



BERKELEY TOWN COUNCIL
DRYHTENHOLDA BEORCLEAH

Town Hall
Salter Street
Berkeley, Glos.
GL13 9DB,
Tel/Fax: 01453 511964
Email:
clerk@berkeley-tc.gov.uk

PLEASE ADDRESS ALL CORRESPONDENCE TO:
THE TOWN CLERK

Monday 11th July 2016

Dear Sir/Madam

*You are hereby summoned to attend a meeting of
Berkeley Town Council
On Monday 18th July 2016 in the
Pavilion, Canon Park, Berkeley at
7.30 p.m.*

PLEASE NOTE CHANGE OF VENUE

*Ms D Spiers
Town Clerk*

AGENDA

Public Discussion - 30 minutes

This part of the meeting is to enable members of the public to bring to the council's attention any matter of concern or interest

The council will also receive County and District Councillors reports during public discussion time.

1.	Apologies and absence To accept apologies and note the absence of members
2.	Declarations of Interest To receive declarations of interests from Councillors relating to any items on the agenda
3.	Minutes of the last meeting To confirm and sign the minutes of the Annual Town Council meeting held on Monday 20 th June 2016 - see attached
4.	Schedule of Payments To approve and agree to sign the list of payments that will be provided at the meeting
5.	Planning Appeal for Land to the East of Berkeley - APP/C1625/W/15/3133335 The appeal is going to a Public Inquiry which is scheduled for the beginning of August 2016. The deadline to submit written responses to the Public Inquiry has passed therefore the only way the council can submit comments now is to attend and speak in the section open to the public. At the last meeting of the council it was agreed that the Chairman Liz Ashton will attend the Public Inquiry and make a statement from the council. To agree a list of points that will be raised at the Public Inquiry by Chairman Liz Ashton

<p>6.</p>	<p>Code of Conduct Complaint - Notice of Decision</p> <p>Stroud District Council Standards Panel met to consider a complaint dated 21st November 2015 made by Councillor Frazer Brown (Berkeley Town Council) alleging a breach of the Code of Conduct applying to Berkeley Town Council by two members of this Council namely Councillor Ralph Pinnell and Councillor John Stanton.</p> <p>The Notice of Decision which has been published on the Stroud District Council website is included for your information - see attached</p> <p>The Panel concluded that Councillor Pinnell did have a personal interest in the matter and in accordance with paragraph 4.5 of the Code of Conduct applicable at the time he should have declared an interest at the meeting of the Town Council on the 16th November 2015 and taken no part in the debate or vote on the matter. To that extent Councillor Pinnell did commit a breach of the Code of Conduct.</p> <p>The Panel concluded that Councillor Stanton did have a personal interest in the matter and in accordance with paragraph 4.5 of the Code of Conduct applicable at the time he should have declared an interest at the meeting of the Town Council on the 16th November 2015 and taken no part in the debate or vote on the matter. To that extent Councillor Stanton did commit a breach of the Code of Conduct.</p> <p><u>Sanctions</u></p> <p>The Panel noted that Councillor Stanton was no longer a member of Berkeley Town Council and in consequence they were not in a position to apply any sanction to him.</p> <p>In view of the circumstances the Panel decided:</p> <ol style="list-style-type: none"> 1. to recommend to the Berkeley Town Council that it take the following actions: <ol style="list-style-type: none"> (i) it reviews its procedures for ensuring that members of the Council are made aware of the requirements and application of its current Code of Conduct (ii) All members of the Council and the Town Clerk undertake (at the Town Council's expense) detailed training on its Code of Conduct (to include best practice in respect of (i) above) such training to first be approved by the Monitoring Officer and to be undertaken within 3 months of notification of this decision 2. In view of recommendation 1(i) no specific sanction be applied to Councillor Pinnell subject to him attending all training approved and undertaken pursuant to that recommendation. 3. The panel's consideration of and decisions on this complaint be published on the District Council's website with immediate effect and in due course the actions of the Town Council in response to the Panel's Recommendations be likewise published. <p>To address the sanctions laid down by Stroud District Council Standards Panel</p>
<p>7.</p>	<p>Planning and Finance Committee Members</p> <p>There are only three members of Berkeley Town Council Planning and Finance Committee which poses a problem if any of them are unwell at the last minute because the meeting would be unable to proceed due to a lack of a quorum. A quorum of any committee of Berkeley Town Council is three.</p> <p>At the present time Councillors Palmer, Pinnell and Harcourt are members of the Planning and Finance Committee.</p> <p>To appoint more members to the Planning and Finance Committee</p>

