



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

**Berkeley Town Council
Meeting held Monday 8th December 2014 in the
Town Hall, Berkeley at
7.30 p.m.**

Minutes

Present	Councillor	K Palmer T Tucker M Studden V Watts F Brown R Pinnell L Ashton J Stanton G Fryer	Chairman
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Councillor L Ashton (left the meeting before items 20, 21, 23, 24, 25, 26 and 27 were discussed)

Clerk D Spiers

Public Discussion

There were several members of the public in and they mainly wanted to draw to the council's attention their concerns about the planning application for ten affordable houses on land off Lynch Road. Their concerns were that the area is subject to flooding already and that this may be exacerbated by building on the land nearby. They highlighted the difficulty some people have had in obtaining insurance for properties in the area and warned that overspill parking on to Lynch Road could make traffic conditions hazardous. They pointed out that the land had originally been sold on the basis it could take eight dwellings and that the developer had proposed ten which they felt was too many for the site.

Stroud District Councillor Liz Ashton gave an update on the bus timetables noting that there were still a few teething problems but that hopefully these should settle down soon. Liz also informed the council that she will be attending a meeting at Stroud District Council tomorrow evening which will deal with the Local Plan

Stroud District Councillor Gordon Craig also reported on a bus timetable he had produced which he hopes will make it easier for people to understand. Gordon also reported that Berkeley Castle have employed a specialist contractor to deal with the Japanese Knotweed problem in Jumpers Lane.

1.	Apologies and absence There were no apologies or absences
2.	Declarations of Interest Councillor Stanton declared an interest in item 16 and left the meeting while the item was discussed Councillor Ashton declared an interest in item 9 and left the meeting while the matter was discussed
3.	Minutes of the last meeting By a majority vote the minutes of the meeting held on Monday 17 th November 2014 were

	taken as read and signed by the Chairman
4.	<p>Minutes of the Planning and Finance Committee Meetings</p> <p>The minutes of the Planning and Finance Committee meetings held on Tuesday 11th November 2014 were duly noted</p>
5.	<p>Schedule of Payments</p> <p>The schedule of payments that was presented to the meeting was duly approved - see attached</p>
6.	<p>Chairman and Councillors Reports</p> <p>Councillor Tucker had attended the Pantomime. He had also attended a meeting of SOSYP. He drew attention to the fact that a local persons property had been the subject of vandalism for which they had been given an incident number by Police only to notice that a report in the Gazette from the police said that there had been no crime in Berkeley during the same period</p> <p>Councillor Studden reported that the town plan review committee had met with local community and voluntary groups.</p> <p>Councillor Watts reported that the Berkeley Burial Committee has accepted that Berkeley Town Council is the Burial Authority and that it owns the Cemetery, Lych Gate and Lodge.</p> <p>Councillor Brown reported that he had received a letter from a local resident which has been added to the agenda</p> <p>Councillor Pinnell raised an issue about a previous member of staffs income tax</p> <p>Councillor Ashton reported that work had started on the emergency plan; the owner of the damaged manhole cover on the green outside the Mariners has been located. Liz also reported that she had been approached by a person who felt that the new disabled bay in Market Place was in a bad location and had asked why there is not one outside the Co-op. Liz could also report that the Past Times Club has been successful with their grant application of £600. Liz also reported that she has been in contact with Tom Beesley about the new college and that he has agreed to come to a public meeting in Berkeley Town Hall the date of which is to be arranged</p> <p>Councillor Stanton reported that BT has said that the phone box by the Town Hall is quite well used and is therefore not an appropriate place for a defibrillator. He is now in discussions with the Co-op to see if one can be placed there. John also reported that the Library is considering replacing the existing temporary building with a permanent structure and will be carrying out a consultation soon.</p> <p>Councillors Fryer and Palmer had attended the funeral of Mrs Ruth Reeves and reported that the family had shown their appreciation that Keith had worn the Mayoral Regalia for the service.</p>
7.	<p>Discharge of Functions to the Proper Officer (Town Clerk) - Monthly Report</p> <p>The report of the functions carried out by the Town Clerk from 1st November 2014 to 31st November 2014 was duly noted - see attached report</p>
8.	<p>2014 - 2016 National Salary Award</p> <p>It was agreed to implement the 2014 - 2016 National Salary Award to all staff employed under the terms of the model contract which have been agreed between NALC and SLCC plus all other staff employed by the council</p>

