So far, 48 people have volunteered to work in the library and approximately 15 to work in the youth centre. The Community Project has advertised for 2 youth workers. Cllr Neal requested that Cllr Evans go through the Business Plan in detail with the Parish Council and Cllr Evans agreed. A date will be arranged. **Action: Clerk.** Cllr Clarke asked if the Community Project is reliant on grant funding and Cllr Evans explained that this was not the case and detailed the other funding streams.

2. To receive an update from the Parish Council representative on the Community Project Management.

Cllr J Perez is the Parish Councillor's representative on the Brockworth Community Project management committee. Cllr Perez has not been able to attend a meeting since being appointed on 11th May. The next meeting is on 6th June and Cllr Perez will report back at the July full council meeting. There was a discussion about declarations of interest and it was clarified that Cllr J Perez does not have a personal interest in the Community Project as a Parish Council appointed representative; however in matters of finance it would be prudent for Cllr Perez to declare a prejudicial interest. Cllr Evans and Cllr Rowcliffe-Quarry have a personal interest in the Brockworth Community Project and a prejudicial interest when matters of finance are discussed.

3. To approve the draft Service Level Agreement for the use of the youth centre by BCP.
The meeting reviewed the draft agreement prepared by the Clerk from the original licence agreement between Gloucestershire CC and the Parish Council in relation to the Youth Centre building. A number of amendments were suggested and noted by the Clerk. Cllr F Green proposed asking the council's solicitor to review the document, seconded by Cllr Aruna, 10 were in favour, 1 against and 3 abstentions. Motion carried. **Action: Clerk.**

Cllr Buxton proposed that the council accepts the document without need for further discussion providing the solicitor agrees the document and there are no major changes. Cllr J Perez seconded, all in favour, with 2 abstentions. **Action: Clerk.**

32/FC

CONSULTATIONS

1. To consider a response to the Public Audit Consultation

No comments.

2. To consider a response to the Bus Review

It was noted that a reduction in the number 4 service will affect the Coopers Edge residents, and the number 46 service will affect visitors to the hospital at weekends. The Parish Council agreed to object to the proposals and Cllr Rowcliffe-Quarry will draft a response and send to the Clerk. **Action: Cllr Rowcliffe-Quarry / Clerk.**

3. To consider a response to the Concept for Working with Local Communities in Tewkesbury Borough.

No comments.

33/FC

SUMMER ACTIVITIES

1. To receive a Fete update.

The next Fete meeting is being held on Monday 6th June at 4pm. A task list was circulated to the councillors and volunteers were requested to help with the tasks needed on the day of the Fete. Cllr Evans volunteered to help on the Friday night with the signage, and Cllrs Shellswell and V Perez volunteered to help on the Saturday morning with the set-up activities.

34/FC

PARISH PLAN

1. To receive an update regarding the Parish Plan

The meeting noted the report that had been previously circulated.

35/FC

QUALITY COUNCIL

1. To consider applying for Quality Council status

It was agreed that the Parish Council will apply for Quality Council status. **Action: Clerk.**

2. To approve the annual report for publication.

The meeting agreed the Annual Report for publication and the Clerk noted one typing mistake. **Action: Clerk.**

36/FC

PLANNING MATTERS

1. To consider section 106 obligation for Court Road pre-planning application

The Council discussed the proposal from Hunter Page Planning to include 10 parking spaces with their revised Court Road planning application and include a section 106 obligation to commute money to the Parish Council for the ongoing maintenance of the parking spaces. Cllr Furolo proposed suggesting the commuted amount should be £25,000, seconded by Cllr F Green. All in favour, with one abstention. It will be made clear in the council's response that the acceptance of the section 106 obligation is not an indication of the Parish Council's approval of the proposed plans. **Action: Clerk.**

2. The following items were noted:

| Date App Rec'd | Reference & Ward | Location/Address | Details of Application | Comments from BPC |
|----------------|---------------------------|---|--|--------------------------|
| 09.05.11 | 11/00449/FUL HORSBERE | Plot 5030 Glos Bus Park | Variation of condition 6 (hours restriction) attached to 10/00209/FUL to allow unit A1 to trade between the hours of 0700 to 2300 Monday to Saturday and 0700 to 2230 on Sundays & Public Holidays | NO OBJECTION 19.05.11 |
| 12.05.11 | 10/01342/APP HORSBERE | Land at Kennel Lane | Reserved matters application pursuant to 08/01221/OUT | |
| 09.05.11 | 11/00454/ADV HORSBERE | Reflections Hair Grp Unit A5 Whittle Way Glos Bus Park, GL3 4BJ | Non illuminated fascia panel with internally illuminated lettering to front | NO OBJECTION 19.05.11 |
| 12.05.11 | 11/00491/FUL MOORFIELD | Hillside Cottage, Coopers Hill, Brockworth, GL3 4SB | Erection of detached garage and new porch to front elevation of existing dwelling | |

