



BERKELEY TOWN COUNCIL

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 on
Monday 17th February 2020 in the
Town Hall, Berkeley at
7.00 pm*

MINUTES

Present:

Councillor P Stevenson (Chairman)
Councillor R Heaven
Councillor K Palmer
Councillor R Pinnell
Councillor J Sealey
Councillor Q Somerset

J Hopkins (Clerk)

1.	Public Discussion - 30 minutes Police and Crime Commissioner Martin Surl shared information about the Sabrina Centre, a new learning and conference centre on the Berkeley Green campus. This will be a state of the art training centre used mainly by Gloucestershire Constabulary to train its new recruits and will also be available to other agencies who wish to provide training facilities. Stroud District Councillors Gordon Craig, Haydn Jones, and Gloucestershire County Councillor Brian Tipper, shared information with Berkeley Town Council. Stroud District Councillor Lindsey Green gave her apologies.
2.	Apologies and absence Councillors Tucker, Harcourt and Hall gave their apologies
3.	To receive declarations of interests and consider requests for dispensations Councillor Stevenson and Pinnell are members of the Berkeley Burial Committee (item 19). Councillor Palmer wanted it recorded that he will not vote on item 12 as the owner of the business is a friend.
4.	To approve the minutes of the last meeting held on Monday 20th January 2020 It was resolved to adopt the minutes of the meeting held on Monday 20 th January 2020 and it was agreed that they could be signed by the Chairman.
5.	To consider Planning Applications There were no new applications.
6.	To receive the finance report for the period 1st October to 31st December 2019 The finance report was duly noted.

7.	<p>To receive a report on the Internal Control Check 1st October - 31st December 2019</p> <p>The internal control check was duly noted.</p>
8.	<p>To confirm that the Annual Town Council Meeting will be held on Monday 18th May 2020</p> <p>It was agreed that the Annual Town Council Meeting date will be 18th May. In an election year the Annual Meeting shall be held on or within 14 days following the day on which the councillors elected take office which is 11th May</p>
9.	<p>To set a date for the Annual Town Meeting (has to be held between 1/3 and 1/6)</p> <p>The Clerk explained that the Annual Town Meeting (Assembly) is an effective forum for the council to engage with the residents of Berkeley, where they are able to raise any subject and make any proposals, which if agreed by a majority, can be put forward for the Town Council to consider. The format for the Annual Town Meeting was discussed and the following agreed:</p> <ul style="list-style-type: none"> • It will be held on Monday 20th April at 6.30pm (before the full council meeting) • We will advertise it to encourage residents to attend • The Chairman, District and County Councillors will be asked to do a report on the achievements of the last year • The groups who have been given grants will be asked to attend and discuss the ways the grants have helped their groups • We will endeavour to make this into a larger event over the next five years
10.	<p>To authorise the schedule of payments</p> <p>There were no payments due</p>
11.	<p>To consider three quotes for a Fire Safety Risk Assessment to be carried out (agreed in minutes 10.12.18)</p> <p>The three quotes were discussed and it was resolved to appoint Outsource Safety Ltd to carry out a comprehensive Fire Risk Assessment with Action Plan (and fire strategy plan) for the Town Hall and Pavilion</p>
12.	<p>To consider a quote for further recommended repair work to the Town Hall roof</p> <p>It was resolved to accept the quote from Hancock Stone for further repair work following the emergency repairs to the Town Hall roof. It was agreed to waive financial regulations and not get 3 quotes as this is specialised work and required hiring of a cherry picker to look at the damage. This will come out of the contingency budget.</p>
13.	<p>To receive a reply from Gloucestershire Highways ref the pavements in the town</p> <p>The reply was duly noted.</p>
14.	<p>Parish & Town Council Elections</p> <p>It was noted that all parish/town councils will have elections on Thursday 7th May combined with the Police & Crime Commissioner for Gloucestershire. The Clerk handed out the nomination packs and explained the process. The Clerk has advertised for new councillors via the Website/Facebook/Berkeley Flyer and posters on the noticeboard. Councillors were asked to share this information.</p>
15.	<p>To receive a report from the Youth Club</p> <p>The report was duly noted. CMAS have agreed not to add a 6% increase for 2021/22.</p>

16.	<p>To receive thanks from the following organisations following the awarding of the grants and donations</p> <p>Berkeley Books, Berkeley Educational Swimming Trust, New Berkeley Harriers Running Club, Berkeley Town Football Club, Skylarks Choir, Great Western Air Ambulance Charity, and the MS Therapy Centre.</p>
17.	<p>To note Gloucestershire County Council's reply to the street light issue from the Town Hall to the car park in Marybrook Street</p> <p>A discussion took place and it was decided not to fund an extra street light in Marybrook Street, Gloucester County Council's policy is not to install any additional lighting to their network, however a town council can request and pay for it if the town feels strongly. It was agreed to ask the County to put in brighter bulbs in the lights opposite to shine across the road.</p>
18.	<p>To discuss the new email addresses for Councillors</p> <p>It was noted that the initial problems are now sorted and Councillors should be able to set up and access their new email. The Clerk agreed to contact Vision ICT regarding mobile access.</p>
19.	<p>To note a complaint made regarding Berkeley Burial Committee</p> <p>This was duly noted.</p>
20.	<p>To consider setting up a Christmas Decorations Working Party or to make it part of the Terms of Reference of an already formed committee</p> <p>It was resolved to make this part of the Planning & Finance committee terms of reference.</p>
21.	<p>To consider recommendations from the Canon Park Development Committee - see attached draft minutes from 5th February 2020</p> <p>The draft minutes were duly noted and the Clerk discussed the consultation which will take place from 1st-22nd March.</p>
22.	<p>The Clerk will run through the current Action List</p> <p>The Action List was updated.</p>
23.	<p>To consider three quotes for a new litter/recycling bin for Park View Play Area - see attached</p> <p>The three quotes were discussed and it was resolved to purchase the bin from Boxap.</p>
24.	<p>Sharing Information</p> <p>Councillors took this opportunity to share information.</p>
25.	<p>Date of next meeting</p> <p>The next meeting of Berkeley Town Council, will be held on Monday 16th March 2020 at 7pm in the Town Hall, Berkeley.</p>