

Bishop's Cleeve Parish Council

*Parish Council Meeting
held on 12th February 2009 at 7.30 pm at
Bishop's Cleeve Parish Council Offices*

Chairs' opening remarks and welcome –postponement explained due to weather situation

Public Session- none attended

None attendance = cllr mackinnonn (holiday)

1. Attendance Cllr P Lightfoot, Cllr A Lightfoot, , , Cllr G Jackson, Cllr P Badham Cllr J Habgood, Cllr P Richmond, Cllr A Mackinnon, Cllr K Peake, Cllr J Peake, Cllr M Cooper, Cllr C Lawrence, Cllr P Rawlings, (cllr cooper late arrival 7.55pm..)
2. Authorised absences from apologises received: Cllr P Taylor (TBC commitments) Cllr V Ayres (illness) Cllr J Stephens (work apologies received Cllr Hillier Richardson absence noted and sympathy sent for her sad loss.
3. Declaration of Interests - none
4. Borough Councillors' reports.

Cllr Taylor as forwarded .

Cllr Richmond as distributed. Cllr P Lightfoot expressed his disappointment regarding the cancellation of the refuse collection and the lack of an extra delivery. Cllr Richmond expressed his disappointment in the situation also. Cllr Jackson noted that the recycling points were full and not able to accept more. Cllr Jackson asked if it may have been influenced by financial considerations. Cllr Richmond agreed that it may have been affected by financial considerations. Cllr Lawrence expressed concern regarding lack of public information. Cllr Rawlings spoke in support of the difficulties that the current weather had caused. **It was agreed that we should write to TBC and note that we understand the difficulties caused by the weather situation and to express our disappointment especially on the inconvenience and the waiting for the**

next recycling collection and lack of publicity. Cllr Richmond wants to see if officers send out letters to all householders. Cllr Richmond agreed to make representations.

Cllr J Peake questioned Cllr Rawlings on the progress of homelands farm. It was reported that one developer had sold their interest to another developer and the new owner was reported as very keen to develop

5. County Councillor report – verbal

Ian Wright and Ben Bradshaw are the Ministers that Cllrs may wish to write to regarding their concerns re Homelands Farm

Roof tops have arranged a meeting on 2nd March

Noted no power cuts during the bad weather.

Cllr Badham asked if County Council could take notice of historical dangerous road conditions in bad weather before installing street lamps.

Cllr Richmond noted that signage and landscape issues had caused difficulties within village during the street light improvements.

Cllr Habgood –SARA clarification sought. It was agreed that the Parish Council would like a representation – PC Groome/PC Blindall to be written to officially to seek an official representation.

Cllr Lawrence asked when Pecked Lane resurfacing would be completed. No date could be given. Cllr Rawlings spoke in defence of the Highways Agency and Bus service.

6. Minutes of previous meeting agreed and signed
Proposed and seconded and all agreed.

7. Matters arising from those minutes for information purposes only None

8. Committee reports (see supporting papers)

- Planning - noted.

Clarification was sought re Tesco car park amendment. General design was supported but concern expressed over the reduction of parking hours from 3 to 2 hours included in the paperwork. Clarification of the Factory shop applications
No more update on car washing application.

cllr Badham expressed interest re 23 Church Road. Clarification given by Committee on view re pavement area and into slope taken into shop

- *Playgrounds-*

Explanation given on 2nd meeting within the month.

Cllr Richmond expressed concern over the need for the remedial works.

Bowls club priority due to time constraints of the bowling season

Cllr Richmond expressed concern over the planting of the trees on the sports field.

Cllr Richmond questioned ownership of brook. Confirmed that the boundary is on the other side of the brook.

- *General Purposes*

noted

- *Allotments*

noted

- *Community Building as distributed -*

Cllr Lawrence sought clarification on gas bills. Clerk confirmed that none received this year. It was confirmed that County pay a percentage of utility bills. It was confirmed balance of accounts will be carried forwarded

- *Employment sub-committee as distributed- confidentiality to be noted.*

Cllr Richmond on behalf of the whole council congratulated staff on transition to new office. Recommendations agreed.

9. Traffic Update

Cllr Rawlings updated:

Concern expressed regarding Capita situation – He felt that emails sent to Glos highways had not represented Parish council actions. Highways are going to make changes to the most dangerous areas. Capita are going to use some Tithe Barn spaces. Cllr A Lightfoot expressed disappointment that the offer from

the Parish council for parking at the sports field had been turned down by Capita which was nearer to Capita.

A Letter had been received from Mr Holliday regarding accidents at the Farmers' Arms location and his personal interventions. Police report said that recent accidents on A435 was result of very heavy rain that morning causing standing water and that nothing could have been done. Second was caused by lack of concentration by driver.

Cllr P Lightfoot confirmed that the Parish Council had emailed to all those concerned noting that Mr Holliday was not writing on behalf of Parish Council

Information given regarding pot holes and damaged sign. Highways had responded very quickly to remove the damaged sign.

Voxwell Lane/Finlay Way traffic calming measures to begin this financial year

Cllr Rawlings is seeking clarification on time scale for Church Road change of restrictions/signage.

Enforcement statistics for January – 17 patrols and 43 penalties have been issued.

Next meeting to be held in March 2009. Communications have been sent to traffic committee via emails.

10. Financial reports (see supporting papers)

Noted and approved

Request for funding for Vision 21 Gloucestershire Climate Change Condensed Series Training session £24 from Cllr Habgood.. **Agreed. One other Councillor approved to go.**

11. Clerks report (see supporting papers) including dates for your diaries noted

12. Correspondence received - see supporting papers

- Police HQ project team

"I AM WRITING TO ASK FOR YOUR HELP IN PROMOTING A PUBLIC MEETING TO TALK TO LOCAL CITIZENS OF BISHOPS CLEEVE AND SOUTHAM ABOUT OUR NEW PFI INITIATIVE TO MOVE THE CHELTENHAM AND TEWKSBURY DIVISIONAL HEADQUARTERS FROM LANDSDOWN ROAD TO LAND IN SOUTHAM ADJACENT TO "SMITHS INDUSTRIES" NEAR THE VILLAGE OF BISHOPS CLEEVE.

