

Bishops Cleeve Parish Council

MINUTES OF PARISH COUNCIL MEETING HELD AT TITHE BARN ON 1ST MAY 2008 AT 7.30

Present: Councillors Ayres, P Lightfoot, A Lightfoot, Taylor, Stephens, Richmond, Rawlings, Badham, Jackson, Mackinnon, Peake, Habgood and Cooper.
County Councillor Jones

2 Members of the public attended.

08/52. The Council elected Cllr P Lightfoot as Chair of the Council, who then signed the acceptance of office. Councillors Badham, P Lightfoot and Jones gave a statement of thanks and appreciation to Cllr Ayres who had been Chair of the Council for 8 years. Councillor P Lightfoot had been nominated by 4 members of the Council. No other Councillors' had been nominated.

08/53 The Council elected Cllr A Lightfoot as Deputy – Chair of the Council, after 3 nominations had been received. Cllr Badham was nominated and seconded also, so a secret ballot was carried out. Cllr A Lightfoot was elected by a clear majority and duly signed the acceptance of office.

08/54 Declaration of interest was made by Cllr Taylor in respect the fact that his household is a member of SWARD.

08/55 Public Session. Points raised by the public:

What progress has been made in reference to dog fouling of pavements. Clerk informed the Council, that the parish does not have power to employ wardens or enforce dog fouling penalties. However the PCSO's had agreed at the last parish meeting to issue tickets produced by TBC. The clerk was asked to remind TBC that the notices were awaited.

Kayte Lane field grass cutting was requested. The Clerk informed the Council that the field lease had not been renewed and therefore was the responsibility of the Council. County Councillor Jones agreed to take this point back to County.

Request for Double Yellow Lines near Junction of Two hedges Road/Kayte Lane. After discussions with Chair of Traffic and County Councillor Jones, the Council advised the public to contact County Highways regarding this request.

End of public Session.

08/56 Apologies were approved by Council for Cllr Lawrence (holiday). (Majority voted in favour- 3 abstentions).

Cllr Rawlings expressed concern regarding the need for Council to approve absences. The Chair of the Council explained that the Clerk had amended the agenda following advice from GAPTC at the recent training day, to meet best practice standards.

It was also noted that the recommendation had been made to publish attendance figures in the Parish council's annual report.

Apologies were noted from Borough Councillors' S Hillier-Richardson and J Richardson.

08/57 Minutes of previous meeting were approved subject to the following points.

Cllr Rawlings requested that the minute for the discussion with Gloucestershire Police (public session) regarding obstruction of highways should record the names of the roads discussed namely **Church Road, Church Approach, Tobyfield Road and Crown Drive.**

08/50 Councillor Jones report to be included.

08/51 Remove the word "**by**"

The minutes were then signed as a true and accurate record of the meeting.

08/58 Matters arising from those minutes for information purposes

Cllr Badham referred back to point 08/45 and reported that the Carnival Committee had discussed the matter of holding a larger retention each year but had decided to continue to allocate all the income on a year by year basis.

Cllr Taylor asked if the acknowledgement requested by the Council had been confirmed. Cllr Badham confirmed that he had checked previous years and the Council had been acknowledged.

08/59 The Council approved the list of payments made up to the 26th April 2008.

08/60 The Council approved the appointment of Mrs B Holder as Responsible Financial Officer for the 08/09 Council year.

08/61 The Council passed the following resolution that the cheque signatories For the Parish Bank Account should be Councillors' P Lightfoot (chair), A Lightfoot (vice-chair), V Ayres, P Rawlings, C Lawrence.

08/62 The Council passed the following resolution that the cheque signatories for the Community Building Bank Account should be Councillors' P Lightfoot (chair) A Lightfoot (vice-chair), G Jackson and Clerk (Mrs B Holder).

08/63 The draft minutes from Committees and working groups were noted by the Council with the following points being raised:

Planning Committee Minutes- Clarification was sought on the properties referred to as 48 Evesham Road, 132 Cheltenham Road. The Committee's attention was brought to the fact that a site visit to Mill Parade would be made by the Planning Committee of TBC on the 9th June 2008.

Cllr Richmond informed the Council that a interim report regarding the Viability, Vulnerability and Vitality Study had been presented by the Consultants and he had sought further statistical information.

Playgrounds Committee minutes- Cllr Mackinnon assured the Clerk that the astro surface was in the 26 year lease area of land and stated that her concerns were not necessary. The Clerk requested that any documentation in support of this would be very welcome.

Cllr Richmond questioned the number of skate park contractors' that had been looked at by the playgrounds Committee. The Clerk responded that the due process had been followed, namely public notices published, expression of interests, 3 quotations, best value discussions before the preferred contactor had been decided upon.

08/63 Information from the Training day was noted-

Cllr Richmond brought attention to point 24, in that the Council should be aware of the Freedom of Information Act.

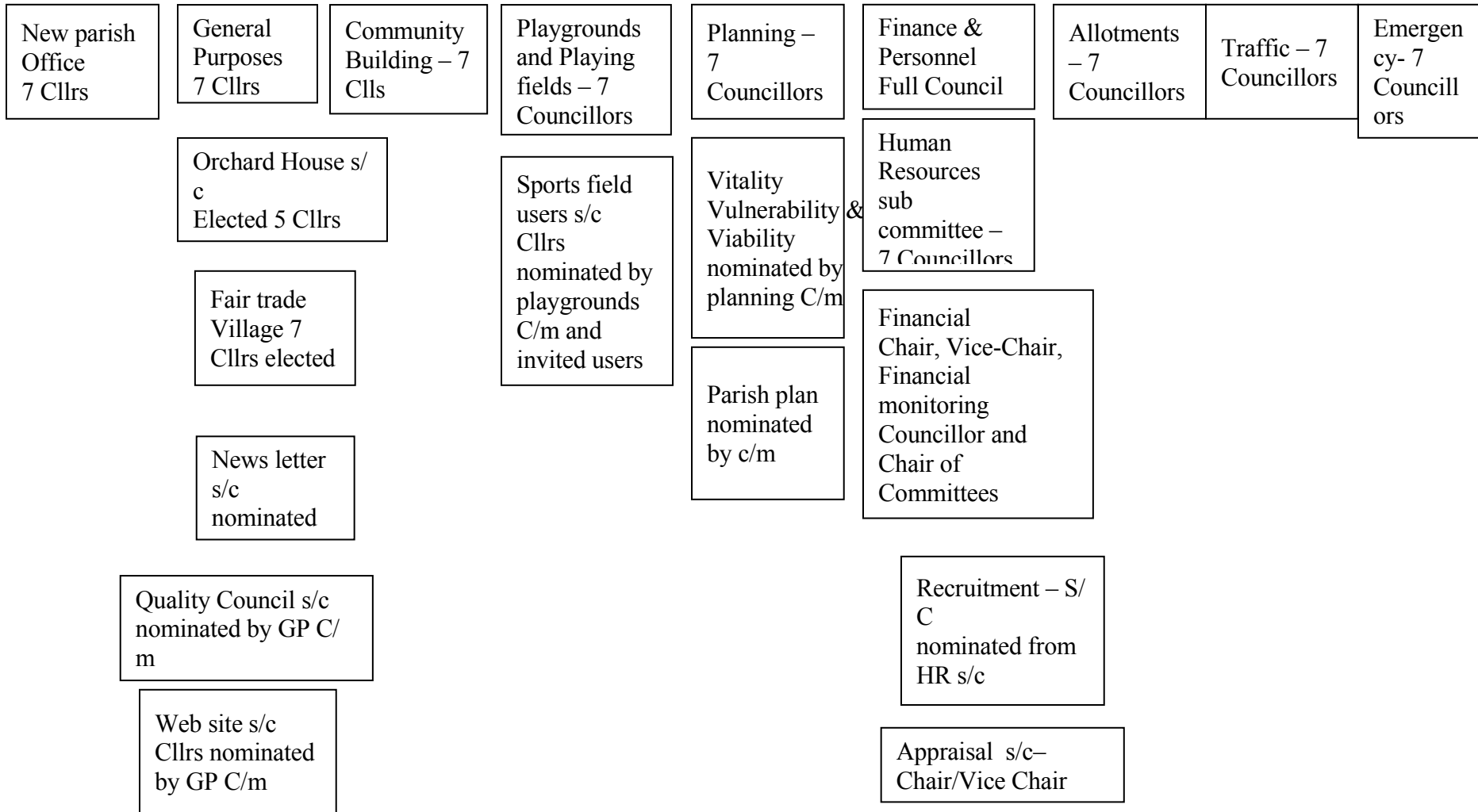
Council thanked the Clerk for organising such an informative training session and agreed a letter of thanks should be sent to GAPTC recording our appreciation.

