



*Full Council Meeting
On Monday 21st June 2021
in the Town Hall, Berkeley at 7pm
(Please see Risk Assessment dated 10th May 2021,
on our website, regarding returning to face to face meetings)*

MINUTES

Present:

Cllr Quentin Somerset (Chairman)
Cllr Joanne Sealey (Deputy Chair)
Cllr Liz Ashton
Cllr Isaac Bamfield
Cllr Elizabeth Carter
Cllr Tina Golding
Cllr Peter Hall
Cllr Keith Palmer
Cllr Tony Tucker
J Hopkins (Clerk)

1.	Public Discussion Gloucestershire County Cllr Brian Tipper and Stroud District Cllr Gordon Craig shared information with us.
2.	Apologies and absence There were none.
3.	To receive declarations of interests and consider requests for dispensations There were none.
4.	To approve the minutes of the last meeting held on Monday 17 th May 2021 It was resolved to adopt the minutes of the meeting held on Monday 17 th May and it was agreed that the minutes can be signed.
5.	To note and resolve the recommendations from the Canon Park Development Committee meeting on 25 th May. The minutes were noted and it was resolved to accept the recommendations. The following was discussed: <ul style="list-style-type: none">• Complaints from residents regarding noise and to discuss potential solutions (landscaping, fencing, CCTV). Cllr Sealey reported that she had held a residents meeting on site with Cllr Somerset and Cllr Hall and that it has been agreed to look into putting a fence along the east boundary of the field. The residents would prefer a fence as they felt that the proposed mounding would enable further anti-social behaviour. It would be preferable if the mounding could be in the north-east corner. It was agreed that the clerk will meet Cllr Sealey on site to discuss getting quotes for fencing.• To discuss issues regarding the Football Stand (potential shutters/CCTV). Cllr Somerset discussed a meeting with the Football Club who are seeing an increase in litter and anti-social behaviour in the football stand. After discussing options, one

	idea was to put up shutters which would cost around £6500. It was agreed to engage with the Football Club again to discuss further.
6.	To note the list of payments that will be made by Direct Debit or Standing Orders during the financial year to 31 st March 2021 The list of payments was duly noted .
7.	To agree the list of Regular Payments (regular suppliers) under Delegated Authority and to agree new suppliers as highlighted The list of regulated payments was duly noted .
8.	Berkeley Burial Committee <ul style="list-style-type: none"> To receive the reply from the Berkeley Burial Committee asking them to explain the large balance on the accounts, if it will be used to improve the cemetery, or if the council contributions can be reduced-see attached To agree to pay the contribution of £3638.81 <p>There was a discussion and the following was resolved:</p> <ul style="list-style-type: none"> Berkeley Town Council proposes that all parishes withhold their contributions, due to significant reserves, and we would like an itemised plan for using the reserves. Cllr Somerset will inform the Burial Committee at the meeting on the 30th June.
9.	To review the 'Charging Policy' for the Town Hall and Canon Park and to confirm that it will apply to the MUGA/AGP bookings The Policy was reviewed. It was resolved that it is still fit for purpose and it was resolved that the Policy will apply to the MUGA/AGP bookings.
10.	To note the findings of the Rospa Play Inspection report for Park View Play Area The report was duly noted . The Clerk has checked for any remedial work that needs doing as a result of the inspection. Apart from some minor points raised Park View Play Area has a low risk score. The Clerk will put together a summary report.
11.	To review the Asset Register-see attached It was duly noted that the Asset Register has now had the new equipment added on and is fit for purpose.
12.	To review all policies The Councillors agreed to review, and discuss again at the July meeting: <ul style="list-style-type: none"> Bullying and Dignity at Work Policy-LA CCTV Policy-IB Code of Conduct-IB Complaints Policy-JS Consent Form-TG Disciplinary Policy-PH Equality and Diversity Policy-LA GDPR General Privacy notice-EC GDPR Privacy notice for Staff, Councillors and Role Holders-EC Grants Policy, Application Form and Evaluation Form-TT Health & Safety Policy-PH Lone Workers Policy-JS

