

*Councillors attended the Parish Council Meeting held on 3<sup>rd</sup> September 2009 at 7.30 pm at Bishop's Cleeve Parish Council Offices*

*Chairs' opening remarks and welcome*

*Invited speaker – Mr Jerry Barr and Sue Rabbich from Transition Cleeve spoke to the Council*

*Public Session –Phil Clapham spoke to the Council on behalf of the Youth Club. He reported that the detachment work was ongoing. Numbers attending the centre was reducing. The ongoing aim was to work closer with local police. The Youth Club was seeking additional sources of funding.*

*1. Attendance Cllr P Lightfoot, Cllr A Lightfoot, Cllr Rawlings, Cllr Lawrence, Cllr Jackson, Cllr Taylor, Cllr Habgood, Cllr Mackinnon, Cllr Cooper, Cllr Richmond, Cllr K Peake, Cllr J Peake, Cllr Badham, County Councillor Jones and Borough Councillor Richardson*

*2. Council Authorised the Absence of Cllr Ayres (illness) Cllr Stephens had sent a letter of resignation which was noted by the Council and recorded its thanks to Cllr Stephens. Borough Councillor Hillier-Richardson had also sent her apologies*

*3. Declaration of Interests were made by Cllr Taylor in regard of his household being members of SWARD. Cllr Taylor and Cllr Habgood declared prejudicial interests on item 8 (Tithe Barn Trustees) Cllr Richmond declared an interest as a Tithe Barn Trustee.*

*4. Borough Councillors' reports were presented and noted*

*5. County Councillor report was presented and noted.*

*6. Minutes of meeting held on 2<sup>nd</sup> July 2009 were agreed subject to the replacement of SARA to Police Liaison meeting. The minutes were signed*

*7. Minutes of meeting held on the 16<sup>th</sup> July 2009 were agreed and signed*

*8. Council were asked to agree that as Parish Council representatives on the Tithe Barn Committee "any legal and financial consequences of such a position will be reimbursed by the Parish Council" (Cllr Habgood and Cllr Taylor left the room). The Clerk advised the Council that she had received advice from the Council's insurers and solicitors on the matter and that the Council could not insure in such a circumstance. The solicitor had advised against such a policy of open-ended liability and questioned whether it was within the power of Local Authorities to give such an indemnity. The Council agreed to reject the request and to advise the Trustees of the Tithe Barn to take out indemnity insurance and to put this motion to the board of the trustees.*

*9. There were no Matters arising from the minutes of 2<sup>nd</sup> and 16<sup>th</sup> July for information purposes only.*

10. Committee reports were noted and any questions were answered by the Chairs of Committees

Parish Office

Planning

Playgrounds

Allotment

General Purposes

Community Building

Traffic Committee

11. Council was asked to agree policy for unacceptable behaviour. Council was given advice from GAPTC that Councils should have a policy to protect staff at work under Health and Safety Legislation. Council agreed by 10 votes for and 3 abstentions to refer the matter to the employment sub-committee

12. Councillors approved payments made since the last meeting. Councillor Rawlings declared an interest in the grant given to the Roses Theatre.

13. Clerks report including dates for diaries and email regarding Sustainable Communities Act was noted by Council.

14. Council agreed by 10 for, 3 abstentions and 1 against that as policy the Council would endorse Transitional Cleve. The Office Committee was asked to consider hiring of the Council premises if a request was made.

15. No Councillors wished to stand for Election to undersubscribed Parish Office and Traffic committees. Councillor Cooper agreed to join the Planning Committee

16. Council was asked to agree actions following office incident in July. Council did not wish to suspend standing orders to discuss the matter in confidence.

The Chair gave an outline of events since Council was updated on the 16<sup>th</sup> July. Councillors discussed the actions taken. Cllr Taylor left the meeting at 9.50pm.

Cllr Richmond asked that the following be minuted:” I believe that the Chair acted perfectly reasonably and within what the Council would expect him to do and that the response was proportionate”. The resolution that the Council supported the actions taken by the Chair was seconded and a recorded vote was requested.

The following Councillors voted for Cllr P Lightfoot, Cllr A Lightfoot, Cllr M cooper, cllr P Badham, Cllr K Peake, Cllr J Peake, Cllr P Richmond, Cllr Mackinnon, cllr Jackson, Cllr Lawrence and Cllr Rawlings. Cllr Habgood voted against the resolution and there were no abstentions.