THE DATE IS LIKELY TO BE THE 26TH MARCH AT BISHOPS CLEEVE PRIMARY SCHOOL, HOWEVER, WE ARE CURRENTLY WAITING FOR CONFIRMATION FROM THE SCHOOL AROUND THIS"

- **Glos Echo as distributed – cllrs to inform clerk if they are interested**
- **Gloucestershire Medal for Courage 2008 –GCC nominations invited – agenda item next time to decide if council wish to nominate**
- **Rural Services network news letter –already distributed via email**
- **SWARD stop-press information forwarded via Email.**
- **Demonstration 17th February 2009**
- **Nomination for garden party - Agreed that Cllr Ayres should be nominated if Cllr Ayres would like to accept nomination**

13. REQUEST FOR PARISH COUNCIL TO WRITE TO GLOUCESTERSHIRE ENVIROMENTAL TRUST IN SUPPORT OF TITHE BARN PROPOSED ALTERATIONS. AGREED THAT RESOLUTION AS BELOW WAS ACCEPTED. IT WAS AGREED THAT CHAIR OF COUNCIL SHOULD SIGN THE FOLLOWING LETTER.

To whom it may concern.

Bishop's Cleeve Village Hall the Tithe Barn

As custodial trustees of the grade II listed Bishop's Cleeve Tithe Barn, we wish to record that we fully support the trustees of Bishop's Cleeve Village Hall and the Tithe Barn Volunteer Management Committee in building an extension to the

Tithe Barn to house a lift and other facilities in pursuit of compliance with DDA legislation for the Village Hall”

*Cllr Richmond did not take part in debate or vote as he has a vested interest.
Cllr Habgood spoke as Parish Council representative to give further clarity.
Cllr A Lightfoot explained the latest planning proposal.*

14. Date of next meeting March 5th 2009

15. Any other business for information purposes only at the discretion of the chair.

Suggestions for invited speaker for parish assembly to be received by clerk. Council to decide at next meeting details

Meeting closed at 9.05 pm

*Signed
Chair of Council*

Bishop's Cleeve Parish Council

*held on 15th January 2009 at 7.30 pm at
the Bishops Cleeve Parish Council Offices*

Minutes

Chairs' opening remarks and welcome:

The Chair spoke of the Official opening last Friday and of the Public Open Day yesterday. 59 visitors had attended the open day. It was noted that 5 Councillors came to help out. Layout and organisation of room to be discussed under any other business at the end of the meeting.

Public Session

Mr and Mrs Fyer reported that the flooding problem in old stoke road still has not been cleared. Cllr Jones replied that it had been cleared but further investigation may be required.

It was noted that on Christmas Eve Grundon's had announced their public exhibition on 30th and 31st January. Public to be invited on 31st. The 30th afternoon allocated for VIP's: It was questioned if anyone had been invited from Parish Council? It was noted the short notice and lack of info from Grundon's

Visiting Speakers from Gloucestershire Constabulary Paula Jones and Richard Bradley and Samantha Gibbs.

Richard spoke as project manager PFI.2 – (Private finance initiative)

He spoke of the inaccuracies of press articles published in 2008 press articles.

The Facts were presented as Cheltenham Police Station – town centre station site was hoping to move as part of civic pride initiative to Portland Street car park. The Divisional hq's will move to Bishops Cleeve site. BC village police station will stay on its present site.

4 years ago initial plans were brought to BCPC. Since then Lansdown Road site has been recognized as not fit for purpose and Bearlands in Gloucester must be vacated re the re-development of Greyfriars area. This has developed into PFI 2. (Source of funding for public bodies). In Dec 2007 the project came back on board. Project funding by HM Treasury allowing identification of contractor and banking finance and operator of building

Divisional HQ will have open plan accommodation for approx 160 staff, 30 cell custody suite and IT and control room fallback centre. Time line opening Spring 2013. Further information will be disseminated during the course of the project. Very unlikely for response vehicles to come from divisional hq. Serious offenders would not be released from hq.

A Question and Answer session followed

*Cllr Badham: Why will it take four years (PB) and is BC station fit for purpose
Ans. consortium process will take 18months. (based on European guidelines)
BC station is not part of this project and is part of estate strategy.*

Cllr Jones – Would it be possible to renegotiate other sites for bc station and traffic issues are continuing to grow with each new development, how many traffic movements daily would be expected.

*Ans: Planning applic June 2010 would include traffic assessment work.
Employees could generate up to 200 movements per day. Very aware of current parking issues in the area.*

Cllr Taylor – how are you going to communicate with local communities.

Ans – public meeting in the next few months would be recommended

Cllr Taylor- The area is subject to lazy and inconsiderate parking already and on site parking is very necessary

Ans – Site is large enough to take all generated parking. Planning regs dictate number allowed. But would hope for operational reasons they could put a case for larger number.

Cllr Taylor noted that there was documented evidence of people leaving lansdown road and then taking part in crimes.

Ans – Very small percentage of people leaving custody cause trouble. External organization will be running police cells and negotiations will take place as to procedure for releasing of prisoners.

Cllr Lawrence sought clarification on place of central Cheltenham police station.

Ans- proposal is for Portland street, but other sites will be looked at if necessary. In principal agreement signed for civic pride development.

Cllr Lawrence – will town centre police station hold Saturday night custody people.

Ans – custody suite will be divisional hq. so people will be held at BC.

Cllr Ayres – Will dog handlers etc be transferred to BC

Ans – no they will stay at present site.

End of public session 8.10

1. Attendance Cllrs' P Lightfoot (chair) A Lightfoot G Jackson P Taylor V Ayres J Stephens J Habgood J Peake K Peake P Richard P Badham T McKinnon M Cooper C Lawrence P Rawlings

2. Authorised Absences - none

3. Absences to be noted Cllr Hillier Richardson and Cllr J Richardson

4. Declaration of Interests made by Cllr Taylor as household is a member of Sward

5. Borough Councillors' reports;

Cllr Richmond as distributed

Cllr Mackinnon gave a verbal report. Cooperation from Winchcombe and BC and Churchdown parish councils on 3 year strategy of devolving some roles to parish/town councils.

Cllr Taylor – verbal report as still suffering from damage to foot caused by local resident. Discussions with parish/town councils ongoing. No council will be asked to pay from precept for services that they are also contributing directly for Cllr Rawlings asked for new parish boundary map. Identified by map on wall re boundary changes that came in April 2008.

6. County Councillor verbal report:

Cllr Rawlings raised the issue of yellow lines in capita area regarding comments from residents in surrounding areas. Ans- priority is safety

Cllr Rawlings noted that lighting on "green" have been actioned.

Cllr Mackinnon noted that Pecked Lane temporary closure notices has been distributed.

