



# BERKELEY TOWN COUNCIL

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

*Monday 9<sup>th</sup> September 2019*

*Dear Sir/Madam*

*You are hereby summoned to a meeting of  
Berkeley Town Council  
On Monday 16<sup>th</sup> September 2019 in the  
Town Hall, Berkeley at  
7.00 p.m.*

*Debbie Spiers  
Town Clerk*

## AGENDA

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| 1. | Public Discussion - 30 minutes<br><br>Public Discussion time will end promptly at 7.30 p.m.   |
| 2. | Apologies and absence<br><br>To note apologies and absences   |
| 3. | Declarations of Interest<br><br>To receive declarations of interests from Councillors relating to items on the agenda   |
| 4. | Minutes of the last meeting<br><br>To confirm and sign the minutes of the meeting held on Monday 19 <sup>th</sup> August 2019 - see attached  |
| 5. | HMS Exploit Crew - Visit to Jenner Museum<br><br>A visit to Jenner Museum for one of their tours and a buffet supper has been organised for Monday evening on the 30 <sup>th</sup> September 2019 at a cost of £310.00 for up to 15 attendees. There are five crew members from HMS Exploit who will be attending<br><br>To agree which members will attend the visit to Jenner Museum on the 30 <sup>th</sup> September 2019<br><br>To agree to pay Jenner Museum to host the civic visit of the crew of HMS Exploit in the amount of £ 310.00 |
| 6. | Berkeley Burial Committee Report<br><br>On the 23 <sup>rd</sup> May 2019 the Berkeley Burial Committee was asked to provide the Internal Auditors Report for the year ending 31 <sup>st</sup> March 2019, the end of year accounts to 31 <sup>st</sup> March 2019 and a short to medium term plan/budget to deal with the estimated cost of dealing with damp at the lodge. At the time of printing the agenda this has not been received.<br><br>To receive a report from the representatives serving on the Berkeley Burial Committee         |

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| 7.  | <p>Oakhunger Lane Allotments - thefts of produce</p> <p>Allotment holders have again been reporting incidents of thefts at the Oakhunger Lane Allotments. This has been happening for many years and understandably the allotment holders are very angry and upset.</p> <p>A couple of years ago we looked in to providing a CCTV camera at the site but were unable to find a lamp post that was close enough to provide the electricity to operate the camera.</p> <p>Redhand have been asked to check the area again and look in to whether there is a possibility of using alternative sources of power, they have given us the following response</p> <p>“The availability of power is still a major problem and although we have done some research recently, the solar/wind power devices are still not able to provide a reliable supply. Especially as there is no lighting down there so any cameras would have to have infra-red capabilities to capture night-time images. As you would expect, at this time of the year there are also a lot of trees and vegetation obscuring large areas of the site and adequate coverage would probably require 2 or 3 cameras on 4 metre poles.”</p> <p>To consider whether the council will take any further action in this matter</p> |
| 8.  | <p>Proposed Budget and Precept for 2020/21</p> <p>The Planning &amp; Finance Committee have started work on the budget and precept for 2020/21 the first draft of which is attached</p> <p>To consider whether the council wishes to add any new projects to the budget for 2020/21</p> <p>To consider whether the council wishes to add anything to the Canon Park Field Development Project budget</p>  |
| 9.  | <p>Town Hall Cleaning Contract - Review</p> <p>Since the council increased the hours from four to six there have been no new complaints about the cleanliness of the Town Hall</p> <p>To review the Town Hall cleaning contract</p>   |
| 10. | <p>Canon Park Field Development - Planning Permission</p> <p>Advice has been sought from Stroud District Council planning department for the Canon Park Field Development Project. The MUGA and the 3m high fence may come under permitted development for Parish and Town Councils that own the land being used. However, we have been advised that the proposed floodlights may need planning permission.</p> <p>To authorise the Town Clerk to submit an application for a lawful development certificate and if necessary, a full planning application for the Canon Park Field Development Project</p>   |
| 11. | <p>Grant Evaluation Forms</p> <p>To note that Grant Evaluation Forms have been received from all recipients of Berkeley Town Council Grants given in January 2019</p>   |

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| 12. | <p>CCTV Speed Camera Trial</p> <p>Our CCTV provider asked for permission to run a trial for 4-6 weeks of a new CCTV Speed Camera they are developing. Our existing equipment is of the necessary spec needed to run the trial.</p> <p>To note that permission was granted under Financial Regulation item 3.5 by the Clerk in conjunction with the Chairman of the Council and the Chairman of the Planning and Finance Committee to allow Redhand to run a CCTV Speed Camera trial at no cost to the Council. Redhand will provide the necessary signage and they will make the data collected available to the Council on an informal basis on the understanding that it will not be used inappropriately.</p>   |
| 13. | <p>Reviving Ancient Market for Berkeley</p> <p>Berkeley is known as an ancient market town. If there was an ancient market there should be a charter, where this is likely to be held is unknown at this time.</p> <p>If we are able to find the necessary evidence and we want to revive the old market then there is possible funding available from Heritage Lottery.</p> <p>To consider whether the council wants the Clerk to carry out further research in to reviving the historic market (this may take some considerable time)</p>  |
| 14. | <p>New Market for Berkeley</p> <p>Please see enclosed legal topic note LTN 20 which sets out the position of Town Councils in relation to setting up a market.</p> <p>During investigations it was noted that there are several markets in operation in nearby towns which could be in competition with one in Berkeley. It was suggested that perhaps Berkeley could look in to a night time market instead.</p> <p>To set up a market, a risk assessment would be required, it would be necessary to allocate someone to manage the market and there will be costs involved. Street trading consent would need to be applied for, the fee for which will depend on the frequency e.g. a weekly market would require a fee of £1,100.00 per annum. A temporary road closure through SDC would be £85.00 but a more regular closure would need to be dealt with by Gloucestershire Highways</p> <p>To consider whether the council will continue to work on providing a market in the town</p> |
| 15. | <p>Car Parks</p> <p>There are two public car parks in Berkeley both owned and managed by Stroud District Council. SDC policy is to provide car parks in the town to facilitate visitors to the town therefore there is a waiting restriction on each car park of twenty-three hours.</p> <p>Stroud District Councillors Craig and Green told the council that SDC will sometimes hand over the car parks to the parish and town councils to manage themselves.</p> <p>The Clerk was instructed to seek information and the implications of taking on the car parks and/or having the restrictions lifted</p> <p>We have received a preliminary response from Stroud District Council - see attached</p> <p>To consider the next action Berkeley Town Council will take with regards to the car parks in Berkeley</p>   |

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| 16. | <p>Condition of Footways in Berkeley</p> <p>The Clerk was instructed to ask Gloucestershire Highways if they could improve the condition of the footways in Berkeley town centre. We have received a preliminary response - see attached</p> <p>To agree which members will meet with Paul Helbrow to discuss the condition of the footways.</p> <p>To agree a few dates to choose from in October for the site meeting.</p> |
| 17. | <p>Schedule of Payments</p> <p>To approve and agree to sign the payments on the schedule which may be made available at the meeting</p>  |
| 18. | <p>Sharing Information</p> <p>Councillors will take this opportunity to share information</p>  |
| 19. | <p>Date of next meeting</p> <p>The next meeting of Berkeley Town Council, will be held on Monday 21<sup>st</sup> October 2019 at 7.00 p.m. in the Town Hall, Berkeley.</p>   |