

**BISHOPS CLEEVE PARISH COUNCIL**

**Minutes of Parish Council Meeting held on 2<sup>nd</sup> 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 25<sup>th</sup> 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 23<sup>rd</sup> 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 9<sup>th</sup> 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 6<sup>th</sup>.**

# *Bishop's Cleeve Parish Council*

Meeting to be held on 2<sup>nd</sup> October 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 – Cllr Badham**
- 4.Declaration of interests**
- 5.Public Session including Visiting speaker from The Roses Theatre**
- 6.Borough Councillors' Reports (page 23)**
- 7.County Councillor Report**
- 8.Minutes from previous meeting held on September 4<sup>th</sup> 2008 to be agreed and signed**
- 9.Matters arising from those minutes for information purposes only**
  
- 10.Minutes from Committee meetings held since September 4th 2008 to be noted**
  - General Purposes page 6**
  - Playgrounds pages 7,8,9,10,11 including Sports field users group**
  - Planning page 12, 13**
  - Traffic page 14**
  - Emergency page 16**
  - New Office to be distributed**
  
- 11. Consultation on Making and enforcement of byelaws**
- 12. Year to date budget/expenditure report (to be distributed)**
- 13.Payments made since date of last meeting to be noted and authorised (to be forwarded)**
- 14.Clerks report including dates for diaries and correspondence (page 17)**
- 15. Forward planning for 09/10 budget – TBC to be distributed**
- 16.Request for authorisation of expenditure of s137 monies from Anchor Staying Put, Tewkesbury, which is a not for profit Home improvement Agency which helps older, vulnerable and disabled people to remain living in their own homes.**
- 17. Request for funding under LGA1972 s144 power to contribute to organizations encouraging tourism eg Chamber of Commerce Christmas Lights.**
- 18.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 4<sup>th</sup> September 2008 at the Tithe Barn, Bishops Cleeve at 7.30 pm

Chairs opening remarks:

Agenda order

Cilca Qualification

In attendance: Cllr P Lightfoot (chair) Cllr A Lightfoot, Cllr V Ayres, Cllr J Stephens, Cllr P Taylor, Cllr A Mackinnon, Cllr P Richmond, Cllr P Badham, Cllr J Habgood, Cllr J Peake, Cllr K Peake, Cllr M Cooper, Cllr C Lawrence, Cllr P Rawlings.

County Councillor C Jones, Borough Councillor J Richardson

Authorised absence as received by Cllr Jackson

Apologies noted from Borough Councillor S Hillier- Richardson

Declaration of Interests were declared by Cllr Taylor in respect of his household being a member of SWARD

Public Session

3 Residents of Chandler Road attended and spoke to the Council of their concerns regarding the pedestrian access at the sports field. A detailed response was given by the Chair of the Playgrounds Committee.

1 member of the public spoke of his concerns regarding the risk of flooding at the culvert under the A435. A detailed response was given by the Chair of the Emergency Committee. Chair of the Council reminded said gentleman that a letter had been sent to him instructing him not to clear the culvert and that the council would not be liable for any accident should the said instruction be ignored.

1 member of the public spoke of his concerns regarding tree cutting outside of the Tithe Barn.

County Councillor Jones responded and will take the matter forward

Public Session closed at 7.55 pm

08/103 Borough Councillors reports were distributed where available and points raised by Parish Councillors included Cllr Rawlings spoke regarding the recent meeting regarding the parking in Church Road. Cllr Badham declared an interest as a trader and a member of the Chamber of Commerce.

Cllr MacKinnon reported on a meeting attended regarding the Chartered Parishes. The report will be placed on the agenda of the General Purposes Committee

08/104 County Councillor Jones gave a verbal report and a copy is available in the Parish Office.

08/105. Minutes of previous meeting were accepted as a true and accurate record and duly signed

08/106 Matters arising from those minutes were noted as per the agenda. In addition Cllr Rawlings read out the response received from local MP regarding Polyclinics.

08/107 Minutes from Committees were as distributed with agenda.

08/108 Matters arising from Committee minutes were:

Playgrounds.

Cllr Rawlings sought clarification on the bowls club repairs, lease of land and Cllr Peakes proposed visit with handyman to play areas.

Cllr Lawrence sought clarification on installation date of the skate park.

Cllr Ayres brought the Council's attention to the recent presence of an ambulance at Pecked Lane play area.

Cllr Badham commented on the proposed pavilion rental review.

Cllr Richmond sought clarification on the exchange of information with Cleeve School, Maintenance of pavilion, and the brook mentioned.

Cllr Mackinnon suggested moving astro gate to the other side of the fence.

Cllr Cooper raised concerns of the height of the hedge on the boundary of Finlay Way Play area.

Planning:

Cllr Jones sought clarification on the planning application for Brockhampton Lane

Cllr Lawrence sought clarification on the planning application for the Original Factory Shop

Cllr Badham sought clarification on the planning application for Tesco Car Park (declared an interest)

Cllr Mackinnon sought clarification on the planning application for the new barn.

Cllr Rawlings sought clarification on the batch on applications identified as not having been received by parish office. Clerk to follow up.

Cllr Rawlings sought clarification on the street furniture letter sent by the planning committee

Traffic

Cllr Rawlings gave further information regarding meetings arranged

- a) 5<sup>th</sup> September with new stakeholder manager
- b) 12/9 GCC, TBC, Borough Councillor Taylor, County Councillor Jones, Cllr Rawlings
- c) 16/9 County Councillor Waddington, County Councillor Jones, Cllr Rawlings and residents of Station Road

Cllr Rawlings expanded on his earlier comments regarding parking in Church Road

County Councillor Jones confirmed that Blackberry Grove consultation was proceeding, Bishops Drive pavements resurfaced and subsidised bus services were being discussed.

Cllr Rawlings informed Council that Cllr Jackson was preparing report on fly-posting

Cllr Rawlings informed Council that the branch seat had been maintained as requested and information was awaited on the finger post sign.

Cllr Taylor remarked on a decrease in the number of fly-posters being put on lamp posts.

Emergency Committee

Cllr Taylor informed Council on the measures taken by County, Borough and Parish Officers in view of current flood alerts. Cllr Ayres objected to the Chair of Stoke Orchard Parish Council criticising the work of BCPC, when his own area was subject to flooding.

New Office

Cllr Rawlings sought clarification regarding the fire regulations being placed on the operation of the building. Cllr A Lightfoot informed Council that the matter had been remedied by a design alteration.

Cllr Lawrence sought clarification on the electricity connection to the parish pump.

Cllr Badham confirmed that the date for the Christmas Lights to be switched on was the 15<sup>th</sup> November.

A list of the decisions taken by the New Office Committee was distributed and noted

Human Resources Sub-Committee

Chair of Council reported the following decisions taken at the recent meeting:

Clerical Assistant now made permanent member of staff with an increase to 15 hours per week

A second Clerical assistant was to be recruited for 10 hours per week to effectively job share with the present clerical assistant to cover the increased public opening hours agreed by the New Office Committee. Clerk had received contractual increase based on achieving qualified clerk status.

Committees were being asked to bring forward requirements for a whole council policy on caretaking, cleaning and maintenance roles.

08/109 Meeting held with Tewkesbury Borough Council on 28<sup>th</sup> August 2008. A briefing note was distributed following the above meeting. Councillors discussed the impact on the residents of the Parish if the Parish took more financial responsibility for non statutory duties of TBC. Borough Councillors outlined the need for TBC to reduce its budget deficit within the terms of a 3 year strategy, whilst acknowledging that parish and town councils are not capped by central government and therefore can increase their precept. Parish Councillors expressed concern regarding increasing the precept burden on local residents. It was agreed that when the requested statistical information is received from TBC, a meeting looking at proposals would be arranged.

08/110 Draft Financial regulations were distributed to the Council and recommended to the council by the Financial sub committee. Council agreed to adopt the Financial regulations as submitted.

08/111 Councillors approved the cheque list presented by the RFO as distributed.

08/112. The Clerk reported additional dates for diaries and correspondence received. Councillors were invited to attend a meeting at the JMC on 11<sup>th</sup> September at 4.30, Councillors were invited to attend two functions being organized at the Methodist Hall on the 23<sup>rd</sup> and 28<sup>th</sup> October. The Clerk was requested to email further details to Councillors. Councillors requested that the Clerk respond to an email to SWARD to invite a representative from Cory to attend a Planning Committee Meeting. The statistics from TBC parking enforcement officers for August was reported as 10 patrols and 32 PCNs issued.

08/113 A request for S137 funding has been received from WRVS regarding volunteer work during emergency responses. The Council agreed to make a donation in the sum of £200 in line with the grant made in October 2006, which was made to support Shipway Court.

08/114. Councillors authorized expenditure of £300 on Councillors training regarding Chairmanship. To be held on 10<sup>th</sup> October 2008 at the Parish Council offices. It was agreed to invite neighbouring parish councillors, at an appropriate fee, if there were spaces available.

08/114 Councillors agreed payment of up to 40p per mile for travel expenses to Councillors providing that the travel was incurred outside of the parish, that it was on authorised council business (as requested by Council or Committee) and it was agreed in advance with the RFO. As stated in Local authorities (members allowances) (England) Regulations 2003 (S1.1021) reg 26:

***“Travel and subsistence allowances including travel by bicycle may also be paid to Councillors, when they carry out certain approved duties, namely the doing of anything approved by the parish council, or anything of a class so approved, for the purpose of or in connection with, the discharge of the functions of the parish council or of any of its committees or sub-committees” (The parish Councillors Guide – Paul Clayden 19<sup>th</sup> Edition and Local Council Administration 7<sup>th</sup> Edition – Charles Arnold-Baker)***

08/115 Any other business at the discretion of the Chair of Council for information purposes only.