Cllr Taylor raised the point that Car parking issue in the Capita locality were causing residents to become very short of patience and he was expecting an awful lot more complaints (declared an interest). Ans Highways are doing their best, as are Borough and employers.

Cllr Badham noted that the area prone to flooding outside Farmers arms is not lit and was not signed as flood area. Ans .Agencies are working together

7. Minutes of previous meeting were agreed and signed subject to the note that Cllr Jones will be looking at repositioning of "Southam" boundary sign (not Cllr Taylor)

8. Matters arising from those minutes for information purposes only

Cllr Rawlings; Budget matters as reported in minutes from last meeting. the statement regarding process was known to be true. Budget was agreed and no

amendments were made and no one voted against it. On weekend of 12th December a resident expressed concern to Cllr Rawlings following a local newspaper article. A member of the parish council was quoted as saying that the Parish Council was playing fast and loose with the parishioners' money. Whilst Councillors understands the shortcoming of the press it was noted that Councillor was quoted and had spoken to the reporter. Cllr Rawlings found it a personal insult and felt it was a gratuitous remark made for personal embellishment. The Councillor in question is a borough councilor, the borough Council which has made the parish make these decisions in the best interests of the parish. Cllr Rawlings took great exception and feels that the Councillor owes this parish council an apology. Cllr Rawlings had brought this matter to the attention of the council as he felt very strongly in this case.

Cllr P Lightfoot – Noted that Councillors' had had two months to make comments and to raise questions.

Cllr Richmond – did not wish to make comment.

Cllr P Lightfoot- Noted that he had asked Cllr Richmond to bring ideas to council Cllr Richmond stated that he had not wanted to do so on this item

Cllr Jackson questioned why Cllr Richmond did not give an opinion to the council but chose to speak to Echo

Cllr Richmond said he had not spoken to Echo.

Cllr Taylor questioned if Cllr Richmond was saying that those comments were not attributable to him and that he did not believe that the council is running fast and loose

Cllr Richmond stated that he did not say those things

Cllr Taylor made the observation that Cllr Richmond had been speaking to the press in the corridor after the Parish Council meeting

Cllr Taylor sought clarity that cllr Richmond did not believe the council was running fast and loose with the council taxpayers money as Cllr Richmond's comments has a detrimental effect on staff moral at a time when a new member of staff has only recently joined and at a critical time for the staff.

Cllr Richmond stated that he had nothing further to add

9. Committee reports-

Planning as distributed (cllr Badham expressed interest in tesco)

Explanations given to 3a Church Road and Tesco car park applications

Committee noted issue of 2 hours parking was contained within supporting paperwork. Tesco car washing update given. Noted that a report of parishioner had felt intimidated had been received by a Councillor. Concern raised of health

and safety issue re water freezing. Copy of letter from planning committee to wingmoor to be resent.

General Purposes

Cllr Badham raised the issue of the fair trade village and noted that the Chamber of commerce would be very keen to link up with parish council. Cllr A Lightfoot will follow up with school.

Cllr Jones thanked the committee for the proposed Bishops Drive seat replacement. Cllr Badham – raised the issue of recycling bins location. Cllr Taylor gave update of meeting with lead officers of TBC. Less combustible items to be moved closer to fence. The igloos are designed to be arson resistant. The new office building is designed to cope with a fire and meets all statutory building regulations. Risk assessment has been done by TBC and the risk has been minimized and TBC will be writing to the concerned gentleman.

Cllr Badham asked if there was another site that the recycling could go to. Cllr Taylor reported that Tesco would like it relocated. TBC are looking at alternatives but any move would have a detrimental effect on recycling levels. And that TBC had taken all comments on board.

Cllr P Lightfoot noted that additional fencing has been installed for security purposes

10. Financial reports as per supporting papers were agreed by Council including Year to date figures noted by Council

Authorisation of payment schedule approved by Council

Formal resolution agreed to appoint Mr Iain Selkirk as independent internal auditor

11. Clerks report noted as per supporting papers

12. S137 funding requests - SWARD requested £110 to pay for a mini-bus to shuttle parishioners to and from Grundon exhibition (cllr Taylor withdrew from meeting) It was agreed that the Council should

write and express its disappointment that public money has to be used to facilitate public consultation and that the Parish Council have not had formal invitations. The lack of publicity for general public was also noted. BCPC representatives on the liason group have not been invited but would like to be able to attend.

All agreed to make a donation in the sum of £110 to SWARD and to write to Grundons as above.

Cllr P Lightfoot noted if Parish Council are seen as supporting public participation it would be positive for parish council

13. Correspondence received as supporting documents

Noted

14. Date of next meeting 5th February 09

15. Any other business for information purposes only at the discretion of the chair.

Cllr Lawrence requested change to configuration of tables

Cllr Habgood noted that Tithe barn application to be resubmitted

Cllr J Peake requested that a thank you note be sent to all those that helped on mayor open day

Cllr Jones congratulated the parish council on success of open day and mayor opening

Cllr Rawlings had received a request to meet manager of Pullar Court re parking issues from doctors surgery

Cllr Rawlings requested change of traffic committee meeting to March 19th at 7pm

Cllr Badham – was concerned that the room hire fee for the meeting room in the new office may be too high for charity groups and noted that the

Street fair was to be held on 7th June 2009 and wished to use the drive way for function

Cllr Richmond noted that he had attended chartered parish meeting on behalf of the parish council

Cllr P Lightfoot recorded his thanks to admin team for achieving the move to the new office.

Cllr P Lightfoot noted that Police Liaison meeting raised concern over recent daylight burglaries.

Other comments on layout of room/organization of room were noted

Meeting closed 9.35 pm

DATE OF NEXT MEETING FEBRUARY 5TH 2009

SIGNED.....

Borough Council Report - Phil Taylor Cleeve St Michael's

I am continuing to press for the owners of Homelands Farm and the operating farmer to clear the Wellbrook and alleviate the threat of flooding in those areas but I and the Land Drainage Engineer from Tewkesbury Borough Council (TBC) are not meeting with a great deal of co-operation.

There is no news when the development of Homelands Farm will commence but representatives have been on site conducting surveying work and soil testing - probably two things that should have been conducted prior to the Planning Application being considered! Luckily the areas were both "Somme" like when the surveyors went "over the top".

