

Bishop's Cleeve Parish Council

Meeting held on 3rd July 2008 at 7.30pm at the Tithe Barn,
Bishops Cleeve.

Welcome and introduction by chair of Council .

The Chair of the Council welcomed Cllr Kate Peake to her first meeting. The Chair reminded Councillors' of the code of conduct.

Attendance – Councillors' P Lightfoot (chair) A Lightfoot, V Ayres, G Jackson, P Taylor, J Habgood, P Badham, M Cooper, J Stephens (8pm) J Peake, K Peake, P Richmond, C Lawrence, P Rawlings and Clerk

Borough Councillor Richardson and County Councillor Jones

Declaration of interests was made by Cllr Taylor in respect of SWARD

Public session took place with information from Phil Clapham, Youth Club Leader regarding the activities that had been taking place and the numbers of young people using the youth club on a weekly basis. He also recognized the need for more detached youth work, but was limited by funding.

End of public session

08/88 There were no Authorisation of absences as no absences had been notified in advance to the clerk. The absence of Cllr Mackinnon was noted by Councillors. The absence of Cllr S Hillier-Richardson was noted by the Council.

08/89 Minutes of previous meeting were agreed and signed as a true and accurate record

08/90 Matters arising from minutes of previous meeting for information purposes only Cllr A Lightfoot informed Council that the bin behind Lidl's had now been placed on the high frequency emptying rota by Tewkesbury Borough Council.

Cllr Rawlings informed Council that work was ongoing in the issue of ensuring that parking restriction signage was up to date and standard.

08/091 Minutes from Committees were noted and questions answered as follows

- **Emergency – Finlay Way /Bramble Chase tree clearance work will be clarified by Cllr Taylor following discussions with TBC Officers**
- **Planning - It was confirmed that the planning committee had made no additional comments on the resubmission of the planning application for the Tithe Barn project.**
Cllr Richmond confirmed that he had seen the draft report on the VVV study and it now contained the data he had requested. The Chair of Planning committee requested that Cllr Richmond submit to the planning committee his notes and the report that the notes relate to, for their information. Cllr Richmond agreed to do so.
- **Playgrounds - It was confirmed that Cllr Stephens and the Clerk had attended a meeting at the request of the Football Foundation, from which several issues had arisen and had been reported to the Playgrounds Committee. The Committee will be having further discussions on the matters raised. It was further confirmed that all committees receive financial data at every committee meeting. The Clerk also reminded Council that monthly financial data is available on the committee notice board in the parish office for the scrutiny of Councillors and the public.**
- **New Parish Office - non quorate for first meeting, second meeting had taken place and minutes were distributed at the Council meeting. Completion date noted. Ideas for opening ceremony are being discussed, including the**

involvement of the Chamber of Commerce Christmas Lights function, which received a positive response from Council.

- **Community Building- non quorate.** Chair of Council reminded Councillors that if Councillors are going to be absent for a committee meeting, it is good practice to inform the clerk (preferably via email). The Clerk will then inform Committee members if a meeting is in danger of being non-quorate.
- **Allotments -Role of an Allotment Society** was highlighted by Chair of committee.

08/92 Vacancies on Community Building, New Parish Office and Allotments committees were filled by Cllr K Peake. Cllr Lawrence was elected to the Emergency committee. There remains a vacancy on each of the Planning and Community Building Committees

08/93 Financial reports presented by Clerk

Expenditure was authorised by Council as stated on the cheque list. Council withheld authorization on the payment for sand, pending further enquiries by Clerk.

Annual return and income and expenditure account was authorized by Council and signed by the Chair of the Council.

08/94 Clerks Report

Dates for diaries was noted

Correspondence Received was noted

Report from Clerk re Cilca Qualification was noted and Council wishes the clerk to confirm why it is recommended that the names of Councillors are not included as standard in minutes.

08/95 Request for a bye law regarding dog walking at sports field was discussed by Council and the clerk was instructed to liaise with TBC and report back to Playgrounds Committee. The clerk was instructed to prepare notice for website and parish notice boards on the dangers associated with dog fouling in play areas. A notice is to be prepared directing dog walkers to Kayte Lane and Grangefield areas.

08/96 Request for action regarding lamp-post posters was discussed and Cllr Jones informed the Council that discussions are ongoing between County and Borough Councils. The matter was referred to the Traffic and Highways Committee. The matter of "A" boards was referred to the planning committee to consider along with other types of street furniture.

08/97 Cllr Rawlings raised the subject of poly-clinics/GP surgeries. The Council agreed that the Clerk should write to the local MP, at the bequest of Cllr Rawlings to seek full information sharing and consultation with all levels of local government.

08/98 A request to be made to PCT to conduct a health study was made by Cllr Badham, who declared an interest in the matter (prejudicial). Council agreed to wait for GCC overview/scrutiny report to be made available before proceeding further.

08/99 Resolution agreed that the Parish Council authorize the New Office Committee to make a grant application to Entrust if the committee is so minded. The Parish Council authorize the signing of the grant application form on the behalf of the New Parish Office Committee by the Chair and Vice-Chair of the Council.

08/100 Reports from Borough Councillors were noted

08/101 Report from County Councillor was noted.

08/102 Any other business at the discretion of the Chair, for information purposes only.

Condition of alley in Hayley Close/Stoke Road was referred to Cllr Jones

Condition of browning seat on Station Road/School Road was referred to Highways Committee

Condition of finger post sign on corner of Stoke Road/Cheltenham Road was referred to Highways Committee

Complaints were made regarding the recycling area in Tesco's car park.

Thanks were recorded from Cleve Colts and Carnival Committee respectively

Council was informed that the RSS will be published during July 2008

The Chair of Traffic Committee gave Council an update pending the next traffic committee meeting, namely that Meeting with Civil Parking Officers had taken place. June 2008 had seen 13 visits and 21 PCNs issued. Consideration being given to enforcement of drop-kerb and pavement parking. Ongoing situation regarding parking signage was noted.

Meeting closed at 10.15 pm

Date of next meeting September 4th 2008 at 7.30 pm

Signed

Chair to the Council. 4th September 2008

Bishop's Cleeve Parish Council

The public are invited to attend the parish council meeting to be held on 3rd July 2008 at 7.30pm at the Tithe Barn, Bishops Cleeve.

Agenda

Welcome and introduction

Declaration of interests

Public session

Authorisation of absences

Minutes of previous meeting to be agreed and signed as a true and accurate record

Matters arising from minutes of previous meeting for information purposes only

Minutes from Committees to be noted including

Emergency (5)

Planning (6)

Playgrounds (7)

New Parish Office - non quorate

Community Building- non quorate

Allotments (10)

Vacancies for Council Committees on the following committees

Community Building (2)

Planning (1)

New Parish Office (1)

Allotments (1)

Emergency (1)

Finance (12)

Expenditure authorised by Committees to be noted

Expenditure previously authorised by Council to be noted

Expenditure to be authorised by Council

Annual return and income and expenditure account

Clerks Report including (13)

Dates for diaries

Correspondence Received

Report from Clerk re Cilca Qualification

Request for a bye law regarding dog walking at sportsfield. Cllr P Lightfoot

Request for action regarding lamp-post posters- Cllr Jackson

Matter to be raised by Cllr Rawlings with regard to poly-clinics/GP surgeries

Matter to be raised by Cllr Badham with regard to a request to be made to PCT to conduct a health study

Resolution to be agreed regarding the signing of a grant request form on the behalf of the New Parish Office Committee

Reports from Borough Councillors to be noted

Report from County Councillor to be noted

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

Date of next meeting September 4th 2008 at 7.30 pm

Bishop's Cleeve Parish Council

Minutes of The Parish Council Meeting held at the Tithe Barn on Thursday, 5th June 2008 at 7pm

- **Invited Speaker – Barbara Farmer representing SWARD gave a visual presentation of the landfill sites at Stoke Road, Bishops Cleeve.**

Questions and Answers included the following points:

What is the response of Glos PCT? It was stated that the Glos PCT are quite supportive. It was suggested that the Parish Council may like to write to the Glos PCT to request a Health Study.

What is the current situation regarding planning application? It was stated that if a planning application is on the table by 30/9/08 it would be deemed in appropriate to enforce the dismantling by 31st December 2008.

Has GCC identified a preferred site in Quedgley? It was confirmed that Defra has stated that the application for funding made by GCC does not mean a commitment to a preferred site has been made.

- **Public Session**

Mr Taylor raised concerns regarding the debris left following tree/hedge cutting at the tithe barn. County Councillor Jones will raise the matter at GCC

Mr Taylor raised concerns regarding the number of holes left in the pavement by an utility company. County Councillor Jones will raise the matter at GCC

Mr Holliday raised concerns regarding the crossing of Finlay Way to reach the play area. It was confirmed by County Councillor Jones and Parish Councillor Rawlings that the matter had been discussed with Gloucestershire Highway.

A Southam resident raised the matter of parking tickets being issued in Church Road. Cllr Rawlings confirmed that the matter of signage was under discussed with Gloucestershire Highways and TBC

**PC Boulton asked Councillors' to note that a meeting of the volume crime group was to take place on 30th July 2008 at TBC offices at 4pm
End of Public session 8pm**

**08/76 In attendance were Parish Councillors' P Lightfoot (chair) A Lightfoot, V Ayres, J Stephens, P Richmond, C Lawrence, P Rawlings, P Taylor, J Peake, J Habgood, M Cooper, P Badham. Borough Councillors S Hillier-Richardson, J Richardson and County Councillor Jones.
Apologies noted and authorised by Council were received from Cllr Jackson**

The absence of Cllr Mackinnon was noted by Council
08/77. Declaration of interests were made by:
Cllr Peake regarding his relationship with prospective Councillor Kate Peake
Cllr Taylor declared that his household was a member of SWARD

08/78. Co option of Parish Councillor for St Michaels Ward took place with Kate Peake duly elected after a ballot.

08/79 Minutes from meeting held on 1st May 2008 were agreed for accuracy and signed Matters from those minutes raised for information purposes only included:

- VAT position- confirmed as awaiting written information.
- Identity badges – progress confirmed by Cllr C Jones

08/80. Reports from Committees were noted including

- New Parish Office
- Planning

Cllr Badham declared an interest in the car park application for Tesco's and then asked for further information.

Cllr Hillier-Richards asked for information regarding the dangerous structures list.

- Playing fields and playgrounds noted.

Cllr Lawrence asked for confirmation that due process had taken place regarding the preferred contractor for the skate park and south park. Chair of playgrounds confirmed.

Cllr Richmond asked for further information on the scope of the legal advice to be sought. Chair of Playgrounds confirmed that the playgrounds committee was seeking legal advice regarding the points raised under planning permission and building control certificate reports.

Cllr Richmond noted that some families were visiting Finlay Way play area because they felt that Pecked Lane was in a poor state of repair. Chair of Playgrounds responded that the Committee was aware of the condition of Pecked Lane play area, and as it was still functioning the play area was put on the forward plan prepared as part of the budgeting prioritizing process. Cllr Taylor noted that Millham Road play area is in close proximity to the proposed Homelands Farm development and the Committee were awaiting the outcome of the planning process.

- Traffic –noted

Cllr Rawlings informed the Council that the parking point leaflet was now available on the website and from the Parish Office.

Other points raised included Correspondence from:
resident in Two Hedges Road
Governor at Cleeve School

Monthly figures from TBC regarding parking enforcement, namely 17 visits made between 1st May and 31st May. 54 PCN's had been issued.

- Allotments - noted

Cllr Lawrence sought clarification of who had attended the allotment committee meeting.

- **General Purposes –noted**

Cllr Rawlings confirmed that he had sent his apologies for this meeting. Cllr Lawrence questioned the need for applemac IT. It was confirmed that the statement was that if and when IT was considered for the new office, it would be noted that the website was currently set up on applemac technology. Cllr Lawrence also raised concerns regarding the size of the bin behind Lidl's. It was confirmed that the Committee was waiting the outcome of the proposed development in that area.

08/81 Council discussed a policy matter on Allotment Committee where Committee Councillors have made a request regarding renting an allotment plot. After seeking advice from GAPTC regarding the functionality of the committee, Council was informed by the Clerk that GAPTC had advised the following:

After consideration of various scenarios, I can only see a sequence of potential conflict of interests, against the Council's sustainability and management of the sites and the allotment holders interests, and therefore see great difficulty in the decision making. However we also must consider that the two councillors personal interest will be no more than other allotment holders and perhaps the important consideration is how big is the committee and their influence? For example, 2 holders in a 5 strong committee as against 2 holders in a 9 strong committee. (I am assuming this committee's terms of reference is that of decision making as opposed recommending)

It is of course also only the councillors responsibility to decide if they have a prejudicial interest and not the rest of the committee to constantly police it.

After a discussion Councillors agreed to allow Committee Councillors to have an allotment on the same basis as other allotment tenants. It was also agreed that the Council should seek to have an additional Councillor elected to the committee at the next parish council meeting. A review of the situation should take place in 6 months. This proposal was agreed by Council, with two Councillors' abstaining.

08/82. Finance

Noted payments for month of May 2008 authorised by Committees

Noted payments previously authorised by Council

The attached Schedule of payments were authorised by Council

08/83. Request for \$137 donations was considered and Council agreed to make a donation of £650 to Bishops Cleeve Senior Club.

08/84. Clerks Report including dates for diaries were noted including the additional date of 11th June 2008 for a meeting of the new parish office committee

08/85. Borough Councillors' Reports were distributed by Cllr S Hillier Richardson, A copy of which is available in the Parish Office. Cllr Richardson, Cllr Richmond and Cllr Taylor reported verbally to the Council

08/86. County Councillor Jones reported verbally to the Council. A copy of points made is available in the parish office.

08/87 Any other urgent business at Chairs discretion that does not require decisions to be taken included note of correspondence received including:

**Local point for recycling boxes to be referred to General Purposes
BT proposal to realign pay phone provision in Tewkesbury Borough
Record of thanks from British Heart Foundation for use of Sportsfield
Cllr Peake raised concerns regarding the recycling facilities at the Tesco
Car park site.**

**Cllr Lawrence informed Council that he would be attending Cleeve
School open festival day**

Meeting closed at 9.40 pm

Date of next meeting 3rd July 2008 at 7.30 pm

Signed.....

3rd July 2008

Emergency Planning Committee minutes of meeting held on 10th June 2008 at 7.30

Present Cllrs Taylor, A Lightfoot, Rawlings, Richmond.

Also Present: Cllr P Lightfoot (ex-officio) Cllr C Jones (County)

Apologies noted from Cllr Peake and Ayres

1. Election of Chair – After nomination and seconding a vote was taken and Cllr Taylor was elected chair of Emergency Planning Committee by majority.
2. Election of Vice- Chair – After discussions it was agreed to postpone this decision until the next meeting.
3. Public Session – no members of the public attended
4. Minutes from previous meeting were agreed and signed as a true record.
5. Matters arising for information purposes only.
Clerk informed Committee that discussions with contractors were taking place regarding the removal of debris from the side of the brook at the sports field
Cllr A Lightfoot will contact P Clapham, Youth Worker at Community Building
Cllr Richmond sought clarification on the type of radio available
Cllr Rawlings sought clarification on the situation regarding the sand ordered
6. Budget and year to date actual expenditure was noted by Committee
7. Future expenditure at Nottingham Road brook was discussed and clerk was instructed to seek a quotation from contractors who cleared Milham Road brook and to seek amendment to quotation from P to include take a way debris from site and to make a gentle slope at the bank edge
8. Community emergency plan draft. Cllrs were asked to send feedback to clerk by 1st July to be collated for next meeting committee meeting.
9. Correspondence and photographs from Mr P Holliday noted re sports field brook and Clerk/Chair of Council to write to Mr Holliday regarding Health and Safety issues and also record keeping being undertaken by Council.
10. It was noted that the Council is paying for a contractor on a weekly basis to monitor and to clear debris from the sluice gate at the sports field.
11. It was agreed that efforts would be made to arrange a meeting with Cllr Jones, Cllr Taylor, Clerk, Pat Mooney (Glos Highways) and Mr Holliday asap.
12. A meeting is to be arranged with other agencies/groups who have indicated a desire to be involved in the community response.
13. Cllr Richmond suggested a survey of watercourses . Cllr Jones informed the Committee that the County Council are working on the same project at the present time.
14. Cllr Jones is to seek further information regarding the project plan.

Date of next meeting 17th July 2008 at 7.45pm (after Traffic) apologies from Cllr Jones

Meeting closed at 8.25pm

Bishops Cleeve Parish Council – Planning Committee
 Agenda of meeting held at 6.30 pm on Tuesday 10th June 2008

1. Present AL GJ, PT , PL
2. Apologies noted VA, JP,
3. Minutes of meeting held on 25th May 2008 agreed
4. Planning Applications received for consideration Prejudicial interest was declared in Tithe Barn Application by Cllr Taylor

Site Address	TBC ref no.	Proposal	BCPC response
4 Tobyfield Rd	08/00677/ful	Resubmission for 1 st floor extension No objection (papers not located)	support
Capita, The Grange	08/00700/adv	2 halo illuminated signs	support
Honeycroft, stoke road	08/00713/ful	conservatory	Support
The Roost, Brockhampton	08/00721/ful	Loft conversion	support
83 Crown Drive	08/00756/ful	Single storey extension	support
The Tithe barn resubmission	08/00775/ful	2 storey extension Objection previous	No additional comments

5. Decisions made by TBC/GCC noted

Site address	Ref number	BCPC	TBC
12 Hemming way	06/00485/ful	objection	permission
2 – 8 Mill Parade	07/00798/ful	observation	permission
Temporary transfer station- Cory	08/0013/twmaj w	objection	Refusal -GCC
26 Sedgley Road	08/00534/ful	Supported	permission

6 Other notices noted

Site address	Ref number	BCPC	TBC
132 Cheltenham Road	08/00088/ful	objection	withdrawn

Homelands Farm 08/00448/out not publicised – letter from Communities and Local Government sent to TBC

7. Grundon planning letter from BCPC sent

8. Any other business for information purposes only

The Meeting closed at 7.05pm

Next meeting June 24th 2008

Playgrounds Committee meeting held on 12th June 2008, at 7.30 pm in the Parish Office.

1. Welcome and introduction
2. .Public Session. No members of the public attended.
3. Attendance – Cllr Stephens (Chair of meeting) Cllr Habgood, Cllr Cooper and Cllr Taylor (arrived at 8pm)
4. Apologies from Cllr P Lightfoot, Cllr J Peake, Cllr Ayres
5. Minutes of previous meeting were agreed as a true and accurate record and signed.
6. Matters arising from previous meeting for information purposes only:
 - VAT- still awaiting written confirmation.
 - Clerk to apply to land registry to ascertain ownership of shrubbery land. Clerk given to permission to spend upto £100
 - Springy toy at pecked lane – to be removed – Clerk given permission to spend up to £400
 - Holes in floor surface at Milham Road- Clerk instructed to obtain quotation from Matta products ltd.
7. Planning permissions- It was confirmed that planning permission was required for sign at entrance to sports field.
8. It was agreed by the Committee that the clerk should seek a report/prices from local builders to bring the sports field pavilion building up to the standard required by building control regulations. Cllr Stephens declared an interest in a local builder. It was agreed that work should be done during the close season of 09/10 after preparation of a schedule of works, and competitive tenders had been received. It has been confirmed by TBC that this timescale would be acceptable providing that an access statement is prepared and accepted by them.
9. After discussions it was agreed to seek legal advice on the offer from the bowls club regarding them doing the ventilation work themselves.
10. The Committee noted that the clerk had asked the bowls club to arrange 2 more quotations for the doors.
11. It was agreed that following receipt of legal advice regarding the lack of building control certificates and planning permissions, the committee would wish to engage with the project architects regarding the bowls club and the sports field pavilion.
12. With regard to the lease of the land from TBC, conversations had taken place and BCPC is awaiting a response from TBC legal team.
13. The Committee noted the minutes from the Sports field Users Group
 - a)The Committee agreed to seek a byelaw to prevent the walking of dogs on the sports field. The clerk to put on full parish agenda.
 - b)Cllr Stephens to take up the issue of the rabbits.
14. Feedback from the FA monitoring and evaluation meeting was distributed by the Clerk and the committee agreed to the following actions.
 - i) Detailed action plan and feasibility study to be done by the Clerk. Points to be included
 - Whole Ethos, Cost of Closure, Timescale for Closure, extension of use, points raised as actions following the M & E Meeting, 5 year plan from date of grant to

be evaluated and 5 year plan projection to be completed, income and expenditure actual against proposed.

ii) Users group to be involved in feedback to the FA.

iii) Other organisations to be invited to be part of sports field management. Cllr Taylor was instructed to follow up communication with Cleeve School to investigate avenues of support.

15. South Park

After detailed discussions regarding the financial implications of the planning permissions/building control certificates, the budget for South park was confirmed and subject to the expenditure identified and agreed by the Committee, the Committee agreed to proceed with the provision of the play equipment at the South park location. The total budget for the play equipment was agreed at £30k and the preferred contractor was agreed as PL. The Clerk was instructed to place the order with PL

Budget figures were agreed for the hedge cutting (post September) and pedestrian access gate at Cheltenham Road.

16. Skate Park

After receiving a revised design following the consultation day held at the sports field, the Committee agreed to accept the revised design and quotation ref no 10023. The budget was set at £45k for the skate equipment. The clerk was instructed to write to PL with a formal order.

17. Year to date expenditure was noted see report dated 11th June 2008

18. Payments for May 08 were agreed see report dated 11th June 2008. Cllr Taylor requested clarification on the utilities invoiced

19. Income for May 08 was noted.

20. It was agreed that the Committee wished to discuss the rental income from the pavilion and the clerk was instructed to place an item on the agenda for the next meeting.

21. It was agreed that the Committee would like to discuss the concept as a pay as you play floodlighting system.

22. It was agreed that the Committee would like to discuss a maintenance schedule for the pavilion.

23. Quotations received.

The committee deferred a decision on the reinstatement of the path at Milham Road, pending planning outcome for Homelands Farm

The committee deferred a decision on the pollarding of willow trees at Milham Road pending information from TBC

24. The Annual inspection report has been received and the clerk highlighted to the committee points raised that required attention. The Committee agreed on the following actions,

- Finlay Way, Clerk to contact supplier
- Pecked Lane, Clerk to obtain quotations to remove equipment identified as a risk.
- Milham Road, Clerk to obtain quotations to remove equipment identified as a risk

25. Correspondence Noted and actions agreed

- Mr Winter – Clerk to reply
- Cleeve School – Cllr Taylor to respond
- Parishioner congratulating Council on grass cutting noted

26. Any other business

Cllr Stephens informed Committee that she would be inviting M Walker to attend sports field users group meeting.

Date of next meeting 10th July 2008. Meeting closed at 10.20pm

A Meeting was held for the Allotment Committee in the Parish Office on 26th June 2008 at 7.30pm. The public attended

MINUTES

1. Declaration of interests – Personal and Prejudicial was made by Cllr Habgood
2. Election of Chair and Vice Chair of Committee took place and Cllr Habgood was elected chair, with Cllr Stephens elected Vice-chair.
3. suspension of standing orders to allow for Public Session
There were 12 members of the public and the following points were raised:
 - Lock on gate is causing considerable inconvenience
 - Tenancy agreement was read out and explanations of current eviction process
 - Ragwort is growing again
 - Confirmation sought on whose responsibility the hedge by the horse fields are
 - Information sought on time scale for water provision for plots 80+
 - Explanation of s106 monies
 - Information on plans for ragwort field.
4. Reinstatement of standing orders at close of public session
- 5 Minutes from previous meeting were agreed and signed by Chair.
 - Cllr Taylor noted that he had proposed all committee members should have allotments. Nobody seconded and therefore no action was taken.
- 6 Matters arising from those minutes to be noted for information purposes only
 - A comparison with the estimated usage and the actual water consumption was requested
7. Actions to be agreed following presentation of inspection report
 - 32a no further action
 - 26 discussed with plot holder and agreed that a councillor would meet plot holder on site and discuss work programme
 - 58 Eviction process to be started
 - 28 New tenant in place
 - 31b 1st notice asking for grass to be cut (now giving up)
 - 44 Notice to ask for cultivation of plot
 - 72a Notice to ask for cultivation of plot
 - 73 New tenant no action
 - 63 Notice to cultivate plot
 - 87-90 Notice to ask for cultivation of plot
- 8 Waiting list update – 8 Bishops Cleeve Residents, 11 non B/C
It was agreed to create new strip behind plots 80+
9. Request for rent of part of ragwort field to Cllr Habgood was agreed as following.

300sq meters at the same rent as all other tenants. £10 admin fee as all other new tenants. Clerk was instructed to set up.

10. Proposal to form an allotment society was put by Cllr Taylor. After discussions it was agreed by the committee to proceed. Clerk was instructed to ascertain process.

11. Carnival report by Cllr Habgood. £45 to be received by Allotment Cost Code.

12. Budget and Authorisation of payment of invoices was presented by Clerk. See printout dated 26th June 2008. Clerk to look at utilities and repairs. The Committee noted the budget/expenditure comparisons. The Committee instructed the clerk to obtain a more robust lock in the short term.

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

Feed back from the Allotment Course attended.

Data base information, Newsletter (from Chair) Annual Tenancy agreement and rent request payments to be approved by Committee in July

Rabbits have been tackled.

Continue to liaise with police

Trees to be pulled up along fence line

Meeting closed at 9.05 pm

Signed by Chair.....31st July 2008

PAYMENT LIST FOR JUNE 2008 1807-1827

Power	reason	Committee authorized	amount
S137	Spades/torches	Emergency	42.86
GLA 1976 s19	Grass cutting	Playgrounds	846.00
S137	donation	Full council	650.00
GLA 1976 s19	Pitch preparation	playgrounds	258.50
GLA 1976 s19	Pitch preparation	playgrounds	470.00
LGA 1972 s133	Office Rent	Full Council	1175.00
LGA 1972 s133	Fax	Full Council	55.97
Open spaces 1906 s9	Plants for shrubbery	Playgrounds	54.95
LGA 1972 s133	New barn construction	Full Council	1205.25
GLA 1972 s112	Salary Costs (paye, NI, pension & salaries for staff)	Full Council	3221.93
GLA 1976 s19	Annual safety inspection	playgrounds	219.96
GLA 1972 s111	Training for staff and Councillors	Allotments	120.00
GLA 1976 s19	Key replacement	playgrounds	25.50
S137	Sand for emergency	Emergency	587.50
GLA 1972 s112	Data protection training for clerk	Full council	60.00

Clerk will distribute annual income and expenditure accounts for Council to approve, as prepared by internal auditor. Council to agree that Annual return to be signed by Chair of Council subject to approval of above.

CLERKS REPORT

Dates for your diaries

June 30th – Clerk meeting Cleeve school re sports field development
July 2nd – New Office Committee meeting
July 3rd Parish Council
July 8th Planning
July 8th General Purposes
July 9th Clerk on training
July 10th Playgrounds
July 14th Clerk – mentoring CiLCA
July 17th Traffic
July 17th Emergency/ Community Response
July 22nd Planning
July 22nd Community Building
July 24th Financial regulations – Chairs of Committees and Council
July 24th proposed Human resources subcommittee
w/c July 28th Clerk working from home – feasibility study (sports field following M & E meeting with Grant providers and business plan new barn)
July 31st Allotments
August 11th and 18th – Clerk on leave

Communications received

Ringling in the Olympics invitation.

Feedback from Cilca Training

1. Completed portfolio.
2. Financial Regulations to be adopted asap
3. Complaints procedure – Does Council have one if not would they like to consider adoption model procedure in September 2008 meeting
4. More recognition of powers to act/spend recommended
5. Insurance, Risk Assessments, Asset Registers need annual reviews
6. Recommended no names in minutes
7. Apologies should be sent in advance to proper officer (clerk)