

## *Bishop's Cleeve Parish Council*

*Councillors were summoned to attend the Parish Council Meeting held on 5<sup>th</sup> November 2009 at 7.30 pm at Bishop's Cleeve Parish Council Offices  
Chairs' opening remarks and welcome- Cllr A Lightfoot took the chair in the absence of Cllr P Lightfoot*

*Invited speaker – Elaine Hodgkin, Cheltenham Volunteer Centre did not attend  
Public Session –Mrs Fryer thanked the Council for the bike track and asked if the Council could consider lighting for the bike track. Cllr S Hillier Richardson spoke on behalf of a Moreton Close resident who would like the council to support their objection to an all weather-pitch at Cleeve School. Matter referred to planning committee. Public session closed at 7.35pm*

*1. Attendance of Councillors was recorded as Cllr Lawrence, Cllr Richmond, Cllr K Peake, Cllr A Lightfoot, Cllr Jackson, Cllr Rawlings, Cllr Badham, Cllr M Cooper, Cllr Mackinnon, Cllr Taylor and Cllr Habgood. County Councillor Jones and Borough Councillors Hillier-Richardson and Cllr Richardson*

*2. Absences of Councillors were Authorised & recorded: Cllr V Ayres (illness) and Cllr J Peake (family illness) Cllr P Lightfoot (work)*

*3. Declaration of Interests was made by Cllr Taylor as a member of TBC executive committee and as a SWARD household member. Cllr Habgood declared an interest as a member of Transition Cleeve. Cllr Badham declared an interest in planning minutes. Cllr Mackinnon declared an interest as Chair of the existing JMC. Cllr Taylor requested further clarity when linking agenda items to supporting papers*

*4. Guest presentation by Allen McConaghie from Cleeve School ( Cllr Taylor left the room after the presentation) Mr McConaghie answered questions from Council after which Council considered a proposal to make a financial contribution to the Cleeve Sports Centre in the sum of £65k for capital works (50% contribution of total sum) under LGA 1976 s19 see supporting paper. A Proposal to defer made and seconded. A vote was taken 4 for , 5 against, 1 abstention. Proposal to defer was defeated. Vote taken for the original proposal was 1 for, 9 against therefore the proposal for lump sum capital was rejected.*

*5. Proposal to make a financial contribution to Cleeve sports Centre in the sum of £15k per annum for 5 years from 1<sup>st</sup> April 2010 under LGA 1976 s19 was then considered with an annual review, proposed and seconded*

*Proposed amendment was made that any financial contribution be subject to a satisfactory service level agreement was seconded all agreed with the proposal that the Council make a payment of **£15K per annum for 5 years subject to a satisfactory service level agreement with an annual review** (Cllr Taylor returned to the room and Cllr Lawrence left the room)*

6. Borough Councillors' reports were noted from Cllr Richmond, Cllr Mackinnon and Cllr Hillier-Richardson, (Cllr Lawrence returned to the room)

7. County Councillor report was noted from Cllr Jones

8. Council was asked to agree for accuracy and to sign Minutes of meeting held on October 1st 2009. Cllr Taylor asked for his leaving of the room to be recorded fairly and accurately or his leaving of the room to be taken out. As the Council entered into a debate on the accuracy of this matter, a comment was made by Cllr Taylor and the Chair expressed the opinion that Cllr Taylor had spoken offensively and shown contempt to the Chair. The Clerk gave the Chair a copy of the relevant standing order (24) and it was read out in, Cllr Jackson stated that he felt that in accordance with Standing order 24, Cllr Taylor should leave the room. No other Councillor seconded this motion. The discussion returned to the matter of the accuracy of the minutes and it was agreed that Cllr Taylor had left the meeting on more than one occasion and Cllr K Peake had left the meeting once. It was agreed that the minutes were to be amended and the minutes were then agreed and signed as accurate. Cllr P Lightfoot arrived at 8.55pm. Cllr A Lightfoot left meeting.

Cllr P Lightfoot took over the chair of the meeting.

9. Matters arising from those minutes for information purposes only were noted. Cllr Richmond raised the matter of item 12 as still outstanding namely comparison figures for water consumption. Councillor Richmond is to clarify and to speak to the Clerk during normal working hours.

10. Council agreed representatives on the following outside bodies (see supporting papers): Cllr Taylor left the meeting - Wingmoor Farm Liaison Group (Cllr A Lightfoot returned to the meeting). Cllr Mackinnon agreed to represent the Council and was appointed by the Council

Transition Cleeve. Cllr K Peake proposed Cllr Habgood to represent the Council, Cllr Richmond seconded and it was agreed by a majority vote.

11. Committee reports were noted (see supporting papers) and Chairs of committees answered questions from Councillors.

Planning (Cllr Taylor returned to the meeting). It was restated that the view of the Council is that the Council oppose any further development within the village and this view should be communicated to any consultancy approaching the Council. Council would wish the planning committee to communicate the thoughts of the council with regard to planning gains to TBC as appropriate. Playgrounds.

Employment. Cllr Taylor requested that the supporting papers be taken out of the minute pack on staff confidentiality grounds. It was agreed to do so.

Office

Allotment

12. Councillors approved payments since last meeting. Cllr Richmond questioned v382. Cllr Rawlings questioned the amount of monies to subcontractors. Cllr Rawlings requested that further consideration be given to “value for money”. Cllr Badham suggested that the Clerk look into claiming on the insurance for vandalism of lights.

13. Councillors noted dates for diaries with the additional item of an invitation to Shipway court on 12<sup>th</sup> November

14. Councillors noted budget against actual income and expenditure report to 31/10/09

15. Council considered additional information re Adoption of telephone kiosk. Clerk updated Council and asked them to consider the information contained in the supporting papers. It was proposed that Council does not adopt the kiosk. It was also proposed and seconded that it be adopted with lights – Council voted and then Cllr Lawrence asked for a named recorded vote - 5 for (Cllr Mackinnon, cllr Richmond, cllr Lawrence Cllr Badham and Cllr Cooper) and 5 against (Cllr Jackson, Cllr K Peake, cllr A Lightfoot, Cllr P Lightfoot and Cllr Rawlings) and 2 abstentions (Cllr Habgood and Cllr Taylor). The Chair used his casting vote not to adopt the telephone box

16. Any other business for information purposes only at the discretion of the chair.

Clerk distributed information regarding M & S funding programme opportunity. Clerk informed Council that that the Auditing process has been completed and report states that the Council did not comply with the date deadline by one day due to the date of the Council meeting.

Clerk distributed draft copy of 2010/11 budget for Councillors to consider in preparation for next meeting.

Cllr Habgood asked the Chair to reconsider remarks made by the Chair. The chair apologised for any remarks made that may have caused offence.

Cllr Peake praised the recent event at the Tithe Barn

Cllr Richmond informed the Council regarding drilling rig installing a gas point at Wingmoor Farm.

Cllr Badham informed Council regarding a fair-trade event to take place next year.

Cllr Rawlings reminded Councillors of the forthcoming traffic committee and noted recent positive comments regarding the pedestrian works at Finlay Way and Voxwell Lane

17. Date of next meeting December 3<sup>rd</sup> 2009 noted  
Meeting closed at 9.45 pm

Cleeve Sports Centre has been running at a loss for years with annual deficits sometimes reaching in excess of £50000. Tewkesbury Borough Council (TBC) has asked the school to take over management of the centre and keep it open for the local community. The school is keen to maintain this facility for the community but we cannot take public funding intended for educating children and direct it to support community sport and leisure. This means that in order to run the centre as a community facility we must make it financially viable and self-funding.

Analysis of the activities on offer at the sports centre clearly identifies the fitness centre as a loss-maker. In the period from 2005/6 to 2008/9, the income for the fitness studio fell from £6453 per annum to £2513 per annum with a steep drop in income over the last 12 months as demonstrated on the attached graph. Loss of income is due to poor quality and poor location of the facility and the outdated equipment currently available.

At the current time, the fitness studio is not commercially viable and upon taking over the running of the sports centre we would close the fitness suite and concentrate on other more financially viable activities. This decision would mean a loss of facility for the community. To maintain this as a community resource we would need to invest in both the environment and the equipment in order to make it modern and appealing.

If we are able to secure the funds we propose moving the fitness studio onto a re-developed balcony area and to replace the outdated equipment. This would have the benefit of:

- upgrading a currently very poor area (photographs attached) which detracts from the centre as a whole;
- bringing the fitness studio into a central location (see photographs of balcony area attached), integral with the Sports Hall, and creating a buzz of activity;
- making the centre a more manageable and more appealing facility; and
- providing a high quality resource for users.

The costs for this redevelopment are approximately:

Building improvement	£95,000
Equipment	<u>£35,000</u>
<b>Total</b>	<b>£130,000</b>

The school cannot fund this alone. Without financial support, this redevelopment would be unavailable to us and the fitness studio would close.

We therefore propose a match-funding arrangement where the Parish Council funds 50% of the costs. This could be achieved through two possible routes:

1. A straightforward 50% capital contribution (£65,000).
2. A revenue contribution allocated over, say, five years (at £15,000 per year).

In return, the school would accept all the risks associated with running the centre including the maintenance and management costs with no call on Parish resources for these aspects. Further, we will ensure the facility remains available to the community and would expect to develop a service level agreement for this purpose.

Thank you for giving Transition Cleeve the opportunity to present to the Parish Council meeting on 3 September 2009.

To summarise what we are about, Transition Cleeve is an entirely voluntary, non profit organisation whose objectives are:

1. To generate local awareness of the twin challenges of Peak Oil and global Climate Change.
2. To encourage community initiatives that generate a positive response to the impact of both challenges with a consequent strengthening of community and the development of local solutions. These will include a reduction in personal and corporate energy use and sustainable growth within the local economy.

The organisation is led by a Steering Group comprising individuals who have registered an interest in the Transition Town movement and have come together to introduce and develop the concept in the greater Cleeve area of Gloucestershire, specifically the Parishes of: Bishop's Cleeve, Gotherington, Oxenton, Southam, Stoke Orchard, Teddington and Woodmancote. Other members may join and will be invited to participate in Transition Cleeve initiatives. We intend to align the organisation to the Transition Towns network.

As the largest parish (and the one that lends its name to Transition Cleeve) the Steering Group would like to invite the Bishops Cleeve Parish Council to appoint a liaison member to participate in Transition Cleeve.

Our next steering group meetings are on Tuesday 3 November and Tuesday 10 November, at The Farmers pub on Evesham Road. The new member would be most welcome to join us at either of these meetings.

There is also a public event planned for the evening of Tuesday 24 November, 7.30-9pm at the Parish Council Offices. We intend to publicise this over the coming weeks.

Dear Councillor Lightfoot

I write regarding to our conversation regarding the Parish Council being unable to provide a representative to attend the Cory Liaison Group. This is of course extremely disappointing as we feel it is crucial that we have a representative in attendance.

If it really is impossible to find a Councillor to attend, were the Parish Council minded to instruct a member of SWARD Steering Group to act on its behalf in this capacity we would undertake to attend these meetings.

Dear Clerk to Bishops Cleeve Parish Council,

Further to discussions with Mr Lightfoot, on behalf of the Wingmoor Liaison Group Committee I would like to invite the Parish Council to appoint a representative to attend the Wingmoor Liaison Group Committee. The liaison committee was formed to provide local representatives with the opportunity to raise and discuss issues associated with the operational Cory waste management facility at Wingmoor Farm West.

The committee comprises representatives from the Parish Councils of Bishops Cleeve, Stoke Orchard, Elmstone Hardwicke, Swindon and Uckington as well as representatives from the Planning Department at Gloucestershire County Council, the Environment Agency and May Gurney who operate the Household Recycling Centre. Meetings are held at the Cory site offices at 2pm on a Wednesday afternoon four times a year. Tours of the site are conducted regularly which help to provide an understanding as to the progress of the site and operations being both undertaken and proposed.

In recent time both James Habgood and Pete Lightfoot from your Council have been invited to attend. However, due to other commitments neither are currently able to attend these meetings. Hence this request for another representative to be appointed to attend these meetings in the future and provide direct access to members of the Bishops Cleeve community to the operators of the site and its operations.

I hope that a new representative will be able to appointed shortly. I attach a copy of the minutes from the last meeting plus the agenda for the next meeting which is to take place this Wednesday afternoon. If you require any further information regarding the liaison committee please do not hesitate to contact me on the numbers provided below, alternatively either Pete Lightfoot, James Habgood or indeed the Chair of the liaison committee (Paul Holliday from Stoke Orchard - who I have copied into this e-mail) would I am sure be able to provide more details.

Bishops Cleeve Parish Council – Planning Committee

Minutes of meeting held at 6.30 pm on Tuesday 13<sup>th</sup> October 2009

Public Session

1. Attendance AL, PL GJ
2. Apologies noted VA JP MC
3. Minutes of meeting held on 22nd September 2009 agreed
4. Planning Applications received for consideration

Site Address	TBC ref no.	Proposal	BCPC response
Laburnum Cottage	09/00968/LBC	Non illuminated lettering	objection
Laburnum Cottage	09/00969/ADV	Non illuminated lettering	Objection
23 Church Road	09/00964/ful	Single storey extension	Supported
39 Nottingham Road	09/00961/ful	Dormers to roof slopes	supported
Land at Tobyfield Rd	09/00949/ful	Additional car parking	supported
10 Wood Stanway Drive	09/00948/ful	New conservatory	CLlrs P and A Lightfoot declared an interest
6 Alverton Drive	09/00562/ful	Single storey extension. Revised plans originally objection	noted

Meeting became non-quorate at this point and no other matters were discussed

5. Decisions made by TBC/GCC to be noted

address	Ref no	bcpc	tbc
23 Station Road	09/00784/ful	objection	withdrawn
5 church Road	09/00751/ful		permit
25 Denley Close	09/00882/ful		permit
22 Haylea Road	09/00805/ful		permit
3a Church Road	09/00789/ful	objection	Recommend refuse

6 Other matters for consideration

11 Cherry Blossom close – Appeal Decision allowed

3a Church road 09/00789/ful loft conversion – site visit to take place on 16/10/09

Sustainable communities information.

