

**MINUTES OF BRIMSCOMBE & THRUPP
PARISH COUNCIL MEETING
HELD REMOTELY VIA ZOOM
ON TUESDAY 7th July 2020 AT 7.00PM**



Present: Cllr Colette Cuddihy Chair
 Cllr Bob Tyler Vice-Chair
 Cllr Roger Martin
 Cllr Greg Pilley
 Cllr Nicky Russell
 Cllr Ben Morris
 Cllr Bill Harvey

In attendance: District Councillor Martin Whiteside
 District Councillor Deborah Young
 County Councillor Rachel Smith

Charles Bignell and Graham Russell from Charlea Community Gardens attended to address the Council regarding the proposed purchase of land behind Queen's Court. They provided a brief history and overview of Charlea community gardens and the green space surrounding this, including the land in question which was sold to the developers by SDC along with Queen's Court. They are currently seeking to purchase this land from developer, and are looking to the Parish Council to help access public funds, in order to speed up the purchase of the site. The aim is to access funding and secure the site, and operate it on behalf of the community. They stated that there is an overwhelming interest in the provision of this green space for the community, especially those in Queen's Court that do not have access to any other green space. Possible options were discussed involving the Parish Council and possibly District Council working together with Charlea community gardens to secure the land for the community, including via a Parish Council PWLB loan. Questions were raised about how a PWLB loan might work for the PC, and whether they could also approach Chalford PC and Minchinhampton PC. The Council voted unanimously in favour of an in principle agreement to investigate taking this forward – looking into the possibilities, the logistics, potential risk and implications, and how a PWLB loan for this project might affect a possible loan for the Port development. It was agreed that Charles Bignell and Graham Russell would take this forward with District Councillor Deborah Young. This group will then come back to the Parish Council will more details at a later date.

1. Apologies

Cllr Brian Castle

2. Declarations of Interest (Members are requested to declare any interest they may have in the business set out on the Agenda to which the approved Code of Practice appears).

Cllr Martin declared an interest in agenda item 11(a).

Cllr Young declared an interest in anything discussed relating to the Brimscombe Port development.

3. Approval of Minutes of Parish Council Meeting held on Tuesday 2nd June 2020

The Minutes were approved as a true record, with signing deferred to the next face-to-face meeting (as per the advice and guidance of GAPTC)

4. To receive the monthly County Councillor report (5 mins)

Cllr Smith provided a verbal update on the following:

- A full County Council meeting was held at the end of June 2020:
 - Motion passed regarding school streets – closing streets where there are primary schools, similar to the idea regarding closing Thrupp Lane at certain times so that it can be a ‘play street’.
 - Motion thanking volunteers around Gloucestershire, in which Cllr Smith thanked those within the Parish that have been assisting with the community COVID-19 response work
 - Motion about learning from the COVID-19 pandemic in relation to reducing carbon emissions
 - The County Council has launched a Local Outbreak Management Plan (LOMP)
 - Motion regarding cycling provision
 - Cllr Smith raised a question about the delay to the resurfacing of Claypits lane, and drainage
- In relation to the excessive speeds on the A419 raised and discussed at the June 2020 meeting, Cllr Smith reported that the PCSO has undertaken speed checks on A419
- In relation to the planned road closure on Thrupp Lane discussed at the June 2020 meeting, Cllr Smith reported that further action needs to be taken to make sure that the drainage issue is taken up.
- Cllr Martin brought up the issue regarding the knotweed on the A419 playing field. Cllr Smith will follow up on this and whether the County Council will take liability. [**ACTION: Cllr Martin** to forward lease documents to Cllr Smith]
- Cllr Young brought up the issue of the number of road works along London road and questioned whether this might be coordinated differently.
- The Chair asked if there is money available in the lengths man scheme to cover cutting of verges. Cllr Smith will raise this issue with highways.
- Cllr Smith reported that there is money available for the Parish Council Bus Shelter Art Project via the ‘Growing Our Communities’ Fund that was recently applied to.

5. To receive the monthly District Councillor report (5 mins)

Cllr Whiteside provided the following report to the Council ahead of the meeting.

“All SDC meetings are now being shared on You Tube - [link](#)

Business support grants

From 9 June, eligible businesses could apply to a new business support grant scheme offering priority to businesses who were not eligible for support in the previous schemes. Over 270 businesses applied by the deadline on 21 June. So far 76 businesses have received funding totalling £850,000 from this discretionary grant fund. ([link](#))

In relation to all the business support grants available, by 26th June, a cumulative total number of 2,235 grants totalling £24.9m had been distributed (some businesses have received more than one payment within the grant total).