Council was informed that

- planning permission had been received for the Tithe Barn project.
- Plans to remove the bunting from Church Road had been hampered by the weather

- Overhanging foliage on Finlay Way was reported to County Councillor Jones
- Broken pavements on the old Evesham Road was reported to County Councillor Jones
- It was requested by Cllr Rawlings that Homelands farm planning conditions were put on the next parish council agenda.

Meeting closed at 10.10 pm.

Date of next meeting 2<sup>nd</sup> October 2008.

Signed [Signature] .. Chair of Council

A Meeting of the General Purposes Committee was held in the Parish Office on 9<sup>th</sup> September 2008 at 7.30pm. The public were invited to attend.

Public Session none

Attendance: Cllr V Ayres, Cllr P Taylor, Cllr P Lighfoot, Cllr J Habgood & Cllr A Lightfoot (chair)  
Apologies received from Cllr J Peake and Cllr Rawlings

1 Minutes from previous meeting were agreed and signed

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

a. Orchard House response

b. Cilca completed by Clerk

3 Update from subcommittees and matters arising from those updates.

News Letter . It was agreed to focus on the new office, distribution will remain with Tewkesbury Admag. Clerk to feedback concerns regarding delivery coverage. The next edition will be distributed by 1<sup>st</sup> November, with delivery to printers of 1<sup>st</sup> October and deadline for submitting articles for editorial meeting was agreed as 18<sup>th</sup> September

Web Site noted that the June and July minutes of full parish council meetings were needed.

Fair trade village . meeting to be arranged with Cleeve School. Cllrs A Lightfoot, J Habgood to attend and Cllr J Stephens to be asked for contact details.

4. Quality Council to be highlighted in the next financial year.

5 Location of installation of 2 new dog bins agreed as replacement for damaged bins in Nottingham Road play area and opposite Doctors surgery in Stoke Road in the lane way.

6. Budget comparison was presented by Chair of Committee and agreed by Committee

7. Authorisation of payment of invoice for the rat baiting bin was agreed

8. Budget preparation for 09/10 was discussed and clerk noted that the Committee wished to recommend the following provisions

10 dog/litter bins (capital) 3 notice boards (capital)

Revenue items to include 4 publications of newsletter, dog bag provision, Fair trade, Quality Council and parish plan costs

9. I D Badges. The Clerk was requested to produce a sample in-house. Cllr Taylor wished to have the badges confirmed as acceptable by security experts. The Committee did not agree to this proposal.

10. Parish logo. The Committee agreed to seek partnership working with Cleeve School and the Chair of the Council authorised an expenditure from the Chairman's allowance to facilitate a prize for chosen logo. Clerk was instructed to contact school.

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

Cllr Taylor asked the Committee to consider the matter of the location of post-boxes within the village at the next meeting.

Cllr Habgood expanded on the invitation made by the Methodist Church for functions to be held on 23<sup>rd</sup> and 28<sup>th</sup> October. It was agreed to invite a representative to address the full parish council in the November parish council meeting regarding Transitional Towns.

Meeting closed at 8.30 pm. Date of next meeting 11<sup>th</sup> November 2008 at 7.30 (after planning

MINUTES OF PLAYGROUND COMMITTEE MEETING HELD ON 31<sup>ST</sup> JULY 2008 AT PARISH OFFICES

Attendance: Cllrs P Lightfoot, J Stephens, P Taylor, J Peake

Apologies received from Cllr V Ayres and Cllr M Cooper

Public Session. None attended

1. Minutes of previous meeting were accepted and signed.
2. Matters arising from the minutes of 31<sup>st</sup> July. Clarification of the ownership of the 'Shrubbery'  
It was confirmed that the Parish council did not own the land, as confirmed by the land registry office. It was agreed that the Clerk should liaise with TBC to discuss joint working.
3. Authority was agreed for the Grounds men to clear the debris of the brook at the Sports field.
4. Authority was agreed for the nettlebank quotation to be accepted
5. The Clerk informed the Committee that the proposed contactor for the bowls club was waiting confirmation of specifications, to be forwarded from Building Control.
6. Pollarding of willow trees at Milham Road was agreed due to health and safety concerns.  
Agreement to working in partnership with TBC. Cost of £1200 agreed.
7. Quotations requested for height restricting barrier and gate to BCBC.

Meeting closed at 7.15 pm

Date of next meeting September 11th 2008

A Sports field users group meeting was held on 3<sup>rd</sup> September 2008 7.30 pm at the Parish Council Offices.

Attendance; Cllr J Stephens, Cllr P Lightfoot, Cllr P Taylor, K Tomlinson, A Bogle, G Grant, M Clayton, M Harvey.