Waste Core Strategy consultation

Policy Statement on regional strategies consultation

7. Other information to be noted

Tree preservation order for the Grange – no 280/281

Tree preservation order for Stoke Park Close no 298

Tree preservation order for Cleeve Hall no 299

Joint Core Strategy notice of invitation to meeting – your town, your countryside

Electronic Consultation feedback to TBC

The Meeting closed at 7pm

Planning Committee Minutes of meeting held at 6.30 pm on Tuesday 27th October 2009

Public Session

1. Attendance AL, PL GJ
2. Apologies noted VA JP MC
3. Minutes of meeting held on 13<sup>th</sup> October 2009 were amended
4. Planning Applications received for consideration

Site Address	TBC ref no.	Proposal	BCPC response
8 Stonecroft Close	09/00998/FUL	Conservatory and shed	Supported
105 Cheltenham Road	09/00823/FUL	2 storey extension	See below
Home Farm, Swindon Village	09/00999/ADV	Advertisement sign	supported

5 Decisions made by TBC/GCC to be noted

Address	Ref No	BCPC	TBC
10 Foxmoor	09/00864/FUL	Support	Permission
Newhaven, Fieldgate Rd	09/00916/FUL	Support	Permission
Tesco	09/00220/FUL	Objection	Permission
105 Cheltenham Rd	09/00823/FUL	to be advised	Refused

6 Other matters noted

Invitation to Joint Core Strategy meeting

Summary of Key Joint Core Strategy

Homelands Farm – to be actioned

Public & Stakeholders Consultation – proposed new housing North West Chelt. Noted

Welbeck Strategic Land Ltd – Land North West of Cheltenham- to be actioned

Potential Waste Sites in Gloucestershire noted

Invitation to Event at Wingmoor on 7<sup>th</sup> November to be actioned

7. Other information noted

Open & Closed Enforcement cases

Notice on green belt

Grangefield School

The Meeting closed at 7.30pm

Playing Fields and Playgrounds Committee held a meeting on 8<sup>th</sup> October 2009 at 7.30 pm at the Parish Council Offices.

In attendance were Cllr P Lightfoot, Cllr M Cooper, Cllr K Peake, Cllr A Lightfoot, Cllr P Richmond

Welcome and introduction from Chair

Public session;

Mr Davis spoke regarding the bike track and the Bishops Cleeve BMX club. He reported that the track is great success and is being used. Any events or activities would only be organised with Council permission. On a Thursday evening a bike repair kit night is being organised by the club with a charge of £1 membership offering discounts and free bike repairs of a Thursday night. Another person attends to give tips. There are 8 volunteers and 50 children attend the BMX club nights. The club has names and address' of children who attend. Club is non-profitable. Clerk asked if the club did have public liability insurance and the answer was no. Clerk stated that the fact that they had called themselves a club and held a data base of names and address made it appear that it was seen as a club and Mr Davis agreed with that point. CRB checks issued was raised by Cllr Taylor and raised the matter of children who did not want to belong to the club but who wanted to ride at the same time. Clerk to see if she can resource a help start up kit. Cllr A Lightfoot suggested that the club contact the local youth club. Cllr Taylor gave his card for contact with sports youth development officer. Clerk advised Mr Davis to complete a risk assessment. Mr Davis stressed that all children would be able to ride regardless of joining the club. The clerk asked if there was any publicity or contact details being distributed. Mr Davis stated that there was not anything at the moment. It was noted that he may be invited to attend the sports field users group. He expressed concern on the two start lines and that it may cause accidents. He raised the matter of the upkeep and long term maintenance.

Cllr Taylor spoke regarding the Wellbrook Road watercourse. Understood parish had applied to register both banks of the water course but although it may seem like a good idea but felt that some people may challenge this with an adverse possession clause. Where people did not want to the Wellbrook side of the brook, they may make a claim of maintenance costs. This may also cause damage to the reputation of the Council. A settlement may be able to negotiated with all residents of the Wellbrook. Cllr Taylor offered to mediate to achieve a negotiated settlement. Cllr P Lightfoot explained the history of the legal situation. Clerk read out the latest clarification from the solicitor. The Clerk asked what sort of settlement was being considered. The suggestion is that the parish does not pursue the ownership of both banks, but gives a commitment of 5 years maintenance of both sides of the banks.

Public session attended at 20.08 and Cllr Taylor left at that point.