I attended a seminar setting out the result of the Strategic Flood Risk Assessment (SFRA) conducted throughout Gloucestershire via the County Council which unfortunately only addressed what is referred to as fluvial (river) and tidal flooding. This study did not address the flooding problem we have in the Bishop's Cleeve/ Woodmancote/ Stoke Orchard area which is caused by pluvial (rainfall) and the subsequent run-off. Studies of pluvial flooding are apparently very difficult and in their infancy and it will be 12-18 months before the SFRA part 2 will be able to report on this aspect for consultation. Unfortunately this will leave Planning decisions for housing developments, such as Homelands Farm, and Waste Sites, such as Grundons/ Cory, without a key element of determination - whether the site is subject to flooding or not - and the subsequent affects on our Community.

I am currently awaiting an update of the progress of the computer modelling that so many residents contributed to for Bishop's Cleeve/ Woodmancote area so that we may finally see some positive progress in the Pecked Lane, Cleevecroft Avenue, Lears Drive and the Station Road/ Lidl Corner areas. I will keep you informed of progress.

I will be attending the Grundons public consultation but reflect the Parish Council's dismay at the location, timing and restrictions on entry that, I believe, severely limit the accessibility to the vast majority of the Community that potentially will suffer the affects of this operation should it be granted a further permit. Grundons need to prove to the local Communities affected by its operations that it poses no threat to the health and well-being of local families but unfortunately seems to treat these concerns with contempt.

The Police gave a presentation to the Parish Council on 15th January 2009 briefly outlining their plans for the New Divisional Police HQ near GE Aviation just off the A435. I am pressing for an exhibition of their plans in a public place in the centre of the village combined with at least two question and answer

sessions in the evening or perhaps on a Saturday morning. If anyone has any particular views on this please let me know.

One of my particular concerns is the affect on local parking issues which have been negatively influenced by the approach of the local Capita management and their employees. A localised “No-waiting” restriction has been proposed which tackles the symptoms but not the cause of the problem and may increase the problem experienced by other areas as well as penalised local residents. Again please let me know your views.

I am working with Parish Councillor Mark Cooper to tackle localised surface water problems on the path surrounding Grange Field and will meet with TBC representatives next week to discuss possible remedies.

I am now Chair of the Tewkesbury Borough Economic Development Local Strategic Partnership which is working very hard with local business organisations to try and provide the support for local businesses to survive, thrive and prosper in the present economic climate. Although TBC has a limited budget the Council is co-ordinating cross county initiatives to try and help both those in business and those in danger of losing their jobs. The revenue from the recent fall in VAT is to be used in a fund to provide help to local businesses. Unfortunately the government set Business Rates have been increased by 5% based on the inflation rate in September 2008 and do not accurately reflect the current economic situation.

There are a whole range of advice services available to businesses through their local Chamber of Commerce, The Federation of Small Businesses and TBC who can put you in touch with the relevant agency. You can contact the Economic Development unit at TBC on 01684-295010.

The TBC budget comes before the Executive Committee on 4th February 2009 and Full Council on 19th February 2009. There will be a chance for people in Bishop’s Cleeve to give their views at a drop-in session between 5.30 - 7.30pm on Wednesday 11th February 2009 at the New Parish Offices. Please come along and let us know your concerns and issues and I look forward to seeing you there.

Phil Taylor

Proud to represent Cleeve St Michael’s at Tewkesbury Borough Council

BISHOPS CLEEVE PARISH COUNCIL – PLANNING COMMITTEE

AGENDA OF MEETING HELD AT 6.30 PM ON TUESDAY 13TH JANUARY 2009

PUBLIC SESSION

1. ATTENDANCE AL, GJ PT
2. APOLOGIES NOTED PL, JP
3. MINUTES OF MEETING HELD ON 25TH NOVEMBER 2008 AGREED
4. PLANNING APPLICATIONS RECEIVED FOR CONSIDERATION

SITE ADDRESS	TBC REF NO.	PROPOSAL	BCPC RESPONSE
MALVERN VIEW BUSINESS PARK	08/01456/FUL	EXTENSION OF EXISTING SUB STATION SITE	SUPPORT
7 KINGSCLERE DRIVE	08/0562/FUL	REPLACEMENT CONSERVATORY	SUPPORT
BROCKHAMPTON LANE	08/01613/AGR	OPEN STORAGE BAYS, SINGLE STEIN WALLS	SUPPORT
UPPER FARM BROCKHAMPTON LANE	08/01561/FUL	PROPOSED DETACHED GARAGE	SUPPORT
GRANGEFIELD SCHOOL	08/01552/FUL	TOILET ALTERATIONS & CHANGING ROOM EXTENSION	SUPPORT
2 SANDOWN ROAD	08/01536/FUL	ERECTION OF SINGLE GARAGE	OBSERVATION
9 WELLBROOK ROAD	08/01570/FUL	REPLACEMENT OF EXISTING FLAT ROOF	SUPPORT
23 DEACONS PLACE	08/01616/FUL	NEW CONSERVATORY	SUPPORT
15 LITTLE ACORNS	08/01676/FUL	LOFT CONVERSION	OBSERVATION
TESCO	08/01662/FUL	CAR PARK AMENDMENT	

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5. DECISIONS MADE BY TBC/GCC NOTED

SITE ADDRESS	REF NUMBER	BCPC	TBC/GCC
HOME FARM, BROCKHAMPTON	08/01436/A GR	SUPPORTE D	DETERMINATION(APPROV AL)
3A CHURCH ROAD	08/01261/F UL	OBJECTION	REFUSAL
26 HUNTERS ROAD	08/00801/F UL	SUPPORTE D	PERMISSION
29 CROWN DRIVE	08/01470/F UL	SUPPORTE D	PERMISSION
7 BLACKBERRY GROVE	08/01458/F UL	SUPPORTE D	PERMISSION
1 HERTFORD ROAD	08/01371/F UL	SUPPORTE D	PERMISSION
78 STATION ROAD	08/01500/F UL	SUPPORTE D	PERMISSION
TESCO(DELIVERIES)	08/01358/F UL	OBJECTED	PERMISSION
84 MEADOWAY	08/01488/F UL	SUPPORTE D	PERMISSION

6 OTHER NOTICES - NOTED

07/01209 BROOK END, FIELDGATE ROAD, BISHOPS CLEEVE – NOT
PROCEEDED WITH

7. OTHER INFORMATION

TESCO – CONSTRUCTION OF LOBBY EXTENSION. LETTER FROM TBC
EXPLAINING WHY DELEGATED APPROVAL GIVEN

TESCO – CAR WASHING UPDATE

INVITATION FOR CONSULTATION ON HACKNEY CARRIAGE AND PRIVATE HIRE
LICENSING. – FOLLOW UP

GAPTC LETTER- RSS - NON RECEIPT OF INFORMATION FROM CLLR
RICHMOND- NOTED

APPLICATION TO VARY ONE OF THE PERMITS AT WINGMOOR FARM. NOTED

FACTORY SHOP ENFORCEMENT – FOLLOW UP

THE MEETING CLOSED AT 7.30PM

NEXT MEETING 27TH JANUARY 2009.

BISHOPS CLEEVE PARISH COUNCIL – PLANNING COMMITTEE

AGENDA OF MEETING HELD AT 6.30 PM ON TUESDAY 27TH JANUARY 2009

PUBLIC SESSION

1. ATTENDANCE AL, VA, PL, JP
2. APOLOGIES NOTED PT GJ
3. MINUTES OF MEETING HELD ON 13TH JANUARY 2008 AGREED
4. PLANNING APPLICATIONS RECEIVED FOR CONSIDERATION

SITE ADDRESS	TBC REF NO.	PROPOSAL	BCPC RESPONSE
23 CHURCH ROAD	08/01502/FUL	REPLACE STEP WITH A RAMP	SUPPORT WITH OBSERVATIONS
ORIGINAL FACTORY SHOP	09/0004/ADV	RETENTION OF SIGNS	OBJECTION
LAND O/SLIDL-CHELTENHAM RD	09/00022/MAS	INSTALLATION OF INTEGRAL ANTENNAE ON TELEGRAPH POLE	OBJECTION
WINGMOOR QUARRY	09/00034/CM	VARIATION OF CONDITIONS	OBJECTION
GRUNDON WASTE	08/0065/TWM AJW	VARIATION OF CONDITIONS (GLOS COUNTY COUNCIL)	OBJECTION

5. DECISIONS MADE BY TBC/GCC TO BE NOTED

SITE ADDRESS	REF NUMBER	BCPC	TBC/GCC
7 KINGSCLERE DRIVE	08/01562/F UL	SUPPORTE D	PERMISSION
GRANGEFIELD SCHOOL	08/01552/F UL	SUPPORTE D	PERMISSION
9 WELLBROOK ROAD	08/01570/F UL	SUPPORTE D	PERMISSION

6 OTHER NOTICES

7. OTHER INFORMATION NOTED

“UNDERSTANDING PLANNING” COURSE AVAILABLE- REQUEST FOR HALF DAY IN HOUSE TRAINING FOR BCPC COUNCILLORS

EMAIL FROM CONCERNED RESIDENT REGARDING CLEEVE SCHOOL DEVELOPMENT – RESPONSE TO BE SENT BY CLERK

GAPTC – CONSULTATION REGARDING AFFORDABLE HOUSE AND LOCAL DEVELOPMENT FRAMEWORK COMING FROM BOROUGH COUNCILS

NATIONAL PLANNING E-CONSULTATION SERVICES. DATED 14TH JANUARY 2008 - NOTED

THE MEETING CLOSED AT 7.05 PM

NEXT MEETING FEBRUARY 10TH 2008.

Playing Fields and Playgrounds Committee

Meeting on 22nd January 2009 at 7.30 pm at the Parish Council Offices.

Minutes

Welcome and introduction from Chair – Cllr Stephens

Public Session

Brazilian Soccer School representative- Tim – presentation and request for use of astro surface. Long term aim for an academy. Already running at school tennis courts but surface not ideal for children. Stumbling block with the school using it during the day time. Would like to negotiate price. Links to local primary schools via free taster sessions. Age range 5 to 18 years old but 7+ ideal. 12 month contract 1..2 hrs per night two nights a week and weekend use and holiday schemes.

Public session ended at 7.55pm

1. Apologies Cllr Peter Lightfoot :Attendance (7.50pm cllr J Peake,)Cllr Stephens, cllr Taylor, Cllr Cooper, Cllr Habgood.

2. Agreed Minutes of previous meeting and duly signed

3. Actions from previous meetings .

Clerk to arrange milham road surface repairs

4. Shrubbery forward plan

Clerk to contact residents for long term solution

In meantime contractors to pollard with invoice in next year

5. Sports field update

a) BMX track update- press release 2pm Saturday – Committee members invited to attend photo opportunity to hand over bike prize to winning designer. Future publicity will be generated to promote use over the next few months.

b) use of astro – following on from public session. Committee agreed for Cllr Taylor to negotiate with the school to free up the astro from at least 4.30 pm for at least two nights a week. Clerk to negotiate an acceptable rate in line with partnership discount rate. School rate to stay in line with

reduced hours from February 09. Looking to remove 3 hours from April 2009. Minimum booking for new user to be two evening a week.

c) forward plan remedial works.

All three bids to be agreed for feasibility with building regs

Time line scale from builders needed

Start Bowls Club work before April (start of bowls club season) with payment to be made in next financial year

Changing room work to continue after close of football season

Bids to be distributed to all committee members before the meeting

11 week window of opportunity for work to be done

Meeting with Councillors' next week Tuesday 27th January 7.15 pm

d) British Heart foundation Bike ride request for 17th May 2009. Agreed

e) request for pollard tree backing onto Read Way by bowls club. Investigate practicalities of handyman doing work.

f) race week advertising. Invite cleve colts to supervise use of car park during race week with 50% profit split. Clerk to approach racecourse management to see if they have any insight into possible advertisers, local pubs/betting shops

6. Development plan following report from FA monitoring and evaluation meeting: Draft policies for consideration

a) caretaking role.

Clerk recommended that the role of Caretaker be considered after next employment meeting to include locking/unlocking astro for casual users.

Agreed in principal

b) pavilion cleaning- quotation received from previous cleaners and included in next years budget. Committee agreed to put this in place from next financial year.

c) pavilion maintenance –Site visit for all committee after remedial work has been completed

d) Opening of Chandler Road gate now in place. noted

e) Other users- photographic evidence to be submitted. Development plan to discussed with partnership parties following next users.

7. Current budget/expenditure agreed and noted

Committee did not approve the lining invoice

Material budget to be specified and agreed by committee for next year's expenditure

Glos playing field subscription £100 carry forward next agenda. Website address to be distributed to councillors

Playground annual inspection £150 per playground to include risk assessments agreed. To inform future planning

Clerk to look at insurance situation and to include public liability at all sites. Not to include vandalism cover.

