



*Berkeley Town Council meeting held on  
Monday 14<sup>th</sup> December 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 K Palmer  
Councillor Q Somerset  
Councillor T Tucker  
J Hopkins (Clerk)

1.	<p><b>Public Discussion</b></p> <p>One member of the public was in attendance, along with Stroud District Councillors Gordon Craig and Lindsey Green, who both shared information with us.</p> <p>There was an update on the Booster Box Scheme and it was <b>resolved</b> to end the scheme on 31<sup>st</sup> January 2021. The foodbank is available to all, via delivery at the moment, and will be permanently in the Berkeley library soon.</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) Councillor Harcourt and Councillor Sealey gave their apologies.</p>
3.	<p><b>To receive declarations of interests and consider requests for dispensations</b></p> <p>Cllr Tucker declared a personal interest in Item 5, planning application 2257. Cllr Stevenson declared a personal interest in Item 5, planning application 2475.</p>
4.	<p><b>To approve the minutes of the last meeting held on Monday 16<sup>th</sup> November 2020 via Zoom</b></p> <p>It was <b>resolved</b> to adopt the minutes of the meeting held on Monday 16<sup>th</sup> November and it was agreed that they can be signed by the Chairman at a later date.</p>
5.	<p><b>To consider Planning Applications</b></p> <ul style="list-style-type: none"><li>• <b>S.20/2257/HHOLD</b> – Householder Application -28 Park View Road – Erect a conservatory with wc and utility areas to the rear elevation-<b>No comments</b></li><li>• <b>S.20/2339/FUL</b> – Full Planning Application – 17 Canonbury Street – Proposed demolition of an existing unused triple garage and erection of a 1.5</li></ul>

	<p>storey, three bedroom dwelling-<b>No comments</b></p> <ul style="list-style-type: none"> <li>• <b>S.20/2478/TCA</b> – Trees in a Conservation Area – 40 High Street – <b>No comments</b></li> <li>• <b>S.20/2404/TCA</b> – Trees in a Conservation Area – 9 High Street – <b>No comments</b></li> <li>• <b>S.20.2509/HHOLD</b> – Householder Application – 7 Fieldview – Extension on original footprint to provide third storey and a first floor extension of the existing to the rear-<b>No comments</b></li> <li>• <b>S.20/2475/TCA</b> – Trees in a Conservation Area - 40 Lantern Close – <b>No comments</b></li> <li>• <b>S.20/2544/HHOLD</b> – Householder Application – Canon House, Canonbury Street – External wall insulation to the north facing (rear) wall-<b>No comments</b></li> <li>• <b>S.20/2497/LBC</b> – Listed Building Application – 5B High Street – Replace existing sand and cement render with a lime render-<b>No comments</b></li> <li>• <b>S.20/2598/HHOLD</b> – Householder Application - Dol Y Garth, Stock Lane – Single storey side and front extension-<b>No comments</b></li> </ul>
6.	<p><b>To receive Planning Application Decisions</b></p> <p>The following decisions made by the Local Planning Authority were duly noted:</p> <ul style="list-style-type: none"> <li>• S.20/1570/FUL-Relocate the Yurt-<b>Permitted</b></li> <li>• S.20/0897/HHOLD-22 Canon Park-<b>Permitted</b></li> <li>• S.20/1643/TCA-60 High Street-<b>Consent</b></li> <li>• S.20/1786/FUL-Old School House-Change of use-<b>Permitted</b></li> </ul>
7.	<p><b>To approve the following recommendations from the Canon Park Development Committee</b></p> <p>It was <b>resolved</b> to accept all the following recommendations from the Canon Park Development Committee:</p> <p>The Canon Park Committee <b>recommends</b> that the following tenders be accepted:</p> <ul style="list-style-type: none"> <li>• Lot 1: Blakedown Sports</li> <li>• Lot 2: Wicksteed</li> <li>• Lot 3 : Fresh Air Fitness</li> </ul> <p>This is based on the scoring matrix within the tender documents and using the Play and Fitness Assessments, as suggested by Sports and Play Consulting.</p> <p>It was also resolved, to <b>recommend</b> to Full Council, to include the recommended additions, and removals to keep the project within budget. This includes an extra 1m run off, de-contamination area, extra gate and tarmac pathway for Lot 1, and removal of goal recess. On Lot 2 remove 1 picnic table and bench and remove the pathway which will now be part of Lot 1.</p> <p>It was resolved, to <b>recommend</b> to Full Council, to purchase the maintenance package, for at least the first year (we will try to negotiate on the price), and then consider purchasing the maintenance machine and employing someone at a later date. The bookings were discussed with the hope that it will become self-sufficient.</p> <p>To <b>note</b> that Stroud District Council have confirmed that our Project Proposal has been approved by Management. The approved amount is £151,228.00 from planning application S.14/0619/FUL. Details on how to claim the funding have been provided.</p> <p>To note VAT Implications on the build, and to discuss involving a specialised company: It was resolved, to <b>recommend</b> to Full Council, that we accept the quote (£600) and that it is split between Main Council Activity and Canon Park, as some of the advice is generic to council activities including the Town Hall.</p>