1. Apologies were received from Dave Walker, Dave Lewis, Matt Walker,
2. Note Minutes of meeting held on 3<sup>rd</sup> June 2008 were agreed and signed
3. Update from Clerk on Actions arising from last meeting noted that the dog/golf signs had been installed and the quotation received from the plumber re the boiler.
4. Update from Grounds men was given in the absence by the Clerk. Namely the bank of the brook leading to the culvert is to be cleared and brought in to line with the area around pitch C. The nettle bank by the bowls club is to be cleared and levelled and brought in to line with the rest of the sports field. Graham asked when the rugby posts were to go up. The clerk will contact the Groundsmen to request.
5. Update on Bookings was given by clerk. Summer Casual bookings coming to an end and league bookings now received. Payments awaited. Clerk to produce invoices for teams.
6. Update from Bowls Club was given. 3 Youth members from Grangefield school following from the community days. Memberships now in the region of 150. Most improved Bowls Club competition had been entered. Recycling scheme discussed. Car park entrance discussed. Wind proofing netting may be installed. Clerk advised contacting Planning Dept at TBC for clarification of consent needed. Planning permission update given by Cllr Taylor. Building situation update given by Clerk. Lease pending above points.
7. Update from Users –  
Colts reported the largest membership ever approx 330 youngsters, including 3 girls teams in the under 10, 12 and 15 age groups. 18 competitive teams and training groups. Comment received re grass height during closed season. Astro lines urgently need remarking. Clock needs checking on astro. Star FC noted the toilet in the changing rooms needs repair. The guttering is down. It was agreed that in principal there would be no objection to Star FC posts being removed between games to prevent damage.
8. Playground and Skate park update was given by Clerk. Installation date for the play area has been confirmed as 22<sup>nd</sup> September. Site security was discussed. It was noted that the hedge on the boundary of Cheltenham Road is due to be reduced in height.
9. Car park Entrance was discussed namely the need for the bowls club gate not to infringe on the pedestrian footpath. The pedestrian gate has now been installed on Cheltenham Road and the pedestrian gate is due to be installed on the Chandler Road entrance. The Playground Committee are considering a height restricting barrier to replace the car park gates with large boulders being placed around the grass perimeter to prevent vehicle access to grass areas. The users asked the Committee to note the need for emergency vehicle access to pitches (ambulances).

10. Monitoring and Evaluation report feedback and development plan was discussed and the following points were noted:

Chartered Status – All regular clubs have obtained chartered Status (Clerk to check Catalans).

Volunteers /Coaches – Teams are doing their best

Female Coaches – none at present.

Womens' football teams – development as per BCFC/Colts development plan

Host FA training seminars – Alan Bogle will feed back to Clerk

Girls' football tournament to be part of evaluation ( see local press cuttings)

Football Kits to Gambia to be part of evaluation

Charity games – to be part of evaluation ( Alan Bogle to provide information)

Bowls Club , Rugby Club, Annual Cycle Event, Walkers Charity event, Running Club to included in evaluation/development plan.

Cleaning/Caretaking / Maintenance of pavilion to be referred to Playgrounds Ctte.

11. any other business for information only; Update on Bowls Club electricity meter requested.

Date of next meeting 10<sup>th</sup> December 2008

Meeting closed at 8.45 pm

Belinda Holder  
Clerk to the Council

# MINUTES OF PLAYGROUND COMMITTEE MEETING HELD ON 11<sup>th</sup> SEPTEMBER 2008 AT PARISH OFFICES

Attendance: Cllrs P Lightfoot, J Stephens, P Taylor, M Cooper

Apologies received from Cllr J Peake and Cllr V Ayres

Public Session.

Members of the public attended and raised the following points:

- Clarification of the ownership of the Shrubbery

It was confirmed that the Parish council did not own the land, as confirmed by the land registry office. It was reported that BCPC had planted the trees. It was noted that the trees previously had been cut by BCPC. It was noted that an option would be to remove the trees completely. Residents were exploring the possibility of registering ownership of the land behind numbers 53, 55, 57 Read Way.

- The gate to be installed at Chandler Road

It was confirmed that the land was within the Parish of Bishops Cleeve. The Gas board response was conveyed to the residents in that there was no objection to the work proposed. It was suggested that the opening times of the gate be considered as 9 to 5 pm weekdays only. When a decision had been taken re the opening times of the gate, a letter would be sent to the residents of Chandler Road.

Public session closed at 8pm

1. Minutes of meeting held on 31<sup>st</sup> July to be accepted at the next playgrounds meeting.
2. Matters arising from the minutes of 31<sup>st</sup> July. The trees at the Shrubbery correspondence from residents was read out.
3. Clerk was instructed to obtain quotations for cutting and removal of said trees
4. Skate park/ South Park update.  
Date for South Park was confirmed as 22<sup>nd</sup> September 2008 commencement with Skate Park to follow on. Committee instructed the Clerk to write to contractor to express displeasure at delays to project and to obtain confirmation that the opening ceremony would be able to take place on 25<sup>th</sup> October 2008, with attendance of Team Adrelin and Max Anderson.  
The Committee instructed the clerk to accept the quotation for the tree cutting on Cheltenham Road Sports Field. The work to be done during October 2008.
5. Bowls Club update. Awaiting quotation from builders regarding remedial work necessary. The Clerk refuted suggestion from Bowls Club that BCPC had agreed to pay for any remedial work and confirmed that at this stage, BCPC had committed to obtain a quotation only.
6. Chandler Road update. The Committee agreed to visit the site and to instruct the Clerk on the work to be done to complete the entrance. The correspondence received from the local Member of Parliament was noted as was the response sent by the Chair of the Council. It was agreed that the gate would be opened 9 to 5pm weekdays and the Clerk was instructed to prepare a laminated notice.
7. Pavilion update. The quotation was accepted for a non-combustible screen for the gas boiler in the sum of £265. The clerk was instructed to make it clear that the committee expects this to solve the problem of the pilot light going out. It was requested that the steel was painted to prevent rusting.
8. Nettle bank update. It was confirmed that the order had been placed for the reclamation of this area of the sports field.
9. Brook Bank update. It was confirmed that the order had been placed for the removal of the debris in this area of the sports field.
10. Drainage Ditch update. The Clerk confirmed that advice had been received from the Drainage Engineer for Glos County Council. The advice confirmed that the drainage ditch was installed for flood prevention and should be maintained on a regular basis.
11. Outline Policies. The Committee agreed that the Caretaker employed by the Council should be asked to take on the role of opening/locking the gate at Chandler Road. The Committee agreed

that the handyman should be asked to trim the entrances and to check the South park play area on a weekly basis.

12. Future Policies. The Committee agreed that policies should be prepared for the following areas. The Clerk was instructed to prepare a schedule of works for the following:
  - Maintenance of play areas
  - Strimming
  - Gardening around the pavilion
  - Cleaning of whole pavilion
  - Caretaking of pavilion and astro
  - Maintenance of pavilion.
13. Response to Monitoring and Evaluation process was noted and the information obtained from the sports field users group was discussed. It was agreed that the clerk should set up and maintain a portfolio of events held at the sports field. In addition the clerk was asked to establish contact with the group of runners who use the field/village.
14. The budget/expenditure comparisons were noted and agreed by the committee.
15. The clerk was instructed to confirm that quotations for the hedge cutting for Cheltenham Road and Finlay Way play areas and to arrange for the works to be completed.
16. Correspondence from the Rotary Club was noted. The Clerk was instructed to obtain a quotation for a youth shelter and to discuss the matter with the Rotary Club.
17. Use of Fitness room was discussed and the Clerk was instructed to send a formal letter increasing the rent, noting the original contract terms and conditions, and noting the clause for maintaining the outside of the pavilion.
18. Budget preparation for 09/10 was discussed by the Committee. The following points were agreed.
  - Finlay Road Hedge to be cut twice a year.
  - Drainage Ditch maintenance to be provided for on an annual basis.
  - Pecked Lane refurbishment quotations to be requested
  - Milham Road Playarea 6 Cllrs agreed to come back to the Committee with proposals at the next playgrounds meeting.
19. Correspondence from Roof top was noted. The Clerk reported that the trees in question were not in land owned by BCPC, but would fall into white land. Cllr Taylor agreed to liaise with TBC and to feed back to committee.
20. Finlay Way queries regarding ownership of land to kerb edges and covenants were forwarded to legal advisors.
21. Weekly inspection reports noted. It was noted that graffiti had been removed from play equipment at Finlay Way.
22. The clerk was instructed to chase contractors re the play panel at Finlay Way and to seek instructions of tightening the tension on the cable wire by handyman.

Meeting closed at 10.10 pm

Date of next meeting October 9<sup>th</sup> 2008

Bishops Cleeve Parish Council ó Planning Committee

Agenda of meeting was held at 6.30 pm on Tuesday 9<sup>th</sup> September 2008

1. Attendance AL, PT , VA, PL GJ
2. Apologies noted JP,
3. Minutes of meeting held on 26<sup>th</sup> August 2008 were agreed
4. Planning Applications received for consideration

Site Address	TBC ref no.	Proposal	BCPC response
Barn to rear of 20 church road	08/01177/ful	Revised scheme	support
4 Harvesters View	08/01201/ful	Conservatory	support
Cleeve School	08/01159/ful	All weather sports pitch	General observation

5. Decisions made by TBC/GCC noted

Site address	Ref number	BCPC	TBC/GCC
14 Delphinium Drive	08/01006/ful	supported	permission
1 Hunters Road	08/01014/ful	supported	withdrawn
Tesco, entrance	08/00623/ful	objected	Withdrawn

