



*Full Council Meeting  
held on Monday 20<sup>th</sup> June 2022  
in the Town Hall, Berkeley at 7pm*

## **MINUTES**

### **Present:**

CLlr Peter Hall (Chairman)  
CLlr Liz Ashton  
CLlr Isaac Bamfield  
CLlr Elizabeth Carter  
CLlr Nick Easby  
CLlr Tina Golding  
J Hopkins (Clerk)

### **1. Public Discussion**

- **Casual Vacancy – Co-option of new member**

Three candidates expressed an interest in the vacancy, two were present and discussed their reasons for wanting to be a Councillor. After the voting process, the Council welcomed Fiona Scott as our new member. Fiona signed the 'Declaration of Acceptance of Office' and joined the meeting.

- Stroud District Councillor Gordon Craig and Gloucestershire County Councillor Brian Tipper, shared information with us. CLlr Tipper gave us his support towards the on-going traffic issues and bypass Traffic Regulation Order.

### **2. Apologies and absence**

Apologies received from CLlr Sealey and CLlr Turner.

### **3. To receive declarations of interests and consider requests for dispensations**

There were none.

### **4. To approve the minutes of the meeting held on Monday 16<sup>th</sup> May 2022 and to agree that the minutes can be signed**

It was **resolved** to adopt the minutes of the meeting held on Monday 16<sup>th</sup> May and it was **resolved** that the minutes can be signed.

### **5. To receive and note the minutes from committees:**

- Planning & Finance Tuesday 10<sup>th</sup> May 2022-noted

### **6. To resolve that the bank reconciliation dated to 31<sup>st</sup> May 2022 be authorised and signed**

It was **resolved** that the bank reconciliation be authorised and signed.

### **7. To consider Planning Applications**

The following applications were considered:

- S.22/1145/LBC-6 Salter Street-Listed Building Application-Loft conversion and internal changes-No comments
- S.22/1146/LBC-8 Salter Street-Listed Building Application-Loft conversion and internal changes. Demolition of existing lean to extension and new ground floor single storey rear extension-No comments

**8. To note the list of payments that will be made by direct debit, standing orders and recurring payments, during the financial year to 31<sup>st</sup> March 2023**

The list of payments was agreed and duly noted.

**9. To agree to the list of regular suppliers under delegated authority to the clerk**

The list of regulated suppliers/payments (including amendments) was agreed and duly noted.

**10. To review the 'Charging Policy' for the Town Hall and Canon Park**

The Policy was reviewed. After an addition (by exception we can agree as a council to offer facilities free of charge), it was **resolved** that it is still fit for purpose.

**11. To review the Asset Register**

It was **duly noted** that the Asset Register is fit for purpose.

**12. To review all policies**

The Councillors agreed to review a few each, and bring any suggested amendments to the July meeting:

- Asbestos Management Plan & Risk Assessment-**IB**
- Asbestos Appendix Plan 2022-**IB**
- Bullying and Dignity at Work Policy-**IB**
- CCTV Policy-**EC**
- Code of Conduct-**EC**
- Complaints Policy-**EC**
- Data Protection Policy-**LA**
- Disciplinary Policy-**LA**
- Equality and Diversity Policy-**LA**
- Financial Regulations-**TG**
- GDPR Consent form-**TG**
- GDPR General Privacy notice-**TG**
- GDPR Privacy notice for Staff, Councillors and Role Holders-**TG**
- Grants Policy, Application Form and Evaluation Form-**PH**
- Health & Safety Policy-**PH**
- Lone Workers Policy-**PH**
- Media Policy-**NE**
- MUGA/AGP Noise Management Plan-**NE**
- Publication Scheme-**NE**
- Risk Management Policy & Risk Assessment-**PT**
- Social Media Policy-**PT**
- Standing Orders-**PT**
- Training & Development Policy-**PT**

All policies can be found on the website [www.berkeley-tc.gov.uk](http://www.berkeley-tc.gov.uk) (under 'Your Council', 'Documents and Policies')

**13. To review the council's representation on the Berkeley Vale Tourism Group**

It was **resolved** that Cllrs Ashton and Carter will be the Councils representatives on the Berkeley Vale Tourism Board.