1. Councillors did not declare any interests in matters on the agenda
2. Committee noted apologies received Cllr J Peake.
3. Committee agreed the Minutes of decisions made at the previous meeting
4. Committee did not elect a vice-chair of committee as two members were not present, matter to be raised at next meeting
5. Committee nominated Cllr Richmond to attend as a representative on the next sports field users group.
6. Committee responded to correspondence received from two residents in regard to the Nottingham Road brook and information provided by Cllr Taylor and agreed that we follow the course of action recommended by our solicitor and committee will discuss matter again at next meeting. Clerk was instructed to respond to residents by stating that we acknowledge and state that we are seeking further information and showing the advice from TBC Officer as the experts in the matter and informing of the date of the annual maintenance.
7. Committee noted the start date of 12<sup>th</sup> October and the schedule of remedial works at the sports field pavilion.
8. Committee noted the advice from TBC Building Control Officer regarding the bowls Club premises
9. Committee noted the correspondence received from the Bowl club with regard to the lease
10. Committee noted the feedback from the FA monitoring and evaluation meeting attended by the Chair and Clerk.
11. Committee noted the changes to the light system at the astro. Councillors will be contacts in extreme circumstances and the matter will be monitored very closely.
12. Committee were asked to accept the management plan and policy statements for the sports field and agreed to policy statements and management plan will be discussed at the next meeting
13. Committee were asked to authorise the removal of the large sign at the sports field as it contravenes planning regulations and is not part of the FA grant conditions and agreed to remove it. Clerk to ascertain what would be acceptable and where it could be positioned. Clerk to store it.
14. Committee noted the update from the budget liaison meeting with TBC regarding Grange field and Sports Field leases
15. Committee responded to the Risk assessment and playground inspection report distributed as below.
  - a). Committee were asked to approve the actions taken on health and safety grounds of the removal of the piece of equipment at Pecked lane following the advice from the playground inspector and agreed to the immediate response.

- b). Committee noted the removal of the bin at Millham Road play area on Health and safety grounds following the advice from the playground inspector.
- c). Committee noted the removal of the offensive graffiti from under the slide area in the South Park.
- d) Committee noted the positive report on the skate and bike track
- e) Committee were asked if they wish to liaise with Glos Highways to install some warning signs of bike use at the sports field entrance as recommended by the playgrounds inspector and agreed not to carry out this recommendation.

16. Committee noted that the Shrubbery below the footpath to Read Way has now passed into ownership of residents of Read Way.

17. Committee are asked to approve expenditure on the replacement of the grill at the culvert at the Pecked Lane play area at Clevecroft Avenue end. Further advice from TBC Officer was given and the committee agreed to take the latest advice from TBC Office and no further action will be taken.

18. Committee approved the Income and Expenditure made in accordance with Public Health Act 1936 s 260 power to deal with ponds and ditches, LGA 1976 s19 Power to provide a wide range of recreational facilities.

19. Committee were asked to approve the draft budget as discussed at the September meeting and agreed with the provisional sums with addition of CCTV and guttering replacement

20. Committee were asked to respond to correspondence regarding provision of boules facility and agreed to note that it had been forwarded to Cleve School and to acknowledge and forward it to Woodmancote.

21. Committee were asked to respond to the information given by the Bishops Cleve BMX Club regarding use of the bike track and agreed to send him a letter and stressed he must keep us informed and cover all the points discussed above. He is not to do any work on the track without our written permission Copy to Phil Clapham. Public Liability up to the level of the FA. Track was designed with help from Cheltenham Cycle Club and committee agreed to go back to them for help in clarifying start/finishing point. Standard hire form to be sent. We understand he has made some modifications without our permission and must not do any further works without our permission as we have a regular risk assessment process

22. Any other business at the discretion of the chair for information purposes only. Committee noted the email response to Mr Pickup.

Illegal parking should be recorded by clerk

Noted report from caretaker

Meeting closed 22.18

Playing Fields and Playgrounds Committee attended a meeting on 15<sup>th</sup> October 2009 at 7.30 pm at the Parish Council Offices. In attendance Councillors P Lightfoot, A Lightfoot, K Peake, M Cooper

Public session none attended

10. No Councillors declared any interests in matters on the agenda
11. Committee noted apologies received from Cllr Richmond, Cllr J Peake, Cllr V Ayres
12. Committee agreed the Minutes of decisions made at the previous meeting subject to the typing/grammatical errors.
13. Committee were asked to elect a vice-chair of committee following the resignation of Cllr Stephens but deferred to next meeting
14. Committee were asked to elect 1 representatives on the sports field users group but deferred to next meeting
15. Committee discussed and agreed to respond to correspondence received from two residents in regard to the Nottingham Road brook as follows
  - a) Confirm instruction to solicitor to register deeds in accordance with the land conveyed to BCPC on 1<sup>st</sup> May 1980
  - b) Committee would not contest adverse possession.
  - c) 5 year maintenance of both sides of the brook
  - d) 5 year maintenance of hedge at 62 Wellbrook
  - e) Committee would be happy to meet with residents and would invite TBC Officer
  - f) Letter to 36/62 "In response to your letter following the clearance work undertaken last autumn at the Wellbrook Road/Nottingham Road watercourse we had consulted our solicitors to determine the exact boundary of our land ownership. We reaffirm our intentions is to maintain the watercourse. We have spoken to Mr Nightingale at TBC, who has stated that in his opinion our contractor "has re-profiled the channel on the playing field side with minimal disturbance of the "off-bank" Some vegetation will have been removed to help with improving the flow of water and some sections of bank are now visible. There appears to be very little difference in the condition of this bank and therefore he is satisfied that no damaged has been done to the off –bank". We reiterate our previous offer to trim your hedge (62) for the period of the 5 year contract stands as in our letter of 9<sup>th</sup> June 2009. If you wish to discuss this matter further with members of the committee, please contact me and I will make the necessary arrangements".
16. Committee accepted the management plan submitted at the last meeting for the sports field
17. Any other business at the discretion of the chair for information purposes only

Health and Safety decision to remove broken and dangerous bollards noted  
Finlay way football pitch hole to be filled in on health and safety grounds.

Date of next meeting second Thursday in December.

Meeting closed 8.45pm

A MEETING OF THE NEW PARISH OFFICE COMMITTEE TOOK PLACE ON 22<sup>nd</sup> October 2009 AT 7.30 IN THE PARISH OFFICE

Public session none

Attendance: Cllr K Peake, Cllr C Lawrence. Cllr P Richmond, Cllr A Lightfoot

Apologises Cllr Ayres

1.Declaration of interests by Councillors where applicable to agenda items - none

2.Committee agreed accuracy of Minutes of decisions taken at previous meeting

3. Committee agreed budget of £2600 for 2 bicycle racks (subject to application for life Cycle Uk) and position agreed to be installed next to building and seat

4. Committee agreed budget of £1250 for rear alleyway concreting

5. Committee agreed sum of £375 for blinds on meeting room doors

6. Committee agreed to postpone decision for solar panel film for rear lobby windows

7. Committee agreed sum of £4159 for Sharpe MX2600 with maintenance contract of £200 per annum (copier/printer/scanner colour A3 duplex automatic paper feed). Clerk to investigate MX3100 to compare specification and to clerk to make final decision within budget

8. Committee agreed sum of £153.50 for annual fire alarm service in accordance with minimum standards required.

9. Income and expenditure/budget comparison reports noted and agreed by Committee

10. Committee agreed to respond to Chamber of Commerce regarding outdoor Christmas tree in that logistically and for safety reasons it would be very difficult and the Council has already agreed to donate £1k towards the cost of the lights.

11. Committee responded to request from Transition Cleeve regarding room hire stating it is policy that no special dispensations are given to charities for room hire.

12. Committee agreed to follow custom and practice in that the parish office to close from 2.00pm on 23<sup>rd</sup> December and re- opening at 10 am on 4<sup>th</sup> January 2010

13. Committee will be informed via email visitor numbers from 20<sup>th</sup> August to 19<sup>th</sup> October

14. Committee agreed in principal budget proposals for 2010/11. Clerk to email breakdown. Cllr Richmond to bring details of planting scheme for bark area for next meeting.

15. Committee noted Building Reg Certificate now received

16. Committee noted that lamp post electric difficulties still with electrician. Committee wish to receive completion date of works.

17. Committee noted that source of office carpet still with TBC. Committee instructed Clerk to obtain a carpet direct in the grey/blue range. Budget agreed up to £1k

18. Committee responded to request to plant daffodils in the parish gardens. It was agreed that they could plant along the tesco edge of the building in the existing turf area.

19. Committee responded to verbal request to install wishing well in the parish gardens by the Rotary Club by suggesting a more appropriate place may be the Tithe Barn.

20. Any other business for note. Cllr Richmond would like committee to consider a bat box on the Parish Office.

Date of next meeting: 17<sup>th</sup> December 2009

Members of the Allotments Committee attended the Parish Council Office on Thursday  
29<sup>th</sup> October 2009 at 7.30 pm

Councillor P Lightfoot stood in as Chair of Meeting until item 3  
Cllr K Peake declared an interest as a family member of a plot holder

1 Public Session- 1 member attended as representation of plot holders. It was requested that a letter to new plot holders to encourage attendance at monthly committee meetings be sent. Highlighted need for water supply to new plots. Hoses are being used direct from standpipe. Hardcore needed in some parking areas. Gate padlock is missing again. Weed clearance is needed around car parking areas. Confirmation given that water is turned off at 1<sup>st</sup> October. A Request for communal composting places was made.

2 No Apologies for absence was received

3. Committee noted resignation of cllr Habgood from Committee and decided to elect Chair of Council as Chair of Committee until end of Council year. Cllr K Peake was elected as vice-chair of committee.

4 Minutes of the decisions of previous meeting were agreed for accuracy.

5. Income and expenditure against budget report noted by Committee.

6. Committee did not agree a decision on allotment gate change to overhead barrier subject to Church Commissioners agreement.

Proposals discussed were:

a) reinforce gate and lock that can not be removed

b) height barrier replace gate

c) leave gate and lock situation as it is.

d) leave gate and put in height barrier

Clerk was instructed to obtain quotations for overhead barrier and single horizontal bar for decision at next meeting.

7. Waiting lists of 29 and zero plot availability update noted by committee. Plot 25/plot 26a willow plot to be followed up by Clerk.

8. Committee responded to matter of plot 40. At inspection on 29<sup>th</sup> October, the plot was acceptable to the committee. There had been 3 other plots since November 08 which followed the policy of the committee issuing 2<sup>nd</sup> letters after a gap. The

Committee has initiated the new system which will hopefully eliminate any future misunderstandings and this will close out any letters on file. The Committee apologises for any distress this matter may have caused.

Plot holder is invited to attend the committee meetings at any date.

9. Committee agreed for clerk to set up a meeting date in November for users group and to inform Councillors (Chair, vice-chair and elected Cllr) Vice chair to chair meeting.

10. Committee responded to request for standpipe in the vicinity of horse field by instructing clerk to obtain a quotation from STWA for new metered supply.

11. Committee requested that the repair of water trough be undertaken.

12. Committee agreed to make a budget contribution to caretaking hours for next financial year to cover work such as strimming entrance and to allocate £200 this financial year and £400 next financial year

13. Committee agreed to accept soil from parish office to fill pot holes if it becomes available.

Any other business was raised by Cllr Richmond – NALC agreement to be given to Cllr Richmond. Policies are to be reviewed annually in May meeting. Cllr Richmond agreed to organise an annual walk for the Committee during November 2009. A suggestion was made that the user group consider a proposal from Cllr Richmond regarding installation of bat boxes.

TBC environmental health dept raised matter of bonfires. There is no regulations application in this matter but plot holders are asked to be considerate and take care when burning.

Date of next meeting. November 26<sup>th</sup> 2009

## Payment list for October 2009

Voucher	Code	Date	Minute	Bank	Cheq. No.	Description	Supplier	
342	350	15/10/2009	LA1983s5,6	1	3340	bins	linpac environmenta; Commercial	1,021.34
343	214	15/10/2009	LGA1976 s19 LGA	3	964	comsumables	Ltd Hi-lo Crystal	52.98
344	89	15/10/2009	1972s133	1	3341	window cleaning	clear ltd Place Maintenance	86.25
345	184	15/10/2009	LGA 1976s19 LGA	1	3342	mower hirer	Ltd	379.50
346	77	15/10/2009	1972s111	1	dd	bank charges	Lloyds TSB Cleeve Fire Protection	33.06
348	179	15/10/2009	LGA1976s19	1	3343	fire alarm repair		37.95
349	177	15/10/2009	lga1972s19	1	3344	astro light repair	P Baker	60.00
350	313	15/10/2009	lga1972s19	1	3344	height barriers sign replaceme	P Baker	235.00
351	64	15/10/2009	LGA1972s14	1	3344	climbing frame at pecked lane	P Baker	655.00
352	179	15/10/2009	LGA1972s19	1	3344	sportsfield sign removal plan/	P Baker	210.00
353	401	15/10/2009	LGA1972 s19	1	3345	DDA path access ditch maintenance contract	P Baker	966.00
354	282	15/10/2009	PHA1936s260	1	3346		P Baker	228.47
355	54	15/10/2009	LGA1972s111	1	3347	training -minute Newsletter delivery	GAPTC	30.00
356	357	15/10/2009	LGA1972s142	1	3348	Newsletter delivery	ADS	250.00
357	357	15/10/2009	LGA1972s142	1	3349	delivery travel for councillors	The Ink Spot	547.00
358	74	15/10/2009	LGA1972s111	1	3350		P Lightfoot glebe contractors	30.70
359	61	15/10/2009	lga1972s14	1	3351	grass cutting	glebe contractors	861.12
360	402	15/10/2009	lga1972s14	1	3351	grass cutting cleaning bus shelters	contractors	129.56
361	270	15/10/2009	lga195s4	1	3352		K White Gloucester Calculating Ltd	78.50
362	59	15/10/2009	lga1972s111	1	3353	payroll consultant	Cleeve Supplies Ltd	103.50
363	179	15/10/2009	lga1972s19	1	3354	locks/padlocks	british Gas business	25.20
364	174	15/10/2009	LGA1972s19	1	3355	gas at sports field Ground Maintenance		86.78
365	181	15/10/2009	LGA1972s19	1	3356		D Walker Moore Stephens Place Maintenance Ltd	850.00
366	70	15/10/2009	LGA1972s111	1	3357	Audit		1,667.50
367	184	15/10/2009	LGA1972s19	1	3358	mower hirer		287.50
368	64	15/10/2009	lga1972s14	1	3359	quarterly pg	John Hicks	1,012.23

						inspection s		
369	75	15/10/2009	lga1972s111	1	3360	stationery	Commercial Ltd	176.75
370	73	15/10/2009	LGA1972s111	1	3361	telephone office cleaning community building	total Ltd	82.25
371	204	15/10/2009	LGA1976s19	3	965	remove broken ligts	M Aguirre	250.00
381	73	16/10/2009	LGA1972s111	1	3363	telephone office	total Ltd	82.25
382	313	23/10/2009	LGA1972s19	1	3364	remove broken fleeces/polo shirts	P Baker JJ's printing services	1,520.00
383	51	23/10/2009	LGA1972s111 SH&A1908s2	1	3365	water at allotments	STWA	512.79
388	24	29/10/2009	3	1	3372	key and lock replacement	STWA Stokes and Sons	200.63
389	205	29/10/2009	LGA1976s19	3	966	water at comm build	STWA	221.71
390	202	29/10/2009	LGA1976s19	3	967			
397	22	30/10/2009	S&A 1908s23	1	3375	allot rent	Glos dbf	1,200.00
								£14,232

