



*Berkeley Town Council Meeting held on
Monday 17th August 2020 at 7pm
Via Zoom*

*Local Authorities have been handed new powers
to hold meetings virtually by using video or telephone*

MINUTES

Present by Video link:

Councillor P Stevenson (Chairman)
Councillor P Hall
Councillor G Harcourt
Councillor D Howell
Councillor K Palmer
Councillor R Pinnell
Councillor Q Somerset
Councillor T Tucker

J Hopkins (Clerk)

1.	<p>Public Discussion</p> <p>Four members of the public were in attendance, along with Stroud District Cllr Gordon Craig and Gloucestershire County Cllr Brian Tipper.</p> <p>Mariners Arms Planning Application-Stephen Cox from Gould-Singleton Architects (planning agent for Co-op) attended via Zoom to address the working party comments that had been sent to him (see attached). He addressed the following concerns:</p> <ul style="list-style-type: none">• They fully respect the heritage and followed due protocol with the District Council and asset heritage who guided the design in accordance with local policy.• They acknowledge the heritage of the site and will recognise it in the entrance area where there will be a community board. The Co-op will work with the local community on this. They said that by keeping the front of the listed building the same that it was preserving the history of the building. The Council disagree and would like it to be a condition of the application that there is an area for tourists to read all about the history either on the green or the front of the building so tourists and passers by can see it (they felt a board inside was not acceptable), the Council would like this to be in the form of a flower bed (possibly in a boat), bench and interpretation board acknowledging the history of the building.• They agreed that screening could be provided and will plant 2-3 semi-mature trees behind the visibility line,• They agreed to increase the number of cycle racks to six and there will be an electric car point and an area to tie up dogs.• The car park will be lit using the existing lighting, there will be more lighting towards the southern end of the car park to ensure it is safe to walk to these car parking spaces.• The query regarding ensuring that there will be no new parking restrictions is not
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	<p>part of their application.</p> <ul style="list-style-type: none"> • Our concerns regarding the new entrance from Lynch Road-the transport assessment did consider the existing access. After a road safety audit, it was decided that there were too many conflicts and there would be significant safety improvements by moving it to Lynch Road to maintain separation between delivery vehicles and customer parking. The Council were concerned that the extra traffic being created by the College and new Police training centre at the Magnox site had not been taken into account. Highways also have an issue with lorries mounting the kerb and eroding the grass on the green, and a test has proved this happens by about 8 inches. Section.278 'Works to a Public Highway' will allow the Co-op to undertake local enhancement at the pinch point to stop further erosion of the green. This will also help with other traffic and buses. • Highways are also looking at tactile paving cross over positions to safely cross the road • Traffic Management-The site must be kept clearly visible and they have demonstrated that there is enough room in the car park for manouvering. • Loss of a public house-this was recognised but also told us that the Co-op were extremely keen to purchase the site and bought it 'at risk'. • Delivery times and noise issues-Delivery times are 7am-11pm and the noise statement has come back well below ambient background noise levels. • The Council are keen to ensure that the existing co-op is not left empty, the co-op will want to preserve their position in the town so not lease it to a competitor. The Council discussed splitting the building in two to attract small businesses that will be diverse in terms of retail provision, if the co-op has trouble renting it. • It was asked to what extent Covid19 has been factored into the design of the building? The current situation has not been factored into the design as it was in Feb/March. They could consider a small canopy along the frontage but do not want to encourage anti-social behaviour. This could be a temporary cover in case of guidelines recommending the number of shoppers allowed in is reduced again. • The inconsistency regarding the actual year the pub closed was not of concern. The signage regarding the planning application went up late due to Covid19 restrictions. <p>The District and County Councillors shared information with Berkeley Town Council. It was agreed to add an item to the September agenda for all three Councils and our Member of Parliament to join together to provide a united front to request an improved service for Broadband and Mobile signals.</p>
2.	<p>Apologies and absence (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) Councillor Sealey gave her apologies.</p>
3.	<p>To receive declarations of interests and consider requests for dispensations Cllr Pinnell declared an interest in item 16 (SARA lifeboat funding request), and did not take part in the discussion or decision.</p>
4.	<p>To approve minutes of the following meetings:</p> <ul style="list-style-type: none"> • Full Council Monday 15th June 2020 via Zoom – Resolved to adopt. • Staffing Committee Monday 29th June via Zoom – Resolved to adopt. • Full Council Monday 20th July 2020 via Zoom – Resolved to adopt.

