

BROCKWORTH PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 5 OCTOBER 2011 AT THE COMMUNITY CENTRE AT 7.00 P.M.

PRESENT J Hunt (Chairman), Mrs C Neal, Mrs I German, Mrs C Green, F Green, Mrs J Perez, V Perez, I Aruna, E Buxton, J Clarke, Mrs S Lefevre-Wellard, T Lyons, B Evans, H Turbyfield, Mrs J Shirley (Clerk)

Members of Public Present: 35 members of public

Members of Press Present: None

A number of residents were present from Mill Lane to raise their concerns about the new location of the proposed changing rooms at the north end of Mill Lane playing field. Mr John Parsons represented the group and addressed the council with their concerns. Mr Nick Delves, Chairman of Brockworth Albion Football Club read out a response and outlined the reasons behind requesting a change of location.

There was a lengthy discussion regarding the matter, and the parish council took note of the points raised.

There being no other matters raised during public question time, the meeting opened at 7.35pm

- 92/FC TO RECEIVE APOLOGIES FOR ABSENCE**
Cllrs Rowcliffe-Quarry, Miles and Furolo sent apologies. The meeting accepted the apologies and reasons given for absence.
- 93/FC DECLARATIONS OF INTEREST**
Cllr J Perez declared an interest in agenda item 106/FC; Cllrs Evans and Lyons declared an interest in agenda item 104/FC.
- 94/FC CHAIRMAN'S ANNOUNCEMENTS**
None.
- 95/FC COUNTY COUNCILLOR REPORT**
Cllr Mike Collins sent apologies to the meeting and the Clerk read out a verbal update.
- 96/FC POLICE REPORT**
There was no representative from the Police, however the Crime Statistics Report for September 2011 was circulated and it was noted that there was a decrease in crime compared to September 2010.
- 97/FC PARKS, OPEN SPACES AND BURIAL GROUND**
- To discuss the league requirements for Brockworth Albion FC using Mill Lane playing field.
The meeting discussed the request from the football club to give permission for a new location to site the changing rooms at Mill Lane playing field. Several councillors expressed concern that the viewpoint of Clyde Road residents had not yet been sought regarding the proposed locations. Cllr Evans proposed that the matter be deferred to the next meeting and in the meantime the parish council will consult with the Clyde Road residents that may be affected by the original proposed location of the changing rooms. Cllr J Perez seconded, 12 in favour, 1 against. Motion carried. **Action: Cllrs Evans, Lefevre-Wellard, Lyons, Turbyfield and Neal will conduct a door-to-door survey of the Clyde Road residents.** Clerk will contact Severn Vale Housing for their involvement.
 - To receive Play Park and Burial Ground updates.
The council received a written report which was circulated prior to the meeting. It was agreed to delay replacing the play area litter bins for now, pending the refurbishment project. It was agreed to refurbish 7 benches around the parish at a cost of £300.
 - To receive a verbal update on the play equipment refurbishment project.
The Clerk gave an update on the play equipment refurbishment. Louise Forey from Severn Vale Housing is assisting the Clerk in carrying out consultations with the toddler and primary school groups with several sessions planned. It was noted that some parents of toddlers have requested CCTV at the play areas. Cllr J Perez gave details of another parish council that put up wireless CCTV cameras in their play areas, funded by a Market Towns Forum grant. Cllr Perez requested that the parish council look at the possibility of becoming a member of Market Towns Forum. **Action: Clerk to find out information for the next meeting.**

4. To receive an update on the proposal for the memorial area of the burial ground.
Two quotes to address the brambles were received and discussed. Cllr Clarke proposed accepting the quote from Karen Twinning for £105. Cllr F Green seconded, all in favour. The meeting also agreed in principle to the memorial vase idea.

5. To consider the replacement of hedging whips.
Two quotes to replace up to 100 hedging whips was discussed. Cllr Evans proposed accepting the quote from Karen Twinning for £251.40. Cllr Lyons seconded and all in favour.

