5th November 2015
Bishop’s Cleeve Parish Council

Business transacted at Full Council meeting
Draft Minutes of the Meeting of Bishop’s Cleeve Parish Council on the 5th November 2015 at the Parish Council Offices at 7.30 pm


<table>
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<tr>
<th>Item</th>
<th>Action by</th>
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<tbody>
<tr>
<td>1</td>
<td>Councillors were invited to make a Declaration of interests of matters on the agenda.</td>
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<td>Councillor Reece – Tithe Barn and Bishops Cleeve Primary Academy</td>
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<td>Councillor Williams- British Legion and Utility warehouse</td>
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<td>Members of the public were invited to speak to the Council and Councillors who declared an interest in matters on the agenda were invited to address the Council at this time.</td>
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<td>Representatives from the following groups spoke on the following matters</td>
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<td>Bowls Club- requested lease to be up to a period of 30 years and extension of buildings (outline drawing left) (agenda item)</td>
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<td>Cleeve Rotary/Tesco/Cleeve School- adult gym project at Pecked Lane, fund raising and partnership working (agenda item)</td>
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<td>Elmtree playgroup- British Legion site (agenda item)</td>
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<td>MR - question for Councillor C Benfield regarding Councillor Training – Cllr Hopkins noted there was an agenda item to discuss this matter and that the comments were noted. MC also asked for an answer to the question</td>
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<td>Cleeve colts – defibrillator at sports field request (agenda item) with a short report of recent incidents of where a defibrillator would have been beneficial. Costs to buy in region of £1k. CB introduced the representatives from the Rotary Club and Cleeve Colts to possibly work together. Bowls Club also informed Council that they had also recently acquired a defibrillator</td>
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<td>DW – disappointed that MR has found it necessary to resign. Chair was also sorry she has resigned. Clerk was asked to do thank you card.</td>
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<td>DW – British Legion proposal.</td>
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<td>Public session closed at 19.53pm</td>
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<td>3</td>
<td>Council considered application from Co-option candidate – AM proposed WH seconded- council agreed to co-option by majority</td>
<td>Clerk 7-8</td>
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<td>4</td>
<td>Council noted attendance, apologies and absences</td>
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<td>Apologies noted from Cllr A Lightfoot, Cllr Badham and Cllr Cairns.</td>
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<td>Apologies from Borough Councillor S Hillier-Richardson</td>
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<td>5</td>
<td>Council accepted report from <strong>Borough Councillor Reece. Questions were invited.</strong> PR voiced disappointment on seeing so little of Borough and County Councillors. He asked for an update on devolution. ARe gave a brief explanation of the current stage of process on the matter OK asked question regarding access to local MP</td>
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**Following a Proposer and seconder at meeting Council considered the following items**

| 6 | Minutes of previous meeting
CB page 8 item 18- “users of the field should be taking responsibility after their games before they leave the ground”
The clerk offered to type from dictation any amendment necessary on item 6 page 2 following concerns expressed by CH.
Council agreed for accuracy the **minutes** of the 1st October 2015 Council meeting |

| 7 | Council considered recommendation from Buildings and Grounds Committee that it supports a project from the **Cleeve Vale Rotary Club/Cleeve School/Tesco’s** to provide and install adult gym equipment in Pecked Lane playing field. (as in Sunrise Avenue playing field)
PH spoke as Chair of B & G – identified spaces in Pecked Lane that could be used for this type of equipment and observed that the playing field could accommodate
SH offered to undertake resident consultation in properties that back onto the playing fields and Pecked Lane itself. Location was important and not too close to the equipment for young children
Clerk confirmed equipment was suitable for over 12 years old
PH proposed RS seconded that Council support the proposal–
PR observed it would be subject to the survey

