



# 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 11<sup>th</sup> June 2018

Dear Sir/Madam

*You are hereby summoned to a meeting of  
Berkeley Town Council  
On Monday 18<sup>th</sup> June 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 annual meeting held on Monday 21 <sup>st</sup> May 2018 - see attached
4.	Schedule of Payments To approve and agree to sign the payments on the schedule which may be made available at the meeting
5.	Standing Orders To review the Standing Orders that were adopted at the meeting on the 21 <sup>st</sup> May 2018 - a copy of the Standing Orders was circulated with the May agenda
6.	Internal Control Checks The Internal Control Checks for the 1 <sup>st</sup> quarter are due at the end of June 2018. To appoint a member to carry out the Internal Control Checks for April, May & June 2018
7.	One Stop - Carriers for Causes We made an application for grant funding from the One Stop - Carriers for Causes in the amount of £2,000.00 for Sarah's Field Project. To note that our application has been unsuccessful; the reason given was that "Other projects have demonstrated greater impact."

8.	<p><b>Bank Account Signatories</b></p> <p>Due to the resignation of Mr Frazer Brown, he will have to be removed as bank account signatory. Another member will need to be added.</p> <p>To remove Mr Frazer Brown from the Bank Account signatories</p> <p>To appoint a member to be a signatory on the Bank Account for Berkeley Town Council</p> <p>Other existing signatories are Councillors Harcourt, Pinnell and Palmer</p>
9.	<p><b>General Data Protection Regulations</b></p> <p>a. <u>Privacy Notices</u></p> <p>Under the new GDPR (General Data Protection Regulations) the Council will be known as the Data Controller. An amendment to the Bill currently going through Parliament means that Parish &amp; Town Councils will be exempt from providing a Data Protection Officer. The Council will have to appoint a Data Processor. The Council will have to have relevant Privacy Notices in place. These regulations came in to force on May 25<sup>th</sup> 2018.</p> <p>To note that Berkeley Town Council is a Data Controller and is registered with the Information Commissioner</p> <p>To appoint the Town Clerk as the Data Processor</p> <p>To adopt the General Privacy Notice - see attached</p> <p>To adopt the Privacy Notice for staff, councillors and role holders - see attached</p> <p>b. <u>CCTV and Data Protection</u></p> <p>Under the new GDPR the Information Commissioner has issued new guidance for the use of CCTV in public places. The current policy and signs we have in Berkeley no longer comply with the Information Commissioners recommendation</p> <p>To revoke the CCTV Policy dated 17<sup>th</sup> July 2017</p> <p>To adopt the CCTV Policy and Code of Practise - see attached</p> <p>To agree to purchase new CCTV signs that comply with GDPR</p> <p>To agree that the signs should read - "CCTV &amp; ANPR images are being recorded for the purposes of crime prevention and public safety. This scheme is controlled by Berkeley Town Council. For more information, call 01453 511964"</p>
10.	<p><b>Planning Application</b></p> <p>To consider responding to the following planning application</p> <p>S.18/1233/HHOLD - 10 Lantern Close - Householder Application for Erection of Garden Room.</p> <p>The planning application should be viewed online prior to the meeting</p> <p>To view the planning application mentioned above go to <a href="http://www.stroud.gov.uk">www.stroud.gov.uk</a></p>

11.	<p>Pavilion Showers</p> <p>The Football Club have asked for permission to make internal alterations to the showers in the changing rooms at the Pavilion. They want to remove the partition walls between each shower in order to make a bigger space and one that will be easier to maintain and clean. The existing partitions are made of concrete blocks, plastered and covered with small tiles.</p> <p>To agree that the football club can remove the partitions from the showers in the changing rooms at the Pavilion.</p>
12.	<p>Berkeley Town Centre Improvement Project - building society account</p> <p>There is a building society account in the name of the Berkeley Town Centre Improvement Project that has been dormant since 2009. There is a balance of £101.75 which is made up of a grant of £100 from Berkeley Town Council and building society interest. As the money has not been used for that which it was originally intended and there does not appear to be any possibility in the near future that the project will re-start the council needs to consider claiming the money back.</p> <p>To consider claiming back the grant from the Town Centre Improvement Project and putting the money back in to the Council budget.</p> <p>To consider placing the funds in the Grant Awards budget</p>
13.	<p>Road Safety Project</p> <p>To note that we have received the following responses from Gloucestershire Highways to our request for changes to parking and road safety in Berkeley;</p> <ul style="list-style-type: none"> <li>a. Could we add changes to parking on High Street hill by adding them to the TRO currently being applied for - <i>“unfortunately GCC cannot add parking restrictions to the moving traffic TRO. A separate TRO will be required for a parking request. There is currently no budget for requests of this nature so would have to be funded locally.”</i></li> <li>b. The possibility of changing the directional parking in some areas to create more spaces and marking bays in the parallel parking areas to delineate the spaces more clearly - <i>“Due to the width of the carriageway, echelon parking cannot be safely accommodated here. Echelon parking and the reasonably narrow road would result in vehicles having to reverse into two-way moving traffic, which presents a serious road safety issue.”</i></li> <li>c. Speed limit by railway bridge on Station Road - <i>“This has been looked into extensively, as well as taking into account national guidance etc. The decision was made, after fully considering the facts and information, not to implement the requested changes to reduce the speed limit, which has been deemed as not appropriate at this time. However, measures have been recommended at both the northern and southern approaches to the railway bridge on Station Road, Berkeley to introduce ‘SLOW’ markings and signs warning of upcoming bridge and potential oncoming large vehicles in the centre of the road.”</i></li> <li>d. Speed limit in town 20mph zone - <i>“A TRO of this nature will cost in the region of £30,000.00 minimum. A 20mph zone also requires physical traffic calming features. This will need to be looked in to in detail and funded by BTC. This will establish whether such a scheme is necessary/appropriate and meets national guidance/legislation compliance.”</i></li> </ul>