	All the above minutes were adopted and it was agreed that they can be signed by the Chairman of the relevant meeting at a later date.
5.	<p>To consider Planning Applications</p> <ul style="list-style-type: none"> • To receive the working party notes on Application S.20/1239/FUL – Mariners Arms, 49 Salter Street, Berkeley – Full Planning Application – 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 – After a discussion it was agreed that the Clerk will combine the notes from the Working Party meeting and the notes from our discussion with Stephen Cox and upload to the planning portal. <p>Cllr Palmer left the meeting.</p> <ul style="list-style-type: none"> • S.20/1501/HHOLD – 7 The Leys, Berkeley – Householder Application – Rear two storey and single storey extension-It was agreed to make the following comment: The Town Council has noted the comments from nearby properties and would like all efforts made to respect their privacy. • S.20/1527/FUL – The Vicarage, Church Lane, Berkeley – Full Planning Application – Erection of length of boundary wall (to replace demolished unsafe section) Erection of length of boundary wall (to replace demolished unsafe section)-It was agreed to support this application. • S.20/1528/LBC – The Vicarage, Church Lan, Berkeley – Listed Building Application <p>To view the planning applications, go to: www.stroud.gov.uk</p>
6.	<p>To receive Planning Application Decisions</p> <p>The following decisions made by the Local Planning Authority were duly noted:</p> <ul style="list-style-type: none"> • S.20/0599/FUL – The Store Building, Jumpers Lane – Permitted • S.20/1039/HHOLD – 21 Hillcrest - Permitted
7.	<p>To authorise the schedule of payments</p> <p>It was resolved to approve the schedule of payments and it was agreed that the online payments can be made.</p>
8.	<p>To review the Finance Report (actuals/budget for 2020/21)</p> <p>The finance report was reviewed and noted.</p>
9.	<p>To resolve that the Bank reconciliation and uncashed payments list dated 1st June-30th June 2020 be authorised and signed</p> <p>It was resolved that the Bank reconciliation and uncashed payments list be authorised and signed at a later date.</p>
10.	<p>To note and consider the outcome from the External Auditors Report</p> <p>The external audit report was duly noted. It was noted that an ‘except for matters’ was raised on the audit as an unpaid Direct Debit was incorrectly included as an item of expenditure and as a reconciling item in the bank reconciliation. The clerk explained that next year, we will restate the figures for boxes 4 and 8 for 19/20 and present a bank reconciliation that does not include the direct debit.</p>
11.	<p>To consider ‘Sports and Play Consulting Limited’ revised proposal for Project Support for Canon Park Development Project after a site meeting with Cllr Tucker, Palmer, Somerset, Howell and non-councillor committee members Mark Edwards & Justin Lane</p>

