



*The Annual Town Meeting
of Berkeley Town Council
On Monday 17th May 2021
at the Town Hall, Berkeley at 7pm
(Risk Assessment dated 10th May 2021,
on our website, regarding returning to face to face meetings)*

MINUTES

Present:

Philip Stevenson (outgoing Chairman)*
Cllr Quentin Somerset (new Chairman)
Cllr Joanne Sealey (new Deputy Chair)
Cllr Liz Ashton
Cllr Isaac Bamfield
Cllr Elizabeth Carter
Cllr Tina Goulding
Cllr Peter Hall
Cllr Keith Palmer
Cllr Tony Tucker
J Hopkins (Clerk)

*In attendance for part of the meeting

1.	Election of Chairman/Mayor Councillor Quentin Somerset was duly elected The Chairman/Mayor of Berkeley Town Council. The declaration of acceptance of office for the Chairman/Mayor was received. Philip Stevenson was thanked for his long service to the Town Council, and then he left the meeting.
2.	Election of Deputy Chairman/Mayor Councillor Joanne Sealey was duly elected The Deputy Chairman/Deputy Mayor of Berkeley Town Council. The declaration of acceptance of office for the Deputy Chairman/Deputy Mayor was received.
3.	Public Discussion The Chairman welcomed the new Councillors. Two members of the public were in attendance along with Stroud District Councillor Gordon Craig. The 'Festive Lighting Committee' presented a 'Berkeley Town Festive Lighting Proposal'. Cllr Gordon Craig shared information with us.
4.	Apologies and absence There were none.

5.	To receive declarations of interests and consider requests for dispensations Cllr Palmer declared an interest in planning applications S.21/0977 & S.21/0993. Cllr Hall declared an interest in item 22 – Funding for the Berkeley Flyer.
6.	To approve the minutes of the last meeting held on Monday 19 th April 2020 via Zoom – see attached, and to ratify all decisions made at the meeting. It was resolved to adopt the minutes of the meeting held on Monday 19 th April, to ratify all decisions made at the meeting, and it was agreed that the minutes can be signed.
7.	To consider Planning Applications. The following planning applications were considered: <ul style="list-style-type: none"> • S.21/1051/HHOLD-26 Park View Road-Householder Application-Erection of a porch-Support • S.21.0977/HHOLD-41 Forest View Road-Householder Application-Single storey rear extension-Support • S.21/0993/HHOLD-39 Forest View Road-Householder Application-Single storey rear extension-Support • S.21/0942/HHOLD-25 Leaze Close-Householder Application-Extensions and alterations to bungalow dwelling to rear, front and side-Support • S.21/0503/HHOLD-21 Lynch Road-Householder Application-Erection of shed in front garden-No comments • S.21/0708/HHOLD-43 Canonbury Street-Householder Application-Construction of first floor side extension and conversion of existing garage to ancillary garden annexe-Support • S.21/1049/HHOLD-42 High Street-Householder Application-Erection of free standing greenhouse-Support
8.	To receive Planning Application Decisions The following decisions were duly noted: <ul style="list-style-type: none"> • S.21/0720/TCA- 42 High St-Approved • S.21/0307/TCA-43 Salter Street-Approved • S.21/0613/TCA-Berkeley Arms-Approved
9.	To authorise the schedule of payments It was resolved to approve the schedule of payments and it was agreed that the online payments can be made. It was resolved to cancel the Zoom subscription.
10.	To receive and note the Annual Internal Audit Report 2020/2021 & Internal Auditors Report from Mary Leonard, and to note the conclusions-see attached The Annual Internal Audit Reports were duly noted . The following, from the Internal Auditors Report, from Mary Leonard was noted: <ul style="list-style-type: none"> • Christmas Lanterns-The Clerk has checked the VAT position-Reply from GAPTC-VAT notice 747 para 2 is that this is a non business activity for which you would not charge VAT. The Council is not VAT registered. • Covid grocery boxes-The Council notes that S137 does not allow for grants to individuals but we took donations and were ensuring support in an emergency situation.
11.	To review and approve the Statement of Accounts for 2020/2021 & Reserves – see attached The Statement of Accounts for 19/20 and the Reserves for 20/21 were duly noted . The