Clerk to look at warranty and cost of roundabout at south park

Clerk to look at cost of insurance for councillors to do practical work/training/courses

Community woodland request – carry forward to next meeting. website link to be Emailed to councillors'

8. Grange field forward plan.

Details of covenants still awaited. Clerk to write to TBC, following the meeting last year. Looking to move project forward. Further discussions are needed. Lease land at Sports field still needs resolution. Concern expressed over flooding path within the field to be brought to TBC attention request for attention asap. Standard of infrastructure before hand over to be agreed.

9. Update on other play areas

Milham Road –mary king email - noted. Check that access will be like for like and bigger bore

Nottingham Road- dog bins to be put back to original positions

Finlay Way – cargo net in mystical maze missing. Clerk to check Handyman report.

Pecked Lane- goal post was due to be put back up by groundsmen

BMX /skate park signage quote needed for vinyl stick- on type

10. Weekly inspections update - nothing of note

Councillors to do a monthly inspection week before next ctte meeting.

Photographic evidence of problems Clerk to check back to handyman sheet.

John- nottingham road, James South Park, Phil Millham, Mark Finlay, Jayne Pecked Lane

11. Any other business at discretion of chair and for information purposes

Correspondence from Cllr Richmond - noted

Meeting closed at 10pm

Playing Fields and Playgrounds Committee

Meeting on 27th January 2009 at 7.30 pm at the Parish Council Offices.

Minutes

Welcome and introduction from Chair –

Thanked Cllr Stephens for chairing last meeting and apologies for missing last meeting.

Chair gave an overview of email chain since last pg ctte meeting. Chair explained his discussion of negotiation discussion with clerk. Chair confirmed that the Clerk and Chair had not had any intention of changing the policy of the committee and the clerk had not been involved in any setting any policy.

Cllr Stephens declared an interest as a member of her family is a subcontractor to one of contractors.

Public Session - none

1. Apologies /attendance – Cllrs Stephens, Cooper, Habgood, P Lightfoot (chair) Ayres, Peake
2. Noted resignation of Cllr Taylor from Playground Ctte
3. Consideration of quotations for remedial work
Paperwork had been circulated and councillors were made aware of time lines
It was agreed to focus on bowls club first.
Considering Price and track record it was agreed that MPB was preferred contractor. Proposed and Seconded . 5 agreed /one declared interest and took no part in decision making.
Internal decoration noted not part of quote.
Clerk to speak to bowls club, contractor, certification and time scales.
Clerk has a margin of discretion in relation to certification.
4. *Sports pavilion*

After discussions , consideration of submitted quotations, information from Building Regulations Officer and looking at plan of building Decision was taken to make disabled toilet in changing room, to include one toilet and one basin area. Disabled access into changing room. Change entrance to building front. Change level at front. Landscaping around building. Electric shutters to front and rear entrance and disabled toilet in treatment room. Subject to funding and Building reg's officer to confirm minimum requirements.

5. Forward plan and time line

1.Clerk to establish situation of certificates

2.Bowls club. Clerk to speak to above. To be completed by beginning of bowls club season subject to finance arrangements. Acceptance of quote and conditions to be attached to be in line with above.

3.Sports Pavilion. Confirm scope with building reg officer and then give all contractors chance to re-quote to exact specification and quotations to be received by 1st March. Discussion March playground ctte.

Any other business. Price for grass seed to be followed up.

Clerk brought to the attention of the Committee the email from TBC seeking expression of interest in bids for the playbuilding funding. The Committee felt that it was too short notice to prepare anything for February 2nd.

Meeting closed at 10pm

BISHOPS CLEEVE PARISH COUNCIL

MINUTES OF A MEETING OF THE GENERAL PURPOSES COMMITTEE HELD ON
13TH JANUARY 2009

PRESENT: CLLRS A LIGHTFOOT, (CHAIR) P RAWLINGS, J HABGOOD, P TAYLOR

APOLOGIES: CLLRS J PEAKE, P LIGHTFOOT

MINUTES OF PREVIOUS MEETING: AGREED WITH THE AMENDMENT AT POINT 8(B) TO ADD “EMPTYING OF” AT BEGINNING OF LINE.

UPDATES NEWSLETTER: – CLLRS SAID THEY WERE NOT AWARE OF RECEIVING LATEST EDITION. CLERK TO INVESTIGATE DELIVERY SCHEDULE. SUB CTTEE TO MEET AT END OF JANUARY WITH A DISTRIBUTION DATE AT END OF MARCH. POSSIBLE SUBJECTS PRECEPT EXPLANATION, TRAFFIC, ALLOTMENTS, NEW OFFICE FACILITIES, NEW STAFF MEMBER PICTURE, DOG BAGS.

FAIR TRADE VILLAGE – CHAIR AGREED TO FOLLOW UP.

LOGO – AFTER DISCUSSION CTTEE AGREED THAT LOGO SHOULD GO BACK TO SCHOOL WITH THE FOLLOWING OBSERVATIONS:- BC - TO BE KEPT.

HILLS TO BE REDUCED TO REFLECT LOCAL OUTLINE (2) , “BISHOPS CLEEVE” TO BE TURNED UP OTHER WAY, BUILDINGS REFLECT, CHURCH AND OFFICE. LOGO SIMPLIFIED IF POSSIBLE. ALSO, TO BE ASKED IF HE CAN PRODUCE A LOGO USING JUST THE BC AND THE TITLE. IT MAY BE THAT WE USE A BASIC ONE FOR LETTERS AND ANOTHER FOR OTHER OCCASIONS BUT BASED ON GENERAL THEME.

REQUEST FOR DOG BIN AT HIGHGROVE: TO BE FURTHER INVESTIGATED. CLLRS BELIEVED THERE WERE SEVERAL BINS IN THE VICINITY BUT FELT THEY COULD NEVER SOLVE THE PROBLEM OF PEOPLE NOT USING BINS FOR THEIR DOGS WASTE PRODUCTS.

REPLACEMENT SEAT AT BISHOPS DRIVE: AFTER ENQUIRIES IT COULD NOT BE ESTABLISHED WHO HAD REMOVED THIS SEAT. AGREED REPLACEMENT. DESIGN WITH ARMS AND IN GREEN AT COST OF £439. CLLR RAWLINGS SUGGESTED THAT THE SEAT BE PRINTED WITH "BISHOPS CLEEVE PARISH COUNCIL" TO INDICATE THAT WE HAD FUNDED IT.

NO OTHER BUSINESS. NEXT MEETING TO FOLLOW USUAL CYCLE.

**Allotments Committee on Thursday 29th January 2009 at 7.30
pm
Minutes**

1. Public Session

4 allotment holders attended.

