

**MINUTES OF BRIMSCOMBE & THRUPP  
PARISH COUNCIL MEETING  
HELD REMOTELY VIA ZOOM  
ON TUESDAY 2<sup>nd</sup> MARCH 2021 AT 6.00PM**



Present: Cllr Colette Wilson                      Chair  
          Cllr Bob Tyler                              Vice-Chair  
          Cllr Greg Pilley  
          Cllr Ben Morris  
          Cllr Brian Castle

Absent: Cllr Bill Harvey

In attendance: District Councillor Martin Whiteside  
                  Chloe Turner (Case worker representing County Councillor Rachel Smith)  
                  Shila Brown (Clerking assistance)

**1. Apologies**

Cllr Roger Martin sent his apologies, which were accepted by the Council  
Craig Fellowes – Neighbourhood Warden, Amy Webb – PCSO and District Councillor Deborah Young sent apologies ahead of the meeting

**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).  
There were no declarations of interest declared

**3. Approval of Minutes of Parish Council Meeting held on Monday 1<sup>st</sup> February 2021**  
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. Public participation:** An opportunity for the public to raise issues relating to the Parish  
There were no members of the public present at the meeting.

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

Chloe Turner provided a written report prior to the meeting (see appendix 1). In addition Chloe fed back on the potential lease arrangement with GCC for the middle plot of land by Fromeside Playing Field. Chloe will check if the land is allocated for trees by GCC and heads of terms will be drawn up ready for approval and signing at the next Parish Council meeting [**ACTION: Chloe Turner and Cllr Pilley**]

**6. To receive the monthly District Councillor report – Cllr Whiteside (5 mins)**

Cllr Whiteside provided a written report prior to the meeting (see appendix 2). In addition Cllr Whiteside gave an update regarding the BATCAN meeting last week.

There was also a discussion regarding the Brimscombe Port meeting held on Monday 1<sup>st</sup> March, which Cllr Whiteside and Cllr Tyler, attended. It was decided that a meeting would be held to discuss the Port development, with the following present: the Parish Council, Martin Whiteside, Leonie Lockwood (SDC) and Alison Fisk (SDC). [**ACTION: Locum Clerk to set up a zoom meeting for Monday 15<sup>th</sup> March at 6pm**].

**7. To receive the monthly District Councillor report – Cllr Young (5 mins)**

Cllr Young was not present at the meeting to provide an update.

**8. To receive a monthly update from the Neighbourhood Warden and PCSO (5 mins).**

The Neighbourhood Warden and PCSO were not present at the meeting to provide an update.

**9. Planning applications:** To consider current planning applications and agree any comments to be submitted by the Parish Council

Applications requiring a decision:

- **S.21/0339/CPE**

*Confirmation of the retention of an existing park home used as an independent dwelling*

**The Committee agreed to ‘No Comment’ on this application**

**Stance: neutral**

- **S.21/0265/LBC**

*Provision of external stove flue*

**The Committee agreed to ‘No Comment’ on this application**

**Stance: neutral**

- **S.20/1744/HHOLD**

*Single storey front extension and new patio area*

**The Committee agreed to ‘No Comment’ on this application**

**Stance: neutral**

- **S.21/0248/TCA**

*T1 - Alder Tree - fee to ground level*

**The Committee agreed to ‘No Comment’ on this application**

**Stance: neutral**

[Action: Locum Clerk to submit comments to SDC]

**10. Finance**

(a) Accounts for approval and payment

Recipient and details	Payment method	Amount
Salary payments	BACs	£1680.00
Broadview Ecological Consultants (preliminary ecological appraisal of land adjacent to Stroud Brewery)	BACs	£300.00
Hannah Warren (Reimbursement of expenses for Zoom monthly subscription - February)	BACs	£14.39
<b>TOTAL</b>		<b>£1994.39</b>

The accounts were agreed for payment.

- (b) To receive monthly breakdown of income and expenditure and monthly budget monitoring statement (Locum Clerk)

The Council received a breakdown of income and expenditure to date for the current financial year, and budget spends to date.

- (c) To receive report on internal control carried out in February 2021

The Council received the report on internal control carried out in March 2021.

- (d) To receive bank reconciliation (Locum Clerk)

The Council received the bank reconciliation carried out in February 2021

- (e) To review internal financial check checklist

The Council reviewed the internal financial check checklist. No changes were made.

**11. Grants policy:** To review the Grants Policy (*to be sent prior to meeting*)

The Council reviewed the Grants Policy, and amendments were made to reflect changes to the Section 137 amounts and the electoral numbers [**ACTION: Locum Clerk to update document on website and advertise and promote the grant scheme through the website, Facebook and notice boards**].

