



**BERKELEY TOWN COUNCIL**  
 DRYHTENHOLDA BEORCLEAH

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PLEASE ADDRESS ALL CORRESPONDENCE TO:  
**THE TOWN CLERK**

Monday 14<sup>th</sup> August 2017

Dear Sir/Madam

*You are hereby summoned to attend a meeting of  
 Berkeley Town Council  
 On Monday 21<sup>st</sup> August 2017 in the  
 Town Hall, Berkeley at  
 7.30 p.m.*

*Ms D Spiers  
 Town Clerk*

**AGENDA**

**Public Discussion - 30 minutes**

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

1.	<p>Apologies and absence</p> <p>To note apologies and absences</p> <p style="text-align: right;"><i>Local Government Act 1972 s.85</i></p>
2.	<p>Declarations of Interest</p> <p>To receive declarations of interests from Councillors relating to items on the agenda</p> <p style="text-align: right;"><i>Localism Act 2011 s.27</i></p>
3.	<p>Minutes of the last meeting</p> <p>To confirm and sign the minutes of the meeting held on Monday 17<sup>th</sup> July 2017 - see attached</p> <p style="text-align: right;"><i>Local Government Act 1972, Sch 12, para 41(1)</i></p>
4.	<p>Schedule of Payments</p> <p>To approve and agree to sign the payments on the schedule attached</p> <p style="text-align: right;"><i>Financial Regulations 5.2</i></p>
5.	<p>Casual Vacancy</p> <p>Mr Steve Mansell has resigned as a member of Berkeley Town Council. The Casual Vacancy has been advertised with effect from 19<sup>th</sup> July 2017. There have been no requests for an election therefore the council can go ahead and co-opt a new member.</p> <p>To note that the Clerk has asked for the notice to be put in the September Flyer and it has been posted on social media.</p> <p style="text-align: right;"><i>Local Government Act 1972 s. 87</i></p>
6.	<p>Christmas Decorations 2017</p> <p>Last year the council provided a Christmas Tree on the outside of the Town Hall and decorations for the Town Hall windows plus lights on the tree in Salter Street. The budget for Christmas Decorations stands at £ 1,565.98</p> <p>To agree to provide the same Christmas decorations as last year (estimated cost £ 300.00)</p> <p>To consider purchasing new decorations to add to the existing stock.</p> <p style="text-align: right;"><i>Local Government Act 1972</i></p>

7.	<p>Canon Park Pavilion - energy saving report</p> <p>The Severn Wye Energy Agency has provided us with a report in to energy saving tips and the feasibility of solar panels and battery storage at the pavilion in Canon Park Recreational Facility - see attached</p> <p>To consider whether the council will act on the recommendations in the report.</p> <p style="text-align: right;"><i>Local Government Act 1972 s.111</i></p>
8.	<p>Citizens Advice Bureau - contribution</p> <p>The Citizens Advice Bureau has submitted a funding request for the financial year to 31<sup>st</sup> March 2019 - see attached letter</p> <p>The Bureau has asked for a contribution of £ 2,174.00 for 2018/19. We made a contribution of £1,600.00 in 2106/17 and we have committed to make a contribution of £1,689.00 for the current financial year.</p> <p>To consider making a contribution of £ 2,174.00 to the Citizen's Advice Bureau in the financial year to 31<sup>st</sup> March 2019</p> <p style="text-align: right;"><i>Local Government Act 1972, s142(2A).</i></p>
9.	<p>Budget Proposal 2018/19</p> <p>The Planning and Finance Committee asks the council to clarify the following matters as it prepares the budget proposal for 2018/19</p> <p>To consider whether the council will budget for another goal end at Park View Play Area at a cost of £4,100.00 in 2018/19</p> <p>To consider whether the council will budget for a hearing loop in the main hall of the Town Hall at a cost of £3,000.00 in 2018/19</p> <p>To consider allocating a budget for creating a 20 m.p.h./traffic calming zone in Berkeley in 2018/19</p> <p>To consider allocating a budget for the Canon Park Recreational Facility Project</p> <p style="text-align: right;"><i>Local Government Finance Act 1992</i></p>
10.	<p>Bank Account changes</p> <p>The Post Office are making changes across all their branches which means there will be some changes to the way we will be able to use their services for the Co-operative Bank.</p> <p>We can accommodate most changes, with little disruption, except that, with effect from 30 September 2017, we will no longer be able to make cheque encashments at the Post Office. This will mean we will no longer be able to replenish the petty cash float.</p> <p>Inquiries have been made at the local branch of the Coventry Building Society and the Post Office to seek an account that could be opened and used just for encashment purposes. Unfortunately, neither the local Post Office nor the Coventry Building Society can offer such an account to the council.</p> <p>To overcome this issue the Co-operative Bank are offering us a debit card which can be used in the Post Office to replenish the petty cash float.</p> <p>To assess the risks involved with the council using a debit card for petty cash float reimbursements</p> <p>To agree to issue Ms Debbie Spiers, the Town Clerk, with a debit card, which will have a limit of £ 100.00 per day, to be used to replenish the petty cash float as and when needed.</p> <p style="text-align: right;"><i>Local Government Act 1972</i></p>