**14. To nominate allotment representatives to organise an allotment inspection by 1<sup>st</sup> July**

Cllrs Golding, Bamfield and Scott agreed to be allotment representatives and will arrange the inspection.

**15. To receive an update on the Town Improvement Project and consultation**

Cllr Bamfield updated everyone on the consultation (now closed). The results will be collated into a document on 1<sup>st</sup> July and the working party meeting will be held on 19<sup>th</sup> July.

**16. To receive a report on the Queens Jubilee event**

The event was a great success and enjoyed by all, the proceeds of the day have been distributed between the local charities that supported the event.

**17. To discuss the sale of NatWest bank and agree a position**

There was a discussion during which it was decided that Cllr Easby will look into the sale of the bank and report back to the next meeting.

**18. To agree to apply to the 'Community Speedwatch Safety Fund' for the following:**

- **Wheelie bin '20 is plenty signs (20, 50 or 100)**
- **Vehicle Activated Sign, following our speed surveys and recommendations from our highways manager**

It was **resolved** to apply to the 'Community Speedwatch Safety Fund' for the above items. County Cllr Brian Tipper gave his support.

**19. To receive an update and agree on traffic issues/parking/car parks as per discussions with Highways and Stroud District Council:**

- **Disabled parking in the town centre**
- **Potential for extending the Marybrook Street car park**
- **Castle old kitchen garden**
- **A speed survey for Station Road**

Cllr Turner provided a report that was read out. Cllr Tipper provided advice and it was **resolved** to:

- Disabled parking & yellow line changes-It was **resolved** to put together a map/plan with the actual locations and areas that we want to apply for the TRO for, Cllrs Ashton, Hall and Turner will put this plan together.
- Agreed that Cllr Turner will continue discussions with Mike Towson regarding car parks.
- Speed survey for Station road – agreed.
- It was **resolved** to start the Traffic Regulation Order (TRO) process for the whole bypass to be changed to 40mph, to include discussions with Hamfallow and Hinton parish councils, as some of the bypass is out of our boundary. Funding for the process will be looked into by the clerk as the cost is around £15,000.

**20. To agree to an accessibility survey in the Town Centre**

It was **resolved** to accept the quote for the accessibility survey.

**21. To resolve that the clerk can place the orders for the hire of the christmas decorations, and electrician, as per the three year contract (in its second year)**

It was **resolved** to place the orders for the Christmas decorations (in a three year contract). It was **resolved** to continue the icicles down to Sem4graphics and to change the colour of the wall banners on the Town Hall to the gold swirls.

**22. To resolve to re-decorate the town hall meeting room, using our preferred supplier, to look at getting quotes for the renovation of the fireplace, and to organise an open day for the restored Tythe Map**

It was **resolved** that the clerk can get quotes for the above work. The open day will be discussed again when we have quotes for the work.

**23. To receive a report from Cllr Carter on the progress of the new website and to agree to the following:**

- **New branding/graphics pack £375**

- **Staff training on 365 £112.50**
- **Domain name migration £70**

Cllr Carter updated the council, and it was **resolved** to accept the quotes for the extra work, as above.

**24. To agree to replace the bearings in the sputnik carousel at park view play area at a cost of £645.20 plus vat**

It was **resolved** to accept the quote for the repair.

**25. To receive quotes for damp proofing in Town Hall**

It was **resolved** to accept quote one from Cotswold Treatments.

**26. To receive an update on the new Youth Club**

Cllr Hall updated the council:

- Krunch will start work in July
- Younger years Youth Club will start at the beginning of September
- The Council is working on a service level agreement
- An advert for a Youth worker is being prepared

**27. To agree to apply for Magnox socio economic funding towards the youth club**

It was agreed that the clerk will discuss this funding with the new youth club provider.

**28. To discuss the 'Matters Pending Action List' – as attached**

The list was discussed and updated.

**29. Sharing Information**

Councillors took this opportunity to share information.

**30. Date of next meeting**

The next Full Council meeting will be held on Monday 18<sup>th</sup> July at 7pm in the Town Hall.