14.	<p>Tourism &amp; Economic Development Committee</p> <p>To consider setting up a Tourism &amp; Economic Development Committee</p> <p>To agree the terms of reference for the Tourism &amp; Development Committee - see attached</p> <p>To appoint members to stand on the Tourism &amp; Economic Development Committee</p>
15.	<p>Community Design Statement</p> <p>To consider creating a Community Design Statement for Berkeley</p>
16.	<p>Play Parks Inspections</p> <p>Both of our play parks have been inspected by ROSPA</p> <p>a. <u>Canon Park Recreational Facility</u></p> <p>The missing fence panels and sign were brought to our attention but these issues have since been dealt with so no further action is necessary.</p> <p>Slide and Swings - The inspector has noted the poor paintwork, some rust and because of their age their non-compliance with current regulations. The Clerk is aware that the Council wants to improve the play facilities for this site therefore would like to know if we should refurbish the existing swings and slide or have them removed.</p> <p>To consider removing the slide and swings at Canon Park Recreational Facility.</p> <p>To consider refurbishing the slide and swings at Canon Park Recreational Facility.</p> <p>b. <u>Park View Play Area</u></p> <p>The inspector has highlighted a few minor problems such as protruding bolts etc which will be remedied quite easily. He has also highlighted the poor condition of the paintwork on the old existing equipment.</p> <p>To consider having the old equipment at Park View Play Area painted</p>
17.	<p>Street Waste Bins - Recycling</p> <p>We have contacted Stroud District Council about us providing recycling waste bins in Berkeley and they have come back with the following response</p> <p>“We have a number of joint use recycling bins around the district but our experience is that these do not work. The amount of contaminated waste within the recycling component affects the quality of the material, making it unsuitable for recycling. In many cases, all the waste collected from these bins goes into landfill.”</p> <p>We have also learnt from Stroud District Councillor Gordon Craig that the recycling bin we had installed at Station Road is currently emptied and goes in to general waste not to be recycled as we had originally thought.</p> <p>Stroud District Council are considering whether they might extend their policy to pick up more than one stream of rubbish and will come back to us to advise at a later date.</p> <p>To consider whether Berkeley Town Council will take any further action concerning the installation of recycling bins in Berkeley</p>

18.	<p>Allotments</p> <p>a. <u>Deer Gates</u></p> <p>At the last meeting Councillor Harcourt proposed that Deer Gates were installed at the Allotments. As a result, the Clerk was instructed to obtain three quotes for the supply and installation of Deer Gates at the Oakhunger Lane Allotments. Three local fencing companies have been contacted but all have failed to respond by the deadline of 30<sup>th</sup> April 2018</p> <p>To consider how the council will proceed with this matter</p> <p>b. <u>Allotment Holders Feedback</u></p> <p>This year, one allotment holder has expressed concern about the condition of the cart track. There are now two quite deep grooves which make it difficult to use by those that need wheelchair buggies.</p> <p>To consider whether the council will take any action in this matter</p> <p>c. <u>Registration of Land</u></p> <p>To note that Berkeley Town Council has Possessory Title to the land known as, The Allotment Gardens at Oakhunger Lane, with effect from 31<sup>st</sup> July 2017.</p> <p>To note that the Asset Register of the Council has been amended accordingly.</p>
19.	<p>Youth Partnership Group - Berkeley</p> <p>Jemma Grieve the Youth Participation Officer from Stroud District Council is setting up a Youth Participation Group for Berkeley and asks if Berkeley Town Council would like to send a representative.</p> <p>To consider appointing a member to attend the Youth Partnership Group for Berkeley</p>
20.	<p>Town Hall</p> <p>a. <u>Hearing Loop</u></p> <p>Three companies have been asked to provide a quotation for the installation of a Hearing Loop in the main hall of the Town Hall</p> <p>Gordon Morris - £ 3139.40 + vat  MFS - £1981.00 + vat  Audio Visual Direct £625.00 + vat</p> <p>To consider instructing one of the above companies to supply and install a hearing loop in the main hall of the Town Hall.</p> <p>b. <u>Wedding Venue</u></p> <p>For the Town Hall to become a venue where civil marriages can take place an application for approved premises for marriages has to be made to Gloucestershire County Council. The cost of the licence is £ 2,500.00 and lasts for up to three years. It also costs £ 2,500.00 to renew the licence. There are quite a few conditions attached to the licence i.e. there has to be a designated space for the marriage that cannot be used for anything else an hour before and an hour after and there has to be a designated person in charge of the event.</p> <p>To consider applying for an approved premises licence for marriages at Berkeley Town Hall.</p> <p>c. <u>Lift Alterations</u></p>

	<p>At the last meeting the Clerk was asked to find out if alterations could be made to the lift that would make it more user friendly. The items asked for were grab rail, light sensor and cover for exposed walls in the lift shaft.</p> <p>Contact was made with the lift manufacturer which proved fruitless because their main interest was only in selling us a new lift.</p> <p>A lift installation company was contacted who have offered to help with the light sensor and the installation of ceiling blinds that can be pulled down when the lift is in use. He estimates the cost will be approximately £400-500. The Clerk can also point out that there is a grab rail already in the lift. An actual quote will be provided if the council chooses to go ahead with the alterations.</p> <p>To consider making alterations to the lift in the Town Hall.</p>
21.	<p>Sharing Information</p> <p>Councillors will take this opportunity to share information</p>
22.	<p>Date of next meeting</p> <p>The next meeting of Berkeley Town Council will be held on Monday 16<sup>th</sup> July 2018 at 7.30 p.m. in the Town Hall, Berkeley.</p>