



**BERKELEY TOWN COUNCIL**  
DRYHTENHOLDA BEORCLEAH

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PLEASE ADDRESS ALL CORRESPONDENCE TO:  
**THE TOWN CLERK**

**Berkeley Town Council  
Meeting held Monday 21<sup>st</sup> July 2014  
In the Town Hall, Berkeley  
At 7.30 p.m.**

**Minutes**

Present	Councillor	K Palmer	Chairman (left the meeting for items 20 & 33)
		V Watts	Chairman (for items 20 & 33)
		T Tucker	
		R Pinnell	
		F Brown	
		L Ashton	
		M Studden	
		J Stanton	

Clerk D Spiers

**Public Discussion**

Debbie Brookes from DB Land and Planning Consultancy Ltd showed the council a draft plan for some affordable houses on a piece of land in Lynch Road that she has recently purchased from Gloucestershire County Council. Debbie explained the project and answered questions from the councillors and the public

Karen from Gloucestershire Rural Community Council answered questions on affordable housing on rural exception sites. Karen explained that Berkeley Town Council would have the opportunity to define through section 106 agreement the criteria for the tenants of the new houses. As the land is designated as a rural exception site the houses can be allocated to local people only.

Gloucestershire County Councillor Brian Tipper updated members on the following issues health & wellbeing grant; bike racks; highway maintenance; and local mineral plan

Stroud District Councillor Liz Ashton reported on the following matters - raised flower beds at Jenner Court; roads, particularly the damaged drain in Canonbury Street; success with grass cutting between roundabout and bridge on Station Road; footpaths are not being kept clear by Highways; some local farmers are not keeping footpaths clear through crops on the land; Liz had attended Road Safety meeting, Fixers Film by Youth Club which detailed what the young people did not like about Berkeley. Liz also reported that the young people had said that they would like an outdoor gym. Liz also reported that the 224 bus was not going to be cut and that she has arranged a public meeting on the 6<sup>th</sup> August in the Town Hall where Alan Barrett from Gloucestershire County Council Transport Department will be available. Councillor Ashton declared that as she is related by marriage to one of the landowners where the proposed 2000 houses near Sharpness may be built she is going to listen only to all the information but will not get involved in any of the debate. Liz stated that she neither supports nor opposes the proposed development contrary to what local rumour is saying.

Stroud District Councillor Gordon Craig reported on his visit to the power station, buses, the proposed Sharpness development and changes to sheltered housing. Councillor Craig also discussed with members the content of a letter he had sent the council re the Chairman not leaving the meeting when the football club lease was discussed and his subsequent complaint to the Monitoring Officer.

1.	Apologies and absence  Councillor Fryer gave his apologies which were duly accepted by the Council
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2.	<p>Declarations of Interest</p> <p>Councillor Palmer declared an interest in item 20 and left the meeting when it was discussed</p>
3.	<p>Minutes of the last meeting</p> <p>The minutes of the meeting held on Monday 2<sup>nd</sup> June 2014 were taken as read and signed by the Chairman</p>
4.	<p>Planning and Finance Committee Meetings minutes</p> <p>The minutes of the Planning and Finance Committee Meetings held during June 2014 were duly noted</p>
5.	<p>Schedule of Payments</p> <p>The schedule of payments presented to the meeting was duly approved - see attached</p>
6.	<p>Chairman and Councillors Reports</p> <p>Councillor Tucker reported that he had attended the film produced by the young people in Berkeley and he has arranged to meet with them for a discussion on Weds 30<sup>th</sup> July to which all members are invited. Tony has been keeping the overhanging brambles from the hedge at Sarah's Field cut back in order to allow safe passage to wheelchair users on the footpath he has also noted that the other overgrown hedges in the area have been cut back now. Tony reported that there have been more thefts of produce from the allotments; there was a party at Park View Play Area at the end of exams time which left a lot of mess, unfortunately this coincided with the caretaker being off sick and did not get cleaned up until PCSO Mike Trebble did it.</p> <p>Councillor Watts reported that she had attended meetings for Road Safety and the Berkeley Burial Committee</p> <p>Councillor Pinnell reported that he has been elected Chairman of the Berkeley Burial Committee and that the committee is going to apply to Land Registry to have the Lodge and the Lych Gate registered in the name of The Berkeley Burial Committee.</p> <p>At this point the Clerk pointed out that Joint Committees cannot own land or property. Councillor Pinnell answered that he has advice from Stroud District Council that says they can.</p> <p>Councillor Brown reported that he is still receiving complaints about the parking and speeding on Canonbury Hill.</p> <p>Councillor Ashton reported that a dog fouling incident outside the Town Hall has been caught on CCTV, a recording has been made and the dog warden is going to try to identify the dog owner responsible.</p>
7.	<p>Planning and Finance Committee membership</p> <p>It was agreed to appoint Councillor Studden to the Planning and Finance Committees</p> <p>It was agreed to remove Councillor Stanton as a permanent member of the Planning and Finance Committees but to appoint him as the member who will be on standby to attend in the event there is no quorum</p>

