

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 Councillor Richmond has withdrawn his interest.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 in Power Lifting 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)

Bishop's Cleeve Parish Council

Councillors are required to attend the Parish Council Meeting to be held at the Parish Office on Thursday, 7th May 2008 commencing at 7.30pm.

Agenda

- 1. Election of Chairman and Vice Chairman (& signing of acceptance of office)**
- 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 2nd April 2009**
- 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.
Cllr Peake asked for feedback on voluntary contributions on dog bags. £8 has been received during April.
- 7. Borough Councillors' reports**
- 8. County Councillors' reports**

9. Finance

To approve the usual schedule of payments

To confirm the annual appointment of Responsible financial officer

To confirm the appointment of financial monitoring councillor

To confirm the cheque signatories for the forthcoming year by adopting the following resolution "that the signatories to the Parish Accounts shall remain as Cllr P Lightfoot, Cllr A Lightfoot, cllr V Ayres, Cllr C Lawrence, Cllr G Jackson, Cllr P Rawlings and the clerk"

To note the year end at 31st March 2009 summary of budgets to actual

10. To note Minutes from Committees

Draft minutes from Parish Assemble April 2009

Planning

Playgrounds

Community Building

Office

Allotments

11. Report from Employment sub-committee

- 12. Dates for diaries**
- 13. Correspondence received**
- 14. S137/S142 requests for funding where received**
- 15. Membership of Committees and Working Groups and representation on external bodies to be agreed by Council**
- 16. Use of Parish Office for Councillors' surgery**
- 17. Council is asked to reaffirm its commitment to delivering the 5 key steps to meeting specific duties to eliminate discrimination and promote equality. (see correspondence). The Clerk would like to recommend that each Committee should have a regular review as part of its terms of reference.**
- 18. Cllr Richmond requests the matter of postal deliveries be discussed by the Council**
- 19. Any other business for information only at the discretion of the Chair**

Belinda Holder

30th April 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.

*Bishop's Cleeve Parish Council
Councillors attended the Parish Council Meeting
held on 2nd April 2009 at 7.30 pm at
Bishop's Cleeve Parish Council Offices*

Chairs' opening remarks and welcome

Public Session

Lawrence Hale: Farmers Market /shop. Mr Hale gave details of his background and rationale behind local shops, sustainable communities, idea of way forward to look at location in bishops' cleeve area. Cllrs asked questions relating to working alongside local business', access, costs of produce and locations. Cllr Taylor signposted to Borough Officers who may be able to help. Cllr Habgood signposted to Transitional Towns.

Mr and Mrs Fryer. SWARD question to Borough Councillors asking for information of what was option 15. Question as to what happens to litter and dog bin contents when collected by Borough. Cllr Richmond stated it was sent to landfill.

Cllr Badham gave feedback on fair trade strategy.

Public session closed 8.50pm

Andrew McGill (Glos Echo)also attended

- 1. Attendance Cllr P Lightfoot, Cllr A Lightfoot, Cllr J Stephens, Cllr P Richmond, Cllr K Peake, Cllr S Hillier Richardson, Cllr C Jones, Cllr Badham (arrived at 7.40pm)Cllr P Taylor, Cllr J Habgood, Cllr C Lawrence, Cllr P Rawlings, Cllr G Jackson,*
- 2. Authorised Absences : Cllr V Ayres, Cllr M Cooper, (illness)*
- 3. Note of other absences, Cllr Mackinnon, Cllr Richardson*
- 4. Declaration of Interests- Cllr Taylor declared that his house hold are members of SWARD. Cllr Rawlings declared interest in 132 Cheltenham Road
Cllr Badham declared interest in Tesco Car park as a local trader*
- 5. Borough Councillors' reports; Cllr Taylor gave a verbal report. Cllr Richmond written report included housing information newsletter. Cllr S Hillier- Richardson gave a verbal report. **Agenda item regarding the TBC waste strategy with invitation for a speaker was requested***
- 6. County Councillor report. Cllr Jones gave a verbal report.*
- 7. Minutes of previous meeting agreed and signed.*
- 8. Matters arising from those minutes for information purposes only
Confirmation of annual parish assembly*
- 9. Committee reports (see supporting papers)
Planning: Cllr Rawlings informed the Council of the current state of the site at 132 Cheltenham Road. Cllr Rawlings asked for the background for the reason behind the*

developer taking the matter to Appeal. Cllr Lightfoot noted that it could be put on the next planning agenda

Cllr Badham asked if Cllr Taylor had received a reply from Tesco regarding the car parking issue. Cllr Taylor has made strenuous efforts at a local level and is now in communicating with Tesco Managing Director. Cllr A Lightfoot gave a resume of background to the planning application in question.

