

# *Bishop's Cleeve Parish Council*

**Minutes of the Parish Council meeting held in the Village Hall on  
5<sup>th</sup> April 2007 at 7.30 pm**

## **Present at meeting**

Parish Councillors P Lightfoot (Acting Chair), M Taylor, P Rawlings, C Lawrence, P Richmond, P Taylor, G.Jackson, I Hatton, , A Lightfoot, M Beresford J Peake.

Also present- Borough Councillors S Hillier-Richardson, R East & County Councillor C Jones

## **Public Session.**

Cllr Lightfoot welcomed 2 members of the public

The public raised the following points:

- Dust and Dirt collected from washing line

It was agreed that the Parish Clerk would write to Tewkesbury Borough Council to ask them to complete random air samples and to collate data from the last twelve months

- The planning application received for change of use and if the Parish Council had made any objections.

It was noted that the Planning application referred to a relocation from one side of Church Road to the other. The council's statement made at the time to Tewkesbury Borough Council was read out.

## **07/054 Apologies.**

Noted from Cllr Ayres and P Badham

## **07/055. Minutes of the Meeting of 1<sup>st</sup> March 2007**

7/055.1 Cllr P Richmond proposed acceptance of the minutes of 1<sup>st</sup> March 2007 and Cllr G Jackson seconded. An amendment to those in attendance should include Cllr P Hatton.

## **07/056. Matters arising from the minutes**

07/056.1 Cllr P Taylor confirmed that a meeting regarding CCTV issues had taken place

07/056.2 Cllr P Rawlings asked the Council to note that the Traffic Committee had taken steps to remedy the situation of the Council currently having no handy-man specifically in the replacement of a bin and cleaning of bus shelters.

The previous handyman had agreed to short term contracts for some of the work previously done including, Clearing office steps and weekly inspections of playgrounds and war memorial gardens. The Council agreed to continue this arrangement where necessary.

## **07/057 Planning and Licences**

07/057.1 The minutes of the planning committee meetings held on the 13<sup>th</sup> and 27<sup>th</sup> March 2007 and planning decisions made by Tewkesbury Borough and Gloucestershire County Council since the last meeting were noted.

07/057.2 Cllr Rawlings sought clarification on the wording used by Tewkesbury Borough Council. Cllr East stated that:

Consent – meaning more work to be done by officers

Determined- time lapse and a decision needed to be made

Permission- permission given in completion

7/057.3 Cllr Richmond update the Parish Council on steps that Tewkesbury Borough Council had taken with regard to a field in Southam

### **07/058 Traffic, Highways and Footpaths**

7.058.1 Cllr Rawlings updated Councillors on developments since the last meeting:

- Cllr Rawlings and County Councillor Jones had met with Traffic Officer for Area and liaison was continuing
- Photographs of damaged verges had been taken
- Parishioners had highlighted a need for more dog bins. A request would be made to Tewkesbury Borough Council via Borough Councillors. It was also agreed that the matter would be referred to Best Value Committee after the forthcoming elections.
- Road signing is becoming an issue and Cllr Rawlings is following up Tewkesbury Borough Council regarding signage for the Cemetery.
- Insurance quotation had been received in the sum of £230.35 to include bus shelters within all-risks section of policy. It was proposed by Cllr Rawlings and seconded by Cllr Beresford to accept this quotation.
- The insurance claim regarding the damaged caused to the bus shelter in December 2006 was proceeding
- Cllr Richmond had attended a Bike Safety Meeting at the Racecourse.
- Cllr Richmond would be receiving the Radar Gun on loan shortly to carry out speed checks.
- The petition received from Station Road residents had been presented to Gloucestershire County Council

### **07/059 Playing fields and playgrounds**

07/059.1 Cllr Mackinnon asked the Parish Council to note

- that a meeting with the representatives of the Sports Field Users Group on 3<sup>rd</sup> April to discuss possible pitch layouts for 07/08 season
- that the process for the grounds man contract was ongoing
- Floodlights had been discussed at the previous Playing Fields and Playgrounds Committee meeting. A breach of Planning regulations had been reported by Tewkesbury Borough Council
- The VAT system would be discussed at the next Playing Fields and Playgrounds committee meeting with a view to switching to exempt status as previously agreed.

07/059.2 Cllr M Taylor asked for further information regarding clearance work undertaken at the entrance to the Sportsfield. It was confirmed that it was work undertaken by the Bishops Cleeve Parish Council

07/059.3

Cllr Rawlings noted that the Car park had been used during Race-week. It was confirmed that £130 had been deposited in the Parish Council bank account as revenue.

