

Bishop's Cleeve Parish Council

Parish Council Meeting held at the Parish Office on Thursday, 11th June 2009 commencing at 7.00pm. Present Councillor P Lightfoot, councillor A Lightfoot, Councillor J Stephens, Councillor G Jackson, Councillor J Habgood, Councillor P Rawlings, Councillor M Cooper, Councillor J Peake, Councillor K Peake, Councillor A Mackinnon, Councillor P Richmond, Councillor P Badham, Councillor Taylor, Borough Councillor S Hillier-Richardson, Borough Councillor J Richardson, County Councillor C Jones

1. Visiting Speakers from Tewkesbury Borough Council

Chris Bosley and Julie Davies attended and spoke regarding Tewkesbury Borough Council waste management strategy.

From April 2010 Collections would be: Food waste weekly in new caddies, land fill in Green bins, Garden Waste as now, residual waste fortnightly in new 240L blue bin (paper, bottles, cans, cardboard, plastic bottles). TBC banks to be withdrawn. Promotional campaign will be undertaken.

2. Councillors' were asked to consider if there are any declarations of interests to be made regarding any items on the agenda. Councillor Taylor declared his household is a member of SWARD. Councillor Rawlings declared an interest in 132 Cheltenham Road.

3. Public Session - Mr and Mrs Fryer asked about possible seating arrangements if parish council was to be enlarged. Councillor Badham updated the Council regarding the Community Response System with regard to health emergencies. An Invitation will be extended for speaker to attend October parish council meeting. Council congratulated County Councillor C Jones on his re-election.

4. Apologies for absence approved by Council - Councillor Lawrence (other engagement) and Councillor Ayres (illness). Council sent their condolences to Councillor Ayres.

5. Approval of the minutes of the Parish Council meetings held on 7th May 2009. Two amendments noted in Borough Councillor Mackinnon's report. Namely that the Champions of Sport are World Champions in power-lifting and that it was Cleeve School not the JMC who had raised objections to two representatives from the Parish Council being allowed to join the JMC.

6. Matters arising from the minutes for information purposes only. Councillor Richmond noted improvement in postal delivery service. Clerk informed Council that a reply had been received to the correspondence sent on the instructions of the Council

- 7. Borough Councillors' reports. Verbal reports – Councillor Richmond updated Council on the work being done at Borough Council during the last month. Councillor Mackinnon is now vice-chair of audit committee and Councillor Mackinnon and Councillor Richmond now on over-view and scrutiny committees. Councillor S Hillier-Richardson gave update on 132 Cheltenham Road appeal process and outcome.
Councillor Taylor gave update on process of recruitment of Chief-executive and restructuring. Councillor Taylor and County Councillor Jones are in communication with police re development of new HQ.**
- 8. County Councillors' verbal report- available in Parish Office included: Wingmoor Farm planning application, Flooding issues, Roof top, Minetts Avenue trees, Children Centre Board, Library opening on Sundays, Highway issues, Kayte Lane update and County Council Election results.**
- 9. Finance - schedule 137 donations - Parkinson society Donation £150 proposed and seconded and agreed. (Councillor Badham, Councillor Cooper and Councillor Stephens declared an interest) and the request from Vitalise charity is to be followed up by the Clerk to ascertain how the residents of Bishop's Cleeve benefit from the work done by the Charity.**

The usual schedule of payments - were noted and agreed

10. To note Minutes from Committees

Allotments including update on recent vandalism. Councillor Taylor queried minute regarding contact to be made with Cheltenham Borough Council. Councillor Badham asked questions re extension of allotment provision. Councillor Rawlings noted the issue of Kayte Lane field. Councillor Taylor expressed an interest in being elected to the Allotment Committee

General purposes. Councillor Rawlings raised issue of seat at Bishop's Drive.

Planning - Record of meeting held on 13th May to be included in minute pack in office. Councillor Jackson asked if there was any further information on parking time information. Councillor Taylor will provide copy of letter sent to Tesco

Playgrounds . Council noted trial format for minutes. Noted extension of range of uses for field

Traffic- TBC statistics for May were noted ie 10 patrols – 4 PCN issued Speed Checks information was given by Councillor Richmond.

Councillor Badham made an enquiry regarding ownership of fence boundary behind Shops and Gilders Paddock. Councillor Peake asked who would be responsible for cleaning mirror at Station Road/Gotherington Lane junction. Councillor Taylor raised the issue of access to the Parish Office made by prospective County Councillor. Councillor Rawlings gave updated information regarding Finlay Way/Voxwell Lane.

11. Dates for diaries noted

12. Correspondence received noted.

13. Caretaker role emergency protocol explained that in Health and Safety emergencies, Councillors' would find the caretaker contact numbers on the front door of the Parish Office. In other circumstances contact should be made to the Parish Office.