11.	<p>Account package</p> <p>The Internal Auditor was surprised to see we are still using a manual account book and suggested we subscribe to an account package for the computer.</p> <p>The account package Scribe is specifically tailored to meet the needs of parish and town councils.</p> <p>To agree to subscribe to the account package Scribe at a cost of £ 347.00 + vat per annum</p> <p style="text-align: right;"><i>Local Government Act 1972</i></p>
12.	<p>Pavilion - new enquiries</p> <p>The following requests have been made regarding the use of the pavilion which do not fall in to any existing charging category.</p> <ol style="list-style-type: none"> <li>1. A self-employed caterer has asked if it would be possible to hire the kitchen at the pavilion to carry out food preparation.</li> <li>2. The football club has asked if the council would be prepared to waive the hire charge at the Pavilion in order that they can offer activities to the older members of the community such as lunches, teas, quizzes etc.</li> </ol> <p>To consider allowing a self-employed caterer to use the kitchen at the pavilion.</p> <p>To consider what charge will be made for using the kitchen at the pavilion.</p> <p>To consider whether the council will work with the football club, to provide the pavilion free of charge, so that the older members of the community can be provided with social activities such as lunches, teas and quizzes etc.</p> <p style="text-align: right;"><i>Local Government Act 1972</i></p>
13.	<p>Youth Club provider</p> <p>As instructed the Clerk wrote to three youth club providers to ask them to propose how they would run a youth club in Berkeley and how much it would cost. They were asked to quote based on the same service as before i.e. one two-hour session on a Wednesday at the Pavilion during term time only.</p> <p>We have received three replies all of which state that they may not be ready to start at the beginning of September and would begin by carrying out outreach work in the community to build up a picture of what the young people want from their Youth Club.</p> <p>With this in mind and because some councillors may be on holiday for the August meeting we will be unable to hear their proposals and make a decision in time for 1<sup>st</sup> September as previously planned.</p> <p>To agree that the Youth Club will not re-open in September 2017.</p> <p>To agree a date to hear the presentations from the three youth service providers that have submitted a quotation and proposal</p> <p style="text-align: right;"><i>Local Government (Miscellaneous Provisions) Act 1976</i></p>
14.	<p>Canon Park Recreational Facility - Consultation</p> <p>A consultation was held on Friday 7<sup>th</sup> July to discuss the development of Canon Park Recreational Facility and members that attended will give feedback to the meeting</p> <p>To determine the next step in the planning process for the development of Canon Park Recreational Facility</p> <p style="text-align: right;"><i>Local Government (Miscellaneous Provisions) Act 1976</i></p>

15.	<p>Sarah's Field Planning Application for Change of Use</p> <p>At the meeting held on the 19<sup>th</sup> June 2017 the council decided not to install a car park or vehicular entrance at Sarah's Field and subsequently agreed that there was no need to have architect's drawings done.</p> <p>The council still has to apply for Change of Use and the officer from Stroud District Council has asked for the following before an application can be made.</p> <ol style="list-style-type: none"> <li>1. Block plans (annotated with dimensions, scale and paper size detailed); This will need to correctly show to scale, the location of the pond, bins and signage.</li> <li>2. Elevations (annotated with dimensions, scale and paper size detailed); You have identified signage will be part of this application. I would suggest that elevation plans be submitted to show this signage, or if you consider the signage to be permitted development, submit a statement as to why this is permitted development.</li> </ol> <p>To consider what action the council will take in order to make a viable planning application for Change of Use at Sarah's Field</p> <p style="text-align: right;"><i>Local Government (Miscellaneous Provision) Act 1976</i></p>
16.	<p>Sarah's Field - pond complex</p> <p>Since the design for Sarah's Field was drawn up and agreed, information has come to light that is going to affect the layout of the pond complex. On site, there is a private sewer pipe connected to the mains sewer with inspection and manhole covers within the boundary of Sarah's Field. There is also a mains water pipe that runs along the boundary with Lynch Road that exits the field right in the middle of the entrance</p> <p>The original pond complex was also quite expensive and adjustments to the number of ponds were made in order to reduce the costs when making applications for grants.</p> <p>It is proposed that the pond complex is reduced to one large pond and one small pond with a marshy area between them and that it is moved away from the sewer pipe - see enclosed map.</p> <p>Ponds may require planning permission, see item 14, and it will not be possible to start digging until planning permission has been granted.</p> <p style="text-align: right;"><i>Local Government (Miscellaneous Provisions) Act 1976</i></p>
17.	<p>Request to discuss a matter in private at the last meeting</p> <p>Standing Order item 10 (a) (xi) allows for a motion, to exclude the press and public, to be made at the meeting without prior written notice, in respect of confidential or sensitive information which is prejudicial to the public interest</p> <p>To discuss the reasons for asking for a matter to be discussed in private at the beginning of a meeting.</p> <p>To consider whether existing standing orders need to be changed</p>
18.	<p>Resignation of Mr Mansell</p> <p>To resolve to exclude the press and public for item 18 because the matter to be discussed is of a personal confidential nature.</p> <p>To discuss the reasons for Mr Mansell's resignation and to determine if there is anything that council could have been done to prevent it.</p> <p>To consider whether existing policies need to be revised to deal with the specific issue raised by this resignation.</p> <p style="text-align: right;"><i>Public Bodies (Admission to Meetings) Act 1960</i></p>

19. Date of next meeting

The next meeting will be held on Monday 18<sup>th</sup> September 2017 at 7.30 p.m. in the Town Hall, Berkeley.