Strategy & Resources Committee – 18 June

- **Council Tax Hardship Scheme – Covid-19** - Changes were approved to the Hardship Policy to allow for the immediate implementation of the Government Covid-19 funding. This will go to the next meeting of Council for formal adoption.
- **Covid-19 Recovery Strategy** - Councillor endorsed the approach outlined in the Draft Recovery and Renewal Strategy document and the proposed governance arrangements. Meetings are now underway to progress this work.
- **Financial Impact of Covid-19 on Stroud District Council** Councillors considered a report which set out that the pandemic is having a significant impact on the Council's financial resources. There is a real need for support from Government to local authorities in the longer term. It was agreed to use the Council's Equalisation Reserve to meet the cost of the pandemic.

See Strategy & Resources meeting [papers](#) and [minutes](#)

Tackling racism

This issue was discussed during the Strategy & Resources meeting, and the Council Leader made a statement to say that SDC needs to do all we can as a Council to ensure we are an inclusive and anti-racist organisation with zero tolerance for racism and discrimination ([link](#)). This followed a statement by all four party leaders in support of the Black Lives Matter campaign ([link](#)). Complaints had been made about the activities on twitter of Councillor Debbie Young (Conservative). The Monitoring Officer found that Cllr Young had not significantly breached the Council's Code of Conduct ([link](#)). All Councillors are undertaking training on Equality and Diversity. Cooperative Alliance leaders (Labour, Green, Lib Dem) issued a [statement](#) to put on record their disappointment that explanations for the judgement shows very limited understanding of the lived experience of direct and indirect racism, the impact of structural and institutional racism or the experiences that sparked the Black Lives Matter protests around the world.

Community Services & Licensing Committee Meeting – 25 June

The Committee met to discuss the revised **street trading policy** and to finally adopt a new Street Trading Resolution following statutory public notice of intention to adopt, and to consider a Draft **Statement of Licensing Policy** prior to formal consultation. The Statement outlines the principles Stroud District Council will apply when exercising its functions under the Licensing Act 2003 from January 2021 when the current Statement expires. Appointments were also approved to the Committee's outside bodies, in addition to appointing a Member to the Citizens Advice Bureau. ([Meeting link](#)).

Development Control Committee – 16 June

This was the first remote meeting of the Committee which discussed five planning applications. ([Meeting link](#))

Environment Committee – 4 June

The Committee accepted (subject to the recommended modifications of Examiners' reports) the **Neighbourhood Development Plans** for both Horsley and Cam. These will now progress to referendums no sooner than May 2021.

In relation to the **paper recycling contract extension**, the Committee resolved to extend the existing contract for a period of 12 months and to investigate the headline potential for enlarging the depot at Gossington, or other locations, exploring enhanced sorting and/or storage facilities, beneficial to minimising greenhouse gas emissions. ([Meeting link](#))

Housing and homelessness

The June meeting of the Housing Committee was cancelled due to lack of business. Councillors held an informal discussion with officers on 30 June which focused on preventing housing debt in all sectors as a result of the coronavirus crisis. The Housing Advice team are providing to households as needed, which includes funding mediation, supporting a CAB financial advice post, working with Clean Slate on budgeting, and helping to get people set up in private rented accommodation.

Work continues at the county level to ensure that homeless people continue to be housed and provided with the support they require, as lockdown eases. Many more homeless people who had previously been informally sharing with friends or family as 'sofa surfers' came forward requiring housing during the lockdown. The need for more smaller units and one bed properties in the District was noted.

Reopening of public conveniences

Some public toilets have now reopened on a reduced service. Opening hours are 10am-4pm and there are additional cleaning schedules to ensure that they are safe for public use. During cleaning, toilets may be shut to allow the cleaning staff to do their job safely ([link](#)).

Reintroduction of parking changes in Stroud

SDC will be reintroducing car parking charges in Stroud town centre from 21 July. To help shoppers and businesses some changes will be made, including removal of the 10p per transaction for use of the MiPermit app, and making changes to the Brunel Mall and Church Street car parks, in line with recommendations from the Stroud Town Council Parking Working Group ([link](#)).

Racist graffiti in B&T

I have reported to our neighbourhood warden and asked for any to be removed.

Brimscombe Port

SDC are still waiting for EA and Highways responses on the infrastructure planning application. Likely determination date is now October 2020 with procurement of a development partner in early 2021. Discussions are continuing with existing tenants on lengths of leases. The proposal for a water sourced heat at Port Mills is due for discussion at Council on 16 July."

Further to this Cllr Whiteside provided a verbal update on the following:

- The cycle route on A419.
- Cllr Martin raised a question regarding landfill waste and whether this now goes to the incinerator. Cllr Whiteside confirmed that it does.

6. To receive the monthly District Councillor report (5 mins)

Cllr Deborah Young reported that she is excited about working on the Charlea Community gardens project (detailed above) so that they are able to come back to the Parish Council regarding how this might be taken forward.

