

Bishop's Cleeve Parish Council

Councillors attended the Parish Council Meeting held on 1st October 2009 at 7.30 pm at Bishop's Cleeve Parish Council Offices

Public Session –Murray Taylor addressed the Council regarding the land formerly known as the Shrubbery.

- 1. Attendance of 12 Councillors was recorded namely Councillors P Lightfoot, A Lightfoot, P Rawlings, C Lawrence, P Taylor, V Ayres, K Peake, M Cooper, A Mackinnon, P Richmond (left the meeting at 7.33pm & returned at 7.37pm), P Badham (arrived at 7.38pm). Also in attendance were County Councillor Jones and Borough Councillor Hillier-Richardson.*
- 2. Absences of Councillors were authorised & recorded as Cllr J Peake (work) and Cllr G Jackson (holiday). Borough Cllr J Richardson sent his apologies.*
- 3. Declaration of Interests were made by Councillors Rawlings regarding 132 Cheltenham Road and Cllr Badham declared an interest in item 11.*
- 4. Borough Councillors' reports were noted from Cllr Mackinnon, Cllr Hillier-Richardson and Cllr Richmond.*
- 5. County Councillor report was noted.*
- 6. Council agreed for accuracy the Minutes of Decisions made at the meeting held on 3rd September 2009 with the amendment of: item 16 page 4 "the ban would not be reviewed until the individual contacted the office". "treat others with mutual respect"*
- 7. No Matters arising from those minutes for information purposes*
- 8. Council agreed to start the election process by contacting TBC following the resignation by Councillor Stephens.*
- 9. Council agreed representatives on the following Committees and outside bodies and Councillors were elected as follows:*
 - Playgrounds Committee (2), Cllr Richmond and Cllr Ayres*
 - Allotment Committee (1), - no one stood for election*
 - General Purposes Committee (1), Cllr Lawrence*
 - Parish Office Committee (1), - no one stood for election*
 - Traffic Committee (1) Cllr P Lightfoot*
 - Cleeve Conservators (1), no-one stood for election*
 - JMC(1), no-one stood for election*
 - Roof top Liaison Group (1) Cllr Ayres*
 - Tithe Barn Management Committee (1) as a trustee no-one stood for election*
- 10. Committee reports were noted and questions were answered by Chair of Committees*
 - Planning*
 - Playgrounds*
 - General Purposes*

*Community Building
Traffic Committee
Allotment*

11. Cllr Badham left the room whilst the Council considered a S144 request for £1000 grant to Chamber of Commerce for Christmas lights balance in budget was noted £650 (cllr taylor left the room and returned in time for the vote) It was proposed and seconded Council agreed to give £1000

And following a request for a lit Christmas Tree at Parish Office it was agreed to pass the request to the Office Committee

12. Councillors agreed to approve payments since last meeting. Councillor Richmond wished to have comparison of water to budgeted costs. The Clerk will give Cllr Richmond details.

13. Councillors noted dates for diaries.

14. Councillors noted the feedback from VAT training attended by the clerk.

15. Council was asked to accept the legal requirements as set out in the Minute writing training feedback. Cllr Taylor would like confirmation that the wording is correct of summonsed. The correct wording is "summoned". It was proposed and seconded that Council agreed to accept the legal requirements. Council agreed by a majority vote. Cllr Richmond wished his vote against to be recorded as he wished the resolution to be that the Council re-affirmed its acceptance of the legal requirements. Cllr Taylor stated he would like to support Cllr Richmond in his objection.

16. Councillors were asked to respond to correspondence received from TBC regarding BT proposal to remove the public pay phone in Cheltenham Road. Council can propose to adopt the existing kiosk at a nominal fee and to retain them at their own expense as an historical and cultural asset. All telephony service would be removed by BT. Council agreed by a majority to adopt the telephone box up to a cost of £200 subject to the power to spend the money on such a project and that it is movable.

17. Any other business for information purposes only at the discretion of the chair. Cllr Cooper attended SWARD meeting and congratulated Cllr Jones on his speech. Cllr Richmond invited Councillors to make comment regarding the GAPTC AGM. Councillor Allowances update was given by Chair of Council. Councillors Surgery update given by Chair and the proposal was being made that future surgeries in the new year are held between 10 to 11am. Chair of Council had been interviewed on Radio Gloucestershire regarding the Waste Strategy.

Meeting closed at 21.27

18. Date of next meeting November 5th 2009 was noted

Bishop's Cleeve Parish Council

Councillors are summoned to attend the Parish Council Meeting to be held on 1st October 2009 at 7.30 pm at Bishop's Cleeve Parish Council Offices

Chairs' opening remarks and welcome

Invited speaker – Teresa Middleton, Professional pharmacy lead.