8.	<p>Terms of Reference Review</p> <p>It was agreed by a majority vote that the planning, finance and staff committees will put together some draft terms of reference for the council to consider.</p> <p><b>Recreation and Leisure Working Party</b></p> <p>The Terms of Reference for the Recreation and Leisure Working Party were duly agreed - see below</p> <p>“To form a group of councillors and other interested parties to create project plans to refurbish, improve and increase all leisure and recreation facilities in the town. To make a recommendation to full council on any project the working party thinks is valid and viable”</p> <p><b>Town Plan Review Committee</b> - Councillor Studden confirmed that the constitution of the Town Plan Review Committee allows that all members of Berkeley Town Council are members of the Town Plan Review Committee. It was also confirmed that at least four members of the council would be expected to attend each meeting</p>
9.	<p>Discharge of Functions to the Proper Officer (Town Clerk) - Review</p> <p>The council reviewed the functions discharged to the Proper Officer of the Council and agreed to make no changes</p> <p>Under the Local Government Act 1972 s101 the council discharges the following functions to the Town Clerk</p> <p>The Town Clerk has the authority to make payments in the amounts allowed within the relevant budget allocation. Should the function require spending that will exceed the budget allocation the Clerk should refer the matter back to full council or the finance committee:</p> <p>Staff salaries, pensions and expenses, Councillor Expenses, Training, General Admin, Town Plan Review, Green Bags, Canon Park Pavilion, Loan Repayments on Pavilion, Canon Park Play Area, Sarah’s Field, Town Hall, Christmas Lights/Tree, Town Hall Floral Displays and Flags, Allotments, Park View Play Area, Berkeley Roundabout and Grass Cutting, Grounds Maintenance Contract, and Vandalism. The Clerk will make a full report of any actions and expenditure incurred within this remit to the next available council meeting. The Clerk will act within the Standing Orders and Financial Regulations of the Council.</p>
10.	<p>Town Hall - Stonemasons Quote</p> <p>It was agreed to instruct Hancock Stone Ltd to carry out repairs to the parapet of the Town Hall at a cost of £ 3,340.00 plus vat</p>
11.	<p>Town Trail Leaflets</p> <p>It was agreed to instruct Fitzpatrick Woolmer to print the revised Town Trail Leaflet at a total cost of £ 590.00 + vat</p>
12.	<p>Berkeley Fun Day and Rounder’s Tournament</p> <p>It was agreed that the council will make no charge for the use of the field and pavilion for their Fun Day and Rounder’s Tournament</p>
13.	<p>GPFA (Gloucestershire Playing Fields Association) - Playground and Playing Field Assessment Scheme</p> <p>It was agreed to enter Canon Park Field and Park View Play Area in to the GPFA Playground and Playing Field Assessment Scheme.</p>

14.	<p>Town Plan Update</p> <p>Councillor Studden reported that the Town Plan Review Committee expect to have a draft plan ready for consultation towards October.</p>
15.	<p>Correspondence</p> <p>It was agreed that no further action will be taken in response to the letter from Mr Craig</p> <p>The Clerk was instructed to write to the young person who apologised for breaking the pavilion window thanking him for taking responsibility for his actions</p>
16.	<p>Victoria Cross Holders 2014-2018 - Commemorations</p> <p>It was agreed that Councillor Watts will join the working party organising the VC commemorations</p> <p>Councillors Tucker, Brown, Pinnell and Watts updated council on information gathered and suggested a plan for the reception and ceremony which the council found acceptable</p> <p>It was agreed that there will be a budget of £1000 for the reception and laying of the paving slab</p> <p>It was agreed that the site of the paving stone would be outside the bank in Market Place.</p> <p>The Clerk was instructed to find a contractor to do the ground works, apply for all relevant licences and liaise with the W.I. about the reception</p>
17.	<p>Active Together - grant application</p> <p>It was agreed that the Leisure and Recreation Working party will put together a project for the council to consider putting forward for the Active Together grant funding</p>
18.	<p>Park View Play Area Lease</p> <p>The council asked our Stroud District Councillors Liz Ashton and Gordon Craig to see if they can try to move this issue on in order that BTC can have a 25 year lease on Park View Play Area. They both agreed to help.</p>
19.	<p>Media</p> <p>NALC guidelines say that all reports/interviews with the media should be carried out by the Chairman and/or the Clerk. Any reports are to be factually based on the decisions and policies made by the council.</p> <p>Individual councillors do not have the authority to submit letters or reports on behalf of the council and should not express opinions or state facts which suggest they are from the council.</p> <p>Individuals are at liberty to speak on anything they like but they have to make it clear that it is their own opinion and not that of the council</p> <p>This information was duly noted</p>