14. Councillor Habgood wished Council to discuss increasing the size of Council. Clerk informed Council that advice has been sought from TBC regarding process. No decision was taken

15. Use of Parish Office for Councillors' surgery dates. Dates noted. Time confirmed 10am to 12 noon. Councillors' to inform if they are planning to attend.

16. Brook maintenance at Nottingham Road Play area – Councillor Taylor agreed item should be withdrawn.

17. Any other business for information only at the discretion of the Chair

Councillor Richmond and Councillor S Hillier- Richardson spoke regarding the fact that they were unable to support the proposal put forward at TBC regarding the waste and recycling programme.

Councillor J Peake asked Borough Councillors regarding issue of free swimming within Tewkesbury Borough.

Councillor Jones thanked the Parish Council for the use of the sports field for the Cleeve Colts tournament to be held on 21st June weekend

Councillor J Habgood noted the allotment users stall raised £120 at the Street Fair

Councillor Badham thanked the Parish Council for their support at the Street Fair

Councillor Rawlings invited Councillors to sit on the Traffic Committee.

Councillor P Lightfoot informed Councillors that he would be available for Councillors to meet with him for 15 minutes before each Parish Council meeting.

Suspension of Standing Orders:

Closed session to due sensitive nature of matter of information for Council.

Reinstatement of Standing Orders.

Meeting closed 9.15 pm.

Councillors are required to attend the Parish Council Meeting to be held at the Parish Office on Thursday, 11th June 2009 commencing at 7.00pm.

Agenda

- 1. Visiting Speakers from Tewkesbury Borough Council**
- 2. Councillors' are asked to consider if there any declarations of interests to be made regarding any items on the agenda**
- 3. Public Session**
- 4. Apologies for absence for approval by Council**
- 5. Approval of the minutes of the Parish Council meetings held on 7th May 2009**
- 6. Matters arising from the minutes for information purposes only**
- 7. Borough Councillors' reports**
- 8. County Councillors' reports**
- 9. Finance**
To approve the usual schedule of payments
- 10. To note Minutes from Committees**
 - Allotments**
 - General purposes**
 - Planning**
 - Playgrounds**
 - Traffic**
- 11. Dates for diaries**
- 12. Correspondence received**
- 13. Caretaker role**
- 14. Councillor Habgood wishes Council to discuss increasing the size of Council**
- 15. Use of Parish Office for Councillors' surgery dates**
- 16. Brook maintenance at Nottingham Road Play area**
- 17. Any other business for information only at the discretion of the Chair**

Belinda Holder

3rd June 2009

Clerk to the Parish Council

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health and Safety and Human Rights.

Members are reminded to consider whether or not there is a need to update their Register of Members Interests.

Parish Council Meeting held at the Parish Office on Thursday, 7th May 2008 commencing at 7.30pm.

Minutes

Present Councillor P Lightfoot, Councillor A Lightfoot, Councillor G Jackson, Councillor J Stephens, Councillor J Peake, Councillor K Peake, Councillor P Richmond, Councillor P Badham, Councillor P Rawlings, Councillor C Lawrence, Councillor J Habgood, Councillor P Taylor, Councillor M Cooper, Councillor Mackinnon. Borough Councillors S Hillier-Richardson, Councillor Richardson, County Councillor C Jones

1. Election of Chair. Councillor P Lightfoot has been nominated and seconded. Councillor Richmond has withdrawn his interest. Agreed Councillor P Lightfoot as Chair

2. Election of Vice-Chair.

Councillor A Lightfoot has been nominated and seconded. Agreed The signing of acceptance of office took place

2. Councillors' are asked to consider if there any declarations of interests to be made regarding any items on the agenda. Councillor P Taylor – Household is member of SWARD

3. Public Session. Councillor Badham raised issue of sports field as car park for street fair. Clerk to contact Joan Desmond at TBC to follow up in preparation for playground committee to discuss

4. Apologies for absence approved by Council – Councillor V Ayres (illness)

5. Approval of the minutes of the Parish Council meeting held on 2nd April 2009 Subject to amendment on page 5..... was given and minutes duly signed

6. Matters arising from the minutes for information purposes only

Agenda item regarding the TBC waste strategy with invitation for a speaker was requested. TBC Officer has responded that they will put BCPC in diary. TBC would have been able to attend May 09 meeting but the clerk and TBC had not confirmed arrangements and have confirmed that they will attend BCPC June meeting.

Councillor Peake asked for feedback on voluntary contributions on dog bags. £8 has been received during April.

Fairtrade Village initiative feedback was given by Councillor P Badham. Request for Council to make a donation to support banners etc would be put to General Purposes. Councillor Badham to send details of request.

7. Borough Councillors' reports. Councillor S Hillier-Richardson gave a verbal report. Councillor P Taylor gave a verbal report. Councillor Richmond submitted a written report. Councillor Mackinnon gave a verbal report on JMC meeting. Council noted the fact that the School did not wish the Parish to have two

representatives. Council reinstated that the 08/09 grant (already given) and 09/10 grant agreed was conditional on the fact that two representatives from the Parish. Clerk was instructed to contact TBC Officer – Mr P Antill to register BCPC displeasure.

