

# ***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.

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 Peake's proposed visit with handyman to play areas.

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

Cllr Ayres brought the Councils' 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 ideas 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 PCN's 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, if there were spaces available.

08/114 Councillors agreed payment of 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 subsitnece 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 cparish 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 Adminstration 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 folige 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..... Chair of Council

# *Bishop's Cleeve Parish Council*

Meeting to be held on 4<sup>th</sup> September 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 Jackson**
- 4.Declaration of interests**
- 5.Public Session**
- 6.Borough Councillors' Reports (page 23)**
- 7.County Councillor Report**
- 8.Minutes from previous meeting held on July 3<sup>rd</sup> 2008 to be agreed and signed**
- 9.Matters arising from those minutes for information purposes only**

- **Names in minutes-** “ minutes of proceedings of a council and of its committees must be kept (LGA 1972 sch12 .41) **They are intended to be formal records of official acts and decisions, not reports, still less verbatim reports, of the speeches made by Councillors.** Minutes should, therefore, be as short as is consistent with clarity and accuracy, and the arguments used in the discussion need be recorded only if the decision cannot be clearly expressed in any other way. Short simple minutes are less likely to be defamatory than long reports” **P67/68 Local Council Administration – 7<sup>th</sup> Edition – Charles Arnold Baker**
  - **Sand payment has been sorted and a refund has been received**
  - **Reply received from MP re polyclinics**

- **Cilca Qualification obtained**

## **10.Minutes from Committee meetings held since July 3<sup>rd</sup> 2008 to be noted**

- Allotments page 4**
- Playgrounds page 5**
- Planning page 7**
- Traffic page 13**
- General Purposes page 14**
- Emergency page 15**
- New Office page 17**
- Community Building 19**

## **11.Report from Chair person of Human Resources subcommittee following meeting held on 24<sup>th</sup> July 2008 to be noted and agreed by Full Council**

- 12.Report from Chair regarding meeting with TBC held on 28<sup>th</sup> August**
- 13.Adoption of recommended Financial Regulations Policy (enclosed) following sub committee meeting held on 24<sup>th</sup> July 2008 to be agreed by resolution**
- 14.Payments made since date of last meeting to be noted and authorized (to be forwarded)**
- 15.Clerks report including dates for diaries and correspondence (page 21)**
- 16.Request for authorisation of expenditure of £300 for Councillors' training day (within budget)**
- 17.Reimbursement of travel expenses for Councillors to be agreed by resolution**
- 18.Another of business at the discretion of the Chair of the Council for information purposes only**

Signed  
Belinda Holder

# *Bishop's Cleeve Parish Council*

Meeting held on 3<sup>rd</sup> 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 Cleeve 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 4<sup>th</sup> 2008 at 7.30 pm

Signed

Chair to the Council. 4<sup>th</sup> September 2008

## MINUTES

A Meeting was held for the Allotment Committee in the Parish Office on 31<sup>st</sup> July 2008 at 7.30pm.

Attendance Cllrs Habgood, P Lightfoot, A Lightfoot, Richmond, K Peake, Taylor

1. Declaration of interests – Personal and Prejudicial was made by Cllr Habgood
2. Public Session  
There were 1 member of the public and the following points were raised:
  - Land at end of 93 to be retained as car turning area.
3. Minutes from previous meeting were agreed and signed by Chair.
4. 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
  - Suggestion for the use of the street fair monies, included a weather vane, and a bogey wheel for the gate. It was agreed that the clerk should obtain a price for the bogey wheel and was given authorisation to proceed up to the limit of £50
5. There was no inspection report . It was reported that plot 26 is making good progress. It was requested that a draft plan was completed by Cllr Richmond and tenant. The plan to be presented to the committee at the next meeting
6. August inspection to be completed by Cllrs Richmond and Peake. September inspection to be completed by Cllrs P and A Lightfoot
7. Allotment society. It was agreed to set up a users group as a first stage towards an allotment society. The clerk was instructed to invite allotment tenants to put their names forward by the end of September. The committee will review in October meeting
8. Waiting list update – 5 Bishops Cleeve Residents, 11 non B/C  
There are 3 new plots vacant, with one reserved.
9. Clerk was instructed to write up an administration policy for the committee's approval
10. Two neighbouring parishes have expressed an interest in providing allotments and are seeking advice/co-operation. Clerk was instructed to ascertain any difficulties with lease for subletting
11. Three quotations are required for the provision of water to new plots. Clerk to obtain.
12. The clerk was asked to request a portion of the land adjacent to plot 92 for use as a turning circle.
13. It was noted that manure had been delivered to the site on Wednesday 30<sup>th</sup> July at 4.15pm
14. It was agreed to seek an indication if local schools and/or denley hall would be interested in a collective plot

Meeting closed at 8.30 pm

Date of next meeting 25<sup>th</sup> September 2008

# MINUTES OF PLAYGROUND COMMITTEE MEETING HELD ON 10<sup>TH</sup> JULY 2008 AT PARISH OFFICES

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

Apologies received from Cllr M Cooper

## Public Session.

Cllr P Richmond attended as a member of the public and asked if an alternative skate park site would be considered, nominating a piece of land at Cleeve School. He was informed that the contract had been placed at the site at the sports field, which had been the subject of public consultation and had the approval of the safer-communities police team.

P Richmond asked if the memorandum of understanding review had been completed with the partnership members of the sports field. Clerk informed the committee that the review had been completed and minuted earlier in the year.

P Richmond asked if the bowls club was completing their obligations for public sessions. The clerk again referred the committee to previous minutes.

P Richmond asked if the grounds men performance had been reviewed. The clerk again referred the committee to previous minutes. The Chair of the committee noted that the grounds men had a 5 year period to bring the pitches to the required standard and a more detailed evaluation of the progress made would be undertaken mid term.

The public session closed at 7.50 pm

1. Minutes from previous meeting were agreed and signed
2. It was agreed that the offer from the bowls club to do the necessary ventilation work would be accepted. The work would need to be checked by a surveyor/builder to confirm that the proposed works would solve the damp problem. The Clerk was instructed to inform all parties.
3. The replacement doors at the bowls club would be funded by the Council, if the previous matter was completed in the suggested manner. The clerk was instructed that the replacement doors met with the approval of building control.
4. Planning permissions were waiting the access design statement, which is to be prepared by Cllr Taylor.
5. The Clerk informed committee that she was still seeking SAP and STWA reports as requested by Building Control.
6. It was noted that the lease documents from TBC show the boundary for the 5 year leased land is on the boundary line of the astro fence, therefore meaning no access from Kayte Lane would be possible once the lease had expired. Further discussions with TBC would be undertaken to try and gain security of access to the Astro and the sports field at least for the length of the grant obligations (eg 21 years).
7. An exploratory meeting with Cleeve School had taken place at the request of the school. The clerk was authorised to furnish the school with requested data to allow the school to consider putting together proposals. All the data is in the public arena, including budget 08/09, users numbers and frequency, Football Foundation and Memorandum of Understanding obligations, Monitoring and Evaluation Data for year 1 of forward plan.
8. Feasibility study was presented to Committee as requested at previous meeting. Due to the considerable number of points that had come to light following the Monitoring and Evaluation Data and the Football Foundation Grant obligations, the Committee was given information on priority 1 needs. It was agreed that the formal report from the Monitoring and Evaluation meeting would be cross referenced to priority 1 report and an action plan/policy documents would be developed by the Committee.

9. Rental income from Pavilion was discussed and it was agreed to set up an annual review process. It was agreed that an increase in line with RPI would be discussed with hirer.

Cllr J Peake left the meeting at 9.15 pm

10. Pay as you go floodlights were discussed and it was agreed to discuss again pending points 7 and 8 above.

11. Maintenance schedule for building is to be considered at budget setting meeting.

12. Skate park update. Lead time noted

13. South Park update- Lead time noted. The clerk was instructed to place the order for the pedestrian gate at Cheltenham Road ( £350) and Chandler Road (£695) access points. The Chandler Road gate to be the same height as the existing fence and to be locked.

14. Willow trees at Milham Road. Further clarification sought.

15. The Clerk was instructed to write to Severn Vale Housing regarding number 77 with reference to fence panels and bridge across the brook.

16. The clerk was asked to put a running track on the forward plan for the sportsfield.

17. Budget/Expenditure. The Clerk was instructed to obtain two more quotes for the hedge on Cheltenham Road and to seek information from R Hainsworth to seek clarification if the hedge is protected.

18. Payments for month agreed from print out.

19. Authorisation of expenditure was given to the Clerk for the following items

- Sign at Finlay Way – ROSPA report
- Slide at Milham Road to be removed – health and safety
- Springy toy at Pecked lane to be removed – health and safety
- Gates at sports field (see point 13 above)
- Nettle bank at sports field in line with agreed budget figure

20. Cllr J Peake has volunteered to attend one weekly check with the handyman, clerk to arrange. Cllr Peake will report back on the safety of the swing seats that has been brought to the attention of the committee

21. Correspondence noted from

Mr Smith (clerk to respond)

Mrs Tejar (Chair to respond)

Resident of Read Way re nettlebank (see above)

Olympics ring in was noted and the committee decided to take no further action.

Emails regarding an unauthorised meeting at the sports field culvert were noted and were passed to the Emergency Committee to deal with.

Date of next meeting 21<sup>st</sup> August 2008.

Meeting closed at 10.15 pm.

Bishops Cleeve Parish Council – Planning Committee

Minutes of meeting held at 6.30 pm on Tuesday 8<sup>th</sup> July 2008

Attendance ,

1. Present AL GJ, PT VA, PL – JP arrived at end of meeting
2. Apologies noted
3. Minutes of meeting held on 10<sup>th</sup> June 2008 were agreed
4. Planning Applications received for consideration

Site Address	TBC ref no.	Proposal	BCPC response
Little acorns, The Cloisters	08/00797/ful	conservatory	supported
4 Alverton Drive	08/00709/ful	Single storey extension	Supported
60 Pagets Road	08/00796/ful	Single storey extension	Supported
12 Delphinium Drive	08/00849/ful	Single storey extension	General observations
79 Tobyfield Road	08/00768/ful	Sub-division of property to form new property	Objections
8 Oldacre Drive	08/00825/ful	Side extension, ground and first floor rear extension	General observations
Grangefield school	08/00854/tpo	Works to trees	Supported

5. Decisions made by TBC/GCC to be noted

Site address	Ref number	BCPC	TBC
Tesco car park	08/00663/ful	objection	permission
19 Furlong Lane	08/00356/ful	support	Permission
90 Meadoway	08/00461/ful	support	Permission
107 Station Road	08/00479/ful	support	Permission
44 Cutsdean Close	08/00553/ful	support	permission
20 Church Road	07/01748/lbc	support	permission
Honeycroft, Stoke Rd	08/00713/ful	support	permission
17 Murray Close	08/00522/ful	support	permission
Grangefield School	08/00688/tpo	observation	consent
Original Factory shop	07/00201/adv	Unable to find original application	Consent for part and refusal for part
34,35,36,38,40 stoke road	07/00622/ful	objection	refusal
30 Pagets Road	08/00584/ful	support	refusal
Brockhampton lane	08/00458/app	No original	Refusal

6 Other notices – appeal against refusal of planning permission for 41 Priory Lane. noted

7. Grundon planning response from GCC noted

8. Any other business for information purposes only

A CD of the VVV report was given to the committee by Cllr Taylor

It was noted that Churchdown Parish Council have a parish plan and Councillors wished to obtain a copy.

Cllr Lightfoot will draft a letter to local business' regarding street furniture.

The Meeting closed at 7.30pm

Next meeting July 22nd 2008

Bishops Cleeve Parish Council – Planning Committee  
 Agenda of meeting held at 6.30 pm on Tuesday 22<sup>nd</sup> July 2008

1. Present Attendance AL GJ, PT , PL
2. Apologies noted JP and VA
3. Minutes of meeting held on 8<sup>th</sup> July 2008 were agreed
4. Planning Applications received for consideration

Site Address	TBC ref no.	Proposal	BCPC response
70 Pecked Lane	08/00861/ful	Double garage with room above	objection
Tesco	08/00623/ful	Lobby extension to main entrance	objection
CSJ enterprises, Evesham road	08/00826/ful	Change of use from garden centre to tropical fish and pond supplies	support
11 Vilverie Mead	08/00936/ful	Single storey rear extension and porch to front	support

5. Decisions made by TBC/GCC noted

Site address	Ref number	BCPC	TBC/GCC
83 Crown Drive	08/00756/ful	supported	permission
The grange	08/00700/adv	supported	consent
15 Oakfield Road	08/00643/ful	objection	permission
2 Chiltern Avenue	08/00703/ful	supported	Permission
4 Tobyfield Road	08/00677/ful	supported	permission

6 Other notices noted

08/00559 19 Moreton Close - withdrawn

7. Any other business for information purposes only

Mineral and Waste policy update noted

Street furniture letter noted

Enquiries continuing re illuminated sign on pizza shop

The Meeting closed at 7.10 pm

Next meeting August 12<sup>th</sup> 2008

Bishops Cleeve Parish Council – Planning Committee  
 Agenda of meeting held at 6.30 pm on Tuesday 12<sup>th</sup> August 2008

1. Attendance AL GJ, PT , VA, PL
2. Apologies noted JP
3. Minutes of meeting held on 22nd July 2008 agreed
4. Planning Applications received for consideration

Site Address	TBC ref no.	Proposal	BCPC response
Brockhampton lane	08/00993/agr	Proposed hay and fodder storage barn	Supported
Brockhampton Lane	08/01031/agr	Relocation of existing hay barn	Supported
19 Cutsdean close	08/00910/ful	Conservatory to rear	Supported
1 Hunters Road	08/01014/ful	Conservatory and repositioning of garden wall	Supported
14 Delphinium Drive	08/01006/ful	Summer house	Supported
19 Moreton Close	08/00958/ful	Single storey side extension. First application withdrawn. General obs was made by bcpc	Supported
16 Withyfield Road	08/00851/ful	Single storey extension to rear	Supported

5. Decisions made by TBC/GCC noted

Site address	Ref number	BCPC	TBC/GCC
Tithe barn	08/00775/ful	No additional comments since original objection	permission
Tithe Barn	08/00776/LBC	As above	consent
12 Delphinium Drive	08/00849/ful	General observation	permission
4 Alverton Drive	08/00709/ful	supported	Permission
60 Pagets Road	08/00796/ful	supported	permission
Grangefield school	08/00854/TPO	supported	consent
Little Acorns	08/00797/ful	supported	permission

6 Other notices noted

Application for street trading – ice-cream

7. Homelands farm planning outcome was discussed and it was agreed to invite VAG to address full parish council meeting to outline their current situation.
8. Siting of recycling bins was discussed and letter to be sent to TBC
9. A response to the proposed changes by Secretary of State to the RSS to be prepared for the next meeting

7. Any other business for information purposes only noted

Mineral and Waste policy response from Stoke Orchard Parish Council to be noted (see email)

Stoke Orchard Parish Council email regarding Homelands Farm effect on Dean Brook and Hyde Brook surface water catchment

The Meeting closed at 7.30 pm

Next meeting August 26<sup>th</sup> 2008

Bishops Cleeve Parish Council – Planning Committee  
 Agenda of meeting held at 6.30 pm on Tuesday 26<sup>th</sup> August 2008

1. Attendance AL, PT , JP, PL
2. Apologies noted GJ
3. Minutes of meeting held on 12<sup>th</sup> August 2008 agreed
4. Planning Applications received for consideration

Site Address	TBC ref no.	Proposal	BCPC response
4 Wood Stanway Drive	08/01160/ful	Replacement conservatory	No comment
25 Two hedges Road	08/01189/ful	2 storey extension and single storey rear extension	No comment

5. Decisions made by TBC/GCC noted

Site address	Ref number	BCPC	TBC/GCC
70 Pecked Lane	08/00861/ful	objection	refusal
11 Acacia Park	08/00943/ful	Never received original plans	refusal
11 Vilverie Mead	08/00936/ful	supported	permission
56 Blackberry grove	08/00986/ful	Never received original plans	Permission
7 Norttenham Close	08/00985/ful	Never received original plans	permission
22 Middlehay court	08/00978/ful	Never received original plans	permission

6 Other notices -none

7. Chairs update on actions from previous meeting

- a. Homelands Farm
- b. Recycling Bins

The Meeting closed at 6.55pm  
 Next meeting September 9th 2008

## MINUTES OF TRAFFIC COMMITTEE MEETING HELD ON 17<sup>TH</sup> JULY 2008 AT PARISH OFFICES

Attendance: Cllrs P Rawlings, A Lightfoot, C Lawrence, P Taylor, J Habgood

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 of police operations in Stoke Road area. A leaflet on parking points was distributed.
3. Chairs Update.
  - Noted that there is to be a new stakeholder manager at Glos Highways.
  - Meeting with residents of Station Road to be arranged by Cllr Jones before the end of July if possible.
  - Voxwell Lane / Two hedges Road junction discussions with Glos Highways ongoing
4. Correspondence Received – none
5. Members Reports –

Cllr Richmond reported on Road Safety matters

Cllr Lawrence asked for update on the situation regarding cones at Blackberry Grove.

Cllr Lawrence asked if there was any information on changes to Stagecoach schedules. The Clerk was instructed to seek information from Cllr Jones/Stagecoach.

Cllr Richmond informed Councillors' that STWA was working on the lay-bye on the bypass in order to facilitate access to their culvert. Cllr Habgood was asked to put this information on the website.
6. Fly posting – Good Practice Guide and the Clean Neighbourhoods and Environmental Act 2005 was distributed. Cllr Jackson was to be requested to prepare feed back to the Committee.
7. Budget/Expenditure comparison report noted and accepted
8. Any other business.

The clerk was asked to email Cllr Jones for information regarding the contract for cleaning GCC bus shelters.

Meeting closed at 7.50pm Date of next meeting 18<sup>th</sup> September 2008

MINUTES OF GENERAL PURPOSES COMMITTEE MEETING HELD ON 8<sup>TH</sup> JULY 2008 AT 7.30  
IN THE PARISH OFFICES

Attendance: Cllrs. A Lightfoot, P Lightfoot, P Rawlings, P Taylor, J Peake, V Ayres

No public attended

1. Minutes of previous meeting were agreed and signed

2. The election of the vice-chair was brought forward from previous meeting and Cllr J Peake was duly elected.

3. Orchard House. The proposed meeting with M Branton from Gloucestershire County Council would not be possible until January 2009. The Clerk had been informed by County Councillor Jones, that there was no forward movement on this project at the moment. The Committee instructed the Clerk to seek a written statement of the current position from M Branton, will predicted timescales. A meeting of the Orchard House Sub committee to be arranged if appropriate.

4. Newsletter. It was agreed that the Clerk would arrange with the Tewkesbury Admag for delivery of the newsletter during July. The next edition would be published in October 2008, with a focus on the New Council Parish Office.

5. Website. It was agreed that the new Office Committee would prepare a specification of the IT needed for the new office, including the website which will be maintained by the administration staff. It was agreed that content would be put through the Clerk. Committee agenda's will now be put on website. Calendar of events would be put on the notice boards with the information that Agendas were available from Clerk/Website.

6. Cilca Portfolio had been submitted by Clerk.

7. Quality Council would be discussed at the next meeting.

8. Fair Trade Village status was discussed and it was agreed that Cleeve School would be invited to join the Fair Trade Village subcommittee, with a meeting to be arranged in September.

9. Future Expenditure.

It was agreed that the litter bin at Bishops Drive would be replaced with a new bin.

2<sup>nd</sup> Location of litter bin would be advised by committee.

Dog bins to be kept in store.

Noticeboards – none to be ordered at present time

Website – no additional costs at present time

Newsletter- Expenditure authorised for current edition. The clerk was instructed to signpost delivery means on website to alert the public to look out for it.

Dog bags. Due to the removal of the service of free dog bags by Tewkesbury Borough Council, it was agreed that the Parish Council would take over the service. Distribution from the parish office was agreed. The administration team was instructed to monitor numbers and postal codes for the first order. The Clerk was instructed to place an order for 20k bags in the sum of £460 with JRB Enterprises Ltd for the vested tie handle design. Voluntary donations would be sought in the first instance.

10. The budget/expenditure comparison report was noted and agreed.

11. Any other Business:

- Apologies received from Cllr J Peake for September meeting
- Clerk is looking into providing a logo for the council

Meeting closed at 8.40 pm Date of next meeting 9<sup>th</sup> September 2008

# MINUTES OF EMERGENCY COMMITTEE MEETING HELD ON 17<sup>TH</sup> JULY 2008 AT PARISH OFFICES

Attendance: Cllrs P Richmond, P Taylor, A Lightfoot, C Lawrence, P Rawlings, J Peake  
Apologies noted from Cllr Ayres and County Councillor Jones

Public Session. Mr Carver attended and spoke in detail regarding the drainage ditch at the sports field. He stated that the ditch fills to within 6 inches of the top due to lack of clearance of the ditch and the problem had been made worse by the dumping of spoil from the bowls club construction site. Further hardcore debris can be found in the entrance to the culvert running under the car park entrance. The flooding risk is at its worse after 2 or 3 days of sustained rain. His land, which abuts the drainage ditch, did not flood in July 07 due to the prompt action taken by himself in using pumps. The committee established that the drainage ditch had been installed in consultation with GCC, namely Mr Mooney and it was agreed that the clerk would seek advice and guidance from Mr Mooney. It was noted that Cllrs Richmond and Habgood had brought this matter to the attention of the playgrounds committee previously.  
The public session closed at 8.15 pm

1. Minutes from previous meeting were agreed and signed

2. Matters arising.

Cllr Peake was duly elected as vice-chair

Cllr Lightfoot informed the Committee that the Youth Club manager had agreed to allow the use of the phone in the youth club building in an emergency situation.

Cllr Rawlings expressed concern regarding the practicalities of any surplus sand, having been delivered by Elliots at our request, would then be left on site. The clerk was instructed to write to Elliots, asking them if they would also be prepared to remove any surplus sand back to storage at their premises.

3. Cllr Richmond brought the matter of watercourse wardens to the attention of the committee.

Discussions followed and concerns were expressed regarding the remit of such wardens, health and safety issues and insurance implications. The clerk was instructed to seek guidance from GCC/TBC regarding the practicalities, such as remit, training, equipment, coordination, insurance and to report back to committee.

4. Clerk raised concerns over meeting held at sports field culvert, without the knowledge and authorisation of the Parish Council. The Chair of the Committee stated that standing orders state that no Councillor is authorised to give instructions, or authorise expenditure and all such matters should be dealt with by the Clerk. Therefore meetings such as the one being discussed, could cause difficulties and should not take place without the authority of the Committee.

5. Verbal quotation received regarding the clearing of the brook at the play area known as Nottingham Road. The sum exceeds the budget of the Committee and as such further negotiations will be necessary. The clearing of the brook is based on the advice of TBC drainage engineer and any spoil needs removing from the area. Some parts of the brook were cleared in 2006, but the channel is silted up and where it is narrow is causing a damming effect. Cllr Richmond agreed that this watercourse was causing concern. It was noted that a public consultation with residents at the Gotherington Lane end would be necessary. It was agreed that advice would be sought from GCC – Pat Mooney. Councillors expressed concern that the whole of the budget may be used on one watercourse, and that a balanced view should be taken.

6. Tobyfield Close residents' concern was being dealt with using multi-agency approach.

7. Budget/Expenditure report was noted and agreed

8. Community Action draft plan would now be completed by Clerk for approval of committee. A meeting is to be arranged with all those volunteer groups who have expressed an interest in being involved. (clerk/chair). Cllr Lightfoot is researching lanterns.

9. Correspondence noted:

- Email re gully clearance work
- Red cross funding availability
- TBC flood/watercourse wardens

10. Any other business

Cllr Richmond informed committee that he had attended a flood forum meeting and information was distributed

Cllr Lawrence noted that the Finlay Way water course was not cleared after maintenance work had been completed

Cllr Richmond is to do a drawing of the drain that is not working in Evesham Road which will be forwarded to Glos Highways.

Meeting closed at 9.20 pm

# MINUTES OF NEW OFFICE COMMITTEE MEETING HELD ON 28<sup>TH</sup> JULY 2008 AT PARISH OFFICES

Attendance: , A Lightfoot, C Lawrence, P Lightfoot, K Peake, J Habgood, V Ayres  
Apologies noted from Cllr P Richmond

Public Session. No members of the public attended

The Chair welcomed Cllr K Peake

1. Minutes from previous meeting were agreed and signed
2. Application for Entrust grant. Councillor Richmond did not attend the meeting and had not forwarded any documentation or information for the consideration of the Committee. After discussions, the Committee agreed that an application for an Entrust Grant was not appropriate at this time. Discussions may be re-opened when the Council is in the new office.
3. Clearing existing office. The committee delegated responsibility for clearing paperwork to the Clerk, subject to Archiving regulations. Any items that the Clerk has concerns about would be discussed with Chairs of Committees. It was agreed that the committee did not want to take the existing meeting room and hall furniture and subject to the clerk making efforts to ascertain if any local groups would be interested in the furniture, the committee delegated the responsibility of disposal to the clerk. The clerk was given the brief that the new office was to meet all current fire & Health and safety guidelines and was to be clutter-free. The clerk was delegated the responsibility of using her discretion on disposal and recommendation for transfer to the new office.
4. The Clerk was instructed to clarify the status of the office on relinquishing the lease.
5. Draft Operational Plan was looked at by the Committee and the following preliminary decisions were agreed.
  - The building will be known as Bishops Cleeve Parish Council Office
  - Lone Working, Health and Safety, First Aid and Fire Policy are to be drafted by Clerk
  - The store room will be racked. Clerk to seek clarification from TBC
  - A small table and two chairs will be provided in the Kitchen for staff to eat at.
  - There will be 4 hot water (flask) jugs used to provide hot water to meeting rooms
  - The Committee will be looking at providing Loop Induction and portable Hearing systems.
  - Parish Office staff will administer the web site
  - Cllr P Lightfoot and Cllr J Habgood will present a specification of IT needed, a preliminary meeting/discussion to be set up with GCC and/or TBC
  - Meeting to take place with Customer Services Manager of TBC to open discussions on joint working practices (Cllr A Lightfoot and Clerk) on August 6th
  - Initial hire fees for function room to be set at £25 per half day and £10 per half day for the small meeting room.
  - There will be one function room with flexible tables/chairs to be hired out, one small meeting room with fixed table /chairs and one Council room with fixed tables/chairs
  - The Fire Regulation number of 60 people in building, 50 in larger rooms, 3 in small meeting room and 5 in admin office will be clarified at meeting to discuss implications of fire management plan to be attended by Cllr A Lightfoot and Clerk on 4<sup>th</sup> August.
  - The Fire regulation of the upstairs rooms only being used if the downstairs function room is sealed shut was accepted by committee.
  - It was noted that the Council would have priority of the building on Tuesday and Thursday evenings for committee and Council meetings.