## Dates for diaries

Wed 4 Nov 2009

09:30 financial sub committee

Thu 5 Nov 2009

19:30 Full Council meeting

Tue 10 Nov 2009

18:30 planning committee

19:30 General purposes

Thu 19 Nov 2009

19:00 Traffic Committee

Tue 24 Nov 2009

09:00 allotment forum - bristol -clerk

18:30 planning committee

Thu 26 Nov 2009

19:30 allotment committee

Sat 28 Nov 2009

10:00 Councillors Surgery

Invitation to Shipway Court 12<sup>th</sup> November noted

## Budget against actual as at 30<sup>th</sup> October 2009

Cost Centre	Receipts		Payments		Net Position Underspend (+)/Overspend (-)
	Estimated	Actual	Estimated	Actual	
1 Precept	224,228.00	224,228.00	0.00	0.00	0.00
2 Allotments	3,216.00	4,408.75	5,366.00	2,191.34	4,367.41
3 Bank Miscellaneous	1,000.00	19.82	0.00	0.00	-980.18
4 Receipts	0.00	0.00	0.00	0.00	0.00
5 Employment Costs Playgrounds & P/Fields	0.00	0.00	54,472.00	26,835.11	27,636.89
6 Administration *	0.00	6.15	17,216.00	10,457.97	6,758.03
7 Office costs & rent	0.00	6.15	18,250.00	22,735.41	-4,479.26
8 Office costs & rent	6,500.00	1,311.15	20,660.00	14,443.85	1,027.30
9 Other costs	0.00	0.00	5,550.00	1,066.16	4,483.84
12 Community Building	17,210.00	9,202.60	17,210.00	9,018.09	184.51
13 Extra Activities Miscellaneous	0.00	0.00	15,000.00	0.00	15,000.00
14 Income	0.00	0.00	0.00	0.00	0.00
15 Sportsfield	25,590.00	10,956.62	47,890.00	27,143.19	6,113.43
16 -highways	0.00	0.00	5,000.00	0.00	5,000.00
17 bus shelters	0.00	0.00	5,000.00	472.50	4,527.50
18 grants and donations	0.00	0.00	27,150.00	3,850.00	23,300.00
19 vandalism	0.00	0.00	2,400.00	2,281.62	118.38
21 General purposes	0.00	0.00	14,200.00	4,123.74	10,076.26
22 new parish office	0.00	0.00	50,530.00	11,594.68	38,935.32
23 capital programmes	0.00	0.00	37,500.00	12,371.00	25,129.00
<b>NET TOTAL</b>	<b>277,744.00</b>	<b>250,133.09</b>	<b>343,394.00</b>	<b>148,584.66</b>	<b>167,198.43</b>

\* Insurance refund due  
£7k

### **If it is your intention to keep the unmetered supply that powers the Red Telephone Box light**

We will need to create an unmetered supply inventory for the local authority you are responsible for, this is so that the electricity being used by the light can be accounted for. Once an unmetered supply inventory is in place an MPAN can be created, which will enable the electricity supplier of your choice to invoice you for the energy that the light consumes. It is my understanding that British Telecom has provided an estimated annual energy cost for the use of the light installed in a BT red telephone box and this is noted on their website to be in the region of £20 per annum.

On the receipt of this information we will create an Unmetered Supply Inventory for the council you are representing and promptly inform you of the MPAN allocated to it, which will enable you to proceed with the online BT application form.

### **If it is your intention to disconnect the unmetered supply that powers the Red Telephone Box light**

We can provide you with a temporary MPAN which will allow you to complete the online form regardless and once the adoption is completed you will be responsible for contacting Central Networks [Public Lighting Team](#) and requesting a Disconnection of the unmetered supply cable to the Red Phone Box. Please note that Central Networks will charge for this service and the fee is dependent on where the supply cable is located. If the supply cable is located in tarmac the charge is around £258.00 + VAT, but if the supply cable is located in a grassed area the charge is around £159.00 + VAT. I must stress that these charges are a rough guide of the cost implications and a full quote from Central Networks [Public Lighting Team](#) will be required before the work can be carried out.

If you opt to take the route of using a temporary MPAN, you will have to arrange the disconnection of the supply once the adoption is completed and we will require written confirmation from yourself once the disconnection has been completed by the Public Lighting Team. On the receipt of this we will then request Central Networks Public Lighting Team to verify the disconnection has taken place and will, with your authorisation remove your details from our records which will ensure that you will not be billed for the energy costs of the Phone box light.

The cost of the contract with BT is £1 but there is no place in the agreement for changing the location of the kiosk.