9.	<p>Planning Application</p> <p>S.14/2213/FUL - Land on the north side of Lynch Road, Berkeley - Full Planning permission for erection of 10 dwellings</p> <p>It was agreed to make the following comment “Berkeley Town Council agrees in principle to the application S.14/2213/FUL but only for a maximum of eight dwellings in order to provide extra parking on site. The council asks that the developer provides flood mitigation measures. The council wishes to make the developer and the planning authority aware that there will be an increase in traffic on Lynch Road from the soon to be opened college nearby and any overspill parking from this new development could cause traffic problems.</p> <p>At this point in the meeting the council agreed to introduce a letter from Stroud District Council which invites Berkeley Town Council to send a representative to speak about the planning application on land to the East of Berkeley. The council agreed that Chairman Keith Palmer will speak at the meeting and Councillor Tucker may also attend.</p>
10.	<p>BTC Media Policy</p> <p>Councillor Studden proposed and was seconded by Councillor Pinnell that we defer the Media Policy until we have a publication scheme and the standing orders are approved - the vote was as follows 2 in favour 7 against therefore the motion was not carried</p> <p>Subject to adding the word Chairman to items 11, 12 & 13 it was agreed by a majority vote to approve and adopt the media policy - see attached</p> <p>Councillor Studden asked for the way the members voted to be recorded - Councillors Palmer, Brown, Tucker, Ashton, Watts and Fryer were in favour, Councillors Studden and Pinnell were against and Councillor Stanton abstained</p>
11.	<p>BTC Standing Orders</p> <p>It was agreed by a majority vote to revoke the Standing Orders adopted on the 17th March 2014 and revised on the 18th August 2014</p> <p>Subject to adding the words “minimum two days” to page 5 item v it was agreed by a majority vote to approve and adopt the Standing Orders - see attached</p>
12.	<p>Sarah’s Field Covenants</p> <p>The council has delegated the authority to manage Sarah’s Field to the Town Clerk with a budget for this year of £ 5000.</p> <p>The Clerk, under the delegated authority for Sarah’s Field, will arrange to have the following work carried out during the current financial year. First work to be done at the site for this year is to lay the hedge along the Lynch Road side of the property, this will expose the original boundary and establish a clear area to install the entrance gates leading on to the boundary with the adjoining property. The next step will be to erect all of the other boundary fences and do a single one off grass cut to the whole site.</p> <p>The site will then be ready for the council to determine how it should be laid out and what facilities should be installed before it is opened to the public. The council will take advice from the Leisure and Recreation Working Party and the Gloucestershire Wildlife Trust as to the long term management of the site as a Water Meadow and Public Open Space</p> <p>This information was duly noted</p>
13.	<p>Park View Play Area</p> <p>It was agreed that Councillor Ashton will make another attempt to obtain a 25 year lease for Park View Play Area on the councils behalf</p>

14.	<p>Canon Park Play Area</p> <p>It was agreed to defer any action at this site until the lease for Park View Play Area is resolved</p>
15.	<p>Correspondence</p> <p>The Clerk was instructed to forward the letter to the Police, Gloucestershire County Council and BT with a covering letter expressing the concerns of the council</p>
16.	<p>Berkeley Community Library</p> <p>It was proposed to give a grant of £ 2000 to the Berkeley Community Library with a vote of four in favour and four against and the Chairman used his casting vote against therefore the proposal was not carried</p> <p>It was agreed to provide a grant of £ 1290.00 to the Berkeley Community Library in this financial year</p>
17.	<p>Fitzhardinge Way - overgrown grass verges</p> <p>Following complaints from residents in Fitzhardinge Way the Clerk contacted Stroud District Council to see why the grass along the left hand side of the road is not being cut at the same time as they cut other areas in the Town. There is also a huge area of overgrown brambles nearby. They inform us that the road has never been handed over by the developer or adopted by the council therefore it is not in their programme of works. The original 106 agreement would have included that the area would be maintained by the developer but this appears to have lapsed.</p> <p>Stroud District Council has provided us with a quote to do a one off tidy up of the overgrown grassy area at a cost of £ 257.03 excluding vat. This does not include the overgrown brambles.</p> <p>It was agreed that the council will not do a one off tidy up of the overgrown grass verge in Fitzhardinge Way at a cost of £ 257.03</p> <p>The Clerk was instructed to let the residents know that they should get in contact with the developer who owns the land and ask them to carry out the work</p>
18.	<p>Town Hall Maintenance Plan</p> <p>The council duly approved the second phase of maintenance works to the Town Hall - see attached</p> <p>The council did not set up a maintenance plan for 2017 onwards</p>
19.	<p>SOSYP - Youth Service Agreement</p> <p>It was agreed to inform SOSYP that Berkeley Town Council will contribute £ 7,500 for the year beginning September 2015</p>