Playgrounds: Cllr Richmond found minutes to be cryptic and sought clarification. Cllr Taylor informed Council regarding the vandalism at the grange field. Cllr Taylor will liase with TBC regarding dialogue on the moving forward of joint working. Cllr Richmond asked if Chandler Gate area could be made more even. Cllr Richmond asked if we could go to Green flag status for Grange field.

General purposes: Bishop's Drive/Woodsman's Way seat was known to Roof top including a letter signed by some residents. Cllr Jones asked if the matter could be discussed at General Purposes committee. Cllr Rawlings spoke of concern that if Roof tops had removed it and had not claimed ownership of it in the process of consultation that had taken place.

Cllr Peake asked for feedback on voluntary contributions on dog bags.

Cllr Taylor noted that the area had a trade association and asked if Council was engaging with that association on the matter of Fair Trade.

Traffic:

Cllr Badham noted that a request had been made for traffic lights for a pedestrian crossing across the A435 by Finlay Way. Councillors gave a verbal response. Cllr Rawlings asked Cllr Taylor for an update on the pot hole in the entrance to the car park in the Library. Cllr Taylor stated that TBC is looking for a more permanent solution.

Cllr Rawlings asked for explanation of coloured spray used for marking un-even surfaces.

Cllr Rawlings gave an explanation of salting strategy

Cllr Rawlings noted that we had PCN 14 patrols and 35 notices during March 2008

Allotments

Cllr Lawrence sought clarification on plot 58. Cllr Habgood gave a detailed explanation.

Cllr Rawlings sought clarification regarding asbestos.

10. Council to formally adopt action plan as proposed in Community Response Document. (see supporting papers) **Chair to lead was agreed. twice a year review** and formal review to be undertaken with Financial regs and standing orders was agreed. Cllr Badham asked for health considerations to be taken into account. Council agreed way forward for launch of Community Response Document to interested parties/volunteers if possible by 7th May 2009

11. Financial reports (see supporting papers). Cheque list submitted, clarifications were given. Approved by Council

Year end figures to be distributed by clerk when they are ready.

12. Gloucestershire medal for courage nominations – no nomination was given.

13. Report from Cllr Richmond regarding Health Impact Study. Scrutiny Report available in parish office.

14. Update from Employment sub-committee regarding caretaker role. Council was informed of due process and that the employment sub committee would appoint as soon as possible.

15. Council to agree Committee structure for 09/10 including outside organisation representations (see supporting papers) agreed subject to the amendments noted.

16. Clerks report including Dates for Diaries and Correspondence received from Air in G, SWARD, TBC, Chamber of commerce

17. S137 funding requests (see supporting papers)

Cllr Badham declared interest.

S142 funding Chamber of commerce. Cllr Rawlings proposed £700, Seconded by cllr Richmond. Amendment from Cllr Taylor proposed £700 with a free full page advert publicising the sponsorship and the services of the Council. Cllr Rawlings seconded. Cllr Lawrence asked for detailed breakdown of last year's figures. Agreed by majority.

18. Working with outside groups – the way forward: A resolution was agreed that the wording **“Short term specific target support with or without financial donations will be minuted and conveyed on individual basis”**

19. Draft Terms of References for Committee – (see supporting papers) **Process agreed (as the budget process) namely committees to agree in May meetings, Chairs/finance committee to look at any overlaps or anomalies, ratify by full council, annual review along side of s/o's and financial regs agreed.**

20. Council wishes to send congratulatory letters to participants of the Retail awards as noted last month. Cllr Badham declared an interest.

21. Cllr Richmond asked if the Council wishes to fund Road Safety Partnership initiative-Clerk to advise on Power/budget implications. Cllr Richmond withdrew his request.