- It was agreed that the Chairman's board of office would be transferred to new office.
- Colour of carpet chosen
- Exterior signage agreed with the provision of extra arrows and font changes
- Floor plans were distributed to Councillors
- The Clerk has started the process of obtaining designs and specifications from two furniture suppliers. Committee agreed that the Clerk should contact a third Company as suggested by the Clerk.
- It was agreed that the Council wished to transfer its existing telephone number to the new office.

6. Heating details supplied via Email from TBC at the request of Cllr Richmond. However the Committee wished to have more details such as the tariff, other local users and its capabilities. The matter will be raised at the project meeting on the 4<sup>th</sup> August.

7. There was no any other business

Date of next meeting 1<sup>st</sup> September 2008 at 7.30

Meeting closed at 8.50 pm

**Sixty Fifth Meeting of the Community Building Committee  
Held in the Parish Office at 7.30 p.m. on Tuesday 22<sup>nd</sup> July 2008**

**Election of Chair & Vice Chair:**

Cllr G Jackson was elected as Chair and Cllr P Lightfoot elected as Vice Chair.

**Present:**

Cllr G Jackson  
Cllr A Lightfoot  
Cllr P Lightfoot  
Cllr K Peake  
Cllr P Taylor  
Mr J Gurney

**Apologies:**

Mr P Clapham

**Minutes of the meeting held on 25<sup>th</sup> March 2008:**

The minutes were agreed.

For information – the hire charges had been increased and it was agreed that these would be reviewed on an annual basis.

**Bookings:**

Casual	20
Block	No new

Only 1 or 2 free sessions now available during the day.

**Caretaker's Report:**

Problems with drains. Design fault may have been identified several years ago. GCC had recently been contacted but till now had not responded. Cllr Ceri Jones to be contacted to see if he can contact GCC offices for us. Understand library is also having problems with drains. Youth Club to be asked to share costs of clearance works done in May in accordance with agreed ratio.

**Youth & Community Issues:**

No report available bit it was noted that P Clapham had attended last months Parish Meeting.

**Treasurer's Report:**

Reconciled bank balance - £1048

Receipts and Payments from 1<sup>st</sup> April 2008 noted and agreed as follows:

	<b>RECEIPTS</b>	<b>PAYMENTS</b>
Salaries	0.00	1,434.58
Utilities	0.00	689.30
Rent and Rates	0.00	1,446.40
Cleaning	0.00	850.00
Repairs / Replacements	0.00	220.00
Deposits	0.00	20.00
Block Hire	3,605.73	0.00
Casual Hire	559.37	59.50
Insurance Receipts	25.27	0.00
Booking Fees	241.75	0.00
Equipment Purchased	0.00	178.87
Service Contracts	0.00	185.45
<b>Total Receipts</b>	<b>4,432.12</b>	<b>5,084.10</b>

It was noted that the rates for year had been paid in full.

**Other Urgent Matters:**

None

**Date and time of next meeting:**

Tuesday 16<sup>th</sup> September 2008 at 7.30pm

## **Dates for Diary**

**Sept 1<sup>st</sup> – New Office Committee meeting**  
**3<sup>rd</sup> Sports field users group meeting**  
**9<sup>th</sup> and 23<sup>rd</sup> Planning committee meeting**  
**9<sup>th</sup> General Purposes Committee meeting**  
**11<sup>th</sup> Playgrounds Committee meeting**  
**15<sup>th</sup> Police liaison meeting**  
**18<sup>th</sup> Traffic Committee meeting**  
**18<sup>th</sup> Emergency Committee meeting**  
**25<sup>th</sup> Allotments committee meeting**

**Correspondence received.**

**Draft mental health and social inclusion strategy for Gloucestershire. Available in office**  
**WRVS request for donation following our donation in 2006 in sum of £200, A request**  
**has been received for a donation in support of Gloucestershire Emergency Services.**  
**Specific financial reports for this parish are not available. National income and**  
**expenditure and balance sheets submitted.**

After much correspondence the owners have finally agreed to carry out much needed maintenance work at the White House on Old Evesham Road and have started to clear the overgrown garden and the drainage ditch. The owners, Taylor Wimpey, have agreed to an ongoing programme of maintenance work that should not see the property get into the same state again. I visited the property with a member of Tewkesbury Borough Council Environmental Health team and found no evidence of vermin or rats which was a relief.

There has been much publicity for the proposed new Police HQ on the A435 near the Smith's ( GE) roundabout. The Police have agreed to hold a Public meeting to address concerns of local residents once the funding has been put in place which should be in September 2008 and details will be published nearer the time.

Together with other Lib Dem Councillors I've been trying to ensure that the Recycling Centre at Tesco's Car Park and other sites in Cleeve not only provide the right mix of recycling options but that the area is kept neat and tidy. Failure of the collection vehicle and strike action by UNISON have resulted in the area not being cleared as often as it should be but the area should be now being serviced as usual. There are five plastic recycling igloos at the Tesco site but please squash the bottles flat before disposing of them.

The collapsed wall by the steps from the lower to upper car park in the centre of the village near the library is due to be repaired in the next week and until then care should be taken by all in this area until the work is carried out.

Tewkesbury Borough Council is conducting a review into the Borough Car Parking Strategy and is holding a drop-in session at the Bishop's Cleeve Parish Council offices between 6.00 - 8.00pm on Tuesday 16<sup>th</sup> September 2008. If you have any views on Car Parking Enforcement or parking in the village please come along and let us know what you think.

Cllr Phil Taylor

28<sup>th</sup> August 2008

**D R A F T for consideration by Council.**

# **BISHOPS CLEEVE PARISH COUNCIL**

## **FINANCIAL REGULATIONS**

**These Financial Regulations were adopted by Bishops Cleeve Parish Council at  
its Meeting held on .....**

**These financial regulations are taken from the model 2 provided by NALC.**

**These financial regulations correspond to the adopted standing order and where appropriate have  
been cross referenced.**

**Note: the Clerk and RFO may be the same person.**

**In order to promote efficiency, economy and effectiveness, the council has established a  
subcommittee for Finance and Scrutiny.**

## **1. GENERAL**

- 1.1 These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of financial control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations are designed to demonstrate how the council meets these responsibilities.
- 1.2 The Responsible Financial Officer (RFO) is a statutory office and shall be appointed by the council. The RFO, acting under the policy direction of the Council, shall administer the Council's financial affairs in accordance with proper practices. The RFO shall determine on behalf of the council its accounting records, and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the council are maintained and kept up to date in accordance with proper practices.
- 1.3 The RFO shall produce financial management information as required by the council.
- 1.4 At least once a year the council shall through the Financial Monitoring Councillor and the finance sub-committee, conduct a review of the effectiveness of its system of internal control which shall be in accordance with proper practices:  
The council's system of internal control shall cover:
- a. Appointment of Proper Officers and the RFO
  - b. Proper book-keeping and financial reporting arrangements
  - c. Financial regulations including Standing Orders and payment controls
  - d. Risk management arrangements
  - e. Budgetary controls
  - f. Income controls
  - g. Petty cash controls
  - h. Payroll controls
  - i. Capital controls covering asset management, investments and borrowing
  - j. Bank reconciliation
  - l. Other areas identified from time to time in risk assessments
- 1.5 In these financial regulations, references to the Accounts and Audit Regulations shall mean the Regulations issued under the provisions of section 27 of the Audit Commission Act 1998 and then in force. In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability in local Councils in England and Wales – a Practitioners' Guide which is published jointly by NALC and SLCC and updated from time to time.
- 1.6 It shall be the duty of the Council to review the Financial Regulations of the Council annually. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations

## **2. ANNUAL ESTIMATES (BUDGET)**

- 2.1 Each Committee shall formulate and submit proposals to the Council in respect of revenue and capital including the use of reserves and sources of funding for the following financial year not later than the end of October each year.
- 2.2 Detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the year shall be prepared each year by the RFO in the form of a budget to be considered by The finance subcommittee comprising of the chairs of committees, the financial monitoring councillor and the RFO shall review the proposals during November of each year

- 2.3 The Council shall review the above budget not later than the end of December each year and shall fix the Precept to be levied for the ensuing financial year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved budget.
- 2.4 The annual budgets shall form the basis of financial control for the ensuing year.
- 2.5 The Council may consider the need for and shall have regard to a three year forecast of Revenue and Capital Receipts and Payments which may be prepared at the same time as the annual Budget.

### **3 BUDGETARY CONTROL**

- 3.1 Expenditure on revenue items may be incurred up to the amounts included for that cost centre in the approved budget.
- 3.2 No expenditure may be incurred that will exceed the amount provided in the revenue budget for that cost centre. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate.
- 3.3 The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at the end of each financial quarter.
- 3.4 The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1000. For sums higher than £1000, the Clerk shall act in consultation with the Chair or Vice-Chair of the Council. The Clerk shall report the action to the Council as soon as practicable thereafter.
- 3.5 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless placed in an earmarked reserve by resolution of the council.
- 3.6 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.
- 3.7 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 3.8 Any resolution which, if carried would, in the opinion of the Chair of the Committee, substantially alter the financial position of a cost centre under the management of a committee, shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the council, and any committee affected by it shall consider whether it desires to report thereon (see standing order 30)

### **4 ASSETS, PROPERTIES AND ESTATES**

- 4.1 The Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

- 4.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £50.
- 4.3 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.]

