

Bishop's Cleeve Parish Council

Councillors were summoned to attend the Parish Council meeting to be held on the 3rd June 2010 at the Parish Council Offices at 7.30pm

1. No Members of the public attended
2. **Attendance** of Councillors recorded as Cllr A Lightfoot, Cllr A Shakespeare, Cllr C Lawrence, Cllr P Rawlings, Cllr P Lightfoot (chair) Cllr P Taylor, Cllr P Badham, Cllr P Richmond, Cllr Mackinnon, Cllr J Peake, Cllr G Jackson Cllr K Peake (arrived at 19.41) County Councillor Jones, Borough Councillor Hillier-Richardson
3. Council authorised and recorded **absences** of Councillor Ayres(illness) and Cllr M Cooper (business)
4. Councillors made **Declaration of interests** on matters on the agenda- Cllr J Peake allotment holder, Cllr Richmond trustee of tithe Barn (12) Cllr Richmond TBC planning committee (17)
5. **Borough** Councillors reported to the Council. To be included on the next meeting agenda item to discuss how Borough Councillors reports are recorded.
6. The **County** Councillor reported to the Council
7. Council agreed for accuracy the **minutes** of the meeting held on the 13th May 2010. Councillors were invited to comment on **matters arising** for information purposes only
8. Council noted the draft minutes for **committee** meetings held during May 2010
 - a) Planning Committee
 - b) Highways and Amenities
 - c) Allotment Committee
9. Council noted **dates for diaries including additional date of June 8th workshop for 4 year plan , 7th June TBC planning information, 9th June Police HQ public meeting and 23rd June SARA meeting**. And Aerospace 5 road running race in Bishops Cleeve to be held on 1st July 2010
10. Council approved the schedule of **payments** made since 1st May 2010
11. Council was asked to authorise a s142 grant to the Tithe Barn as requested in the sum of £500 by Councillor Habgood for advertising the new Farmers' Market. S137 Power **can not be used for Advertising**. The budget for s142 (to promote tourism) remaining for this current financial year is £1257 which also covers the Christmas Lights donations. Cllr Richmond left the room. Cllr Badham declared an interest. A proposal was made for £250 and seconded, a proposal was made for £500 but was not seconded, a proposal was made for £100 but was not seconded. It was agreed by majority vote to give a grant of £250. Cllr Richmond returned.

12. Council discussed if it wishes to continue to offer **Saturday morning Councillors' Surgeries** for the year 2010 with update given regarding other similar sized parish/town councils. Council agreed not to continue with surgeries at the present time.
13. Council noted the **update from the 4 year plan workshop** held on the 1st June 2010 (information circulated) and date of next workshop to be 8th June at 7.30pm
14. Council noted that **the sustainability statement** as required by the Power of Well- being legislation was not ready yet
15. Council was asked to support a proposal from Cllr P Lightfoot to write to the Boundary Commission supporting a change to Unitary authority for Gloucestershire. An amendment was proposed, seconded and agreed to send a **letter asking to be involved if Unitary authorities are discussed in the future.**
16. Council approved an appropriate response regarding any future housing developments to be **sent to proposed developers. It was also proposed that the planning committee take the lead in publicising the Council's opposition** including outline of appropriate planning responses to be put on website, email contact point, on-line petition, paper petition, Special Edition of newsletter, contact with MP, local shops, Councillor Richmond left the room. Cllr Mackinnon asked that he had responded by asking questions and not by making comments. Cllr Mackinnon took no part in the Council discussion. Cllr Richmond returned.
17. Councillors were invited to inform Council of any **other business** for information purposes at the discretion of the Chair.
18. Date of **next meeting** to be noted as 1st July 2010

Bishop's Cleeve Parish Council

Councillors were summoned to attend the Parish Council meeting held on the 13th May 2010 at the Parish Council Offices at 7.30pm

