



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

Berkeley Town Council  
 Meeting held Monday 17<sup>th</sup> July 2017 in the  
 Town Hall, Berkeley at  
 7.30 p.m.

Minutes

Present	Councillor	G Harcourt R Pinnell T Tucker P Stevenson L Ashton	Chairman    (left before public discussion began)
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Before public discussion, Councillor Ashton had a private word with the members of the council that were present and then left the meeting.

**Public Discussion**

Milena Thomas from Shared Access shared information and answered questions on the proposal for a telecoms mast at Canon Park Recreational Facility

1.	<p>Apologies and absence</p> <p>Councillors Brown, Ashton, Palmer and Hall all gave their apologies,</p> <p>There were no absences</p> <p style="text-align: right;"><i>Local Government Act 1972 s.85</i></p>
2.	<p>Declarations of Interest</p> <p>There were no declarations of interests from Councillors relating to items on the agenda</p> <p style="text-align: right;"><i>Localism Act 2011 s.27</i></p>
3.	<p>Minutes of the last meeting</p> <p>The minutes of the meeting held on Monday 19<sup>th</sup> June 2017 were confirmed and it was agreed that they should be signed by the Chairman of the meeting</p> <p style="text-align: right;"><i>Local Government Act 1972, Sch 12, para 41(1)</i></p>
4.	<p>Schedule of Payments</p> <p>The schedule of payments was approved and it was agreed that the cheques should be signed - see attached</p> <p style="text-align: right;"><i>Financial Regulations 5.2</i></p>
5.	<p>Telecoms Mast - Canon Park Recreational Facility</p> <p>Risks associated with the proposal were duly considered</p> <p>It was agreed to accept the offer of £30,000.00 for a 25-year lease with Shared Access for a 15m telecoms mast at Canon Park Recreational Facility.</p> <p>It was agreed that the council will use a solicitor recommended by Shared Access and will accept £ 2,000.00 towards the fees.</p> <p style="text-align: right;"><i>Local Government Act 1972 s. 111</i></p>

6.	<p>Canon Park Recreational Facility ROSPA report - see attached</p> <p>The ROSPA report for Canon Park Recreational Facility shows a low/very low risk on all three pieces of play equipment. It mentions the missing signage and fence panels and puts this as low/medium risk. It also highlights the poor condition of the paint work and recommends painting in a lead-free paint.</p> <p>The council is already working on a solution to the fence problem see item 7.</p> <p>The Clerk was instructed to find the sign and re-install it or if it cannot be found to purchase a new one.</p> <p>The initial consultation into the development of Canon Park Recreational Facility has shown that the local residents want to have the play equipment closer to the pavilion. It was decided that as the existing equipment will eventually be removed it would not be prudent to spend money on painting it.</p> <p style="text-align: right;"><i>Local Government Act 1972 s.111</i></p>
7.	<p>Canon Park Recreational Facility - Play Equipment Fence</p> <p>After considering the risks associated with planting a hedge and trees and listening to the feedback from the consultation it was agreed that the missing fence panels will be replaced.</p> <p>The Clerk was instructed to find a local company to replace the missing fencing panels at Canon Park Recreational Facility</p> <p style="text-align: right;"><i>Local Government Act 1972 s.111</i></p>
8.	<p>Canon Park Recreational Facility - Consultation</p> <p>A consultation was held on Friday 7<sup>th</sup> July to discuss the development of Canon Park Recreational Facility</p> <p>Councillor Tucker reported that the consultation was well attended and everyone was positive about the development of Canon Park Recreational Facility.</p> <p>The Clerk was instructed to bring this item back to the next meeting for further discussion.</p> <p style="text-align: right;"><i>Local Government (Miscellaneous Provisions) Act 1976 s.19</i></p>
9.	<p>Planning Application</p> <p>It was agreed to support the planning application S.17/1462/FUL - 17 Canonbury Street - Full Planning Permission for conversion of the roof space to 2 flats and erection of 3 skylights to the front and 3 dormers to the rear</p> <p style="text-align: right;"><i>Local Government Acts 1972 &amp; 1992</i></p>
10.	<p>Dog Control Orders - SDC review</p> <p>It was agreed to respond YES to each category of the review of Dog Control Orders in relation to the new Public Spaces Protection Orders</p> <p style="text-align: right;"><i>Local Government Acts 1972 &amp; 1992</i></p>
11.	<p>Finance Report</p> <p>The quarterly finance report for the period 1<sup>st</sup> April to 30<sup>th</sup> June 2017 was duly noted - see attached</p> <p style="text-align: right;"><i>Local Governance and Accountability 2016</i></p>