7/059.4 Cllr Rawlings asked if a meeting had been held with the Bowls Club. Cllr Beresford confirmed that it would be held within a fortnight

## **07/060 Community Building**

7/060.1 Minutes of meeting held on 27<sup>th</sup> March were not yet available but Cllr P Hatton informed the Parish Council that:

- the floor had been refurbished
- Councillors wishing to book the Community Building should go through the established procedure with the Parish Clerk and not enter in to direct arrangements with the Youth Club

7/060.2 Cllr P Taylor sought further clarification on the cancelled booking Cllr P Lightfoot said the matter had been discussed and minuted at the Parish Council meeting on 1<sup>st</sup> March. It had since been discussed at the Police Liaison Meeting with Cllr I Hatton and Cllr P Lightfoot

7/060.3 Cllr M Taylor noted the noise levels when Youth Club were meeting and other meetings were held. Cllr P Lightfoot said that the Youth Club were within their half of the building but had apologised and took all reasonable steps.

## **07/061 Finance**

07/061.1 Cllr Beresford proposed and Cllr Richmond seconded the acceptance of the following schedule of payments:

### **FINANCE - March**

#### **Parish Office**

Inland Revenue	Tax and NIC	£ 687.83
B. Holder	Balance re Saly on Tax Change	£ 102.69
Staples	Stationery	£ 50.39
Commutaports Ltd	Bus Shelter	£3413.38
Soc'y of Local Council Clerks	Subscription – B. Holder	£ 195.00
J Ryde Commercial	Rent to June 07	£1175.00
Diocese of Gloucester	Rent – allotments 10/06–03/07	£ 775.00
Cotswold Solutions	Web Hosting	£ 98.50
Simon Lloyd Signs	Amend Parish Office Sign	£ 35.00
White	Clean Shelter and Repair Bin	£ 31.79
BT	Broadband	£ 158.62
Cable and Pipe Cons'n Ltd	Allotments	£1233.75
GAPTC	Mentoring	£ 5.00
White	Clean Stairs and Shelter	£ 36.00
Gloucester Calculating	Payroll Oct / March	£ 96.35

#### **Sports Field**

Severn Trent Water	Water Charges	£ 802.00
A C Olympia	Refund overpaid Pitch Hire	£ 90.00
Low Cost Cleaning Ltd	February Pavilion	£ 194.46
Griffin Heating and Plumbing	Repairs Pavilion	£ 270.00
O'Brien and Price	Professional Services	£1398.25
Roots to Shoots Ltd	Clearance Works	£1527.50
Holder	Salary	£1081.11
Cornish	Salary	£ 227.02
Inland Revenue	Tax and NIC	£ 339.54
White	Padlocks – Gates	£ 27.98
Gloucestershire Media	Advert Groundsman	£ 588.68
Low Cost Cleaning Ltd	March Pavilion	£ 243.23

### **Community**

J. Aguirre	Cleaning	£ 200.00
M. Foote	Kitchen Floor	£ 255.00
GCC	Insurance June 06 / June 07	£ 223.54
Churchward	Refund Hire Charge	£ 98.20
J. Aguirre	Cleaning	£ 250.00
Gurney	Salary	£ 600.58
National Childbirth Trust	Refund Insce	£ 85.00

07/061.2 The following questions were raised:

- Cllr P Richmond – Was the payment to Cotswold Solutions an annual fee. Clerk to confirm
- Cllr M Beresford – Was the sum payable to Cable and Pipe Construction Ltd part of a tender process. Cllr Richmond explained the short time scale and that he had gained permission from the Chair of the Council and Allotment Committee for this one-off delivery opportunity.
- Cllr Lawrence queried the payment to O'Brien and Price. Cllr Beresford confirmed that they had been the Structural Engineers on the Sports Field project and this was the final account in respect of the quotation received at the time.
- Cllr P Taylor queried the payment to NCT. Clerk explained that it was a refund of Public Liability Insurance paid to the Council in error by NCT when hiring the community building.

### 07/061.2 Donations

Councillors were reminded of Declaration of interests at this point.

07/061.3 Request from Little Angels Playgroup was discussed at it was proposed by Cllr A Lightfoot and seconded by Cllr P Hatton that the Clerk write for further information.

07/061.4 Request from Bishops Cleeve Primary School. Cllrs P Hatton, P Taylor and J Peake declared an interest. It was agreed that the Clerk should signpost the school to other revenue sources .

07/061.5 Request from Bishops Cleeve Street Fair. – Cllr I Hatton declared an interest. Following discussions on acknowledgement of support given by Parish Council in previous year and that Councillors would like to see Accounts from 2005/6. Cllr Beresford proposed that the Council offer to hire

36 stalls up to a sum of £500 and was seconded by Cllr Rawlings. The Council voted on this proposal the result of which was: 6 for, 4 abstentions and 2 against. The proposal was carried. The Parish Clerk was instructed to write with the proposal and to request copies of accounts for the last two years.

07/061.6 Payment of the annual subscription to GAPTC in the sum of £1681.20 was proposed by Cllr P Taylor and seconded by Cllr P Richmond. A request was made for the figures for the previous years subscription to be made available.

