

Bishop's Cleeve Parish Council

Minutes of the Parish Council meeting held in the Village Hall on
10th May 2007 at 7.30 pm

Present at meeting

Parish Councillors V Ayres (Chair), J Habgood, P Rawlings, C Lawrence, P Richmond, P Lightfoot, P Taylor, I Hatton, A Lightfoot, M Beresford, P Badham J Peake. A Mackinnon

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

Welcome from Chair to Cllr Habgood.

Public Session.

There were no members of the public

07/072 Apologies.

Noted from G.Jackson

07/072.1 Cllr Taylor proposed and Cllr A Lightfoot seconded that a resolution be passed to allow Cllr Jackson to sign Declaration of Acceptance of Office forms before the Parish Council meeting to be held on 7th June 2007. The resolution was carried.

07/073 Election of Chairman and Vice Chairman

07/073.1 Cllr Beresford proposed and Cllr P Lightfoot seconded that Cllr Ayres be elected Chair of the Parish Council. The proposal was carried.

07/073.2 Cllr Badham proposed and Cllr Ayres seconded that Cllr P Lightfoot be elected Vice Chair of the Parish Council. The proposal was carried.

07/074 Invitation to Borough and County Councillors

07/074.1 Cllr Beresford proposed that the Borough and County Councillors be invited to sit with the Parish Council. The proposal was seconded by Cllr Badham and carried.

07/075 Finance

07/075.1 The usual schedule of payments were presented to Councillors and it was agreed to remove the second item from the proposal pending further discussions. Acceptance of the schedule of payments was then proposed by Cllr Taylor and seconded by Cllr Badham and was carried.

FINANCE - APRIL

Parish Office

Holder	Sundry items	£ 43.32
Cable and Pipe Const'n Ltd	Allotment Works	£1410.00
Elmrep td	Meter Reading etc	£ 134.38
Tewkesbury Borough Council	Rates	£1376.40
White	Sundry small works	£ 51.50
Cornish	Salary	£ 272.26
Holder	Salary	£1169.94
Inland Revenue	Tax and NIC	£ 564.26
Premiere Products	Graffiti remover	£ 22.64

B. Holder	Expenses re-imbursed	£ 60.89
B. Holder	Mileage	£ 55.05
Severn Trent Water	Water Bill	£ 46.12
Zurich Municipal	Insurance	£5025.07
White	War Memorial and Parish	
	Pump works	£ 32.97
Glos Trust for Nat Conservation	Subscription (s/o)	£ 15.00
Sports Field		
Tewkesbury Borough Council	Rates	£2486.40
British Gas	Pavilion	£ 558.20
Severn Trent Water	Pavilion	£ 390.60
Npower	Sportsfield	£ 619.69
Community		
Tewkesbury Borough Council	Rates	£1254.30
Gurney	Salary	£ 417.12
Inland Revenue	Tax and NIC	£ 99.26
Aguirre	Cleaning	£ 200.00
Severn Trent Water	Water Rates	£ 233.88

07/075.2 The following resolution was proposed by Cllr P Lightfoot and seconded by Cllr Badham –“ Noting that the Accounts for the year 2006/7 have now been subject to an independent Internal Audit by I Selkirk, FCA, this Parish Council accepts and approves the Accounts for the year 2006/7. The Statement of Assurance is approved by the Council and the Chair and Clerk are authorised to sign the accounts under Sections 1 and 2”. The resolution was carried.

It was noted that the Income and Expenditure form has incorrect dates at the top of the right hand column and should read 2007.

07/075.3 It was noted that advice from the Internal Auditor was that Donations made should be identified as S137 expenditure in future.

07/075.4 Councillors conveyed a vote of thanks to Alan for all his hard work.

07/075.5 The Council further notes and agrees that the earmarked funds shown in the Balance Sheet reflect monies set aside re:

Tithe Barn	£40,000
New Parish Office	£26,000
Loan re new Parish Office	£80,000

07/075.6 Cllr Beresford proposed that the current signatories for the Parish Council Bank Account should remain unaltered after the removal of Cllr P Hatton. Cllr Mackinnon seconded and the resolution was agreed with effect from 1st June 2007.

07/075.7 Cllr Beresford proposed that Cllr Habgood be added to the signatories for the Community Building Bank Account. The proposal was seconded by Cllr Taylor and the resolution was agreed with effect from 1st June 2007.

07/076. The Chair of the Council proposed that “ in view of the requirements to treat discussions on commercial contracts as confidential regarding the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw” reference 06/130.4
Cllr Beresford proposed and Cllr P Lightfoot seconded the acceptance of the above resolution. All agreed.
At this point members of the press and other Councils left the room
The matter was discussed and it was decided it will be carried forward to the next Parish Council meeting.

07/077. Election to Committees, Working Parties and representatives on Outside Bodies.

07/077.1 Committees

Planning Committee: Proposed by Cllr Badham and Seconded by Cllr Mackinnon- All agreed-
Elected were Cllrs Jackson, A Lightfoot, P Lightfoot, Peake, Taylor and Ayres.