08/64 Following the training day a number of points were raised that the Council agreed should be reviewed by General Purposes Committee, namely committee structures, role of Chair/Vice Chair of Council, terms of reference, standing orders, financial regulation documents, Councillor expenses. The Committee should report back to full council with recommendations.

08/65 On the advice received at the training day from GAPTC and the presented NALC legal topic notes 1 and 5, Council passed the resolution to make the Emergency Planning Group and the New Parish Office working group, into full Committees with public accessibility to meetings and public scrutiny of budget/expenditure being necessary.

08/66 On the advice received at the training day, it was noted that the working groups previously set up by the Council, were in fact working as sub-committees and therefore all remaining working groups would now become sub-committee of one of the 9 Committees. Cllr Rawlings raised concerns regarding the increase in **beaurocacy***** Council passed the resolution to accept the following structure

Full Council



08/67 Borough Councillor reports were distributed and noted
Borough Councillor Report from Phil Taylor - Cleeve St Michael's

Geoff Jackson, Ceri Jones and I attended a site visit along the main drainage channels leading from Lidl Supermarket out of Bishop's Cleeve with a multi-agency group and are currently awaiting a detailed action plan, from Pat Mooney from Gloucestershire Highways, to ensure the safe free-flow of water.

On the back of this there will be a meeting at the Parish Office on 26th April 2008 for residents affected by the Evesham Road flooding and a separate meeting for residents backing on to the Well Brook. Bob Nightingale, the new Land Drainage Officer at Tewkesbury Borough Council will discuss the issues of the local residents and help gather valuable local information detailing how the flooding occurred in each area. The Well Brook meeting is scheduled to begin at 9.30am and the Evesham Road meeting at 11.00am.

I am currently looking at the rise in insurance premiums due to the July floods and would welcome contact from anyone who has been affected by this.

Tewkesbury Borough Council recently rejected a proposal to reinstate acceptance of payment of the Council Tax via the Post Office. I will continue to pursue this matter but can not do so for six months due to Tewkesbury Borough Council standing orders.

The Viability, Vulnerability and Vitality survey has presented its draft report and is on target for producing the final report in May 2008. Unfortunately the Bishop's Cleeve Chamber of Commerce has been unable to contribute.

I am also attended the blessing and opening of the "Out of the Hat" Centre in Tewkesbury and would recommend a visit to all.

Cllr Phil Taylor
24th April 2008

Cllr Richmond
CDC/TBC

Cotswold District Council and Tewkesbury Borough Council recently decided that they would not proceed any further with their joint investigation into sharing management/services.

Flooding

Tewkesbury Borough Council recently discussed a proposal to conduct a study "To integrate science and policy in order to develop flood defence solutions for the Town of Tewkesbury". The scoping report estimated that the study would take 4-5 years and cost at least £105,176 pounds. During the discussion it was pointed out that the study was for the whole of the borough and not just the town of Tewkesbury. The proposer of the motion suggested that the County Council would be prepared to fund approximately half the cost but council decided that its first and most pressing priority was to carry out the comprehensive scheme of work that was required to restore the drainage (natural and man made) of the borough.

Planning

Yet another developer has appealed to the planning inspectorate to determine a planning application relating to Tewkesbury Borough Councils Local Plan. The site

known as SD2 is on the south eastern corner of Cheltenham between Leckhampton & Shurdington. The site was allocated to take 360 homes but the interim RSS has suggested that this area of safeguarded land (which extends into Cheltenham Borough Council) could take approximately 1,300 homes! The planning committee determined that they were "minded to refuse" the present application.

The Planning Inspectorate have advised that the Secretary of State should issue her decision on the Homelands Farm appeal on or before 27th June 2008.

PCCM

I attended the recent Police & Community Consultative Meeting held at Winchcombe. The meeting received a report from the INA inspector. The meeting discussed a variety of issues affecting residents.

Renewable Energy

I recently visited two sites that use ground source heat pumps for their primary source of heating and cooling. The trip was organised by the SevernWye Energy Agency (SWEA) and was very informative.

Cllr Taylor noted the recent news that the shared management agenda will not now be proceeding. Cllr Mackinnon noted that some services would still be shared. Cllr Richmond clarified the point regarding the planning inspectorate.

08/68 County Councillor Jones reported that:

1. Wingmoor Farm: Cory application in for temporary bulking facility (concerns about traffic, disamenity and suitability for use) going to Committee Thursday 15 May, with site visit on Thursday 7 May. Liaison Group Meeting 15 Apr – Caryn Hall unable to attend, but indicated final meeting of HIA Group imminent (once done, then both that and the HOSC report should be available before Grundon application to extend life of the site); still many complaints about smell from Cleeve, Stoke Orchard, Elmstone Hardwick and even Cheltenham. Stoke Road follow-up meeting 25 Apr – list of residents' concerns received from Brian Garland. 'Local List' consultation re validation of Development and Waste planning applications comments must be in by 6 May. OBC for PFI money for Residual Waste contract came to Cabinet April 23rd – some serious concerns about possible commitment to an incinerator – although this was denied.
2. Flooding: County Officers continuing to work (alongside Tewkesbury Borough colleagues) on areas of concern, including Kayte Lane. Finlay Way meeting 9 Apr – Pat Mooney and Bob Nightingale attended – very useful. Led to meetings with residents organised by Phil Taylor, which I attended also. Collapsed culvert by Pecked Lane – survey and analysis to be carried out. Our gullies cleared this month – informed Martyn of those brought to my attention at last meeting. Ian Collins attended the Parish Emergency Management Committee meeting in place of Eddie Coventry .
3. Homelands: Inspector to publish her recommendations on 27th June. Would anticipate Secretary of State's reaction to EiP before that. Along with Sue Hillier-Richardson, invited to speak to residents of St Michael's Court about the issue.