**Council agreed**
Cleeve rotary club also offered to help with the defibrillator project |

| 8 | Council considered correspondence from the Bowls Club requesting the **renewal of the lease** (due in 2017) to be extended to 30 years and building extension
WH suggested B & G committee to consider
RS suggested a working party to look at lease and the proposed extension and agree in principal what new rent would be.
AM clarified that it was a peppercorn rent and would need to remain as a peppercorn rent for VAT reasons.
SH suggested report to go to B&G before coming to full Council PB asked if legal advice would be required. The Clerk confirmed legal advice would be required
AM suggested an “in principal” agreement was required at the moment
WH felt it was a detail matter rather than a legal matter |
PBe felt it would be useful to get some up front legal advice. AM did not think it would be necessary. WH felt that as long as the Bowls Club were aware that legal and planning matters would need to be considered
PR felt the existing lease was not a showstopper and a copy would be available in the Parish Office.
**RS proposed a working party to consider lease and proposed extension WH seconded – all agreed**
PH RS DW ARo PR agreed for working party
Report to go to B & G committee or to Council in December-

9 Council considered request from Cleeve Colts that a **defibrillator** is installed at the sports field for public access – (H & S issue).
AM spoke in support
CB explained process undergone for the recently installed defibrillator in Church Road
RS felt that a potential partnership between Cleeve Colts and Rotary Club had been set up.
ARo asked about practicalities of using system and training needed
CB explained the use of the defibrillator
WH proposed supporting the project OK seconded – **all agreed**

10 Council considered request from Cllr C Benfield that 3 places be booked on **Leadership and Management Course** to be held in Birmingham on 17th November at a cost of £230 per person (Cllrs’ P Benfield, C Benfield and W Hopkins)
WH gave background to request as relating to new Personnel committee terms of reference agenda item
PH made observation commending the Council on making this proposal and felt that the Council had really valuable staff and owed it to the valuable staff to be fully trained and invest in training
SH commented on the ever-changing employment law
RS commented on the Council employed a clerk who was trained for managing staff and was trained for day to day management and asked why the Council was going to be micro-managing.
AM stated that the Clerk managed the staff and the Council managed the Clerk.
WH referred to the possible changes in the employment policy
ARo – suggested the Chair of the Committee to go on the course and report back
WH – offered an amendment that the Chair and the Vice Chair of the Personnel Committee go to the training as in the policy it is the Chair and Vice Chair. Felt it was good if two people went on the training and was able to discuss the training.
CB – PBe was going as finance committee chair and felt it was important that all can chose what training they go on. CB said if there was a problem, could the Councillors’ allowances be used.
Clerk confirmed there were no allowances at the present time
Also felt it was beneficial for more than 1 person to go on.
SH – referred to budget 2015/16 – PR explained that the budget was for all year. WH asked how much had been spent. Clerk referred to the budget to date information in the supporting papers.
CH referred to Councillors’ Allowances budget
Clerk gave the training budget figures and the balance left to spend for 2015/16. PBe – added that employment law will effect not just staff but Councillors and volunteers and will have an impact on management of risk and decisions that Council make potentially would have a financial consequence. PH supported item as largest budget item is human resources. WH proposed that 3 places be booked, PH Seconded – **agreed by 10 in favour 3 against, 2 abstentions**