6 Other notices noted

Street consent for Fresh Fish, Kings Head Car Park

Nomination for inclusion/deletions from Cheltenham Borough Index of Local Interest

Adoption of supplementary planning documents ó Cheltenham Borough Council

7. Any other business. A prompt to be given to TBC to enforce the decisions taken on Factory Shop

The Meeting closed at 6.50pm

Next meeting September 23<sup>rd</sup> 2008

Bishops Cleeve Parish Council ó Planning Committee  
 Agenda of meeting held at 6.30 pm on Tuesday 23<sup>rd</sup> September 2008

1. Attendance AL, PT , JP, GJ
2. Apologies noted VA, PL
3. Minutes of meeting held on 9<sup>th</sup> September 2008 to be agreed
4. Planning Applications received for consideration

Site Address	TBC ref no.	Proposal	BCPC response
1 Hunters Road	08/01227/ful	conservatory	supported
23 Greenacre Way	08/01277/ful	Conservatory	supported
30 Pagets Road	08/01259/ful	Side extension	supported
29 Bishops Drive	08/01213/ful	Detached two storey dwelling	objection

5. Decisions made by TBC/GCC noted

Site address	Ref number	BCPC	TBC/GCC
16 Withyfield Road	08/00851/ful	supported	permission
19 Moreton Close	08/00958/ful	supported	permission
4 Wood Stanway Drive	08/01160/ful	supported	permission

6 Other notices -none

7. Any other business.

Enforcement of planning conditions for Factory Shop requested

The Meeting closed at 7.05pm  
 Next meeting October 14<sup>th</sup> 2008

## MINUTES OF TRAFFIC COMMITTEE MEETING HELD ON 18<sup>th</sup> SEPTEMBER 2008 AT PARISH OFFICES

Attendance: Cllrs P Rawlings, A Lightfoot, C Lawrence, P Taylor, J Habgood, G Jackson, P Richmond, P Lightfoot (ex-officio), PC K Bolton and Colleague.

Public Session. No members of the public attended.

1. Minutes from previous meeting were agreed and signed

2. Matters arising. Cllr Richmond informed the Committee that the lay-bye on the By-pass was almost completed.

3. Chairs Update.

- Annual seminar. Cllrs Rawlings and Lawrence to attend
- Correspondence and situation regarding Capita parking issues.

4. Capita parking situation.

Personal interest declared by Cllr P Taylor as he lives within the affected area.

After very long and detailed discussions involving Councillors and the police representatives, the following actions were agreed:

- Police will take appropriate action if cars are parked illegally
- Clerk to write to Capita to express the feeling of the committee
- Clerk to pass on any registration of vehicles parked inconsiderately to Capita and Police.
- Deferred decision on starting a local petition
- Deferred decision on writing to CEO of Capita
- Playgrounds committee to consider negotiating spaces at the sports field to Capita

5. Church Road update.

Meeting held with Glos Highways, TBC enforcement officer, Borough Councillor Taylor, County Councillor Jones and Parish Councillor Rawlings. The proposals that are being consulted with the local traders were discussed. Cllr A Lightfoot stated that she was heartily disappointed with proposed changes. Concern was expressed over the proposal to remove the loading bays. The Police expressed concerns regarding evening enforcement.

6. Cllr Rawlings proposed that a working party be set up to monitor planning conditions implementation following the decision of the Secretary of State regarding Homelands Farm. The working party to be agreed at the next meeting.

6. Fly posting ó Good Practice Guide and the Clean Neighbourhoods and Environmental Act 2005 report from Cllr Jackson was noted. Actions taken by Committee to date were confirmed as appropriate.

7. Budget/Expenditure comparison report noted and accepted.

8. Budget 09/10 preparation. The Committee agreed in principal to the following proposals.

- Bus shelter capital to be reduced
- Increase in Highway expenditure budget (such as footpaths)
- Increase in provision to allow greater flexibility in joint agency working.

9. County Councillor Jones was requested to arrange the re-position of the boundary signs following the Boundary Review implication in April 2008.

10. Members update

- Cllr Taylor expressed concern regarding speed and planning conditions on exits regarding the Old Evesham Road development.

- Cllr Richmond expressed concern that the footpath into Deans Lee and the A435 does not connect. Cllr Rawlings will discuss with Glos Highways.