12.	<p>Deputy Clerk - fixed term contract</p> <p>The fixed term contract for the Deputy Clerk was duly approved - see attached</p> <p>It was duly noted that the Planning and Finance Committee will budget for the new contract</p> <p>It was agreed to employ a Deputy Clerk, on a fixed term contract, starting on 1<sup>st</sup> September 2017, .at a total cost of £3,692.00.</p> <p>It was agreed that the position and contract of the Deputy Clerk will be reviewed, by full council, nine months in to the contract.</p> <p style="text-align: right;"><i>Local Government Act 1972 s.112</i></p>
13.	<p>Staffing Committee Terms of Reference</p> <p>The Terms of Reference for the Staffing Committee were approved and adopted - see attached</p>
14.	<p>CCTV Policy</p> <p>The CCTV Policy was duly approved and adopted - see attached</p>
15.	<p>CCTV additions to current facility</p> <p>It was agreed that the council will not install CCTV cameras at Park View Play Area</p> <p>It was agreed that there will be no CCTV camera installed at Berkeley Cemetery</p> <p>The Clerk was instructed to bring the proposal for a CCTV camera at Marybrook Street Toilets to another meeting once we know where the ATM is going to be positioned.</p> <p>The Clerk was instructed to ask Shared Access if it would be possible to fix a CCTV camera to the telecoms mast.</p> <p>The Clerk was instructed to ask Redhand to give a fixed price quote for the upgrade of existing cameras and recording equipment, plus a camera overlooking the field fixed to the telecoms mast, at Canon Park Recreational Facility.</p> <p>The Clerk was instructed to bring the quote to the October meeting</p> <p style="text-align: right;"><i>Crime and Disorder Act 1998, s 17</i></p>
16.	<p>Office of the Police and Crime Commissioner - Commissioner's Fund</p> <p>The Clerk was instructed to bring this item to the October meeting</p>
17.	<p>Bike feature on Town Hall</p> <p>It was agreed to make the bikes on the Town Hall a permanent feature which can be decorated with flowers in the summer and lights at Christmas.</p>
18.	<p>Legionnaires' disease</p> <p>Several years ago, a risk assessment was carried out for both buildings owned by the council and the following action taken:</p> <p>Town Hall - no action necessary</p> <p>Pavilion - the temperature on the boilers for the hot water was set at 55 degrees Celsius and the cold water was measured at below 20 degrees Celsius. The shower heads are cleaned from time to time with a caustic cleaner.</p> <p>It was agreed that the measures taken by the council are adequate and no further action is necessary</p>

19.	<p>Park View Play Area</p> <p>The Clerk was instructed to bring this item to the next meeting</p>
20.	<p>Park View Play Area-official opening</p> <p>It was agreed that the official opening of the newly refurbished Park View Play Area will take place on Saturday 2<sup>nd</sup> September 2017. It was agreed that the opening will be carried out by the Chairman of Berkeley Town Council.</p> <p>It was agreed that residents will be invited to bring their own picnic to the event</p> <p>Councillor Tucker will make enquiries about entertainment for the event</p>
21.	<p>Cemetery Lodge Garden - planning permission</p> <p>At the beginning of 2016 the council agreed to make enquiries with Stroud District Council about the possibility of gaining outline planning permission on the land currently used as the garden to the Cemetery Lodge in Station Road. To date there has been no progress or feedback from SDC.</p> <p>It was agreed, by a majority vote, that the council will no longer pursue this matter.</p>
22.	<p>Councillor Vernon Smith - Cabinet Member Highways and Flooding</p> <p>It was agreed that the council will make no response to the Annual Customer Satisfaction Survey for Gloucestershire Highways</p>
23.	<p>Sarah's Field</p> <p>In order to meet the conditions of the Gloucestershire Environmental Trust grant the Sarah's Field project needs to have started before 22<sup>nd</sup> November 2017 and be completed by August 2018</p> <p>The Clerk was instructed to start the Sarah's Field Project with effect from 1<sup>st</sup> August 2017</p>
24.	<p>Sharing of Information</p> <p>Information was shared</p>
25.	<p>Date of next meeting</p> <p>The next meeting will be held on Monday 21<sup>st</sup> August 2017 at 7.30 p.m. in the Town Hall, Berkeley.</p>