**12. Commemorative bench:** To discuss and agree location and budget for commemorative bench for Nicky Russell

The Council agreed to place a commemorative bench (with plaque) and blossom tree on the Fromeside playing field, and approved a budget of £500, to be taken from the grants budget. The Council discussed approaching Ligneus to carry out this work [**ACTION: Locum Clerk to follow this up**]. The Council also discussed and approved a litter bin for the playing field, and approved a budget of £100 for this, to be taken from the Playing Field budget [**ACTION: Locum Clerk to contact SDC regarding the provision and placing of a bin**].

**13. Parish Council filing:** To discuss a permanent location for the Parish Council filing cabinets and agree a system for reviewing files

The Council discussed moving the filing cabinets to either the Brewery or the Social Centre [**ACTION: Shila Brown to discuss options with the Social Centre**]

**14. Ash dieback project:** To receive an update on the ash dieback project

The Locum Clerk provided a brief update on the Ash Dieback replanting project [**ACTION: Locum Clerk to liaise with Jim Lewis regarding next steps**]

**15. Elections:** Update on election process and actions needed (Locum Clerk)

The Locum Clerk provided an update on the election process and the actions needed. All persons wishing to stand need to request and complete a nomination pack from the Locum Clerk.

**16. Hope Mill Lane land, County Council land between car park and playing field and improvements to the playing field:** To receive update from working group (Cllr Pilley)

Cllr Pilley reported that there is possible funding available, and the team are currently looking into what projects might be done on the land, but that the new lease agreement would need to be in place for this to be viable. Shila Brown will take this forward with Cllr Pilley and the working group [**ACTION: Shila Brown, Cllr Pilley and working group**]

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

The Council agreed for the Parish boundary for the NDP to be altered, so that it matches the new SDC boundary lines [**ACTION: Cllr Pilley**].

**18. Asset register:** To review asset register and discuss completion (Locum Clerk and Shila Brown)

Shila Brown will continue coordinating the process of getting the asset register completed [**ACTION: Shila Brown and Cllrs**]

**19. Clerk’s report:** Details of progress undertaken by Locum Clerk to manage essential business, including report of hours worked and activities undertaken (***to be sent prior to meeting***)

The Locum Clerk updated the Parish Council on activities undertaken during January to manage essential business via a report that was circulated prior to the meeting.

**20. Staffing Committee Terms of Reference (TOR):** To review and ratify the Staffing Committee Terms of Reference (Document sent ahead of the meeting) (Locum Clerk and Cllr Tyler)

This item was adjourned to the April 2021 meeting, once feedback on the draft TOR has been received from GAPTC [**ACTION: Locum Clerk to follow up**]

**21. New grit bin:** To approve new grit bins and associated costs (Locum Clerk)

The Council approved the purchase of a new grit bin for Port Lane and the associated cost of approximately £100 to be taken from the Parish Maintenance budget [**ACTION: Locum Clerk to order new grit bin**].

**22. Date of the next meeting:** Tuesday 6<sup>th</sup> April 2021 at 6.00pm via zoom

**THERE BEING NO FURTHER BUSINESS  
THE MEETING CLOSED AT 8.00pm**

**Signed:**.....

**Date:**.....

## Appendix 1:

### County Councillor Report – March 2021

*Chloe Turner for Cllr Rachel Smith*

#### 2021/22 Budget

GCC has approved a budget of £483m for 2021/22 – an increase of £14.8m on the previous financial year. This will be raised through a 1.99% increase in council tax and the national social care precept at 2.76%. In total these changes result in about a £5 monthly increase for the average Band D taxpayer.

Capital investments include:

- £1m to make new school buildings carbon neutral
- £9.2m to complete a new special school
- £15m towards a £30m new secondary school in Cheltenham
- £11m for a new primary school in Bishops Cleeve
- A further £4.9m towards delivery of the Gloucester South West Bypass
- £3m towards the £9.5m Cheltenham to Gloucester cycle route
- £11.3m towards M5 J10
- £2.7m investment in new and improved life-saving equipment for GFRS' firefighters
- £1.8m to ensure delivering Broadband across the county

Amendments to the budget which were approved by Council include:

- £100,000 for 20mph speed zones
- £67,000 for barriers to mobility report actions reserve
- £100,000 for School Street pilot extension for remaining districts
- £33,000 to fund the cancellation of planned increases to parking permit costs
- £100,000 to fund a pilot to support Children at risk of Exclusion
- £100,000 preparation for school / early years fund
- £265,000 to support community covid recovery (£5k per councillor)
- £50,000 for food projects
- £530,000 for local highways
- £100,000 for apprenticeships
- £60,000 to fund Nuclear South West

#### Infrastructure Recovery Strategy Consultation

The county council is consulting on its Infrastructure Recovery Strategy. This strategy will govern the mechanism for recovering funds from development sites that benefit from publicly funded infrastructure, like the Junction 10 project.