98/FC

MINUTES

The minutes from the Full Council Meeting held on 7th September 2011 were accepted as a true record and were approved with one amendment – the removal of the last sentence at item 86/FC.2.

The meeting received the notes of the Fete Committee Meeting held on 21st September 2011.

The meeting received the notes of the meeting with Hucclecote PC held on 21st September 2011.

99/FC

REPORT FROM THE OFFICE OF THE COUNCIL

1. The meeting received the list of action-updates from the Clerk.

2. The meeting agreed that the Clerk will attend the SLCC regional conference on 9th November.

100/FC

BOROUGH COUNCILLORS' REPORT

Cllr J Perez gave a verbal update on behalf of the borough councillors. There have been numerous seminars about the Joint Core Strategy and they are now developing the preferred options. The Green Belt Review has been published and is available from Tewkesbury Borough Council. The Draft National Planning Policy Framework is available for comment, deadline is 17th October.

The Planning Committee is having a Site Inspection Panel visit to Millcroft Cottage on Mill Lane on 7th October. Cllr V Perez will attend on behalf of the parish council.

Cllr J Perez gave a brief update about Horsbere Brook clearance project and the possibility of funding from Defra. Brockworth has also been chosen to be part of a recycling project that can generate money to be used for community projects.

The Tewkesbury Borough Council Capital Grant criteria has recently changed and now includes play areas and Multi-Use Games Areas; part of the criteria includes that section 106 obligations will be taken into account when considering Capital Grant applications.

101/FC

WARD REPORTS

Cllr Turbyfield noted that the Coopers Edge notice board had out-of-date information. Clerk will be supplying a key to the Community Organiser at Coopers Edge so that he can keep it up to date for us.

Cllr Aruna requested that an additional bin be installed on Boverton Drive. **Action: Clerk** to check that there is a bin at each end of Boverton Drive.

Cllr J Perez noted that school children are crossing Hucclecote Road from the footpath by the Victoria Pub to the Tesco footpath and that a crossing is needed. **Action: Clerk** to contact Highways to request crossing point.

102/FC

COMMUNITY CENTRE

1. To consider the quotes received for the installation of a fence along part of the path in the car park
The meeting considered the quotes received for the new fencing in the car park, needed because of near-miss accidents involving small children. Cllr Evans proposed we proceed with the work and accept the quote from Dudley Fencing at £1810+VAT. Cllr Lefevre-Wellard seconded and all agreed. **Action: Clerk.**

2. To consider the installation of an Access Control System for the Community Centre.
The meeting considered the quote to install an improved access control system which will allow regular hirers to have their own access keys and reduce security costs. It was noted that the security firm would always carry out the final lock of the evening to ensure the building was secure. Cllr Lefevre-Wellard proposed accepting the quote at £1687+VAT, seconded by Cllr C Green and all in favour. **Action: Clerk.**

103/FC

FINANCE

1. To receive the Management Accounts for the financial year to date.
The Council received and accepted the management accounts.

2. To approve the schedule of invoices which are due payment.
The meeting approved the schedule of invoices totalling £10,710.10+VAT (breakdown below)