Public Session –

1. Attendance of Councillors to be recorded.

2. Absences of Councillors to be Authorised & recorded:

3. Declaration of Interests to be made by Councillors

4. Borough Councillors' reports to be noted.

5. County Councillor report is to be noted.

6. Council is asked to agree for accuracy and to sign Minutes of meeting held on 3rd September 2009

7. Matters arising from those minutes for information purposes only to be noted.

8. Council to decide on course of action following the resignation by Councillor Stephens

9. Council to agree representatives on the following Committees and outside bodies:

Playgrounds Committee (2), Allotment Committee(1), General Purposes Committee (1), Parish Office Committee(1), Traffic Committee(1) Cleeve Conservators (1), JMC(1), Roof top Liaison Group(1) and Tithe Barn Management Committee(1)

10. Committee reports to be noted (see supporting papers)

Planning

Playgrounds

General Purposes

Community Building

Traffic Committee

Allotment

11. Council are asked to consider S142 £1000 grant to Chamber of Commerce for Christmas lights (balance in budget £650) and a request for a lit Christmas Tree at Parish Office

12. Councillors are asked to approve payments since last meeting

13. Councillors are asked to note dates for diaries

14. Councillors are asked to note the feedback from VAT training attended by the clerk

15. Council is asked to accept the legal requirements as set out in the Minute writing training feedback.

16. Councillors are asked to respond to correspondence received from TBC regarding BT proposal to remove the public pay phone in Cheltenham Road.

Council can propose to adopt the existing kiosk at a nominal fee and to retain them at their own expense as an historical and cultural asset. All telephony service would be removed by BT.

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

18. Date of next meeting November 5th 2009

*Clerk to the Council
Bishops Cleeve Parish Council*

Councillors attended the Parish Council Meeting held on 3rd September 2009 at 7.30 pm at Bishop's Cleeve Parish Council Offices

Chairs' opening remarks and welcome

Invited speaker – Mr Jerry Barr and Sue Rabbich from Transition Cleeve spoke to the Council

Public Session –Phil Clapham spoke to the Council on behalf of the Youth Club. He reported that the detachment work was ongoing. Numbers attending the centre was reducing. The ongoing aim was to work closer with local police. The Youth Club was seeking additional sources of funding.

1. Attendance Cllr P Lightfoot, Cllr A Lightfoot, Cllr Rawlings, Cllr Lawrence, Cllr Jackson, Cllr Taylor, Cllr Habgood, Cllr Mackinnon, Cllr Cooper, Cllr Richmond, Cllr K Peake, Cllr J Peake, Cllr Badham, County Councillor Jones and Borough Councillor Richardson

2. Council Authorised the Absence of Cllr Ayres (illness) Cllr Stephens had sent a letter of resignation which was noted by the Council and recorded its thanks to Cllr Stephens. Borough Councillor Hillier-Richardson had also sent her apologies

3. Declaration of Interests were made by Cllr Taylor in regard of his household being members of SWARD. Cllr Taylor and Cllr Habgood declared prejudicial interests on item 8 (Tithe Barn Trustees) Cllr Richmond declared an interest as a Tithe Barn Trustee.

4. Borough Councillors' reports were presented and noted

5. County Councillor report was presented and noted.

6. Minutes of meeting held on 2nd July 2009 were agreed subject to the replacement of SARA to Police Liaison meeting. The minutes were signed

7. Minutes of meeting held on the 16th July 2009 were agreed and signed

8. Council were asked to agree that as Parish Council representatives on the Tithe Barn Committee "any legal and financial consequences of such a position will be reimbursed by the Parish Council" (Cllr Habgood and Cllr Taylor left the room). The Clerk advised the Council that she had received advice from the Council's insurers and solicitors on the matter and that the Council could not insure in such a circumstance. The solicitor had advised against such a policy of open-ended liability and questioned whether it was within the power of Local Authorities to give such an indemnity. The Council agreed to reject the request and to advise the Trustees of the Tithe Barn to take out indemnity insurance and to put this motion to the board of the trustees.

9. There were no Matters arising from the minutes of 2nd and 16th July for information purposes only.

10. Committee reports were noted and any questions were answered by the Chairs of Committees

Parish Office

Planning

Playgrounds

Allotment

General Purposes

Community Building

Traffic Committee

11. Council was asked to agree policy for unacceptable behaviour. Council was given advice from GAPTC that Councils should have a policy to protect staff at work under Health and Safety Legislation. Council agreed by 10 votes for and 3 abstentions to refer the matter to the employment sub-committee

12. Councillors approved payments made since the last meeting. Councillor Rawlings declared an interest in the grant given to the Roses Theatre.