7. Purchase of field behind Queen's Court: To re-consider the proposal for the PC to purchase the field behind Queens Court (adjacent to Charlea Community Gardens), and discuss additional information that might be required and additional action that needs to be taken, in light of new information gathered (Chair)

This was discussed at the beginning of the meeting, as detailed above.

[Cllr Morris left at 19.35]

[Cllr Pilley arrived at 19.40]

8. Planning applications: To consider current planning applications and agree any comments to be submitted by the Parish Council (***Planning application list to be sent ahead of meeting***) (Locum Clerk)

Applications requiring a decision:

- **S.20/1121/TCA**
T1. Willow tree fell, previous stem failure, close to building
The Committee agreed to 'No Comment' on this application
Stance: support
- **S.20/1180/VAR**
Variation of condition 2 from permission S.17/2416/FUL.
The Committee agreed to 'No Comment' on this application
Stance: support
- **S.20/1147/HHOLD**
Proposed rear extension
The Committee agreed to 'No Comment' on this application
Stance: neutral
- **S.20/0972/FUL**
Addition of windows and doors
The Committee agreed to 'No Comment' on this application
Stance: neutral

Cllr Martin questioned whether there is a CIL payment to be made in relation to this site regarding change of use [**ACTION: Clerk to find out**]

[**Action: Locum Clerk to submit comments to SDC**]

9. Clerks report: Details of progress undertaken by Locum Clerk to manage essential business, including report of hours worked and activities undertaken (report sent prior to meeting)

The Locum Clerk updated the Parish Council on activities undertaken and progress made during June to manage essential business, this included a report that was circulated prior to the meeting, which was discussed.

The Council agreed to the Locum Clerk undertaking the two remaining training modules of the 'Clerks the Knowledge' course with GAPTC, at a cost of £20 each.

The Council agreed to the purchase of a paper shredder by the Locum Clerk [**ACTION: Locum Clerk to purchase**].

[Cllr Morris returned at 19.53]

10. Finance

- (a) Accounts for approval and payment – see list (*sent prior to meeting*)

The following accounts were presented for payment:

Recipient and details	Amount
Staffing and expenses (including HMRC)	£444.58
GAPTC Independent Internal Audit fee	£195.00
Gillian Ali – refund of overpayment of allotment fees	£5.00
Greg Pilley (Claim for reimbursement of field gate combination padlock for car park)	£12.99
Hannah Warren (Reimbursement of expenses for Zoom monthly subscription)	£14.39
Martin Whiteside (Claim for reimbursement of printing of community posters)	£30.50
Wheatley Printers (Community Quilt Fliers)	£54.00
Brimscombe and Thrupp Football Club donation (see minute 13 (a) below)	£500.00
All Seasons Forest School grant (see minute 13 (b) below)	£500.00
Longfields donation (see minute 19 below)	£50.00
TOTAL	£1806.46

The accounts were agreed for payment.

- (b) To receive monthly breakdown of income and expenditure

The Locum Clerk provided the Council will a breakdown of income and expenditure to date for the current financial year, and budget spends to date.

11. Internal audit, AGAR and accounts:

- (a) To note the Annual Internal Audit Report (blue form) (*to be sent prior to meeting*)

The Annual Internal Audit Report (blue form) was noted by the Council.

- (b) To review the more detailed Annual Internal Audit Report provided by GAPTC and set a date to review and address this in more detail (*to be sent prior to meeting*)

The Council set a meeting for 21st July at 7pm to take this forward [**ACTION: Locum Clerk to set up meeting and agenda for circulation and publication**]

- (c) To complete and approve the Annual Governance Statement for 2018-2019 (*to be sent prior to meeting*)

The Annual Governance Statement for 2018-19 was completed by the Council.

- (d) To approve the bank reconciliation form (*to be sent prior to meeting*)

The bank reconciliation form was approved by the Council.

- (e) To approve the Accounting Statement for 2018-2019 (*to be sent prior to meeting*)

The Accounting Statement for 2018-19 was approved by the Council [**ACTION: Locum Clerk to liaise with Chair regarding the submission of AGAR documents**].

12. **VAT return** – Update on the last VAT return completed and an update on the current situation regarding the processing of a VAT return (Locum Clerk)

The Locum Clerk updated the Council on the situation regarding the processing of a VAT return. The Locum Clerk could find no records of a VAT return having been undertaken for several years. It was agreed that the Locum Clerk would submit a VAT return for the 2019-20 financial year, obtaining duplicate VAT receipts where necessary [**ACTION: Locum Clerk**].