Councillor Mackinnon noted that there were two World Champions of Sport at Cleeve School and suggested that there may be an opportunity for commercial sponsorship.

Councillors questioned Councillor Richmond on Housing Needs Assessment

8. County Councillor Jones gave a verbal report. A Copy is available in the Parish Office

Councillor P Lightfoot corrected a misrepresentation of the imposition of Church Road parking restrictions (which have now been amended). The Parish Council could not impose restrictions as it was a public consultation led by the County Council.

The finger post is still waiting refurbishment. GCC are aware and have stated they will do it when resources allow. There was a suggestion of asking the Borough to list it as a historical monument, but no decision was taken.

The chair of the council thanked Councillor Jones for his work over the last 4 years.

9. Finance

To approve the usual schedule of payments. Agreed by Council.

To confirm the annual appointment of Responsible financial office. Clerk appointment confirmed and approved by Council

To confirm the appointment of financial monitoring councilor. Approved by Council

To confirm the cheque signatories for the forthcoming year by adopting the following resolution “that the signatories to the Parish Accounts shall remain as Councillor P Lightfoot, Councillor A Lightfoot, Councillor V Ayres, Councillor C Lawrence, Councillor G Jackson, Councillor P Rawlings and the clerk” Agreed Council noted the year end at 31st March 2009 summary of budgets to actual as distributed.

10. Council noted Minutes from Committees

Draft minutes from Parish Assembly April 2009

Planning

Playgrounds (2)

Community Building

Office

Allotments

- 11. Report from Employment sub-committee given**
 - 12. Dates for diaries noted**
 - 13. Correspondence received noted by council.**
 - 14. NO S137/S142 requests for funding were received**

 - 15. Membership of Committees and Working Groups and representation on external bodies as stated in supporting papers were agreed by Council. An Election was held for playgrounds and playing fields committee. All other Committees and representation on external bodies were agreed without election.**

 - 16. Use of Parish Office for Councillors' surgery**

Council was happy with the principal of holding a Councillors' surgery in the Parish Office. Council discussed practicalities. It was noted that the idea originally came from two parish councillors and was not a County Council initiative. It was discussed how to have a representation of wards, borough, county and parish councillors. It was agreed that it was not desirable to have all councillors' attending. It was agreed that it was a good way of interacting with the public. Clerk was requested to prepare a schedule of dates. Councillors will agree a "rota". Council suggested that the office be opened on the Street Fair to allow Councillors to engage with members of the public. Councillors' to inform Clerk if available on day of street fair.

 - 17. Council reaffirmed its commitment to delivering the 5 key steps to meeting specific duties to eliminate discrimination and promote equality. (see correspondence page 20). The Clerk recommended that each Committee should have a regular review as part of its terms of reference. Council Agreed**
 - 18. Councillor Richmond requested the matter of postal deliveries be discussed by the Council. Council discussed the service being delivered in Bishop's Cleeve. Council agreed to send a communication based on supporting the postal workers and noting the changes in deliveries and asking what has changed to cause such changes.**
 - 19. Any other business for information only at the discretion of the Chair.**
- Date of next meeting June 11th noted**
- Circular walk reminder given**
- 7th June street Fair reminder**
- Councillor Mackinnon thanked Councillor Lawrence for his years of service on the JMC**
- Newsletter distribution was noted.**
- Councillor Habgood wishes to have the matter of increasing the size of the parish council be put on the next agenda. Clerk to check with TBC recommendations and process.**

Meeting closed at 9.20 pm

Signed
Councillor P Lightfoot (Chair)

Members of the Allotments Committee attended the Parish Council Office on Thursday 28th May 2009 at 7.30 pm

MINUTES

- 1. Public Session. 1 member attended. Send a copy of 2008 march income/expenditure. Unhappy with date of payment being brought forward. Suggested reduction for pensioners. Closed at 7.50pm**
- 2. Apologies for absence to be noted - none**
- 3. Present Councillor Habgood, Councillor P Richmond, Councillor A Lightfoot, Councillor P Lightfoot, Councillor K Peake, Councillor J Stephens**
- 4. Election of Chair took place Councillor Habgood was nominated 3 agreed . Vice Chair of committee nominated Councillor Stephens 4 agreed with 1 abstention**
- 5. Election of parish councillors for representatives for users group- vice chair of allotment committee, 2 other Councillors – James(3) and Ann(3) elected**
- 6. Minutes of the previous meeting were agreed for accuracy**
- 7. Matters arising from those minutes for information purposes.**
- 8. Finance reports – distributed and noted**
- 9. Water charges – clerk researched no information on STWA regarding different charge levels.**
- 10. Infrastructure decisions taken.**

Noted that brook bank is collapsing. It was suggested that Ripairean ownership should be confirmed as to responsibility for costs of repairing bank/fence. Clerk to check lease clauses.