## **5 INSURANCE**

- 5.1 Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers
- 5.2 The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 5.3 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 5.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 5.5 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

## **6 RISK MANAGEMENT**

- 6.1 The council is responsible for putting in place arrangements for the management of risk. The RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 6.2 When considering any new activity, the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

## **7. ACCOUNTING AND AUDIT**

- 7.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 7.2 The RFO shall complete the annual financial statements of the Council, including the council's annual return, as soon as practicable after the end of the financial year and shall submit them and report thereon to the Council.
- 7.3 The RFO shall complete the Accounts of the Council contained in the Annual Return (as supplied by the Auditor appointed from time to time by the Audit Commission) and shall submit the Annual Return for approval and authorisation by the Council within the timescales set by the Accounts and Audit Regulations.
- 7.4 The RFO shall ensure that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with proper practices. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.

- 7.5 The Internal Auditor shall be appointed by and shall carry out the work required by the council in accordance with proper practices. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing, or in person, on a regular basis with a minimum of one annual written report in respect of each financial year. In order to demonstrate objectivity and independence, the internal auditor shall be free from any conflicts of interest and have no involvement in the financial decision making, management or control of the council.
- 7.6 The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers and for the display or publication of any Notices and statements of account required by Audit Commission Act 1998 and the Accounts and Audit Regulations.
- 7.7 The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

## **8. BANKING ARRANGEMENTS AND CHEQUES**

- 8.1 The Council's banking arrangements, including the Bank Mandate, shall be made by the RFO and approved by the Council. They shall be regularly reviewed for efficiency.
- 8.2 A schedule of the payments made since the last meeting, forming part of the Agenda for the Meeting, shall be prepared and be presented to Council by the RFO. The schedule shall be authorised by a resolution of the Council
- 8.3 Cheques drawn on the bank account in accordance with the schedule referred to in paragraph 5.2 or in accordance with paragraph 6.4, shall be signed by two authorised signatories as approved by resolution in the Annual Parish Meeting.
- 8.4 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the associated invoice.

## **9 PAYMENT OF ACCOUNTS**

- 9.1 All payments shall be effected by cheque or other order drawn on the Council's bankers.
- 9.2 All invoices for payment shall be examined, verified and certified by the Clerk. The Clerk shall be satisfied that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved. Such payments shall be authorised by the committee, if any, having charge of the business to which it relates. (see standing order 44)
- 9.3 The RFO shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading, after confirming that it is within the power of the Council to make the payment (see standing order 31)
- 9.4 The RFO shall take all steps to settle invoices submitted, and which are in order, by the next ordinary Council Meeting, provided that a list of such payments shall be submitted to the next meeting of the council
- 9.5 The Council may maintain cash float up to £150. Any payments made in cash by the Clerk or RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

## **10 PAYMENT OF SALARIES**

- 10.1 As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by Council.
- 10.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that the total monthly payments for the salary cost centre is reported to and ratified by the next available Council Meeting.
- 10.3 In every year not later than the meeting at which the budget for next year are settled (October), the Council shall review the pay and conditions of service of existing employees. See standing order 14

## **11 LOANS AND INVESTMENTS**

- 11.1 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 11.2 The council shall consider the need for an Investment Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Policy shall be reviewed at least annually.
- 11.3 All investments of money under the control of the Council shall be in the name of the Council.
- 11.4 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The terms and conditions of borrowings shall be reviewed at least annually.
- 11.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

## **12 INCOME**

- 12.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 12.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 12.3 The Council will review all fees and charges annually, following a report of the Clerk.
- 12.4 Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 12.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers weekly
- 12.6 The origin of each receipt shall be entered on the paying-in slip.
- 12.7 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 12.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

## 13 ORDERS FOR WORK, GOODS AND SERVICES

- 13.1 An official order or letter shall be issued by the RFO for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 13.2 All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 14 below.
- 13.3 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

## 14 CONTRACTS

Procedures as to contracts are laid down as follows:

- (a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (vi) below:
- (i) for the supply of gas, electricity, water, sewerage, internet and telephone services;
  - (ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
  - (iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - (iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
  - (v) for additional audit work of the external Auditor up to an estimated value of £250 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman or Vice Chairman of Council);
  - (vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- (b) Where it is intended to enter into a contract exceeding £10,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall seek tenders from at least three firms, having given at least 3 weeks public notice and given notice in local newspapers (see standing order 55).
- (c) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in an approved recommendation to the Council.
- (d) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

- (f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
- (g) If less than three tenders are received for contracts above £10,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- (h) Any invitation to tender issued under this regulation shall contain a statement to the effect of Standing Orders 55
- (i) When it is to enter into a contract less than £10,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall give at least three weeks public notice in the same manner as public notice of meetings of the council are given (see standing order 55). The Clerk shall obtain 3 quotations (priced descriptions of the proposed supply). Where the value is below £1,000 and above £100 the Clerk shall strive to obtain 3 written estimates. Otherwise, Regulation 13.2 above shall apply.
- (j) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- (k) If no tenders are received or if all the tenders are identical the Council may make such arrangements for procuring the goods or materials or executing the works as it thinks fit. (see standing order 55)

## **15. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS**

- 15.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 15.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 15.3 Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the Contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

## **16 STORES AND EQUIPMENT**

- 16.1 The clerk on behalf of committees shall be responsible for the care and custody of stores and equipment in that section.
- 16.2 Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 16.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 16.4 The RFO shall be responsible for ensuring that there are periodic checks of stocks and stores at least annually.

## **17 GRANT APPLICATIONS**

- 17.1 A grant application shall be signed on behalf of the Council only after authorisation by a resolution of the full Council
- 17.2 Only two members of the Council named in the above resolution may sign, on behalf of the Council, any grant application.