



*Berkeley Town Council Meeting held on
Monday 18th May 2020 at 7pm
Via Zoom
Local Authorities have been handed new powers
to hold meetings virtually by using video or telephone*

MINUTES

Present by Video link:

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

J Hopkins (Clerk)

1.	Public Discussion Stroud District Councillor Gordon Craig was present and shared the following information: <ul style="list-style-type: none">• Magnox Socio-Economic grant will hopefully go towards setting up a permanent food bank in Berkeley which will hopefully be able to take over from the Booster Box scheme when it is set up• Culverhay (Marybrook) Berkeley Doctors surgery is offering telephone and virtual appointments to help to keep the surgery Covid-19 free• Thornbury Tip – the District Councillors are working on enabling Berkeley residents to use Thornbury tip• Bridleways-Some have now been cut back and talks are underway with the County Council regarding using hardcore on flooded areas from Station Road to Berkeley Vale Park/Sharpness
2.	Apologies and absence (all members, clerk and members of the public will be in attendance for the purposes of 'The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020' if they are in remote attendance) Councillors Palmer and Sealey gave their apologies. Councillors Harcourt and Pinnell were absent.
3.	To receive declarations of interests and consider requests for dispensations Councillor Hall declared a personal interest in item 18, he will stay for the discussion but not vote.
4.	To approve the minutes of the following meetings – see attached <ul style="list-style-type: none">• Staffing Committee 13th January 2020• Canon Park Field Development 5th February 2020• Town Improvement Project Committee 10th February 2020• Full Council Monday 20th April by Zoom It was resolved to adopt all the above minutes and that they could be signed by the relevant Chairman at a later date.

5.	<p>To consider Planning Applications</p> <ul style="list-style-type: none"> • S.20/0813/TCA – 58 High Street, Berkeley – Trees in a conservation area – Fell 2 x Yews and approx. 3-4 small plum trees – Berkeley Town Council agree this tree work is necessary but would like to see another tree planted elsewhere to replace loss of trees in a conservation area.
6.	<p>To receive Planning Application Decisions</p> <p>The following decision made by the Local Planning Authority was duly noted:</p> <ul style="list-style-type: none"> • S.20/0500/FUL – Rigestate Ind Est – Erection of a steel portal frame commercial building – Permitted
7.	<p>To agree to pay the contribution of £3638.81 (no increase) to the Berkeley Burial Committee in the financial year 2020/21</p> <p>It was resolved to pay the contribution for 20/21.</p>
8.	<p>To authorise the schedule of payments – the schedule was read out at the meeting</p> <p>It was resolved to approve the schedule of payments and it was agreed that the online payments could be made.</p>
9.	<p>To note the Annual Internal Audit Report 2019/2020 & Internal Auditors Report– see attached</p> <p>The Annual internal Audit Reports were duly noted.</p>
10.	<p>To note the payments made under the delegated authority of the Town Clerk for the period 1st January to 31st March 2020 – see attached. To note that the Clerk agreed a payment over £500 to Hancock Stone Ltd under delegated powers as an emergency. The Clerk put in a system and ensured Council were aware and obtained retrospective authorisation.</p> <p>The Clerk’s delegated authority report was duly noted.</p>
11.	<p>To consider a review to Financial Regs (5.6) to include a system for emergency spending over £500 by the Clerk (Clerk already has Delegated Authority to spend up to the budget under certain headings but the financial regs do not reflect this)</p> <p>It was resolved to change financial regulation 5.6 to reflect the above.</p>
12.	<p>To agree to continue with the Clerks Delegated Authority to spend up to the budget under the following budget headings:</p> <p>(Under the Local Government Act 1972, s.101 the council can delegate authority to spend to the Town Clerk)</p> <p>Staff, Councillors Expenses/Training, Youth Club, Admin, CCTV maintenance, Website maintenance, Petty Cash, Subscriptions, Legal Fees, Town Hall running costs, Town Hall maintenance, Pavilion running costs, Pavilion maintenance, Allotments, Park View Play Area, Canon Park Field & Play Area, Sarah’s Field, Sarah’s Field Project, Town Enhancement Project and Christmas Decorations Project.</p> <p>It was resolved to continue with the Clerk’s delegated authority to spend up to the budget under the above headings and also to add in to spend up to £2000 from contingencies. The Clerk will ensure Financial Regulations reflect this.</p>
13.	<p>Budget Review 2018/19</p> <p>It was resolved to carry forward to the budget for 20/21 the following amounts as they were</p>