The resolution that the ban remain until the policy is agreed by the Council was proposed and an amendment was proposed that the ban would not be reviewed until the individual contacted the Council office was seconded and All agreed.

Cllr Richmond asked Council to treat others with mutual respect in accordance with the Code of Conduct.

*17. Any other business for information purposes only at the discretion of the chair. Report of a pot hole at the tarmac track at the sports field was noted. Council was generally in favour of a forward plan workshop facilitated by GAPTC.*

*18. Date of next meeting October 1st 2009 – Clerk has arranged speaker from PCT*

*Meeting closed at 10.10pm*

# *Bishop's Cleeve Parish Council*

*Councillors are summonsed to attend the Parish Council Meeting to be held on 3<sup>rd</sup> September 2009 at 7.30 pm at Bishop's Cleeve Parish Council Offices*

*Chairs' opening remarks and welcome*

*Invited speaker – Mr Jerry Barr from Transition Cleeve*

*Public Session –*

- 1. Attendance.*
- 2. Authorised Absences:*
- 3. Declaration of Interests*
- 4. Borough Councillors' reports.*
- 5. County Councillor report.*
- 6. Minutes of meeting held on 2<sup>nd</sup> July 2009 to be agreed and signed*
- 7. Minutes of meeting held on the 17<sup>th</sup> July 2009 to be agreed and signed*
- 8. Council are asked to agree that as Parish Council representatives on the Tithe Barn Committee "any legal and financial consequences of such a position will be reimbursed by the Parish Council" (Cllr Habgood and Cllr Taylor)*
- 9. Matters arising from those minutes for information purposes only.*
- 10. Committee reports to be noted (see supporting papers)*

*Parish Office*

*Planning*

*Playgrounds*

*Allotment*

*General Purposes*

*Community Building*

*Traffic Committee*

- 11. Council are asked to agree policy for unacceptable behaviour*
- 12. Councillors are asked to approve payments since last meeting*
- 13. Clerks report including dates for diaries.*
- 14. Council are asked to agree policy regarding Transitional Cleeve*
- 15. Election of Councillors to undersubscribed Committees*

*a) Parish Office*

*b) Planning*

*c) Traffic*

- 16. Council are asked to agree action following office incident in July*
- 17. Any other business for information purposes only at the discretion of the chair.*

*18. Date of next meeting October 1st 2009 – Clerk has arranged speaker from PCT*

## *Bishop's Cleeve Parish Council*

*Parish Councillors attended the Parish Council Meeting held on 2<sup>nd</sup> July 2009 at 7.00 pm at Bishop's Cleeve Parish Council Offices*

*Presentation by SWARD held in the Downstairs meeting room and then the meeting moved to the Council Chamber as usual*

*Chairs' opening remarks and welcome*

*Public Session –piece of land at end of Meadoway towards by-pass member of public were advised to inform TBC and GCC (Cllrs will take forward)*

*1. Attendance. Cllr P Lightfoot, Cllr A Lightfoot, Cllr P Richmond, Cllr Mackinnon, Cllr Habgood, Cllr J Richardson, Cllr C Jones, Cllr Hillier-Richardson, Cllr J Peake, Cllr K Peake, Cllr Jackson, Cllr Badham, Cllr Cooper, Cllr Lawrence, Cllr Rawlings, Cllr Taylor attended at 9pm*

*2. Authorised Absences: Cllr Stephens (prior engagement) Cllr Ayres (illness)*

*3. Declaration of Interests*

*4. Cllr Richmond asked Council to reconsider the seating arrangements of the Parish Council to have only Parish Councillors at Council table. Clerk to arrange for 15 parish councillors around the Council table.*

*5. Council were asked to support the Tithe Barn proposals (see pages 6 to 9). Cllr Richmond withdrew from the room. Cllr Habgood spoke as a Councillor representing the Parish Council on the Tithe Barn management committee. It was agreed that a separate meeting be called once TBC decision is known including to invite Legal representatives, Chair of management committee. Councillors wish to know terms and conditions including outputs. Councillors wished to register title and agreed finance for this action.*

*6. Borough Councillors' reports. Verbal reports were given by Cllr S Hillier-Richardson, Cllr J Richardson and Cllr Mackinnon. Cllr Richmond distributed a written report.*

*7. County Councillor Jones gave a verbal report.*

*8. Minutes of previous meeting agreed and signed subject to inclusion of "£" signs and noted that Cllr Taylor expressed an interest in being elected to the allotment committee (rather than declared)*

*9. Matters arising from those minutes for information purposes only. Noted there has not been a response from TBC regarding Councillors allowances. The clerk has not received a copy of the letter sent to Tesco by Councillor Taylor*

*10. Committee reports were noted (see supporting papers)*

*Parish Office (page 10) Clerk to put Bike racks on the next Office agenda.*

*Planning (page 11) Committee to confirm appropriate permissions for change of use from estate agent to charity shop*

*11. Councillors approved income and expenditure account and annual report for 08/09 (see supporting papers). Chair signed appropriate papers*

12. Financial reports. Councillors asked clarification on GAPTC, Utilities, rent payment re Community Building and MOT expenditure. All agreed.

