



BERKELEY TOWN COUNCIL
DRYHTENHOLDA BEORCLEAH

Town Hall
Salter Street
Berkeley, Glos.
GL13 9DB,
Tel/Fax: 01453 511964
Email:
clerk@berkeley-tc.gov.uk

PLEASE ADDRESS ALL CORRESPONDENCE TO:
THE TOWN CLERK

**Berkeley Town Council
Meeting held Monday 16th October 2017 in the
Town Hall, Berkeley at
7.30 p.m.**

Minutes

Present	Councillor	K Palmer	Chairman
		P Stevenson	
		P Hall	
		R Pinnell	
		F Brown	
		T Tucker	
		G Harcourt	

Clerk D Spiers

Public Discussion

A short discussion took place between members and Stroud District Councillor Gordon Craig about the weeds on the highways

1.	<p>Election of Deputy Chairman</p> <p>Councillor Philip Stevenson was duly elected Deputy Chairman</p> <p>The declaration of acceptance of office from Deputy Chairman Philip Stevenson was received</p>
2.	<p>Apologies and absence</p> <p>There were no apologies or absences</p>
3.	<p>Declarations of Interest</p> <p>Chairman Palmer declared a personal interest in item 10.</p> <p>This caused a problem because Cllr Palmer had not known, until the presentation earlier this evening, that his step-daughter was involved with one of the youth service providers quoting to provide a youth club in Berkeley. Cllr Palmer has been one of the three members tasked with hearing the presentations from all of the Youth Service Providers and is due to report his findings along with Cllrs Hall and Pinnell to the council this evening.</p> <p>It was agreed by the council that Cllr Palmer will be allowed to give his report but will not be allowed to vote in the matter of the Youth Service Provider.</p>
4.	<p>Minutes of the last meeting</p> <p>The minutes of the meeting held on Monday 18th September 2017 were confirmed and it was agreed that they could be signed by the Chairman</p>

5.	<p>Pavilion - Self Employed Caterer</p> <p>This item was deferred until the person wanting to use the pavilion for her catering business has come to a meeting to discuss it with the council.</p>
6.	<p>Casual Vacancy</p> <p>It was duly noted that due to the resignation of Mrs Ashton there is a vacancy at Berkeley Town Council. The vacancy has been advertised and no-one has applied for an election so the council can now go ahead and co-opt a new member.</p> <p>It was duly noted that adverts for the Town Councillor vacancy have already been placed in the Flyer and on social media</p> <p>It was duly noted that the council has two vacancies to fill</p>
7.	<p>Schedule of Payments</p> <p>The payments on the schedule which was made available at the meeting were approved and it was agreed that the cheque could be signed - see attached</p>
8.	<p>Quotations for work</p> <p>It was agreed that Jim Clist will be the contractor to paint the ground floor windows of the Town Hall at a cost of £ 550.00 + vat</p> <p>The contract to repair the fence at Canon Park Recreational Facility was deferred until another contractor can be found to provide a quote</p> <p>The contract to supply and install solar panels at the Pavilion, Canon Park Recreational Facility was deferred for six months</p>
9.	<p>Consultation and Civic Ceremonies</p> <p><u>Remembrance Sunday</u> - 12th November 2017 at 3 p.m. The wreath will be supplied by the Royal British Legion.</p> <p>It was agreed that Councillors Palmer, Brown, Tucker, Pinnell, Hall and the Clerk will attend.</p> <p>It was agreed to make a donation of £ 150.00 to the Royal British Legion.</p> <p><u>Canon Park Field Consultation</u> - 5th and 10th November 2017.</p> <p>It was agreed that Councillors Brown, Hall, Palmer, Stevenson, Tucker, Harcourt and Pinnell will deliver the consultation. The Clerk was instructed to provide the necessary materials for the consultation.</p> <p><u>Stroud District Council - Local Plan Review</u> - Parish Cluster meeting 2nd November 2017, 7.30 to 9.30 in the Town Hall, Berkeley</p> <p>It was agreed that Councillors Palmer, Stevenson, and Hall will attend.</p>
10.	<p>Youth Service Provider</p> <p>This item was deferred until the December meeting</p> <p>The Clerk was instructed to obtain references and arrange dates for councillors to attend youth club sessions already running</p>

11.	<p>Telecoms Mast at Canon Park Recreational Facility</p> <p>It was noted that Shared Access has received confirmation from the operator that they are progressing with an alternative site, they have requested that our site is kept as an alternative option in case the current site fails.</p>
12.	<p>Annual External Audit</p> <p>It was duly noted that the external audit report states that “On the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met”</p> <p>There was a separate sheet added that states “Other matters not affecting our opinion which we draw to the attention of the smaller authority”</p> <p>Risk Assessment:</p> <p>It was agreed that the council needs to provide training for members and the Clerk in order that we can comply with the recommendations of the Internal and External Auditor in relation to risk assessment</p> <p>Accounting for Fixed Assets:</p> <p>It was noted that the Clerk has adjusted the asset register in order to comply with the comments made by the External Auditor - see attached</p> <p>The Asset Register, as attached, was duly approved</p>
13.	<p>Weed growth on main routes in to Berkeley</p> <p>There have been some emails from GCC and SDC suggesting that Berkeley Town Council might want to contribute towards the cost of removing the weeds on the edges of the highways.</p> <p>It was agreed that the council will not contribute towards the weed spraying of the highway.</p> <p>The Clerk was instructed to invite Gloucestershire County Councillor Brian Tipper to our next meeting to answer questions about the lack of maintenance to the weeds on the highways in our area.</p>
14.	<p>Gloucestershire Playing Fields Association - membership renewal</p> <p>It was agreed to renew our membership to the Gloucestershire Playing Fields Association at a cost of £ 50.00</p>
15.	<p>Review of the Representatives and Committee members list</p> <p>It was agreed that the following members will be appointed to the groups and committees listed below</p> <p>Berkeley Grammar School Fund - Councillor Stevenson Berkeley Parochial Trust - Councillor Palmer Staff Committee - Councillor Stevenson Site Stakeholder Group - Councillor Palmer and Brown Town Plan Review - Councillors Brown, Palmer and Tucker</p>
16.	<p>Canon Park Recreational Facility - CCTV</p> <p>This item was deferred until the council has had a chance to talk to PCSO Mike Trebble and Alan Pascoe from Redhand</p>

17.	<p>Street Names of new development in Berkeley</p> <p>Mr Glastonbury has contacted the council to ask if further names can be considered for the new development</p> <p>It was agreed that no changes can be made because the names have already been sent off to Stroud District Council</p>
18.	<p>Football Club Lease</p> <p>The Clerk was instructed, by a majority vote, to draft a lease for Pavilion</p>
19.	<p>Sharing Information</p> <p>Information was shared by Councillors</p>
20.	<p>Date of next meeting</p> <p>The next meeting will be held on Monday 20th November 2017 at 7.30 p.m. in the Town Hall, Berkeley.</p>