13. Clerks report including dates for diaries and email regarding Sustainable Communities Act was noted by Council.

14. Council agreed by 10 for, 3 abstentions and 1 against that as policy the Council would endorse Transitional Cleve. The Office Committee was asked to consider hiring of the Council premises if a request was made.

15. No Councillors wished to stand for Election to undersubscribed Parish Office and Traffic committees. Councillor Cooper agreed to join the Planning Committee

16. Council was asked to agree actions following office incident in July. Council did not wish to suspend standing orders to discuss the matter in confidence.

The Chair gave an outline of events since Council was updated on the 16th July. Councillors discussed the actions taken. Cllr Taylor left the meeting at 9.50pm.

Cllr Richmond asked that the following be minuted:” I believe that the Chair acted perfectly reasonably and within what the Council would expect him to do and that the response was proportionate”. The resolution that the Council supported the actions taken by the Chair was seconded and a recorded vote was requested.

The following Councillors voted for Cllr P Lightfoot, Cllr A Lightfoot, Cllr M cooper, cllr P Badham, Cllr K Peake, Cllr J Peake, Cllr P Richmond, Cllr Mackinnon, cllr Jackson, Cllr Lawrence and Cllr Rawlings. Cllr Habgood voted against the resolution and there were no abstentions.

The resolution that the ban remain until the policy is agreed by the Council was proposed and an amendment was proposed that the ban remains until the individual contacts the Council Office was seconded and All agreed. Cllr Richmond asked Council to treat others with respect in accordance with the Code of Conduct.

17. Any other business for information purposes only at the discretion of the chair. Report of a pot hole at the tarmac track at the sports field was noted. Council was generally in favour of a forward plan workshop facilitated by GAPTC.

18. Date of next meeting October 1st 2009 – Clerk has arranged speaker from PCT

Meeting closed at 10.10pm

Bishops Cleeve Parish Council – Planning Committee
 Minutes of meeting held at 6.30 pm on Tuesday 1st September 2009

Public Session

1. Attendance AL, JP PL GJ (Cllr Cooper in attendance)
2. Apologies noted VA
3. Minutes of meeting held on 11th August 2009 agreed
4. Planning Applications received for consideration

Site Address	TBC ref no.	Proposal	BCPC response
9 Read Way	09/00798/ful	Porch to front	supported
5 Church Road	09/00751/ful	Change of use to Veterinary practice	General observation
23 Station Road	09/00784/ful	Creation of vehicular access and parking area	Objection
22 Haylea Road	09/00805/ful	Two storey rear extension and single storey side extension	General Observation
Brockhampton Sewage treatment works	09/0061/twma jw	Erection of GRP kiosks	To be on 8 th September agenda

5. Decisions made by TBC/GCC noted

address	Ref no	bcpc	tbc
5 Kingsclere Drive	09/00707/ful	supported	permission

6 Other notices noted

Cheltenham Borough Council	Adoption of supplementary planning documents
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7. Other information to be noted

Chair to follow up 132 Cheltenham Road enforcement action

Cherry Blossom Close- Chair to follow up

Funding for local initiatives – Chair to follow up

Homelands Farm exhibition noted.

The Meeting closed at 7.30pm

Bishops Cleeve Parish Council – Planning Committee

Agenda of meeting held at 6.30 pm on Tuesday 8th September 2009

Public Session

1. Attendance AL, PL GJ and JP (arrived at 6.45)
2. Apologies noted VA MC
3. Minutes of meeting held on 1st September 2009 agreed
4. Planning Applications received for consideration

Site Address	TBC ref no.	Proposal	BCPC response
Brockhampton Sewage treatment works.	09/0061/twmajw (GCC)	Erection of GRP kiosks (brought forward from last meeting)	supported
Brockhampton Sewage treatment works.	09/00862/cm (TBC)	Erection of GRP kiosks	supported
10 Foxmoor	09/00864/ful	Conversion of garage	supported
25 Denley Close	09/00882/ful	New conservatory	supported

5. Decisions made by TBC/GCC noted at 6.45pm

address	Ref no	bcpc	tbc
5 Tobyfield Road	09/00572/ful	objection	permission
34 Little Priors	09/00433/lbc	supported	permission
7 Pecked Lane	09/00630/ful	supported	permission

6 Other notices noted

Wingmoor farm	09/00034/cm	objected	withdrawn
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7. Other information to be noted

TBC consultation in October/November re Joint Core strategy

Index of buildings of local interest- Cheltenham borough Council

8. Other business at the discretion of the chair including update from previous meetings.a) 132 Cheltenham Road, b) Cherry Blossom Close c) Homelands d) Funding for economic/tourist initiatives.

The Meeting closed at 7.10pm

Bishops Cleeve Parish Council – Planning Committee

Minutes of meeting held at 6.30 pm on Tuesday 22nd September 2009

Public Session

1. Attendance AL, JP PL VA MC
2. Apologies noted GJ
3. Minutes of meeting held on 8th September 2009 agreed
4. Planning Applications received for consideration

Site Address	TBC ref no.	Proposal	BCPC response
Newhaven, Fieldgate Road	09/00916/ful	conservatory	supported
Car wash cabin, tesco	09/00220/ful	Submission of revised plans	noted

5. Decisions made by TBC/GCC noted

address	Ref no	bcpc	tbc
9 Read Way	09/00798/ful	supported	permission
126 Meadoway	09/00740/ful	supported	permission
8 Farriers Reach	09/00767/ful	supported	permission
87 Read Way	09/00741/ful	supported	Permission

6 Other matters for consideration

Electronic planning applications information from TBC was considered and the Committee noted that a A3 printer would be required as a one-off cost.

Sustaining the revival of your town – sustainability toolkit available information to be forwarded to Chamber of Commerce

BT realign public pay phone provision to be put on Parish Agenda

7. Other information to be noted

Missing plans for 3a Church Road now received from TBC 09/00789

Waste leaflet noted

Homelands planning exhibition noted

The Meeting closed at 7.15pm

PLAYGROUND COMMITTEE	HELD ON 10 TH September 2009 at 7.30pm		
<u>Agenda item</u>	<u>Committee considered</u>	<u>The Committee agreed that</u>	<u>Action by whom</u>
Public session	none		
Present	Cllr P Lightfoot, Cllr A Lightfoot, Cllr M Cooper, Cllr J Peake, Cllr K Peake		
Council to Agree minutes from previous meeting		Accept minutes from previous meeting	
Apologies	Resignation from committee received from Cllr Habgood		
Actions from previous meeting	agreed		
Nottingham Road Brook update	The conveyancing plan from solicitor and letter from resident report from TBC Officer noted	Check with solicitor if the plan is from the land registry office Send copy of pink plan informing resident of origin of plan with advice that annual maintenance will take place in October	clerk
Sports field remedial works	Tenders submitted from two contractors. Noted public notices had been published in local press. Scope of works confirmed in email correspondence with building reg officer. Financial reports were distributed Tenders discussed and past history of contractors discussed Committee wished to see the outside area tidied up after the works	All agreed to start the project based on the scope for the back entrance, new WC /shower /changing room, outside landing area, internal door to personal training room. 4 agreed and 1 abstained to give contract to tender B.	clerk
Bowls club	Noted email correspondence from building reg officer. Report lost in post causing delay during July/August. Drainage works further details needed.	noted	
Bowls Club lease	Legal advice obtained that any changes to proposed lease could be made with the agreement of bowls club. Bowls club email distributed. Committee discussed historical context and protection of the council's interest in the future	Charge a nominal £100 per year with a protection that it cannot be increased by more than the Consumer Price Index on an annual basis. clerk was authorized to act on the behalf of the committee and a meeting could be offered with the playgrounds committee if it was desired,	clerk

Use of Astro	noted light control re-sited and control with the caretaker. Astro users will not need to have access to light switch.	Agreed to repair bar at gate Deadline for existing bookers end of September Historical use of clubs will honoured if booked by september	clerk
General pavilion	Noted damage to guttering Noted anti social behavior around pavilion Keys being lost by users Lights being left on by users	Policy to charge for lost keys and charge deposit when keys issued. Next year budget to include Change locks Quotation to be obtained Signage to be put up over the appropriate lights	clerk
Grange field up date	TBC wishes to discuss at budget liaison meeting		
Lease land update	Legal documents of lease land was shown by clerk and it was confirmed that BCPC understanding was in accordance with legal documents in terms of parcels and respective length of leases	Clerk to share with TBC Officer	clerk
Milham road playarea	Damage to bin noted. Weed clearance undertaken by caretaker	PG wishes to replace it out of vandalism budget	clerk
Nottingham road	Damage to farm/play area fencing.	Make it safe but do not replace it	caretaker
Finlay way	Zip wire adjusted noted Damaged play panel noted Correspondence received from concerned resident Hedge advice received from Cllr Richmond	Send Letter to resident thanking & restating advice from police community safety advisor and noting comments and forwarding content of email to police Decision of Committee remains that the hedge will be cut twice a year to height recommended by community safety advisor	clerk
Pecked Lane	land registry map confirms that the old brook course was the boundary of the land and only trees to the north of the brook line was in the land owned by BCPC. Those trees have previously been identified by yellow paint. Noted advice from insurers – remain on file and contact again if claim made	noted	

South park	Gloucestershire Playing fields- Association competition date noted Cllr Richmond email to be noted. Prime purpose was to prevent unauthorized access by vehicles. Some of the trees were kindly donated by the bowls club.	noted	
Skate park	Vandalism of car park area noted and reports of anti-social behavior should be reported to police. Committee expressed an interest in grants for a youth shelter	Budget 10/11 to include youth shelter	
Bike Track	Unauthorized placement of tyres reported Skills day update given	Noted Youth workers to be invited to be involved	
Shrubbery	Plants in bare area Change of Ownership at sports field end Leylandi not yet pollarded	noted noted to be followed up	clerk
Ditch/brook clearence	annual clearance work to be done in October Note report and plan from TBC officer	Notice to be put on website informing local community Agreed level to be reprofiled to account for the 100mm identified. Contractor instructed to remove spoil from fence with great care. Photograph area before work done and after. House owner to be informed asap.	Clerk clerk
Risk assessment and inspection report	Report from caretaker noted	Chandler gate block to be attached when astro gate is adjusted. Chandler gate locking to be revised at clerk's discretion	Clerk caretaker
Finance report	Reports to date 09/10 Budget proposals 10/11 consideration Capital project suggestions for Pecked lane and Muga in South Park area	Agreed landscaping around the sports pavilion on a permanent basis. Priority for capital to be given to Pecked Lane children's play area Income to be increased by CPRIndex.	 clerk
Any other business Date of next meeting	Web page content. 8 th October 2009	That content was satisfactory	

Bishops Cleeve Parish Council

Minutes of the General Purposes Committee held on 8th September 2009

Present: Cllrs A Lightfoot, P Lightfoot, J Peake, P Rawlings, P Richmond

Apologies: None

Cllr Cooper joined meeting for second part of agenda.

Minutes of previous meeting: Agreed & signed

Matters Arising: Matters covered by agenda

Update: Newsletter: Edition due to be delivered at end of month. Format as agreed at last meeting. Contact details for Cllrs to be included (to meet Quality Council requirements)

Website: Pictures of Cllrs. now on. Copies of websites/information pack provided by Cllr Richmond. He agreed to forward details of websites. Agreed Committee to look at web contents/formats and provide recommendation to next meeting.

Quality Council Cllr A Lightfoot & Clerk had visited Tewkesbury Town Council to find out more about process/requirements. Feedback suggested we were close to meeting requirements. Agreed – that Clerk & Chair of Committee start pulling together a portfolio, as required by QC process.

Logo: Agreed to vire up to £250 from “community response” monies to have logo professionally designed.

Fair Trade: Council still working with Chamber of Commerce. Information given re: matching funding available from TBC for economic/tourism development. Chamber will pursue this in relation to Fair Trade and signposting. Agreed – this seemed appropriate action.

Notice Boards: Map of notice boards to be brought to next meeting to consider siting.

Authorisation of Future Expenditure: Agreed – expenditure for costs of bins discussed at last meeting including Moreton Close passage. Vired funds for logo design, as above. Further expenditure on dog bags, as required.

Correspondence: None

Finance Reports Noted. Still dog/litter bins, as above to order. Review of dog bag contribution costs at end of year.

Budget for 10/11: Discussion needed as committee does not meet again prior to Finance Committee meeting. Agreed that budget be similar to this year. In addition agreed £1000 for Quality Council status (£260 application fee and anything needed to fulfil criteria). Combine categories such as bins, seats & notice boards into “street furniture” category to allow flexibility. May need rolling replacement for bins. May need to release budget for War Memorial area. (Cllr Cooper agreed to report back on state of Memorial, paving, etc). Noted that cost of installation of bins will be covered under Employment Costs. Probably need to increase allocation for newsletter & include some cost for web site.

View on possible transfer of services from TBC: Cemeteries – need to check legal obligations of borough councils. Grass Verges – TBC view that we may be able to deliver more efficiently. However, we need to consider staff overheads to administer.

Funding Initiative from TBC: Covered in “Fairtrade” above.

Any Other Business: Power of Well Being. Clerk investigating training from GAPTC.

Date of next meeting: As usual committee cycle

Bishop's Cleeve Parish Council

Minutes of the Meeting
of the Community Building Committee
held on 15th September 2009 in the Parish Office

Present: Cllrs V Ayres, G Jackson, A Lightfoot, P Lightfoot, K Peake

Minutes of Meeting of 28th July: Agreed & signed.

Bookings since last meeting: 12 block & 5 casual bookings

Bookings Form: Current form to be retained which contains standard conditions.

To be added - "This booking cannot be actioned until this form is signed and returned with payment"

Caretaker report; None

Youth and Community report: None. Noted that P Clapham had reported to Councillors at last Full Council meeting.

Treasurer's Report; Balance £2810.88. Receipts & payments noted. Approx. half way through year, so finances look in line with projected costing.

Discussion of budget for 10/11: Agreed – Increase hire charges by CP Index.

Increase figure for annual services contract to £500. Agreed booking fees to be in "casual user" category. Capital figure for refurbishment to be £1000. Make some adjustment of all figures for general increase in outgoings.

7. Any Other Urgent Matters: None

8. To Agree Date and Time of Next Meeting : To follow usual cycle of meetings.

**Minutes for Meeting of the Traffic Committee
held in the Parish Office at 7.00pm, Thursday 17th September
2009 attend by Cllr Rawlings, Cllr A Lightfoot and Cllr Richmond**

Public Session

Invited Guest: Stage Coach Representative did not attend but would be happy to answer any matters raised by the Committee. The Committee had wished to ask Stagecoach what plans had been discussed to take into account any possible developments north of the Village and how this may affect the current service in the Village. The Committee wished to have statistics on passenger numbers and complaints received. Comparison to original targets would be also be useful.

Committee wished to know if Stagecoach had decided to make information clearer on bus stops to enable passengers with visual impairments to access information. The Committee was not asking for electronic methods but clearer paper information. The bus stop near to Cantors Drive on the by-pass was particularly mentioned as not having a timetable in.

1. Committee noted apologies for absence from Cllr Jackson & Cllr Lawrence

2. Minutes from previous meeting held on 16th July 2009 as in full parish September pack were agreed and signed

3. Matters arising from previous meeting for information purposes. Cllr Richmond would like more detail in key points discussed. All matters raised with Highways was discussed as action point 4. It was clarified that article in local press regarding Capita parking was factual. It was confirmed that VAS on Cheltenham Road is now working

4. Update from Highways meeting was noted and a copy is available on file. Cllr Richmond suggested that he wanted to write a business case to be submitted to Committee for a refuge at entrance to Stoke Road following Glos Highways response on 3 occasions that a refuge is not warranted. An amendment was proposed that no further action be taken on this matter and it was seconded. It was agreed to take no further action.

5. Chairs update and correspondence received was noted. Chairs of Traffic and Planning had submitted objection to planning application for Ashfield Land Management former CRE Stoke Orchard.

6. Members reports to be noted. Anti skid pad on by-pass had been completed but had not been restored to its original coverage. Cllr Richmond will raise matter with County Councillor Jones. Cllr Richmond would like committee to deal with road markings on mini-roundabout outside Tithe Barn and the mini roundabout at Finlay Way /Station Road. Traffic counter “Acher device” has been installed at junction of School Road/ Station Road and Cllr Richmond would like data collated to be requested via County Cllr Jones.

7. Budget year to date expenditure approved by Committee

Forward planning expenditure none outstanding

Bus Shelter cleaning balance of budget to go to employment budget as agreed. One of the caretakers has agreed to take on the previous contract of bus cleaning shelter. A letter will be sent to previous contractor to thank him for his service

8. Supplementary objection to Grundon Waste application for permission to operate was agreed as distributed to Committee. Amendment to show Stoke Road/Stoke Orchard Road and to correct paragraph page “all” to read “at”.

9. Priorities for budget for 10/11 discussed and committee wished to add a provision for providing bicycle stands. It was agreed that the Committee to submit suggested sites at next meeting. It was agreed that the 10/11 budget to be in line with 09/10, subject to Clerk checking current cost of new bus shelters.

10. Any other important business for information only at the discretion of the Chair. Speed Identification devices to be put on next agenda at the request of Cllr Richmond. Cllr Richmond gave an update on the Road Safety Partnership workshop to be held on 25th September 2009.

Date of next meeting November 19th 2009

Members of the Allotments Committee attended the Parish Council Office on Thursday 24th September 2009 at 7.33 pm

Chair did not arrive at meeting and so committee elected Chair of Council to chair meeting. Councillor A Lightfoot, Councillor P Lightfoot and Councillor K Peake attended

1 Public Session- Children Centre representative attended to thank the Allotment Committee and allotment plot holders for their ongoing support and donations. Groups of children are now attending the plot but the weather has hindered the use of the plot. To enable more use of the plot to be made a request was made for a second smaller shed for the storage of tools. This would enable the larger shed to be used as an outside “classroom”. The intention would be to incorporate the existing car space into the cultivation of the plot. The activities on the plot are achieving good learning outcomes for the children and adults. This message is to be posted on the web and notice board at the allotment site. Permission was given by the Committee for the second shed. Public session ended at 7.40pm

2 Committee noted Apologies for absence from Cllr Richmond and Cllr Jackson.

3 Minutes of the previous meeting were agreed for accuracy and signed. The Committee thanked Lisa for taking the minutes at the last meeting.