1. Council **Elected Cllr P Lightfoot as Chairperson of the Council.** The Clerk informed Council that a proposal and seconder for Cllr P Lightfoot and Cllr P Taylor had been received. Council did not make any further proposals and a vote by written ballot took place. An Acceptance of Office form was signed in the presence of the Council.
2. Council **Elected Cllr Taylor as Vice-Chairperson of the Council.** The Clerk informed Council that a proposal and seconder for Cllr A Lightfoot had been received. Council was invited to make any further proposals and Cllr P Taylor was nominated and seconded. A vote by written ballot took place. An Acceptance of Office form was signed in the presence of the Council. A vote of thanks was given to Cllr A Lightfoot
3. Members of the public were invited to address Councillors. The future of Grange field was enquired of.
4. **Attendance** of Councillors will be recorded as Cllr P Lightfoot, Cllr A Lightfoot, Cllr P Richmond, Cllr A Mackinnon, Cllr J Peake, Cllr P Taylor, Cllr V Ayres, Cllr A Shakespeare, Cllr G Jackson, Cllr C Lawrence, Cllr P Rawlings, Cllr J Peake, Cllr J Habgood, Cllr P Badham. Also present County Councillor Jones and Borough Councillor J Richardson
5. Council was asked to authorise and record **absences** of Councillor Cooper (illness)
6. Councillors were invited to make **Declaration of interests** of matters on the agenda and Cllr Badham did so relating to planning application for Orchard House (20.10pm)
7. **Borough** Councillors reported to the Council
8. The **County** Councillor reported to the Council. Wingmoor Farm planning application has been delayed again waiting for the dust analysis. July 15th –site visit July 22nd Committee meeting. (alternately 1st Sept and 9th Sept)
9. Council agreed for accuracy the **minutes** of the meeting held on the **1st April 2010.**
10. Councillors were invited to comment on **matters arising** for information purposes only.
11. Council was to note the minutes for **committee** meetings held during April 2010
 - d) Planning Committee (page 6)
 - e) Playgrounds Committee (page 9)
 - f) Office Committee (page 11)
 - g) Allotment Committee (page 13)

12. Council noted **dates for diaries** (page 15) and to note that the meeting cycle calendar can now be accessed via the Parish council website or via google search: “bishops cleve parish council meeting calendar” this will take you to the front page of the website and you can click on “**For a calendar of Council and Committee meetings**” Councillor Habgood asked that the premises committee consider a policy on planning application exhibitions. Council restated its opposition to any new developments in Bishops Cleeve. Council noted that in December 2009 it was confirmed that the Planning Committee could enter into dialogue with potential new developers.
13. Council approved the schedule of **payments** made since 1st April 2010 (page 16)
14. Council confirmed the annual appointment of the Clerk as Responsible finance Officer
15. Council confirmed the annual appointment of Cllr G Jackson as Financial monitoring Councillor.
16. Council confirmed the cheque signatories for the coming year to remain as Cllr P Lightfoot, Cllr A Lightfoot, Cllr V Ayres, Cllr C Lawrence, Cllr P Rawlings, Clerk, Cllr G Jackson.
17. Council accepted the **Income and Expenditure account** for 2009/2010 as distributed and authorised the signing of **the annual return** by the Chair of the Council (cllr taylor briefly left the room)
18. Council authorised a s137 grant to Cleeve Carers as in previous years in the sum of £250 (donated in December 2008) after noting balance of s137 budget = £1250
19. Council deferred a decision on **Saturday morning Councillors’ Surgeries** for the year 2010 until the clerk has ascertained other similar sized council’s practice. **To be brought back to next meeting.**
20. Council **noted the working papers from the 4 year plan** workshop as attached (page 18)
21. Council agreed that the **proposals from the 4 year plan** workshop be further developed at a workshop to be arranged
22. Council deferred the decision to **adopt the sustainability statement** as required by the Power of Well being legislation (see page 25). Clerk to speak to TBC Officer for up to date statistical information and then to bring the draft back to the Council. The Council was informed that it still requires 2 more Councillors to attend the training before the criteria to adopt the power of well being is met. Certificates for Councillors who have already attended were available after the Council meeting.
23. Council elected the **committee membership and outside organisation representations as follows:**

2010 Committee membership

Committee	1	2	3	4	5	6	7
Chair of Council	Peter Lightfoot						
Vice Chair of Council	Philip Taylor						
Allotments	James Habgood	Ann Lightfoot	Peter Lightfoot	Geoffrey Jackson	Alan Shakespeare	John Peake	Peter Richmond
Buildings	Ann Lightfoot	Clive Lawrence	Geoffrey Jackson	Peter Richmond	Kate Peake	Vera Ayres	Phil Taylor
Highways and amenities	Ann Lightfoot	Clive Lawrence	Phil Taylor	Geoffrey Jackson	Kate Peake	Pat Rawlings	Peter Richmond
Planning	Ann Lightfoot	Peter Lightfoot	Geoffrey Jackson	Mark Cooper	John Peake	Vera Ayres	Phil Taylor
Play grounds and Sports fields	Ann Lightfoot	Peter Lightfoot	Kate Peake	Mark Cooper	Peter Richmond	Phil Taylor	
Community response subcommittee	Chairs of Council	Chairs of committees					
Employment and Finance subcommittee	Finance Councillor	Chair of Council	Chairs of committees				