	<p>– see attached, and to discuss the budget.</p> <p>The meeting held on site with Michael Carter highlighted the complexity of the project and after a discussion, it was resolved to accept the proposal (Revision 1 £9925.00) for him to support and manage the entire project. It was also proposed to move £10,000 from the staffing budget to the Canon Park Development budget.</p>
12.	<p>To judge Art Competition entries and discuss prizes – see attached</p> <p>The entries were considered and the following resolved: Competition 1 winner– Street Party poster – Free Jumper Competition 2 winner – Rainbow or Bear – A Rainbow Road Competition 3 winner – Photography – Purton Hulks Competition 4 – no entrants</p> <p>It was resolved to award £25 High Street Vouchers to the winners and £10 to all other entrants (total £135).</p>
13.	<p>To agree changes to Financial Regulations 9.5, to confirm process for receipt of cash/cheques, as requested by the Internal Auditor:</p> <p>‘The Clerk/RFO will issue a receipt to the payee and complete a ‘paying in details’ form when banked.’</p> <p>It was resolved to make these changes.</p> <p>To following was also noted: that the changes to Financial Regulations, resolved on 18.5.20, item 11, minutes, were applicable to 4.1 and 4.5 not 5.6 as minuted.</p>
14.	<p>To consider initial proposals for the ‘Re-opening High Street Safely Funding Scheme’ (see attached) following a site meeting, report presented to SDC and subsequent discussions with SDC and GCC. Cllr Somerset will report verbally on the advice and recommendations and propose a vote on the revised proposal (if available).</p> <p>Cllr Somerset reported verbally on the revised proposal after meeting with SDC & GCC. The low level items such as signs, stencils, reminding people to wear masks, keep 2m apart and ‘20 is plenty’ have been ordered. He discussed the other (high level) considerations which are being discussed with the shopkeepers, to make the town safe for shoppers again. The changes will be temporary and he will keep a weekly dialogue with the shopkeepers as we do not want to do anything that is detrimental to business. The new proposal includes a questionnaire for businesses. Cllr Harcourt said that it must be taken into consideration how the less able will get into the pharmacy.</p> <p>Cllr Howell proposed that the High-level, medium-long term elements are taken back to the ‘Town Improvement Committee’ to work in consultation with the residents and businesses. He also would like to see a face to face meeting. Cllr Somerset explained that this is not the Town Improvement Committee it is a Covid19 response from the District Council to Re-open High Streets Safely and will be temporary. The Clerk advised that NALC are still recommending not meeting in person and that we resolved to hold all committee business in the Main Council meetings for now. Cllr Howell requested that it is recorded who voted for or against.</p> <p>Cllr Harcourt seconded the proposal. Three voted for (DH, RP, GH) and three against (QS, PS, TT) and the Charman used his second vote against. PROPOSAL REJECTED.</p> <p>Cllr Somerset proposed the Covid19 v5 is sent to SDC for further consideration. Cllr Tucker seconded. Three voted for (QS, PS, TT) and three against (DH, RP, GH) and the Chairman used his second vote for. PROPOSAL AGREED.</p>

15.	<p>To consider fencing or planting at the Western Corner of Sarah's Field as recommended in the Risk Assessment Report</p> <p>It was resolved not to put a fence along the Rhyne as there are no fences anywhere else along the stretch on other public/private land.</p>
16.	<p>To consider a request for funding from SARA Lifeboat Station</p> <p>It was resolved to ask SARA to apply again in January when we consider grants.</p>
17.	<p>To discuss re-opening the Town Hall</p> <p>It was resolved for the Clerk to start the Risk Assessment and to start getting quotes for sanitiser stations etc.</p>
18.	<p>To note that CMAS have informed us of their withdrawal from youth delivery work and to discuss putting together a new tender document for a new Youth Club provider</p> <p>It was resolved that the Clerk will start to put together a tender document.</p>
19.	<p>To consider three quotes for a Noticeboard at the Allotments</p> <p>It was resolved to accept quote 3 for the Classic Aluminium Noticeboard.</p>
20.	<p>To note that Grant Evaluation Forms have been received from all recipients of Berkeley Town Council Grants given in January 2020</p> <p>The Clerk explained that all the forms have been received with most saying that the grant has not been spent due to Covid19 restrictions.</p>
21.	<p>To note an insurance claim for the water leak in the kitchen at the Pavilion</p> <p>It was noted that the insurance claim for the water leak has been received and will be passed onto the football club when they have quotes for the work.</p>
22.	<p>To discuss matters regarding Coronavirus</p> <ul style="list-style-type: none"> • Booster Box Scheme-We have now delivered over 1000 Booster Boxes and the Clerk discussed the financial spreadsheet. The numbers are now reducing as the Covid19 support group are phoning everyone and helping people to maintain social contact.
23.	<p>Sharing Information</p> <p>Councillors took this opportunity to share information.</p>
24.	<p>Date of next meeting</p> <p>The next meeting will be held on Monday 21st September via zoom.</p>