13. Clerks report noted including update on Power of Wellbeing Course and dates for diaries.

14. S137 funding requests none have been received

15. Well Brook / Nottingham Road up date (see supporting paper) noted

16. Election of Councillors took place

a) Allotments (election slip) Cllr Jackson was elected

b) Planning(next meeting to be revisited)

c) Traffic (next meeting to be revisited)

d) community Building Cllr K Peake

e) Parish Office (next meeting to be revisited)

17. Date of next meeting September 3rd 2009 – Clerk to arrange speaker

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

Council congratulated Clerk and Chair on completing the marathon circular walk

Apology from Cllr Taylor re lateness due to TBC business

General purposes to consider notice of meetings on all council notice boards

Cllr Richmond had attended the Chartered Parishes meeting in Gloucester

Cllr Jones brought an extended services day for Cleeve School to the attention of the Council

Cllr J Peake informed Council on information from SARA meeting held in June 2009

Cllr M Cooper asked Cllr Peake to look into a report of anti-social behaviour at Grange Field.

Cllr M Cooper was concerned over the condition of the water feature. Cllr M Cooper declared an interest. Office Committee to discuss.

Meeting closed at 9.15pm

Date of meeting 16/7/09	P C Meeting at PC Office at 8.15pm		
Agenda Item	Main points of discussion	Decision taken	Action by
Present	Cllr P Lightfoot, Cllr A Lightfoot, Cllr P Rawlings, Cllr C Lawrence, Cllr G Jackson, Cllr V Ayres, , Cllr P Taylor Cllr J Habgood, Cllr Mackinnon, Cllr M Cooper, Cllr K Peake and Cllr J Peake ,Andrew Chapman Solicitor to BCPC, John Beattie Chair of Tithe Barn Management Committee, Judith Gibbons Treasurer of Tithe Barn Management Committee		
Welcome and introductions	By Chair		
Public session	Cllr C Jones, Cllr P Richmond		
Apologies	None		
Declaration of interest	Cllr Taylor and Cllr Habgood declared as Parish Council representatives on Tithe Barn Trustee Committee. Cllr Mackinnon declared as a Borough Councillor. Cllr Taylor declared as Borough Councillor. Cllr Richmond declared as a Trustee and took no part in the meeting		
Andrew Chapman	Updated Council on relationship of Parish Council and Tithe Barn. (written information already distributed). Parish Councillors would not be liable for any default. The individual trustees would be responsible.		
John Beattie	Updated Council on the charitable trust and the trustees. Updated Council on financial figures.		
Will the council concur in and agree to perform all lawful acts... for the purpose of TBC Capital grant in the sum of £82070	proposed and seconded	10 agreed 1 against, 1 abstention	
Council authorised any security documentation to be signed	proposed and seconded	8 for 1 against, 3 abstentions	
Nominate two people to sign documentation	Proposed chair and clerk	12 agreed	
Authorise land registry valuation	Andrew Chapman updated Council on land registry system and valuation needed. Proposed and seconded	12 agreed	clerk
Agree in principal to apply for a public works loan	Upto £99k if no other grants are received.	Deferred until a future meeting	
Any other business for information purposes only at the discretion of the chair	Councillors requested to remain for important matter. Clerk left the room as matter was too stressful and effected staff		
Meeting closed at	9.30pm		