Outside Organisation representation:

Road Safety Partnership	1	?	Peter Richmond	
Tithe Barn	2 trustees	evenings	James Habgood	
GAPTC	1	Daytime and evenings	Ann Lightfoot	
Chartered Parish	1	evenings	Peter Richmond	
Cleeve conservators	2	evenings	Peter Lightfoot	Kate Peake
JMC	2	evenings	Peter Lightfoot	
Wingmoor Farm Liaison	2	evenings and daytime	Peter Lightfoot	Tony Mackinnon
Volume crime gp	1	evenings	Peter Radham	
Roof top housing	1	evenings	Pat Rawlings	
SARA		evenings	Chair of Council	
Police liaison	2	evenings	Peter Lightfoot	Alan Shakespeare
Transition cleve	1	evenings	James Habgood	

24. Councillors were invited to inform Council of any **other business** for information purposes at the discretion of the Chair.

25. Date of **next meeting** to be noted as 3rd June 2010

Meeting closed 9.25pm

**Minutes for Meeting of the Highways and Amenities Committee
held in the Parish Office at 7.30pm, Thursday 20th May 2010**

Present were Cllr P Lightfoot(ex-officio), Cllr A Lightfoot, Cllr C Lawrence, Cllr K Peake, Cllr P Rawlings, Cllr P Taylor, Cllr P Richmond, Cllr G Jackson and County Councillor Jones

- 1. Election of Cllr Ann Lightfoot as Chair of Committee and Cllr P Richmond as Vice Chair of Committee was agreed**
- 2. No Declaration of interests by Councillors on matters on the agenda were made**
- 3. Public Session – none attended**
- 4. Visiting speaker from Stagecoach sent his apologies as he was unable to attend. Committee noted that questions such as maintaining the route, price structure, extension of route communication with possible future developers and notice boards to be more accessible for people with additional needs should be put in a letter also inviting Stagecoach to inform us of any matters that they wished to bring to our attention. Committee would like to offer other dates as we wish to continue the positive relationship already established, stressing the mutual benefit. A day time meeting could be facilitated.**
- 5. No Apologies for absence were received. The Chair of Council was welcomed to the committee**
- 6. Committee reaffirmed the terms of reference for committee including meeting time to be reviewed in 6 months.**
- 7. Minutes from previous meetings held in 2010 were agreed for accuracy**
 - a) Traffic Committee March 2010 - agreed**
 - b) General purposes Committee January 2010 - agreed**
- 8. Matters arising from previous meetings for information purposes**
 - Capita parking issues meeting update given and a discussion took place regarding enforcement difficulties**
 - Willow Park Drive sign waiting response from TBC**
 - Glos Highways has agreed contractor regarding Finger post sign- County Councillor Jones to follow up**
 - Residents of Stoke Road meeting update from County Councillor Jones noted**
 - consideration of road traffic management at Church Road/Cheltenham Road already discussed with Glos Highways and no further action will be taken.**

- feasibility study done regarding crossing outside post office and refused on safety grounds.

9. Correspondence received included note of 13 PCN were issued on 17 visits. Also noted was a request for any article for Tewkesbury Borough News which has to be received by 28th May. Clerk to inform TBC that it is too short notice and to ask for further guidance of scope

10. 4 year plan targets were not adopted as full council has agreed to hold a further workshop on 1st June

11. Budget update was distributed and authorisation of expenditure for 10/11 was agreed.

- 1 dog and 1 litter bin authorised in January but waiting installation
- Willow Park Drive road sign authorised in March but waiting liaison with TBC
- It was noted that insurance receipt has been received in respect of replacement bus shelter
- Dog bag income system explained
- Transfer of phone line as part of community response plan was agreed
- To pay Church clock maintenance charge

12. Any other important business for information only

Next meeting agenda

- To consider an erection of a pedestrian safety barrier at Stoke Road/A435, barrier at Deans Lee and joint funding for footpath at Kayte Lane – Clerk to ascertain powers
- To consider a decision for logo at next meeting
- To consider the TB news article for November deadline
- To consider the ongoing practice of paying part of the cost of the maintenance of Clock
- Standard agenda to include update from Glos Highways liaison meetings with circulation of notes from previous meeting to be distributed. Chair and Vice Chair to attend as standard practice (10th June at 2pm is next meeting)

Date of next meeting July 15th 2010

Meeting closed at 20.40

Members of the Allotments Committee attended the Parish Council Office on Thursday 27th May 2010 at 7.36 pm. Councillors Shakespeare, Richmond, Habgood, A Lightfoot, P Lightfoot and J Peake,

1. Election of Chair of Committee was agreed as Cllr P Lightfoot
2. Election of Vice Chair of Committee was agreed as Cllr J Peake
3. Public Session none attended- Cllr J Habgood brought to the attention the uneven surface of the track since the water track, clerk will investigate
4. Committee to note Apologies for absence from Cllr Jackson
5. Committee to note declaration of interests for matters on the agenda Cllr J Peake and Cllr Habgood declared as allotment holders

6. Minutes of the decisions of previous meeting held in April 2010 agreed for accuracy. "any neighbouring land owner" to be put in paragraph was agreed

7. Committee agreed the review terms of reference for this committee
8. Finance reports agreed by Committee

9. Committee were asked to approve a proposed health and safety policy that tracks should be made to pedestrian access to prevent the breaking up and damage to the ground caused by vehicle access but still allow access to plots, apart from one track towards the "horse field" which should be left wide enough for emergency vehicle access to the back of the site. (brought forward from last month see photographs). Committee voted 5 for and 1 against.

10. In line with a previous decision, the Committee are asked to approve the policy of offering plot extensions to those plots which would allow the decision of agenda item 8 to be carried out as economically as possible. Committee voted 5 for and 1 against.

11. Tenancy agreements unsigned was discussed, and as the original plot size agreement has been signed the normal inspection and eviction process will be followed. Clerk to remake the offer of reducing the plot size.

A response to the letter received to be sent stating that if the neighbouring land owner has any wish to discuss the boundary with the Parish Council, he should contact us direct. The Council does not agree to plot 66 doing any works on our behalf and does not have authority to speak on behalf of the parish council to 3rd parties.

Rent outstanding – notice on plot and 7 day notice of eviction (policy for future)

4 vacant plots all offered out and Waiting list of 31 to be noted

12. Committee were asked to note that the association are advertising a table in the parish pump area on street fair day. Clerk has informed association that the parish pump area is not available.

13. Committee considered regarding s106 for any possible future developments. An area at least 50% more than the current allotment size with infrastructure to be put in to the forward plan as an idea for future request, with further ideas for diversity of provision and DDA accessibility.

14. Any other business for information purposes only at the discretion of the chair. Cllr Richmond discussed the "horse field" gate not being securely closed. Cllr Peake noted the issue of tree routes in "horse field" plots

Meeting closed at 20.57pm

Date of next meeting. July 23rd 2010 at 7.30pm

Bishops Cleeve Parish Council – Planning Committee

MINUTES of meeting held at 6.30 pm on Thursday, 27th May 2010

1. Election of Chair – Cllr Ann Lightfoot and Vice Chair – Cllr Geoff Jackson

Public Session – 1 member attended

2. Attendance PL, AL, JP, MC, PT

3. Apologies noted from GJ

4. Minutes of meeting held on 27th April 2010 – agreed

5. Planning Applications received for consideration

Site Address	TBC ref no.	Proposal	BCPC response
7 Berwick Road	10/00488/FUL	Replacement of garage	Support
2 Pagets Road	10/00469/FUL	Rear single storey extension	Support
22 Sandown Road	10/00466/FUL	Rear single storey extension	Support
10 The Holt	10/00506/FUL	Rear two storey extension	Support
59 Pecked Lane	10/00503/FUL	Rear single storey extension	Support
Little Croft, Tobyfield Road	10/00297/FUL	Replace existing summerhouse	Support
24 Grange Drive	10/00510/FUL	Erection of replacement conservatory	Support
Homelands Farm	10/00494/FUL	Revised access proposal	Support

6. Decisions made by TBC/GCC - Noted

Address	Ref No	BCPC	TBC
Greyholme Surgery	10/00299/FUL	Support	Permission
132 Cheltenham Rd.	10/00083/FUL	Support	Permission
3A Church Road	10/00180/FUL	Object	Permission
2 Haycroft Close	10/00242/FUL	Support	Permission
3A Church Road	10/00179/FUL	Object	Permission
53 Read Way	09/00427/FUL	Support	Permission
4 Tobyfield Close	10/00312/FUL	Support	Permission
26 Read Way	10/00206/FUL	Support	Permission
12 Priory Lane	09/00437/FUL	Support	Withdrawn

7. Other matters for Consideration

Notice of appeal regarding 34-40 Stoke Road, 09/01217/OUT “comments to be submitted within 6 six weeks of appeal start dated 5/5/10” – Chair to prepare

Environment Agency email regarding Wingmoor Farm Variation notice - noted.

8. Other information to be Noted - noted

Planning decision schedule dated 29th April 2010 in line with new system (see email)

Clerk's email to TBC in response to request for details of planning applications previously in Southam but now in Bishops Cleeve

Chair's update re Sandown Road application (see email dated 28th April 2010)

Chair of Council request for information regarding RSS sent to MP (email 24th May)

9. PF12 Police Building Project briefing document

Committee to agree response to invitation to attend a committee meeting – Cllrs encouraged to attend Public meeting on 9th June.

10. Confidential

Update on enforcement action for Bishops Cleeve - noted

11 . Cleavelands Exhibition

To note feedback from Councillors and Committee to agree response - noted

12. Any Other Business

Planning meeting with TBC now 7th June.

The Meeting closed at 7.30pm

Dates for diaries

<u>Thu 3 Jun</u>	19:30 – 22:00	<u>Full Council meeting</u> - Council chamber
<hr/>		
<u>Thu 10 Jun</u>	18:30 – 19:30	<u>planning committee</u> - large meeting room
	19:30 – 21:30	<u>playground committee</u> - council chamber
<u>Thu 17 Jun</u>	19:30 – 20:30	<u>Premises committee</u> - large meeting room
<hr/>		
<u>Thu 24 Jun</u>	18:30 – 19:30	<u>planning committee</u> large meeting room
<u>Thu 1 Jul</u>	19:30 – 22:00	<u>Full Council meeting</u> - Council chamber
<hr/>		
<u>Thu 8 Jul</u>	18:30 – 19:30	<u>planning committee</u> - large meeting room
<hr/>		

Date: 26/05/2010

Time: 14:12:05

**Bishops Cleeve
Parish Council
Day Books: Supplier
Payments (Summary)**

Date From: 01/05/2010

No	Type	Date	Supplier	Ref	Details	
635	PP	24/05/2010	BG1	3571	bring gas estimates up to date to april 2010	2,486.42
636	PP	24/05/2010	F1	3572	flag	136.28
637	PP	24/05/2010	S2		Water accounts	358.60
638	PP	24/05/2010	T3	3574	telephone	83.92
681	PP	25/05/2010	S5	3596	office notice board	49.68
682	PP	25/05/2010	S4	3595	10 yr license for scribe	143.94
683	PP	25/05/2010	S3	3594	feb to may elec at office	973.51
684	PP	25/05/2010	P2	3593	hollow tyning and grass cut	822.50
685	PP	25/05/2010	P1	3592	c/b sundries	79.61
686	PP	25/05/2010	L3	3591	c/b cleaning	264.38
687	PP	25/05/2010	L1	3590	groundsmen	850.00
688	PP	25/05/2010	I2	3589	auditor	160.00
689	PP	25/05/2010	H1	3588	window cleaning	88.13
690	PP	25/05/2010	G5	3587	insurance contribution c/b	141.25
691	PP	25/05/2010	G1	3586	glebe contractors	1,043.31
692	PP	25/05/2010	C4	3585	CAB	750.00
693	PP	25/05/2010	C3	3584	Street fair	743.00
694	PP	25/05/2010	C2	3583	office sundries	541.91
695	PP	25/05/2010	C1	3582	c/b sundries	26.83
696	PP	25/05/2010	B2	3581	bc carers group	250.00
697	PP	25/05/2010	B1	3580	water system, skate park repairs, monthly contract and manure bins	2,880.66