Parking issues and access to site was raised –Chair informed meeting that this matter was part of ongoing forward plan and further discussions were to take place later in the meeting

Manure – noted that deliveries have arrived this week.

Children Centre spoke with regard to their letter to internal fencing – agreed : Shed 8 x6' fit for purpose and only to shade own plot - agreed. Portable chemical toilet which will be removed from site when plot holders are not on site. – agreed. Insurance confirmed as tenants own responsibility. Signposted to national association for further information on insurances.

Cllr Peake and Cllr Habgood declared interests as plot holders (or related to plot holder)

2 Apologies for absence to be noted Cllr Taylor:

In attendance were Cllrs J Habgood (chair), P Lightfoot, A Lightfoot, J Stephens, K Peake and P Richmond

3 Minutes of the previous meeting on 30th October agreed and signed for accuracy

**4. Matters arising from those minutes for information purposes
Wood Chippings have been delivered to site and used for filling of pot holes.**

Cllr Richmond asked if we had a plan of new water system. Chair /file has a copy. Requested on ground marking to be done. Chair will put some stakes. Bogey wheel fitted. Thanks to plot holders

5 Finance reports noted – increase in income noted and healthy state of income and expenditure.

Rents still outstanding. Horse field still outstanding. As no response to our letters Committee agreed final letter to give notice of eviction if not paid within 7 days

6. correspondence received.

Tractor vehicle to install fence at plot 57 agreed as long as no damage to land.

New plot holder- clerk to write letter – extension of new track to new plots.... budget constraints – self funding and committee will prioritise parking in new financial year. Possibility of plot holders making private arrangement with an existing plot holder who has previously extended water system.

6. Waiting lists and plot availability update

No waiting lists and no plots available – 100% occupancy

7. Inspection report and actions to be taken

Closed session called by Chair to protect personal details and circumstances.

Photos of concerns next month

See report for details

1st Letter to 55 and 75

2nd Letter to 32a

Individual letter to 57 and 58

No evictions.

Cllr A lightfoot suggested that Clerk accompany inspecting Cllr to achieve consistency. Noted that tenancy agreements state that an officer of the council should do inspection. Proposal was put that inspecting Cllrs to be two out of three of Kate, James, Peter...agreed

Existing main track- filling of pot holes with loose type1 MOT hardcore. Budget £700. Clerk to place order following information from Chair.

Agreement to fix/extend car park by main gate – allotment holders to be asked to help with manual work

Extend turning circle into a hardstanding near 45/32.

Ask playgrounds if gate on ground at sports field can be used by allotments. Allotments can utilise it if it is available. Chair to retrieve gate if possible

8. Any other business at the discretion of the chair for information purposes only

Cllr Richmond asked if ctte was planning an in depth inspection.

Chair will write annual report for parish assembly

Adjoin standing orders to discuss users group meeting

1 Terms of reference for electing members and numbers of representatives. 1 representative per 5 plots (5 in total). 3 parish Councillors'. Letter asking for interested plot holders who wish to stand as representatives to stand. One vote per plot.

Invite to make a statement at users group meeting on 21st February.

A ballot will be held on 21st February. Parish Councillors will be nominated at feb ctte allotment meeting. Letter to include request for names who will be happy to do manual infrastructure of car park and track

Reinstate standing orders

Meeting closed 9.30pm

Date of next meeting. Thursday 26th February 2009

CORRESPONDENCE RECEIVED

CPRE GLOUCESTERSHIRE'S BLEDISLOE CUP COMPETITION LETTER TO INFORM COUNCIL OF THE CESSATION OF THE COMPETITION IN ITS PRESENT FORMAT.

INVITATION FROM GAPTC FOR NOMINATIONS TO ATTEND BUCKINGHAM PALACE GARDEN PARTY.

GLOUCESTERSHIRE RURAL COMMUNITY COUNCIL – SEARCH FOR TOP VILLAGE.

Clerks Report

DATES FOR YOUR DIARIES

FEBRUARY

10TH PLANNING, COMMUNITY BUILDING COMMITTEE AND EMPLOYMENT SUB-COMMITTEE MEETING

11TH TBC PUBLIC BUDGET CONSULTATION MEETING BEING HELD AT PARISH OFFICE

12TH PLAYGROUNDS COMMITTEE

16TH 17TH AND 20TH CLERK ANNUAL LEAVE

19TH NEW OFFICE COMMITTEE MEETING

24TH PLANNING COMMITTEE

26TH ALLOTMENT COMMITTEE

PAYMENT SCHEDULE

**30th
January
2009**

Code	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat	Total
137	30/01/2009	n o	1	2974	photos for opening ceremony	john cheeseman	Z	150.00
371	30/01/2009	n o	1	2975	new office furniture	commercial	S	582.04
75	30/01/2009		1	2976	stationery	commercial	S	128.02
174	30/01/2009	pg	1	2977	gas at sports field	bristish gas	S	497.02
91	30/01/2009	n o	1	2978	electrical cert at old office#	DBF electrical	S	140.02
356	30/01/2009	n o	1	2979	rat bin baiting	Cleeve pest control/tim fisher	Z	105.00
92	30/01/2009		1	2980	refreshments	J Stephens	Z	75.34
92	30/01/2009		1	2981	refreshments	Blue Wave Catering Srvides	S	205.27
293	30/01/2009	pc jan 09	1	2982	donation for mini bus	SWARD	E	110.00
74	30/01/2009		1	2983	room hire charges	tithe barn	Z	44.55
74	30/01/2009		1	2985	Mileage	b holder	X	65.60
185	30/01/2009	p g	1	2986	Mileage	J Gurney	X	8.00
204	30/01/2009	c b	3	784	cleaning community building	m aguirre	Z	250.00
					TOTALS			
					..			£2,361