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<tr>
<th>11</th>
<th>Council considered request from Elmtree Playgroup “Elmtree community playgroup would like Bishops Cleeve Parish Council to consider acquiring the British Legion building so we can run our playgroup from there” Clerk confirmed a report from the playgroup and Cllr Williams had been distributed at the meeting, which contained a figure, which should not be mentioned in the public meeting. CB asked if both organisations had had conversation and said that Council would look for a business plan. DW confirmed that brief conversations had taken place. AM suggested that the item be taken with agenda item below</th>
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<tr>
<td><strong>B &amp; G ctte</strong></td>
<td>distributed at meeting</td>
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<p>| 11 | Council considered proposal from Cllr Williams “Could the council consider the acquisition or leasing of the now closed Woodmancote and Bishops Cleeve British legion Club for the use by the Air cadets, Army Cadets and other user organisations connect with youth activities” RS – council to consider 2 more buildings potentially coming on line. PH – identified shortage of community buildings in centre of village. ARE – spoke on location as not being centre of village. PR – suggested B &amp; G committee to get further information. WH – suggested that comprehensive business plans and research be brought to Council. PR – suggested BCPC to take a lead. WH felt it should be the organisations to take the lead on the project. ARE – referred to previous requests for accommodation and decisions taken were not just about capacity but would also be out of reach financially. He felt that the costs of the proposed project would also be out of their reach. SH – spoke on lack of facilities for young people in the village. PBe – the need for a business case is absolutely right and questioned if it could be listed as a community asset to give time to investigate. The Clerk was not sure if it could be listed as a community asset as the property is already on the market. DW said when he had wrote the report it was not on the market, but it was now. WH said she would have to double check. ARo – owners of building are to do with the Services and questioned why the cadets could not be given the building. DW – explained he had spoken to owners who had confirmed that it would be sold. PR proposed deferred to B &amp; G and to ask groups to collate as much information as possible AM seconded – <strong>Council agreed</strong> |
| <strong>B &amp; G ctte</strong> | 105 &amp; distributed at meeting |</p>
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<tr>
<th>Page</th>
<th>Council noted report from <strong>Transition Cleeve</strong> – Cllr Perry</th>
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<td>AM proposed <strong>all Noted items</strong> to be noted unless Councillors has a specific point to raise</td>
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<td>There was a conversation of the publicity on the apple</td>
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<td>CB said the clerk had said the noted papers could be sent out via email. Clerk clarified that she had suggested some supporting papers and not only the noted items. AM proposed that noted items to be brought as a clerks report, CB seconded – all agreed</td>
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<tr>
<th>Page</th>
<th>Council noted <strong>Tithe Barn AGM</strong> minutes and Chairman’s report for 2013/14</th>
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<th>Page</th>
<th>Council noted a <strong>gift of thanks</strong> from a resident was received by the Admin team. It has been recorded in accordance with Council’s policy</th>
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<th>Page</th>
<th>Council considered proposal from Cllr Holliday Council, that a new ‘<strong>Purple Bin</strong>’ be budgeted and installed at the site of Cheltenham Road/Cantors Drive pedestrian access</th>
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<td>PH spoke in support of proposal</td>
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<td>Clerk explained the bin would not be purple but would be multi use (2 ended)</td>
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<td>SH explained that Cheltenham use similar</td>
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<td>Clerk gave an estimation of costs in the region of £500-£700 and that this would be a change to the existing policy</td>
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<td>CB asked how this would effect the provision of bins</td>
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<td>AM clarified the Parish provide the bin and the Borough empty them</td>
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<td>Clerk explained the variation in price was due to two different styles</td>
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<td>PH explained that the waste goes to the same place but the bins has plastic liners inside</td>
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<td>CH asked if it would be fire proof. PR confirmed it would be</td>
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<td>AM – delegated authority to B &amp; G for a bin with a logo maximum budget of £700- WH seconded – <strong>all agreed</strong></td>
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<th>Council considered if it would be interested in having two <strong>framed tracing prints</strong> depicting two estates that were present in the village during the 18th Century as offered from ex- vicar for Cleeve. CB proposed WH seconded – <strong>agreed with one abstention</strong></th>
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<td>Clerk asked for the count to be made clear</td>
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<th>Council noted that a <strong>code of conduct complaint</strong> has been concluded and the Clerk has been informed that the code of conduct was not</th>
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engaged in this case and there is no recommendation to the parish council except to note the outcome - The Clerk can not provide any further information under Data Protection

| 18 | Council considered feedback and recommendations from the Officers of the Council following **Directing Safely** training course on 16/9/15
Clerk confirmed Council had paid for the training and the report was the feedback. Council discussed which committee
CH felt it would come under the terms of references of Personnel and had done some research and asked if the Council needed a written statement as there was only 4 employees
WH – proposed, AM seconded – **agreed deferred to Personnel committee** |
| 19 | Council noted **training request** for Cllr P Benfield – GAPTC Budget planning 5th November 2015. Clerk has booked Cllr P Benfield on this course at a cost of £35 as it was not possible to ask for authorisation in the time scale provided. |
| 20 | Council considered **training request** for Cllr P Benfield– GAPTC Chairmanship Course – 2 sessions £190-
ARe – proposed he also attend – CH seconded- **All agreed for PBe and ARe attend** |
| 21 | Council considered the recommendation from Planning, Highways and Environment Committee to purchase a portable **Vehicle Activated Sign** but that further research is required in terms of cost, maintenance, movement, storage etc.
WH introduced this proposal and explained further research was needed
ARe-proposed RS seconded that the committee continue with the research-
PR spoke in support of the proposal
AM gave feedback from the Police meeting held on the 4th November.
SH signposted to Winchcombe Town Council
**Council agreed** |
| 22 | Council agreed to the draft policy and grid for **volunteering** to commence – proposal from Cllr Hewings as requested by Cllr C Benfield.
CH introduced the proposal and highlighted pages 27-30 as all that was needed for the volunteer policy
SH felt that the other pages were useful. CB suggested other pages |
were put into a booklet for all Committees for use as a resource before the committees set up the volunteer projects

RS proposed WH seconded – **all agreed**

| 23 | Council considered **formal complaint** from resident who has waived anonymity. Council are referred to adopted complaints policy  
AM proposed and PR seconded that the matter be referred to Personnel committee. WH said that it would not be appropriate for the personnel committee in this instance.  
PR said it was needed to know from the Personnel committee if it was correct.  
AM withdrew his proposal  
Clerk advised 3 independent Councillors be set as a working party  
RS proposed Chairs of other committees who are not on personnel committee look into it  
CH asked if we would be following the current complaints policy. WH confirmed it was the current policy to be followed.  
AM proposed PH seconded  
Clerk advised the working party to follow the complaints procedure which had been emailed.  
PH, PBe, SH volunteered to be a working party to follow complaints procedure and report back to Council. – **all agreed**-  
OK left at 21.01pm | clerk | 61 |

| 24 | Council considered and approved the **financial reports**  
a) Cheque Payment list + **additional £1539.17 to Play Glos**-  
PR asked what year the annual park inspections covered. The RFO confirmed it was the current year and that the report had been distributed  
RFO reported financial regulations require RFO to report on payments made to maintain petty cash float. The last payment from bank to Cash was 2/11/15 £250 and previously on 15/7/15 £250. This will be reported on as part of the cheque payment list in future.  
PR asked for the total. The RFO confirmed she had been instructed to give a total for the release cheques and for the employment costs to be given separated  
**all agreed**  
b) Budget against Actual year to date report- noted. PBe asked if Council was any further forward on the youth grant project.  
CB confirmed a meeting had been arranged for next week.  
c) Expenditure over £500 report - noted  
d) Grants and benefits in kind year to date report – noted  
e) Council running costs and Administration costs year to date reports- noted | 62-66 |
| 25 | Council **agreed recommendation** from Buildings and Grounds Committee that Council does not recommend **cultivators** as a way of removing weeds at allotments  
PH spoke in support of recommendation  
PBe confirmed the matter was reference to allotments  
**Council agreed with 2 abstentions** | B & G 67 |
| 26 | Council noted **draft minutes** from Buildings and Grounds Committee held on 15th October | 68-73 |
| 27 | Council agreed recommendation from Buildings and Grounds Committee that permission be denied for **burning grass/vegetation in situ** at the allotments  
PH clarified that it did not relate to properly controlled bonfire and was referring to setting fire to patches of grass.  
CB asked if this was not in the policy  
Clerk confirmed it was not in the policy as had not been asked before  
WH suggested that B & G ctte may wish to ask for delegated authority to deal with managing allotment matters  
WH confirmed that delegation authority would need to be specific to that committee. AM suggested that it be brought at the next review of the committee policy. WH felt it was for the committees to come to council to ask for delegated authority and not the other way. | B & G 74 |
| 28 | Council agreed recommended **revised policy** for Nortenham Allotments as recommended by Buildings and Grounds Committee  
SH proposed accepting policy  
CH seconded  
PH spoke that at the recent plot holders, some of the changes had been outlined and the plot holders were in agreement as outlined  
SH explained policy change for non-residents of BC. Clerk confirmed that this policy change referred to any resident who lived outside of Bishops Cleeve  
CB/PH discussed the burning insitu situation  
All agreed | B & G 75-79 |
| 29 | Council agreed recommendation from Buildings and Grounds Committee that the committee purchase 2 tonnes of suitable stone for road repairs and **volunteers** to install at the Nortenham allotment site. Clerk confirmed it was not the value of the stone, but that the volunteer proposal was made before the volunteer policy was adopted | B & G 80 |
| 30 | Council considered the recommendation from Buildings and Grounds Committee that the priority for the **gate access** at the Nortenham allotments is the highway safety issue and then the council will consider gate security.-

PH stated that the police supported this subject
PR asked if the contractor was carrying out the contract or if the contract had been changed
WH updated Council on the matter of the adjacent highway land
PR felt the matter should be referred to the commissioner officer at the County Council. AM summarised the matter was in hand. PH commended the firm democracy of the Vice Chair of Council
PH proposed and RS seconded- Council agreed |

| 31 | Council considered recommendation from Buildings and Grounds committee that users of the sports field to be made aware of problems of Anti social behaviour at sports field and that the problems of **litter and ASB** be considered as part of the review of the hiring policy
CB had spoken to the Bowls Club and the Bowls Club had said the gate was left open allowing for cars to drive up. Clerk confirmed it was the Bowls Club gate and they were responsible for locking it. ARe confirmed that the Bowls Club was given the gate on the condition that they shut it.
PH proposed, RS seconded- council agreed |

| 32 | Council considered recommendation from Buildings and Grounds committee that the committee wish to re-submit the proposal to replace the **stepping stones** at the South Park play area with the same equipment
PH spoke in support of the proposal, saying that B & G committee had reconsidered and inspected the area and he recommended to Council that it would be a good long term investment. Clerk confirmed it was referred to Council due to the cost of the replacement. Clerk confirmed the decision of the Council was to refer it back to committee.
CB asked for clarification on the anti slip surface
PR stated that the stepping stones should be taken out as it was being abused by youths.
ARo asked how long they had been in situ
AS felt it was the majority of the Committee who wanted to get rid of it. AS asked if there was a record of the decision. PH confirmed it was in the minutes that the Committee wanted to replace it. Clerk confirmed the stepping stones can not be refurbished and would need to be replaced.
PBe summarised the problem and asked how a new set would avoid the problem arising again. The Clerk confirmed that a new set would probably last about 5 years. PBe spoke about a capital |
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<td>33</td>
<td>Council noted that the request to use the parish office free of charge for hearing aid clinics has now been withdrawn by organisation</td>
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| 34   | Council considered recommendation from Buildings and Grounds Committee that following a second request for **tree cutting** at the rear of properties in Blackberry Grove (Finlay Way playing field), the Committee wish to inform the resident that the Council are considering obtaining an arboriculture report and any works would be subject to consultation with residents in line with the community engagement policy. 

PR suggested Council confirm ownership of trees. Clerk confirmed that the trees were in the ownership of the Parish Council.

CB proposed resident to be informed. PBe seconded – **all agreed** |
| 35   | Council considered recommendation from Buildings and Grounds Committee that the Committee be delegated with authority to make decisions regarding the request from the youth providers at the pavilion to be allowed to **redecorate the centre**.

CB confirmed it would be the youth providers decorating and raised H &SA issues and said a risk assessment will be needed.

It was confirmed that the project could be under the volunteer policy.

CH gave feedback from conversation with youth provider.

PH proposed – PBe seconded – Council agreed |
| 36   | Council considered recommendation from Buildings and Grounds Committee that the **youth providers** at the pavilion be allowed to use the meeting room from 5.30pm on Mondays.