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|----------|----------------------------------|--|---|--|
| 19.05.11 | 11/00527/FUL GLEBE | Brown Lodge, Dean Farm, Court Road, Brockworth GL3 4QZ | Change of use and conversion of agricultural barn into a residential unit (Revised Scheme). | |
| 25.05.11 | 11/00357/APP HORSBERE | Parcel 9, Gloucester Business Park | Change of use and conversion of agricultural barn into a residential unit (Revised Scheme). | |

3. To note planning decisions by Tewkesbury Borough Council:

| Date App Rec'd | Reference & Ward | Location/Address | Details of Application | Comments from BPC | |
|----------------|-----------------------------------|--|---|-----------------------------|-----------------------------|
| 16.03.11 | 11/00199/ADV HORSBERE | Unit 6A Whittle Square Glos Bus Park | Internal illuminated fascia and projecting sign. | NO OBJECTION 22.03.11 | CONSENT 20.05.11 |
| 17.03.11 | 11/00178/FUL WESTFIELD | 8 Hillview Avenue GL3 4AZ | Proposed two storey extension rear extension. | NO OBJECTION 28.03.11 | PERMIT 06.05.11 |
| 21.03.11 | 11/00290/FUL MOORFIELD | 12 Twyver Place GL3 4AN | Proposed conservatory | SUPPORT 29.03.11 | PERMIT 12.05.11 |
| 28.03.11 | 11/00232/FUL WESTFIELD | 11 Ermin Street GL3 4EG | Proposed new dwelling | NO OBJECTION | PERMIT |
| 05.04.11 | 10/01138/FUL MOORFIELD | 147 Ermin Street GL3 4HG | Install two dormer windows on front elevation. Replace existing flat roof with ridged roof on rear elevation. - revised scheme. | NO OBJECTION 08.04.11 | PERMIT 27.04.11 |
| 28.04.11 | 11/00343/FUL HORSBERE | Invista (UK) Ltd Ermin Street Brockworth GL3 4HP | Conversion of locker room to offices and changing nine high level windows to full depth double glazed opening windows. Replacement of 13 ground floor windows with double glazed units. | NO OBJECTION 04.05.11 | PERMIT 23.05.11 |

37/FC TO CONSIDER IMPORTANT CORRESPONDENCE
To consider the following items of correspondence

| Received date | From | Details | Comments |
|---------------|--------------------|--|------------------------------|
| 24/05/2011 | TBC Licensing | Application for street trading consent by Mr O Tepljakov to sell ice cream in the parish | No objections |
| 24/05/2011 | GAPTC | Nominees for County Committee and Resolutions for AGM | Cllr Buxton to be nominated. |
| 26/05/2011 | Mark Chadwick, HPP | Court Road, Brockworth | Discussed under item 36/FC |
| 26/05/2011 | Julie Hill, GCC | Electoral Review | Noted |
| | TBC | Youth Provision Day 13 th June | Clerk to attend. |

38/FC WARD REPORTS

A question was raised about the skate park at the Enterprise School. Cllr Evans will make enquiries. Cllr Lefeuve-Wellard noted some overgrown hedges near Clyde Road and will provide addresses to the Clerk's office for follow-up.

Cllr J Perez met with the new Coopers Edge Community Organiser, Mr B Booth, and that he would like to come to a parish council meeting to talk to the council. Action: Clerk to organise.

Brockworth Albion's football tournament is taking place at the Rugby Club on 4th and 5th June.

Cllr Miles noted an increase in parking problems around the Abbotswood Road shops, also lots of glass being thrown. Also noted were a number of overhanging trees and faulty stiles. Cllr Miles will provide addresses to the Clerk's office for follow-up.

There was a discussion about school-age children cycling on pavements in groups; Cllr Evans will raise this with the Brockworth Enterprise School and the local PCSOs to increase the awareness of the problems that this can cause.

39/FC

SEPARATE BUSINESS

The Chairman will move the adoption of the following resolution;

That under Section 100(A)(4) Local Government Act 1972, the public be excluded for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.

There being no other business, the Chairman closed the meeting at 10.10pm.

Signed:

Date: