

# **Bishop's Cleeve** **Parish Council**

**Annual Report**

**March 2009**



## **Chair's Report 2009**

This has been a year in which your Parish Council has delivered a number of major projects which we believe will be of benefit to the whole community.

The most exciting achievement must be the completion and occupation of our beautiful new office located in the heart of the community on Church Road. For the first time, we have an office which we own, which is fully accessible and which is large enough to accommodate our regular monthly meetings. Many of you took the opportunity to look around our new office during the January open day. We have taken the opportunity to increase our public opening hours such that we are now open every weekday between 10am until 2pm. An officer from Tewkesbury Borough Council is also available for half a day a week. We also have a number of rooms which we can let out for community based meetings and training activities.

Other significant achievements over the last 12 months include:

- Provision of new recreation facilities at the south of the village on the Cheltenham Road Sports field including a Toddler Play Area, Skate Park and BMX pump-track with improved pedestrian and vehicular access
- Completion of a major programme of ditch clearance following the floods in June 2007
- Production of regular quarterly newsletters
- Significant development of our allotments with the creation of a large number of additional plots, improvements to infrastructure and the formation of a User Group
- Employment of a second part-time Clerical Assistant to cover the extended opening hours
- Streamlined the workings of the council and introduced enhanced budgetary controls

Our plans for the coming year are largely to consolidate on what we have achieved and to further develop the range of services which we can offer to the local community. In

particular we shall be funding a number of activities where Tewkesbury Borough Council have withdrawn funding including:

- Daily locking / unlocking of the Cemetery Gates
- Partial funding of the local Sports Centre
- Funding of the Roses Theatre to undertake specific local community activities
- Provision of dog waste bags
- Taking over of Grange Field (agreed in principle but details still to be negotiated)

We will also have to undertake remedial works on the Bowls Clubhouse and the Sports Pavilion which will significantly improve the accessibility. We are currently seeking the services of a second part-time caretaker / handyman.

I should like to personally express my thanks to all of our staff who are all employed on a part-time basis:

- Belinda our Clerk – who is now our first ever fully qualified Clerk
- Lisa and Geri – our Clerical Assistants who provide the initial point of contact with our parishioners
- Gerry – who has been our Caretaker for the Community Building ever since it opened

Thanks also to all of the hard-working councillors who have contributed to our success and who (unlike Borough and County Councillors) receive no financial reward for their services.

In summary, I believe your Council has achieved a huge amount this year. I regard it as a huge privilege to have been elected as Chair of Council at such an exiting time and would like to take this opportunity to thank everyone who has helped and supported me over the last year.

Pete Lightfoot (Chair of Council)

Attendance Chart 08/09

Absent



April 09																	
Mar																	
Feb																	
Jan																	
Dec																	
Nov																	
Oct																	
Sept																	
July																	
June																	
May 08																	
	V Ayres	P Lightfoot	A Lightfoot	G Jackson	P Taylor	J Habgood	P Badham	M Cooper	J Peake	J Stephens	K Peake	A McKinnon	P Richmond	C Lawrence	P Rawlings		

## **Community Building**

The Community Building continues to be a valuable asset to the local community. The Breakfast Club, After School Club and Holiday Play schemes remain the main users of the building during the week.

Other regular activities include Super Strikers, Monkey Music, K&L Fitness, Jo Jingles, GKR Karate, Machine Knitting, Post Natal Group, Art, Jacapella, Dance Works, Children's Centre, and a local political party. Although we lost one of our regular users during the year the building is still well used.

Weekend use continues to be mainly for private parties and for Dance works, although we now had Belly dancing as well! Our hire charges have been increased over the last year to take into account increased overheads but we believe they remain extremely competitive. Details of our rates are available on the Parish Council website.

Please contact the Parish Office if you would like to make either a regular or a casual booking or for contact details for any of the above activities.