The Clerk confirmed it was contained in the SLA. The Clerk confirmed it had been considered by B & G’s as it was a building issue.

CB proposed matter be delegated to community ctte – CH seconded – agreed – It was then agreed that the proposal was acceptable and clerk was given permission to inform GMAS that the proposal was agreed. |
| 37   | Buildings and Grounds committee recommended accepting quotation from Abbey Surfacing to repair the **steps** on the access between Station Road and Church approach.

PH proposed. CB seconded – **all agreed**

Council agreed to continue after 9.30pm |
Council considered recommendation from Buildings and Grounds Committee that Cleeve Colts should be able to hire the pavilion meeting room for providing hot refreshments and that the Council would not normally be involved in such an arrangement. WH clarified that the normal hire charge would be made. RS confirmed that they would be. CB clarified if this was a new venture. CB asked what the facility was. Clerk confirmed it was built as a cricket tea room. Clerk confirmed that the hirers have to do a risk assessment. It was again clarified that normal hirer charges would be applied. PBe proposed, RS seconded – All agreed.

Council considered recommendation from Buildings and Grounds Committee that the specification for an Arboriculture management contract programme will be: “Contractors will be given the location of all BCPC land and asked to produce an annual report of risk assessment for all trees and hedges on BCPC land and to produce a report of recommended works”

PH spoke in support of the proposal as part of risk assessment process, as having a priority for tree works. An assessment of tree estate and a rolling programme of maintenance year by year. PR asked if we had a register of trees. The Clerk confirmed a register of individual trees was held but had not included all individual trees in copses etc. Clerk confirmed that an expression of interest programme had been completed in line with tendering process. PBe asked if there was a cost involved. It was confirmed. AR asked if we had a list. Clerk confirmed council had a photographic list and that it did not include individual trees in copses etc. CB suggested a volunteer project could be used. WH said volunteers did not have the expertise. AM advised that experts were needed. SH highlighted that some trees in Finlay Way playing field are owned by the Borough. PH felt that this was a step forward. Clerk confirmed it is in line with insurance advice. AM felt it was essential. PBe seconded All agreed.

Council agreed recommendation from Buildings and Grounds Committee that following the completion of the tendering process, the committee did not wish to recommend changing the parish office front doors from opening to sliding. WH asked what s106 monies was going to be used for. RS advised that the inside doors were party to Listed Building consent. Clerk advised that it was not a listed building consent consideration in the matter of the meeting room doors. It was confirmed the matter of the internal doors was going to B & G committee for detailed consideration. CB suggested B & G get some ideas together. Council agreed with 1 abstention.

Council considered if it is wishes to subscribe to Gloucestershire Campaign to Protect Rural England and/or if it wishes to assist their
work as outlined in the supporting paper

| 42 | Council considered responding to TBC community development officer reference building development at Bishops Cleeve Primary academy school in respect of whether there is a potential need for **s106** obligations in respect of community infrastructure and where there is a local supporting evidence base to make a case. Council are informed that the s106 policy from February 2015 has already been submitted to TBC
WH proposed that the matter be delegated to planning and to have delegated authority to deal with s106 funds as they are often very time-constrained, and need to be CIL compliant.
CB seconded
All agreed |

| 43 | Council considered correspondence from the British Legion offering **a memorial stone** and two flag poles following the closure of the Pecked Lane Club premises. WH asked if the flag pole could go into store. RS advised there was no store. PR suggested the flag pole could go to the Sports field. Clerk confirmed it was the same as the flag pole in the parish garden.
RS proposed **memorial stone to go to war memorial**
CB seconded
Council agreed – 1 abstention |