22. Cllr Richmond wished to invite a representative from Passplus to speak to Parish Council. Cllr Richmond withdrew his request.

23. the Council wishes to instruct the Clerk to register/operate the Gloucestershire Echo blog on behalf of the Parish Council after liaising with Chair of Council.

24. Date of next meeting May 7th 2009

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

Cllr J Peake Website not working efficiently

Cllr Richmond gave a brief resume of passplus

Cllr Badham gave a resume of plans for the summer fete

Cllr Lawrence asked if the parish garden is being litter picked at present.

Cllr P Lightfoot invited Councillor's to take part in Circular Walk on 14th June 2009.

Closed at 10.14pm

Belinda Holder

Clerk to the Council

Annual Parish Assembly held on Wednesday 8th April 2009 at 7.30 pm

Members of the public 6

Apologises: Cllr V Ayres, Cllr J Peake, Cllr C Lawrence, Cllr M Cooper Cllr K Peake
Borough Cllr J Richardson

Present: Cllr P Lightfoot, Cllr A Lightfoot, Cllr P Rawlings, Cllr G Jackson, Cllr J
Habgood, Cllr P Richmond, Cllr P Taylor, Cllr A Mckinnon,
County Councillor C Jones, Borough Councillor S Hillier-Richardson,
Late arrivals: Cllr J Stephens, Cllr P Badham (7.40pm)

Welcome and introduction by Cllr P Lightfoot Chair of Council

Taken from the chairs report as in the annual report booklet

Presentation by Invited Speakers:

Jan Perkin – Age concern-(+50 and above) information booklets available in parish
office – service is free and confidential. Letters, telephone, emails and drop in
enquiries. Referrals are accepted from 3rd Parties with the consent of those
concerned. Areas covered include Utilities concerns, abuse, emergency situations,
insurance, benefit advice, talks to local clubs, hospitals, village agents.

First time- flu jab surgery at Bishops Cleeve where 120 people attended

Other departments within Age Concern include Clean Sweep (charge payable)

Hospital aftercare (free) Day Centres and Luncheon clubs (including St Michael's

Church Hall Bishop's Cleeve- charge payable) Toe-nail cutting service (but not for

people with medical needs) Befriending service (short term basis). Men in Sheds (for
men only- repair donated hand tools that are then forwarded to other countries) Fit as

Fish (swimming clubs) Choirs, Bi-monthly magazine (free of charge)

Kate Darch – Village Agent - Gloucestershire Rural Communities Council pilot project
in 2006 for signposting support for over 50's. Began working in 96 parishes in the
rural areas of the county. 30 Village agents in County, with 6 in TBC. Funded by
GCC and PCT and now expanded into over 200 parishes. Village agents work in
clusters of parishes. Over 3000 referrals to other agencies such as Age Concern.

Village agents "know a man that can". Point of contact, support, signpost and identify
people who may need support. Village Agents become part of the local communities
and work with local Parish Councils. Village Agents have local knowledge. They
advertise their services at a grass-route level. Village Agents are a registered charity
and are independent.

Question and Answers to invited speakers

Cllr Jones thanked the Village Agent service and noted the positive feed back

Cllr P Badham sought clarification on point of contact for Age Concern. It was

confirmed that Age Concern office in Gloucester should be the first point of contact.

They will make home visits across the county

Cllr P Lightfoot – How was Gloucestershire chosen as pilot scheme. Kate noted that it was a Rural Community Council idea.

Cllr P Rawlings asked if Age Concern helped individuals who have control of their own care budgets. Age Concern noted that it was not involved yet.

Cllr P Richmond asked how Age Concern was involved in the Emergency response efforts in July 2007. It was noted that Age Concern helped with water distribution, shopping, insurance advice and re-housing signposting amongst other things.

Cllr J Habgood asked how long funding for Village Agent Service has been agreed for. It was confirmed that Village Agent service was now funded via the mainstream financing of GCC.

Cllr P Lightfoot thanked the speakers for attending and the information packs which would be made available in the Parish Office.

Presentation of Annual reports by Committee Chairs as set out in Annual report booklet. Questions raised by the public followed

General Purposes – Newsletter distribution noted the unfortunate disruption to the previous delivery process

Office – second public open day requested. Clerk invited parishioner to attend at any time.

Planning

Traffic – question on actions considered regarding the A435 traffic jams during rush hour. Chair of Committee explained process of planning applications and how the individual applications are taken into account in isolation. County Councillor Jones reiterated the accumulative effect of planning applications.

Community Building

Allotments – question on 3 monthly eviction process on allotments. Chair of committee explained the inspection, report, letter, feedback, eviction process.

Playgrounds – members of the public appealed for a fenced area for ball games for 10+ age range in the Grange field area. It was noted by the chair of the Committee Emergency Planning- A request for a waste disaster to be factored into emergency planning document was made. Chair of the Committee referred to contacts and processes in the Community response document.

Income and Expenditure year to date 2008/09 as set out in Annual report booklet. A Request for sub-headings was made. Clerk noted that more detail is available in the Office .

Minutes of Meeting held on 12th March 2008 were agreed for accuracy and duly signed after the alteration of aspirational in paragraph 4.

Matters arising from the meeting held on 12th March 2008. Update from Cllr Jones re Highway markings in Blackberry Grove and school safety zone.

Questions to Parish Councillors' A Member of the public raised a highway issue that has been reported to Glos Highways regarding the uneven pavement surface in Church Road.

A member of the public asked if Bishop's Cleeve was to have any public toilets? It was confirmed that the toilets within the Tesco store were available for the public use.

Questions to Borough Councillors'

Cllr Badham asked how the Borough Council budget deficit was coming along. Cllr Taylor gave an update on the medium strategy adopted.

Cllr Richmond noted that a meeting had taken place with the Editor of Glos Echo and TBC officers leading to a protocol being agreed.

Questions to County Councillor

A member of the public noted the camber of the road pass the Racecourse. Cllr Jones noted that it was outside of his Ward and he would speak to the appropriate County Councillor.

A member of the public asked when the parking restrictions would come into effect.

Cllr Jones explained the timescales.

Cllr Richmond noted the condition of the local roads and the effect that it has on vehicles. Cllr Richmond asked what the county policy on pot holes was. Cllr Jones stated that they try to do the best they can to keep the roads in a reasonable condition. Claims for damages will be considered.

Cllr Jones spoke on behalf of the Borough and County Councillors to thank the Parish Council for all the hard work that had been done over the last 12 months

Meeting closed at 8.50 pm

Bishops Cleeve Parish Council – Planning Committee
 Minutes of meeting held at 6.30 pm on Tuesday 14th April 2009
 Public Session

1. Attendance AL, PL, JP GJ PT
2. Apologies noted VA
3. Minutes of meeting held on 24th March 2009 to be agreed
4. Planning Applications received for consideration

Site Address	TBC ref no.	Proposal	BCPC response
38 The Holt	09/00270/ful	Erection of single storey and two storey extension	Supported
20 Chiltern Ave	09/00277/ful	Demolish garage and erect 2 storey extension	Supported
43 Hardy Road	09/00285/ful	Erection of garage and install velux windows	Supported
1 Cantors Drive	09/00301/ful	Conservatory	Supported
42 Meadoway	09/00233/ful	Replace existing garage with new garage and first floor extension	supported
11 Cherry Blossom close	09/00306/ful	New dwelling in side garden	objection
Zurich- the grange	09/00316/tpo	Various tree works	supported

5. Decisions made by TBC/GCC to be noted

address	Ref no	bcpc	tbc
Rear of 26 Kingsclere Drive	09/00165/tpo	supported	Permit (electronic notification)
Tithe Barn	09/00108/ful	supported	Permission
Tithe Barn	09/00109/lbc	supported	permission
68 Two Hedges Road	09/00153/ful	supported	permission
10 Honeysuckle Way	09/00164/ful	supported	Permission
79 Tobyfield Road	08/01298/ful	supported	permission

6 Other notices noted

Application for street trading – ice cream
 Variation notice issued - MRF- Grundon

7. Other information noted

Cheltenham Borough planning document draft – BCPC letter done to TBC
 Copy of Cllr C Jones letter re planning application 08/0065/TWMAJW – BCPC letter done

Invitation to attend planning committee meeting on 16/4/09 re Wingmoor Farm HRC
Retail support group invitation -

The Meeting closed at 7.28pm
Next meeting April 28th 2009.

Bishops Cleeve Parish Council – Planning Committee
 Minutes of meeting held at 6.30 pm on Tuesday 28th April 2009
 Public Session

1. Attendance AL, JP GJ PT
2. Apologies noted VA PL
3. Minutes of meeting held on 14th April 2009 agreed
4. Planning Applications received for consideration

Site Address	TBC ref no.	Proposal	BCPC response
21 Furlong Lane	09/00282/ful	Garden shed	support
Tesco	09/00220/ful	Storage re car washing supplies	objection
Tesco	09/00339/ful	Lobby extension – prev applics	objection
14 Bishops Drive	09/00210/ful	Erection of conservatory	support

5. Decisions made by TBC/GCC noted

address	Ref no	bcpc	tbc
38 The Holt	09/00270/ful	supported	Permit
The original factory shop	09/00004/adv	objection	refusal

6 Other notices noted

- 105 Cheltenham Road, appeal decision – dismissed appeal
 132 Cheltenham Road, appeal hearing 20.5.09 invitation to attend
 Sealed storage unit – wingmoor farm 09/0003/twmajw –permission granted

7. Other information noted

- County wide Housing needs Assessment notification
 Secretary of State’s Direction to TBC ref Local Plan to 2011
 Bishops Cleeve shopping guide
 Dangerous structures list 27th April 2009
 The Meeting closed at 7.10pm

Next meeting May 12th 2009

Playing Fields and Playgrounds Committee
Meeting on 9th April 2009 at 7.30 pm at the Parish Council Offices.

Welcome and introduction from Chair

Public Session

Mr and Mrs Boston- 50 Minetts Avenue re trees at Pecked Lane play area. Following the death of their family pet (diagnosed as from Hepatitis from wild animals). They would like us to pay half with roof tops. Clerk read the minutes of October 2008 when the Committee read out the decision that the land was not owned by Bishop's Cleeve Parish Council and did not have responsibility for the trees on land not owned by the Parish Council. It was agreed that the committee would visit the particular tree to assess the situation. Closed at 7.46pm

1. Apologies Cllr Ayres, Cllr J Peake, Cllr M Cooper
2. Agreed Minutes of previous meeting and duly signed

3. Actions from previous meetings . None
(Clerks report on actions are included below)

4. Cleeve School use of astro – letter on file. Within the realm of the negotiations it was previously agreed that the Clerk/Committee would work to.
The school would be charged as previous with 3% increase for 3 nights use to 5.30pm for an annual agreement. April to March with payment due September. Clerk to write to School.

5. Sports field update
 - a) remedial works. Feedback from Building regs. Clerk to pull together details and write to 3 contractors inviting them to retender.
 - b) Bowls Club. Update given on remedial works. Clerk to obtain a copy of the admission policy from the Bowls Club. SAP consultant to be chased.

 - c) Budget breakdown for grounds men. Agreed breakdown for 09/10
 - d) Height barrier repairs discussed and suggestion that a notice be hung below the barrier. Agreed to be paid for from playground Vandalism budget. Clerk to write to DVLA to obtain name of driver of culprit.
 - e) Agreed budget for £180 to pollard tree on Sports Field/Read Way
 - f) Capita parking would contravene planning approval conditions for our playing field. Clerk to inform Capita of this information.
 - g) Committee agreed to explore advertising possibilities for next Gold Cup.
 - h) Clerk informed the committee of the invitation to attend the monitoring and evaluation meeting in June/September.

i) Clerk informed the committee of the correspondence of the Cheltenham League regarding the VAT charging for 09/10

6. Grange field. Meeting arranged with TBC Officer re moving forward for April 23rd.

7. Lease land see above.

8. Pecked Lane trees. See public session

9. Update on other play areas.

Milham Road - Committee agreed to repair the base.

Nottingham Road- replace 2 old litter bins to be installed by GP

Finlay Way- being well used by residents

Pecked Lane- glass problem in play area- request litter bin from GP

South park – Still chasing missing clips

Skate park- health and safety sign asap . Bollards to be installed around car park for safety reasons.