ACCOUNT	DETAILS	NET AMOUNT	VAT	GROSS AMOUNT
TEAMWORK	Temporary Receptionist	299.32	59.86	359.18
GLOS.C.C	Occupational Health	90.00	0.00	90.00
PERFORM	Tariff for TV Annual fee to 21/8/12	117.21	23.44	140.65
GLEVUMSE	Lock & Unlock service Aug 2011	156.60	31.32	187.92
PAULCANT	Removal of chainlink fncg & concrete	85.00	0.00	85.00
TEAMWORK	Temporary Receptionist	374.15	74.83	448.98
STJOHNAM	Annual Refresher course FMPZH1 JS & LS	55.00	11.00	66.00
DPHPHOTO	Photography of CC	50.00	0.00	50.00
GROUPOCRE	4 domain names for websites	100.00	20.00	120.00
GCC.PENS	September Pensions	1212.84	0.00	1212.84
GRCC	Work relating to Parish Plan	218.58	43.72	262.30
DAVEJENN	Window cleaning Sept 2011	75.00	0.00	75.00
GREENFIE	Wet pour repairs	280.00	56.00	336.00
ARKELL	Aluminium grave markers	260.00	52.00	312.00
SOCIETYO	WWYC updates	19.50	0.00	19.50
TEAMWORK	Temporary Receptionist	374.15	74.83	448.98
SOCIETYO	Working with your Council for Work Experience	30.00	0.00	30.00
CITIZENS	15 sessions Citizens Advice Bureau	720.00	0.00	720.00
SYSTEM	Stationery	53.28	10.66	63.94
TEAMWORK	Temporary Receptionist	363.46	72.69	436.15
POWERPOI	Dishwasher call out	42.00	8.40	50.40
GLOS.C.C	Occupational Health	26.50	0.00	26.50
TEWKESBC	October Business Rates	758.00	0.00	758.00
RBLC	Car park rental Oct11-Sept12	1000.00	200.00	1200.00
GLEVUMSE	Sept Lock up x 24 and Unlock x 10	295.80	59.16	354.96
HMRC	PAYE Payment to 5th October 2011	1616.80	0.00	1616.80
HMRC	NI Payment to 5th October 2011	776.91	0.00	776.91
MINIBUS	Community Minibus for September	600.00	0.00	600.00
FASITSEC	New CCTV Unit for Community Centre & installation	710.00	142.00	852.00
FASITSEC	1 x Service callout	125.00	25.00	150.00
SYSTEM	Treasury tags	5.19	1.04	6.23
FALCONCO	IR2020i Copier chrgs Sep11	94.99	19.00	113.99
FALCONCO	IR2270 Copier chrgs Sep11	22.65	4.53	27.18
GLOS.C.C	Occupational Health	45.00	0.00	45.00
TEWKESBC	Business Rates Nov 2011	758.00	0.00	758.00
MOONBEAM	Burial ground maintenance	175.00	0.00	175.00
	TOTALS	£10,710.10	£939.91	£11,700.01

3. To discuss purchase of dog waste bags.

The meeting agreed to purchase more dog waste bags as the current stock levels were anticipated to run out by Christmas. Cllr Lefeuve-Wellard proposed that we sell the dog bags for 50p per pack from 1st January 2012. Cllr Turbyfield seconded, 9 in favour and 3 against. Motion carried. It was further agreed to keep a record to see if the requests for dog bags changes once we start charging. **Action: Clerk.**

4. To consider the purchase of Diamond Jubilee commemorative mugs or medals.

The Clerk to find out further information and whether the local schools plan to give away commemorative mugs or medals. To be discussed at the next meeting. **Action: Clerk.**

5. To adopt the Financial Regulations as circulated at the last full council meeting.

The meeting agreed to adopt the Financial Regulations as amended at the last full council meeting.

104/FC

BROCKWORTH COMMUNITY PROJECT UPDATES

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

Monthly reports for the Library and Youth Centre were distributed to all those present. The quarterly report including finance figures will be available at the next parish council meeting.

2. To receive an update from the Parish Council representative on the Community Project Management. Cllr J Perez gave an update on the meeting attended on 15th September. The new Management Committee members attended an induction day which was very positive and useful. The Project's staffing structure is under review to ensure it meets the needs of the business.

105/FC HOUSING NEEDS SURVEY

The meeting considered forming a working party to meet with Tewkesbury Borough Council to take the housing needs survey forward. However, all councillors were interested so it was agreed to invite Frances Evans to the November full council meeting for further information before forming a working party. **Action: Clerk.**

106/FC PLANNING MATTERS

The Clerk reported that Hunter Page Planning had requested to meet with the parish council to share information regarding the proposed development of the land adjacent to the A417. The council agreed to meet informally on a Wednesday. **Action: Clerk to arrange the meeting.**

The meeting with the Joint Core Strategy officers was agreed for Thursday 13th October at 7.30pm.