Meeting closed at 8.20pm Date of next meeting 23<sup>rd</sup> of October 2008

EMERGENCY COMMITTEE MEETING HELD ON 18<sup>TH</sup> SEPTEMBER 2008 AT PARISH  
COUNCIL OFFICES AT 8.25PM

ATTENDANCE : Cllrs Taylor (chair), A Lightfoot, P Rawlings, J Peake, P Richmond. Absence noted of Cllr Lawrence. Two members of the public attended

1. Minutes of previous meeting was agreed and signed. Cllr Richmond had requested that Paragraph 4 be removed. Following discussions that focused on the events at the sports field and not the accuracy of the minutes of the Emergency Committee Meeting, Councillors did not wish to second the proposal. The paragraph remains in the minutes.
2. Nottingham Road Brook proposals were presented by contractor. Following discussion and questions to the contractor, the Contractor left the meeting. The committee was informed that both TBC drainage engineer and GCC Drainage engineer had confirmed that the proposed works were appropriate. Cllr Rawlings proposed that the proposal be accepted, Cllr Peake seconded and all agreed. The Clerk confirmed that there was money available in the budget providing a balance was left to cover costs of weekly sluice gate clearance at the A435 Culvert. The committee agreed the quotation in the sum of £9200.
3. Budget/expenditure comparison was agreed by Committee
4. It was noted that there was insufficient funding available in this current financial year to clear the drainage ditch at the sports field. It was agreed that the matter be referred to the Playground Committee.
5. Community Response Plan was presented to the Committee and following amendments and additions, the document was agreed.
6. Correspondence noted ó
  - Environment Agency leaflets
  - Email from Mr P Holiday . The Committee requested that the Chair of the Council acknowledge receipt
7. Feedback on flood alerts 9/08 was given by Cllr Taylor including distribution of sand bags to vulnerable areas
8. Areas of continuing concern were noted as Clevecroft Avenue and Kayte Lane. Cllr Jones agreed to seek clarification of latest position on A435 replacement culvert.
9. Budget 09/10 forward planning discussions. It was agreed that the brook maintenance budget be transferred to playgrounds committee in 09/10. The committee wished to retain small expenditure budget to cover such matters as training for water wardens. Cllr Richmond proposed a weather prediction system. Councillors did not second this proposal.
10. Cllr Rawlings requested that Emergency Committee meetings do not follow on from Traffic Committee meetings

Meeting closed 9.45 pm

Date of next meeting 15<sup>th</sup> October 2008 (Wednesday)

## Clerks Report and dates for diaries

<b>October</b>	<b>Committee</b>
<b>1</b>	<b>New Office</b>
<b>2</b>	<b>Parish Council meeting</b>
<b>7</b>	<b>Community Building</b>
<b>9</b>	<b>Playgrounds</b>
<b>9</b>	<b>Possible interview date</b>
<b>10</b>	<b>Whole Day Cllr Training</b>
<b>14</b>	<b>Planning</b>
<b>15</b>	<b>Emergency (Community response)</b>
<b>16</b>	<b>Allotments (to be confirmed)</b>
<b>23</b>	<b>Traffic</b>
<b>28</b>	<b>Planning</b>
<b>29,30,31</b>	<b>Clerk Annual leave</b>
<b>28</b>	<b>Assistant annual leave</b>

A MEETING OF THE NEW PARISH OFFICE COMMITTEE TOOK PLACE ON 1<sup>st</sup> October 2008  
AT 7.30 IN THE PARISH OFFICE

#### AGENDA

Public session ó no public attended

Attendance: Cllr A Lightfoot (chair) Cllr J Habgood, Cllr K Peake, Cllr C Lawrence, Cllr P Lightfoot  
Apologies none were received. Cllr Ayres and Cllr Richmond did not attend.

1. Minutes from previous meeting were agreed and signed

2. Matters arising from previous meeting - none

3. Update from meeting with Fire Consultant given by Cllr A Lightfoot. It has been verbally confirmed that the upstairs rooms will now be able to be used when the downstairs room is being used. This is due to the removal of the foldable screen and the installation of the 30min fire doors. The fire Consultant has informed BCPC that he is able to revise his report, produce fire policy documents and attend further meetings and offer training to staff within his contract with TBC through RRA.

4. Feedback from TBC IT Meeting was given by Clerk. She confirmed that the proposals from the independent consultant matched the information given by the TBC IT Manager. There was not funding available for a video link at the present time, but if there was funding available it would be seen as a positive idea from TBC view point. It was confirmed that TBC would be providing a telephone line and computer for the staff use.

5. Feedback from meeting with IT consultant was given by Cllr P Lightfoot. The proposal was noted and some initial thoughts were discussed by the IT working party. It was agreed that a meeting would be arranged with the IT working party and the IT consultant. The Clerk was instructed to seek a second proposal for comparative purposes.

6. Councillors agreed policy/ funding for Audio Visual systems and office sundries. The Clerk to confirm the final requirements after relocating crockery etc from the sports pavilion. The total budget figure of £4k was agreed.

7. Councillors did not agree policy/funding for IT proposal see point 5 above.

8. Insurance policy for new office was discussed and the clerk was instructed to insure the new building on the same basis of the community building (all risks). Contents will be listed individually. The Clerk was also instructed to insure specific items for transit and working out of the office.