Car park has been extended by using last load of MOT type 1. Car owners to be encouraged to park close to fence line. Weed control discussed. Budget for caretaker to be allocated to employment budget from Allotment budget in sum of £100. Laminated signs to be provided by admin team.

Bumble bees discussed. Proposal for Glos County Council to leave 2m strip against fence line on by-pass discussed. Concerns regarding road safety were expressed. Clerk to follow up with Road Safety department

Shut the gate sign has been removed from Gate. Permanent sign is on fence. Quotation for signage to be followed up by Clerk.

Bush half way along bend growing over the fence and effect on visibility discussed. No action was agreed.

11. Waiting lists now at 35 and no plots available.

Correspondence email re water system (everyone is entitled to access water from any tap on site), waiting list (standard system applies). Tenancy agreements (Plots can be shared, but only one person legally responsible)

7 more plots to be let in short term in ragwort field

12 on previous horse field

1 next to 71

Policy of tenancy up to 300sq meters confirmed with vacant plots being offered in order of waiting list

Consideration was given to obtaining Kayte Lane for an allotment site. Clerk to discuss with GCC.

12. Update from users group meeting. See minutes attached

13. Update on street fair given by Councillor Habgood. Stall on Grass, independent of parish office.

14. Terms of reference accepted.

15. Terms of reference for allotment committee web page agreed

Location, up to date plan, number of plots, costs, waiting list contacts, box for users group with disclaimer to protect parish council. Photograph of site.

16. notice board outside of allotment site owned and controlled by parish council within standard terms of reference. One A4 space to be allocated for information re user group. User group notice board to be installed by users within site.

Tendalot and home brewer adverts to be passed to user group.

17.Update on communal willow plots given by Councillor Habgood. Partitions of 28, 26 and 24 have been given up due to flooding problems. Willows will go in Autumn subject to agreement of “willow lady”.

18.Inspection report and actions to be taken.

Stage 1 letter to number 15, 16, 24, 58, 61, 64, 123

32a – response to eviction letter was considered by committee. Clerk to write with copies of all previous correspondence and offer half the plot with the fruit trees in or to lose the whole plot.

Stage 2 letter to 101 with notice that stage 3 will be eviction

Plot 20 future plan accepted – clerk to confirm acceptance

Clerk to contact CBC Allotment manager looking towards developing outside inspection regime with admin team doing day to day monitoring of set criteria. Committee could then develop into more of an appeal body

19.Any other business at the discretion of the chair for information -none

Date of next meeting as per schedule

Meeting closed at 9.40 pm

Minutes of the General Purposes Committee held on Tuesday 12th May 2009

Present: Councillors A Lightfoot, J Stephens, P Rawlings, P Lightfoot, J Peake

Apologies: Councillor P Richmond

No members of the public present

Election of Chair: Chair – Councillor A Lightfoot
Vice Chair – Councillor J Peake

Minutes of meeting held on 10th March 2009: Accepted as true record

Updates from Sub Committees:

- Newsletter: After problems with finding a distributor, new contractor appointed who delivered within 3 days. Next edition to be delivered by end of June. Editorial required by end of May. To update information re: council activities, membership of committees etc. Possible article on cycle track. New sub cttee. Now: - Councillors A Lightfoot, J Stephens and P Richmond
- Website: Agreed sub cttee not needed as policy discussed at full GP cttee. Confirmed that Chairs of cttees will advise Clerk if change is needed on their cttee web pages. Requests for urgent short term news items could be accommodated (to be forwarded to clerk) Councillor Richmond would like us to enhance web site so that we could enter the “NALC website competition”. It was agreed to ask him to bring more specific proposals to cttee including good practice guidelines.
- Quality Council: Agreed that as at present only a limited number of councillors were contributing to effective running of council it would be inappropriate at this stage.
- Logo: Nothing to report at present.
- Fairtrade: Chamber of Commerce held public meeting. Decided that Street Fair be used to promote concept of Fairtrade village. Councillor Badham had made request for funding for banner and materials for stall. This cttee did not have funding in its budget. Request should be made via full Council. Councillors would assist with stall and give practical support but Council will not lead Fairtrade initiative, believing it should be led by the wider community. Councillor A Lightfoot to contact Councillor Badham to agree roles and responsibilities for Street Fair stall.

Authorisation of Expenditure:

- Litter Bins. Request for Cornfields. Chair and Clerk to progress subject to confirmation of need.

- Dog Bins: Councillor Richmond requested location of bin at Stoke Road / Stoke Orchard Road. Decision as above.
- Notice Boards: No new requests.
- Web Site: No expenditure required.
- Newsletter: Agreed usual budgetary limits. (based on 4 per year)

Correspondence:

- Vandalised bin at Grangefield. Noted replacement is TBC responsibility. Noted a letter of thanks for dog bin provision in village.
- Post Boxes in Village: List reviewed. No obvious gaps. Agreed that location map to be circulated to cttee for comment.