4. Rooftop: Parking project – plans for Barracks Square, Tobyfield Road; useful meeting with Pat and Rooftop staff 22 April. The Association to be inspected in June – have written a letter to the Inspectorate offering the Residents' Group support.
5. Highways Issues: Blackberry Grove Play park meeting with Martyn Midgley, Pat R and a number of residents on Apr 9th; Martyn working on a possible plan, but timescale of implementation, even if accepted for prioritisation, would not be quick; interim measure – a letter to be devised by all Councils to put on drivers' windscreens. Station Road residents –still to write to Cabinet member to request a meeting. SSZ – work undertaken; small problem with flashing lights; hopefully further measures on Voxwell Lane possible. Discussing use of Deans Lea 106 monies with Martyn, Pat R May 19th. Jesson Road to be resurfaced this financial year. Good to see junction of Dale Walk and Two Hedges – and other stretches of Two Hedges - finally sorted. Footpath work may hopefully start soon. Quite a bit of action on the overhanging greenery front. 528 bus timetable changed.
6. Children's Centre: Centre Manager (she is also looking after Winchcombe) now in post; attended the Extended Schools Group meeting April 29th.
7. Cleeve School: Building of Phase 2 still going to schedule; have gained another award for value-added achievements. Both Primary schools have received very good Ofsted reports.
8. Village Agent: Jane Skinner has now been appointed (07810 630201) and would be happy to come and meet anybody interested (Thurs or Fri am preferably) and also to talk to a Parish Council meeting (I told her probably at 7/7.15). Any ideas?
9. Other 'Council' issues: Post Office closures –County looking at Essex plans.

Ceri Jones (County
Councillor)

08/69 The following Councillors were duly elected to the stated Committees and sub-committees

General Purposes:

J Habgood A Lightfoot P Rawlings P Lightfoot P Taylor V Ayres J Peake

Playgrounds:

J Habgood P Lightfoot P Taylor V Ayres J Peake M Cooper J Stephens

Allotments

P Taylor, J Habgood, J Stephens, A Lightfoot, P Lightfoot, P Richmond

Community Building

G Jackson, A Lightfoot, P Lightfoot, V Ayres, P Taylor

Planning

G Jackson, P Taylor, A Lightfoot, P Lightfoot, V Ayres, J Peake

Traffic

P Taylor, J Habgood, G Jackson, A Lightfoot, P Rawlings, C Lawrence, P Richmond

New Parish Office

J Habgood, A Lightfoot, P Lightfoot, C Lawrence, V Ayres, P Richmond,

Emergency

P Taylor, A Lightfoot, P Rawlings, V Ayres, P Richmond, J Peake

Finance and Personnel

All Councillors

Subcommittees were elected as follows

Sports field users group – nominated by Playgrounds Committee

V. V.V –nominated by Planning Committee

Parish plan – nominated by Planning Committee

Recruitment – to be nominated by Human Resources sub committee

Appraisal – Chair and Vice Chair of Council

Human Resources– J Habgood, A Lightfoot, P Lightfoot, C Lawrence, V Ayres, P Richmond, P Taylor

Financial – Council Chair, Vice Chair of Council, Financial Monitoring Councillor, Chairs of Committees

Fair trade – J Habgood, A Lightfoot, P Badham, J Peake, V Ayres

Quality Council – nominated by General purposes Committee

News letter – nominated by General purposes Committee

Web site – nominated by General purposes Committee

Chartered parishes nominated by General purposes Committee

Orchard House – P Lightfoot, A Lightfoot, V Ayres, P Taylor, P Badham

08/70 The following Councillors were duly elected as Council representatives to the stated outside bodies.

Wingmoor Farm – Cllr P Lightfoot and Cllr J Habgood

Tithe Barn – Cllr J Habgood and Cllr P Taylor

Police Liaison – Cllr P Lightfoot and Cllr J Peake

Cleeve Common Conservators – Cllr P Lightfoot and Cllr J Stephens

Tewkesbury Area Sports – Cllr V Ayres

JMC – Cllr C Lawrence .

The Clerk was instructed to seek a reply to the Council's request that two representatives from the Parish Council be invited on to the JMC following the large grant given by the Parish Council.

08/71 Any other Business at the discretion of the Chair and for information purposes only.

Cllr Rawlings gave an update on matters relating to traffic and highways in advance of the Traffic Committee meeting.

Church Road parking, Route awareness, Tobyfield Road parking/Rooftop initiative
Blackberry Grove meeting with residents and the proposed action of placing notices under the windscreens of cars parked in the vicinity of the play area.

Cllr Taylor sought clarification on a point raised in Cllr Richmond's report

Cllr Richmond informed Council of a change of date of the Tithe Barn Management Committee annual meeting.

Cllr Peake raised concerns regarding traffic at the junction of Sandown Road/Station Road

The Clerk asked Council to note the parking enforcement statistics received from TBC for the month of April 08. Namely 17 visits, 61 PCN's given out in Tobyfield Road, Pecked Lane, Church Road and Church Approach .

The Clerk asked Council to note the correspondence received from Chartered Parishes, TBC regarding the removal of Telephone Boxes and email from TBC regarding the Homeless Strategy consultation.

Councillor Jones asked the Clerk to confirm exact wording for the identity badges.

Cllr Ayres raised concerns regarding the hills appearing on the Wingmoor Farm area.

Clerk reminded Council that an invited speaker from SWARD would be attending the June 08 meeting and a 7pm start would be appropriate.

08/72 Chair of Council suspended Standing orders and asked members of the public to leave due to the information about to be given had financial implications for the Council

08/73 The Clerk read out a briefing statement regarding a possible VAT liability, breaches of Planning permissions and planning permission conditions that should be taken into account. The Council accepted the briefing statement and noted the recommendations therein. The Clerk will report back to full Council when further advice is received.

08/74 Chair of Council reinstated Standing Orders

Meeting was closed at 9.50

Signed..... 5th June 2008

Bishop's Cleeve Parish Council

Councillors are required to attend the Parish Council Meeting to be held at the Tithe Barn on Thursday, 1st May 2008 commencing at 7.30pm.