	<p>ear-marked in the 19/20 budget: Town Hall Maintenance £648.89 (Damp problem and blinds in the office) Town Hall Running Costs £869.47 (part of fire risk assessment booked in from 19/20) Grant Awards £365.00 (agreed grant to the Men's Shed) Sarah's Field £386.21 (Stroud Valleys Project work days Jan-March) Allotments £936.59 (budgeted separately so carry forward full amount) Park View Play Area £330.00 (Litter Bin)</p> <p>It was resolved to carry forward £2016.60 to make a new reserve called 'Christmas Decorations Project'.</p>
14.	<p>To review and approve the Statement of Accounts for 2019/2020 & Reserves – see attached The Statement of Accounts for 19/20 and the Reserves for 20/21 were duly noted.</p>
15.	<p>To review and approve the Annual Governance Statement 2019/2020 (Section 1) Page 4 It was resolved to approve The Annual Governance Statement (Section 1).</p>
16.	<p>To review and approve the Accounting Statements 2019/2020 (Section 2) page 5 It was resolved to approve The Accounting Statements (Section2).</p>
17.	<p>To agree new Banking Arrangements and Mandate – see attached It was resolved to put in place the new banking mandate.</p>
18.	<p>To consider a request for funding from the Berkeley Flyer The Clerk read out an email from the Berkeley Flyer editorial team. There was a discussion and it was resolved to make a donation of £1000 towards the printing costs of the 'Berkeley Flyer'.</p>
19.	<p>To receive the Play Areas Safety Inspection Reports for Canon Park and Park View, and Sarah's Field Risk Assessment report – see attached The reports were duly noted. The Clerk has checked for any remedial work that needs doing as a result of the inspections. Apart from some minor points raised the play parks and Sarah's Field have a low risk score. The Clerks summary report showed seven items with a medium risk. The Council decided that due to the current Coronavirus restrictions the repairs can be monitored and wait until the Groundsman returns to work.</p>
20.	<p>To review the Asset Register – see attached It was duly noted that the Asset Register is still fit for purpose.</p>
21.	<p>To agree the Dates and times of meetings for 2020/21 It was resolved to continue the Full Council Meetings on the third Monday of the month and the second Monday in December.</p>
22.	<p>To note a CIL Neighbourhood Payment It was duly noted that Berkeley Town Council has received a CIL payment of £1941.36 There is a requirement for the Council to spend this money on appropriate local infrastructure projects within 5 years of receipt and to publicly disclose all CIL receipts and expenditure on our website with an annual report.</p>

23.	<p>To agree to postpone the Internal Control Checks due from 1st January to 31st March 2020 due to the Coronavirus Restrictions</p> <p>It was agreed that the internal audit would take place as Councillor Somerset offered to take the files home to do the audit so that Coronavirus guidelines could be followed.</p>
24.	<p>To review arrangements for insurance cover and to note that the insurance policy is due for renewal with Zurich at a cost of £2135.38</p> <p>It was resolved to accept and pay the insurance with Zurich for 20/21.</p>
25.	<p>To note the list of payments that will be made by Standing Orders or Direct Debits during the financial year to 31st March 2021 – see attached</p> <p>The list of payments was duly noted.</p>
26.	<p>To agree the list of Regular Payments under Delegated Authority – see attached</p> <p>The list of regulated payments was duly noted.</p>
27.	<p>To review the Risk Management Policy and Risk Assessment – see attached</p> <p>It was resolved that the Policy and Risk Assessment are still fit for purpose.</p> <p>It was noted that all policies are currently under review with the Staffing Committee</p>
28.	<p>To agree to transfer £350 from the Allotments budget to the staff budget to cover the cost of administering the allotments</p> <p>It was resolved to agree to transfer £350 and for the Clerk to keep a note of allotment duties and how long they take in 20/21.</p>
29.	<p>To discuss matters regarding Coronavirus</p> <ul style="list-style-type: none"> • Booster Box Scheme-328 Booster Boxes have been delivered up to 14th May. The Clerk discussed the finances/donations regarding the scheme and it was resolved to put another £500 towards the scheme from contingencies. • Changes to government guidelines regarding parks-It was agreed to re-open Canon Park Field ONLY. The Clerk will post on the website and on facebook regarding social distancing and keeping to Government Guidelines.
30.	<p>Sharing Information</p> <p>Councillors took this opportunity to share information.</p>
31.	<p>Date of next meeting</p> <p>The next Full Council meeting will be held on Monday 15th June at 7pm via Zoom. Other Committee Meetings are postponed for now and all items will be discussed at Full Council.</p>