Seat at Bishop Drive: No feedback negative/positive. Agreed to be fixed permanently to concrete base.

Terms of reference: Noted.

Orchard House: Clerk to be asked to provide status report for next meeting.

Date of next meeting: Cttee agreed to meet bi-monthly unless urgent business requires intermediate meeting. Date to follow usual cycle.

Bishops Cleeve Parish Council – Planning Committee
 Minutes of meeting held at 6.30 pm on Tuesday 12th May 2009
 Public Session

1. Attendance AL, JP GJ PL Apologies noted VA
2. Election of chair – Councillor A Lightfoot, Election of vice-chair Councillor Jackson
3. Minutes of meeting held on 28th April 2009 agreed
4. Planning Applications received for consideration

Site Address	TBC ref no.	Proposal	BCPC response
53 Read Way	09/00427/ful	New garage	supported
43 Evesham Road	09/00389/ful	Erection of two storey rear extension	supported
Rouen. Tobyfield Road	09/00442/ful	Remove garage and erect two storey extension	supported
4 The Lea	09/00401/ful	Conservatory	supported
Longacre Farm, Brockhampton	09/00335/ful	Continued use of farm buildings	General observation

5. Decisions made by TBC/GCC noted

address	Ref no	bpc	tbc
Jabberwocky	09/00248/ful	supported	permission
21 Furlong Lane	09/00282/ful	supported	permission
Zurich	09/00316/tpo	supported	consent
20 Chiltern Avenue	09/00277/ful	supported	permission
43 Hardy Road	09/00285/ful	supported	permission
1 Cantors drive	09/0030/ful	supported	permission

6 Other notices noted

Enforcement details

Revised plans for 42 meadoway 09/00233/ful for information only

7. Other information noted

Briefing note for CLPCER

Terms of reference agreed subject to clarification of environmental health power

Councillor P Lightfoot to attend planning appeal meeting regarding 132 Cheltenham Road

The Meeting closed at 7.10pm

Next meeting May 26th 2009 at 6.30pm

Bishops Cleeve Parish Council – Planning Committee
 Agenda of meeting held at 6.30 pm on Tuesday 26th May 2009
 Public Session

1. Attendance AL, JP PL
2. Apologies noted GJ VA
3. Minutes of meeting held on 16th May 2009 agreed
4. Planning Applications received for consideration

Site Address	TBC ref no.	Proposal	BCPC response
Brockhampton Lane	09/00449/ful	Erection of agricultural storage	supported
29 Bishops Drive	09/00475/ful	Erection of new detached dwelling	objection
34 Little Priors	09/00433/LBC	Replacement of windows	supported
The Roost	09/00474/ful	Alterations to roof	supported

5. Decisions made by TBC/GCC noted

address	Ref no	bcpc	tbc
42 Meadoway	09/00233/ful	supported	permission

6 Other notices noted

3a Church Road- 09/01114/ful loft conversion application withdrawn

7. Other information noted

132 Cheltenham Road planning appeal feedback

Request to TBC for confirmation of ownership of “Lidl wall”

The Meeting closed at 7pm

Next meeting June 9th 2009 at 6.30pm

Playing Fields and Playgrounds Committee
Meeting on 14th May 2009 at 7.30 pm at the Parish Council Offices.

Minutes

Councillor P Lightfoot, councillor A Lightfoot, Councillor M Cooper, Councillor J Habgood, councillor K Peake,
Councillor J Peake

Apologies Councillor J Stephens,

1. Election of Chair – councillor P Lightfoot
Vice Chair of Committee - councillor J Stephens
and Sports field users group – councillor J Stephens & councillor P Lightfoot,

Welcome and introduction from Chair

Public Session – Brazilian school representative

Unauthorised use, wear and tear to nets, lights issue, bookings for next season.

Public session closed at 7.50pm

2. Agreed Minutes of previous meeting and signed

3. Actions from previous meetings - none

(Clerks report on actions are included below)

4. Annual inspection update – risk assessment –

Nottingham road noted pending possible housing development. Noted gate does not meet DDA requirements due to weight and the play area is distant from access points.

Millham Road noted – pending possible housing development. Access over bridge has been upgraded since report.

South Park noted- Under roundabout surface – steps are being taken to monitor and correct if necessary. Swing frame now has swing re-installed. Boundary hedge is now kept low.

Skate Park noted- Policy of committee to ignore Graffiti. Signage now installed. Fencing installation in process. Raw earth now grass seeded. Mud cleared on weekly basis. Installation comments passed to contractor.

Pecked Lane noted – Barbed wire in hedge line to be further discussed.