8.	<p><b>To continue work on the draft Budget and Precept for 2021/22 – as attached, and to recommend for approval at the January meeting</b></p> <p>The draft budget was noted and discussed. It will require further discussion before approval.</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. It was <b>resolved</b> to transfer the following from the contingency budget:</p> <table border="1" data-bbox="323 506 1362 761"> <thead> <tr> <th>Cost Code</th> <th>To</th> <th>From</th> </tr> </thead> <tbody> <tr> <td>Donations</td> <td>150.00</td> <td></td> </tr> <tr> <td>Town Hall Running Costs (due to low income due to covid)</td> <td>2800.00</td> <td></td> </tr> <tr> <td>Town Hall Maintenance (will go over budget when decorating complete-see item 15)</td> <td>2500.00</td> <td></td> </tr> <tr> <td>Contingencies</td> <td></td> <td>5450.00</td> </tr> </tbody> </table>	Cost Code	To	From	Donations	150.00		Town Hall Running Costs (due to low income due to covid)	2800.00		Town Hall Maintenance (will go over budget when decorating complete-see item 15)	2500.00		Contingencies		5450.00
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11.	<p><b>To resolve that the Bank Reconciliation dated to 31<sup>st</sup> October 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 report from Cllr Somerset on the progress of the ‘Re-opening High Streets Safely scheme’</b></p> <p>Cllr Somerset outlined the final plan as discussed with Stroud District Council and Gloucestershire County Council:</p> <ul style="list-style-type: none"> <li>• Covid is still with us and figures in Gloucestershire are fluctuating</li> <li>• BTC has identified a number of locations which experience some pedestrian congestion at some point in the day/week. This congestion may discourage some pedestrians, especially those in high risk groups, or with mobility issues. The congestions also may cause some pedestrians to step off the pavement, into the road, to maintain a safe distance.</li> </ul> <p>Revised proposals for social distancing in the town centre have now been formally lodged, with Stroud District Council, as follows:</p> <ul style="list-style-type: none"> <li>• Temporarily remove one parking space and introduce barriers outside the chip shop</li> <li>• Temporarily remove one parking space and introduce barriers outside the Opticians (considering a temporary cycle rack-would be at BTC expense)</li> <li>• Temporarily remove two or three parking spaces outside the One Stop and introduce barriers (an extra space due to visibility issues from Coach Close)</li> </ul> <p>A letter is being sent to all businesses in the Town asking for them to follow Government Guidance regarding queuing, hands-space-face, and to ask any with street furniture to arrange to remove it to maximise space on pavements.</p>															
13.	<p><b>To discuss re-starting the Planning &amp; Finance Committee</b></p> <p>It was <b>resolved</b> to re-start the Planning and Finance Committee (via zoom) on the second Monday of the month. In January it will be the second Tuesday (12<sup>th</sup>) as there is already a Canon Park meeting planned for the Monday. It was <b>resolved</b> to add Cllr Hall as a member of the Committee.</p>															
14.	<p><b>To consider quotes for decoration of the Town Hall Toilets</b></p> <p>It was <b>resolved</b> to accept Quote 5, Andy Spurgeon.</p>															

15.	<p><b>To consider quotes for installation of the Litter Bin and Noticeboard</b>  We are still waiting for one quote so it was agreed to move this to the next meeting in January.</p>
16.	<p><b>To note that Berkeley Town Council were not successful with their bid for the SDRSG VAS mobile cameras (15 councils entered)</b>  This was noted.</p>
17.	<p><b>To note the Internal Audit for 1<sup>st</sup> June to 30<sup>th</sup> September carried out by Cllr Tucker – see attached</b>  The Internal Control check was duly noted.</p>
18.	<p><b>To discuss Winter Weather arrangements and consider nominating a Snow Warden, and to note that there are supplies of salt in the Town Hall.</b>  It was agreed that all Councillors will try to act as Snow Wardens and will make people aware that there is supplies of salt available at the Town Hall (when we get weather warnings of possible snow).</p>
19.	<p><b>To agree work days for Sarah’s Field for 2021/22</b>  It was resolved to allow for 9 days in 2021/22 (one per month, and two per month in May-Sept). The two community days have not been held due to covid so these can be carried over.</p>
20.	<p><b>To note new Christmas Lights in the Mariners Tree in the Town and that the Clerk used her delegated powers for an emergency spend as Financial Regs 4.5 – see attached quotes form.</b>  This was noted.</p>
21.	<p><b>Sharing Information</b>  Councillors took this opportunity to share information.</p>
22.	<p><b>Date of next meeting</b>  The next Full Council meeting will be on Monday 18<sup>th</sup> January at 7pm via Zoom.</p>