MINUTES OF THE COMMUNITY BUILDING COMMITTEE HELD ON

10TH FEBRUARY 2009

PRESENT: CLLRS G JACKSON, P LIGHTFOOT, A LIGHTFOOT, MR J GURNEY, MR P CLAPHAM

APOLOGIES: CLLRS V AYRES, K PEAKE, P TAYLOR

MINUTES OF MEETING OF 26TH NOVEMBER 2008: AGREED AS TRUE RECORD

BOOKINGS: 15 NEW CASUAL

CARETAKER'S REPORT: PROBLEMS WITH DAMAGE TO LIGHT FITTINGS IN MAIN HALL. PC SAID HE WOULD INVESTIGATE THIS PROBLEM. REPLACEMENT FLOORING FOR ENTRANCE HALL: 3 QUOTES OBTAINED. PREFERRED ONE FOR £651 PLUS VAT. IF CURRENT BUDGET ALLOWS WORK CAN GO AHEAD, IF NOT IT CAN BE DONE SHORTLY AND PAID OUT OF NEXT YEARS BUDGET. DRIPPING WATER: SNOW HAS CAUSED DRIPS OVER ENTRANCE AREA. JG TO INVESTIGATE COSTING OF DRAINAGE SYSTEM TO CONTROL WATER FLOW FROM ROOF. CARETAKER'S HOURS JG OUTLINED THE PROBLEMS HE IS NOW HAVING WITH THE MORE PHYSICALLY DEMANDING AREAS OF HIS WORK. HE HAS BEEN IN POST FOR 10 YEARS NOW. HE WELCOMED THE IDEA OF CUTTING HIS DAYS OF WORK DOWN, SO THAT HE IS NOT ON CALL FOR 7 DAYS PER WEEK. HIS CONTRACT HOURS ARE 12 PER WEEK WITH AN AVERAGE 2.5 OVERTIME HOURS PER WEEK. DRAINAGE: CLLR C JONES TO BE ASKED TO FOLLOW UP PROBLEMS BEING EXPERIENCED WITH GCC RE: SHARED DRAINAGE FOR BUILDING.

YOUTH CLUB REPORT: PC OUTLINED THE CONTINUING POSITIVE RELATION HE HAS WITH JG WHERE THEY ARE ABLE TO TACK MATTERS IF/WHEN THEY ARISE. OUTLINED CHANGES IN YOUTH SERVICE IN GLOUCESTERSHIRE. HE NOW SPENDS MORE OF HIS TIME IN WINCHCOMBE. YOUTH CLUB HAS UP TO 4 NIGHTS PER WEEK WITH SESSIONS FOR YEARS 7 & 8. MEMBERS STILL RELUCTANT TO TAKE PART IN RESIDENTIAL OR VISITS. OUTREACH WORK CONTINUES AND SOME OF THE YOUNG PEOPLE NOW COME IN TO THE CENTRE.

TREASURER'S REPORT: SUMMARY OF RECEIPTS & PAYMENTS NOTED & AGREED BY COMMITTEE. BALANCE £4037.70.

CLERK TO CLARIFY POSITION RE: GAS ACCOUNT AND RATE/RENT.

REVIEW OF CHARGES TO BE PUT ON AGENDA FOR NEXT MEETING. REVIEW OF CHANGES TO TARIFFS FOR LAST YEAR TO BE READY FOR NEXT MEETING.

ANY OTHER BUSINESS: NONE

DATE OF NEXT MEETING: 14TH APRIL 2009

Bishops Cleeve Parish Council

Minutes of a Meeting of the Employment Group held on 10th February 2009

Present: Cllrs P Lightfoot, C Lawrence, P Richmond, A Lightfoot

Apologies: Cllrs V Ayres, P Taylor

Plans for Role of Caretaker: COMMUNITY CENTRE CARETAKER WORKS APPROXIMATELY 12.5 HOURS OVER 7 DAYS PER WEEK. HE HAS BEEN IN POST FOR 10 YEARS AND WOULD BE HAPPY TO DECREASE THE NUMBER OF DAYS HE WORKS. INCREASE IN WORKLOAD TO INCLUDE OPENING OF CHANDLER ROAD AND CEMETERY GATES, PLUS NEW OFFICE OUT OF HOURS. GENERAL DISCUSSION. AGREED TO PUT TOGETHER LIST OF JOBS THAT COULD BE DONE BY A SECOND PART TIME POST WHICH WOULD SHARE WORKLOAD. COMBINED POSTS COULD CONTAIN WORK SUCH AS NOTICE BOARDS, PARISH PUMP GARDENING, RUBBISH COLLECTION, GRILL INSPECTION, PLAY AREA INSPECTION, COMMUNITY CENTRE ETC. CLERK TO BE ASKED TO PUT TOGETHER A LIST OF TASKS AND BRING COMMITTEE BUDGETS TO IDENTIFY FUNDING ALREADY AVAILABLE FOR SUCH A POST. AGREED THAT AS FACILITIES IN PARISH INCREASED IT WOULD MAKE SENSE TO HAVE AN OVERALL CARETAKER/MAINTENANCE ROLE.

Outcome of appraisals: DUE TO INCLEMENT WEATHER, THE CHAIR HAD BEEN UNABLE TO UNDERTAKE SCHEDULED FORMAL APPRAISAL FOR CLERK. HE WAS HAPPY THROUGH TELEPHONE AND WRITTEN COMMUNICATION THAT CLERK HAD MET HER SET TARGETS FOR LAST YEAR. HE WOULD CARRY OUT THE FORMAL APPRAISAL VERY SOON AND ASKED CLLRS FOR SUGGESTIONS RE: TARGETS FOR NEXT YEAR. DISCUSSION TOOK PLACE AROUND THE NEEDS OF THE COUNCIL FOR NEXT YEAR. CLERICAL ASSISTANT REVIEW HAD TAKEN PLACE WITH POSITIVE FEEDBACK TO COMMITTEE. CLERK TO CARRY OUT FORMAL APPRAISAL IN DUE COURSE.

Permanency of Clerical Assistant THE COMMITTEE AGREED CONFIRMATION OF THE PERMANENCY OF THE EMPLOYMENT OF GERI HAWKENS AS CLERICAL ASSISTANT.

Annual Single Salary Point Increment for Staff in Line with Terms of Contracts: AGREED FOR B HOLDER AND L HUNT

Policy for lone Working of staff: AGREED THAT LONE WORKING WAS NOT OUR PREFERRED OPTION BUT THERE WERE TIMES WHEN IT MAY NOT BE AVOIDED. DUTY OF CARE TO OUR STAFF ACKNOWLEDGED. CLERK TO UNDERTAKE RISK ASSESSMENT FOR LONE WORKING.

Any Other Business: IT WAS GENERALLY FELT THAT THE CLERK AND HER TEAM HAD DONE AN EXCELLENT JOB OF HANDLING THE MOVE INTO OUR NEW PREMISES. FEEDBACK FROM THE PUBLIC HAD BEEN POSITIVE CONCERNING THEIR DEALINGS WITH THE STAFF AND THE NEW BUILDING. THE COMMITTEE ALSO WANTED TO THANK LISA HUNT FOR KEEPING THE OFFICE STAFFED AND OPEN DURING THE RECENT WINTER WEATHER CONDITIONS.