07/061.7 Payment of the annual subscription for LCR (NALC newsletters) in the sum of £48 was proposed by Cllr P Taylor and seconded by Cllr Mackinnon

### **07/062 Parish Assembly**

07/062.1 The minutes of the Parish Assembly held on March 26<sup>th</sup> 2007 were noted and will be put before the Parish Assembly 2008 for approval

### **07/063 Clerks Report**

07/063.1 Documents received were noted and the following instructions given to the Clerk

- Cory Environmental to be invited to June 2007 Parish Council Meeting
- LMS CD Rom to be discussed at a future Parish Council meeting
- Clerk to write to Secretary of Defence to support TBC motion regarding service personnel serving overseas
- Clerk to acknowledge TBC letter regarding

### **07/064 Community Safety Consultation**

07/064.1 Information noted

### **07/065 Orchard House working group update**

07/065.1 Cllr P Lightfoot asked the Council to note that there is a general acknowledgement that Orchard House future is an ongoing situation and that the Parish needs to keep dialogue open with Gloucestershire County Council

07/065.2 The Parish clerk was instructed to make a diary note for September/October 2007 for the working group to follow up.

### **07/066 Quality Council Seminar**

07/066.1 It was proposed by Cllr Richmond and seconded by Cllr Jackson that the Clerk and Cllr A Lightfoot attend the above seminar on 15<sup>th</sup> May 2007 at Taunton

### **07/067 May Parish Council Meeting**

07/067.1 It was proposed by Cllr Beresford and seconded by Cllr P Hatton that the date of the May parish council meeting be moved to 10<sup>th</sup> May 2007 as the Parish and Borough Council Elections were being held on Thursday 3<sup>rd</sup> May. Cllr Jackson gave his apologies for absence due to holiday commitments on the 10<sup>th</sup> May.

### **07/068 Fair Trade Council**

07/068.1 Cllr A Lightfoot distributed notes – “How to become a Fairtrade Village”. Cllr A Lightfoot proposed that a steering group be arranged after the May Elections. Cllr P Taylor seconded. The clerk was instructed that

forthwith fair-trade tea and coffee should be served at the Parish council office/meetings.

### **07/069 Borough Councillors' Reports**

07/069.1 Cllr Beresford updated the Parish Council on recent High Court rulings regarding planning applications for housing developments.

07/069.2 Cllr Mackinnon noted that Tewkesbury Borough Council has not allocated enough sites for housing development and therefore housing developers will be looking to identify other sites

07/069.3 Cllr Richmond signposted Councillors to Tewkesbury Borough Council website regarding letter of Inspection from Audit

### **07/070 County Councillor Report**

07/070.1 The Parish council was asked to note the following points:

- Wingmoor Farm scoping document submitted. The task group to speak to Parish Council at local venues. The Health Impact group had been postponed as waiting further information
- Questions had been asked at the Full County Council meeting on March 28<sup>th</sup> 2007 regarding Orchard House
- There had been a response to communication regarding Power Cuts
- Station Road petition had been present to GCC on 28<sup>th</sup> March 2007
- Roof top meeting had been held on 5<sup>th</sup> March 2007. Minutes available in office
- Highway issues had been raised at meeting on 23<sup>rd</sup> March 2007 with Jenny Wilkes and Chris Townley from GCC and Cllr Rawlings BCPC
- Cleaning of bus shelters (owned by GCC) was not being done at present time
- Stoke Orchard/Tredington road works taking place
- Free sand bags are available from TBC at Lower Lode
- Chief Librarian had returned to post.
- Other G.C.C issues re meeting held on 28th March 2007
- If the Parish Council wish to pursue identity cards – signpost to GCC reprographics.

### **07/071 Any other Business**

07/071.1 Cllr Jackson asked for the latest information on the Survey. Parish Clerk informed Council that 163 replies had been received. Statistical evidence to be discussed at Planning Committee on 24<sup>th</sup> April 2007

07/071.2 Cllr Richmond asked that the Clerk send a letter to Royal Mail asking that letter boxes be treated with care

07/071.3 Cllr Rawlings asked Council to note that correspondence had been received regarding the litter situation in the Village. The Council instructed the Clerk to write to the Stoke Road Complex with a copy of the correspondence received.

07/071.4 Cllr Lawrence requested an update on Laburnium Cottage. Cllr Beresford stated dialogue ongoing with English Heritage and TBC.

07/071.5 The Parish Clerk was instructed to switch on the Parish Pump

07/071.6 Cllr Rawlings noted that the Parish Clerk could not vacuum the office carpet due to the lack of an effect vacuum cleaner. Cllr P Taylor proposed and Cllr Beresford seconded that the Clerk purchase a new cleaner.

Meeting closed at 9.50

Date of next Meeting 10<sup>th</sup> May 2007

Signed.....  
Dated this 10<sup>th</sup> Day of May 2007