4. There were no Matters arising for information purposes only.

5. The Crime Prevention feed back emailed from Cllr Habgood was brought forward from last meeting and the Committee considered the advice given. The Committee wished to bring the contents of the email to the allotment holders. The Committee agreed to put the contents on the notice board and on the web site. The Committee wished to take this opportunity to remind plot holders of the benefit of specific insurance.

6. Committee approved change to policies and administration of allotments as per attached documents. Declaration of interest was made by Cllr Peake as a member of a household who are allotment tenants.

7. Waiting lists (29) and no plot availability was noted. Clerk to report Capacity for additional plots to Committee

**8. There was no Inspection report and actions to be taken by Committee
Plot 15**

9. Feedback from letters sent last month was considered by the Committee
Plot 120 –Considered phone message and Expressed sympathy and give notice to quit by 14th October. Keep plot 121. No refund of rent.
Plot 104 – acknowledge and committee noted plan
Plot 22c – acknowledge and committee noted plans
Plot 40 – Clerk read out briefing note regarding the legal situation of councillors issuing instructions that over-ride decisions of committees and acting independently outside of committee structure. Advice had been sought from GAPTC regarding Councillors using their position to exert pressure on employees to act outside of standing orders and the advice confirmed the code of Conduct for councillors and the potential difficulties that Councils can find themselves in by Councillors acting outside of committees. The Committee recorded that the Clerk had acted properly and protected the legal position of the Council. It was noted that in this matter the committee had made the decision based on the information given. The clerk was instructed to reply to the plot holder and acknowledge that he had been busy with his plot. If at the next inspection the plot does not cause concern the matter will be closed.
Plot 57- acknowledge and send details of users group and give definition of cultivation as agreed by committee.
Plot 58 – acknowledge his response

10. Correspondence received for Committee to consider
Request to give tenancy of plot 22a to nominated person- discussed under new policy document.
Tenancy for Half of plot 28 –Send a holding response, committee are reviewing condition of land for cultivation. The committee will consider the request at the next meeting.
Plot 70 feedback – committee noted and decided to remove it from the plan and not let it out.
plot 151and dogs on site – noted correspondence and committee reaffirmed tenancy agreement

11. Numbering system on most recent plots was considered by Committee and gave the Clerk authority to spend money on new numbers. Policy was confirmed that plots should be numbered consequently.

12. Year to date expenditure approved by Committee. All rent received And this has given an additional £1k income. Committee agreed to increase provision for infrastructure of £1k. Committee authorised clerk to pay rent quarterly. Committee agreed to use any spare soil from office to infill any pot

holes. Committee to consult with user group regarding changing gate to height restrictor barrier as the gate is not functioning and the locks constantly disappear.

13. Outline provisions for 10/11 budget to be agreed by Committee. Increase rents by CPR. New set up costs to include infrastructure. Increase water by CPR and by percentage of new plots during 09/10.

14. No other business at the discretion of the Chair for information purposes

Meeting closed at 10pm

Date of next meeting. October 29th 2009

Voucher	Code	Date	Minute	Bank	Cheq. No.	Description	Supplier	
300	282	14/09/2009	pg	1	3308	ditch maintenance contract	P Baker	228.47
301	64	14/09/2009	pg	1	3308	astro repairs	P Baker	40.00
302	64	14/09/2009	pg	1	3308	height restrictor repairs	P Baker	10.00
303	23	14/09/2009	allot	1	3308	stand pipe repairs	P Baker	5.00
304	215	14/09/2009	c b	3	955	annual electricity testing	DBF electrical	299.00
305	202	14/09/2009	c b	3	954	elect at cb	npower	489.14
306	208	14/09/2009	c b	3	957	deposit returned cleaning community building	N Vale	20.00
307	204	14/09/2009	cb	3	958	building	m Aguirre	200.00
313	310	15/09/2009	pg	1	3326	keys and padlocks monthly IT support	macdonalds	44.30
314	85	15/09/2009	office	1	3307	contract	TCG-IT	138.96
315	174	15/09/2009	pg	1	3310	pavilion electricity	N Power Low Cost	573.51
316	88	15/09/2009	office	1	3311	office cleaning	Cleaning Ltd	135.70
317	402	15/09/2009	office	1	3312	water feature repairs	DBF electrical	257.83
318	403	15/09/2009	office	1	3313	Portable appliance tests	DBF electrical	178.25
319	175	15/09/2009	pg	1	3314	flood light electricity	N Power	389.10
320	61	15/09/2009	pg	1	3317	grass cutting	glebe contractors	861.12
321	402	15/09/2009	office	1	3317	grass cutting	glebe contractors	64.78
322	73	15/09/2009	office	1	3318	telephone equipment	total Ltd Cleeve Supplies	80.49
323	310	15/09/2009	pg	1	3319	padlocks and bolts gardening bags and sundries	Ltd Cleeve Supplies	29.44
324	402	15/09/2009	office	1	3319	timber numbers string	Ltd Cleeve Supplies	10.71
325	26	15/09/2009	allot	1	3319	timber numbers string	Ltd	18.23
326	75	15/09/2009		1	3320	stationery	Staples	57.93
328	90	15/09/2009		1	2232	Trade directory adv annual fire service at office	The Ink spot Cleeve Fire Protection	228.65
329	403	15/09/2009	office	1	3322	office	Protection	259.50
330	174	15/09/2009	pg	1	3324	Water at pavillion	STWA Place	446.54
331	184	15/09/2009	pg	1	3325	hollow tyning	Maintenance Ltd	402.50
332	270	15/09/2009	traffic	1	3315	bus shelter cleaning grass, sweeping, cleaning	K White	78.00
333	181	15/09/2009	pg	1	3316	cleaning	D Lewis	850.00
								£6,397