Agenda

1. Election of Chairman and Vice Chairman (signing of acceptance of office)
2. Councillors' are asked to consider if there any declarations of interests to be made regarding any items on the agenda
3. Public Session
4. Apologies for absence recorded from: Cllr Lawrence (holiday)
Does the Council approve these absences

5. Approval of the minutes of the Parish Council meetings held on 3rd April 2008
page 2 to 5

6. Matters arising from the minutes for information purposes only

7. Finance

To approve the usual schedule of payments (page 6)

To confirm the annual appointment of Responsible financial officer

To confirm the cheque signatories for the forthcoming year by adopting the following resolution "that the signatories to the Parish Accounts shall be altered to.. "(page 6)

8. To note Minutes from Committee and working group meetings

Allotments (page 7)

Emergency Planning group (page 9)

Planning (page 10)

Playgrounds (page 12)

9. Information from the training day – (page 15) to be noted

10. Would Council approve the recommendation from the Clerk for General Purposes Committee to review the committee structures, terms of references, standing orders and financial regulation documents, expenses etc and to report back to full Council with recommendations.

11 .Would Council approve the recommendation of the clerk to change the Emergency Working Group and New Parish Office (new barn) to a full Committee in view of the size of the budget allocated and public accessibility

Would Council approve the recommendation of the Clerk to change the remainder working groups to sub committees in line with NALC legal notice. (page 18)

12. Borough Councillors' reports (page 19)

13. County Councillors' reports

14. Membership of Committees and Working Groups and representation on external bodies to be agreed by Council (page 21)

15. Would Council agree to suspend standing orders and to move to confidential session due to financial implications for the Council

16. Information to be disseminated by clerk in confidence

17. Reinstatement of standing orders

18 Any other business for information only at the discretion of the Chair

Belinda Holder

25th April 2008

Clerk to the Parish Council

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health and Safety and Human Rights.

Members are reminded to consider whether or not there is a need to update their Register of Members Interests.
Members are further reminded that all interests must be declared and Members must leave the room when the topic is being debated

BISHOPS CLEEVE PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING HELD AT THE TITHE BARN ON
THURSDAY 3rd APRIL 2008 at 7.30 PM

Present: Councillors V Ayres (chair) A Lightfoot, G Jackson, P Taylor, P Badham, M Cooper, J Habgood, J Peake, P Richmond, C Lawrence, J Stephens, P Rawlings.
Borough Councillors J Richardson, S Hillier-Richardson and County Councillor C Jones.

3 representatives from Gloucestershire Police
2 Members of the public attended

Welcome and introductions from Chair including apologies from Cllrs P Lightfoot, G Jackson and Inspector Murnaghan

Public Session

Points Raised by the Public:

Gloucestershire Constabulary informed the Council of the following points.

- Blackberry Grove – The Police are aware and dealing with the situations as they arise.
- New Police Station being put on hold for present time. The Police Authority are reviewing options and a feasibility study is being undertaken.
- Divisional HQ options are being considered.
- Planned increase of staffing to 2 officers in near future. (PC Hanna)
- Extended thanks to community who have helped local projects.
- Policing priorities due for review and new targets to be set if applicable.

There followed a question and answer session. Points raised included:

- Number of police cars available in area
- Smart water posters distribution
- Speed limit on Cheltenham Road
- Parking offence of obstruction discussed at length.

Public session points raised included:

- Drains in Snowhill Drive/Stoke Road – County Councillor to follow up

End of public session 8pm

Cllr Mackinnon's absence was recorded

08/36 Minutes from previous meeting were proposed by Cllr Badham and seconded by Cllr Richmond as approved for accuracy after the following points were raised. All Agreed

Note the omission of Cllr Jones report

Spelling of "meter" on page 5 "Cllr" on page 2, "Minutes" on page 2

Matters arising for information purposes only:

08/37 The Clerk confirmed that the enforcement of issues relating to dogs were not the duty of the Parish Council. The Council instructed the Clerk to write to Tewkesbury Borough Council requesting that they make up the tickets ready for distribution to PCSO's.

08/38 The Council was informed that the Tithe Barn Management Committee were to hold the AGM on 27th May 2008 at 7pm. The planning application for the Tithe Barn refurbishment has been withdrawn pending further archaeology investigations. Council expressed concern that the S106 funding time frame may be exceeded. The Parish Council representative on the Tithe Barn Committee (Cllr Richmond) assured the Parish that this would not be the case

Matters arising from Committee minutes and working groups' updates

08/39 Playground Committee Minutes were noted (Cllr Stephens).

The following points were raised:

- Cllr Richmond asked for details of the report from the Safer Communities Police Officer. Cllr Taylor replied that the report would be presented to the Playground Committee.
- Cllr Richmond asked for final costings of the Finlay Way development. Clerk confirmed that the final costings were not yet available but they would be presented to the Playground Committee as soon as they were.
- Cllr Rawlings noted the blockages in the Sports field brook and the broken guttering at the Sports field pavilion. Cllr Stephens noted.
- Cllr Lawrence noted that the cable car wire at Finlay Way was broken. Cllr Taylor informed the Council that the wire had been replaced at no cost to the Council.
- Cllr Hillier-Richardson asked for further information on plans for public consultation for the proposed South Park development. Cllr Stephens informed Council that leaflets had been distributed and the next steps would be discussed at the Playgrounds Committee meeting.
- Cllr Rawlings informed Council that he had spoken to some local residents and proper pedestrian access would be acceptable.

08/40 Planning Committee Minutes were noted (Cllr A Lightfoot)

The following points were raised:

- Cllr A Lightfoot put the following resolution to the Council.
Does the Parish Council wish to write to Hazel Blears (Secretary of State) at the appropriate time with regard to the proposed development to the north of the Village? Cllr Taylor advised to wait for the public consultation period. Cllr Rawlings proposed to accept this resolution, Cllr Badham seconded and all agreed.
- Cllr Richmond noted that planning permission had been granted for development to the rear of 48 Evesham Road.
- Cllr Hillier-Richardson questioned the procedure, if the time limit for spending S106 monies at the Tithe barn should be exceeded. Clarification of the date was sought. Cllr A Lightfoot responded that enquiries at TBC had indicated that the time limit expires in 3/09 and it was understood that the monies could be used but only with the permission of all the parties concerned. Cllr Taylor reminded Council that when the future of the new parish office was in doubt, enquiries were made regarding the transfer of S106 monies and received a blunt refusal.
Cllr Richmond informed Council that the wording was very specific. He has advised the Tithe Barn Committee on this matter and has urged them to use the funding received from the Parish Council urgently.

08/41 Traffic Committee Minutes were noted (Cllr Rawlings).

Cllr Rawlings provided updates on the following matters:

- Roof top had offered to help with residents parking concerns and a meeting had been arranged on 22nd April with Glos Highways and County Councillor Jones.
- Newlands Traffic Lights were not in the Parish of Bishops Cleeve
- Cllr Richmonds asked where the central reservation referred to as being discussed for Cheltenham Road was to be situated. Cllr Rawlings indicated in the location of the Racecourse garage had been discussed.
- Cllr Peake sought clarification on the brook at Finlay Way discussion. It was confirmed that at meeting with Glos Highways, TBC Officers, Cllr Jackson (Parish Council) and Cllr Taylor (Emergency planning working group) was to take place.
- Cllr Lawrence asked for an update on the bus passes that should have been issued by 31st March 2008. The Clerk informed the Council of the statement given by officers of TBC. Cllr Taylor gave information regarding events leading up to the delays. Discussions then took place regarding distribution and usage.
- Cllr Rawlings informed the Council that TBC officers had given the Clerk the parking enforcement statistics for March 2008 as follows: Visits 22, PCNs total 81 covering Church Road, Church Approach and Tobyfield Road. Discussion then followed regarding signage and enforcement of regulations.