The meeting discussed the planning application for 6 new houses on Court Road. Cllr Buxton proposed that the parish council objects to the planning application, there was no seconder so no vote took place. Cllr V Perez proposed the parish council submits no objection, seconded by Cllr F Green, 8 in favour, 2 against and 2 abstentions. Motion carried. It was noted that the revised application addressed the previous concerns of the parish council. **Action: Clerk.**

The meeting considered the following planning matters:

Date app rec'd	Reference & Ward	Location / Address	Details of Application
21.09.11	11/00936/LBC MOORFIELD	Coopers Hill Farm Cirencester Road Brockworth GL3 4TW	Fit secondary glazing to 13 existing old windows - 6 fixed windows, 2 horizontal sliding and 5 vertical sliding windows.
20.09.11	11/00973/LBC MOORFIELD	Coopers Hill Farm Cirencester Road Brockworth GL3 4TW	Remove single piece of lead on bay window roof, add 170mm insulation and new lead in smaller pieces allowing for expansion. Add 50mm of ventilation in order to stop condensation.
22.09.11	11/00992/APP HORSBERE	Parcel 21B Glos Bus Park	Proposed residential development of 45 houses and their associated parking, garaging, landscaping, roads and sewers.

The meeting noted the following planning decisions by Tewkesbury Borough Council:

Date app rec'd	Reference & Ward	Location / Address	Details of Application	TBC Decision
15.07.11	11/00674/OUT GLEBE	Millcroft Cottage, Mill Lane, Brockworth	Outline application for detached house and garage	SIP 27.09.11
27.07.11	11/00720/FUL HORSBERE	Land at Kennel Lane	Removal of condition 7 attached to 08/01221/OUT which requires measures to be put in place to prevent through vehicular traffic to and from Green Street	DELEGATED PERMIT 19.09.11
02.08.11	11/00794/ADV HORSBERE	A3 Whittle Way Gloucester Bus Park GL3 4BJ	2 no. internally illuminated mounted fascia signs, and 1 no. illuminated internal window sign	CONSENT 15.09.11
02.08.11	11/00795/FUL HORSBERE	A3 Whittle Way Gloucester Bus Park GL3 4BJ	Proposed installation of ventilation system and internal compressors	PERMIT 19.09.11
03.08.11	11/00785/FUL HORSBERE	38 Ermin Street GL3 4HN	Erection of a detached dwelling	PERMIT 12/09/11
03.08.11	11/00810/FUL GLEBE	Brown Lodge, Dean Farm, Court Road, Brockworth GL3 4QZ	Change of use & conversion of agricultural barn into a residential unit. [Revised scheme]	REFUSE 12.07.11

107/FC

IMPORTANT CORRESPONDENCE

The meeting considered the following items of correspondence

Received Date	From	Details	Comments
14/09/2011	GAPTC	AGM 13 October 2011 6pm at Shire Hall	CLr Evans will attend on behalf of BPC.
19/09/2011	Victim Support	Request for Donation	No donation agreed.
19/09/2011	Brockworth Community Project	Organisation re-structure proposal	Noted
20/09/2011	TBC - Andy Sanders	Queen's Diamond Jubilee	Noted
20/09/2011	Mrs Ellen Davis	Suggestion to hold a regular car boot / market	CLr Evans suggested putting a notice in the parish magazine regarding this idea. Action: Clerk
20/09/2011	Mr C Perkins	Mill Lane playing field - petition and letter	Discussed under Agenda Item 97/FC.
26/09/2011	GRCC	Invitation to AGM, 6:00 pm at Norton Village Hall, 13 October 2011	Noted
30/09/2011	Welcome Club	Donation request for Christmas lunch transport	£50 donation agreed.
04/10/2011	Coopers Edge Community Group	Request for Donation to help with Neighbourhood Survey Costs	£200 contribution agreed from the Brockworth Parish Plan budget.
04/10/2011	Brockworth Albion FC	Response to Mill Lane residents objections to changing rooms	Discussed under Agenda Item 97/FC.

108/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 10pm.

Signed:

Date: