

Bishop's Cleeve Parish Council

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

Chairs welcome and opening remarks including the unopposed election of Councillor Shakespeare.

No Members of the public attended

1. Attendance of Councillors will be recorded as Cllr P Lightfoot, Cllr A Lightfoot, Cllr Richmond, Cllr J Peake, Cllr K Peake, Cllr V Ayres, Cllr Lawrence, Cllr Rawlings, Cllr Taylor, Cllr J Habgood, Cllr M Cooper, Cllr A Mackinnon & Cllr Badham attended at 7.40(13)
County Councillor Jones, Borough Councillor S Hillier-Richardson
2. Council authorised absence of Councillor Jackson (holiday).
3. Councillors were invited to make Declaration of interests of matters on the agenda
4. Borough Councillors reported to the Council.
5. The County Councillor reported to the Council. Wingmoor Farm planning application committee will now take place in May 2010. Site visit on May 7th 2010
6. Council agreed for accuracy the minutes of the meeting held on the 4th February 2010. Any Amendments where proposed, seconded and agreed by Council were then recorded. (page 3)
7. Councillors were invited to comment on matters arising for information purposes only
8. Council noted the minutes for committee meetings held during February 2010
 - a) Planning Committee (page 5 and 6)
 - b) Playgrounds Committee (page 7)
 - c) Community Building Committee (page 9)
 - d) Office Committee (page 10)
9. Council approved the schedule of payments made since 4th February 2010 (page 11)
10. Council approved the appointment of the Independent internal auditor – Mr Selkirk as in previous years. The fee will be £160
11. Council noted that due to the financial turnover of the Council it is necessary to report in an Income and Expenditure format and it is recommended that we should have a purchase/sales ledger system rather than the payments and receipts system which is designed to accommodate up to a turnover of £200k, which we exceed. The Council authorised the purchase and installation of Sage Accounting Package with effect from 1st April 2010 in the sum of £825 including support package (current package costs £245 per annum)

12. Council authorised payment of £500 to provide the bowls club with a plan which needs to be on or relate to Ordnance Survey database and be to an appropriate scale, contain a north point and if appropriate have a key. Vote taken 8 agreed, 3 against, and 2 abstentions
13. Council approved the closure of the Community building bank account and the transfer of the balance to the Parish Council bank account in order to reduce administration and bank costs. To take place with effect from 1st April 2010. The funds to be ring-fenced within each cost centre and therefore community building finances would remain within its own cost centre.
14. Council approved the committee structure detailed on page 12 for the year from 1st May 2010. The appropriate powers to act relevant to each committee are also detailed.
15. Council was asked to pass a resolution that only non-allotment plot holder Councillors should stand for election on the Allotment committee. This was originally recommended to aid transparency and to reduce any conflicts of interests (perceived or actual) and it was previously agreed by committee to reconsider this resolution after 6 months. A vote was taken 3 for, 8 against, 2 abstentions. The resolution was lost.
16. No Councillors wished to stand for the following committees pending the committee elections in May 2010.
Community Building (1) Office Committee (2) Allotment Committee (3)
Traffic Committee (1) Planning (1)
17. Council agreed to consider s142 donation to Chamber of Commerce Street Fair in the sum of £750 see letter attached. Cllr Badham declared an interest.
18. Council noted dates for diaries (page 15)
19. Council is informed that TBC will be able to provide a speaker for the Annual Parish Assembly.
20. Council was asked if it wishes to make a nomination for the Buckingham Palace Garden Party to be held on 20th July 2010. Cllr P Badham (5) and John Beattie (6) were nominated. Cllr P Richmond declared an interest. If John is eligible and wishes to stand, the Council would wish to nominate John. If this is not acceptable, Cllr Badham will be nominated.
21. Council was informed that new model of standing orders have been issued and the Clerk will be bringing a proposed format for adoption at a later meeting.
22. Councillors were invited to inform Council of any other business for information purposes at the discretion of the Chair.
Cllr Habgood advised ceiling fans to save heating costs.
23. Date of next meeting to be noted as 1st April 2010
24. Meeting closed at 21.18 pm

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 will be recorded as Cllr P Lightfoot, Cllr A Lightfoot, Cllr P Badham, Cllr C Lawrence, Cllr Rawlings, Cllr Richmond, Cllr Cooper (8) cllr J Peake (8.15pm)

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) J Peake (work) 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

Bishops Cleeve Parish Council – Planning Committee
 MINUTES of meeting held at 6.30 pm on Tuesday 9th February 2010
 Public Session

1. Attendance AL, MC, GJ, PL
2. Apologies noted VA, JP
3. Minutes of meeting held on 26th January 2010 - agreed
4. Planning Applications received for consideration

Site Address	TBC ref no.	Proposal	BCPC response
34 The Cornfields	10/00032/FUL	Erection of conservatory	Support
8 The Withers	10/00089/FUL	Single storey front ext.	Support
11 Abbots Mews	10/00038/FUL	Retention of new fencing around driveway	Objection

5. Decisions made by TBC/GCC - noted

Address	Ref No	BCPC	TBC
29 Bishops Drive	09/00475/FUL	Object	Permission
16 Harvesters View	09/01272/FUL	Support	Permission
5 Two Hedges Road	09/01254/FUL	Support	Permission

6. Other matters for consideration

Consultation on a Joint Core Strategy document follow up letter – AL to follow up.

7. Other information

Planning for Non Planners event notice - noted

8. Confidential – For Information Only

9. Any Other Business

Homelands – history of planning applications - noted

The Meeting closed at 7.20pm

Bishops Cleeve Parish Council – Planning Committee
MINUTES of meeting held at 6.30 pm on Tuesday 23rd February 2010
Public Session

1. Attendance AL, MC, PL
2. Apologies noted VA, JP, GJ
3. Minutes of meeting held on 9th February 2010 - agreed
4. Planning Applications received for consideration

Site Address	TBC ref no.	Proposal	BCPC response
132 Cheltenham Road	10/00083/FUL	Redevelopment to provide 3 new dwellings	Support

5. Decisions made by TBC/GCC - noted

Address	Ref No	BCPC	TBC

6. Other matters for consideration

TBC Electronic Planning response to BCPC letter - noted

Street Trading Consent application - noted

TBC garden land and infill development response to BCPC letter - noted

7. Other information – noted

South West Planning Aid sessions – noted

JCS – Cllr A Lightfoot has submitted to it.

8. Confidential – For Information Only

9. Any Other Business

The Meeting closed at 7.00pm

Playing Fields and Playgrounds Committee were summoned to a meeting on 11th February 2010 at 7.30 pm at the Parish Council Offices.

Welcome and introduction from Vice- Chair

Public session no members of the public attended

1. Councillors were asked to declare any interests in matters on the agenda
 2. Committee were asked to note apologies received including from Cllr P Lightfoot, Cllr V Ayres and Cllr J Peake
 3. Committee agreed the Minutes of decisions made at the January meeting.
 4. Committee were asked to note works on the bowls club regarding the building regulations certificate are complete and certificates issued. The lease was discussed and it was noted that the committee wished to receive annual audited accounts as per the original document.
 5. Committee were asked to note that building regulations work at the sports pavilion is completed and certificate received
 6. Committee approved policy not to have permanent signs on front fence as they contravene planning permission.
 7. Committee noted the budget/actual financial report to date
 8. Committee authorised expenditure to replace guttering for the whole of the building in the sum of £3260. Guttering to be white and to meet BS standards and as approved by building regulations officer.
 9. Committee authorised expenditure in the sum of £8728.50 as approved in the 2009 and 2010 budgets – flood prevention brook clearance works to clear 529 metres of the sports field brook bank (owned by BCPC) of bracken and improve bank as recommended by GCC at meeting on January 26th 2010 after the A435 flooded again. This work is recommended as to reduce the incidents of the culvert becoming blocked. It was noted the Committee have already placed the contract for the clearance of the brook on a 5 year plan, this would reduce the cost of this work by £30k and complete it within 2 years. The spoil would not be removed from site but would be placed with the existing spoil. The bank would be consistent with the existing 16m already done during this financial year. Questions were asked about the mid-point pipe/culvert. Cllr Richmond will seek advice from TBC officer. Response for our letter from Mr Toft dated 26/1/10 was read out and a reply will be sent thanking him for keeping us informed and stating the position regarding volunteer interference in our systems and contractors.
 10. Committee confirmed outline plan for the capital expenditure for play area in 2010. A) Confirmed Pecked Lane play area and up to 8 years age range. B) agreed public consultation via posters at play areas/notice boards/questionnaire in the Minetts Ave, Pecked Lane, Linworth Road area. "Namely improvements to play equipment by replacing some or all of the equipment" . C) authorised public/press notices for work to be placed from 1st April 2010 D) Clerk to obtain recommendations for hedge from Crime prevention Officer and Arboriculturist for next meeting.
 11. Any other business at the discretion of the chair for information purposes only- response from GCC received regarding request for multi agency meeting noted.
- It was noted that tyre tracks have been seen on the sports field by the astro area

Top soil for finlay way needed –caretakers.
Data sheets on managing green spaces noted
Damage to height restrictors noted

Meeting closed at 8.40pm

Minutes of the Community Building Committee Meeting held on 9th February 2010

Present: Cllrs G Jackson, A Lightfoot, P Lightfoot, K Peake

Apologies: Cllrs V Ayres

Declaration of Interests: None

Minutes of meeting held on 17th December 2009: Accepted as true record.

Bookings: 2 new block bookings and additional 3rd booking made for 6 week block. 17 Casual users since 1st January 2010.

Clerks Report: Committee believes that GCC planted the large shrubs around building which are now identified as causing problems. Clerk asked to investigate the possibility of assistance from GCC if this is the case. Committee agreed that quotes be sought for work needed to remove them if proved necessary.

Committee resolved to agree a one off payment of £120 for cost of stripping floor of polish residue. Clerk asked to clarify how often this work would need to be done on an ongoing basis.

Committee resolved that an electrician investigate the cause of “flickering lights” fault in building.

Youth & Community: It was noted that a report had been presented to Full Council meeting in February concerning the activities of the Youth Club. Committee requested that a copy of that letter be kept in the Community Building file.

Finance Report: Balance £3354.64. Clerk asked to clarify heading “218” and members asked if we were expecting another utility bill before the end of the financial year.

Outstanding Monies: Committee resolved that the Clerk be asked to send the individual a letter asking for payment of rent due to be received within 14 days from date of letter. Letter should also outline that we would consider action in the County Court if payment was not received.

Any Other Business: Committee expressed the view that the amalgamation of this and the Office committee might prove a worthwhile move in future, given the nature of matters dealt with by both.

Date of next meeting: 27th April 2010

A MEETING OF THE NEW PARISH OFFICE COMMITTEE TOOK PLACE ON 18th February 2010
AT 7.30 IN THE PARISH OFFICE

AGENDA

Public session – none attended

Attendance recorded as Cllr A Lightfoot, Cllr Richmond, Cllr Lawrence, Cllr K Peake,

1 Apologies to be noted was from Cllr Ayres

2. No Declaration of interests by Councillors where applicable to agenda items were made

3. Committee agreed the accuracy of Minutes of decisions taken at December 2009 meeting, with any amendments being proposed and seconded and then agreed by committee

4. Income and expenditure/budget comparison reports noted by Committee

5. Committee were asked to note that a request for part-funding of the new A3 colour copies has been sent to TBC on 28/1/2010 but the response was negative and has been passed to the planning committee for their comments regarding the support offered by TBC

6. Committee agreed a budget of £1890 for office carpet to be supplied and fitted as two quotes have been received in this sum

7. Committee were asked to note that details of planting in the bark border has been received and that TBC are recommending changing the area to grass or leaving as it is with weed spraying 2 or 3 times a year (which is already being done) or replacing bark with stone /slate (health and safety and crime implications) (no funding available from TBC). Changing to grass or the weed spraying options can be undertaken by caretaking staff. The Committee are asked to make a policy decision on this area so that any changes can be made before the growing season. A proposal was made and seconded to grass seed the area. The proposal was agreed by the majority of the committee.

8. Committee agreed the purchase of an additional PC with unit and visual package for the public use in the downstairs meeting room to allow the public access to websites such as TBC planning portal and for use with projector for presentations of planning applications. The estimated costing of £1000 from the capital budget was agreed. It was agreed that TBC to be approached for a grant for large screen, visual impairment package as recommended by GCC.

9 Committee noted visitors numbers from 15th December to 12th February of 429 (total last year 4335)

10. Committee noted that lamp post electric difficulties have been investigated and there is significant difficulties in recommissioning the existing posts. There is electricity at the base of both posts but is not at the top, therefore requiring the posts to be dismantled and possibly repaired estimated costs to be £674.

11. Committee deferred the decision to proceed with the bike stands in the parish garden as planning permission is required.

12. Committee agreed that they would recommend to full council joining community building and office committees together to meet bi-monthly with terms of reference relating to “buildings” and bringing both systems together.

13. Any other business for information purposes at the discretion of the chair of the meeting- clerk to obtain the council’s policy on CCTV

Date of next meeting: 15th April 2010

Voucher	Code	Date	Bank	Cheq. No.	Description	Supplier	
654	181	12/02/2010	1	3476	Ground Maintenance	Dwalker	850.00
655	205	12/02/2010	1	3477	light bulbs	Cleeve Supplies Ltd	67.32
656	270	12/02/2010	1	3478	cleaning	m aguirre	200.00
657	186	12/02/2010	1	3479	annual service fire	Cleeve Fire Protection	370.07
658	89	12/02/2010	1	3480	window cleaning	Hi-lo Crystal clear Ltd	88.13
659	88	12/02/2010	1	3481	office cleaning	Low Cost Cleaning Ltd	172.73
660	54	12/02/2010	1	3482	training	SLCC	40.00
661	73	12/02/2010	1	3483	telephone office	total Ltd	86.55
662	81	12/02/2010	1	3484	copier toner/service	Commercial Ltd	575.37
663	370	12/02/2010	1	3485	loan repayment	Public Works Loan Board	11,264.68
664	401	12/02/2010	1	3486	wet room	P Baker	5,673.00
665	26	12/02/2010	1	3486	fencing at allotments	P Baker	260.00
666	282	12/02/2010	1	3486	ditch maintenance contract	P Baker	228.47
667	204	12/02/2010	3	992	cleaning community building	Low Cost Cleaning Ltd	264.38
668	361	12/02/2010	3	993	emergency resources	county building supplies	200.00
669	26	25/02/2010	3	995	post for allotments	Post Office	160.00
670	270	25/02/2010	3	996	bus shelter cleaning fluids	Premiere Products	35.09
671	82	25/02/2010	1	3504	elec at office	Scottish power	2,227.53
672	181	25/02/2010	1	3495	Ground Maintenance	D Lewis	850.00
673	181	25/02/2010	1	3496	Ground Maintenance	D Walker	850.00
674	371	25/02/2010	1	3503	solar film	Security & solar window film l	822.50
675	54	25/02/2010	1	3502	training for employment	GAPTC	30.00
676	54	25/02/2010	1	3501	Standing orders 2010	GAPTC	27.23
677	54	25/02/2010	1	3500	staff training - fire	Cleeve Fire Protection	464.13
678	401	25/02/2010	1	3499	guttering at sports field	P Baker	3,260.00
679	404	25/02/2010	1	3499	paint supplies for buildings	P Baker	125.00
680	179	25/02/2010	1	3499	repair damaged height restrict	P Baker	110.00
681	23	25/02/2010	1	3499	repair and replace padlock	P Baker	104.00
682	282	25/02/2010	1	3499	Mr Carver's ditch spoil removal	P Baker	400.00
683	205	25/02/2010	1	3499	socket repairs at comm buildin	P Baker	35.00
684	361	25/02/2010	1	3499	wheelbarrows and snow	P Baker	153.00

