

Bishop's Cleeve Parish Council

Councillors were summoned to attend the Parish Council meeting held on the 4th February 2010 at the Parish Council Offices at 7.30pm

Chairs welcome and opening remarks

Members of the public were invited to address Councillors but none wished to do so.

1. Attendance of Councillors recorded as Cllr P Lightfoot, Cllr A Lightfoot, Cllr P Badham, Cllr C Lawrence, Cllr Rawlings, Cllr Richmond, Cllr Cooper Cllr J Peake (arrived 8.15pm) (8)
Borough Councillor Hillier-Richardson and County Councillor Jones
2. Council authorised and recorded absences of Councillors' P Taylor (illness) K Peake (childcare), J Habgood (illness) G Jackson(away from area) A Mackinnon (meeting) and V Ayres (illness). Borough Councillor Richardson sent his apologies.
3. Councillors were invited to make Declaration of interests of matters on the agenda but none were made
4. Borough Councillors were invited to report to the Council. It was reported that the new waste bins will be delivered during March 2010. Roadshows will be held for the public in advance of the roll out of the programme in April 2010. It was reported that TBC Executive have agreed that Grange field to be transferred to Parish Council with maintenance sum of approx £8000. It was noted that the Parish Council have been in negotiation for two years but have not committed the Council to accepting the Grange field. A statement was read out by Councillor Richmond a copy of which will be available in the supporting papers pack.
5. The County Councillor was invited to report to the Council. 4th March Wingmoor Farm site visit and Parish Council representative may speak at this site visit and 11th March GCC Committee meeting to consider the application for extending the use of the site.
6. Council agreed for accuracy the minutes of the meeting held on the 14th January 2010.
7. Councillors were invited to comment on matters arising for information purposes but no matters were raised (Cllr J Peake arrived at 20.15pm)
8. Council noted the minutes for committee meetings held during January 2010
 - a. Planning Committee met on the 26th January 2010 (page 5)
 - b. Playgrounds Committee met on the 20th January 2010 (page 6)
 - c. Traffic Committee met on the 21st January 2010 (page 7)

- d. General Purposes met on the 26th January (page 8)
- e) Allotment Committee met on the 28th January (page 9)
- 9) Council approved the schedule of payments made since January 14th 2010 (page 11)
- 10) Council agreed the focus for Annual parish assembly to be an invitation to TBC to provide an officer to answer questions on the new waste strategy and GCC to be invited to provide a speaker on recycling. The assembly to take place on Wednesday 24/3/2010 in the Community Building at 7.30 pm
- 11) Council considered s137 donation to St Michaels Church in sum of £500, which was agreed by Council
- 12) Council noted that the precept submitted to Tewkesbury Borough is £231,924
- 13) Council was asked to specify “**a satisfactory service level agreement**” in regard to the grant to the Cleeve sports centre as agreed at the November PC meeting. It was agreed to defer the decision pending an outcome from the JMC meeting. It was agreed that the final decision of the grant would be made by the full council. Discussions may be undertaken by the playground committee
- 14) Council noted dates for diaries (page 12)
- 15) Council was asked to consider the principal of a Parish Council meeting clashing with General Election. It was agreed that in such an event the Parish Council meeting would be postponed.
- 16) Council is asked to note additional correspondence as distributed namely invitation to stakeholder consultation by Joint core strategy and update from Bishops Cleeve Youth Club,
- 17) Councillor Lawrence requested that the Council consider a response to “Empowering Parish and Town Councils by getting the Sustainable Communities Act Amendment Bill adopted in Parliament” It was agreed that the Parish Council send a letter of support to the 7 MP’s as stated in the supporting papers
(see December 2009 PC minutes and emails sent on 29/11/09 copy attached on page 13)
- 18) Councillors were invited to inform Council of any other business for information purposes at the discretion of the Chair.
Greenbelt festival feedback was requested by Cllr A Lightfoot
Council was informed of the outcome of the employment subcommittee which was noted by Council
- 19) Date of next meeting to be noted as 4th March 2010

Meeting closed at 9.15pm

Bishop's Cleeve Parish Council

Councillors were summoned to attend the Parish Council meeting held on the 14th January 2010 at the Parish Council Offices at 7.30pm

No Members of the public attended

1. Attendance of Councillors recorded as Cllr P Lightfoot, Cllr A Lightfoot, Cllr P Rawlings, Cllr C Lawrence, Cllr M Cooper, Cllr J Peake, Cllr K Peake, Cllr Richmond, Cllr Habgood, Cllr Mackinnon, Cllr Jackson, Cllr Taylor and County Councillor C Jones.
2. Council authorised and recorded the absence of Councillor Badham (other meeting)
3. No Councillors made Declaration of interests of matters
4. Borough Councillors were invited to report to the Council (Cllr Hillier Richardson had sent her apologies). Parish Councillors questioned the Borough Councillors on the recent press reports regarding Wingmoor Farm planning application.
5. The County Councillor was invited to report to the Council. The Wingmoor Farm planning application could be discussed on the 11th March (A site visit would take place on the 4th March) or the 13th May 2010 (A site visit would take place on the 7th May).
6. Council agreed for accuracy the minutes of the meeting held on the 3rd December 2009. Any Amendments where proposed, seconded and agreed by Council were recorded.
7. No matters were raised on matters arising for information purposes only.
8. Council noted the minutes for committee meetings held during December 2009
9. Planning Committee met on the 8th and 22nd of December
10. Playgrounds Committee met on the 10th of December
11. Community Building Committee met on the 17th December
12. Office Committee met on the 17th December
13. Council approved the schedule of payments made since the last meeting
14. Council noted the "actual against the budget" report for the year to 31/12/09
15. Council considered s137 donations to St Michaels Hall and Transition Cleeve and were minded that St Michaels Hall should receive a grant of £500 subject to a copy of the income and expenditure accounts to be submitted to the February 2010 meeting. The matter was therefore deferred to the February 2010 meeting.

16. Transition Cleeve (Cllr Habgood declared an interest as a member of Transition Cleeve)
A proposal for £250 was made, seconded and agreed.
17. Council noted dates for diaries with the amendment of the Councillors' surgery to be held on the 30th January and would take place between 10 and 11am. Correspondence received from Mr Habgood was noted
18. Councillors were invited to inform Council of any other business for information purposes at the discretion of the Chair.
19. Date of next meeting to be noted as 4th February 2010
20. Meeting closed at 9.14pm

January 14th 2010

Bishops Cleeve Parish Council – Planning Committee MINUTES of meeting held at 6.30 pm on Tuesday 26th January 2010

Public Session

1. Attendance AL, JP, MC, GJ, PL
2. Apologies noted VA
3. Minutes of meeting held on 22nd December 2009 - agreed
4. Planning Applications received for consideration

Site Address	TBC ref no.	Proposal	BCPC response
Wingmoor Farm	09/01280/CM	Development of food transfer	Response as previous - Object
7 Ashlea Meadow	09/01270/FUL	Erection of single storey extension	Support
Tithe Barn	10/00024/LBC	Replacement of 2 existing windows	Object
Homelands Farm	09/01301	Development of approx 450 dwellings	Object

5. Decisions made by TBC/GCC - noted

Address	Ref No	BCPC	TBC
2 Haycroft Close	09/01133/FUL	Object	Refuse
Garages 3 & 4 Meadoway	09/01103	Support	Permission
Tithe Barn	09/01111/FUL	Support	Permission
33 Cheltenham Rd	09/00983/FUL	Support	Permission
9 Buckland Close	09/01230/FUL	Support	Permission
7 Oakfield Rd	09/01246/FUL	Support	Permission
102 Meadoway	09/01223/FUL	Support	Permission

6. Other matters for consideration

Listed Building information – noted.

Homelands Farm Appeal notification. **IMPORTANT** comments must be received by 28th January 2010 – object.

7. Other information - noted

SWARD – details of objection letter re Grundon Waste Management, dated 15th January – Noted that Chair of Council will attend GCC meeting to voice PC objections.

The Meeting closed at 6.55pm.

Playing Fields and Playgrounds Committee were summoned to a meeting on 20th January 2010 at 7.30 pm at the Parish Council Offices. In attendance were Cllr P Lightfoot, Cllr A Lightfoot, Cllr Richmond, Cllr Cooper, Cllr K Peake and Cllr J Peake

Public session - none attended;

1. No Councillors declared any interests in matters on the agenda
2. Committee were asked to note apologies received from Cllr Ayres
3. Committee agreed the Minutes of decisions made at the December meeting.
4. Committee noted the update on the bowls club regarding the building regulations work.
5. Committee noted the update on the sports pavilion project regarding the building regulations work.
6. Committee noted the budget/actual financial report. Agenda item for next month – guttering at pavilion
7. Any other business at the discretion of the chair for information purposes only

Updates given A) Nottingham Road B) Mr Carver's Ditch C) Astro security
D) Finley Way pot holes

Football Evaluation Feedback received and no actions/meeting will be required in 2010.

Bike Ride and Frizbee dates noted (15th May and 29th May weekends)

Update on flood at A435 20th January 2010 – Culvert clearing records to be kept up to date (system set up and tightened up). Email to Glos Highways/TBC to explain what happened today and to ask for further action and advice on any future considerations and parish council to be involved in communication regarding this matter (hard copy and c.c. Cllr Waddington/Cllr C Jones).

Cllr Richmond asked that Utility data be provided at some point in the future
Meeting closed at 20.45pm

Councillors attended a Meeting of the Traffic Committee held in the Parish Office at 7.00pm, Thursday 21st January 2010. In attendance Cllr Rawlings, Cllr A Lightfoot, Cllr P Lightfoot, Cllr Jackson, Cllr Lawrence and County Councillor Jones

Public Session -none attended

There were no Declaration of interests by Councillors on matters on the agenda

1. Apologies for absence received from Cllr Richmond was recorded and noted
 2. Minutes from previous meeting held in November 2009 were agreed for accuracy.
 3. Matters arising from previous meeting -an enquiry was made if Cllr Richmond has obtained an outcome on the Willow Park Drive signage
 4. Committee discussed a survey being done regarding switching off street lighting during the night time. A vote was taken in favour of a survey with no obligations for commitment. Chair of the committee used his casting vote. The clerk to write to GCC on the matter
 5. Chairs update was noted by Committee. A) bus shelter damaged by vehicle was noted. b) Library car park entrance meeting on 29th January arranged by TBC was noted c) date of liaison meeting with Glos Highways was to be confirmed
 6. Members reports were noted by Committee including an update from County Councillor Jones. Cllr P Lightfoot informed Committee of the flooding on A435 on 20th January 2010. Cllr Lawrence expressed concern over the amount and severity of pot holes in the village and the litter in the hedge rows and grass verge along the A435, Clerk to contact TBC. Committee requested information on the ownership of the footpath outside the sports field to allow consideration of bollards to prevent dangerous parking on entrance.
 7. Clerk was instructed at the last meeting to put pass-plus on agenda next traffic committee meeting. Clerk reminds Committee that the Parish Council does not have the power to spend money on Road Safety matters. Committee agreed that the matter was not to be put on the agenda again.
 8. Budget update was noted by committee and the following matters were discussed a) Library entrance to car park. The power of the Parish to spend on roads was not evident and the Committee did not wish to authorise any spending on this item. b) Replacement of bus shelter on Voxwell Lane damaged by vehicle accident authorised by committee
 9. Committee agreed to obtain a quotation from a local stonemason for painting the fingerpost sign and a budget was set up to £1000. An alternative proposal was suggested in that the Caretakers be asked to rub down and repaint the sign. This proposal was not accepted by the Committee
 10. Correspondence received was noted by committee namely Traffic workshops to be held during January/February.
 11. Any other important business for information only- Invitation to Stagecoach to attend the May Committee meeting
- Date of next meeting March 18th 2010 was noted
Meeting closed at 8pm

Bishops Cleeve Parish Council

Minutes of the General Purposes Committee held on 26th January 2010

Present: Cllrs C Lawrence, A Lightfoot, J Peake, P Rawlings

Apologies: Cllrs P Lightfoot, P Richmond

No declaration of interest were made by Councillors

Minutes of September 2009 Minutes: Agreed & signed.

Arising from these, Cllr Peake agreed to look into contact for design of logo and forward this to Clerk.

Updates: Newsletter: Resolved: that next edition should be produced "in house" and should feature article on Precept for next financial year. Some negative feedback on last edition. Agreed that a working party be set up to discuss future newsletter publication. Website: meets guidelines outlined by NALC & QC. Resolved: to maintain current format. No major changes necessary. Review in 12 months. Fair Trade: Cttee understands that Chamber of Commerce are thought to be progressing this.

Notice Boards: Cttee noted list of sites. (10) Acknowledged their proximity to footfall within the village centre and distribution around the village. Resolved: not to increase the number of notice boards. To review sites of current boards if/when their condition deteriorated. Agreed that information about location of notice boards could be a topic for next newsletter.

Future Expenditure: Resolved: to agree expenditure for additional high viz jackets, waterproof trousers, flasks, wheelbarrows, snow shovels, Cttee wanted clarification over proposals regarding transfer of telephone line for consideration at next meeting.

Correspondence: Since receipt of a letter concerning litter at Moreton Close, a litter bin has been installed.

Finance Report: Noted

Litter Bin: Resolved: Agreed installation of litter bin between Barkers Leys & Station

Road (subject to suitable site)

Dog Bin: Resolved: Agreed installation of dog bin between Furlong Lane & the crossing near the roundabout at Grange field School. (subject to suitable site)

Any other business: None

Members of the Allotments Committee attended the Parish Council Office on Thursday 28th January 2010 at 7.30 pm

1 Public Session- two members of the public attended

- a) Allotment associate has been formed 65 members and 10 committee members. They sought a donation for a notice board. They will write with a formal request and details.
- b) Matters brought forward 1) STWA 2) MOT1 costings 3) gate
- c) Discussion and advice was shared on the way forward

Public session closed at 7.50pm

2 Committee noted Apologies for absence from Cllr Jackson and Cllr K Peake. In attendance were Cllr P Lightfoot, Cllr A Lightfoot and Cllr Richmond

3. Committee noted that no declaration of interests were made for matters on the agenda

4. Minutes of the decisions of previous meeting held in November 2009 were agreed for accuracy.

5. Income and expenditure against budget report was noted by Committee. Committee resolved

- a) costings for asbestos removal as per survey undertaken in May 09 by specialist contractors £430 agreed by committee
 - b) costings for water metre from STWA and costings of providing pipe infrastructure within boundary of allotment in region of £2340 and this includes laying the pipe to the new plots by our contractor but STWA will not commit until a written application is done. Committee noted legal requirements not to have connections on stand pipes and therefore the recommendation to use troughs. It was agreed to discuss at the annual users group meeting. Committee will prepare a income and expenditure report and a priority preference.
 - c) costings of MOT type 1 based on 18cubic meters = 40 tonne= £611. Users volunteered to spread and distribute. Decision deferred and clerk to obtain quote for stone similar to by plot 32a and also bark chippings.
 - d) costing likely to be incurred were considered of plot 26a /25 if council take on the planting of the willow trees eg maintenance and harvesting of plot.
- Committee noted that it was appropriate to revisit the decision as it was taken more than six months ago. Clerk instructed to measure and to discuss with those on waiting list to see if anybody with experience would like to take it over.**

6. Committee noted that despite having the padlock welded to the gate, it was again vandalised during December. Clerk has ordered heavy duty lock as a final action.

7. The fact that 27 people are on the Waiting list and one plot is available was noted by committee

8. Committee noted that the annual tenancy renewals and rent requests are due to go out during March for payment in April. Committee agreed to send booklets to all tenants and a copy of the standard questionnaire with some amendments including the income and expenditure summary as above.

9. Committee discussed a possible meeting date for users group annual meeting and 17th April was agreed and booked on the community building calendar

10. Committee noted that some of the allotment users have formed an allotment association.

11. Committee noted that there has been more than one incident of fly tipping rubbish against the entrance to Stollards Butt which has been cleared by caretakers. Clerk to research the situation and address the situation.

12. Committee noted that the Parish Council is now a member of the National Association of Allotment Gardens.

13. Any other business for information purposes only at the discretion of the chair. Committee noted that risk assessment survey is outstanding due to the recent weather. Councillor Richmond will arrange a visit for Councillors.

Date of next meeting. February 25th 2010

Meeting closed at 8.50pm

28th	January	2010	Payment schedule				
Voucher	Code	Date	Power	Cheq. No.	Description	Supplier	total
596	371	27/01/2010	LGA1972s111	3453	blinds for meeting room office shelf and foyer	Ken White blinds	440.63
597	371	27/01/2010	lga1972s133	3454	heaters	P Baker	920.00
598	92	27/01/2010	lga1972s15	3455	chairs evening	P Lightfoot	74.27
599	73	27/01/2010	lga1972s111	3456	telephone office	total Ltd	76.95
600	175	27/01/2010	lga1972 s19	3457	flood light electricity	n power Place Maintenance Ltd	151.28
614	184	27/01/2010	lga1976s19	3466	hollow tyning consumables for pavilion	D Lewis	470.00
615	185	27/01/2010	lga976s19	3465	Ground Maintenance	D Lewis	178.13
616	181	27/01/2010	lga976s19	3464	alarm service at pavilion	D Lewis	850.00
617	186	27/01/2010	lga1976s19	3463	lift service building insurance premium	allcoopers Ltd stannah lift services	101.20
618	403	27/01/2010	lga1972s111	3462	cleaning community building	GCC Low Cost Cleaning Ltd	157.45
619	209	27/01/2010	lga1976s19	991	office cleaning	Low Cost Cleaning Ltd	171.75
620	204	27/01/2010	lga1976s19	990	furniture/fitings	Low Cost Cleaning Ltd	207.00
621	88	27/01/2010	lga1972s111	3461	consumables	Commercial Ltd	135.70
622	371	27/01/2010	lga1972s111	3460	gas at sports field	Commercial Ltd	386.24
623	86	27/01/2010	lga1972s111	3460		Commercial Ltd	86.21
624	174	27/01/2010	lga1976s19	3459		Business Gas	433.89
TOTAL							£4,841

Dates for your diary

Thu 28 Jan 2010

19:30 Allotment committee

Fri 29 Jan 2010

10:00 TBC/GCC/Parish liaison meeting re tesco carpark

Sat 30 Jan 2010

10:00 Councillors Surgery

Wed 3 Feb 2010

18:30 planning information sharing meeting

Thu 4 Feb 2010

10:30 Employment meeting

19:30 Full Parish Council Meeting

Tue 9 Feb 2010

18:30 planning committee

19:30 community building committee

Wed 10 Feb 2010

VAT seminar racecourse – clerk

Thu 11 Feb 2010

14:30 Highways meeting

19:30 Playground committee

Wed 17 Feb 2010

12:00 green belt festival liaison meeting clerk and Cllr A Lightfoot

Thu 18 Feb 2010

19:30 office committee

Tue 23 Feb 2010

18:30 planning committee

Wed 24 Feb 2010

deadline for newsletter- budget edition

Thu 25 Feb 2010

19:30 allotment committee

Sat 27 Feb 2010

10:00 Councillors Surgery

Email from Steve Shaw [steve.shaw@unlockdemocracy.org.uk] 26th November 2009 as forwarded to Parish Councillors on 26th November and brought to council at December PC meeting under any other business.

