



*Berkeley Town Council Meeting held on
Monday 20th July 2020 at 6.30pm
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 (Chairman)
Councillor P Hall
Councillor G Harcourt
Councillor R Pinnell
Councillor Q Somerset
Councillor T Tucker

J Hopkins (Clerk)

1.	<p>Public Discussion</p> <p>Casual Vacancy – Co-option of new member Five candidates expressed an interest in the vacancy, each one discussed their reasons for wanting to be a Councillor. One chose to withdraw his application. After the voting process, the Council welcomed David Howell as our new member. David will be given a welcome pack and sign the 'Declaration of Acceptance of Office' on 22nd July.</p> <p>Project Manager Michael Carter from 'Sports and Play Consulting Ltd' attended to discuss the 'Canon Park Development Project' Michael discussed his background working with local Councils and recommended different ways to run this type of project. His company can support and manage the whole project and they specialise in Play Equipment, Fitness, and Multi Use Games Areas. The aim is to act in the best interest of the Council in terms of advice, time, risk and value for money. There are 3 phases of the project, Procurement, Evaluation and Consultation and Project and Contract Management, which have all been quoted for. We have to comply with the 2015 Public Procurement Regulations due to the size of the project. He said that it would be useful to attend site to discuss the project in more detail.</p> <p>Stroud District Councillor Gordon Craig shared information regarding the opening of a Foodbank in the library in Berkeley (and surrounding areas). The funding has been secured through Magnox and it will be operated by the Stroud Foodbank (Trussell Trust). The Clerk also attended the meeting and is in contact with them. They will be open when the library is closed so will be able to offer confidential support as well. This should be up and running by September, to enable the town to be prepared, in anticipation of any further problems such as unemployment or a second wave of Covid19.</p> <p>Gloucestershire County Councillor Brian Tipper shared information on the funding that they have given us from the 'Growing our Communities Fund' (£4000). The grant is to</p>
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	<p>help cover costs of the Food Booster Box Scheme and Town Recovery Plan (to help with re-opening of Council owned facilities for the benefit and safety of residents, regular cleaning & sanitising of play areas, deep clean of the Town Hall/buildings, anti-Bac stations, printing etc). The Council thanked Brian for his help securing this funding.</p> <p>Three members of the public were in attendance. The Mariners Arms Planning Application was discussed. The comments from one member of the public have been circulated to members for consideration. This will be discussed in item 5.</p>
2.	<p>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) Councillor Palmer gave his apologies, Councillor Sealey was absent.</p>
3.	<p>To receive declarations of interests and consider requests for dispensations There were none.</p>
4.	<p>To approve the minutes of the last meeting held on Monday 15th June 2020 via Zoom The minutes were not included in the packs so they will be approved at the next meeting.</p>
5.	<p>To consider Planning Applications</p> <ul style="list-style-type: none"> • S.20/1240/LBC – Mariners Arms, 49 Salter Street, Berkeley – Listed Building Application – Change of use from former PH to form Retail Convenience store, alterations and extensions. Demolition of rear extensions and associated external works. • S.20/1239/FUL – Mariners Arms, 49 Salter Street, Berkeley – Full Planning Application – Change of use, alterations and extensions to the Former Mariners Arms PH to form a new Retail Convenience store. Demolition of rear extensions and associated external works. <p>After a lengthy discussion it was resolved to set up a ‘Working Party’ to discuss the above applications, made up of Cllr Tucker, Cllr Hall, Cllr Harcourt and Claire Cook (member of public). The date of the meeting was agreed as Monday 27th July at 7pm via Zoom. They will explore options and present these to Full Council in August for a decision. The Clerk will email the planning department to ask for an extension for comments.</p> <ul style="list-style-type: none"> • S.20/1281/HHOLD – 4 Forest View Road, Berkeley – Householder Application – Demolition of existing disused brick chimney stack. Extension of existing single garage. Outbuilding window replaced by doors and existing outbuilding door bricked up – No comments.
6.	<p>To receive Planning Application Decisions The following decision made by the Local Planning Authority was duly noted:</p> <ul style="list-style-type: none"> • S.20/0979/LBC – 3 Market Place – Replacement floor - Approved
7.	<p>To receive the ‘Canon Park Development’ Consultation Results and discuss actions going forward – see attached</p> <ul style="list-style-type: none"> • It was agreed that the results can be shared with the public via the website and Facebook page (hard copy to be available if requested). • Project Management-It was agreed for the Clerk to arrange a date to meet Michael Carter for a site visit. Cllrs Tucker & Somerset will attend, and all