Allotment Committee: Proposed by Cllr Beresford and Seconded by Cllr Ayres – All agreed –
Elected were Cllrs Richmond, Habgood and Hatton

Community Building Committee: Proposed by Cllr Badham and Seconded by Cllr Beresford – All agreed –
Elected were Cllrs Jackson, A Lightfoot, P Lightfoot, Habgood, Peake and Cllr Ayres as a non-voting Chair of Council

Playgrounds and Playing Fields Committee: After a ballot the following Councillors were elected: Cllrs Mackinnon, P Lightfoot, Peake, Habgood, Beresford, Taylor and Ayres

Traffic Committee: After a ballot the following Councillors were elected: Cllrs Jackson, Rawlings, A Lightfoot, P Lightfoot, Habgood, Taylor and Lawrence

07/077.2 Working Parties:

Employment: Proposed by Cllr Badham and Seconded by Cllr Hatton – All Agreed
Elected were Cllrs A Lightfoot, Mackinnon, P Lightfoot, Lawrence, Beresford and Ayres

Best Value. Proposed by Cllr P Lightfoot and Seconded by Cllr Taylor- All agreed

Elected were Cllrs Hatton, Mackinnon, A Lightfoot, Peake, Lawrence and Ayres

New Barn. Proposed by Cllr Beresford and Seconded by Cllr Lawrence – All agreed

Elected were Cllrs A Lightfoot, Richmond, Peake, Lawrence and Ayres

Orchard House. Proposed by Cllr Badham and seconded by Cllr Peake- All agreed

Elected were Cllrs A Lightfoot, Beresford, Taylor, Badham and Ayres

Newsletter. Proposed by Cllr Mackinnon and Seconded by Cllr Richmond All Agreed:

Elected were Cllrs Richmond, Habgood, Taylor, A Lightfoot and Ayres

Fair Trade Village: Proposed by Cllr Taylor and seconded by Cllr Beresford. All Agreed

Elected were Cllrs Peake, A Lightfoot and Ayres

07/077.3 Representatives on Outside Bodies

Cleeve Hill Conservators: Proposed by Cllr Ayres and seconded by Cllr Taylor – All Agreed – Elected were Cllr P Lightfoot and Cllr Habgood

Tewkesbury area Sports Committee- Proposed by Cllr Lawrence and seconded by Cllr Taylor – all Agreed – Elected was Cllr Ayres

Village Hall Management Committee- Proposed by Cllr P Lightfoot and seconded by Cllr Taylor – All agreed – Elected was Cllr Richmond

Sports Hall Management Committee – Proposed by Cllr Taylor and seconded by Cllr P Lightfoot- All agreed – Elected was Cllr Beresford

Police Liaison Group – After a ballot Cllrs P Lightfoot and Peake were elected.

Wingmoor Farm Recycling Centre Liaison Group- After a ballot Cllrs Habgood and Taylor were elected.

07/077.4 Responsible Financial Officer.

Cllr Rawlings proposed and Cllr P Lightfoot seconded that Mr A Cornish be appointed Responsible Financial Officer for the next twelve months. All Agreed

07/077.5 Financial Monitoring Officer.

No decision was taken on the above and the matter was carried forward to the next Council meeting.

07/078 Minutes of Meeting held on 5th April 2007

It was noted that Cllr P Hatton was present at the above meeting.

07/063 The end of the sentence should state "Consultation"

07/069 The end of the sentence should state "Commission"

It was proposed by Cllr Beresford and seconded by Cllr Mackinnon that the minutes be accepted as an accurate record.

Cllr Richmond raised a concern over the terminology used in 07/071.2 but it was agreed to discuss the point further at a future point as further clarification was needed on his original point rather than the accuracy of the minute. Cllr Richmond duly agreed to give the Clerk a written report to explain precisely the point he was making.

Responsible Finance Officer left the meeting at this point.

07/079 Matters arising.

07/079.1 Cllr Rawlings updated the Council on the situation regarding the handyman in relation to the Bus Shelters. It is proposed to put before the Traffic Committee a resolution asking the Committee to support a contract with the Maintenance worker to clean and litter pick the bus shelters on a regular basis for an agreed price. Cllr Beresford proposed and Cllr Badham seconded – all agreed.

07/079.2 Cllr Rawlings asked if there had been any progress on 07/059.4 regarding a meeting with the Bowls Club. Cllr Beresford confirmed that he was trying to facilitate a meeting with the Bowls Club and the original contractor. It was agreed that the Clerk should write to the contractor to seek a meeting.

07/079.3 Clerk confirmed the previous year's subscription to GAPTC as requested

07/079.3 Clerk confirmed that the sum paid to Cotswold Solutions for the web page was an annual fee.

07/080. Code of Conduct

Clerk confirmed that the Code of Conduct document that had been distributed to Councillors was the new model and would need to be adopted within 6 months. It was proposed to look at it more fully next meeting when the amendments for Parish Councils should be available from Tewkesbury Borough Council.