	Council were made aware of the amount of earmarked and general reserves.
12.	To review and approve the Annual Governance Statement 2020/2021 (Section 1) Page 4 It was resolved to approve The Annual Governance Statement (Section 1).
13.	To review and approve the Accounting Statements 2020/2021 (Section 2) page 5 It was resolved to approve The Accounting Statements (Section 2).
14.	To note that the dates for the 'period of exercise of public rights' in 2021 is Monday 14 th June to Friday 23 rd July 2021 The dates were noted.
15.	To discuss the presentation from the Community based 'Festive Lighting Committee' and to agree for them to organise the lights on behalf of the Council It was resolved that the 'Festive Lighting Committee' can work on behalf of the council to provide quotations and funding as per their proposal.
16.	Election of Standing Committees – Members <u>Staffing Committee</u> It was resolved that Cllrs Peter Hall, Quentin Somerset, Joanne Sealey and Liz Ashton will be members of the Staffing Committee. <u>Planning and Finance Committee</u> It was resolved that Cllrs Keith Palmer, Liz Ashton, Joanne Sealey, Quentin Somerset and Peter Hall will be members of the Planning and Finance Committee. Cllr Tucker will be a back-up. <u>Canon Park Committee</u> It was resolved that Cllrs Joanne Sealey, Elizabeth Carter, Tony Tucker, Keith Palmer and Isaac Bamfield will be members of the Canon Park Committee. <u>Town Improvement Committee</u> It was resolved that Cllrs Elizabeth Carter, Peter Hall, Tina Golding, Keith Palmer, Tony Tucker, Quentin Somerset and Liz Ashton will be members of the Town Improvement Committee.
17.	To agree the dates and times of meetings for 2020/21-see attached The dates and times of meetings for 2021/22 were noted.
18.	To review the council's representation on outside bodies. It was resolved that the following Councillors will serve as follows: <ul style="list-style-type: none"> • Berkeley Community Trust-Cllr Quentin Somerset • Berkeley Books-Cllr Liz Ashton & Cllr Tina Golding • Berkeley Burial Committee-Cllr Elizabeth Carter and Cllr Quentin Somerset • The Berkeley Grammar School Educational Fund-Cllr Tony Tucker • Magnox Site Stakeholder Group – Cllr Isaac Bamfield and Cllr Liz Ashton It was agreed to check if a representative is required for the Parochial Trust.
19.	To resolve to adopt the General Power of Competence It was confirmed that the Council meets the requirements under statute to exercise the General Power of Competence (power for an eligible council to do anything subject to statutory prohibitions, restrictions and limitations which include those in place before or after the introduction of the general power of competence (Localism Act 1972, ss.1-8) It was resolved to adopt the General Power of Competence.

20.	<p>To note the attached 'Youth Forum Survey' and to agree to purchase vouchers (£50) to encourage completion</p> <p>It was resolved to agree to purchase the vouchers, and the council agreed that the survey was an excellent piece of work by the Youth Forum, and will help us to complete our tender for a new Youth Club provider.</p>
21.	<p>To consider offering a programme of outdoor activities for young people in the school summer holidays</p> <p>The following companies were approached as recommended by SDC Youth Officers:</p> <ul style="list-style-type: none"> • Play Gloucestershire-not making bookings for community play sessions until government guidelines change (approx. £500/day 3 play rangers and van full of kit 10am-4pm). • World Jungle-See attached quote <p>It was resolved to accept the quote of £8750 from World Jungle. It was agreed to discuss a possible joint funday, to coincide with the completion/opening of the Canon Park redevelopment, at the end of the summer holidays (depending on Covid restrictions/Government Guidelines at the time).</p>
22.	<p>To consider a request for funding for the Berkeley Flyer</p> <p>It was resolved to make a donation of £1000 towards the costs of the 'Berkeley Flyer'.</p>
23.	<p>To agree to continue with the Clerks Delegated Authority to spend up to the budget under the following budget headings:</p> <p>(Under the Local Government Act 1972, s.101 the council can delegate authority to spend to the Town Clerk)</p> <p>Staff, Councillors Expenses/Training, Youth Club, Admin, CCTV maintenance, Website maintenance, Petty Cash, Subscriptions, Legal Fees, Town Hall running costs, Town Hall maintenance, Pavilion running costs, Pavilion maintenance, Allotments, Park View Play Area, Canon Park Field & Play Area, Sarah's Field, Sarah's Field Project, Town Enhancement Project and Christmas Decorations Project.</p> <p>It was resolved to continue with the Clerk's delegated authority to spend up to the budget under the above headings.</p>
24.	<p>To review arrangements for insurance cover for insurable risks, as discussed by the Planning & finance committee, and to note the premium due of £2281.72</p> <p>It was resolved to accept and pay the insurance with Zurich for 20/21.</p>
25.	<p>To discuss matters regarding Covid19:</p> <ul style="list-style-type: none"> • Re-opening High Street Safely-Pedestrian safety areas. It was resolved to ask GCC Highways to remove the barriers from outside the One Stop and that the others should stay in place for now • Re-opening the Town Hall & Public opening hours-It was resolved that the Clerk will email all hirers to discuss opening of the Town Hall on 21st June or waiting until after the summer holidays (as most groups do not run through the summer) • Sanitising Play Areas-It was resolved to stop sanitising the play areas
26.	<p>To resolve to book training sessions for the new councillors</p> <p>It was resolved to book training sessions for any councillors. It was agreed that the CPRE planning seminars will be very helpful.</p>

27.	Sharing Information Councillors took this opportunity to share information.
28.	Date of next meeting The next Full Council meeting will be on Monday 21 st June at 7pm at the Town Hall.