



*Berkeley Town Council meeting held on  
Monday 16<sup>th</sup> November 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 E Carter

Councillor P Hall

Councillor D Howell

Councillor J Sealey\*

Councillor Q Somerset

Councillor T Tucker

J Hopkins (Clerk)

\*in attendance for part of the meeting

1.	<p><b>Public Discussion</b></p> <p>We welcomed Ben Stone, Community Engagement Manager from Gigaclear who reported on the rollout of Gigaclear's new ultrafast fibre network in Berkeley.</p> <p>Two members of the public were in attendance, along with Stroud District Councillors Gordon Craig, Lindsey Green, Haydn Jones, and Gloucestershire County Councillor Brian Tipper, who all shared information with us.</p> <p>The Clerk gave an update on the Booster Box Scheme.</p>
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> <p>Councillors Harcourt and Palmer gave their apologies.</p>
3.	<p><b>To receive declarations of interests and consider requests for dispensations</b></p> <p>Councillor Carter declared an interest in Item 6, planning 2338, and was put in the waiting room during the discussion.</p>
4.	<p><b>To approve the minutes of the last meeting held on Monday 19<sup>th</sup> October 2020 via Zoom</b></p> <p>It was <b>resolved</b> to adopt the minutes of the meeting held on Monday 19<sup>th</sup> October and it was agreed that they can be signed by the Chairman at a later date.</p>

5.	<p><b>Canon Park Development</b></p> <p>It was <b>resolved</b> to re-start the 'Canon Park Development Project Committee' and it was <b>resolved</b> to add Elizabeth Carter as a member of the Committee (Standing Orders were suspended for this to re-start as it isn't 6 months since the resolution was put in place due to Covid). The meeting will be on Monday 30<sup>th</sup> November at 7pm via Zoom. The recommendations from this meeting will be discussed at the December Full Council Meeting.</p>
6.	<p><b>To consider Planning Applications</b></p> <ul style="list-style-type: none"> <li>• S.20/2156/FUL – 15A Salter Street – Replacement of 7 windows and a door- It was agreed to make the following comment: Berkeley Town Council would like to highlight the comments made by the Conservation Officer regarding concerns over UPVC windows.</li> <li>• S.20/2307/HHOLD – 7 Howmead – Single storey rear extension-No comments</li> <li>• S.20/2338/HHOLD-26 Lynch Road – Demolish existing kitchen, utility and outhouse to be replaced with two storey extension to the rear-No comments</li> <li>• S.20/2250/TCA – 5 Salter Street – Trees in a conservation area. Sycamore-cut down to ground level-Berkeley Town Council would like to see another tree planted elsewhere within the Conservation Area.</li> </ul>
7.	<p><b>To receive Planning Application Decisions</b></p> <p>The following decision made by the Local Planning Authority was duly noted:</p> <ul style="list-style-type: none"> <li>• S.20/1889/LBC-42 High Street-Application Approved</li> </ul>
8.	<p><b>To consider, discuss and amend, the draft of the Budget and Precept for 2021/22</b></p> <p>The Clerk discussed the Canon Park future maintenance costs for the MUGA. A business plan is being worked on which should give us some figures by the December meeting.</p>
9.	<p><b>To authorise the schedule of payments</b></p> <p>It was <b>resolved</b> to approve the schedule of payments and it was agreed that the online payments can be made.</p>
10.	<p><b>To review the Finance Report (actuals/budget for 2020/21)</b></p> <p>The finance report was reviewed and noted.</p>
11.	<p><b>To resolve that the Bank Reconciliation dated to 30<sup>th</sup> September 2020 be authorised and signed at a later date</b></p> <p>It was <b>resolved</b> that the Bank Reconciliation be authorised and signed at a later date.</p>
12.	<p><b>To receive a verbal report from Cllr Somerset on the progress of the 'Re-opening High Streets Safely scheme'</b></p> <p>Plans have been submitted to Stroud District Council and a review meeting is being set up with Gloucestershire County Council Highways.</p>
13.	<p><b>To discuss actions during the second coronavirus lockdown</b></p> <p>The following was agreed:</p>

	<ul style="list-style-type: none"> <li>• To keep the Town Hall closed</li> <li>• That the Risk Assessments for the playgrounds are still fit for purpose and do not need updating since being re-opened in July (Park View and Canon Park playgrounds are being regularly sanitised and cleaned)</li> <li>• That the Clerk is in regular contact with the Coronavirus support group offering help and support where required</li> <li>• Booster Boxes are on-going but will be discussed in more detail at the December meeting. The foodbank are now storing food in the Town Hall.</li> <li>• Stroud District Council will be sending out a second wave yellow letter to all residents with details of available support</li> </ul>
14.	<p><b>To note the payments made under the delegated authority of the Town Clerk for the period 1<sup>st</sup> July to 30<sup>th</sup> September 2020</b></p> <p>The payments under delegated authority were noted.</p>
15.	<p><b>To discuss the Royal British Legion Donation</b></p> <p>It was <b>resolved</b> to donate £450 to the Royal British Legion.</p>
16.	<p><b>To appoint a councillor to carry out the internal control check for 1<sup>st</sup> July to 30<sup>th</sup> September 2020</b></p> <p>Cllr Tucker agreed to carry out the internal check.</p>
17.	<p><b>To agree the following</b></p> <p>It was <b>resolved</b> to agree the following:</p> <ul style="list-style-type: none"> <li>• Clerk SLCC membership (£227 pa plus £15 joining fee)</li> <li>• Training courses for new councillors - Be a better councillor part 1 and 2</li> <li>• VAT course for the clerk</li> </ul>
18.	<p><b>To discuss a new dog bin in the Canon Park/Hillcrest Area</b></p> <p>It was <b>resolved</b> to order a new dog bin and ask Stroud District Council to add it to their collection at a cost of £53 per annum. It was agreed for it to be sited as near as possible to the footpath from Canon Park to the new estate, but this will need to be agreed with SDC.</p>
19.	<p><b>To receive an update on the Youth Tender</b></p> <p>The Youth Forum are helping with this tender document but this has been slowed down due to the latest lockdown and will commence as soon as Government Guidance allows.</p>
20.	<p><b>To discuss arrangements for Christmas Decorations in the Town</b></p> <p>The Men's Shed have made 10 lanterns, the tree will be delivered (and the Town Hall will be decorated) on 1<sup>st</sup> December. This year the Town Hall is the first switch on for the 'Berkeley and Sharpness Advent Windows' which will be shown on facebook live. Councillors Somerset and Tucker have agreed to help with the decorations and will follow social distancing guidelines.</p>
21.	<p><b>It was noted that the following policies have been reviewed and approved by the staffing committee:</b></p> <ul style="list-style-type: none"> <li>• Disciplinary Policy</li> </ul>

	<ul style="list-style-type: none"><li>• Equality and Diversity Policy</li><li>• Lone Working</li><li>• Media</li><li>• Social Media</li><li>• Publication Scheme</li></ul> <p>It was also agreed to consider a co-option policy. All policies will be uploaded to the website.</p>
22.	<b>Sharing Information</b> Councillors took this opportunity to share information.
23.	<b>Date of next meeting</b> The next Full Council meeting will be on Monday 14 <sup>th</sup> December at 7pm via Zoom. The December meeting always falls on the second Monday.