07/081. Donations

Following requests from Councillors for more information when discussing requests for Donations, the Clerk confirmed that a proforma form had been produced which would be completed prior to the request being put before the Council. Cllr Taylor proposed and Cllr Peake seconded the use of a proforma form.

07/082. Office Working practices

The clerk asked that Councillors give advance notice of any meetings that they wish to have with the Clerk and that Councillors try to avoid the public opening hours for such meetings. The clerk also asked Councillors to note that there was no additional desk space in the Committee room if Councillors wished to use it. Cllr Taylor proposed and Cllr P Lightfoot seconded acceptance of these working practices.

07/083. Any other Business and Matters arising.

The Clerk informed Councillors that on a recent training course run by GAPTC for CILCA qualifications it was noted that it was not good practice to have the above on the agenda as it could lead to unlawful decisions being made. After discussion Cllr Rawlings proposed and Cllr Badham seconded that the Council wished to keep matters arising. Councillors agreed and therefore Matters arising will stay on the agenda.

Cllr Richmond proposed and was seconded by Cllr A Lightfoot that any other business be known as “any other urgent business at the Chairs Discretion”. A vote took place and 7 agreed and 6 abstentions. The proposal was carried.

07/084 Dates for diaries

Councillors were asked to note:

May 14th – training for Clerk

May 17th – Traffic committee

May 22nd and 29th New Barn Meetings

May 23rd Playgrounds and Playing fields committee

May 22nd Community building committee

May 30th and June 1st Clerk annual holiday

June 5th Volume Crime Group at Tewkesbury Borough Council

June 11th (week commencing) a Auditor using Committee room

07/085 Co-option of new Councillor

Councillors were asked to consider the process for the co-option of an additional councillor for Cleeve west ward.

After discussion it was proposed by Cllr P Lightfoot and seconded by Cllr Beresford that an advertisement should be placed on the notice boards for 7 days with a 5 day closing date for applications. Applications should be made in writing to the Clerk at the Parish Office. All agreed

07/086. Vacancy for Standards Board

It was proposed by Cllr P Lightfoot and seconded by Cllr Rawlings that Cllr Ayres be nominated as a representative on the Standards Board. All Agreed.

07/087 Reports from Borough Councillors

07/087.1 There were no reports from Borough Councillors

07/087.2 It was requested that Borough Councillors give the Clerk a written summary of their reports.

07/088 County Councillor report

Cllr Jones reported on the following matters:

- Liaison Group with Grundons is ongoing
- Task group seeking to speak to Parish Councils at local venue.
- Health Impact Group ongoing
- Day Centre working group had visited 2 facilities in other areas and had positive feedback pending further meeting to collate findings.
- Power Cuts communications ongoing
- Station Road Petition reply had met with a delay
- Roof top meeting had taken place. Minutes available in Parish Council office. The programme of work was being constantly monitored. Cllr Beresford raised issues of garages off Pecked Lane. Cllr Ayres raised issue of weed spraying around lamp posts. Cllr Jones will take the matter up with County Council.
- Cleaning of bus shelters belonging to County council still not happening at present. Cllr Jones will continue to pursue matter.
- Brockhampton works undertaken
- Cllr Jones asked if the Council still wished to action Identity cards for Parish Councillors. The Council confirmed that it did wish to move ahead with this project.
- A motion had been passed at County Council meeting on 9th May 2007 regarding concessionary bus fares.

Cllr Rawlings asked if the proposed drop kerbs at St Michaels Court had been started yet. Cllr Jones will follow the matter up.

Cllr Lawrence asked if the bollards missing in Finlay Way had been replaced yet. Cllr Jones stated that it was part of ongoing programme

07/089 Police Station

The Clerk asked Councillors to note that information had been received from Inspector Murnaghan regarding the Police Station on Cheltenham Road. The site was to be put up for sale and a site for a temporary station was currently under negotiation. A smaller police post would be rebuilt on site.

07/090. Bishops Cleeve Comprehension School

Councillors were invited to a public meeting on Monday 21st May at 4pm being held by the above school to inform the public of the building works currently being undertaken.

07/091. Web site update

Cllr Richmond requested that the Parish Council's web site be updated. The clerk informed Councillors that the matter was in hand and that she had been waiting for the latest information on Committees before instructing the company responsible for updating the Web site.

07/092 Local trade directory publication

Cllr Beresford requested that the Councillors contact details be put in the above publication as it had been missed in the previous two years. The clerk was instructed to contact Ink-Spot (publisher) to place a full page information box.

07/093. Colts Football Tournament

Councillors were asked to note the above football tournament would take place on the weekend of 24th June 2007

07/094. Bishops Cleeve Summer Fair

Councillors were thanked for their recent donation and Councillors were signposted to the publicity posters and programme now available.

Meeting Closed at 9.50 pm

Date of next meeting 7th June 2007 – 7pm

Signedand dated this 7th Day of June 2007