5. Sports field update

a) Access to properties adjoining sports field- policy of committee is not to secure other people's land, but it would have no objections to homeowners protecting their own boundaries. Committee has long term plans for the land. Recommended action on hearing alarms is to contact police.

b) use of astro update- noted school use as agreed.

response to request from Brazilian soccer school– council can not subsidise commercial activities beyond the discounted rate already agreed. Clerk to speak to other users re condition of nets. Clerk to ascertain existing users' bookings for next season.

c) remedial works –noted- bowls club building works completed.

d) Bowls club electricity meter in progress

e) correspondence received- Air corps – agreed on a trial basis this summer (at no cost)

f) Running club- Website can be used to publicise training facility for race for life agreed

7. Financial Reports

Short term notice cancellation Policy agreed– non weather cancellations with 7 days notice credits will be given

Weather cancellations credits will only be given for snow or flooding or called off games by officials (ref's)

Financial reports noted and agreed

Terms of reference noted and agreed

8. Grange field forward plan- feedback from TBC noted by committee. Committee wishes TBC to change fence to knee rail height, remove unsafe trees by Zurich boundary (woodworm?), seats and bins, small path area, grass cut and weed control as discussed. Path needs to meet DDA accessibility standards ie flat, wheel chair level. (clerk to find standards)

Request to GCC for street lightening re safety for public

9. Update on other play areas

Milham Road – tree and seat works done

Nottingham Road

Finlay Way

Pecked Lane- Correspondence from Mr Hyde was noted and clerk was instructed to reply to the points in his letter. Trees to be looked at Minettes Avenue, as far as we are informed we do not own the land

South park

Skate park

Bike track-It was agreed to leave track as plan agreed with Chelt & County cycle club. Committee formally recorded their thanks to Cheltenham Cycle Club and contractor and agreed to skills day taking place as soon as possible. Policy is that Committee must approve any works but policy is that track to leave it for this season and review in Spring.

Shrubbery. Grass cutting agreed on a monthly basis, pollarding

Contract has been placed

10. monthly/Weekly inspections update. Clerk to replace wheelie bin at Sports field. Caretaker will undertake a superficial visual inspection on a weekly basis.

11. Ditch/brook clearance for 09/10- Clerk to speak to TBC Officer, to clarify if any works to the ditch are necessary at the rear of Mr Carvers and reason for spoil to be removed. When the committee has further information it will discuss the matter again.

Welbrook Road. The Clerk gave a verbal report regarding the history of the situation. The Committee was not minded to write a further letter, but if the residents wish to meet with the Clerk/chair of playgrounds to discuss the matter further, the committee would be happy for this course of action.

No 36 response is that the tree was cleared as part of flood prevention work and that the committee are of the opinion that BCPC did not cause any damage to the boundary and any vegetation removed was outside of the boundary.

12. Any other business at discretion of chair and for information purposes only
Quote for ped gate tarmac at sports field to be obtained.
Clerk to research Lacross.

Committee meeting	Playgrounds	June 4 th 2009	7.30pm
Agenda item	discussion	Decision	Action by whom
Public session	Councillor P Taylor	none	
Present	Councillor P Lightfoot, Councillor A Lightfoot, Councillor J Stephens, Councillor M Cooper, Councillor J Habgood, Councillor K Peake		
Apologies	Councillor J Peake		
Agree minutes	Amend paragraph 9 to show that the committee instructed clerk to write to Mr Hyde and that the points of his letter to answered as directed by the committee and noted against his original letter	agreed	clerk
Actions from previous meeting	The drainage ditch behind Mr Carvers' house. The clerk informed ctte that Drainage manager from TBC had explained why spoil should be removed from the house side of the ditch and that levels would be taken to ascertain that the ditch was functioning in line with original intentions.	Await results of level tests and then programme any works along with spoil removal	none
Nottingham road brook	Councillor Taylor spoke regarding history of situation and the agreement that he had made with Mr and Mrs Hall. The committee looked at the chronological record and the written request from Mr and Mrs Hall	The Council accepts legal responsibility for any damage caused by works undertaken by the Council. The period of the agreement would be in line with the 5 year contract entered into with the contractor for the maintenance of the brook The height of the hedge would be maintained on the brook side by the contractor on 1x year basis. Any debris in the water course from the hedge would be removed by the contractor. The committee agreed that this individual agreement would not set a precedent as the playground committee was completing the agreement of the Chair of the emergency committee.	Clerk to prepare draft for the committee to agree