Recovered funds will be “retained by GCC in perpetuity and used to help support further infrastructure which will unlock or accelerate additional growth delivery elsewhere in the

county”. Comments on the strategy are welcome until 11<sup>th</sup> March 2021 and can be made here: <https://gloucestershire-consult.objective.co.uk/public/trp/j10/j10>

### **Food Waste Action Week**

The Council has an action week this week on food waste. 30 per cent of global greenhouse gases come from producing our food, and households in Gloucestershire throw away around 60,000 tonnes of food waste every year – the equivalent weight of 12,000 elephants.

There are lots of tips for reducing food waste in our homes at [www.lovefoodhatewaste.com](http://www.lovefoodhatewaste.com)

### **Director of Education**

Kirsten Harrison has been appointed Gloucestershire’s new Director of Education.

### **Thomas Keble – ongoing closure**

This week I have been liaising with the Education lead at GCC to help provide answers to parents many questions about the unexpected prolonged closure of Thomas Keble school until mid April due to structural issues.

### **Hope Mills site**

I have finally managed to get informal consent from GCC for the parish to use the land, but they are insisting on written documentation of some form before use can commence. Their particular areas of interest are:

- What sort of activities does the parish plan to carry out on the land
- How sustainable is the project ie have grants been applied for, how will they be resourced on an ongoing basis and the land looked after, who will be responsible etc
- Does the parish envisage formalising the arrangement with a lease at a later date

If the parish can put something in writing for their review covering these points, they will then provide written confirmation of the permission to use the land.

## Appendix 2:

# Stroud District Councillor Report – March 2021

## Report of activity during February

All Stroud District Council and Committee papers can be found here:  
<https://www.stroud.gov.uk/council-and-democracy/meetings>

### Full Council meeting – 25 February

The meeting approved the SDC budget for 2021/22. Papers can be found [here](#).

The budget includes continuing commitments to communities and the environment with £1.1million for projects relating to the coronavirus pandemic, £109,000 for regeneration projects, £115,000 for economic recovery, £60,000 for a strategy for wider benefits of the canal restoration projects, £20,000 on partnerships to develop community hubs and an extra £113,000 to support the council's aim to make the whole district carbon neutral by 2030 which includes retrofitting energy-saving measures in Council and private homes.

There is also £3.6million of capital works for environmental schemes including green homes, water source heating and promoting cycling schemes. The New Homes programme continues with £31 million in allocated funding.

A Band D household's bill for Stroud District Council services will go up by 2.35%, to £217.52 per year, from April 2021.

### Development Control Committee – 23 February

Committee papers can be found [here](#). Other key documents: [Development Brief](#) , [Output Specifications](#) , [FAQs](#) , [Planning application](#)

**Brimscombe Port** plans were approved - the Committee supported important infrastructure works which are crucial for creating a new waterside community. Officers have been given delegated authority to grant permission for a canal basin and highways infrastructure at Brimscombe Port – which means that the Council can work towards finding a development partner to transform the former industrial site with more than 150 new homes in a sustainable development with employment, commercial, retail, leisure, public space, community and business opportunities.

The next step will be to procure a developer partner, then draw up a detailed planning application for the redevelopment proposals – that will be preceded by more public consultation. Future plans for cycle provision will be addressed during this process. Although it is a brownfield site there are some heritage buildings including the Listed stone-built Port Mill and Salt Warehouse, which will be retained.

For more information on this project see: [www.stroud.gov.uk/brimscombeport](http://www.stroud.gov.uk/brimscombeport)

## Environment Committee – 4 February

Committee papers can be found [here](#).

- **Ubico contract extended for five years** - The Committee agreed to extend the contract with Ubico to continue to provide refuse, recycling, food and garden waste collections alongside other environmental services such as street cleaning and grounds maintenance. Ubico has also recently taken over the grounds maintenance function at Stratford Park.