OFFICE COMMITTEE	HELD ON 20th August 2009 at 7.30pm		
<b><u>Agenda item</u></b>	<b><u>Key Points</u></b>	<b><u>Decision</u></b>	<b><u>Action by whom</u></b>
Public session	none		
Attendance	CLRs A Lightfoot, C Lawrence, P Richmond		
Apologies	CLr Ayres and CLr K Peake	noted	
Agree minutes	Insert "telephone" in front of caretaker numbers	agreed	
Actions from previous meeting	Draught quotation outstanding Matters in hand: fleeces, , blind, carpet, the lamp posts to be reconnected by the original electrician ,opening window downstairs restrictors	Noted  Electric source to be ascertained by electrician	clerk
Building update	Building reg certificate promised by TBC but still outstanding	Noted. Clerk to obtain quotations for draught proofing the office.	clerk
CCTV	Motion sensored cameras requested	Refer to full council	clerk
Financial reports	Income and expenditure year to date	noted	
Visitor and bookings report	1584 since last meeting and 3008 since January 2009.	noted	
Future Expenditure	Bike racks Scanner Parish pump landscaping Knee rail shrubbery  lobby furniture fire resistant notice board/display board water feature repairs "A" board for bottom of drive for Signage improvements	Agreed in principal – quotation to be obtained New photocopier quotation to be obtained Additional shrubs by wall and fountain agreed To remain with caretaker being offered additional 1 hour per week until October 2009 2 chairs with arms and some more plants Agreed Budget agreed with broken slabs to be replaced Costing to be ascertained	Clerk Clerk Clerk Clerk  Clerk Clerk Clerk clerk
Actions arising from correspondence received	Battery recycling point	Suggest existing recycling point	clerk
Any other business	none		
Date of next meeting	22 <sup>nd</sup> October 2009 Meeting closed at 8.45pm		

Bishops Cleeve Parish Council – Planning Committee

Minutes of meeting held at 6.30 pm on Tuesday 11<sup>th</sup> August 2009

Public Session

1. Attendance AL, PL GJ
2. Apologies noted JP VA
3. Minutes of meeting held on 28<sup>th</sup> July 2009 agreed
4. Planning Applications received for consideration

Site Address	TBC ref no.	Proposal	BCPC response
12 Priory Lane	09/00437/lbc	Alterations to doors and windows	supported
8 Farrier Reach	09/00767/ful	Erection of conservatory	supported
87 Read Way	09/00741/ful	Two storey side extension and new front porch	supported
126 Meadoway	09/00740/ful	Ground floor extension revised scheme	supported
3a Church Road	09/00789/ful	Loft conversion and roof extension revised scheme	objection

5. Decisions made by TBC/GCC noted

address	Ref no	bcpc	tbc
40 Church road	09/00529/ful	supported	permission

6 Other notices to be noted -none

7. Other information to be noted -none

The Meeting closed at 7pm

Date of meeting 9 <sup>th</sup> July 2009	PG committee	Place of meeting PC Office	at 7.00 pm
Agenda Item	<b><u>Main points of discussion</u></b>	<b><u>Decision taken</u></b>	<b><u>Action by</u></b>
Present	Councillors P Lightfoot, K Peake, A lightfoot, J Stephens, M Cooper,		
Read Way residents	Shrubbery, Cheltenham Road. 5 residents attended out of 15 houses invited. Residents of 53 and 55 have purchased the land from the housing developers, the strip of land from the Highways sign to the footpath. No 63 and 61 wishes Council to continue maintaining the leylandi trees to 8 to 12 foot. Noise levels have been monitored 82.4 on the road and 69 decibels in the garden. Trees enhance feeling of security for residents. No 51 and 57 wishes it to be maintained and cleared up.	Clerk to inform residents of decisions made asap. (see below)	clerk
Apologies	Councillors James Habgood, John Peake		
Public session	none		
Minutes of previous meeting		accepted	
Matters arising for information purposes only	none		
Nottingham Road Brook update	Ownership of "residents " bank  Mr and Mrs Hall	Noted that the parish is responsible for maintaining both sides of the bank. Clerk to inform residents that the land is owned by BCPC.  Mr and Mrs Hall to be informed that we have been informed that we own both sides of the bank and will therefore fulfil our legal obligations as riparian owners for as long as the land remains in the ownership of bcpc.  Clerk instructed to instruct solicitor to register play areas with land registry.	Clerk  Clerk  clerk

Sports field update	Remedial works Public notice published. Two expressions of interest received	noted	
	Bowls club SAP report received to be sent to Building Inspector.	noted	clerk
	General Pavilion(complaint re flower beds)	Noted	
		Fire alarm system noted	
	Use of Astro (unauthorised)	Anti slip paint signs, motorcycle chain to be purchased	Clerk
	Conditions of hire for sports field reviewed	Put copy on notice board. Notice board to be installed by astro. Amendments agreed. Copy to be on website.	Clerk
Policy on Charges for sports field	Remove provision for half astro to be hired Childrens' Birthday parties to be £30 including VAT Only original partnership clubs to have discounted rates Letter to BSS offering full price & full court to end of August as there are no outstanding bookings. The proposal was proposed and seconded. Agreed 4 for and 1 against. Agreed in principal to continue last seasons block bookings for next season and all users to be treated consistently	Clerk       clerk	

