



# BERKELEY TOWN COUNCIL

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

Tuesday 14<sup>th</sup> July 2020

*You are hereby summoned to  
a virtual Zoom meeting of  
Berkeley Town Council  
On Monday 20<sup>th</sup> July 2020 at 6.30pm*

*Local Authorities have been handed new powers to hold meetings virtually by using video or telephone  
(please see details on how to join at the end of the agenda)*

  
Justine Hopkins  
Town Clerk

## AGENDA

1.	<p><b>Public Discussion</b> – Members of the public are welcome to attend. At this meeting the first sixty minutes is set aside for this purpose. A link to join this Zoom meeting is provided at the end of this agenda and on the website.</p> <p>The following will be carried out during public discussion:</p> <ul style="list-style-type: none"> <li>• <b>Casual Vacancy – Co-option of new member – see attached</b></li> <li>• <b>To welcome Project Manager Michael Carter from ‘Sports and Play Consulting Ltd’ to discuss the ‘Canon Park Development Project’ – see attached</b></li> </ul>
2.	<p><b>Apologies and absence</b> (all members, clerk and members of the public will be in attendance for the purposes of ‘The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020’ if they are in remote attendance)</p>
3.	<p><b>To receive declarations of interests and consider requests for dispensations</b></p>
4.	<p><b>To approve the minutes of the last meeting held on Monday 15<sup>th</sup> June 2020 via Zoom – see attached</b></p>
5.	<p><b>To consider Planning Applications</b></p> <ul style="list-style-type: none"> <li>• <b>S.20/1240/LBC</b> – Mariners Arms, 49 Salter Street, Berkeley – <b>Listed Building Application</b> – Change of use from former PH to form Retail Convenience store, alterations and extensions. Demolition of rear extensions and associated external works.</li> <li>• <b>S.20/1239/FUL</b> – Mariners Arms, 49 Salter Street, Berkeley – <b>Full Planning Application</b> – Change of use, alterations and extensions to the Former Mariners Arms PH to form a new Retail Convenience store. Demolition of rear extensions and associated external works.</li> <li>• <b>S.20/1281/HHOLD</b> – 4 Forest View Road, Berkeley – <b>Householder Application</b> – Demolition of existing disused brick chimney stack. Extension of existing single garage. Outbuilding window replaced by doors and existing outbuilding door bricked up.</li> </ul>

	To view the planning applications, go to: <a href="http://www.stroud.gov.uk">www.stroud.gov.uk</a>
6.	<b>To receive Planning Application Decisions</b> <ul style="list-style-type: none"> <li>• S.20/0979/LBC – 3 Market Place – Replacement floor - <b>Approved</b></li> </ul>
7.	<b>To receive the ‘Canon Park Development’ Consultation Results and discuss actions going forward – see attached</b> <ul style="list-style-type: none"> <li>• To agree that the results can be shared with the public</li> <li>• To discuss using a Project Manager</li> <li>• Tender Process</li> <li>• To discuss doing the tarmac for the parking area first as 3 quotes already received and funding in place</li> </ul>
8.	<b>To review the budget for 2020/21 – see attached</b>
9.	<b>To resolve that the Bank reconciliation and uncashed payments list dated 1<sup>st</sup> April to 31<sup>st</sup> May 2020 be authorised and signed by the Chairman of the Planning &amp; Finance Committee – see attached</b>
10.	<b>To note the payments made under the delegated authority of the Town Clerk for the period 1<sup>st</sup> April to 30<sup>th</sup> June 2020 – see attached</b>
11.	<b>To authorise the schedule of payments – the schedule will be read out at the meeting</b>
12.	<b>To discuss a report and draft proposal from Councillor Somerset regarding Stroud District Councils ‘Re-opening High Streets Safely Fund’ as previously discussed with all Councillors</b>
13.	<b>To note that the Consultation on Stroud District Council’s Statement of Licensing Policy for Alcohol, Entertainment and Late Night Refreshment Licensing is available for comments until 17<sup>th</sup> August</b>
14.	<b>To receive a report on the Internal Control Check 1<sup>st</sup> January to 31<sup>st</sup> March and to appoint a councillor to carry out the next one from 1<sup>st</sup> April-30<sup>th</sup> June (due now) – see attached</b>
15.	<b>To note that the Local Government Association has launched a consultation on a new model member Code of Conduct and that councils can respond up until 17<sup>th</sup> August</b>
16.	<b>To note actions required to re-open Council owned facilities</b> <ul style="list-style-type: none"> <li>• Park View &amp; Canon Park Play Areas re-opened after completion of a Risk Assessment by Cllr Stevenson, Cllr Tucker and the Clerk. The equipment, benches and gates were washed, disinfected and rinsed by a professional cleaning company prior to re-opening. Signage has been provided at both parks in line with Government Guidance for use.</li> <li>• To discuss re-opening the Town Hall - A Covid-19 Risk Assessment needs to be completed and Government Guidance followed. We have a legal responsibility under Health &amp; Safety law and must take reasonable measures to ensure the premises, access to it and any equipment provided are safe for people using it as far as is reasonably practical.</li> </ul>