20.	<p>The English Parish or Town's Meeting</p> <p>Every English Parish must have a Parish Meeting. Where the council is called the Town Council the meeting is often called the town's meeting (LGA 1972, s 9 (1))</p> <p>The Parish (Town) Meeting must assemble annually between 1st March and 1st June (both inclusive)</p> <p>A Parish Meeting may be convened by the chairman of the parish council or any two parish councillors or by six electors for the area for which it is to be held. The parish council may also convene it but it is under no obligation to do so unless its consent is required before the parish council does certain acts (e.g. Allotments or Trusts)</p> <p>A Parish meeting consists of the local government electors registered for the area for which it is held (LGA 1972, s13(1)) and, in addition, if there is a Parish Council its Chairman may attend (whether he is an elector or not) and if he is present he must preside (LGA 1972, sch 12, para 17(1)). The Vice-Chairman must preside in the Chairman's absence. If both are absent the meeting elects someone to preside (LGA 1972, Sch 12, para 17(3)).</p> <p>The quorum of a Parish Meeting is two (Loughlin v Guinness (1904) 23 NZLR 748, per Denniston J at 745) unless a document has to be signed in which case it is three (LGA 1972, s 13 (2))</p> <p>Though a Parish Meeting may discuss Parish affairs its resolutions differ considerably in their legal consequences. In a few cases a resolution is legally binding (Allotments; Trusts). In all others a resolution is persuasive only; the Parish Council may legally disregard it and leave the electors to their remedy at the next election.</p> <p>Where there is a Parish Council the expenses of the Parish Meeting are met by it (LGA 1972, s 150 (2))</p> <p>The information was duly noted and the Clerk was instructed to put the information in the Flyer</p> <p>It was agreed that the council will convene the next Annual Town Meeting</p> <p>It was agreed that the next Annual Town Meeting will take place on Monday 20th April at 7 pm in the Town Hall, Berkeley</p> <p>The Clerk was instructed to defer the content of the Agenda for the next Annual Town Meeting until the February meeting</p>
21.	<p>Berkeley Burial Committee - Terms of Reference</p> <p>Subject to adding the word "draft" to item 9 and the words "per annum" to item 11 it was agreed by a majority vote to approve the Terms of Reference as supplied by the Berkeley Burial Committee - see attached</p>
22.	<p>Berkeley Toddler Group</p> <p>Berkeley Toddler group have written to the council asking for help as they are struggling to keep going</p> <p>It was agreed to waive the hire charge for the town hall with effect from 1st Aug 2014 until 31st July 2015</p> <p>The Clerk was instructed to write to the Toddler group asking them to come to one of our meetings in the spring to let us know how they are getting on</p>

23.	<p>HMS Exploit - Skittles Evening</p> <p>An email has been circulated to all members notifying us that the planned visit by HMS Exploit on the 28th February has had to be cancelled because the Ship is going to undergo a nine month maintenance programme beginning in early February 2015. The planned skittles evening has therefore been cancelled - noted</p> <p>In the meantime the Mayor has accepted an invitation to attend their affiliate's day on the 14th January in Penarth. The visit will include a day at sea in the Cardiff area and lunch on board. Councillor Tucker has agreed to accompany him on this trip</p> <p>To agree to pay the travel expenses to Penarth to visit HMS Exploit at 40p per mile plus parking and the toll for the Severn Bridge</p>
24.	<p>Town CCTV</p> <p>The Clerk was instructed to invite our current CCTV provider at Canon Park Recreational Facility to come to a meeting to let us know how we could improve our current CCTV coverage in Berkeley</p>
25.	<p>New College near Berkeley</p> <p>It was noted that Councillor Ashton is working with Tom Beesley to put on a public meeting where the people of Berkeley can find out more about the new college</p>
26.	<p>The Big Community Offer Highways - Your Way</p> <p>The Clerk was instructed to look in to buying a salt spreader from Highways</p>
27.	<p>Next Meeting.</p> <p>The next meeting will take place on Monday 19th January 2015 at 7.30 p.m. in the Town Hall, Berkeley</p>