Sports field update Remedial work quotation	One out of 3 quotations had been received and was over budget.	The clerk instructed to place public notice in local press in line with financial regulation The clerk was instructed to breakdown the project to focus on rear entrance and to provide access statement for the approval of the building regulations officer.	Clerk
Bowls club update	SAP report in process Rent to be considered within lease Noted that the landscaping work had been completed to take into account the change in the ramp access	Clerk was instructed to discuss rent provision with legal advisers	
Use of astro	Locking/unlocking by caretaker team Provision of toilets for astro bookings Use of the astro outside of booked time School sub-let	Committee agreed policy of the key holding of the astro to be done by caretaking team. The Committee agreed that it was not reasonable to provide toilet access to astro users. The Committee suggested users contact BCFC to see if there was any possibility of agreement between the interested parties. The committee agreed the policy that the time booked and paid for was the time that the astro would be available. There is no Free of Charge setting up/clearing up time. It was noted that all users are to be treated consistently. It has been historically understood that the school would not sub-let during its contract hours. The Committee restated this as its policy.	Clerk to inform users Clerk to inform users Clerk to inform school
Additional bookings	Summer Scheme request for use of facilities	Committee agreed policy that charging should be inline with other council facilities eg £25 per half day. The individual request was agreed to in line with this policy	Clerk to inform
Walk initiative	discussed	Forward to historical society	clerk
Tree planting initiative	discussed	Committee did not wish to pursue	
Grange field		Noted	

update Correspondence Quotation DDA	Distributed and noted For brook clearance and maintenance Requirements for path from “Accessible and Inclusive Playspace” discussed	Clerk to include point 2 in requirements t to TBC	clerk
Lease land update	Awaiting TBC	Clerk to ascertain lease clauses relating to maintenance of watercourse within the leased land	clerk
Pecked lane trees	No further informatioon		
Update on play areas Millham road	none		
Nottingham road – correspondence	Distributed and noted	Clerk to thank gentleman for correspondence and to forward to local police	clerk
Finlay way-	Zip wire tubing has been highlighted under risk assessment reports	Committee instructed clerk to write to suppliers regarding its displeasure and felt that the tubing was not fit for purpose. Committee approved cost of replacement part	clerk
Pecked lane including grill at culvert	Grill has two piece of metal approx 1” above base bar.	Committee instructed clerk to inform TBC/GCC who are the owners of the culvert grill	clerk
South park – seats position	Risk assessment report followed up with suppliers who have agreed that Seats will be repositioned in line with good practice	noted	
Skate park Correspondence litter	Noted Caretaking team currently undertaking more frequent litter picks -	Clerk instructed to thank correspondence and to note that skate park was professionally designed and was limited by budget. noted	clerk
Bike track Correspondence litter	As per skate park Health and safety reports awaited See skate park	Clerk was asked to chase up “skills day “ with Cheltenham Cycle Club.	clerk
Shrubbery update	Public meeting to be arranged		clerk
Ditch /brook clearance 09/10 Riparian	Letter from solicitors noted	Clerk instructed to write to riparian owners to invite them to discuss responsibilities. Committee agreed that without joint	clerk

ownership		working with riparian owners work would not exceed land owned by parish council	
Risk assessments and inspection report actions – Pecked Lane Trip hazards h&S risk assessment reports Finlay way quotation for rope	None Trip hazards noted in 2003 report and inspected by clerk See above	Clerk was given authority to remedy the 3 trip hazards as per the quotation from contractor	clerk
Finance reports Playgrounds Sports field	Noted and approved Noted and approved		
Any other business	none		
Meeting closed at	10pm		

Traffic Committee meeting held on 21st May 2009 at 7pm

Present: Councillor Rawlings, Councillor A Lightfoot, Councillor P Richmond

Apologises: Councillor Jackson and Councillor Lawrence

- Councillor Rawlings was elected as Chair and Councillor Lawrence was elected as Vice-chair.

It was agreed that meetings to continue on a bi-monthly basis being on the third Thursday of relevant months. It was noted that committee stood at 5 members and it was agreed that Councillors' should be invited to stand for the committee at the next parish meeting.

- Minutes from meeting held on 19th March 2009 were agreed as accurate subject to.

Lime trees sentence should have read as a question not as a statement

Stagecoach invite was for September 2009

Central trains have improved since December 2008

- Matters arising from previous meeting.

Pot hole by the Green to be re- highlighted to Glos Highways.

SIDS to be put on the next agenda at the request of Councillor Richmond

Lime trees situation was discussed again. It was again stated that the matter had been referred to the County Councillor and the clerk was asked to follow up.

The pot holes on the speed hump at Station Road are deteriorating

The pot holes at the library entrance is still deteriorating and it was noted that Councillor Taylor had raised the matter with officers of Tewkesbury Borough Council

Overgrowing hedgerow at pedestrian crossing outside Kings Head has been reported.