08/42 Community Building Committee minutes were noted (Cllr A Lightfoot)

The following points were raised:

- Cllr Badham congratulated the Committee on the current financial situation.

08/43 Allotment Committee minutes were noted (Cllr Habgood).

The following points were raised:

- Cllr Richmond sought for clarification on location and costs of proposed new plots. Cllr Habgood explained that the new plots were to be sited on the left hand side of the empty field adjoining existing plots. The costs would be neutral. Cllr Cooper asked if there was sufficient demand. Cllr Habgood stated that the current waiting list was 23. Cllr Hillier-Richardson asked how many plots would be in new strip. Cllr Habgood confirmed that it would be a staged introduction of new plots.
- Cllr Ayres asked if S106 funding had been sought for new plots. Cllr Habgood confirmed that this had been part of discussions should any future planning funding become available. Cllr Richmond informed the Council that S106 funding sought would provide 20 plots.

Clerks Report

Clerk reminded Councillors' that the Parish Assembly minutes had been distributed but would be approved at the Parish Assembly meeting in 2009.

08/44 Financial reports from clerk were presented to Council and the list of payments attached were approved after proposal by Cllr Taylor and seconding by Cllr A Lightfoot. Cllr Richmond sought clarification of the payment to Place Maintenance. The Clerk informed Council that it was payment for drainage to football pitches at the Sports field.

08/45 Councillors were asked to approve section 137 funding for the Village Carnival. Councillor Badham declared an interest and spoke to explain background and rationale for request. After very detailed discussions, Councillors A Lightfoot and Cllr Taylor proposed and seconded a sum of £600, a vote was taken and 8 agreed (majority) and 1 abstention. The Parish Council felt strongly that the role of the Parish Council must be acknowledged in printed

publicity before and at the event. Cllr Badham assured the Council that he would make sure that this was put in place. The Parish Council also strongly recommended that the sum of monies carried forward each year by the Carnival Committee be increased to cover the following years' costs.

08/46 Councillors agreed to invite Ms B Farmer (SWARD) to address the Council at the June 08 meeting.

08/47 The Clerk read out a letter from the Tithe Barn Committee Chair seeking the use of employees of the parish Council in a Bookings Secretary role for the Tithe Barn. After discussions it was agreed that a meeting be arranged with General Purposes Committee and the Tithe Barn Chair to discuss the current situation and to seek to agree an action plan to help the Management Committee.

08/48 Committee numbers for the next Council year were agreed as:
Committees and Working Parties to be set at maximum of 7
Representation on outside bodies to be set at 2, unless the constitution of the individual bodies state differently.

08/49 Borough Councillors' reports distributed and noted. The following points were raised:

- The Parish Council supported Cllr Taylor in opposing closure of local post offices and Borough Council cash office.

08/50 County Councillor Jones reported:

08/51 Any other business for information only at the discretion of the Chair.

- Cllr Lawrence asked the newsletter working party to note that the Cheltenham News was not delivered to all houses in the village. Cllr A Lightfoot informed Council that the distributors were the original ones used by previously.
- Cllr Lawrence asked the newsletter working party to note that the Council website address was not published in the Newsletter.
- Cllr Lawrence asked the Council why it was necessary to seek nominations for names of the new parish office. Cllr A Lightfoot informed Council that it was public consultation.
- Cllr Rawlings asked the Emergency Planning working group to note the recent correspondence from the Severn Valley Flood Group.
- The Clerk informed the Council of the outcome of the recent VAT inspection. The Clerk informed the Council that there may be financial implications subject to further investigations by Revenue and Customs.

Meeting closed at 10.15pm

Signed.....
May 1st 2008.

Finance statement. Payments made April 08

St Johns Ambulance – resources for emergency working group	£ 113.65
M Cook – timber and supplies for fence repairs at allotment	£ 94.16
Meeting expenses – travel, refreshments (7 meetings) and office	
Coffee and milk	£ 88.30
Employment costs	£

Community Building	
Cleaner	£200.00
Employment costs	£

Current Cheque signatures

Parish- V Ayres, P Lightfoot, C Lawrence, P Rawlings (ex M Beresford)

Community Building A Lightfoot, P Lightfoot, J Habgood, B Holder

Present Councillors J Habgood, A Lightfoot, Cllr P Lightfoot and P Taylor
Apologies received from and J Stephens

Public Session – 3 members of the public attended
Points raised:

Lock at gate. Clerk confirmed a new lock had been put on the gate, but that the original one did work. It was confirmed that new allotment tenants are informed of the number at the time of signing the allotment agreement.

Compost still awaited

Offer of produce for raffle for Bishops Cleeve Carnival

Fencing and ballast has been delivered. The Committee recorded its thanks to Mr Cook

End of public session. Members of the public remained.

1. Minutes of previous meeting.
The minutes were agreed as a true record and duly signed.
2. Matters arising for information purposes only
A costing for a repairs to the fence had been received and would be discussed in the financial section.
Stones to fill pot holes will be delivered on 25th April
Cllr Taylor is arranging the services of a rabbit-control person.
Cllr Taylor to follow up the manure bays, following letter and subsequent conversation between supplier and Clerk
Clerk to contact tenant of Stallard Butt.
New strip prepared and letters to be sent to prospective tenants.
Summary of history of box completed and Committee noted that the lease should have expired in 2007, but based on previous experience the committee expect communication during 2008. The committee noted that legal advice would be sought if changes to the lease was made and as a final sanction.
3. Finance reports were presented to Committee by Clerk
Monthly payment and receipts reported/ accepted by Committee (no movements recorded)
Financial year 2008/09 budget distributed to committee
Year to date budget comparison report accepted by Committee .
The committee instructed the clerk to add a £10 admin fee (BC residents) and £20 admin fee (non BC residents) with effect 1st May 2008.

It was agreed that the charges for the horse fields would be reviewed (Cllr A Lightfoot to research)
Rent reviews to be discussed at June Meeting.
Section 106 funding for existing allotment site to be discussed at June Meeting.

It was agreed that the previous tenant of ragwort field. The Committee agreed for the Clerk to negotiate the rent based on the figure of £120. It was agreed that chickens would be kept on the land. The tenant would be

required to make secure the perimeter of the site and to pay the annual rent in advance with an annual review of agreement. The agreement to be the standard allotment agreement, but wording to reflect the fact that it is not an allotment due to the size of the plot (2000sqm).

4. Inspection report was distributed to Committee and discussions took place over responses to notices and further action. The Clerk would distribute notices for 23 and 12 (first time) and letters to home (second time) to 16 and 11a. A warning letter of start of eviction process to be sent to the homes of plot 28 and 32a. Clerk to write to 26 informing him that cultivation must start at once.

The Clerk was instructed to respond to Plot 17, thanking her for the information and to offer a new plot when the tenant is well enough to be able to return to the allotments .

5. Infrastructure

Waiting list numbers will be zero after new plots are allocated

It was agreed to advertise the remainder of the ragwort field on website and notice boards approx 4000sqm (clerk to action)

Rules for Allotment holders to be put on notice board:

Small bonfires are allowed provided that the plot holder is in attendance and no smoke blows towards A435.

Sheds are allowed provided they are in keeping with existing sheds and do not cause a nuisance to neighbouring plots

The gate must be locked at all times.

Numbers must be displayed

Be considerate to other plot holders and discuss any changes with neighbouring plots.

Meeting closed at 9 pm . Date of next meeting 22nd May 2008

Attendance: Cllrs Taylor (chair), Ayres, A Lightfoot, Rawlings, Peake.
Invited Guest Ian Collins from Gloucestershire County Council –Emergency
Planning Officer.

Apologises received from County Councillor Jones and Cllr Richmond

1. Presentation from Ian Collins focusing on the Good Practice Template.

2. File update noted

3. Finance report update by Clerk.

St Johns Ambulance suppliers of High-Visability jackets (6), foil blankets (50) Total
cost of £113.86 agreed and authorised.

Cost of removing debris from bank to Skate Park location in the sum of £240 agreed
– Clerk to contact Ken Pink Plant Hire to arrange.

Sand had been agreed and ordered placed with Elliot Bros. (letter on file)

Sourcing of further equipment by Cllr Lightfoot agreed for Telephone access (liaise
with Youth Club) Torches and lanterns (wind up), Pillows. The working party noted
that Parish Office has a radio (battery and mains operated) and mobile phone.

4. It was agreed to request a future edition of the Parish Newsletter be used solely
for informing the public of the emergency plans, including the householders
emergency plan. The cost of the publication be borne by the Emergency planning
working group budget.

5. Procedures and practices. Clerk was instructed to print off the Glos County
Council template and to circulate to members of the working party. Clerk and Cllr
Taylor to liaise with other outside organisations. Clerk to begin to put a master
together on the computer.

6. Actions to be taken. Mobile phone to be kept active and to circulate all mobile
numbers held on the phone. (Clerk)

Date of next meeting 10th June 2008 at 7.30 pm

Meeting closed at 9.10 pm

Bishops Cleeve Parish Council – Planning Committee
Minutes of meeting held at 6.30 pm on Tuesday 8th April 2008

1. Attendance (chair), AL GJ, PT , JP, VA,

2. Apologies noted PL
3. Minutes of meeting held on 25th March 2008 agreed
4. Planning Applications received for consideration

Site Address	TBC ref no.	Proposal	BCPC response
57 Station Road	08/00467/ful	2 storey extension	support
132 Cheltenham Road	08/00088/ful	Replace existing dwelling with 10 new dwellings	Objection re access & intrusive nature of building
15 The Holt	08/00393/ful	Extension & alterations	support

5. Decisions made by TBC/GCC noted

Site address	Ref number	BCPC	TBC
MSD martial arts sign	08/00024/adv		consent
MSD –malvern view business	08/00024/ful		permission
23 Alverton Drive	08/00129/ful	support	permission
Land adjacent to 48 Evesham road	08/00260/ful	objection	refusual
6 Snowhill Drive	08/00061/ful	support	Permission
Land to rear of 48 Evesham road	08/00160/ful	Objection	permission
21 Tobyfield Road	08/00223/ful	support	Permission
6 Willow park drive	08/00197/ful	support	permission
1 Streamside	08/00198/ful	support	permission
9 Huntsman Close	08/00059/ful	support	permission
74 Meadoway	08/00092//ful	General observ	permission
5 Green meadow bank	08/00171/ful	support	permission

6 Other notices noted

- 48 Evesham Road – land to rear of – recommendation to permit
- 48 Evesham Road – land adjacent to –recommendation to refuse
- 6 Snowhill Drive – recommendation to permit
- Tithe Barn extension – plans withdrawn
- 48 Evesham Road – land adjacent – revised plans for access

7. Any other business for information purposes only noted

Letter sent to GCC re Cory – temporary transfer station

Development of new parish office noted

The Meeting closed at 7.15pm

Bishops Cleeve Parish Council – Planning Committee

Minutes of meeting held at 6.30 pm on Tuesday 22nd April 2008

1. Attendance (chair), AL GJ, PT , VA,

2. Apologies noted JP PL
3. Minutes of meeting held on 8th April 2008 agreed

4. Planning Applications received for consideration

Site Address	TBC ref no.	Proposal	BCPC response
48 evesham road land adjac	08/00508/ful	Erection of dwelling (see previous)	objection
90 meadoway	08/00461/ful	2 storey side and rear extension	support
26 Sedgley rd	08/00534/ful	Single storey ext	support

5. Decisions made by TBC/GCC noted

Site address	Ref number	BCPC	TBC
6 Bramble chase	08/00248/ful	supported	permission
98 Station Road	07/00568/ful	supported	permission
15 Wheatsheaf drive	08/00052/ful	supported	permission
11 The Holt	08/00346/ful	supported	permission
13 Hemming Way	08/00227/ful	supported	permission

6 Other notices noted

Revised plans for information for temporary transfer shelter -cory

7. Any other business for information purposes only noted

Land to rear of 48 evesham – reasons for permission

Cllr Jackson gave his apologies for planning meeting on 13th May 2008

The Meeting closed at 7.30 pm

Playground Committee Meeting held on 17th April 2008 at 7.30 pm in the Parish Office.

Present: Cllr P Lightfoot (Chair), Cllr Ayres, Cllr Stephens, Cllr Cooper, Cllr Peake.

3 Members of the public.

Apologies from Cllr Habgood and Cllr Taylor

Public Session.

Mr Joy resident of Blackberry Grove raised the following points:

- Concerned that parking situation discussions/information sharing was not involving all residents of Blackberry Grove. Clerk assured Mr Joy that all leaflets were delivered to all properties in Blackberry Grove. Clerk also informed committee that a meeting was being proposed by County Councillor Jones with Glos Highways, PCSO's and Parish Council representatives to take place in May. Clerk was happy to attend on behalf of Parish Council if the committee so instructed.
- Requested signage for equipment – Chair noted the purchase of signage was in hand

Cllr Richmond (attending as member of the public) requested fencing along the grass boundary with Blackberry Grove. Chair noted actions being taken to obtain costings. Chair also noted that the Committee had stated that they would follow the recommendations of Glos Highways/ PCSO's when a joint meeting had been held on site before the equipment had been installed and that the committee were waiting for recommendations.