BMX – stage 1 to clear contaminates agreed. Stage 2 negotiation with cycle club and contractor. Clerk given authority to delivery stage1 and 2 within a budget. Clerk to invite cycle club to user group Stage 3 to be discussed at later stage

Shrubbery. Meeting with residents to be arranged by clerk.

10. Ditch/brook clearance – maintenance contract placed.

11. Weekly inspections/quarterly assessments – clerk to review the quarterly reports. Comments of weekly inspection noted

12. Finance reports. Subscription to Glos Playing Fields in the sum of £100 agreed. Clerk to invite them to advise on development of play areas such as Pecked Lane and Grange field.

Year to date figures noted and discussed.

Any other business at the discretion of the chair.

Parking in the entrance partially on the path should be reported to the police

Meeting closed 9.30 pm

Bishops Cleeve Parish Council

Minutes of the Community Building Committee Meeting held on 14th April 2009

Present: Cllrs G Jackson, (Chair) K Peake, A Lightfoot, P Lightfoot, Mr J Gurney

Apologies: Cllrs V Ayres, P Taylor

Minutes of meeting of 10th February 2009: agreed as true record

Matters arising: JG to follow up issue of drainage problems.

Bookings: 5 new casual. Now regular Saturday booking. No clash of bookings with parish office building as catering for different events.

Caretaker's Report: Light fittings replaced. Floor covering in lobby now done. No action on snow fence yet. No repairs/renovation identified at present. JG confirmed he knows who has keys to building and will provide a list for Parish Clerk.

Employment of Caretaker: Confirmed that part time caretaker has been offered post.

Treasurer's Report: £3183.74 balance.

Review of Charges: it was decided to increase room hire charges in line with 3% CPI index. To be rounded to workable 5p.

Any Other Business: None

Date of next meeting: 23rd June 2009

Office committee held 28th April 2009 at 7.30 pm in the Parish Office
Attendance Cllr A Lightfoot, Cllr C Lawrence, Cllr J Habgood, Cllr K Peake
Public Session – none attended

Apologises – Cllr P Richmond, Cllr V Ayres, Cllr P Lightfoot

1. Minutes from previous meeting agreed and signed
2. Matters arising from previous meeting: Video link now working: Additional heater in lobby now installed
3. Building regs certificate not yet issued. Clerk instructed to email Mr P Antill from Committee stating unhappy with lack of progress and timescale by end of May. Committee voiced concern regarding lack of information regarding points outstanding at time of legal handover. Security light needs adjusting re timer. Clerk was instructed to seek clarification ventilation in toilet area.
4. Policy up dates. None
5. Financial report – expenditure to date noted
6. Visitors and bookings- see statistics Feb, march and april approx 900 visitors with over 50 visitors with additional needs recorded

Parish Surgery – referred by Committee to full council

Auditor – free use of room confirmed

U3a – photographs exhibition – U3a to be responsible Supervision of numbers in building, risk assessment of security and fire regulations. Formal booking form at cost of £5 and public liability. Numbers of people coming into building must be recorded. Upstairs must be closed off. Current parish council display on board to block kitchen. Historical documents are at Archive office. Clerk to contact Dr Ralls asap.

Street Fair request – access drive and hard surface outside door. Health and safety issues raised by clerk. This would inhibit access to building for health and safety reasons. The access drive must remain clear and the hard standing completing clear. Clerk refer to Mr Phillips /Chamber of Commerce

Allotment users – pump area request for teas and cake and plant sale. Tables and Chairs could be placed on grass areas. No electricity from the office. Note that the parish pump area has been refurbished at the expense of the parish council.

7. Future expenditure

Leave grass behind building – review autumn

Grass cutting contractor- agreed £850

Raking costs to be discussed with TBC as the area was not prepared before the seeding was done

Quotation for Foyer furniture in hand

Quotation for blinds in door in hand

Fire regulations prevent combustible materials being put in foyer

Lights in parish pump area not working. Clerk to ask Mr Beresford history of lights.

Clerk to obtain quotation for reconnecting lights. Clerk to ascertain if Tesco has any further knowledge. Clerk to contact TBC regarding reinstatement of the garden after the contract. However the lights have not been. Clerk to ask GCC to look at street lighting issues in parish pump area.

Clerk to obtain a quotation for coloured green tarmac over existing gravelled surface

8. Any other business None

Date of next meeting – see schedule – June 9th 2009

Meeting closed 8.45pm

**Allotments Committee held at the Parish Council Office on Thursday 30th April 2009 at 7.30 pm
minutes**

1 Public Session – 2 members attended

Restriction on using hoses confirmed

Update on the water installation system given. Committee position confirmed that it is for plot holders to arrange.

Manure bay by gates update given. To be raised at next user group meeting.

Dip by gate may cause difficulties for reversing vehicles.

Post box now on 93 for user group suggestions

Theft of scarecrow noted and other plot holders have reported unauthorised access to plots.

Gate is still being left open despite notices. Users group to make note on their newsletter.

2 Apologies for absence to be noted – Cllr J Stephens. Cllr P Lightfoot, , Attendance Cllr J Habgood, Cllr K Peake, Cllr A Lightfoot, Cllr P Richmond ,Cllr P Taylor (7.45pm)

3. Minutes of the previous meeting agreed for accuracy.

4. Matters arising for information purposes only

a. Top soil process was not followed but Clerk has managed to find address of supplier and has sent a letter with the conditions that the committee requested. PH neutral but contained some stones etc. Topsoil has all been used.

b. Users group – request for information re plots still vacant, committee requested to reaffirm information already given that the plot holders should arrange their own water system direct with the contractor.

No information on water charges available as of yet

5. Finance Reports

Request for committee to provide 1st aid training for plot holders. Committee did not wish to proceed with this. User group may wish to arrange this themselves. Committee to inspect the large dip off the track before considering installing posts

6. Committee gave approval of tenancy agreement, letter, chairs report and Questionnaire. The user group news letter to be emailed to clerk asap. Package will be going out from Tuesday

Clerk to find law of compensation for future information

**7. Waiting lists and plot availability update - no plots, 8 on waiting list. Cllr Habgood will use remaining space on ragwort field and then create waiting list for the next round of new plots to be put in ex-horse field (autumn)
Clerk has been instructed by Chair not to let plots 25a and end of plot 26 due to waterlogging. Cllr Habgood suggestion of using plots for communal willow area for harvesting for benefit of tenants to use as bean posts. Willow lady would not be charged for land but would provide trees free. User group to be encouraged to organise harvesting and keep in good order. Vote for 5. Against 1**

8. Inspection report and actions to be taken

Feed back from last month noted.

Report to ctte to be only plots where actions are needed

Water erosion at fence line at car park has been noted. The stream is undercutting the banks and has now 9" drop. Committee agreed to inspect and report back next month.

New plots are being cultivated and fenced quickly

Locking/closing of gate discussed

Seek quotation for permanent sign on gate to be kept shut and locked. Private land to be part of sign

Plot holders are complaining of unauthorised use of tools. The Committee are concerned to hear of the theft of property from plots. Committee restated the policy of the Council is that all theft should be reported to the police.

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

Vision 21 taster sessions –request for a poster to be displayed on notice board. Clerk to forward email to user group. Committee gave permission for use of notice board.

Cllr Richmond reported that visability hindered by hedge on fence line on A435. Committee to inspection

Standard Orders were adjoined to allow discussion of a sensitive matter. The public left at this point.

Standard orders reinstated.

Meeting closed 8.45pm

Date of next meeting. May 28th 2009

Dates for diaries

May 12th Planning and General purposes

May 13th Planning

May 14th Playgrounds

May 21st Traffic

May 26th Planning

May 28th Allotments

Correspondence received

Equality and Human Rights Commission. Public Sector duties – see agenda item

The General duties to eliminate discrimination and promote equality apply to the vast majority of public bodies. In addition the majority of key public bodies such as local authorities are also subject to a series of specific duties. There are a series of steps that they must take to enable them to meet their overall legal obligations.

5 Key steps are

Gather information on how your work affects different racial, disabled people and men and women including transsexual men and women

Consult employees, service users, trade unions and other stakeholders and involve disabled people

Assess the impact of your policies and practices

In the light of this evidence decide what your priorities for taking action should be

Take the action that will deliver the best outcomes in race, disability and gender equality.