17.	<b>To consider spreading the risk by opening another Bank Account as minutes June 2019</b>
18.	<b>To note the setting up of a stakeholder group to discuss thefts of produce from the Allotments</b>
19.	<p><b>To note the following policies have been reviewed by the Staffing Committee:</b>  The following policies were reviewed and it was <b>resolved</b> to adopt them:</p> <ul style="list-style-type: none"> <li>• Bullying &amp; Dignity at Work</li> <li>• CCTV</li> <li>• Charging Policy</li> <li>• Code of Conduct</li> <li>• Complaints Procedure (new)</li> <li>• GDPR General Privacy Notice</li> <li>• GDPR Privacy Notice for staff, councillors and role holders</li> <li>• Financial Regulations</li> <li>• Grants Policy, application form and monitoring form</li> <li>• Standing Orders</li> <li>• Financial Risk Register</li> </ul> <p>The following policies are still under review:</p> <ul style="list-style-type: none"> <li>• Disciplinary Policy</li> <li>• Equal Opportunities</li> <li>• Lone Working</li> <li>• Media &amp; Social Media Policy</li> <li>• Publication Scheme</li> </ul>
20.	<p><b>To discuss Pavilion improvements</b></p> <ul style="list-style-type: none"> <li>• Gutter repair</li> <li>• Possible insurance claim for leak in kitchen</li> <li>• Damp changing rooms due to extraction units not working</li> <li>• Ruined frosting on windows</li> </ul>
21.	<p><b>To discuss matters regarding Coronavirus</b></p> <ul style="list-style-type: none"> <li>• Booster Box Scheme</li> <li>• Successful application to GCC 'Growing our Communities Fund' (£4000). County Councillor Brian Tipper has helped us to secure a grant, to help cover costs of the Food Booster Box scheme and Town Recovery Plan (to help with re-opening of council owned facilities for the benefit and safety of residents, regular cleaning &amp; sanitising of play areas, deep clean of the Town Hall/buildings, Anti-Bac stations, printing etc).</li> <li>• To note that the Competition entries will be judged in the August meeting</li> <li>• Berkeley Public Toilets have now re-opened</li> </ul>
22.	<p><b>Sharing Information</b>  Councillors will take this opportunity to share information</p>
23.	<p><b>Date of next meeting</b>  To be discussed</p>

**Berkeley Town Council is inviting you to a scheduled Zoom meeting.**

Topic: Full Council Meeting

Time: Jul 20, 2020 06:30 PM London

**Join Zoom Meeting**

<https://zoom.us/j/92110159064?pwd=Um1iaVRDYTVnQkF6aDNFRDNmMjVadz09>

Meeting ID: 921 1015 9064

Password: 815380

**Join by Telephone**

Call 0131 460 1196 (other numbers shown below)

Meeting ID: 921 1015 9064

Password: 815380

**Other UK Numbers**

0203 481 5237

0203 481 5240

0208 080 6591

0208 080 6592

0330 088 5830