

# *Bishop's Cleeve Parish Council*

**Minutes of the Parish Council meeting held in the Village Hall on  
1<sup>st</sup> March 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, P Badham, A Lightfoot, M Beresford J Peake.

Also present- Borough Councillor S Hillier-Richardson & County Councillor C Jones

## **Welcome and introductions**

Cllr Lightfoot welcomed Cllr John Peake.

A note of thanks was recorded for Ken White, recently resigned Handyman. Cllr Lightfoot also updated Councillors on Cllr Ayres illness.

## **Public Session.**

Cllr Lightfoot welcomed 2 members of the public

The public raised the following points:

- Hours for the handyman
- Grundon Questionaire

## **07/037. Apologies.**

Received from Cllr Ayres and Cllr East

## **07/038. Minutes of the Meeting of 1<sup>st</sup> February 2007**

7/038.1 Cllr P Richmond proposed acceptance of the minutes of 1<sup>st</sup> February 2007 and Cllr M Beresford seconded.

## **07/039. Matters arising from the minutes**

07/039.1 Cllr Richmond asked Councillors to note correspondence sent to Rt Hon Ruth Kelly MP, Secretary of state for Communities and Local Government regarding Improving Joint working in Gloucestershire.

07/039.2 Cllr P Taylor asked Councillors to note that a meeting regarding CCTV issues was to take place in the Parish Office on 9<sup>th</sup> March 2007 at 2pm. (7/023)

07/039.3 Cllr M Taylor asked for an update on the Village Design Statement (VDS) Cllr A Lightfoot stated that it is an ongoing situation with support being given. (07/025)

07/039.4 Cllr Lawrence noted that the parking situation at the gates to the Sports field appears to have been resolved at the present time. (7/027)

## **07/040 Planning and Licences**

07/040.1 The minutes of the planning committee meetings held on the 13<sup>th</sup> and 27<sup>th</sup> February 2007 and planning decisions made by Tewkesbury Borough and Gloucestershire County Council since the last meeting were noted.

7/040.2 Cllr Jackson raised the issue of the signage on the Factory Shop and Cllr A Lightfoot confirmed that a letter had been sent stating the objections of the Parish Council

7/040.3 Cllr Lawrence updated the Council on the progress of the New Community Barn project. The issue of the identifying a responsible person to assume the role of Fire Officer for when the building is in use was discussed and it was agreed that the Parish Clerk would be responsible for the production of an appropriate manual and procedures.

### **07/041 Traffic, Highways and Footpaths**

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

- Bus shelter replaced at Bypass
- Meeting held with residents of Station Road and representatives of Gloucestershire County Council and County Councillor
- Grass verges showing signs of damage. It was agreed that the Parish Clerk should write to the Post Office asking them to respect our grass verges
- Church Approach yellow lines were discussed and it was noted that parking enforcement would be necessary to change people's behaviour

7/041.2 Cllr M Taylor expressed concerns over road safety for cyclists within Bishops Cleeve. Cllr Rawlings responded that meetings with the Highways Department of Gloucestershire County Council were ongoing and that roads were inspected regularly with a prioritising system in place.

7/041.3 Cllr Richmond asked Councillors to note points raised at a recent Road Safety Liaison Meeting and agreed to put the latest Road Safety Guide in the Parish Office.

7/041.4 Cllr Mackinnon raised concerns over the lighting at the Racecourse Garage.

### **7/042 Employment working party**

7/042.1 The minutes of the meeting held on 25<sup>th</sup> January 2007 were noted

### **07/042 Playing fields and playgrounds**

7/042.1 The minutes of the meeting held on 23<sup>rd</sup> February 2007 were noted

7/042.2 Cllr Richmond asked Councillors to note that catalogues for play equipment were on display in the Parish Office and asked for any recommendations for Finlay Way project to be noted.

7/042.3 Cllr Hillier-Richardson asked if the Committee had considered grants for the creation of a skate park. Cllr Mackinnon responded that there were ongoing discussions regarding future plans and that the 2007/08 budget consideration took into account forward plans including a Skate park. Cllr Beresford stated that environmental suitability was under consideration and other grant sources were being identified.

