



BERKELEY TOWN COUNCIL
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PLEASE ADDRESS ALL CORRESPONDENCE TO:
THE TOWN CLERK

Berkeley Town Council
Meeting held Monday 20th October 2014 in the
Town Hall, Berkeley at 7.30 pm

Minutes

Present	Councillor	K Palmer G Fryer J Stanton T Tucker F Brown R Pinnell L Ashton V Watts M Studden	Chairman Chairman for items 15, 21 & 23
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Clerk D Spiers

Public Discussion

During Public Discussion Stroud District Councillor Liz Ashton reported that there have been reports of class 1 drug taking outside the health centre in Berkeley. Police have been made aware and have reported back that there are ongoing operational activities taking place around the issue. Liz also reported that U3A is now up and running and is proving very popular although they are looking for someone who would like to Chair their meetings.

Stroud District Councillor Gordon Craig updated members on how the Stroud District Local Plan was progressing plus updated the council on the progress of the planning application for 196 houses to the east of Berkeley

Gloucestershire County Councillor Brian Tipper took the opportunity to remind the council that there is now free travel available for apprentices. Brian shared his thoughts with members on how the weed killing, hedge cutting and ditch clearance should be carried out to prevent long term costly damage to roads and pavements. He also reported that there are now 17 more parking spaces at Cam & Dursley railway Station and the Bristol commuter bus service timetable has been revised.

1.	Apologies and absence There were no apologies or absences
2.	Declarations of Interest Councillor Stanton declared an interest in item 15 and left the meeting when it was discussed Councillor Palmer declared an interest in items 15 and 21 and left the meeting when they were discussed Councillors Stanton, Watts and Ashton declared an interest in item 22, which was introduced as an urgent item in order to meet a deadline for responses, and left the room while the matter was being discussed

3.	<p>Minutes of the last meeting</p> <p>The minutes of the meeting held on Tuesday 15th September 2014 were taken as read and signed by the Chairman</p>
4.	<p>Minutes of the Planning and Finance Committee Meetings</p> <p>The minutes of the Planning and Finance Committee meetings held on Tuesday 9th September 2014 were duly noted</p>
5.	<p>Finance Committee - Terms of Reference</p> <p>The council approved and adopted the Finance Committee Terms of Reference as follows:-</p> <p>Finance Committee to deal with all financial matters except set the precept for Berkeley Town Council. The Finance Committee will recommend an annual budget to full council. The Finance Committee will ensure the council conducts its financial affairs within the terms of the Financial Regulations of the council.</p>
6.	<p>Schedule of Payments</p> <p>The schedule of payments that was presented to the meeting was duly approved - see attached schedule</p>
7.	<p>Chairman and Councillors Reports</p> <p>Councillor Studden reported that he had attended a workshop given by NALC which was about the Localism Act, he has run the last public consultation of the Town Plan Review and attended, as an observer, a strategic planning meeting with SDC, Hinton PC and Hamfallow PC. Mike also reported that the Town Plan Review group will be carrying out further consultation with local community groups, businesses and traders.</p> <p>Councillor Watts reported that she had been invited to a meeting with the castle and the museum to discuss the possibility of running the Summer Festival on the second May Bank Holiday next year to link in with events that the museum and castle may be organising</p> <p>Councillor Ashton reported that the new disabled parking bay has been installed in the Market Place. Liz also mentioned that Homestart, which is an organisation that helps young families, is looking for volunteers. Liz had also taken on the role as Village Champion to try and find buildings where a mobile aerial could be placed but reported that she had been unable to find enough businesses that were willing to have their buildings used in this way.</p> <p>Councillor Tucker reported that after meeting with the young people at the Youth Club they had asked about a bus shelter at Station Road, a litter bin by the football stand, outdoor exercise facilities, posters and buses to the new leisure facilities in Cam.</p> <p>Councillor Stanton reported that he had attended the workshop by NALC where he had gained a lot of useful information on the following subjects:- defibrilators in telephone boxes, neighbourhood plans, and lottery grants.</p> <p>Chairman Palmer reported that the finance committee had discussed the need to improve the image of Berkeley Town Council and as a consequence have asked for the matter to be discussed at full council</p>
8.	<p>Discharge of Functions to the Proper Officer (Town Clerk) - Monthly Report</p> <p>The functions carried out by the Town Clerk from 1st September 2014 to 30th September 2014 were duly noted - see attached report</p>