See www.equalityhumanrights.com/publicsectorduties.

Nominations for committees, subcommittees and outside representations

General Purposes- 7 nominations

Cllr A Lightfoot, Cllr V Ayres, Cllr P Lightfoot, Cllr J Stephens, Cllr P Rawlings, Cllr J Peake, Cllr P Richmond

Planning 5 nominations

Cllr A Lightfoot, cllr V Ayres, Cllr P Lightfoot, Cllr G Jackson, Cllr J Peake

Human Resources sub-committee – 6 nominations

Cllr A Lightfoot, Cllr V Ayres, Cllr P Lightfoot, Cllr C Lawrence, Cllr J Habgood, Cllr P Richmond

Allotments 6 nominations

Cllr A Lightfoot, Cllr P Lightfoot, Cllr J Stephens, Cllr K Peake, Cllr J Habgood, Cllr P Richmond

Traffic 5 nominations

Cllr A Lightfoot, Cllr P Rawlings, Cllr C Lawrence, Cllr G Jackson, Cllr P Richmond

Community Buildings 4 nominations

Cllr A Lightfoot, Cllr V Ayres, Cllr P Lightfoot, Cllr G Jackson

Parish Office 5 nominations

Cllr A Lightfoot, Cllr V Ayres, Cllr K Peake, Cllr C Lawrence, Cllr P Richmond

Playground and Playing field – 9 nominations – election needed

Cllr A Lightfoot, Cllr V Ayres, Cllr P Lightfoot, Cllr J Stephens, Cllr K Peake, Cllr J Habgood, Cllr M Cooper, Cllr J Peake, Cllr P Richmond

Representatives to outside bodies

Road Safety Partnership (1) – Cllr Peter Richmond

Police Liason (2) – Cllr P Lightfoot, Cllr J Peake

Chartered Parish (1) cllr P Richmond

GAPTC (1) cllr P Richmond

Cleeve Conservators (2) Cllr J Stephens, Cllr P Lightfoot

Roof top Housing (1)

Wingmoor Farm (2) Cllr P Lightfoot

Volumn Crime Group (1) cllr P Richmond

SARA (1) Cllr P Lightfoot

JMC (2) Cllr P Lightfoot, Cllr J Stephens

Tithe Barn (2) Election needed– Cllr James Habgood, Cllr P Richmond, Cllr P Taylor

Payment Code	schedule Date	April Minute	2009 Bank	Cheq. No.	Description	Supplier	
80	28/04/2009	n o	1	3178	rates new office	Tewkesbury Borough Council	6,183.75
176	28/04/2009	pg	1	3177	rates sports field	TBC Place	2,716.00
187	28/04/2009	pg	1	3176	grass seeding	Maintenance Ltd	920.00
61	28/04/2009	pg	1	3175	grass contract office	glebe contractors Low Cost	430.56
88	28/04/2009	n o	1	3174	cleaning window	Cleaning Ltd	135.70
89	28/04/2009	n o	1	3173	cleaning payroll	hi-lo Gloucester	86.25
59	28/04/2009		1	3180	consultant	Calculating Ltd	94.30
72	28/04/2009		1	3179	insurance	Zurich	7,673.73
75	28/04/2009		1	3181	stationery dda	Commercial Ltd	154.25
371	28/04/2009	n o	1	3182	induction loop	Commercial Ltd	379.50
402	28/04/2009	n o	1	3183	pampas grass removal	MPB contractors	172.50
401	28/04/2009	pg	1	3184	bowls club capital Newsletter	MPB contractors 232 bishops	12,857.00
357	28/04/2009	gp	1	3185	delivery telephone	cleeve atc	100.00
73	28/04/2009	n o	1	3186	office	total Ltd	85.31
357	28/04/2009	gp	1	3187	newsletter	The Ink Spot	363.00
174	28/04/2009	pg	1	3172	gas at sports field	british gas	937.35
208	28/04/2009	cb	3	926	refund of booking	Hyatt	31.00
204	28/04/2009	cb	3	923	cleaning community building	m Aguirrre	200.00
							£33,520