



*Full Council Meeting
held on Monday 16th August 2021
in the Town Hall, Berkeley at 7pm*

MINUTES

Present:

Cllr Q Somerset (Chair)
Cllr J Sealey (Deputy Chair)
Cllr I Bamfield*
Cllr E Carter
Cllr P Hall
Cllr T Tucker
J Hopkins (Clerk)

1.	Public Discussion Three members of the public shared concerns with us regarding speeding traffic and road safety concerns on the B4066 bypass. Stroud District Council Youth Officer Jemma Grieve talked through the results of the Berkeley Vale Youth Survey (see item 12). Stroud District Cllr Gordon Craig shared information with us.
2.	Apologies and absence Apologies were received from Cllrs Ashton, Golding and Palmer.
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 19 th July 2021 It was resolved to adopt the minutes of the meeting held on Monday 19 th July 2021 and it was resolved that the minutes can be signed. <i>*Cllr Bamfield arrived</i>
5.	Canon Park Redevelopment The following was discussed: <ul style="list-style-type: none">• Fencing-The Planning & Finance Committee agreed on the budget and chose the supplier. The fencing will start mid September. Cllr Somerset agreed to start discussions with the residents affected by the fence (locations of trees, etc) and to keep them involved in the process.• To receive an update from a meeting with the Football Club regarding the football stand-Cllr Somerset and Cllr Ashton attended a meeting and everyone agreed that shutters would be a favourable option. Matched funding was discussed but will need to be followed up before a decision can be made (Action-Cllr Somerset).• To receive an update from the Staffing Committee regarding the Caretaker Role-Cllr Hall reported that two applicants have been invited to interview on Tuesday 24th August.

6.	<p>To receive an update regarding Berkeley Burial Committee from Cllr Somerset It was agreed that Cllr Somerset will invite all members of the Burial Committee to an 'extraordinary' Berkeley Town Council meeting, where the Burial Committee will be the only agenda item, (Action-Cllr Somerset) date to be confirmed.</p>
7.	<p>Allotments Cllr Bamfield reported on the following:</p> <ul style="list-style-type: none"> • To note and approve an update to the allotment regulations <i>'If you keep livestock eg. chickens, you are required to keep all feed in sealed containers. In addition, if keeping livestock you will be expected to provide some form of pest control. This is for the control of vermin and for the benefit of all allotment holders.'</i> It was resolved to add this statement to the regulations. • It was also agreed to add in a clause regarding building structures on allotment plots (Action-Cllr Bamfield). • It was resolved to approve expenditure for a skip at the allotments in late October/early November and to make clear that it is for green waste only.
8.	<p>To note and approve the attached Risk Assessment to re-open the Town Hall and Council offices, and to agree to extra cleaning hours-see attached It was resolved that the Risk Assessment was fit for purpose, and it was agreed to increase the cleaning hours at the Town Hall to 4 hours, twice a week.</p>
9.	<p>To discuss the 'Welcome Back Funding' available from Stroud District Council to help with post covid recovery in High Streets There was a discussion and the following items were agreed to be added to the request for funding to Stroud District Council (see attached for full details and costs):</p> <ul style="list-style-type: none"> • Festive Lighting – 3 quotes already received • Town Hall re-opening deep clean-quote received • Canon Park open day, incorporating World Jungle-Covid related signage, sanitiser, disposables etc • Canon Park-creation of wildlife area-Stroud Valleys Project quote received • New Website-Quotes being sought • Autumn Town Planting
10.	<p>To confirm and approve the following policies The following policies are resolved to be fit for purpose (with changes made):</p> <ul style="list-style-type: none"> • CCTV Policy-<i>'signage and location' section added</i> • Code of Conduct-<i>added in-'Cllrs will register with the Monitoring Officer any significant gift or hospitality that they have been offered but have refused to accept'</i> • Complaints Policy-<i>Item 9 amended to '30 days'</i> • Disciplinary Policy-<i>Page 5, item 22, amended to 'refer to whole council'</i> • GDPR General Privacy notice-<i>no changes required</i> • GDPR Privacy notice for Staff, Councillors and Role Holders-<i>no changes required</i> • Health & Safety Policy-<i>page 12 p1-change 'company' to 'council' (and to consider setting up a working party, and regular review sessions, to ensure compliance)</i> • Publication Scheme-<i>added in that copies can be sent by email</i> • Risk Management Policy & Risk Assessment-<i>1A (a) added in 'All physical assets, as recorded on the Asset Register are insured with Zurich, etc' and 1B (b) added in 'Berkeley Town Council are developing a maintenance plan to ensure regular</i>

	<p><i>maintenance and to ensure funding is available'</i></p> <ul style="list-style-type: none"> • Standing Orders-no changes required • Financial Regulations-no changes required
11.	To resolve that the Bank Reconciliation dated to 31 st July be authorised and signed It was resolved that the back reconciliation to 31 st July be authorised and signed.
12.	To agree to set up a working party to review the Youth Club Tender (using the Youth Forum survey results) and then upload onto the Government contracts finder website There was a discussion during which the following was agreed: <ul style="list-style-type: none"> • To set up a working party with the following councillors: Cllr Carter, Cllr Sealey, Cllr Tucker and Cllr Ashton • They will use the National Youth Agency curriculum document, comments from Jemma Grieve and tender report (already started), and report back to the September meeting
13.	To note and show our support for a new group that is commissioning a community opera, and additional commemorations, in 2023 as it is the bicentenary of Dr Edward Jenner www.jennerproject.com . It was resolved to send a letter of support.
14.	To discuss the 'Matters Pending Action List' The Action List was updated.
15.	To discuss locations (2) for 12 months free 900Mbps Broadband as part of Gigaclear 'Community Hub scheme', or to go out to public consultation There was a discussion during which the following points were raised: <ul style="list-style-type: none"> • The contract is only for 12 months • The Town Hall is hired out to numerous community groups who would benefit • The Pavilion does not have wi-fi • The Youth Club survey showed support for the Youth Club to have wi-fi It was resolved that the suggested locations will be the Town Hall and Canon Park Pavilion.
16.	To receive a quote regarding recommended improvements to the Town Hall Lift It was resolved that this work is necessary due to the Health and Safety at Work Act. The Clerk was asked to try and negotiate the price.
17.	To discuss tools required at Sarah's Field It was resolved to purchase tools for use at Sarah's Field at a cost of £290.
18.	Sharing Information Councillors took this opportunity to share information. Cllrs agreed that it would be beneficial for Cllrs to join meetings via zoom (they know they cannot legally take part in discussions or vote, but would like to follow the meeting anyway, if they are unable to physically attend) Cllr Somerset agreed to look into quotes for creating a 'conferencing service'.
19.	Date of next meeting The next Full Council meeting will be on Monday 20 th September 2021 at 7pm at the Town Hall.