9.	<p>Correspondence</p> <p>Letter from Neil Carmichael MP</p> <p>The Clerk was instructed to write to Neil Carmichael MP inviting him to attend our next meeting to discuss mobile phone reception, upgrading the B4066 and Neighbourhood Planning.</p> <p>Letter from Berkeley W.I.</p> <p>The Clerk was instructed to purchase for the best price up to eight tables for the Town Hall.</p>
10.	<p>Victoria Cross Holders 2014-2018 - Commemorations</p> <p>Councillor Watts reported that the organising of the event is progressing well, we will be catering for 170 people at the castle, the road closure licence has been approved and the barriers and road closed signs ordered. The letters to the invitees which, will include reserved seating tickets for the church, will be sent out next week.</p> <p>The council instructed Chairman Palmer to wear the full mayoral regalia for the event</p>
11.	<p>HMS Exploit visit to Berkeley</p> <p>The new Commanding Officer of HMS Exploit, Daley Snell, has emailed us to ask if we would like to take part in their visit on Saturday 28th February and Sunday 1st March 2015. There will be some Birmingham University Students onboard with him.</p> <p>The council agreed that Councillor Val Watts will organise a skittles match at the Dockers Club in Sharpness during the visit to Berkeley of HMS Exploit</p>
12.	<p>Berkeley Burial Committee</p> <p>Berkeley Burial committee has notified Berkeley Town Council that the lodge matter and the contents of our letter dated 2nd September, which asked them to have the lodge rent paid direct to BTC and which asked them to abide by the Terms of Reference, are in abeyance until such time as their sub-committee reports back on their findings on the legal position of the Berkeley Burial Committee</p> <p>The notification from the Berkeley Burial Committee was duly noted</p> <p>Councillor Watts reported that she will inform the Berkeley Burial Committee that her research has proven that the cemetery and buildings thereon are owned by the Burial Authority Berkeley Town Council. Val also informed us that she will recommend to the Berkeley Burial Committee that it asks Berkeley Town Council to leave the income from the lodge with the Berkeley Burial Committee</p>
13.	<p>Berkeley Burial Committee - Terms of Reference</p> <p>As the original agenda item contained typing errors the council agreed to still go ahead and consider the proposed changes to the Terms of Reference for Berkeley Burial Committee</p> <p>The council agreed that the following suggestions will be made to the Berkeley Burial Committee</p> <p>Item 9 should read that “draft minutes should be supplied to the parishes within 28 days of the meeting”</p> <p>Item 11 delete the words “Any outstanding monies will be charged interest.” And</p> <p>Item 12 should remain the same as the original terms of reference provided by the contributing parishes</p>

