



# BERKELEY TOWN COUNCIL

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

Monday 12<sup>th</sup> March 2018

Dear Sir/Madam

*You are hereby summoned to attend a meeting of  
Berkeley Town Council  
On Monday 19<sup>th</sup> March 2018 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.	Apologies and absence To note apologies and absences
2.	Declarations of Interest To receive declarations of interests from Councillors relating to items on the agenda
3.	Minutes of the last meeting To confirm and sign the minutes of the meeting held on Monday 19 <sup>th</sup> February 2018 - see attached
4.	Schedule of Payments To approve and agree to sign the payments on the schedule which will be made available at the meeting
5.	Internal Control The next Internal Control Checks will include the end of year audit documents To appoint a member of the council to carry out the Internal Control Checks for the period 1 <sup>st</sup> January to 31 <sup>st</sup> March 2018.
6.	Planning and Finance Committee - members Recently two meetings of the Planning and Finance Committee have been cancelled due to the lack of a quorum. Councillor Pinnell has offered to join the committee to decrease the likelihood of the lack of a quorum in the future To agree to appoint Councillor Pinnell to the Planning and Finance Committee.
7.	Cleaning Contract To note that Clean Shield Professional Ltd will be increasing their prices by 3.5% per annum with effect from 1 <sup>st</sup> April 2018.

8.	<p>Planning Applications</p> <p>To consider commenting on the following planning applications</p> <p>S.18/0530/FUL - 11 Market Place - Listed Building Application for conversion of outbuilding into two self-contained residential dwellings including ancillary storage area</p> <p>S.18/0531/LBC - 11 Market Place - Full Planning Application for conversion of outbuilding into two self-contained residential dwellings including ancillary storage area</p> <p>Planning Applications can be viewed at <a href="http://www.stroud.gov.uk">www.stroud.gov.uk</a></p>
9.	<p>Berkeley Cemetery - Western Power</p> <p>Western Power have asked if they can put a trench under the cemetery to carry electric cables. A meeting was held between the Chairman of the Berkeley Burial Committee and Western Power to establish the best route for the trench and cables.</p> <p>Confirmation has been received that Berkeley Burial Committee met on the 21<sup>st</sup> February and agreed that Western Power can lay cables under the cemetery at the agreed location.</p> <p>As the landowner, Berkeley Town Council has to sign the legal agreement creating the wayleave.</p> <p>To agree to sign the wayleave for Western Power to lay cables under the cemetery land at Station Road, Berkeley.</p>
10.	<p>Pavilion Lease</p> <p>The lease on the Pavilion with the Football Club will be ready to sign for 1<sup>st</sup> April 2018.</p> <p>To agree that the lease with Berkeley Football Club for the Pavilion can be signed by two members and witnessed by the Town Clerk</p>
11.	<p>Drainage - Canon Park Field</p> <p>There is a corner of the football pitch which is also the lowest part of the field that continues to be saturated due to poor drainage. We have consulted with the company that installed the drain on the other part of the field and they have made the following suggestion - To install some extra drains (43 metres) in the lower corner of the pitch and connect them to the existing drains. Trenches to be an average of 450mm deep with permeable fill to within 150mm of ground level, the top 150mm to be backfilled with previously removed topsoil all at a cost of £ 1,115.00 + vat</p> <p>The Chairman of the football club was present at the site visit and it was confirmed that the work will not impede the club from playing on the pitch at the start of next season. It will be necessary to carry out the work as soon as conditions allow after the end of the current football season.</p> <p>To consider transferring the cost of this project from other unspent budgets</p> <p>To consider instructing D E Spencer &amp; Sons UK Ltd to install drainage to the pitch at a cost of £1,115.00 + vat</p>
12.	<p>Leyhill Working Party</p> <p>Stroud District Council Community Services has a joint working partnership with HMPS Leyhill. This project gives offenders the opportunity to work throughout the Stroud District as part of a supervised working party - see attached email</p> <p>To consider if Berkeley Town Council has a use for this service</p>