7/042.4 Cllr Rawlings asked if the Council was getting best value from the present contractors. Cllr Mackinnon stated that the Council was working within the tendering process.

7/042.5 Cllr Jackson asked how the public consultation process for Finlay Way project was to be undertaken. Cllr Mackinnon assured Councillors that the public would be consulted once a range of proposals had been identified.

#### **07/043 Community Building**

7/043.1 Minutes of meeting held on 23<sup>rd</sup> January 2007 were noted

7/043.2 Councillors were asked to note that the Community Building had lost a regular evening book due to reports of anti-social behaviour.

#### **07/044 Parish Assembly**

7/044.1 It was confirmed that the Parish Assembly would take place on 26<sup>th</sup> March 2007 at 7.30 in the Community Building

7/044.2 Cllr Beresford updated Councillors on the arrangements regarding guest speakers.

7/044.3 Chairs of Committee were requested to send in copies of their annual reports to the Parish Clerk as soon as possible.

#### **07/045 Clerk's Report**

07/045.1 Documents received since last meeting were noted

07/045.2 Dates for diary were noted

07/045.3 Information sharing with Councillors would in future include distribution envelopes at Parish Council Meetings and emails where requested

07/45.4 Parish Clerk requested Chairs of Committees outline any proposals for the new handyman job description by 9<sup>th</sup> March and then a request would be made to the Employment Working party to discuss in April 07

#### **07/46 Community Safety Consultation**

07/046.1 Councillors were requested to note the consultation document in the office. Councillors were to be given the opportunity to respond at next Parish Council meeting.

#### **07/047 Gloucestershire Medal for Courage**

07/047.1 Councillors noted the correspondence for the above award

#### **07/048 Parish Boundary Review**

07/048.1 Cllr Richmond asked Councillors to note information dated 13/2/07 received from Department for Communities and Local Government.

## **07/049 Revised Model Code of Conduct for Local Authority Members**

07/049.1 Cllr A Lightfoot proposed that the Parish Council send a letter endorsing the objectives of the revised model and Cllr Badham seconded

## **07/050 Finance**

07/051 Cllr Richmond proposed and Cllr P Taylor seconded the acceptance of the following schedule of payments:

Finance - February

### **Parish Office**

Glason UK Ltd	Dog and Litter Bins	£ 365.91
Roots to Shoots Ltd	Hedge at Playing Field	£ 822.50
BT	Re 674440	£ 131.95
Gloucestershire Media	Newsletter Circulation	£ 132.19
Scribe 2000Ltd	Licence Financial Software	£ 245.00
Staples	Stationery	£ 377.19
Npower	Office	£ 106.69
Cotswold Solutions	PC Support	£ 99.00
Society of Local Council Clerks	Su. B. Holder	£ 185.00
Bishops Cleeve Village Hall	Hall Hire	£ 70.20
Cornish	Salary	£ 282.02
White	Salary	£ 511.57
Holder	Salary	£ 913.89
Inland Revenue	Tax and NIC	£ 790.52
White	Mileage	£ 39.52
BT `	Re 676985	£ 50.45
Tewkesbury Printing Co.Ltd	Printing Newsletters	£ 654.00

### **Sports Field**

J. Vining	Sports Field Monthly Charge	£ 830.34
J. Vining	Sports Field Monthly Charge	£ 783.34
Low Cost Cleaning	Pavilion	£ 194.46

### **Community**

J. Aguirre	Cleaning	£ 200.00
Domestic Goddesses	Cleaning re Oct / Nov 2006	£ 340.00
Npower	Electricity	£ 440.60
Gurney	Salary	£ 358.17
Inland Revenue	Tax and NIC	£ 106.24

07/050.2 Councillors were asked to approve a cash float of £100 to be given to the Parish Clerk. Cllr Beresford proposed and Cllr Mackinnon seconded

07/050.3 Councillor Beresford declared an interest. Cllr Mackinnon proposed that a donation of £300 be made to the Citizen Advice Bureau. This was seconded by Cllr P Hatton and approved by the rest of the Council.