14.	<p>Charity Fun Day - Hire of Field and Pavilion</p> <p>It was agreed to waive the charge of £240.00 for the Charity Fun Day held on the 24th August 2014 because of the local ties to the event</p>
15.	<p>Pavilion Lease with the Football Club</p> <p>In accordance with the Local Government Act 1972 ss 127(3) and 123(3A) Berkeley Town Council advertised that it proposes to grant a 25year lease on the Pavilion and Stand at Canon Park Recreational Facility to Berkeley Town Football Club. Any objections to the proposal had to be made by 3rd October 2014.</p> <p>Berkeley Town Council has not received any objections to the proposed lease with the Football Club.</p> <p>We have, however, received a letter from Berkeley Books Community Library stating that they have no objections to the lease with Berkeley Football Club. The Berkeley Books Community Library went on to say that should the football club decide not to take on the lease that they may be interested in taking it over as a replacement for their existing facility.</p> <p>The Clerk was instructed to write to the Berkeley Books Community Library noting their comments and stating that the council will keep the letter on file.</p>
16.	<p>Winter Weather Arrangements Policy</p> <p>It was agreed to remove the paragraph that refers to indemnifying the council - see revised policy</p>
17.	<p>Emergency Plan Review</p> <p>It was agreed to set up a working party instead of a committee to undertake a review of Berkeley Town Emergency Plan.</p> <p>It was agreed that Councillors Ashton, Watts and Stanton will join the working party</p>
18.	<p>Electoral Review of Stroud District Council</p> <p>It was agreed that Berkeley Town Council will not respond to the Electoral Review of Stroud District Council</p>
19.	<p>Stroud District Council Draft Housing Strategy 2014-2019 - consultation</p> <p>It was agreed that Berkeley Town Council will not respond to the consultation on Stroud District Council Draft Housing Strategy 2014-2019</p>
20.	<p>Confidential Matters</p> <p>It was agreed to exclude the press and the public for item 21 because the matters to be discussed are of a confidential nature</p> <p>See attached document</p> <p>The Standards Panel Decision dated 5th September 2014 was duly noted</p> <p>The Clerk was instructed to make enquiries at Stroud District Council to see if they could provide Code of Conduct Training free of charge and if not to go ahead with the session provided by GAPTC</p> <p>It was agreed that if Stroud District cannot provide this training free of charge that the Clerk and all members of the council can attend the training session on the Code of Conduct on Wednesday 19th November at a cost of £250 plus mileage at 40p per mile</p>

21.	<p>Football Club Floodlights at Canon Park Recreational Facility</p> <p>The Football Club, with the permission of the Clerk, has erected temporary floodlights on the exterior of the pavilion to enable them to run winter training sessions. Initially it has been done to ascertain whether it is possible to train there during winter evenings and so far it has worked reasonably well.</p> <p>The football club would like to make the floodlights a permanent fixture and the Clerk has advised them that they will need council permission and may also have to contact SDC to see if planning permission is required. They understand this and are prepared to do the necessary work this entails. The football club has provided a plan detailing the permanent position of the floodlights - see attached</p> <p>The football club propose to put up three eighteen foot scaffold poles, each with up to three 150 watt lights. They would also need to source an electricity supply point from the consumer unit in the Pavilion. They understand that they will have to comply with any relevant building regulations and produce the necessary electrical installation certificates.</p> <p>It was agreed that the Football Club can leave the temporary floodlights at the Canon Park Recreational Facility in place for training sessions on a Tuesday evening from approximately 6pm to 9pm</p> <p>The Clerk was instructed to compile a consultation letter in partnership with the football club outlining their proposal for permanent floodlights and asking the residents that live around the site for their opinion on the subject.</p> <p>It was agreed that once the consultation has been completed the council will consider the proposal to erect permanent floodlights at Canon Park Recreational Facility at the next available meeting</p>
22.	<p>Temporary Road Closure Request</p> <p>At the beginning of the meeting the Clerk requested and the council agreed to add this matter as an urgent item on the agenda in order to have the opportunity to comment by the respond by date of 28th October 2014.</p> <p>Stroud District Council has received a Temporary Road Closure Request for a Christmas Street Festival on the 13th December 2014 from 2.30pm to 7 pm for part of Canonbury Street for approximately 150m to include Market Place.</p> <p>It was agreed that Berkeley Town Council has no objections to the Temporary Road Closure Request for the Christmas Street Festival on the 13th December 2014</p>
23.	<p>Next Meeting.</p> <p>The next meeting will take place on Monday 17th November 2014 at 7.30 p.m. in the Town Hall, Berkeley</p>