I am particularly pleased to report that the building is self-financing and does not represent an ongoing cost to the community. Over the last few weeks we have replaced the carpet in the entrance hall and we regularly review the need for general maintenance of the building and contents.

Thanks go to our caretaker Jerry, who keeps the building clean and tidy, and to our Parish Office team who manage the booking system. May I take this opportunity of thanking all those who have used the building over the last year.

Cllr Geoff Jackson  
Chair

## **Office Committee Report**

This is the first report from this committee which was formed as a successor to the Working Group which had met over a number of years to oversee the construction of an office for the Parish Council.

This year we have moved into our new home. The committee's work has involved the decision making process associated with the building works and the general setting up of a new public building. We have been involved with the equipping of the building and the policies needed for its management. We have also been keen to advertise its facilities. The Council allocated a budget for furnishings, equipment, telephone systems, computers etc for the building and part of our role has been to monitor this.

One of our main concerns was to make the Parish's services as accessible as possible. We are pleased to say that in addition to having flat access to the offices we are also striving to be aware of visitor's sensory needs. We are monitoring the numbers of users and their diversity and are pleased to say that far more people are using the Parish Office now we are in our new premises.

We had a very successful Opening Ceremony for the building followed by an Open Day for the village to view the facilities. The committee continues to monitor the use of and running of the building and make any decisions necessary for its smooth operation. We are delighted at last to be in our own Parish Office.

Ann Lightfoot  
Chair,

## General Purposes Committee

Over the past year the Council has installed 5 litter and 5 dog refuse bins. We have increased the size and capacity of these bins to help meet need.

An additional 2 Council notice boards have been installed, using our bus shelters as sites. A replacement bench has been provided at Woodmans Way, following the “disappearance” of the previous one.

We are currently exploring the possibility of a new logo for the Parish Council.

We are aware of the need to communicate with parishioners and with this in mind we have produced 4 newsletters which are distributed throughout the parish. The website continues and we endeavour to constantly improve its appearance and content. This is in line with the Council’s desire to act in line with Quality Council standards of working.

The Borough Council ceased provision of free dog refuse bags part way through the year and the Parish took on this responsibility. We have since provided 8850 dog refuse bags.

Despite the provision of bags, dog refuse and litter bins we still suffer from litter and dog fouling in certain areas. There are still a minority of people who act without consideration for others.

We are monitoring any developments on the Orchard House site. Fair Trade Village status is still on the agenda and we are currently pursuing community involvement in this project.

Cllr Ann Lightfoot  
Chair, General Purposes

## **Allotments Committee Report**

### **Achievements**

#### **Site Improvements**

Regular monthly inspections of the allotments

Successful enforcement of the numbering of allotments

Implementation of a 3-month eviction policy.

Initiation of a “Schedule of works” policy for failing tenants.

Creation of 30 new allotment plots with the intention of creating more as demand dictates.

Maintenance of the track, perimeter fence and clearing of the car park area.

#### **Finance**

True “self financing” of the allotments.

The maintenance of the infrastructure of the site is within budget as is the rolling out of new infrastructure over the next few years.

Creation of a capital budget, meaning remaining monies from one year’s budget can be carried over to the next as a reserve.

#### **Management**

The formation of a User group made up of 5 peer elected plot holders to facilitate the setting up of an allotment association, inclusion in decisions and use of their skills.

### **Looking forward.**

#### **Things to do on site**

Extension to water system, improvements to paths, parking areas and clear delineated manure bays.

Disposal of possible asbestos from site.

#### **Development of the site**

The Users group will grow, bloom and generally flourish. Hopefully, the direction of the allotments will in part come from this.



I would estimate that by July there will be no more land available for allotments at the Nortonham site.

I would note that we have shown that allotments can be self-financing and potentially profitable if placed on land we own.

### **Thank you**

A big thank you to all of the admin staff whom have borne the brunt of all our bright ideas.

Also thanks to the councillors whom have stuck with the committee this year.

And of course a big thanks to all of those who helped shovel, rake and cook, to fill in the potholes on the track and create the extra parking areas.

Thanks to the Users group also for putting up their hands. (Not in surrender that is).

James Habgood  
Chair of Allotment Committee

## **Traffic Committee**

Bishop's Cleeve Parish Council's Traffic Committee has continued to work closely with Councillors, Officers and Staff of County and Borough Councils which has benefited Bishop's Cleeve parishioners and the Parish Council would like to thank all concerned.

### **Many projects have been completed during the last 12 months.**

Replaced /renewed street signs  
Road and footpath resurfacing

### **Future projects**

Changes to parking restrictions in Church Road and Tobyfield Road

Following consultations with schools and residents – safety improvements to Finlay Way and Voxwell Lane

Parking restrictions for the Nurseries and Cantors Drive

## **Bus Shelters**

We have continued to maintain, clean and keep clear of litter and we thank our contractor Mr ken White

## **Bus Services**

We have continual contact with Stage Coach seeking ways to maintain or improve the local bus services and feel that we have one of the better bus services that exist throughout the County

## **Failures**

We have not yet been able to seek any determination of the inconsideration and indiscriminate parking that goes on throughout the Village despite the efforts of employers, highways, Councils and police. The latest letter to residents ( a copy of which can be seen in the Parish Office or via the website) was not encouraging and is down to the common

sense and courtesy of individual car drivers. We have not given up.

Any constructive ideas on any of the issues are more than welcome and can be received by email or by calling into the Parish Office

Many thanks to the Clerk and members of the Traffic Committee for all their help

Councillor Pat Rawlings  
Chair of Traffic Committee

## **Planning Committee Report**

The committee continues to meet every second and fourth Tuesday of each month and during the year has considered 96 planning applications.

The final decision on planning matters lies with Tewkesbury Borough Council but as a Parish Council we are able to make observations. Local knowledge often allows us to make comments on the size, scale and impact of proposals.

We remain concerned about proposed large scale developments in the area and the impact these are likely to have on the local infrastructure. We acknowledge the need for dialogue at the early stages of proposals to allow for any gain to be appropriate for the needs of the village. We have also responded to proposals for commercial ventures in and around the village, questioning the impact they may have on roads, health and quality of life. We have submitted observations on the RSS and plans at Cory, Grundon, Cheltenham Road and Homelands.

On a smaller scale we have made representation about the style and size of advertisement and signs and continue to ask for restraint in the use of street furniture.

There is a continuing trend for the use of garden/green spaces for building plots. Given the reputation this village has had in the past for the quality of its housing stock, we find it disappointing that we are steadily losing green space. We reflect this in our response to applications. Parishioners are always welcome to attend our meetings and local planning applications can be viewed in the Parish Office. We would urge anyone with concerns about individual planning applications to contact both us and Tewkesbury Borough Council.

Ann Lightfoot Chair, Planning Committee

## **Playing Fields and Playgrounds**

The Playgrounds Committee now manages five play areas in Finlay Way, Nottingham Road, Pecked Lane, Millham Road and the Cheltenham Road Sports field.

The new addition to these facilities has been on the Cheltenham Road Sports field. New facilities include a Toddler Play Area, Skate Park and BMX Track. We are particularly pleased to have been able to provide facilities for the teenage population. Access has been improved by the provision of new pedestrian access gates on Chandler Road (locked overnight and at weekends) and Cheltenham Road. The gates to the car park have been removed and height barriers installed to allow vehicular access at any time. The new Skate Park was opened by Champion Street boarder Max Anderson, who led the consultation event with the potential users.

The Cheltenham Road Sports field is being extensively used for football by a wide range of clubs including Bishops Cleeve, Cleeve Colts, Gotherington, Newton Heath, Star, AC Olympia, Lakeside and Cleeve Catalans. There is also a Rugby pitch which is used by Cheltenham North and a privately run fitness centre in the Pavilion. The condition of the pitches has continued to improve due to the efforts of our Grounds men. We have also brought some of the uncultivated areas under control which significantly improves the overall appearance. In addition, we have a floodlit all weather surface which is available for hire at reasonable rates. The Bowling Green and the associated Clubhouse are owned by the council but managed independently by the local Bowls Club.

In the coming year we will be focussing our resources on undertaking essential remedial works to the Bowling Clubhouse and the Sports Pavilion, the scope of which will include improved accessibility. We will also seek to further improve the general appearance of the remaining uncultivated areas of the

Sports field. We are also minded to take on the ownership of Grange Field from Tewkesbury Borough Council if suitable terms and conditions can be arranged. We will also take on the ongoing responsibility for routine maintenance of our watercourses now that the Emergency Committee have completed the major clearance works.

Cllr Pete Lightfoot  
Chair of Playgrounds and Playing Fields

## **Emergency Planning Committee**

The Committee is in the final stages of adopting an Emergency Response Plan for Bishop's Cleeve which builds upon the experiences of the floods of 2007 but will allow us flexibility to help deal with other types of emergency. This plan will be incorporated in the wider plans of the Borough and County Councils.

The major focus this year has been providing flood protection and resilience with 16 tonnes of sand being made available for local provision of sand bags, identification of organisations to provide volunteers and skills and regular inspections of the grills and culverts.

Major clearance work, costing over £16,000 funded by the Parish Council, has taken place along the Well Brook and at the Parish Sports Field on the A435 next to GE Aviation and a regular programme of clearance and maintenance has been introduced.

We have been working with local landowners, Borough and County Councils to clear blocked drainage channels and streams including an underground survey of the Bishop's Cleeve/ Woodmancote water systems. This will help identify measures which could minimise the impact of further flooding but there is no quick fix and providing a robust solution will take some time.

Cllr Phil Taylor  
Chair of Emergency Planning

## **Statement of Accounts**

<b>2008/09</b>	<b>YEAR TO DATE</b>	<b>RECEIPTS</b>	<b>PAYMENTS</b>
Opening Balances:			
Balance at Bank		224864.12	
Cash in Hand		150.00	
Precept receipts	176870.00		
Rent receipts	4052.00		12.00
MEB Allots Wayleave	1.00		
Allot rent payments			1162.50
Allot new set up/admin fees	290.00		349.05
Allotment ground main & repairs			697.28
Allot utilities			364.45
Interest - Chq A/c	972.01		
Interest, Precept A/c	5208.72		
Employment costs	471.40		42480.33
Shrubbery maintenance			220.77
grass cut at playgrounds			5040.00
ditch/boundaries/hedg			3427.33
Equip repairs/inspect			3675.83
Audit fees			1,035.00
Gen Admin Expenses			1271.65
Insurance			7469.73
Post / phone / fax			1988.59
Meeting expenses			1046.94
Hire of meeting rooms	473.00		
Stat'y/print/copying			1925.12
Subscriptions			2050.68
Bank charges etc			347.48
Office rent and rates	384.54		5337.62
Office equipment			764.18
Office cleaning			311.00
Misc Office costs	43.54		336.90
Legal costs			4494.00
adv/pub			393.43
Chairman's Allowance			319.44
Training Councillors			605.40
Opening ceremony			416.82
Litter bins			910.00
Dog waste bins			930.00
Notice boards			240.00
Parish clock maintenance			99.00
Public seats			425.25
Installation costs of public amenities			1029.91
Weekly maintenance of public amenities			1638.63
Dog bags			487.50
Comm - Salaries			5454.52
Comm - Utilities	358.34		2089.83
Comm - Rent & Rates			1446.40