07/050.4 Cllr P Taylor and Cllr Richmond proposed and seconded a request that the Parish Council pay an annual subscription of £185 to the Society of Local Council Clerks

07/050.5 Cllr P Taylor and Cllr Jackson proposed and seconded a request that the Parish Council pay course fees for "Working with your council" in the sum of £195 being the first stage in gaining qualified clerk status.

### **07/051 Borough Councillor's Report**

07/051.1 Cllr Richmond asked Councillors to note information from Defra website dated 22 February 2007. Parish Clerk to copy and circulate to Councillors.

07/051.2 It was noted that the Joint Management Committee for Cleeve sports and Arts Centre had announced a refurbishment programme and Councillors were referred to the Parish Update for further information

07/051.3 Cllrs Richmond, Mackinnon and Beresford updated Councillors on the latest information of the budget for Tewkesbury Borough Council

07/051.4 Cllr Mackinnon asked Councillors to note that parking matters would become the responsibility of Gloucestershire County Council by October 2007. Employment of traffic wardens would also be changed.

07/051.5 Cllr Mackinnon updated Councillors on changes to Waste recycling to be adopted in October 2007 by Tewkesbury Borough Council

### **07/052 County Councillor's Report**

07/052.1 Cllr Jones updated Councillors on Wingmoor Farm documentation. It was reported that the Task Group visited the site and had spoken with Stoke Orchard Parish Council.

07/052.2 Cllr Jones reported that the Orchard House project would not go before full Council until 28<sup>th</sup> March 2007. Cllr Jones has also asked questions about quality of new home services.

07/052.3 Cllr Jones had met with EMS and Central networks regarding power cuts. Discussions included timescale of work, communications, assurances for future and possible compensation.

07/052.4 Cllr Jones updated Councillors on the situation regarding the petition from Station Road residents. The petition will now be presented to County Council on 28<sup>th</sup> March 2007

07/052.5 Cllr Jones advised that a walkabout with Rooftop had taken place and a meeting was to be held on Monday 5<sup>th</sup> March 2007

07/052.6 Cllr Jones listed a number of issues with regard to Highways that he and Cllr Rawlings were meeting with Gloucestershire County Council about. Cllr Jones is also to ask a question in Council regarding the cleaning of County Council owned bus shelters. Cllr Jones reported that Zurich had responded to him and would keep him updated regarding the path to the bus shelter at Zurich

07/052.7 Cllr Jones informed Councillors of Broadband issues in the area of Brockhampton.

07/052.8 Cllr Jones asked Councillors to note that the Council Meeting on 21<sup>st</sup> February 2007 had the budget as the main item.

07/052.9 Cllr Jones reported that a bin was needed near the Library. Budget constraints would appear to restrict the prospects of any landscaping at rear and it was felt that "blocking off" that area would prove unpopular

07/052.10 Cllr Jones updated Councillors on a Climate Change presentation that he had attended and will bring in some booklets in to the Parish Council office.

**07/053 Any other Business**

07/053.1 Cllr A Lightfoot asked that " Fair Trade Town" be placed on the agenda for the next parish council meeting

07/053.2 Cllr Beresford reported that the litter bin at Linworth Road had been damaged

07/053.3 Cllr M Taylor queried the route being taken by heavy lorries along Cheltenham Road.

07/053.4 Cllr P Hatton reported that complaints had been received regarding the wheel wash situation at Grundon's site. It was agreed that Cllr P Hatton would draft a letter for the Parish Clerk to send from the Council.

07/053.5 Cllr Mackinnon asked Councillors to note dates for the Nomination process for the forthcoming Parish Council elections

07/053.6 Cllr Badham asked the Council to note that the Parish Notice boards were for the use of community groups.

07/053.7 Councillors Beresford and P Taylor proposed and seconded that the Cleeve Common website be added as a link on the Parish Council Web page.

**Meeting Closed at 9.50 pm**

Signed.....  
Dated this