The Committee recognised that Ubico offers value for money and was particularly complimentary about its response to the pandemic. SDC stopped outsourcing its waste and recycling service in 2016 and introduced a compostable food waste collection to its recyclable and residual waste collections with Ubico, in which Stroud District Council is a shareholder. Thanks to this partnership with Ubico and efforts by residents the District threw away the least residual waste to landfill/incineration per household in England in 2018. Find out more [www.stroud.gov.uk/environment/bins-rubbish-and-recycling](http://www.stroud.gov.uk/environment/bins-rubbish-and-recycling)

- **Waste management policy** – a new document was approved. This waste policy has been drafted to be accessible to residents. The waste policy document does not make wholesale changes to the original policy, rather it brings existing practices up to date and outlines the standard waste services that all SDC residents can expect, including the collection of waste, recycling and food waste. Minor alterations to the waste management service have generally been brought about by operational need, or best practice. In summary, the changes are:
  - **Battery Recycling** – batteries represent a considerable fire risk and have caused multiple vehicle and transfer station blazes throughout the country. The original policy indicates an intention to recycle batteries. However, given the legislation that mandates retailers to offer a free take back scheme on site, SDC no longer collect at the kerbside.
  - **Additional Waste at Christmas/New Year** – for many years SDC stipulated that residents can present one additional sack on the collection immediately after Christmas, whilst the original policy suggests we will accept two.
  - **Additional Waste Capacity for large families and similar** – In recent years SDC has changed from offering an additional wheelie bin to provide extra capacity, to giving a supply of beige sacks. This allows regular review of the requirement for additional capacity and limits additional capacity to realistic levels.
  - **Communal Bins** – where communal (commercial style 1100 litre) bins are used, as a preference over 140 litre bins for individual flats, SDC no longer provide the receptacle and now place the onus on the management company to buy and maintain a bin that meets our specifications. This is usually catered for within the management fee.
  - **Recycling Boxes and Food Waste Caddies** – the size of these receptacles has changed slightly to reflect market popularity and in the case of recycling boxes, to minimise health and safety implications for crews. Previously SDC used recycling boxes with a 55 litre capacity and food waste caddies with 7 litres capacity. For the last number of years, the standard issue has been 44 litres and 5 litres respectively. Residents can use multiple receptacles to increase this capacity if desired.



- **Missed Collections** – the timescale has been simplified, changing from rectification by the end of the following day, to a simpler 48 hours.

The new policy document relates solely to standard waste collection elements which is where the majority of customer contact is generated. It is hoped that residents will be able to self-serve and find answers to questions online once the final version is published on the website. This will bring SDC into line with the practice of many waste collection authorities who have publicly available service documents. The Policy presented to the committee can be found [here](#).

## Housing Committee – 2 February

Committee papers can be found [here](#).

- **Energy Strategy Action Plan Update** – the Committee approved a paper with a commitment to provide (in September 2021) a detailed costed plans for a whole house retrofit for each council home by 2030 (in line with the SDC Carbon Neutral 2030 Strategy) and an outline costed plan of options to achieve an ‘enhanced improvements’ scenario across the 30 years of the Medium Term Financial Plan for the Housing Revenue Account.
- **Eastington Community Land Trust** – the Committee agreed to allocate grant funding from the General Housing Funds of £50,000 to the Community Land Trust to support the purchase of land for affordable homes. The Eastington Community Land Trust has already delivered 23 homes for affordable rent – and plans a further 31 homes, to meet local demand.
- **Sheltered Modernisation Programme** – the Committee approved two more schemes to be modernised in 2021/22: Jenner Court in Berkeley and Vizard Close in Dursley. Modernisation works at Willow Road in Stonehouse were completed a week ahead of schedule in December 2020. This was the first “Independent Plus” scheme to be modernised following modernisation of four “Independent Living Hubs”. A Hub Coordinator has been appointed to develop the provision of the sheltered housing / Independent Living Hubs in the community.

## Community Representatives needed for Review Panel – review of street & building names

SDC is looking for two community representatives to help with a review of street and building names, statues and architectural features to ensure they represent the community’s values and those of an inclusive council. As part of its response to issues raised by the Black Lives Matter movement last year and its commitment to tackle racism, the Council decided to undertake a review and community consultation.

The consultation will start in May and is not just be about removal versus preservation but about promoting equality through a sense of place. The Review Panel will analyse responses and put forward any appropriate recommendations.

The consultation will work within new laws announced by Government in January which say all historic statues, plaques and other monuments will now require full planning permission to remove, ensuring due process and local consultation in every case, and that the law will make

clear that historic monuments should be retained and explained. Applications close on 11 March. Further details are available [here](#).

### **Annual council newsletter**

Every household in the Stroud district will have received a copy of SDC News during February. This annual update on services is to keep the public informed on current projects – reaching out to those in particular who do not have internet access. It costs approximately 28p per copy to produce and distribute and is printed on FSC certified paper.