Dear Mrs Belinda Holder

Please help urgently: Empowering Parish and Town Councils by getting the Sustainable Communities Act Amendment Bill adopted in Parliament

The initial take up of the Sustainable Communities Act has been fantastic. 100 Local Authority areas have submitted a total of 300 proposals for government action to promote and protect local sustainability. However Parish and Town Councils are not formally part of this exciting new process and, furthermore, this process is in danger of being a one-off event - it must be ongoing.

Together with the National Association of Local Councils and the Society of Local Councils Clerks, we are campaigning for the Sustainable Communities Act Amendment Bill to be made law. This will ensure that Parish and Town Councils are included in the process but will also give Local Council County Associations the power to put forward proposals for government action directly. The Bill will also ensure that the Act's process is ongoing and not a one-off event.

Parliament held a ballot this morning to select which MPs will be given a chance to introduce a piece of legislation (i.e. a Bill) which has a chance of becoming law. Because of the upcoming election, only the top seven have a realistic chance of changing the law. It is crucial that we persuade one of these lucky MPs to adopt the Sustainable Communities Act Amendment Bill.

URGENT ACTION:

Your help will be crucial in successfully seeing one of these MPs to take up our Bill, so please do the following:

1. Please write to, or email, at least one of these MPs, but preferably all seven, and ask them to 'Please adopt the Sustainable Communities Act Amendment Bill'. This will only take a few minutes and I have included a sample letter for you to personalise below.

2. Please ask members of Bishops Cleeve Parish Council and others you know to do the same and please forward this email on to anyone who may help - the more letters and emails these MPs receive the better!

Thank you in advance for your support and efforts.

Yours sincerely,

Steve Shaw
National Co-ordinator
Local Works

Note: for more information on the Sustainable Communities Act and the Sustainable Communities Act Amendment Bill see our website: www.localworks.org

The seven MPs who came top of the ballot, and their addresses and emails are:

1. Brian Iddon (Labour, Bolton South East): iddonb@parliament.uk
address: Brian Iddon MP, House of Commons, London SW1A 0AA
2. David Chaytor (Labour, Bury North): chaytord@parliament.uk
address: David Chaytor MP, House of Commons, London SW1A 0AA
3. Andrew Gwynne (Labour, Denton and Reddish): gwynnea@parliament.uk
address: Andrew Gwynne MP, House of Commons, London SW1A 0AA
4. Albert Owen (Labour, Ynys Môn): owena@parliament.uk
address: Albert Owen MP, House of Commons, London SW1A 0AA

5. Julie Morgan (Labour, Cardiff North): morganj@parliament.uk
address: Julia Morgan MP, House of Commons, London SW1A 0AA
6. Anthony Steen (Conservative, Totnes): steena@parliament.uk
address: Anthony Steen MP, House of Commons, London SW1A 0AA
7. Alistair Burt (Conservative, North East Bedfordshire): burta@parliament.uk
address: Alistair Burt MP, House of Commons, London SW1A 0AA

DRAFT LETTER TO THE SEVEN MPS

Dear [MP's NAME]

Congratulations on your success in the Private Members' Ballot. I am writing to ask you to please adopt the Sustainable Communities Act Amendment Bill.

The Bill is crucial as it will ensure the involvement process in the Sustainable Communities Act includes Parish and Town Councils and also that it is ongoing and not just a one off event. Thousands of people and hundreds of councils across the country want to use the Act but currently can not. This Bill will ensure they can.

I am not one of your constituents but understand what a rare opportunity you have been granted via the Ballot. This Bill already has backing from MPs of all parties, and from the huge Local Works coalition of national organisations, that successfully campaigned for the original Act to become law.

I do hope very much you will take up this Bill.

Yours sincerely,

[YOUR NAME]
[YOUR ADDRESS]

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