		0			shovels		
		25/02/201			stationery and office		
685	75	0	1	3498	sundries	Commercial Ltd	19.29
		25/02/201			stationery and office		
686	75	0	1	3498	sundries	Commercial Ltd	232.09
		25/02/201			stationery and office		
687	75	0	1	3498	sundries	Commercial Ltd	152.78
		25/02/201			stationery and office		
688	361	0	1	3498	sundries	Commercial Ltd	85.03
		25/02/201			stationery and office		
689	361	0	1	3498	sundries	Commercial Ltd	61.65
		25/02/201					
692	174	0	1	3497	Water at pavillion	STWA	413.10

Proposed Committee Structure for 2010/11

Committee	members	meetings	subcommittees	Powers to:
Allotments	elected	Monthly – last thursday	Plot holders user group quarterly	Provide, improve and adapt (Smallholdings & allotments Act 1908)
Buildings	elected	Bi-monthly (even number months)		Provide, equip buildings for use of clubs having athletic, social or recreational objectives (LGA1976 s19) Power to provide buildings for public meetings and assemblies (LGA1972 s133)
Community response	Chairs of Council & committees	As required		Power to incur expenditure for certain purposes that benefit the parish within certain limits (s137) & Power to do anything incidental to their other functions (LGA1972 s111)
Employment and Finance	Finance Councillor Chairs of Council & committees	As needed but at least annually		Power to incur costs to function (LGA1972 s111)
Highways and General Purposes	elected	Bi-monthly (odd number months)		Power to provide bus shelters (LGA 1953 s4) Power to provide public clocks (PCA 1957 s2) Power to maintain closed churchyards (LGA1972 s215) Power to provide and maintain burial grounds and cemeteries (LGA1972 s214) Power to provide and maintain equipment for detection or

				<p>prevention of crime (LGA& R act 1997 s31)</p> <p>Power to maintain footpaths and bridle ways (Highways act 1908 s43)</p> <p>Power to light roads and public places (PCA1957s3)</p> <p>Provision of litter bins (Litter Act 1983s5)</p> <p>Power to provide parking places for bicycles, motorcycles and other vehicles (RTA 1984)</p> <p>Power to provide roadside seats and shelters (HA1980) power to provide signs & objects or devices warning of danger (RTA 1984)</p> <p>Powers to contribute to traffic calming (HA1980)</p> <p>Power to plant trees and lay out grass verges and maintain (HA1980)</p> <p>Power to maintain, repair war memorials (LGA1948 s133). Powers in relation to car sharing, taxi fare concessions and grants for bus services (TA 1985)Power to do anything incidental to their other functions (LGA1972 s111) eg newsletter, website, admin etc</p>
Planning	elected	fortnightly		Right to be notified of planning application (T & C PA 1990)
Play grounds and Sports fields	elected	monthly	Sports field users group quarterly	<p>Power to provide and maintain land for public walks, open spaces, pleasure grounds & playing fields (LGA 1972 s14)(PHA 1906)</p> <p>Power to provide and equip buildings for social and recreational objectives (LGA1976 s19)</p> <p>Power to deal with ponds and ditches (PHA 1936)</p>

Dates for diaries
March 2010-

4th	Full Council
9th	Planning Committee
10th	Sports field users group
11th	Clerk at SLCC meeting
11th	Playground Committee
18th	Traffic Committee
23rd	Planning Committee and Possible Allotment Committee
24th	Annual Parish Assembly
25th	Possible Allotment Committee
27th	Councillors Surgery
1st	Full Council