Grange field	Path Fence trees	Rolled gravel path acceptable subject to the DDA Guidance. Width of path to be able to accommodate vehicles in the "wet area". Advice on trees noted Replacing bins and gate noted Knee rail acceptable to committee Clerk to investigate costings of copse by <u>arborist</u> . Full Parish to be asked to pass resolution if they wish to proceed when pg committee are happy with conditions	Clerk
Lease land	Update given including TBC uncertainty over parcels of land in question	TBC will discuss further again in September.	
Play area update	Playground of year competition  Millham  Nottingham  Finlay Seat height needs adjusting, knotted up again  Pecked lane  South park  Skate Park. Feedback from users very positive. Cllr Cooper has been given some ideas for further enhancements.  Bike track. Different types of users and different ages have been using track. Cheltenham & County Cycle club are making use of track.	Enter south park in competition  Noted report of unsociable behaviour.  Nothing  Hedge to be cut back to 1m high as soon as possible. Clerk to ascertain ideal times to cut bearing in mind nesting season and high usage season.  Waiting for Cllr Jones feedback from land registry to confirm again exactly which land is registered to BCPC noted no reply from Mr Hyde re correspondence sent last meeting  accepted offer from Bowls club to plant trees at sports field by South Park  To be forwarded to committee  Committee has a policy of not authorising bbq's.	Clerk  Clerk  Clerk  Cllr Cooper

Shrubbery	Following residents meeting, committee discussed the points of view	Committee agreed a policy of pollarding the trees to a height of 1.8m. Amend existing order. New quotation needed. Policy agreed that pollarding to be done every 3 or 4 years. Clerk to review revised plot of land. Clerk to write to residents asap.	clerk
Ditch brook clearance  Mr Carver ditch	Update on riparian ownership at sports field and scope of works.  Brook ownership letter Receipt acknowledged verbally to Chair of Council. No formal response received.  Committee waiting for Report from TBC Officer regarding the levels at ditch at sports field.	Agreed only to work on sports field side of bank to middle of brook  noted  Clerk/Chair to draft response to Mr Carver based on the committee still waiting for report from TBC Officer. Committee agreed in principal to accept the proposals when received from TBC Officer.  Clerk instructed to send a holding response to parishioners as a general policy.	Chair
Risk assessments and reports	Distributed previously	Refer bridge at millham road to public footpaths team Seat at junior swings rehang. Nottingham road slab needed at entrance to wellbrook	clerk
Finance reports	Year to date noted. Playgrounds and sports field receipts and payments noted. Noted order placed to repair toilets in pavilion	noted	
Any other business for information purposes only at the discretion of the chair	Cllr Cooper –noted event at football club at end of July		
Meeting closed at	10pm	Date of next meeting September 10 <sup>th</sup> 2009	

Members of the Allotment Committee attended the Parish Council Office on Thursday 30<sup>th</sup> July 2009 at 7.30pm.

## MINUTES

1. Public Session. 1 member attended. Reported padlock missing – caretaker had already been informed. 5 sheds recently broken into – it was recommended that individual plot holders should report any such problems to police direct and obtain an incident number. Asked if BCPC could find out about free shed alarms. Asked if BCPC could ask police to visit allotments in the evenings. Councillor Peter Lightfoot to contact local community police re: visits and alarms. Closed at 7.45pm.
2. Apologies for absence to be noted – Councillor James Habgood
3. Present – Councillor J Stephens, Councillor P Lightfoot, Councillor A Lightfoot, Councillor K Peake, Councillor P Richmond and Councillor G Jackson.  
Councillor Stephens welcomed Councillor Jackson to his first Allotment Committee meeting.
4. Minutes of previous meeting – Re: section 4 of previous meetings – Councillor Richmond noted that he had raised a concern that all potential conflicts of interest should be declared.

Councillor Jackson asked that declarations of interest be a standing Agenda item.