9. Update on office furniture purchase was given by the Clerk. The order has been placed in the total sum of £10,018 (budget £10k). This included the maple finish for the desks, green operator chairs and the stackable chairs ( in green) as per the sample seen by the Committee, additional cupboard space has also been purchased. The furniture will be manufactured in time for the 15<sup>th</sup> November, however will be available to BCPC when requested.

10. Update on marketing strategy was given by Clerk. The notice board posters were agreed subject to minor amendments. The handout leaflet draft was in production. An advertisement had been placed in the Trade Directory for delivery November/December. The newsletter will contain a feature on the new office. Letters were being sent to prospective hirers.

11. The format of the hire form was agreed by the committee with the amendment of the fire safety paragraph in line with the advice given by the Fire Consultant. It was agreed to remove the need for the £20 security deposit and to seek payment in advance on submission of the hire form. A formal policy was agreed in that the rooms were available for hire for the following purposes: **“Rooms were available to hire for training, meeting, information and advice purposes”**.

With regard to political parties hiring rooms, the current Council policy will be continued.

12. Financial planning and policy decisions for new office were taken

- Councillors to agreed policy for window cleaning. An initial quotation has been received which was felt to be reasonable by the Committee. The clerk to obtain comparable quotations from contractors.
- Councillors agreed policy on cleaning. A quotation has been received. It was agreed a weekly clean for downstairs and a possibly a fortnightly clean for the upstairs rooms. The clerk was instructed to seek comparable quotations from contractors.
- Councillors agreed policy for gardening services in that they wished an external contractor to maintain the gardens on a prune/weed basis once every 2 to 3 months. The Clerk was instructed to obtain quotations. The Playground Committee to be asked to agree to the responsibility/budget (09/10) being passed to the New Office Committee.
- Councillors agreed policy for water feature operation. It was agreed that the water feature would operate between the months of March and October. It was agreed that a timer switch will be required in the new office. It was also agreed that the water feature should be able to fill up without the need for hose pipes. The handyman would be asked (by the clerk) to check the water feature on a regular basis to ensure that it was functioning properly. The committee agreed not to enter into any maintenance/service agreements.
- Councillors to discussed policy for flagpole operation. It was agreed that the white ensign flag was to be disposed of, as the Council did not have special dispensation to fly it. The Clerk was instructed to obtain details of the Local Government Offices procedures for flying flags. It was the intention of the committee to adopt these procedure. The clerk to report back to the Committee. It was agreed that the clerk would ask the handyman to raise and lower the flags at the appropriate times.
- Councillors discussed the policy/funding for waste removal in new office. The clerk informed the Committee that following the advice of the Fire Consultant, she had requested details/costings of a steel waste receptacle from TBC. It was felt that as the office would be a local government office collection of office waste may be free of charge. It was further discussed that it may be feasible for the office waste to be taken to the community building waste receptacles by the handyman/cleaners.

13. Councillors to agree policy on art work for new office. The Committee agreed to seek a costing for a replacement plaque to be given to the Tithe Barn stating that the Parish Council met there between 1957 and 2008. The Committee agreed to offer the framed map donated by Mr Beresford to the Tithe Barn. It was further agreed to put the remaining pictures in an archive box to be discussed at a later date.

14. Update on legal completion/handover was given by Chair of Committee. A letter received from Chris Shaw was noted by the Committee. Following the information in the letter, it was noted that the building was expected to be legally handed over no later than the 1<sup>st</sup> December 2008.

15. Opening ceremony was discussed. It was noted by the Committee that Cllr Richmond had not given the Clerk the proposed agenda for the opening ceremony. It was agreed by the Committee that following the information discussed in paragraph 14, the opening ceremony could not take place on the 15<sup>th</sup> November. The clerk was instructed to inform Cllr P Badham (Chamber of Commerce) and Cllr Richmond asap. The Committee agreed that the opening ceremony would now take place on January 9<sup>th</sup> 2009. The clerk was requested to bring budget proposals to November Committee meeting. It was agreed that invitations would be distributed as soon as possible after the November committee meeting.

16. Closing down of existing office was discussed and the following points were noted

- Notice given in accordance with lease and requested visit from landlord agents had been done. There had been no response received.
- The office must be vacated by 24<sup>th</sup> December 2008.
- The Clerk requested closure of existing office to public with effect from Friday 12<sup>th</sup> December to facilitate the close down and organisation of the new office. It was agreed that a notice would be placed on the notice boards and existing office door informing the public of the temporary closure of the parish office between Saturday 13<sup>th</sup> December and Sunday 4<sup>th</sup> January 2009. Subject to ITC capabilities, telephones and emails would remain operable up to December 23<sup>rd</sup>.

17. Any other business at the discretion of the Chair. The clerk distributed draft 09/10 proposals for the committee to consider prior to the next meeting. The Clerk informed the Committee that TBC were offering a choice of dishwasher, fridge and microwave. The Committee expressed a preference for the Zanussi appliances subject to further information being obtained.

Date of next meeting: Monday 3<sup>rd</sup> November 2