20.	<p>Pavilion Lease</p> <p>This item was deferred to the end of the meeting when Councillor Palmer left the room. Councillor Watts took the Chair.</p> <p>Councillor Pinnell asked the council to defer this item until the outcome of the matter being dealt with by the monitoring officer at SDC has been made known.</p> <p>It was agreed by a majority of the council to continue with this item</p> <p>Councillor Pinnell then accused the Clerk of acting illegally at the meeting when the terms and conditions of the lease were discussed and voted upon.</p> <p>At this point in the meeting Cllr Ashton asked to be excused because of the lateness of the hour 10.30pm and left the meeting</p> <p>The Football Club has come back to the Clerk about the £1000 towards the council's costs of providing the lease, saying it is too much. The Football Club would expect to pay their own legal fees out of the £ 1000 and put what is left towards the council's costs</p> <p>It was agreed by a majority vote to make an adjustment to the terms and conditions of the lease allowing the football club to pay a sum of £500 towards the legal costs of the council.</p> <p>It was duly noted that the Clerk will ask our solicitor to make one adjustment to the signature page adding a piece to show that the members' signatures are witnessed by the Clerk in order to comply with our Standing Orders.</p> <p>The council checked and made some more adjustments to the first draft of the lease - see attached draft lease with notations</p> <p>At one point in the meeting Councillor Studden proposed that the council obtain an up to date valuation for the rent but the motion was not carried.</p> <p>Councillor Studden asked that how the members voted be recorded in the minutes</p> <p>Proposed Cllr Studden Seconded Cllr Pinnell to obtain an up to date valuation for the rent on the pavilion - 2 in favour 3 against 1 abstained - proposal not carried</p> <p>Cllrs Studden and Pinnell in favour - Cllrs Watts, Brown and Tucker against - Cllr Stanton abstained</p> <p>It was agreed that the Council should ask the Football Club to provide, prior to the meeting on the 12<sup>th</sup> August 2014, audited accounts for the last financial year, evidence of the clubs legal status, a copy of the clubs constitution, and a business plan for the first five years of the lease.</p> <p>The council decided that due to the late hour (midnight) it was necessary to call an extra ordinary meeting on the 12<sup>th</sup> August to finish the work on the lease. The Clerk was instructed to make this the only agenda item at this meeting</p>
21.	<p>Canon Park Recreational Facility - field drainage</p> <p>It was agreed that the council would ask GPFA for advice on how to improve drainage for the field at Canon Park.</p>
22.	<p>Town Hall Three Year Maintenance Plan 2</p> <p>The Clerk was instructed to obtain quotations to refurbish and redecorate the main hall, kitchen, boiler room, fire escape and toilets in order to have this work carried out during the financial year to 31<sup>st</sup> March 2015</p>

23.	<p>Audit Report for the year ended 31<sup>st</sup> March 2014</p> <p>The external auditors report was duly noted.</p> <p>It was agreed the council will need to take no further action in response to the report</p>
24.	<p>Sarah's Field</p> <p>The Clerk was instructed to obtain quotes for the installation of the entrance gates and grass cutting</p> <p>The Leisure and Recreation working party was asked to look at the site and draw up a recommendation for the council to consider on how to manage the site and what facilities to provide</p>
25.	<p>SOSYP - extra funding granted</p> <p>Berkeley Town Council agreed to suggest to SOSYP that the extra funding should be spent on training young people in youth leadership or sports leadership skills</p>
26.	<p>Committee Meetings</p> <p>It was agreed to defer this item to the next ordinary council meeting</p>
27.	<p>Housing Policy</p> <p>Councillor Stanton asked to defer this matter to an extra ordinary meeting where this would be the only item on the agenda</p>
28.	<p>Invitation</p> <p>It was agreed that Councillors Brown and Stanton will attend the meeting with Hinton Parish Council where Neil Carmichael MP will be available to discuss the proposal for 2000 houses in Sharpness. The meeting is on Wednesday 23<sup>rd</sup> July at the Sharpness Village Hall.</p>
29.	<p>Live Work Grow Stroud - survey</p> <p>It was agreed that Berkeley Town Council will not complete the survey</p>
30.	<p>Gloucestershire County Council - Minerals Local Plan Site Options and Draft Policy Framework consultation</p> <p>The Clerk was instructed to ask for an extension to the response by date in order that the Draft Policy can be considered at our meeting on August 18<sup>th</sup> 2014</p>
31.	<p>LIGHTS OUT</p> <p>It was agreed that a single light will be placed in the Town Hall window to mark the entry of Great Britain in to the First World War.</p>
32.	<p>Berkeley Recreation Project Wish List</p> <p>It was agreed to submit the following recreation project wish list to SDC - skate park, library, muga, outdoor gym, youth shelter, and field drainage at Canon Park</p> <p>Councillors were asked to email the Clerk with any other projects they hear about within the next few days</p>

33. Next Meeting.

The next ordinary meeting will take place on Monday 18<sup>th</sup> August 2014 at 7.30 p.m. in the Town Hall, Berkeley