5. Crime Prevention feedback from Councillor Habgood – unable to give as absent.
6. User Group feedback from Councillor Stephens – water supply resolved – almost all plot holders had contributed to cost of pipes/taps, newsletter produced but not circulated, concerns about individual plots not cultivated as liked. Plot holders to maintain any hedges that border their plots. There are plans for a users notice board at entrance. Bulk buying is ongoing. Minutes yet to be distributed.
7. Waiting list now at 38 and no plots available.  
Correspondence email re plot 144 – admin to ask Cllr Habgood if he knows about alleged recent changes to the marked location of the plot boundary.  
Agreed that policy for letting vacant plots be further clarified as follows:
  - Preference to be given to new tenants over existing plot holders on the waiting list.
  - As previously agreed, existing plot holders will be allowed to extend their tenancy to a maximum holding of 300 sq meters, but extension will only be offered when there is no one else on the waiting list.

- Tenants cannot specify which plot they would like. If a plot offer is refused, the applicant will return to the bottom of the waiting list.
- Revised policy to be implemented with immediate effect - but noting that existing written offers would be honoured.

Marking out of Horse Field agreed at previous meeting – admin to contact Cllr Habgood to establish progress. If Cllr Habgood unable to complete then Clerk to progress.

Correspondence email re plot 81-92 – committee voted 6 in favour, 0 against, of extending plots 81-92 to incorporate adjoining strip of redundant access land into their plots, subject to Clerk confirming that adequate access will remain to plots 57-66. If no problems, Clerk to write to plots 81-92 to inform they can extend plots.

8. Inspection report and actions to be taken.

Stage 1 letter to plots 22c, 63, 104, 121 and 126

Stage 2 letter to plots 20, 40, 57, 58 and 64

15 – review again in September meeting

32a – evict with immediate effect

120 – evict with 7 days notice

18, 101, 110 and 123 – no action taken

Inspections – it was agreed in principle that the responsibility for the monthly inspections and the issuing of standard warning / eviction letters should be passed to the Clerk. Plot holders who receive an eviction notice would then have the right of appeal to the committee.

Clerk to draft a process for ratification at next meeting. This should draw on best practice from existing BCPC and Cheltenham BC process', include model letters and provide a table comparing the recommended process with existing BCPC and Cheltenham BC processes.

Above information to be circulated to committee in advance of next meeting for comment.

9. Any other business – Councillor Richmond had found information from a website which may be of interest to new tenants.

Date of next meeting 24<sup>th</sup> September 2009

Meeting closed at 9.00pm

## **Minutes of the General Purposes Committee held on 14<sup>th</sup> July 2009**

**Present:** Cllrs A Lightfoot, J Peake, P Rawlings, P Richmond, J Stephens **Apologies:** Cllr P Lightfoot

**Minutes of previous meeting:** Approved as true record.

**Matters Arising:** None

### **Updates:**

**Newsletter:** Reliable delivery now established. Decision - Next issue to be 4 pages. Budget allows for this. First page to include “newsy” items eg: visit to Buckingham Palace. Other pages to contain Annual Report articles from Chairs of Committees. General information re; contacting the council. Update article from Chair of Council.

**Website:** Noted – clear type, ability to download booking forms, ability to update information quickly. Decision – that Councillors photographs be added to information page.

**Quality Council;** Decision – to review requirements via checklist. To bring back to committee.

**Logo:** Not able to contact previous designer. Decision – to follow the idea of a black/white image of Parish Office building with writing as suitable logo. To bring back to committee for discussion.

**Fair Trade:** Stall at Street Fair had been successful. Initiative still ongoing.

**Notice Boards:** By law we are required to have notice of meetings on one Notice Board. Decision – All Parish Council Notice Boards should have a monthly notice of meetings which give dates/times/venue for meetings and a list of contact details for Parish Councillors.

**Orchard House:** Recent contact from GCC indicates that at present there are no developments. “Expectation is that Orchard House will remain operational for at least another four years.”

**Authorisation of Future Expenditure:** Decision – to agree provision of bins at Cornfield Drive footpath, Vilverie Mead footpath and Milham Road/Station Road. All subject to site suitability.

**Correspondence:** None

**Power of Well Being:** This allows an eligible LA power to spend to promote or improve the economic, social or environmental well being of individuals or groups of people who live work, or visit the area, the whole or individual areas within the parish and also any person or area outside the parish if the council thinks it will promote its own areas well being, Decision – that the Clerk look into the possibility of arranging a training session for the Council. This will allow Councillors to make informed decisions.

**Finance Reports:** None

**Seat at Bishops Drive:** No new matters raised.

**Any Other Business:** None

**Date of next meeting:** To follow usual committee cycle.

Traffic COMMITTEE	HELD ON 16 <sup>TH</sup> July2009 at 7.00pm		
<b><u>Agenda item</u></b>	<b><u>Key Points</u></b>	<b><u>Decision</u></b>	<b><u>Action by whom</u></b>
Public session	none		
Present	Cllr A Lightfoot, Cllr Rawlings, Cllr G Jackson, Cllr P Richmond, County Councillor Jones		
Apologies	none		
Agree minutes		agreed	
Actions from previous meeting	Planning committee has followed up falling down wall at Lidl but has not obtain a resolution to the matter	noted	
Chairs update and correspondence received	Sandown Road/station road safety measures  Capita parking  Allotment entrance  Stoke road drop kerb to aid resident with visual impairment  Email re stoke road/stella way	Chair and Clerk to draft a response  Chair to respond  Chair to discuss with chair of allotments  Cllr Jones to liaise with Glos highway  Noted	Clerk/chair  Chair  Chair  Cllr Jones
Members reports	Concern re VAS on Cheltenham Road Cllr Richmond updated on road safety issues  Damage to pathway outside Pan-pizza  Continuing drainage issue on stoke road	Cllr Jones to liaise with Glos highway Noted  Cllr Jones to liaise with Glos highway  noted	Cllr Jones  Cllr Jones
Update from glos highways liaison meeting	Report distributed	noted	
Any other business	Tewkesbury Road Safety Liaison group update given by Cllr Richmond	Noted	
Date of next meeting	17 <sup>th</sup> September 2009 Stage coach representative  Meeting closed at 7.55pm	Website to be used to seek public comment for next meeting	

## **Minutes of the Community Building Committee held on 28th July 2009**

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

**Election of Chair:** Cllr G Jackson

**Election of Vice Chair:** Cllr K Peake

**Apologies:** Cllr V Ayres

**Minutes of previous meeting:** Approved as true record.

**Bookings:** 405 between 1<sup>st</sup> April & 28<sup>th</sup> July. Cttee agreed it would be useful to have figures broken down into block/casual/lost.

**Caretaker's Report:** None available. Noted request for alarm service requested. Chair confirmed that if Caretaker had any concerns he would be more than happy to discuss prior to next scheduled meeting.

**Youth & Community Report:** None available. Chair confirmed that as above, he would be more than happy to discuss any problems that arose.

**Treasurer's Report:** No major expenses incurred since last meeting. Cttee agreed that running total of balance would be helpful.

**Any Other Business:** Suggestion that role of this committee could perhaps be merged with the Office Committee from next council year, as day to administration of building running smoothly.

**Date of Next Meeting:** Tuesday 15<sup>th</sup> September 2009 at 6.30 p.m.

## Unacceptable behavior policy – to be discussed and agreed by resolution

- Stage 1 - first offence - warning letter to be sent to individual by Clerk (except where Clerk is victim of alleged behaviour then Chair to send letter)
- in event of "gross misconduct" - eg physical assault, report to police - then Stage 1 may be bypassed)
- Report to councillors at earliest opportunity - suggest email unless convenient meeting with details of offence and warning letter.
  
- Stage 2 - repeat offence - banning letter for 3 months from all council property to be issued by Chair or Clerk
- Agenda item at next full council for Councillors to be asked to support Stage 2 letter by resolution
- Individual has right of appeal in writing to Council within 21 days of Stage 2 letter - appeal should be heard by panel of 3 senior councillors from the Finance Committee who can take evidence from wherever appropriate (suggest Chair, Vice Chair and Financial Councillor if available or chair of relevant committee )
- Council to be presented with written report of appeal panel findings for endorsement (or otherwise)
- Individual to provide written apology and assurance that behavior will not be repeated at end of three month period – standard letter with signed return slip
- Probationary period for 3 months, where individual must make appointment in advance to enter premises.
  
- Stage 3 -Third offence – banning letter to be permanent unless Council decide to change by agenda item at full council meeting at some point in future (note minimum of 6 months before changing decisions of council unless standing orders are suspended)

When a policy is agreed it is recommended that it is added to the standard orders pack at the next available annual review.