Cllr Richmond (attending as member of the public) asked if the committee had any specific concerns regarding crime in the area of Finlay Way play area. Cllr Lightfoot informed Cllr Richmond that the committee were waiting for specific figures at the next police liaison meeting. Cllr Richmond restated his question. Cllr Lightfoot informed the committee that the parish office had received some reports of antisocial behaviour and the police liaison meeting will report numbers.

The Clerk noted that at the previous meeting, it was agreed that Cllr Taylor would investigate the possibility of some form of CCTV. (see actions from minutes)

Cllr Lightfoot also informed the committee that the signage would state that the equipment was to be used during daylight only.

Public session closed at 7.50 pm

1. Minutes of meeting held on 13th March agreed and signed as a true and accurate record.
2. Actions taken. All actions in process. Clerk asked for authorisation to order sign as per quotation received in sum of £450. Agreed. The wording to be confirmed by Cllr Lightfoot.
3. Sports field update.

Committee was asked to note that the lease for land at football club end of astro surface would be due for renew in 2009. Committee to raise with TBC nearer to renewal date. Clerk expressed concerns as to the actual boundary of the 5 year lease and the end of the astro surface and recommended further investigation before any further costs to be incurred.

Quotation for ground work along the bank of the brook and the spoil areas of the field was discussed and it was agreed to hold any decision as work was planned for the spoil areas for the proposed skate park and south park.

4. Skate Park update.

The invited speaker did not arrive, although a written quotation and designs have already been received. The committee discussed the quotations at length and in detail including the Value-Added benefits of consultation, maintenance packages and publicity. The individual designs were discussed including the merits of the different construction materials and open/closed form of the equipment.

Cllr Stephens proposed PL as the preferred contractor for the skate park and was seconded by Cllr Ayres. All Agreed. The clerk was invite PL to attend a meeting with Cllr Stephens and Cllr Taylor to discuss time line, forward planning. The Committee instructed Cllr Stephens to

discuss the skate park not generating spoil. The clerk to inform the remaining two companies that they were not successful at this particular time. Cllr Stephens to confirm planning permission situation and to obtain written confirmation.

5. South Park update.

3 designs and quotations received and were discussed by the Committee. The Committee agreed that the age range for equipment must be defined as preschool (up to /including 5 years of age) and the Clerk was instructed to contact contractor K to change the equipment where appropriate to meet with this specification. The Clerk was instructed to ask PL for their final design and quotation to be received before next meeting.

The committee discussed the access issues and would like the written report following the meetings with Glos Highways and Safer Communities Police Officer to be available before the next meeting. (clerk/ agenda)

The committee noted that 200 flyers were distributed and 11 concerns have been recorded in response. Public meeting to be discussed at the next meeting.

8 emails of concern were read out to the committee along with the acknowledgments/information responses by Clerk

The committee agreed to discuss the opening of the car park and detailed parking /vehicle / pedestrian access at the next meeting.

6. Finance reports.

The committee agreed to increase G grass cutting contract by £30 per cut in appreciation of the addition of Finlay Way play area.

The committee noted that the Finlay Way hand over meeting had taken place and instructed the clerk to obtain a copy of the completion certificate.

The Clerk reaffirmed the budget figures for South Park (£33k) and Skate park (£55k). The clerk reaffirmed that any highway costs or additional path or gates would also be part of these budgets.

7. Playground inspection – Cllr Cooper

The following points of concern were raised by Cllr Cooper
Millham Road

- Path way (in hand)
- Tesco trolley in brook (dealt with)
- Remains of tree (noted)
- Entrance gate repairs /tarmac repairs (clerk instructed to speak to handyman)
- Corrosion of bolts (waiting annual safety inspection)

Pecked Lane

- Gate needs replacing
- Spring toys needs re-fixing (clerk instructed to speak to handyman)
- Spring toy bolts (clerk instructed to speak to handyman)
- Corrosion on play frame (awaiting annual safety inspection)

Cllr Cooper also requested consideration be given to putting picnic benches in Finlay Way play area- clerk was instructed to put on forward plan.

Cllr Cooper also requested self-closing spring for pedestrian gate at Finlay Way play area – Clerk was instructed to source/cost.

8. Correspondence received – Email to be discussed next meeting

9. Date of next meeting 8th May 2008 for playgrounds
10. Date of next users group meeting 23rd April 2008 – agendas already distributed. (Cllr Stephens to Chair, apologies from Cllr P Lightfoot)

Signed.....8th May 2008

Training workshop held at the Community Building on 12th April 2008 at 9.30 am

Present Cllrs Richmond, Jackson, Cooper, Habgood, P Lightfoot, A Lightfoot, Ayres, Lawrence. The Clerk.

Facilitated by County Secretary of GAPTC (K Bedford)

Welcome and introductions. Points covered are shown below

1. Essential information for new Councillors including :
 - Points of Reference
Good Councillors' Guide (publication), Standing Orders and Financial Regulations Documents (personal to each Council), Local Council Administration (publication) and Parish Councillors' Guide (publication).
2. Future legalisation statutory document being prepared – Power of Well Being.
3. Expenses for Councillors should be considered to cover the costs of computer ink/ paper and child care expenses.
4. Council consider publication of attendance record on annual council report
5. Committee decisions to be recorded in minutes of committee meeting and taken as read by full council. Terms of reference to be very clear. Further information/clarification should be sought at full council but full council should not question the decisions taken by the committees when taken in accordance with the agreed terms of reference.
- 6 . Legal Topic Notes 1 and 5 from NALC -

Councillors should note the bold print of the paragraphs below as they may wish to review their procedures.

The Discharge of Functions by a Committee or sub-committee

Note paragraphs 5, 6, 7, 8, 9 , **12, 17, 19, 22,23 24**

5. Functions may be discharged by a committee or subcommittee but not by an individual councillor, including chair of council or committee.
6. NALC's view is that committees should consist of minimum of 3 members.
7. Councils should review their decision making procedures and eliminate any which involve decisions being taken solely by a chair person or individual councillors.
8. Where urgent action is required and where it is not possible to call a special or extraordinary meeting, decisions can lawfully be delegated to an officer of the council (usually the clerk). The clerk should act on behalf of the council as a whole.
9. Regular committee meetings can be held more frequently than full council meetings, subject to the 3 clear days notice . Sub-committees can be held without the 3 clear days notice.
- 12. If functions are delegated to an officer, it would be prudent to ensure that the precise scope of the delegation is evidenced by a resolution of the council**

and to ensure that contracts of employment full reflect any functions delegated to them.

17. Precise remit of committees and its terms of reference are evidenced in writing, including number of members, terms of office of members and the area within which the committee is to exercise its authority, the quorum, proceedings and place of meetings.

19. Non-Council members may be appointed to a committee to ADVISE (s 102(4)) and have no power to discharge functions.

22. NALC sees no particular difficulties in councils appointing working groups. However councils should be aware that any such groups are in fact committees within the meaning of the 1972 act and are accordingly subject to the same legal provisions as other committees.