Comm - Cleaning		2600.00	
Comm- Repairs & Repl.		848.69	
Comm-Block Hire Chges	11364.56	198.00	
Comm-Casual Hire Char	1568.99	79.50	
Comm - Insurance	265.81	171.75	
Comm - Booking Fees	820.19		
Comm Service Contract		185.45	
SF Grass - Block Income	9795.28	2089.50	
SF Grass-Casual Income	1083.44		
SF 5 a Side-Block Income	10404.79		
SF 5 a Side-Casual Income	616.57	49.00	
SF 5 a side birthday parties	64.35		
Sportsfield Utilities		7061.35	
Sportsfield Rates		3130.87	
Sportsfield astro Repairs		2714.25	
SF- gate opening		70.00	
SF - Miscellaneous	27.30	201.25	
SF-Ground Upkeep		19200.00	
SF – pitch materials		5416.39	
Insce Fees Collected	7.50		
SF- ground improvement		1800.00	
Pavilion Hire	2358.95		
cleaning bus shelter		915.00	
Misc highway/traffic costs		82.50	
newsletter	235.00	885.64	
Web costs		81.75	
South park capital		33030.00	
skate park capital		57749.00	
office handyman		785.72	
office utilities		716.05	
computer costs		72.09	
staff training costs	90.00	217.00	
sports centre grant		15800.00	
other donations s137		2810.00	
S142 chamber of commerce		1350.00	
Playground Vandalism		453.00	
Flood prevention		6000.00	
Flood maintenance		4794.00	
Community response equipment	707.66	1325.66	
Fixtures and fittings for new office		22047.72	
Parish garden reinstatement		1135.66	
rural renaissance	92882.82		
Building costs to TBC		162637.06	
Loan capital and interest		22529.36	
VAT	21488.51	27381.20	
	342906.27		510908.97
Closing Balances:			
Balances in Bank Account			56861.42
Cash in Hand			150.00
TOTAL	567920.39		567920.39

## **Parish Councillors**

### **CLEEVE ST. MICHAEL'S**

<b>Cllr. Mrs Vera AYRES</b> 69, Tobyfield Road, GL52 8NY	696671
<b>Cllr. Peter BADHAM</b> 11. Oxford Street, Cheltenham. GL53 6TT	516779
<b>Cllr. Mark COOPER</b> 6 The Cornfields, Bishops Cleeve	07751311157
<b>Cllr. Philip TAYLOR,</b> 12 Alverton Drive, GL52 8TD	677193
<b>Cllr. Clive LAWRENCE</b> 1, Station Road, GL52 8HH	676409
<b>Cllr Kate PEAKE</b> 35 Nottingham Road, GL52 8BS	677315

### **CLEEVE WEST**

<b>Cllr. Ann LIGHTFOOT</b> 1, Wood Stanway Drive, GL52 8TL	676682
<b>Cllr. Peter LIGHTFOOT</b> 1, Wood Stanway Drive, GL52 8T	676682
<b>Cllr. Anthony MACKINNON</b> 57, Crown Drive, GL52 8TA	672534
<b>Cllr. Peter RICHMOND</b> Canowindra, Stoke Road, GL52 7RT	678271
<b>Cllr John PEAKE,</b> 35 Nottingham Road, GL52 8BS	677315
<b>Cllr Alan SHAKESPEARE,</b> 25 Church Road, GL52 8LR	663956

### **CLEEVE GRANGE**

<b>Cllr. Geoffrey JACKSON</b> 40, The Withers GL52 8WE	674146
<b>Cllr. Patrick RAWLINGS</b> 14, Harpfield Road GL52 4EB	673931
<b>Cllr James HABGOOD</b> 20 Moreton close, GL52 8AW	673052

Councillors also support other Working Groups and outside bodies for example:

- Sports Fields User Groups
- Allotment User group
- Orchard House
- Newsletter Working Group
- Fair Trade Village
- Police Liaison Group
- Cleeve Hill Conservators
- Tewkesbury area sports
- Tithe Barn Village Hall Management Committee
- Wingmoor Farm
- JMC Sports Hall Management
- Gloucestershire Road Safety Partnership