Voucher	Code	Date	Minute	Bank Cheq. No.	Description	Supplier	
185	270	13/07/2009	traff	1 3253	cleaning bus shelters	K White	88.00
186	75	13/07/2009		1 3254	stationery and office sundries	commercial	249.48
187	86	13/07/2009		1 3254	stationery and office sundries	commercial	27.34
188	357	13/07/2009	gp	1 3255	delivery of newsletters	ADS	250.00
189	179	13/07/2009	pg	1 3256	replace s/f tap	P Baker	30.00
190	73	13/07/2009	office	1 3257	telephone office	total Ltd	74.83
191	181	13/07/2009	pg	1 3258	Ground Maintenance	D Walker	850.00
192	280	13/07/2009	pg /office	1 3260	grass cutting	glebe contractors	43.70
193	61	13/07/2009	pg /office	1 3260	grass cutting	glebe contractors	861.12
194	402	13/07/2009	pg /office	1 3260	grass cutting	glebe contractors	129.56
195	88	13/07/2009	office	1 3261	office cleaning	Low Cost Cleaning Ltd	135.70
196	71	13/07/2009		1 3262	arnold baker 8th edition	Lexis Nexis	72.45
197	76	13/07/2009	fc	1 3263	Local council magazine	NALC	13.50
198	406	13/07/2009	fc	1 3264	Grant to Roses theatre	Roses Theatre	3,000.00
199	64	13/07/2009	pg	1 3265	cable way seat and chain	Wicksteed Leisure Ltd	136.01
200	20	13/07/2009	allot	1 3266	refund of rent	R stevens	13.70
201	181	13/07/2009	pg	1 3268	Ground Maintenance	D Lewis	850.00
202	184	13/07/2009	pg	1 3269	materials for ground mainten	Place Maintenance Ltd	293.25
203	54	13/07/2009		1 3270	staff training	GAPTC	35.00
204	90	13/07/2009	pg	1 3271	adv for public notice	Northcliffe media	52.00
205	85	13/07/2009	office	1 3272	computer equipment	TCG-IT	2,753.19
206	85	13/07/2009	office	1 3272	computer equipment installatio	TCG-IT	862.50
207	85	13/07/2009	office	1 3272	monthly IT support contract	TCG-IT	138.96
217	174	13/07/2009		1 3280	gas at sports field	british Gas business	192.10
218	215	13/07/2009		1 3281	fire extinguisher service	cleeve fire	121.56
219	173	13/07/2009	pg	1 3282	refund of part booking for ast	J Symons	31.05
220	282	13/07/2009	pg	1 3283	ditch maintenance contract	P Baker	228.47
221	71	13/07/2009	office	1 3283	installing notice boards	P Baker	33.75
222	20	13/07/2009		1 3267	refund of rent	M Willis	20.50
255	77	13/07/2009		1	bank charges	Lloyds TSB	55.87
137	23	16/07/2009	allot	1 3259	MoT type 1	Elliott and Sons Ltd	230.00
261	188	19/08/2009	pg	1 3289	dredging sports field brook	Phil Baker	2,500.00
263	215	19/08/2009	cb	3 949	annual service for alarm	Specialised Security Systems L	99.48
264	208	19/08/2009	cb	3 950	refund of booking	N Vale	20.00
265	63	19/08/2009	pg	1 3295	hedge cutting	glebe contractors	355.35
266	26	19/08/2009		1 3294	numbers for allotments	Cleeve Supplies Ltd	84.20
267	64	19/08/2009	pg	1 3294	padlocks and chain	Cleeve Supplies Ltd	12.74
268	181	19/08/2009	pg	1 3290	ground, cleaning, sweeping	D Walker	850.00
269	181	19/08/2009	pg	1 3287	ground, sweep, cleaning	D Lewis	850.00
270	184	19/08/2009	pg	1 3288	mower hire	Place Maintenance	293.25

271	270	19/08/2009	traff	1 3292	cleaning bus shelters	Ltd	78.00
272	402	19/08/2009	pg/office	1 3293	grass cutting	K White	194.34
273	61	19/08/2009	pg/office	1 3293	grass cutting	glebe contractors	1,335.38
274	82	19/08/2009	office	1 3291	elec at office	glebe contractors	299.04
275	72	19/08/2009		1 3286	insurance	Scottish power	8,208.79
276	89	19/08/2009	office	1 3285	window cleaning	SLCC	86.25
277	64	19/08/2009	pg	1 3284	entry fee for competitiion	hi-lo	5.00
278	88	19/08/2009	office	1 3297	office cleaning	Gloucestershire Playing Fields	169.05
279	73	19/08/2009	office	1 3296	telephone office	Low Cost Cleaning Ltd	89.82
280	370	19/08/2009		1 3298	loan repayment	total Ltd	11,264.68
						Public Works Loan Board	
							£38,669