

Bishops Cleeve Parish Council

Meeting held on 6th November 2008 at The Tithe Barn at 7.30 pm

Chairs opening remarks. Cllr A Lightfoot acted as Chair pending the arrival of Cllr P Lightfoot.

Present: Cllrs A Lightfoot, P Richmond, C Lawrence, P Rawlings, P Badham, G Jackson, M Cooper, J Habgood, P Taylor, K Peake, J Peake (7.35pm) P Lightfoot (8.15pm). Borough Councillor S Hillier-Richardson and County Councillor C Jones.

1 Member of the Public, 1 Police Officer, 1 CPSO, Village Agent.

Absences of Cllr Stephens and Cllr V Ayres were authorised. The absence of Cllr Mackinnon was noted.

Declaration of interests were declared by Cllr P Taylor (SWARD) and Cllr P Rawlings (Friend of Roses Theatre).

Public Session.

Police – no comments to make

Mr M Taylor noted an omission on the footpath survey that he had completed in that Bridleway no 26 width should be recorded as 1.7m wide

Mr M Taylor asked the Council for its views on the new regulations for the use of the Recycling Centre in Stoke Orchard. County Councillor Jones will ascertain the new regulations.

Public Session ended at 7.40 pm

08/125 Borough Councillor reports were distributed and noted. Cllr Taylor gave a verbal report. Cllr Habgood sought clarification on recent press reports regarding s106 monies for building developments in the Bishops Cleeve area. Cllr Rawlings sought further information on the responsibility of TBC with regard to pot holes at the library entrance to the car park. A request was made for a map with Borough boundaries updated since 1st April 2008. The Clerk informed Council that a request had been made to Officers at TBC and she was still waiting for a copy of the map.

Cllr Hillier-Richardson informed Council that TBC had agreed to charge residents for the green recycling boxes and she felt that the need for the recycling facilities currently situated in Tesco's car park was ongoing. Cllr A Lightfoot informed Council that the Planning Committee had requested additional facilities from TBC.

08/126 County Councillor Jones gave a verbal report. Cllr Rawlings highlighted an ongoing concern regarding the lighting in the Bishops Drive shopping area.

08/127 Minutes from previous meeting were agreed and signed

08/128 Matters arising from previous minutes included update on the fingerpost sign which is to be maintained by GCC in the spring. Cllr Richmond asked for update on muga fence panel repair.

08/129 Minutes from Committee meetings were noted.

Playgrounds: Cllr Richmond sought clarification on the idea of changing the chain for a bar on the zip wire. Cllr Jones congratulation Committee on the skate park and south park developments. Cllr Richmond expressed concern on the lack of capital investment in the Pecked Lane Play area.

General purposes: Cllr Jones reported that no other authority or organisation had accepted responsibility for the removal of the seat from Bishops Drive. He requested that the General purposes committee consider financing a replacement. Cllr Badham requested an update on the Free Trade Village.

Traffic: Cllr Rawlings informed Council regarding the progress on Church Road parking restrictions.

Community Building: noted

Planning: noted – Cllr Badham declared an interest and sought clarification on the Tesco planning application.

New Office: noted – Cllr A Lightfoot informed Council that the building was due to be handed to TBC on 10th November and was due to be legally transferred to BCPC on December 1st.

Allotments: noted

Cllr P Lightfoot took over the chair at this point.

08/130 Council agreed a resolution to authorise the Chair and Clerk to sign the legal paperwork for the new office.

08/131 Council noted and authorised payments made since October 2nd

08/132 Council agreed by a majority decision a resolution to pay Councillors an annual allowance of £150.

08/133 Council noted and authorised the annual salary increase in line with national agreement and employee contracts.

08/134 Clerks report as attached. Additional dates for diary – Friday 16th January at the new office for Councillors and Spouses. Meeting for new office committee Monday 24th November.

08/135 Financial planning for 09/10. Councillors' agreed the following policies.

- a) to lock and unlock Cemetery gates. It was noted that the current caretaker had provisionally agreed to undertake this role. At this point Cllr Lawrence questioned what the Clerk did. The Clerk momentarily left the room and the Chair of the Council informed Cllr Lawrence that his behaviour was unacceptable and respect should be given to all employees of the Council (the Clerk returned during this statement).
- b) Grange field. It was agreed the Council would be prepared to adopt Grange field subject to appropriateness of covenants and that the space being at an acceptable level of maintenance at time of adoption.
- c) Grant to the Roses Theatre. Cllr Taylor declared an interest in his capacity as a Borough Council Executive Committee Member. Cllr Rawlings restated his declared interest as a friend of the Roses Theatre. Subject to the financial viability for 09/10 being confirmed and that school outreach work should include Grange field Primary school, the Council agreed to make a grant available in the sum of £3000

08/136 S137 grants were agreed for The Poppy Appeal in the sum of £250 and for Winchcombe Day Care Centre in the sum of £75

08/137 Any other Business at the discretion of the Chair for information purposes only.

Cllr J Peake spoke in appreciation of the recent training session held at the Parish Council.

Cllr Badham thanked the Council for the contribution to the cost of the Christmas Lights.

Cllr Habgood informed Council that he had attended the Transitional Town meeting

Cllr Richmond asked Councillors to report any street lighting problems

Cllr Taylor informed Council that Bishops Cleeve Primary School was holding their annual fireworks display on Friday 7th November.

Meeting Closed at 9.10 pm

Date of next meeting 4th December 2008

Bishop's Cleeve Parish Council

Meeting to be held on 6th November 2008 at 7.30pm at the Tithe Barn,
Bishops Cleeve.

Councillors are summonsed to attend the above meeting.

Agenda

- 1.Chairs opening remarks**
 - 2.Attendance noted**
 - 3.Authorisation of absences as notified in advance to the Clerk**
 - 4.Declaration of interests**
 - 5.Public Session**
 - 6.Borough Councillors' Reports**
 - 7.County Councillor Report**
 - 8.Minutes from previous meeting held on October 3rd 2008 to be agreed and signed**
 - 9.Matters arising from those minutes for information purposes only**

 - 10.Minutes from Committee meetings held since October 3rd 2008 to be noted**
- Playgrounds**
General Purposes
Traffic
Planning
New Office (to be distributed)
Allotments (to be distributed)

11. Resolution to give authority to Chair and Clerk sign legal documents on new parish council office
12. Year to date budget/expenditure report
13. Payments made since date of last meeting to be noted and authorised (page 9)
14. Councillors to be asked to agree in principal to payment of allowances to elected Parish Councillors in the sum of £150 pa
15. Councillors to ratify annual salary increase in line with national agreement and employees contracts.
16. Clerks report including dates for diaries and correspondence
17. Forward planning for 09/10 budget – issues arising from financial subcommittee meeting held on 23rd October 2008
18. Request for authorisation of expenditure of s137 monies – see clerk report
19. Audit report for y/e 31/3/08 – see clerk report
20. Any Another of business at the discretion of the Chair of the Council for information purposes only

Signed
Belinda Holder
Clerk to the Council

BISHOPS CLEEVE PARISH COUNCIL

Minutes of Parish Council Meeting held on 2nd October 2008 at the Tithe Barn, Bishops Cleeve at 7.30pm

Chairs opening remarks

Attendance: Cllrs V Ayres, M Cooper, C Lawrence, P Rawlings, G Jackson, J Stephens, J Peake, K Peake, P Richmond, P Taylor. County Councillor C Jones.

Apologies accepted from Cllr J Habgood, P Badham

Apologies noted from Borough Councillors S Hillier-Richardson and J Richardson

Absence noted – Cllr Mackinnon

Members of the public from Deans Lee and representatives from the Roses Theatre.

Cllr Rawlings (Roses Theatre) and Cllr Taylor (SWARD) declared interest

Public Session

Representatives from the Roses Theatre addressed the Council and explained the background to their visit, namely planned budget

Residents of Deans Lea voiced concerns over recent plans by developer to sell housing stock to local housing associations. The Chair of the Council stated the position of the Parish Council was to support social housing and matters relating to planning conditions should be clarified by Tewkesbury Borough Council. Borough Councillor Taylor had made enquiries at TBC and reported that at the present time TBC could do nothing at this stage. It was agreed that Cllr Taylor would meet with the residents at a later date to facilitate further discussions. County Councillor Jones offered to facilitate a meeting with the Housing Association residents group. Cllr Richmond urged residents to consult the legal documentation held at the Borough Council Offices.

The public left at 8pm

08/116 Borough Councillor reports were distributed and noted

08/117 County Councillor reported verbally and answered questions from Councillors

08/118 The minutes of the previous meeting were agreed for accuracy and duly signed after the correction to the planning minute was made to read as “clarification on the batch of applications” and the traffic minute was made to read the “seat around the browning tree”.

08/119 Matters arising from the minutes for information purposes only. Cllr Rawlings informed Council that there would not be a traffic committee meeting in October, so the matter of Homelands Farm planning conditions would be discussed in November. The overhanging foliage on Finlay Way was brought to the attention of Councillors.

Cllr Taylor informed Council that he had obtained information regarding the lettings policy for the local Housing association where properties were subject to S106 conditions and it was priority to be given to Bishop Cleeve Residents, then to people who were employed in neighboring parishes and thirdly to those people with strong connections to the Parish and then to other people. However Housing Association purchases of housing stock on the open market were not subject to the above criteria. It has further been confirmed that all allocations at the Deans Lee site were to people with connections to local area (namely first 3 categories). S106 conditions does not cover buy- to -let properties.

08/120 Committee reports were as distributed. The following points were raised.

General Purposes – Cllr Richmond asked if we were aware of any restraints on logo designs. Cllr Jones reported that no organization has yet accepted responsibility for removing the bench from Bishops Drive. Cllr A Lightfoot (chair of Committee) informed Council that benches are within the remit of General Purposes Committee.

Playgrounds- It was reported that South Park was practically completed and that work on the Skate Park was about to commence with completion in time for the official opening date of 25th October 2008. Cllr Rawlings congratulated the Playground Committee on the progress of the play areas but expressed concern regarding the landscaping at the sports field. Cllr Richmond questioned the idea of a height restrictor barrier and he was informed that the intention was to open up the sports field for public access. Cllr Lawrence raised concerns over the use of the car park by local business’. Cllr Richmond was concerned over the lack of weed control, the pilot light in the pavilion, the hedge cutting on Cheltenham Road and access by emergency vehicles. All comments were noted.

Planning. Cllr Rawlings asked if there had been any response to the street furniture letter sent by planning committee. Cllr Jones informed the Council that there was to be a meeting arranged for residents in the locality of Cleeve School.

Traffic. Chairs update included: Stake holders Managers meeting, Capita Meeting, Church Road Consultation re parking restrictions and noted that as far as we were aware there were no planned changes to the bus services. In respect of the Church Road Parking Consultation, It was stated that the “Traffic Committee do not think it will help traders or parking. As anyone parking for more than 45 minutes will receive tickets, as enforcement will take place. Signage will be clear and at appropriate height” Cllr Taylor (in his role of Borough Councillor and executive member with responsibility for car parking) supported the comments made on behalf of the Traffic Committee. The Chair of the Committee also informed Council that the planned committee meeting on the 23rd October had been cancelled. Cllr Richmond asked for clarification on which roads would receive the letter regarding Capita parking and Cllr Jones read out the list of roads in the locality.

Emergency. It was noted that the quotation received for Nottingham Road brook clearance had included VAT, therefore any surplus monies would be forwarded to clearing the drainage ditch at the sports field. It was noted that Cllr Jones had also attended the Committee meeting.

New Office. Clarification of completion dates and timescales were given by Chair of Committee. The Opening Ceremony will now be on 9th January 2009 for invited guests. Cllr Rawlings sought clarification on the hire policy.

08/121 Finance reports.

The 6 monthly budget to actual report was distributed by clerk and agreed by Council

The Payments reports was agreed and authorised by Council

Section 137 request for funding was agreed in the sum of £250

Section 142 request for funding was agreed in the sum of £750

08/122 Clerks Report

**Papers for GAPTC AGM to be forwarded to Cllr Richmond to attend on the behalf of the Council.
Cllr Stephens was duly elected as second representative of the Parish Council on the JMC.**

08/123 09/10 Budget discussion sheet was introduced by Chair of Council and after discussions the following votes took place:

- a.* To decline to enter into dialogue with Borough Council was defeated by 6 votes to 5 with one abstention.**
- b.* To refer the matters to the chairs of Committees (finance sub-committee) was agreed by 7 votes to 5 (as proposed by Cllr Richmond for the due process of the budget setting scrutiny)**

08/124 Any other business at the discretion of the Chair for information purposes only.

Cllr Jackson asked for an update on the maintenance of the finger post sign

Cllr Richmond asked for an update on the muga fence panel

Cllr Cooper asked about the timescale and process for public information regarding planning proposals.

Cllr J Peake raised concerns over the condition of the recycling facilities

Cllr Lawrence asked for an agenda item of the Roses Theatre at the November PC meeting.

Meeting closed at 10pm

Date of next meeting November 6th.

PLAYGROUNDS COMMITTEE MEETING HELD ON 9TH OCTOBER 2008 AT 7.30PM IN THE PARISH OFFICES.

Present Cllrs Lightfoot, Stephens, Habgood, Taylor, Cooper, Peake. No apologies were received.

Public Session

One member of the public attended and asked for an update on the Shrubbery on Cheltenham Road. It was confirmed that the Clerk had been instructed to obtain quotation for the trimming of the Leylandi trees and for the completion removal of all vegetation with a view to grassing the area. It was confirmed that residents will be consulted on the possible options.

End of Public Session

- 1. Minutes of 31/7/08 and 11/9/08 were both agreed and duly signed. There were no matters arising.**
- 2. Shrubbery Policy. It was agreed that there were 3 options to consider: a) removal of trees (see above) b) residents to take over the land which at the present time is not registered to anyone c) annual trim of Leylandi at a cost to the Council. Further discussions to take place once quotations and consultation results are received.**
- 3. It was agreed that the budget and responsibility for the maintenance of the parish garden would transfer to the new office committee.**
- 4. Sports field update:
Cheltenham Road hedge will be cut w/c 13th October 2008
The Skate Park Opening will take place on 25th October 2008 between 11am and 1pm. Press release to be prepared by Clerk. Posters for website, local schools and notice boards to be prepared by Cllr Habgood.**
- 5. South Park safety measures to be arranged by Clerk ASAP including barriers for Culvert, car park kerb edging, tarmac at pedestrian gate and sign on fence**
- 6. Height restrictor barrier and bollards were agreed within the capital project budget balance.**
- 7. Scrub land around skate park to be cleared as much as possible pending further discussions/finances**
- 8. Councillors agreed to clear the borders around the pavilion on the week end of 19th October.**
- 9. Development plan policies were agreed and Clerk was instructed to write up policy statements: Caretaking role of pavilion/astro, joint cleaning contract for other Council premises, 3 year maintenance programme with annual snagging, Development plan for football to be shared with partnership clubs and for other areas to be developed with other users.**
- 10. Current budget and expenditure reports were noted. It was agreed that the drainage ditch behind Mr Carver's property would be part funded from playgrounds.**
- 11. Authorisation of payments were as per report.**
- 12. Budget 09/10 discussions. The committee agreed the following points of policy.
a) Grange field to be taken on subject to covenants and TBC ensuring the field and boundaries are up to a manageable standard at hand over.**

- b) The Sports field buildings should be brought to an acceptable level to obtain building control certificates as soon as possible. This would mean using any capital monies allocated by full Parish Council to this work rather than taking on any new projects.**
- c) Cemetery to be discussed as land swap (5 year lease land for part of 26 year lease land) to enable astro entrances to remain in BCPC land**
- d) After long and detailed discussions the playground committee reluctantly could not agree to start work in the next financial year on the Pecked Lane play area in view of the monies that would be needed to bring the pavilion and bowls club building up to an standard acceptable to Building Control certification level.**

13. Milham Road - surface area to be made good where the ground surfaces were causing health and safety concerns.

14. Nottingham Road- dog bin resited, brook is being cleared, the Committee agreed to fund a programme of rat baiting if appropriate after the brook clearance work.

15. Finlay Way- Hedge to be cut w/c 13th October 2008. Clerk was instructed to investigate changing the zip wire chain for a bar.

16. Pecked Lane. Clerk was instructed to write to Roof Top expressing our regret that at this present time we can not contribute towards the tree surgery works as our budget is allocated elsewhere. It was to be suggested that as we do not legal ownership of the land or the trees, that they may wish to cut them down completely on grounds of health and safety.

Meeting closed at 10pm Date of next meeting November 13th 2008

Minutes of General Purposes Committee meeting held on 14th October 2008 at 7.30pm in the Parish Council Offices.

Present Cllrs A Lightfoot, P Taylor, J Peake, V Ayres.

Apologies received from Cllrs P Lightfoot, P Rawlings and J Habgood

Public session – no members of the public attended

- 1. Minutes of previous meeting agreed and duly signed**
- 2. There were no matters arising**
- 3. Newsletter update- 2 sides of A4, focus on new office and skate park. December 08 delivery date with printing date to be confirmed**
- 4. Fair trade Village meeting held at school. Further meetings to be arranged**
- 5. Payments 1.9.08 to 14.10.08 agreed**
- 6. Budget/actual year to date agreed**
- 7. Future expenditure authorised for 3 dog bins and 3 litter bins. Bulbs to be planted in memorial garden**
- 8. Budget policies for 09/10 discussed and the following agreed**
 - a) Cemetery gates to be taken on by BCPC any other duties to be considered 10/11**
 - b) Dog/litter bins not wanted to be taken on by BCPC even with service level agreement**
- 9. Parish logo to be followed up by Clerk. At present time the agreement with Cleeve School is a) school to design b) December 1st Parish Meeting, Councillors to choose preferred design c) Presentation of Vouchers by Chair to take place before the end of the Autumn Term.**
- 10. Communications received included:**

Email regarding transitional towns,

Dog notices information from TBC regarding situation, (clerk to ascertain if there are any gaps in the notices in the vicinity of grangefield/Voxwell Lane/The Holt.

Email from resident of The Holt regarding dog fouling of pavements

Meeting closed at 8.20pm. Date of next meeting 13th January 2009

Minutes of Traffic Committee Meeting held on 16th October 2008 at 2.30pm in the Parish Office.

Present Cllrs Rawlings, C Lawrence, A Lightfoot, P Taylor, J Habgood.

Apologies received from Cllr Jackson

- 1. Minutes from previous meeting were agreed and duly signed**
- 2. Matters arising included update from Chair including:**
 - a) Annual Highways Seminar**
 - b) Street lighting policy**
 - c) Capita meeting**
 - d) County bus shelters**
 - e) Pot hole policy**
- 3. Budget year to date and payments for Sept/October were noted and authorised**
- 4. Budget 09/10 was agreed by Committee**
- 5. Any other business at the discretion of the Chair for information purposes only**
 - a) Path linking Deans Lee to other pavements**
 - b) Post between Moreton Close and Two Hedges Road to be changed**
 - c) Pot hole at Royal Oak entrance was brought to the attention of the Chair**
 - d) Pole hole at the speed bump by Lidl's was brought to the attention of the Chair.**

Meeting closed at 2.55pm

Bishop's Cleeve Parish Council
Sixty Sixth Meeting of the Community Building Committee
Held in the Parish Office at 6.30 p.m. on Tuesday 7th October 2008

Present:

Cllr G Jackson
Cllr A Lightfoot
Cllr K Peake
Cllr P Taylor

Apologies:

Cllr P Lightfoot, V Ayres, Mr J Gurney

Minutes of the meeting held on 22nd July 2008:

The minutes were agreed.

Bookings: (Aug & Sept)

Casual	10
Block	No new

Request for use of building on night of Christmas Lights Switch On for charity use. Agreed, that if in past we have given use for free, we do again. If not, half normal cost.

Caretaker's Report:

None available. Request for update on drain problems for next meeting. Should Youth Club pay half costs for clearing?

Youth & Community Issues:

No report available. The Committee noted that they would welcome a report for next committee meeting, either verbal or written.

Treasurer's Report:

Reconciled bank balance - £2979.11

Receipts and Payments from 1/7/08 – 3/10/08 noted and agreed.

Budget for 09/10 noted and agreed subject to query over utilities costings.

Query concerning utilities. Is it possible for Clerk to review usage of electricity? Do we need to look again at projected utility costings for next year bearing in mind increase in charges?

Other Urgent Matters:

Problem with lid of litter bin. Enquiries to be made.

Date and time of next meeting:

To be arranged with Clerk in line with normal cycle of meetings

Bishops Cleeve Parish Council – Planning Committee

Agenda of meeting was held at 6.30 pm on Tuesday 14th October 2008

1. Attendance AL, PT , JP, VA, GJ PL
2. Apologies noted -none
3. Minutes of meeting held on 23rd September 2008 agreed
4. Planning Applications received for consideration

Site Address	TBC ref no.	Proposal	BCPC response
1 The Highgrove	08/01314/ful	Proposed extension to side of house	Supported
60 Ashlea Meadow	08/01324/ful	Single storey extension to extend	Supported
3a Church Road	08/01261/ful	Loft conversion and roof extension	Objection
21 Ashfield Close	08/01297/ful	conservatory	supported
19 Cutsdean Close	08/00910/ful	Additional plans for information - conservatory	See below
tesco	08/01358/ful	Variation of condition 5	objection VA declared an interest.

At this point Cllr P Lightfoot left the meeting

5. Decisions made by TBC/GCC noted

Site address	Ref number	BCPC	TBC/GCC
19 Cutsdean	08/00910/ful	supported	permission

6 Other notices noted

08/01159/ful Cleeve School. Additional plans

08/00303/ful 105 Cheltenham Road, permission for development

7. Other information

Retail Support Group – 24th September meeting notes

8. Meeting with Deans Lee residents had taken place

The Meeting closed at 7.20pm

Next meeting October 28th October 2008

Clerks Report

Date for Diaries for November 2008

Chair of Council to attend Remembrance Sunday service

New Office Committee meeting 3rd November
Planning Committee 11th and 25th November

Playground Committee 13th November

Emergency Committee 18th November

Traffic Committee 20th November

Community Building Committee 25th November

Allotment Committee 27th November

Police Liason 12th November

Forward Note – Office closing to public on 12th December 2008

Administration team on annual leave from 23rd December until 5th January 2009

Correspondence Received and available in Parish Office

Newlands Park Annual Report. Offer of a meeting with Councillors to discuss their four year development plan

NALC- Communities in control- Consultation on Standing for Office – Time off Entitlements.

Audit Report draws Councils' attention to:

The fidelity guarantee insurance should be raised to at least of level of balances held and one half of precept. (note that the balances held will be significantly lower during 08/09 due to the completion of several capital projects. The insurance cover will be reviewed in line with financial regulations and the above advice taken into account)

Annual review of effectiveness of internal audit systems. It is noted that 08/09 has seen a review of internal finance systems and will continue to do so under the newly adopted financial regulations.

**Request for Funding under S137-
Poppy Appeal -(last year £50)**

Policy decisions to inform Budget Process

The following recommendations have been made by the relevant committees

General Purposes Committee

Recommend that Council agree to locking and unlocking the cemetery gates.

Does Council agree to this resolution.

Playgrounds Committee

Recommend that Council agree to adopting Grange field subject to appropriate covenants and that the space is at an acceptable level of maintenance at time of adoption.

Does Council agree to this resolution.

The Finance sub-committee (Chairs of Committee) recommend that Council consider a grant to the Roses Theatre re

For £3,000 the Roses will be able to:

- continue to operate as an arts centre and provide just under 2,000 people in the Bishop's Cleeve area with a wide range of cultural entertainment including a film programme not found elsewhere in the area
- we will deliver two free public arts workshops in Bishop's Cleeve next year, one of which will be aimed at older people, one at children
- we will offer Bishop's Cleeve primary school one free drama workshop during school hours
- we will add profile to the Bishop's Cleeve Christmas lights switch on through providing actors from our pantomime

27th
October
2008

Code	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	
59	23/10/2008	pc	1	2882	payroll consultant	Gloucester Calculating Ltd	S	54.00	9.45	63.45
61	23/10/2008	pg	1	2881	grass cut	glebe contractors	S	720.00	126.00	846.00
184	23/10/2008	pg	1	2880	tractor and mower hire	place maintenance	S	425.00	74.38	499.38
281	23/10/2008	pg	1	2879	south park	park leisure	S	30,000.00	5,250.00	35,250.00
70	23/10/2008	pc	1	2878	audit fee	moore stephens	S	875.00	153.12	1,028.12
331	23/10/2008	emerg	1	2877	Nottingham road ditch signs at finlay way and sports	MPB contractors	S	7,830.00	1,370.25	9,200.25
64	23/10/2008	pg	1	2876	gas at sports field	simon lloyd	Z	360.00	0.00	360.00
174	23/10/2008	pg	1	2875	water at comm build	Business Gas	S	87.94	4.39	92.33
202	23/10/2008	cb	3	768	water at office	STWA	E	261.69	0.00	261.69
82	23/10/2008	pc	1	2874	Ground Maintenance	STWA	E	45.17	0.00	45.17
181	23/10/2008	pg	1	2872	Ground Maintenance	D Walker	Z	800.00	0.00	800.00
184	23/10/2008	pg	1	2872	Ground Maintenance	D Walker	Z	145.70	0.00	145.70
181	23/10/2008	pg	1	2873	Ground Maintenance	d lewis	Z	800.00	0.00	800.00
74	23/10/2008	pc	1	2871	meeting room hire	Tithe Barn	E	44.55	0.00	44.55
74	23/10/2008	pc	1	2885	Mileage	B Holder	X	100.36	0.00	100.36
281	23/10/2008	pg	1	2870	safety fencing at south park	Place Maintenance Ltd	S	960.00	168.00	1,128.00

54	23/10/2008	pc	1	2866	training -insurance	GAPTC	Z	30.00	0.00	30.00
								£43,539	£7,156	£50,695

A Meeting for the Allotment Committee was held in the Parish Office on 30th October 2008 at 7.30pm. 4 Members of the public attended.

Public Session: Points raised by the public were:

Request for a hardcore access area for the new allotment plots

Ragwort and weed control concerns

Lack of a cultivation policy

Lack of procedures/consistency

Concern over the use of carpet as a weed control tool

Compost from Cory still awaited

Other sources of Manure to be explored

Costs of wheel on gate

Close of public session at 7.50 pm

1. Declaration of interests – was made by Cllr J Habgood as an allotment holder

2. Attendance – Cllrs Habgood, Peake, A Lightfoot, P Lightfoot, P Richmond, P Taylor
Apologies from Cllr Stephens were accepted

3. Minutes from previous meeting were agreed and signed

4. Matters arising from those minutes to be noted for information purposes only

Actual/estimation of water meter reading. Clerk to inform Committee

Clerk gave costing for wheel on gate which was over the budget authorised. The clerk was authorised to find the cost of supply only and an allotment holder would fit the wheel.

Draft work plan for plot 26 was submitted by Cllr Richmond and accepted by Committee

Policy document for administration process to be produced by Clerk

5. Water system extension now installed from plot 72 to 98 accepted by Committee

6. Feedback from annual questionnaires was noted, especially the wish for a users group, extended water supply (see above), Pot holes and parking issues

7. Outstanding rents. The committee instructed the clerk to speak to the horse field tenant. Plots 17, 64 and 86 to be given written notice of 7 days notice of eviction.

8. Recent report of theft. The committee agreed to wait for the outcome from the police investigation.

9. Actions agreed following presentation of inspection report were:

Letter requesting number to be sent to plot 4, 20a, 21, 45b, 63, 66

1st Warning letter re cultivation to be sent to plot 31a,

1st warning letter re cultivation and number to be sent to 32a, 47, 57

Final warning letter of eviction to 58

10 Waiting list update noted 11 Bishops Cleeve residents and 14 non bishops cleeve residents.

11. Budget and Authorisation of payment of invoices was noted and agreed including three periods of rent to be paid to Diocese. The Committee agreed to use some of the budget to fill pot holes in the track. Plot holder to obtain price for Clerk

12. Budget 09/10 feed back given by Chair and the Committee agreed the draft budget as presented to the financial sub-committee.

13. Users Group will be set up by Committee and terms of reference will be agreed at next meeting. The Clerk will confirm date of initial meeting for all allotment holders at next meeting. (21st February 2009 10 am to 12 noon)

14. Ragwort field and neighbouring parishes was discussed and the committee agreed that the policy will be Parish residents and organisations based in Bishops Cleeve and approved by the Allotments Committee will be eligible for plots. The ragwort field will be divided into plots and marked on the plan for the administration staff to use to allocate to new tenants. When a plot is allocated to a new tenant, the plot will then be marked with a number. The admin staff will start allocating the new plots on receipt of the new plan.

15. Any other Business at the discretion of the Chair for information purposes only noted that the lease has not yet been renewed. Cllr Richmond will arrange delivery of wood chippings and liaise direct with plot holders for pot hole filling.

Date of next meeting 27th November 2008.

A MEETING OF THE NEW PARISH OFFICE COMMITTEE TOOK PLACE ON 3rd November 2008 AT 7.30 IN THE PARISH OFFICE

Public session – no members of the public attended

Attendance: Cllrs A Lightfoot, P Lightfoot, K Peake, P Richmond Apologies – Cllr Habgood

1. Minutes from previous meeting agreed and signed

2. Matters arising from previous meeting. It was re-affirmed that the hire policy of the new offices relates to community groups.

a) Policy decision on flag flying was agreed. The handyman will be requested to raise the flag in time for the Remembrance Sunday Services. The Parish Council will follow the Government Guidelines in that the Union Flag will take precedence and will be flown all year round starting w/c 3rd November 2008. Cllr Richmond informed the Committee that he owned the Ensign Flag.

3. Policy decision on preferred contractor for IT and budget was agreed. The Committee agreed to make consultant T the preferred contractor and accepted the budget without the server option, including the pricing for ongoing maintenance and support package. The final specification to be agreed with the preferred contractor. The Committee agreed to use consultant T for the telephone system and accepted the budget.

4. Financial planning and policy decisions for new office made:

- . contract for window cleaning – Company H
- . contract for cleaning – Company L
- . Councillors postponed a decision on funding for fire consultant
- . contract for blinds for office – Company U
- . agreed funding for notice board in parish garden – clerk to action
- . funding for office keys agreed
- . Funding for plaque for new office agreed

5. Councillors agreed funding/ policy on plaque for tithe barn – clerk to action

6. Update on legal completion/handover – December 1st 2008

7. Opening ceremony details agreed- Date 9th January 2008

Time 3 to 5pm

Guest list agreed

Budget for refreshments agreed

Printed invitations to be organised by clerk

Guest of honour to be confirmed by clerk
 Flowers to be arranged by clerk
 Press to be invited
 Cllr P Lightfoot to liase regarding producing DVD of archive photos
 Clerk to commission a photographer

8. Councillors to agreed date of 14th January for open day for potential users/public (10am to 8pm)
 Councillors to be requested to assist with “guide” duties especially for twilight session
9. Closing down of existing office
 - Councillors agreed funding for painting of old office
10. Councillors agreed to follow advice from TBC landscape officers regarding the Christmas Tree and to keep it in the pot to restrict growth.

Date of next meeting: Monday 24th November 2008
 Bishops Cleeve Parish Council – Planning Committee
 Agenda of meeting held at 6.30 pm on Tuesday 28th October 2008

Public Session- 2 members of the public attended

1. Attendance AL, , JP, PL
2. Apologies noted GJ
3. Minutes of meeting held on 14th October 2008 agreed
4. Planning Applications received for consideration

Site Address	TBC ref no.	Proposal	BCPC response
79 Tobyfield Road	08/01298/ful	Erection of a dwelling	supported
132 Cheltenham Road	08/01251/ful	Demolition of existing building and building 8 new dwellings (re submission)	Objection as per pervious application
tesco	08/01362/ful	Lobby extension (re submission)	Objection re pedestrian

			safety
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5. Decisions made by TBC/GCC noted

Site address	Ref number	BCPC	TBC/GCC
30 Pagets Road	08/01259/ful	supported	Permission
23 Greenacre Way	08/01277/ful	supported	permission
4 Harvesters View	08/01201/ful	supported	permission
1 Hunters Road	08/01227/ful	supported	permission
CSJ enterprises, Evesham Road	08/00826/ful	supported	refusal
New Barn	08/01177/ful	Declared interest	permission
New Barn	08/01178/LBC	Declared interest	Listed building consent

6 Other notices noted

41 Priory Lane Planning Inspectorate notice

7. Other information

SW RSS – comments noted

The Meeting closed at 7.25 pm

Next meeting 11th November 2008