Dates for your diaries

Thu 1 Oct 2009

09:15 BCC

Where: small meeting room

19:30 PC Meeting

Where: council chamber

Mon 5 Oct 2009

18:30 planning meeting

Where: Large meeting room

Tue 6 Oct 2009

18:30 Star Planning

Where: Meeting room downstairs

Wed 7 Oct 2009

19:00 Police liaison

Where: small meeting room

8 Oct 2009

09:15 BCC

Where: small meeting room

19:30 Playground committee

Where: council chamber

Mon 12 Oct 2009

09:00 NHS Glouc/Health Impact Group

Where: Downstairs meeting room

Tue 13 Oct 2009

14:00 BCCC

Where: Small Room

18:30 planning committee

Where: large meeting room

19:00 Wingmoor Farm Liaison

Where: council chamber

Wed 21 Oct 2009

19:00 - 21:00 BC Womens Institute

Where: large meeting

Thu 22 Oct 2009

09:15 - 13:00 BCC

Where: small meeting room

19:30 - 20:30 office committee

Where: council chamber

Tue 27 Oct 2009

18:30 - 19:30 Planning committee

Where: large meeting room

Thu 29 Oct 2009

09:15 BCC

Where: small meeting room

19:30 Allotment committee

Where: council chamber

Sat 31 Oct 2009

10:00 councillors surgery

Where: large meeting room

Wed 4 Nov 2009

09:30 Finance subcommittee

Where: council chamber

VAT Course – HM Customs and Excise

- Special department now set up to deal with Local Authorities
- Situations arise that are peculiar to Local Authorities
- Various support documents to be emailed to attending Councils
- Confirmation of issues such as Councils are not allowed to be used as means for others to avoid paying VAT
- Custodian Trustees are not allowed to bear the cost of VAT for Village halls etc
- Placing the orders, owning the property are critical in deciding if Local Authorities should be claiming VAT back.
- Non business activities relate to the statutory duties that the Local Authorities have to carry out or activities not carried out by other business'
- Business activities relate to duties or functions carried out by Local Authorities that are not statutory or can not be carried out by other business'
- Special threshold rates for Local Authorities

Minute Writing Course

- **Statutory requirements are contained in the Public Bodies (admission to meetings Act 1960 and schedule 12 to the Local Government At 1972 and are:**
1. A record of councilors present and absent at meetings
 2. A record of the existence and nature of any personal or prejudicial interest held by a councillor on a matter being discussed
 3. A record of a Councillor leaving the meeting room on account of any prejudicial interest in a matter being discussed
 4. Voting by show of hands unless an alternative method of voting is provided for in standing orders (BCPC allow for recorded votes)
 5. Votes for and against a motion to be recorded in minutes if requested by a councillor
 6. Chair of the meeting to have a casting vote
 7. Decisions to be by majority voted
 8. Provision for minutes to be approved and retained
 9. The Clerk writes the minutes as a legal record of what was decided at the meeting and not verbatim record of a whole meeting.
- If the minutes of a previous meeting have been circulated to councilors no later than the day of the issue of the summons to attend the meeting they shall be taken as read.
 - No discussion of the draft minutes of a preceding meeting shall take place except upon their accuracy.
 - Upon approval as to the accuracy of the minutes, any draft minutes shall be destroyed.

 - The agenda is the responsibility of the Clerk and the Clerk can decide how it will be set out.
 - Councillors may ask the clerk to add items to the agenda if they feel a relevant subject should be discussed
 - Changes to draft minutes should not take place before they are presented to Council or relevant committee
 - The items on the agendas are the proposals for Council to accept or refuse.