	<ul style="list-style-type: none"> • Media Policy-EC • MUGA/AGP Noise Management Plan-JS • Publication Scheme-TT • Risk Management Policy & Risk Assessment-QS • Social Media Policy-EC • Standing Orders-KP • Financial Regulations-KP <p>The following new policies will be worked on with the Clerk:</p> <ul style="list-style-type: none"> • Planning policy-LA • Reserves Policy-KP • Co-option Policy-TT • Abusive, unreasonable and vexatious complaints policy-JS/JH
13.	To resolve that the Bank Reconciliation dated to 30 th April be authorised and signed It was resolved that the Bank Reconciliation be authorised and signed at a later date.
14.	To receive the Council response to the 'Review of Draft Local Plan' Berkeley Vale Cluster, as drafted by Cllr Ashton, and to agree to submit it to the Local Planning Authority Cllr Ashton talked through the response and it was agreed that she will redraft it with references to the NPPF before the final document is approved at the Planning and Finance meeting on 13 th July. It was agreed that it was a very detailed and correct response putting forward the views of the Town Council.
15.	To further discuss details of a programme of outdoor activities for young people in the school summer holidays, some funding received, and to allocate a Councillor to help with the arrangements The clerk reported that she has met with Ben from World Jungle, and the Youth Forum, and that the activities will start on 20 th July with a volunteer drive, and then a rounders game on 27 th July. Cllr Golding agreed to help with the project. The Clerk also reported that we have secured £3200 funding from Stroud District Council towards this project and that we will also have some sessions in Sharpness.
16.	To discuss the Map Restoration Project It was agreed that the clerk will email the pictures and quotes, and this will be discussed further at the September meeting.
17.	To elect a member of Planning & Finance Committee (Cllr Hall has resigned) It was resolved to move the Planning & Finance Committee meetings to a Tuesday night so that Cllr Hall can remain a member.
18.	Committee Meetings: <ul style="list-style-type: none"> • It was agreed to hold the Staffing Committee Meeting on Tuesday 13th July at 6pm (prior to the Planning & Finance meeting) • Town Improvement Committee Meeting-It was agreed to put this on hold (Cllr Somerset is hoping to hold a Cllr open session, for ideas, in August)
19.	To confirm that all Councillors consent to receiving the summons, agenda and papers by email It was resolved that the summons, agenda and papers for all meetings, from now on, will be served on all Councillors by email and dropbox (as Standing Orders 15.b i)

20.	To review the Council's representation on the Parochial Trust Board It was resolved that Isaac Bamfield will be the Council's representative on the Parochial Trust Board. Cllrs Carter & Ashton also agreed to be on the Berkeley Vale Tourism Board.
21.	To discuss the 'Matters Pending Action List' Cllr Somerset talked through the list and asked Councillors to consider which items they are able to help with.
22.	To nominate an Allotment representative to organise an allotment inspection by 1 st July as per the new regulations Cllrs Golding and Bamfield agreed to be allotment representatives and will arrange the inspection. They will also look at the recent complaints regarding the locations of the water supply.
23.	To discuss matters regarding Covid19: <ul style="list-style-type: none"> • Re-opening High Street Safely-Pedestrian safety areas will stay in place until GCC Highways arrange for their removal • Re-opening the Town Hall & Public opening hours-It was decided that, as long as restrictions are lifted at the end of July, the Town Hall will re-open on 1st September.
24.	To discuss allocating a Councillor to update the website or discuss outsourcing it Cllr Carter agreed to look at the website and will arrange to meet with the Clerk.
25.	To nominate a Councillor to look into the repairs needed to the Town Hall ceiling Cllr Tucker agreed to help with this.
26.	To discuss a method of recording and dealing with complaints from members of the public There was a discussion during which the following points were raised: <ul style="list-style-type: none"> • A system for handling and dealing with numerous complaints regarding traffic, speeding, roadworks, potholes, ASB etc will be put in place • It was resolved that the council buys a contracted mobile phone for the Clerk • To look into training to help deal with complainants • Setting up of social media accounts through the council, not private accounts Cllr Carter will arrange to meet with the Clerk.
27.	To agree to transfer £350 from the Allotments budget to the Staffing budget to cover the costs of administering the allotments It was resolved to transfer £350 from the Allotments budget to the Staffing budget.
28.	Sharing Information Councillors took this opportunity to share information.
29.	Date of next meeting The next Full Council meeting will be on Monday 19 th July at 7pm at the Town Hall.