



BERKELEY TOWN COUNCIL

Town Hall
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*Berkeley Town Council meeting held on
Monday 19th October 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/telephone link:

Councillor P Stevenson (Chairman)
Councillor P Hall
Councillor D Howell
Councillor K Palmer
Councillor J Sealey
Councillor Q Somerset
Councillor T Tucker
Mark Edwards (Member of the Canon Park Committee) *
J Hopkins (Clerk)

*in attendance for part of the meeting

1.	<p>Public Discussion</p> <p>Casual Vacancy – Co-option of new member</p> <p>Three candidates expressed an interest in the vacancy, each one discussed their reasons for wanting to be a Councillor. After the voting process, the Council welcomed Elizabeth Carter as our new member. Elizabeth will be given a welcome pack and sign the 'Declaration of Acceptance of Office' this week.</p> <p>Three members of the public were in attendance, along with Stroud District Councillors Gordon Craig and Haydn Jones, and Gloucestershire County Councillor Brian Tipper, who shared information with us.</p> <p>The Clerk gave an update on the Booster Box scheme.</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)</p> <p>Councillor Harcourt was absent.</p>
3.	<p>To receive declarations of interests and consider requests for dispensations</p> <p>There were none.</p>
4.	<p>To approve the minutes of the following meetings:</p> <ul style="list-style-type: none">• Full Council Monday 21st September 2020• Staffing Committee Meeting Monday 28th September 2020 <p>It was resolved to adopt both sets of minutes and it was agreed that they can be signed by the Chairman of the relevant meeting at a later date.</p>

5.	<p>To receive an update on the Canon Park Development Project</p> <p>The following was noted:</p> <ul style="list-style-type: none"> • Stroud District Council Youth Work Team raised some concerns regarding the 3G surface of the MUGA, they have now discussed the matter with Krista Harris (SDC Senior Community Infrastructure Officer) and are happy to reaffirm support for the project (see attached for bullet points to be referenced in the project proposal form). • Version 2 of the Project Proposal form (including the above) has now been submitted to SDC. • The Main Tender Document has now been uploaded to the Government Contracts Finder Website and is also on the Berkeley Town Council Website. There have been 16 expressions of interest and the Project Manager has held site meetings today. • Planning-Discussions have started with Stroud District Council. It was resolved to book a site visit for £123, to get some initial feedback (we need to determine the location, what surveys are required (noise, ecology, drainage and use of the MUGA). The Chair of Canon Park Development Committee, Councillor Sealey, will attend. • Tarmac of the car park area will begin w/c 9th November. • The Clerk has taken advice regarding claiming VAT back on the build. Currently we are not VAT registered, but claim back VAT using a 126 form. See below for advice received via GAPTC: <p><i>If the council is reclaiming VAT using a VAT126 form, they are not registered for VAT. Whether the council can reclaim VAT on the work depends on how they are going to use the facilities. The play area and fitness equipment are likely to be free to use and won't present a problem for reclaiming VAT. If the MUGA is going to be free to use, this won't present a problem either as there are no limits on reclaiming VAT on non-business activities. However, if the council is intending to charge for use of the MUGA, this will affect their ability to reclaim VAT on the MUGA costs. If that is the case, we need to know what the MUGA itself will cost, what it will cost to run and what the council's proposals are for charging, so we can advise them properly. The council will need to pay VAT on the purchases and it will need to make sure it has sufficient reserves to cover this until a VAT refund is obtained. An unregistered council can reclaim VAT for any complete calendar month, so the council can submit a claim at the end of a month where a large invoice is received</i></p> <p>The Clerk has followed this up explaining that we may charge for commercial bookings of the MUGA but also provide free open sessions a lot of the time, and asked for more advice.</p>
6.	<p>To consider Planning Applications</p> <ul style="list-style-type: none"> • S.20/1889/LBC – 42 High Street – Listed Building Application – Installation of electric gates to property (retrospective)-No comments
7.	<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.20/1527/FUL – The Vicarage, Church Lane – Permitted • S.20/1501/HHOLD – 7 The Leys – Permitted
8.	<p>To consider, discuss and amend, the first draft of the Budget and Precept for 2021/22 – see attached (as worked on by the Clerk and Chair of the Planning & Finance committee)</p> <p>Cllr Somerset discussed his power point presentation, and after a discussion it was agreed that all queries would be emailed to him. Preparing the budget will now be discussed at every meeting until it is agreed in January.</p>

9.	<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>
10.	<p>To review the Finance Report (actuals/budget for 2020/21)</p> <p>The finance report was reviewed and noted.</p>
11.	<p>To resolve that the Bank Reconciliation dated to 31st August 2020 be authorised and signed at a later date</p> <p>It was resolved that the Bank Reconciliation be authorised and signed at a later date.</p>
12.	<p>To receive a verbal report from Cllr Somerset on the progress of the ‘Re-opening High Streets Safely scheme’</p> <p>Cllr Somerset summarised his findings and amendments to the proposal, after speaking to local businesses, and support was re-affirmed by a majority vote. The changes will be continually reviewed.</p>
13.	<p>To discuss the completed Risk Assessment for re-opening of the Town Hall (same as sent in September).</p> <p>It was agreed to keep the Town Hall closed and the following was noted:</p> <ul style="list-style-type: none"> • Sanitising Station now ordered • Track and Trace QR code now in place and asking visitors to wear masks
14.	<p>To elect a new member to serve on the Board of the Burial Committee</p> <p>It was resolved to appoint Elizabeth Carter as our representative on the Berkeley Burial Board Committee.</p>
15.	<p>To discuss proposals for winding up SDRSG</p> <p>It was resolved to put our name forward to go in the ballot to purchase both VAS systems. This would come from the Town Improvement reserve budget.</p>
16.	<p>The Clerk will run through the current Action List</p> <p>The Action List was noted and it was agreed that it should have names and dates against each item.</p>
17.	<p>Sharing Information</p> <p>Councillors took this opportunity to share information.</p>
18.	<p>Date of next meeting</p> <p>The next Full Council meeting will be on Monday 16th November at 7pm via Zoom.</p>