



Berkeley Town Council Meeting held on
Monday 16th March 2020 in the
Town Hall, Berkeley at
7.00 pm

MINUTES

Present:

Councillor P Stevenson (Chair)
Councillor P Hall
Councillor R Heaven
Councillor R Pinnell
Councillor J Sealey
Councillor Q Somerset
Councillor T Tucker

J Hopkins (Clerk)

1.	Public Discussion - 30 minutes This item was suspended due to the Coronavirus situation.
2.	Apologies and absence Councillor Palmer gave his apologies, Councillor Harcourt was absent.
3.	To receive declarations of interests and consider requests for dispensations There were none.
4.	To approve the minutes of the last meeting held on Monday 17th February 2020 It was resolved to adopt the minutes of the meeting held on Monday 17 th February 2020 and it was agreed that they could be signed by the Chairman.
5.	To consider Planning Applications <ul style="list-style-type: none">• S.20/0500/FUL - Rigestate Industrial Estate, Station Road, Berkeley - Full Planning Application - Erection of a steel portal frame commercial building - Berkeley Town Council support this application.
6.	To authorise the schedule of payments due It was resolved to approve the schedule of payments and it was agreed that the cheques could be signed.
7.	To receive the finance report for the period 1st-31st January 2020 The finance report was duly noted.
8.	To discuss Coronavirus update/procedures and Town Council Emergency Plan There was a discussion and the following points were agreed: <ul style="list-style-type: none">• The Town Council Office will close to the public from 17th March. The Town Clerk will continue to work as normal and the public will be advised to contact the Clerk by phone or email• The groups using the Town Hall will make their own decisions on closure

	<ul style="list-style-type: none"> • The new laptop is being set up so that the Clerk can work from home if necessary • Councillors Stevenson, Heaven, Sealey, Somerset and Tucker agreed to their mobile numbers being made available • The council website and facebook page is being kept up to date with Government advice regarding Coronavirus • A local group of volunteers has set up a facebook group to help people who are social distancing/self isolating. There is a database of helpers for each street. Leaflets will be posted through all letterboxes giving details of how to get help with shopping, collecting prescriptions, a phone call etc • The Town Emergency Plan will need to be revised • It was agreed that confidential items regarding staffing will be discussed by the Staffing Committee by email • The Clerk to email Stroud District Council parking team regarding not enforcing the 23 hour restrictions on our car parks during the outbreak <p>In response to the Covid-19 outbreak and in the event that it is not possible to convene a meeting the following was discussed:</p> <ul style="list-style-type: none"> • The clerk already has delegated authority to spend under certain budget headings • Decisions on behalf of the council that cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline will be made by electronic means or telephone to all councillors and if this is not possible to the Chairman and Vice-Chairman • All decisions and payments will still need to be ratified at the first available council meeting
9.	<p>To authorise GAPTC subscription for 2020/21 It was resolved to pay the annual subscription to GAPTC (£506.12).</p>
10.	<p>To consider a quote for new Blinds in the office It was resolved to accept the quote from Hillarys Blinds who have just put up blinds in the Main Hall which the council are very pleased with.</p>
11.	<p>To authorise a RoSPA Risk Assessment for Sarah's Field It was resolved to agree that Rospa do a Risk Assessment at Sarah's Field at the same time as the annual inspections of the other play areas.</p>
12.	<p>To note an increase in Town Hall Cleaning Contract The increase was duly noted and it was agreed to look at the contracts again.</p>
13.	<p>To discuss arrangements for the Annual Town Assembly to be held on Monday 20th April at 6.30pm It was agreed to postpone the Annual Town Assembly due to the Government advice regarding Coronavirus.</p>
14.	<p>To review hire charges for Berkeley Town Hall and Allotments It was agreed to delay this item and discuss it at a later date.</p>
15.	<p>To consider three quotes for Grounds Maintenance (3 year contract) It was resolved to offer the Grounds Maintenance contract to T W Hawkins for the next three years.</p>
16.	<p>Parish & Town Council Elections To note that the 7th May Elections have been postponed for one year as a result of the coronavirus outbreak.</p>

17.	<p>To note purchase of a laptop, projector and screen (three quotes attached) as decided by the Planning & Finance Committee This was duly noted.</p>
18.	<p>To discuss the new email addresses for Councillors It was agreed that all councillors should now be using the new email addresses.</p>
19.	<p>To discuss a request for funding/help, installing work benches, from the Men's Shed who have recently moved to SGS Berkeley It was resolved to offer a donation of £365 to the Men's Shed.</p>
20.	<p>To discuss Exclusive Ballooning Launches It was agreed to suspend the Standing Order, on previous resolutions not being reversed within six months, and agree to allow Exclusive Ballooning to use Canon Park recreation field for Balloon launches once again. The reason for this was that there had obviously been a communication problem regarding emails. We have now received the Risk Assessments and Public Liability Insurance as requested.</p>
21.	<p>To receive a report from the Youth Club provider for January and February 2020 This was noted. The Councillors asked the Clerk to ask CMAS to consider an article in the Berkeley Flyer as the report is excellent reading.</p>
22.	<p>To discuss applying for funding from CPRE for trees It was resolved for the Clerk to apply for funding. The date has been extended.</p>
23.	<p>To discuss nominating Sarah's Field Project for a CPRE Award It was agreed to nominate Sarah's Field. Councillor Tucker agreed to help complete the application.</p>
24.	<p>Sharing Information Councillors took this opportunity to share information.</p>
25.	<p>Date of next meeting Depending on the Government guidance due to the Coronavirus the following may change: The Annual Town Assembly will be held on Monday 20th April at 6.30pm followed by the Full Council meeting at 7.30pm, in the Town Hall, Berkeley.</p>