8.	<p>Planning Application - New</p> <p>To consider submitting a response to the following planning application</p> <p>S.16/1391/FUL - Berkeley Castle, High Street - Full Planning Permission for construction of lean-to style brick toilet block with slate tiled roof</p> <p>S.16/1392/LBC - Berkeley Castle, High Street - Listed Building Consent for construction of lean-to style brick toilet block under slate tiled roof</p> <p>S.16/1356/HHOLD - Stock House, Stock Lane - Householder Application for demolition of outhouse and stables, to be replaced with an extension for residential use and a replacement shed</p> <p>S.16/1357/LBC - Stock House, Stock Lane - Listed Building Consent for demolition of outhouse and stables, to be replaced with an extension for residential use and a replacement shed</p> <p>Planning Applications can be viewed on the website www.stroud.gov.uk</p> <p style="text-align: right;"><i>Town and Country Planning Act 1990, s.1, para 8</i></p>
9.	<p>Donations Policy and Budget</p> <p>The Planning and Finance Committee asks the Council to review the decision made by the outgoing council on the 18th April 2016 to allocate £ 1000.00 from Contingency to Berkeley Books.</p> <p>The Planning and Finance Committee reminds the Council that the Donations Policy is to collect all requests for donations together and consider them at the January meeting.</p> <p>The Planning and Finance Committee reminds the Council that there is currently a nil total in the Donations Budget</p>
10.	<p>Berkeley Town Council - Charging Policy</p> <p>The Planning and Finance Committee has asked Council to review the Charging Policy with a view to including, any sports teams that use the Pavilion and Field, in with local community groups that are entitled to a discount - see attached</p> <p>To consider adding sports teams to the policy to receive discounts on their lettings.</p> <p>The Planning and Finance Committee asks the Council to review the charges currently paid by Berkeley Town Amateur Football Club for the exclusive use of the bar/kitchen/meeting room.</p> <p>The football club pays £ 130 per month for the exclusive use of the bar/kitchen/meeting room. As a result of the internal alterations that are currently taking place the bar/kitchen/meeting room will no longer exist. There will be a new kitchen which will be shared by all users of the pavilion and the football club will now have a much smaller bar room available for their exclusive use.</p> <p>To revoke the charge of £ 130.00 per month for the exclusive use of the bar/kitchen/meeting room.</p> <p>To agree a charge for the exclusive use of the new bar room.</p>

11.	<p>Pavilion Wi-Fi and the Football Club</p> <p>To note that the Clerk, under her delegated authority, has given the football club permission to install a phone line at the pavilion. There will be no phone but there will be Sky Cloud Wi-Fi which will enable the club to show live football games as a part of their fundraising strategy. The football club have very kindly agreed that other users of the pavilion including the youth club will be able to have access to the Wi-Fi.</p>
12.	<p>Pavilion Internal Alterations Project</p> <p>Window repairs</p> <p>To note that the Clerk, under her delegated authority, has instructed Severn View Glazing to make repairs to some of the windows at the Pavilion at a cost of £ 170.00 + vat</p> <p>To note that the cost of repairing the windows will come from the Pavilion Internal Alterations Budget</p> <p style="text-align: right;"><i>Local Government Act 1972 section 133</i></p>
13.	<p>Bin for Station Road Bus Shelter</p> <p>Three prices have been obtained for the supply only of a dual waste/recycling bin plus fixings to be installed next to the bus shelter in Station Road. All the prices specify a black bin with Berkeley Town Council in gold lettering.</p> <p>Amberol - Olympic dual bin - needs a concrete base - £ 499.50 + vat Broxap - Athena waste/recycling bin - needs a concrete base - £ 471.95 + vat Glasdon - Nexus 200 waste/mixed recyclables - needs a concrete base - £ 656.65 + vat</p> <p>To choose a supplier for the dual waste/recycling bin for the Station Road bus shelter</p> <p>A local contractor can be asked to provide the concrete base once we have received the bin</p> <p>To note the cost of providing and installing the bin will come from the Town Enhancement Budget which currently stands at £8,700.00.</p> <p style="text-align: right;"><i>Litter Act 1983, ss.5,6</i></p>
14.	<p>Website</p> <p>Stroud District Council has notified the Council that it will no longer be able to host our website from December 2016</p> <p>The following quotations have been received to set up and maintain our website. The costs also include setting up and linking to our own social media page - see attached information</p> <p>Vision ICT - set up costs £650.00 + vat - annual maintenance costs £200 + vat</p> <p>Town and Parish Council Websites - set up costs £510.00 + vat - annual maintenance costs £120.00 + vat</p> <p>2Commune - set up costs £ 1050.00 + vat - annual maintenance costs £ 600.00 + vat</p> <p>As a result of research carried out by the Clerk and, following networking with colleagues at other parish councils, the Clerk recommends we use Vision ICT. The reasons are that quite a few other parishes use them and find their sites easy to manage. Vision ICT set up our original website before we went to SDC, therefore, a lot of the site will already be compatible with their systems plus they already host the .gov.uk part of our domain name</p> <p>To create a budget for the website by transferring the amount of set up costs that will be charged by the chosen website provider.</p> <p style="text-align: right;"><i>Local Government Act 1972, s.142</i></p>

15.	Sharing Information At this point in the meeting members will be able to share information relevant to the parish of Berkeley
16.	Date of next meeting Monday 15 th August 2016 at 7.30 p.m. in the Town Hall, Berkeley