- Chairs update and correspondence received
 1. Right turn out of library exit – Chair to follow up
 2. Bus stop at Linworth Road/Two Hedges Road junction discussed. Noted that the D route does not run that way. Discuss at September 2009 meeting after Councillors' have looked at area.
 3. Parking issues – copy of letter sent to Glos media by resident was discussed. Committee agreed for clerk to send response stating “that the Parish are constantly concerned regarding parking in the village and have raised the matter on a regular basis with the local Police. Please find enclosed a copy of the response of the local Police”
 4. Stage coach services – copy of email discussed – “ there was a late night bus service that ran until 3 am, but was stopped because there was a lack of demand. The D bus goes into Zurich as the Company has subsidised the route. If you give us your postal address we will look at the distribution in your local area”. Chair and Clerk to draft response
 5. Speed check information distributed by Councillor Richmond

- Members updates from Councillor Richmond

Speeding concerns reported within the Station road vicinity, Church Road and the Cheltenham Road area by Tith Barn. Councillor Richmond will be undertaking speed checks in selected areas. Results to be brought to Committee before publishing

Footpath at Stoke Road East by the Doctors' Surgery is very unfriendly. The Chair had already discussed the matter with Glos Highways.

The grill at the Pedestrian Crossing on the by-pass had not been cleared. The Chair will raise the matter with Glos Highways.

The collapsed wall on the mini- roundabout junction outside the Kings Head was again noted. The matter was referred to the planning committee on the basis of Street Scene concerns.

Recent reporting in the local media regarding the review of the parking restrictions within the village was discussed.

- Financial reports
- Budget update noted

Annual renewal of bus shelter cleaning contract was discussed and agreed at the sum of £78 per month from the first of June 2009. Councillor Richmond would like the committee to consider the cleaning of the County bus shelters.

Councillor Richmond wishes to discuss the County Council forward list at the next Committee meeting to consider joint agency working. Chair agreed to liaise with County Councillor.

- Any other business for information purposes only

Councillor Richmond to report a repeater sign on the by-pass

Civil enforcement Officer reported 16 patrols and 27 PCN's had been issued

Road safety representation to be noted on the web site

- Date of next meeting 9th July 2009

Meeting closed at 8.10pm

Dates for diaries

June 9 th	New Office and Planning Committee meetings
June 16 th	Sports field users group
June 23 rd	Community Building and Planning Committee Meetings
June 25 th	Allotment Committee meeting
July 2 nd	Full Parish Council meeting starting at 7pm –invited speaker SWARD

Suggested Surgery Dates for agreement of Council

June 27th
July 25th
August 29th
September 26th
October 31st
November 28th
December - none

Namely last Saturday in the month.

Payment list

5th
June
2009

Voucher	Code	Date	Minute	Bank	Cheq. No.	Description	Supplier	total
32	181	15/05/2009	pg	1	3206	Ground Maintenance	D Walker	850.00
33	82	15/05/2009		1	3200	elec at office	Scottish power	2,348.31
34	88	15/05/2009	n o	1	3204	office cleaning	low cost cleaning	135.70
35	54	15/05/2009	pc	1	3196	insurance training	GAPTC	30.00
36	24	15/05/2009	allot	1	3205	water at allotments	STWA	101.79
38	187	15/05/2009	p g	1	3198	safety bollards	MPB contractors	1,190.25
39	73	15/05/2009	n o	1	3197	telephone office	total Ltd	80.86
40	93	15/05/2009	p c	1	3195	financial monitoring training	GAPTC	30.00
41	75	15/05/2009		1	3207	stationery	Commercial Ltd	191.32
42	294	15/05/2009	p c	1	3208	street fair	Chamber of Commerce	700.00
43	359	15/05/2009	g p	1	3209	dog bags	JRB enterprises	561.66
44	184	15/05/2009	p g	1	3201	materials for ground maintenanc	Place Maintenance Ltd	695.75
45	61	15/05/2009	pg n o	1	3203	grass cutting	glebe contractors	861.12
46	83	15/05/2009	pg n o	1	3203	grass cutting	glebe contractors	129.56
47	181	15/05/2009	p g#	1	3202	Ground Maintenance	D Lewis	850.00
48	202	15/05/2009	c b	3	931	electricity at com build	N Power	545.50
49	216	15/05/2009	cb	3	933	caretaker adv	Northcliffe media	333.85
50	202	15/05/2009	c b	3	932	water at comm build	stwa	227.93
77	357	18/05/2009	gp	1	3192	delivery of newsletters	ADS	250.00
100	82	27/05/2009	n o	1	3217	water at office	STWA	89.41
102	75	27/05/2009	n o	1	3219	stationery and office sundries	Commercial Ltd	725.41
82	204	29/05/2009	cb	3	938	cleaning community building	m Aquirre	250.00
85	203	30/05/2009	c b	3	937	Rates comm build	Tewkesbury Borough Council	1,370.13
86	139	30/05/2009		3	939	petty cash	Lloyds TSB	200.00
88	218	30/05/2009	c b	3	935	reissue of rent share	gcc	141.25
105	184	30/05/2009	p g	1	3222	tractor hire and tree pruning	Place Maintenance Ltd	464.60
106	181	31/05/2009	p g	1	3223	Ground Maintenance	D Lewis	850.00
								£14,204