13. **Grant applications to consider:**

- (a) **Brimscombe and Thrupp Football Club (*completed application form sent prior to meeting*)**

The Council agreed to fund the £500 requested, with the provision that the football club can extend the area covered to Brewery Lane bus stop. It was agreed that this amount would be added to the list of payments approved for this month [**Action: Locum Clerk to contact Brimscombe and Thrupp Football Club regarding grant and reporting requirements**]

- (b) **All Seasons Forest School (*completed application form and supporting document sent prior to meeting*)**

The Council agreed to fund the £500 requested. It was agreed that this amount would be added to the list of payments approved for this month [**Action: Locum Clerk to contact All Seasons Forest School regarding grant and reporting requirements**]

14. **Hope Mill Land car park** – Update on the tenancy and current situation (Locum Clerk)

The Locum Clerk updated the Council that the tenancy by Impcross has been terminated, by Impcross with immediate effect.

15. **Allotments** – To consider the replacement of paddock fencing and the rental of paddocks to new tenants (Locum Clerk and Cllr Russell)

The Council discussed whose responsibility it is to maintain the fencing on the paddock areas. The Council decided that the tenants will be asked to undertake the work and the Council will cover the cost of any materials and equipment hire. The Council agreed the cost in principal, estimated at around £200 - £400. Cllr Pilley will get a quote for materials and hire, and will also ask Tim Jenkins for help. Cllr Russell and Cllr Pilley will liaise with the new tenants about the situation [**ACTION: Cllr Russell and Cllr Pilley**]

16. **Clerk short term absence cover** – To agree a procedure for cover during short term absences of the Clerk/Locum Clerk (for example for holiday or illness) (Locum Clerk)

The Locum Clerk will agree the proposed dates by the 21st July. It was agreed that a Councillor would cover checking the emails for anything urgent and deal with the circulation of planning applications, calling a planning meeting if necessary.

- 17. Kick Off Stroud Kids Club –** To discuss and retrospectively ratify the use of the Fromeside Playing Field by Kick Off Stroud Kids Club

The use of Fromeside Playing Field by Kick Off Stroud Kids Club, and the associated installation of a temporary portaloos was retrospectively agreed and ratified. It was discussed and agreed that this use might be extended over the school summer holidays.

- 18. Parish Council COVID-19 helpline:** To receive an update and to discuss continuation of helpline and agree further action that is needed and associated spending (Locum Clerk and Chair)

An update was provided regarding current usage of the helpline, and it was agreed that the service is still required as people who were offering support have gone back to work. The Council agreed to keep the helpline running.

- 19. Community quilt:** To receive an update and to discuss potential associated expenditure (Chair and Cllr Russell)

Cllr Russell provided an update on the quilt and progress being made. Fabric has been donated for the quilt by a friend of a person being supported by Longfields. The Council have been asked to pass on any surplus fabric to either the hospice for crafts or to the Longfields charity shop. There was a suggestion that the Council make a donation to Longfields for the fabric that is used. The Council decided to make a donation of £50. It was agreed that this amount would be added to the list of payments approved for this month [**Action: Locum Clerk to contact Longfields regarding the donation**]

- 20. Parish Council Policies:**

- (a) To discuss and adopt the Disciplinary and Grievance policy (*details to be sent prior to meeting*) (Cllr Tyler)

This item was adjourned to September 2020

- (b) To discuss the next policy to consider (Locum Clerk)

This item was adjourned to September 2020

- 21. Neighborhood Plan:** Update on current situation, progress made and next steps that need to be taken, including a review of the budget (Cllr Pilley)

Cllr Pilley provided an update: There has been a further offer of support from Place Studio. Cllrs Cuddihy, Pilley, Morris and Russell are due to set a date for a zoom call to take things forward. [**ACTION: Cllrs Cuddihy, Pilley, Morris and Russell**]

- 22. Public Spaces Protection Orders (PSPOs) Consultation, Relating to Control of Dogs:** To agree submission from the Parish Council (Locum Clerk)

The Council unanimously agreed with the submission suggested and sent by Cllr Morris [**ACTION: Locum Clerk to email Dave Jackson to confirm this**]

- 23. Bus shelters project:** Update on project (Chair)

The Chair updated the Council on the Bus Shelter Art Project. In total 10 bus shelters will be worked on over the coming two months, and the final one will be finished by September 5th 2020. An event is being planned for this date for the launch of the project, hopefully alongside the community quilt display at the Brewery. Fundraising plans for this project were significantly hampered by COVID-19. A funding application has been made to the 'Growing Our Communities' Fund, as detailed under minute 4 above.

24. **Date of the next meeting:** Tuesday 1st September at 7.00pm via zoom

CONFIDENTIAL AGENDA

25. Pursuant to 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the Public and Press leave the meeting.

**THERE BEING NO FURTHER BUSINESS
THE MEETING CLOSED AT 9.30pm**