	<p>members of council will be invited, including non-councillor members of the Canon Park Development Committee.</p> <ul style="list-style-type: none"> • The tender process will be discussed after the site meeting. • The parking area was discussed and it was resolved to start the project by doing the tarmac for the parking area first as 3 quotes already received and funding in place. The quote from Cotswold Surfacing was agreed and the parking plan drawn up by 'Gloucestershire Playing Fields Association' is to be used.
8.	<p>To review the budget for 2020/21 The budget/actuals for 2020/21 were reviewed and noted.</p>
9.	<p>To resolve that the Bank reconciliation and uncashed payments list dated 1st April to 31st May 2020 be authorised and signed by the Chairman of the Planning & Finance Committee – see attached It was resolved that the Bank reconciliation and uncashed payments list be authorised and signed at a later date.</p>
10.	<p>To note the payments made under the delegated authority of the Town Clerk for the period 1st April to 30th June 2020 The Clerk's delegated authority report was duly noted.</p>
11.	<p>To authorise the schedule of payments – the schedule was read out at the meeting It was resolved to approve the schedule of payments and it was agreed that the online payments could be made.</p>
12.	<p>To discuss a report and draft proposal from Councillor Somerset regarding Stroud District Councils 'Re-opening High Streets Safely Fund' as previously discussed with all Councillors There was a discussion during which it was decided to hold a meeting in the Town Square to discuss the points raised, and to bring the proposal back to Full Council in August for a decision. Councillor Hall left the meeting.</p>
13.	<p>To note that the Consultation on Stroud District Council's Statement of Licensing Policy for Alcohol, Entertainment and Late Night Refreshment Licensing is available for comments until 17th August Councillors will read the 'draft for consultation' online and send any comments to the Clerk.</p>
14.	<p>To receive a report on the Internal Control Check 1st January to 31st March and to appoint a councillor to carry out the next one from 1st April-30th June (due now) The internal control check was duly noted. The Clerk will ask Councillor Sealey to carry out the next one.</p>
15.	<p>To note that the Local Government Association has launched a consultation on a new model member Code of Conduct and that councils can respond up until 17th August The link to the consultation comments has been sent by email and councillors will respond individually (hard copy will be available where requested).</p>
16.	<p>To note actions required to re-open Council owned facilities</p> <ul style="list-style-type: none"> • It was noted that Park View & Canon Park Play Areas re-opened after completion of a Risk Assessment by Cllr Stevenson, Cllr Tucker and the Clerk. The equipment,

	<p>benches and gates were washed, disinfected and rinsed by a professional cleaning company prior to re-opening. Signage has been provided at both parks in line with Government Guidance for use.</p> <ul style="list-style-type: none"> To re-open the Town Hall a Covid-19 Risk Assessment needs to be completed and Government Guidance followed. We have a legal responsibility under Health & Safety law and must take reasonable measures to ensure the premises, access to it and any equipment provided are safe for people using it as far as is reasonably practical. It was decided that the Clerk will look further into this and report to the August meeting.
17.	<p>To consider spreading the risk by opening another Bank Account as minutes June 2019 It was resolved by majority not to open another bank account.</p>
18.	<p>To note the setting up of a stakeholder group to discuss thefts of produce from the Allotments This was noted and encouraged. David Howell, our new Councillor will lead this group.</p>
19.	<p>To note the following policies have been reviewed by the Staffing Committee: It was noted that the following policies have been reviewed and it was resolved to adopt them:</p> <ul style="list-style-type: none"> Bullying & Dignity at Work CCTV Charging Policy Code of Conduct Complaints Procedure (new) GDPR General Privacy Notice GDPR Privacy Notice for staff, councillors and role holders Financial Regulations Grants Policy, application form and monitoring form Standing Orders Financial Risk Register <p>It was noted that the following policies are still under review:</p> <ul style="list-style-type: none"> Disciplinary Policy Equal Opportunities Lone Working Media & Social Media Policy Publication Scheme
20.	<p>To discuss Pavilion improvements</p> <ul style="list-style-type: none"> Gutter repair Possible insurance claim for leak in kitchen Damp changing rooms due to extraction units not working Ruined frosting on windows <p>The above was noted and it was resolved to cover the costs of the gutter repair. The clerk to discuss the insurance claim with the Football Club and put in the claim.</p>
21.	<p>To discuss matters regarding Coronavirus</p> <ul style="list-style-type: none"> We have now delivered over 850 Booster Boxes. The Clerk discussed the financial spreadsheet which was noted. Successful application to GCC 'Growing our Communities Fund' (£4000). County

	<p>Councillor Brian Tipper has helped us to secure a grant, to help cover costs of the Food Booster Box scheme and Town Recovery Plan (to help with re-opening of council owned facilities for the benefit and safety of residents, regular cleaning & sanitising of play areas, deep clean of the Town Hall/buildings, Anti-Bac stations, printing etc).</p> <ul style="list-style-type: none"> • It was noted that the Competition entries will be judged in the August meeting. • It was noted that Berkeley Public Toilets have now re-opened. • The Clerk has been asked by the Stroud Foodbank to be a referrer, the Council resolved that the Clerk can take on this role.
22.	<p>Sharing Information Councillors took this opportunity to share information.</p>
23.	<p>Date of next meeting The next Full Council meeting will be held on Monday 17th August at 7pm via Zoom.</p>