



# BERKELEY TOWN COUNCIL

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

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

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

Dear Sir/Madam

*You are hereby summoned to a meeting of  
Berkeley Town Council  
On Monday 19<sup>th</sup> November 2018 in the  
Town Hall, Berkeley at  
7.30 p.m.*

*Ms D Spiers  
Town Clerk*

## AGENDA

### Public Discussion - 30 minutes

The Berkeley Youth Forum will discuss local matters with the Council

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 15 <sup>th</sup> October 2018 - see attached
4.	Planning Application  To consider commenting on the following planning applications  A hard copy of the householder application will be made available at the meeting. To view the application online go to <a href="http://www.stroud.gov.uk">www.stroud.gov.uk</a>  S.18/2166/HHOLD - 17 Canon Park - Increase the height of existing fence to rear  S.18/2370/TCA - 40 Lantern Close - Trees in a Conservation Area - Purple Crab Apple (T1) - reduce by 45% (remove 2.5m to leave 3m high & radial spread of 2.5m) using previous pruning points to reduce away from roof & gutter of garage. Birch (T2) - reduce by 25-30% (remove 2.5-3m off height & 0.5m off spread to leave 7m height with a radial spread of 2m) Cotoneaster (T4) - reduce by 15-30% (remove 0.6m off top & 0.75m off sides to leave tree 4m high and a radial spread of 4m)
5.	Schedule of Payments  To approve and agree to sign the payments on the schedule which may be made available at the meeting

6.	<p>Correspondence - Berkeley Cemetery Policy</p> <p>We have received a letter of complaint from a bereaved relative of a local person that lived near Berkeley for most of their life - see attached</p> <p>Attached for information is a copy of the Charging Policy of the Berkeley Burial Committee</p> <p>To consider how the Council will respond to the letter</p>
7.	<p>Berkeley Cemetery</p> <p>Councillor Harcourt would like to discuss Berkeley Cemetery with the Council</p>
8.	<p>Bus Service</p> <p>Stroud District Councillor Gordon Craig has asked the Council if it would be prepared, in principle, to underwrite a small 12-seater bus to link with services running from Dursley to Gloucester at strategic times for shoppers on the basis of one return service on two days per week - see attached email</p>
9.	<p>Training and Budget for Training</p> <p>Each year the Council provides a budget for training. Training is readily available for both staff and members. The Council does not have a specific policy with regards to training therefore it has been left up to members and staff.</p> <p>During the last few years, not much training has been undertaken and the budget is frequently underspent. The Planning &amp; Finance Committee asks the Council to provide a training policy that can be implemented and which will allow for a more realistic budget to be prepared.</p> <p>To consider making it compulsory for members to attend Being a Good Councillor or Being a Better Councillor training at least once during their term of office.</p> <p>To make it a policy for staff to attend all relevant training as and when new legislation is implemented</p> <p>To consider setting a training budget of £500.00 for 2019/20</p>
10.	<p>Grants and Donations Budgets</p> <p>This will be the first year the Council will implement the Grant Awards Policy.</p> <p>Previously the Council has given donations to organisations outside the Parish as well as local community groups. From this year the Grant Awards Policy will focus on giving grants to local community groups only.</p> <p>The Council makes a donation to the Royal British Legion every year. The Grant Awards Policy will not cover this funding therefore the Council may wish to consider providing a Donations Budget in order to continue to make donations to the Royal British Legion.</p> <p>To agree the Grant Awards Policy will focus on local community groups only</p> <p>To agree the Grant Awards Policy Budget for 2019/20 will be £1,000.00</p> <p>To agree that the only donation the Council will make will be to the Royal British Legion until further notice</p> <p>To agree the budget for Donations will be £150.00 in 2019/20</p>

11.	<p>Christmas Decorations and Town Enhancement Budgets</p> <p>For the past few years the Council has provided budgets for Christmas Decorations and Town Enhancement Projects. The Planning &amp; Finance Committee asks the Council to confirm whether this will continue for 2019/20.</p> <p>To consider including a Christmas Decorations Budget of £ 1,000.00 for 2019/20</p> <p>To consider including a Town Enhancement Budget of £ 1,000.00 for 2019/20</p>								
12.	<p>Christmas Decorations 2018/19</p> <p>To decide what Christmas decorations are to be provided this year</p>								
13.	<p>Town Enhancement 2018/19</p> <p>To instruct the Clerk about how the remainder of the Town Enhancement Budget is to be spent in 2018/19</p>								
14.	<p>Sarah's Field Risk Assessment Report</p> <p>A risk assessment has been carried out at Sarah's Field in accordance with instructions from the Council - see the report which has been circulated to members by email</p> <p>The report has recommended that we install a post and rope fence 2m from edge of the rhine. The Internal Land Drainage Board have asked that any fencing is 7m from the edge in order to allow access for their dredging vehicles. The fence at 7m would start at the end of the close mown paths. The report also recommends signage is installed along the rhine to warn people of the sharp drop in to the water. The report does not say anything about fencing the pond area. Stroud Valleys Project, however, have suggested that the pond should have some form of fencing to prevent dogs and other animals from entering the pond and potentially damaging the pond liner.</p> <p>To consider providing a post and rope fence with signage to the rhine at Sarah's Field</p> <p>To consider providing a fence and signage to the pond area of Sarah's Field</p> <p>To consider increasing the Sarah's Field Project budget to allow for fencing and signage to the rhine and ponds.</p>								
15.	<p>Town Hall &amp; Pavilion Insurance</p> <p>We have recently carried out Structural Surveys on both the Pavilion and Town Hall. In the report the Surveyor has given a reinstatement insurance value for both buildings.</p> <p>The buildings are currently insured in the following amounts:</p> <table data-bbox="300 1615 767 1675"> <tr> <td>Town Hall</td> <td>£1.2m</td> </tr> <tr> <td>Pavilion</td> <td>£ 383,754.89</td> </tr> </table> <p>The Surveyor has put a buildings insurance value of:</p> <table data-bbox="300 1765 767 1825"> <tr> <td>Town Hall</td> <td>£ 350,000.00</td> </tr> <tr> <td>Pavilion</td> <td>£ 225,000.00</td> </tr> </table> <p>To review the insurance cover for the Town Hall and Pavilion</p> <p>To assess the risk of making changes to the building's insurance values.</p> <p>To consider whether any changes should be made to the insurance cover for the Town Hall and the Pavilion.</p>	Town Hall	£1.2m	Pavilion	£ 383,754.89	Town Hall	£ 350,000.00	Pavilion	£ 225,000.00
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16.	<p>Berkeley Burial Committee - Proposed Budget and Contribution for 2019/20</p> <p>The Berkeley Burial Committee has provided a copy of last year's accounts - see attached</p> <p>The Committee has the following balances in their accounts: -</p> <p>Building Society - £10,513.84 Bank Account - £ 19817.70</p> <p>To agree the budget for Berkeley Burial Committee - see attached proposed budget</p> <p>To agree to make the contribution of £3,638.81 to Berkeley Burial Committee for the financial year to 31<sup>st</sup> March 2020.</p>
17.	<p>Sharing Information</p> <p>Councillors will take this opportunity to share information</p>
18.	<p>Date of next meeting</p> <p>The next meeting of Berkeley Town Council will be held on Monday 10<sup>th</sup> December 2018 at 7.30 p.m. in the Town Hall, Berkeley.</p>