23. Councillors who wish to attend committee meetings, when they are not a members may do so as members of the public. They do not have automatic right to participate, a right to vote or to obtain confidential information/documentation unless they can demonstrate a need to know.

24. Councillors' do not have a need to know for all council business and can not claim an automatic right to see all council documentation and information (they have to demonstrate why sight of the documents is necessary for them to perform his/her duties as a councillor). They should specify the exact document/information they are requesting.

Councillors' attention is drawn to NALC legal briefing note 5 which sets out the procedures and requirements of committees in further details.

Namely paragraphs 10, 13, 16, 17, 18, 20, **23 48, 49**

10. Notice of meetings to be 3 clear days but not including Sundays, a day of the Christmas break, a day of the Easter break or Bank holidays.

13. A summons should be signed by a proper officer (clerk). A summons by email should be ratified by the council but this method does raise a risk of legal challenge.

16. Only items on the agenda should be transacted and any other business should not appear at all, or should only be used to exchange information.

17. The preparation of the agenda is the responsibility of the clerk. Councillors are entitled to have an item placed on the agenda.

18. Quorum is one third of council, but more than 3

20. A councillor who has a personal or prejudicial interest in any matter under discussion must declare it and leave the meeting as soon as possible. Every councillor must observe the Code of Conduct adopted by the council.

23. The minute must record the council's approval for absence. The reason for absence should be given to the council in order to make a decision on whether to or not approve. It is desirable for reasons of openness and transparency, to record in the minutes the explanation for apologies for member absence.

48. If the chair or vice chair of the council is a member of the committee, he/she must preside at that committee meeting and thus would enjoy the casting vote. However Chair and vice chair can be ex-officio voting members of the committee and thus the committee can then elect a chair of its own choice.

49. A sub-committee is a committee appointed by a committee and does not need to give 3 days clear notice and the public do not have a statutory right to attend meetings.

Actions /discussions needed to be taken to committee/full council

1. Date to be set by Council/Clerk to review financial regulations and standing orders.
2. Constitution of committees (7 with chair/vice chair of council to chair committees, or 5 plus ex-officio's)
3. Clerk record reasons for absences. Councillors inform Clerk in advance in writing/email. Council record in annual report
4. Change working groups into sub-committees advising back to full committees or make working group full committees?
5. Agree and publish full terms of reference for committees
6. Contract of employment of clerk to reflect delegated powers.
7. Expenses for Councillors should be considered to cover the costs of computer ink/paper and child care expenses.
8. Summons to attend (agenda) to be signed by Clerk.
9. Agenda item at start of meeting for Cllrs to declare interests

**Possible new structure
Committee**

Subcommittee(s)

Planning

Vitativity, Vunerability, Viability

Parish Plan

Fair trade Village

Traffic

None at present

Playgrounds and Playing fields

Sportsfield users group

Community Building

none at present time

General purposes

**Web site
Newsletter
Orchard House**

Emergency planning and implementation

None at present time

New Parish Office

None at present time

**Finance and Personnel -
all Councillors are automatically on this committee**

**subcommittees
Recruitment
Appraisals
Financial –council
Human Resources**

Borough Councillor Report from Phil Taylor - Cleeve St Michael's

Geoff Jackson, Ceri Jones and I attended a site visit along the main drainage channels leading from Lidl Supermarket out of Bishop's Cleeve with a multi-agency group and are currently awaiting a detailed action plan, from Pat Mooney from Gloucestershire Highways, to ensure the safe free-flow of water.

On the back of this there will be a meeting at the Parish Office on 26th April 2008 for residents affected by the Evesham Road flooding and a separate meeting for residents backing on to the Well Brook. Bob Nightingale, the new Land Drainage Officer at Tewksbury Borough Council will discuss the issues of the local residents and help gather valuable local information detailing how the flooding occurred in each area. The Well Brook meeting is scheduled to begin at 9.30am and the Evesham Road meeting at 11.00am.

I am currently looking at the rise in insurance premiums due to the July floods and would welcome contact from anyone who has been affected by this.

Tewkesbury Borough Council recently rejected a proposal to reinstate acceptance of payment of the Council Tax via the Post Office. I will continue to pursue this matter but can not do so for six months due to Tewkesbury Borough Council standing orders.

The Viability, Vulnerability and Vitality survey has presented its draft report and is on target for producing the final report in May 2008. Unfortunately the Bishop's Cleeve Chamber of Commerce has been unable to contribute.

I am also attended the blessing and opening of the "Out of the Hat" Centre in Tewkesbury and would recommend a visit to all.

Cllr Phil Taylor
24th April 2008

Election to committees **Tick your preferred 7 Councillors**

General purposes

J Habgood
A Lightfoot
P Rawlings
P Lightfoot
P Taylor
C Lawrence
V Ayres
J Peake
P Richmond

Playgrounds

J Habgood
P Lightfoot
P Taylor
V Ayres
J Peake
M Cooper
J Stephens
P Richmond

Outside representation **Tick your preferred 2 Councillors**

Wingmoor Farm

J Habgood
P Lightfoot

Tithe Barn

J Habgood
P Taylor
P Richmond

Committees as nominated - for Council to approve or request elections
7 places available

Playgrounds – to be elected
General purposes - to be elected

Allotments

P Taylor, J Habgood, J Stephens, A Lightfoot, P Lightfoot, P Richmond

Community Building

G Jackson, A Lightfoot, P Lightfoot, V Ayres, P Taylor

Planning

G Jackson, P Taylor, A Lightfoot, P Lightfoot, V Ayres, J Peake

Traffic

P Taylor, J Habgood, G Jackson, A Lightfoot, P Rawlings, C Lawrence, P Richmond

New Parish

J Habgood, A Lightfoot, P Lightfoot, C Lawrence, V Ayres, P Richmond,

Emergency

P Taylor, A Lightfoot, P Rawlings, V Ayres, P Richmond, J Peake

Finance and Personnel

All Councillors

Sub committees- unless Councillors agree that representation should come from main committee in which case main committee should agree membership.

Sports field users group – nominated from Playgrounds

V. V.V –nominated from Planning

Parish plan – nominated from Planning

Recruitment – to be nominated from Human Resources sub committee

Appraisal – Chair and Vice Chair of Council

Human Resources– J Habgood, A Lightfoot, P Lightfoot, C Lawrence, V Ayres, P Richmond, P Taylor

Financial – Council Chair, Vice Chair of Council, Financial Monitoring Councillor, Chairs of Committees

Fair trade – J Habgood, A Lightfoot, P Badham, J Peake, V Ayres

Quality Council – nominated from General purposes

News letter – nominated from General purposes

Web site – nominated from General purposes

Chartered parishes* nominated from General purposes

Orchard House – P Lightfoot, A Lightfoot, V Ayres, P Taylor

Outside Bodies (2)

Police Liaison – P Lightfoot, J Peake

Cleeve Hill Conservators – P Lightfoot

Tewkesbury Area Sports (1) V Ayres

JMC (1) C Lawrence

Wingmoor – Elected

Tithe Barn – Elected