13.	<p><b>Town Bins</b></p> <p>At the last meeting the council agreed a programme of works and a long-term budget to replace all current waste bins with recycling bins throughout the town</p> <p>The Solar Panels Project has been cancelled which has freed up a sum of £ 9,000.00. The council agreed to use £4,042.50 of the budget to pay for the CCTV Project. Councillor Hall asks if the council can allocate the remaining Solar Panels Project budget (£4,957.50) to the Recycling Bins Project in order that it can be carried out in the next financial year instead of over a period of several years</p> <p>To consider transferring the remaining balance of £4,957.50 from the Solar Panels Project Budget to the Recycling Bins Project.</p> <p>To consider replacing the waste bins with recycling bins in Berkeley during the financial year to 31<sup>st</sup> March 2019</p>
14.	<p><b>Resurfacing of the B4066 - diversion routes</b></p> <p>Concerns have been raised by BTAG about the condition of Alkington Lane ahead of the resurfacing work due on the B4066 - see attached email</p> <p>We have also received an email stating that the diversion route will be from the A38 at Stone to High Street into Canonbury Street and to the Berkeley roundabout</p> <p>To consider commenting on the temporary closure of the B4066 and the potential for Alkington Lane to be used as the diversion route</p> <p>To consider commenting on the planned diversion route through Berkeley</p>
15.	<p><b>Town Planters</b></p> <p>The Clerk was instructed to purchase two planters to be placed either side of the Town Hall bench within a budget of £ 200.00. Extensive searches have shown that it is not possible to purchase two large strong street planters within a budget of £ 200.00</p> <p>Highfield Garden Centre fibreglass planter x 2 £239.98 will not be as robust as those listed below</p> <p>Examples of the costings for large strong planters are shown below: -</p> <p>Broxap Lanarkshire Planter x2 £1030.00 + delivery + name + vat  Amberol self-watering x2 £644.70 + delivery + vat  Woodberry (wooden no name) x2 £790.00 + delivery + vat</p> <p>To consider revising the budget and spec for the planters</p> <p>To consider purchasing planters from the list provided</p>
16.	<p><b>SDC Tourism Project</b></p> <p>Stroud District Councillors are currently carrying out an investigative project to consider if there are opportunities to support and expand tourism within the district, as part of supporting the local economy.</p> <p>As part of this they wish to meet with parish council clusters. A meeting has been organised for Tuesday 1<sup>st</sup> May 2018 in the Town Hall Berkeley at 7pm. All the parishes within our cluster have been invited to send a representative.</p> <p>To agree to send a representative from Berkeley Town Council to the Tourism Project meeting on the 1<sup>st</sup> May 2018 in the Town Hall, Berkeley at 7pm.</p>

17.	<p>Canon Park Recreational Facility - car park spec</p> <p>At the last meeting the Clerk was instructed to source three quotes for the car park at Canon Park Recreational Facility. Before this can be done the council will need to specify what work is to be done e.g. Is the existing car park to be resurfaced or does the council want to extend it as well?</p> <p>To agree the specification for the Car Park Project at Canon Park Recreational Facility</p>
18.	<p>Allotments Gates</p> <p>Councillor Harcourt proposes that the council installs lockable “Deer Gates” at the Allotments to deter thieves who have in the past taken large amounts of produce from the site.</p> <p>There would need to be one field gate and one pedestrian gate with new posts plus the hardware and locks plus someone to install them.</p> <p>There are just under fifty allotment holders which would mean supplying fifty keys for the pedestrian gate and up to fifty keys for the field gate.</p> <p>The allotments budget currently stands at £1,594.00 with a water bill on the way in the region of £800.00.</p> <p>To note that the boundary of the site is made up of hedgerow and is easily accessible from other directions than the gate.</p> <p>To consider consulting the allotment holders to find out if they would like the council to install Deer Gates at the Oakhunger Lane Allotments Site</p> <p>To consider sourcing three quotes for the supply and installation of Deer Gates at the Oakhunger Lane Allotments Site</p>
19.	<p>Community Design Statement</p> <p>At the last meeting the council expressed an interest in producing a Community Design Statement. Contact has been made with GRCC (Gloucestershire Rural Community Council) who have offered us the advice in the email attached.</p> <p>To consider producing a Community Design Statement for Berkeley</p> <p>To agree to meet with Barbara Pond from GRCC on Monday 21<sup>st</sup> May at 6.30 p.m. in the Town Hall, Berkeley to determine how to go about producing a Community Design Statement.</p>
20.	<p>Sharing Information</p> <p>Clerks Report - see attached</p> <p>Councillors will take this opportunity to share information</p>
21.	<p>Date of next meeting</p> <p>The next meeting of Berkeley Town Council will be held on Monday 16<sup>th</sup> April 2018 at 7.30 p.m. in the Town Hall, Berkeley.</p>