| 44 | Following an instruction from Council to the Clerk to obtain a price for a one off **litter pick**- one contractor has included removal of hardcore fly tipping which was not included the original instruction from Council. The Clerk asked for further instruction from the Council on this matter as the quotation was not in line with the original instruction. It was confirmed it was still within the budget set and there was a significant difference between a simple litter pick and the hard-core fly tipping quotations
PH proposal fly tipping quote is accepted- Glebe contractors
RS seconded
PR asked if the fly-tippers could be identified. Clerk confirmed there was not identification and photos had been taken.
CH asked if as soon as it was cleared it could be tipped again. PH stated that if you do not remove fly tipping you get more.
All agreed |

| 45 | Council considered information from **play provider** that it is unable to deliver the agreed specification for 2015/16. Council placed order for 11 play days and provider has now informed that they can only deliver 2 play days. The contract price has been reduced and the Clerk asks if the Council will authorise the signing of the project agreement.
CB asked if it needed to look into more detail.
Clerk confirmed that this was the monthly contract which is already being delivered, the contract was agreed by the previous council.
CB said that the gap in the provision could be discussed by the working party looking into youth engagement
AR confirmed the figure was in the public domain |
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<th>The clerk gave CH the saving figures. AM proposed that the contract continues SH seconded – <strong>all agreed</strong></th>
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<tr>
<td>46</td>
<td>Council noted report from Cllr Stayt as representative of Council on <strong>Cleeve Common Board of Conservators</strong></td>
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<tr>
<td>47</td>
<td>Council <strong>noted</strong> draft minutes from Planning, Highways and Environment Committee</td>
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<td>48</td>
<td>Council considered correspondence from REACH asking if the parish council would like to see full 24/7 A &amp; E facilities restored at Cheltenham General Hospital. Clerk confirmed Council supported last year. CB proposed PBe seconded Council agreed it would support the proposal</td>
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<td>49</td>
<td>Council noted the report from Cllr Holliday/ Cllr Cairns as Police Liaison representatives</td>
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<tr>
<td>50</td>
<td>Council considered training course on HR and Employment Law being run by GAPTC on 21st November (Saturday) £35 per delegate <strong>No support – motion fell</strong></td>
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<td>51</td>
<td>Council considered proposal from Cllr Stayt “that we consider reducing the size of the remit by removing sports field and pavilion from Buildings and Grounds” RS spoke in support of proposal PR suggested that changes to the terms of reference may help SH recommended the matter to go back to Buildings and Grounds for consideration CB suggested some alternatives and that all committee should be looking at what it wanted to be considering. PBe observed the B&amp;G committee’s budget is massive in comparison. He would prefer to see a split between Buildings and Grounds as two separate committees. RS said he saw a problem with the sports field as it has a building and grounds. AM proposed the matter was referred back to B &amp; G as part of next committee policy revision PR seconded All agreed SH asked the Councillors send emails to feedback comments</td>
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<tr>
<td>52</td>
<td>Council considered proposal from Cllr Hopkins “Personnel committee would like full Council to agree the new Personnel Committee terms of reference and be advised that a new personnel committee policy should be completed by and brought to full council at the December 2015 meeting”</td>
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WH proposed, CH seconded – **all agreed**

| 53 | WH asked all committee members and especially chairs and vice chairs to note that each committee should have an up to date “terms of reference” and “Policy”. She stated that all former Committee policies are either dated or out of date and therefore time expired due to the recent changes in Bishop’s Cleeve Parish Council’s Committee structure - **Noted** |

| 54 | Proposal from Cllr Hopkins that Council are asked to join the South West Council for expert advice on employment matters. Annual subscription cost of £375 including an introductory meeting with Council.  

WH proposed SH seconding –  

PR asked a question about the GAPTC training course (see above) and said that there was a thread. He felt the Council should send someone.  

agreed by majority – with 1 abstention |

| 54 | Council considered proposal from Cllr Williams “could council consider including the Utility warehouse to the list of potential suppliers when the existing contracts for the supply of utilities come up for renewal. Utilities including gas, electricity, landline, internet and mobile phones”  

DW informed council he was a representative. The Clerk advised to consider declaration of interests. He then declared an interest and left the room. WH suggested it was worth considering. PR proposed deferred to finance with delegated decision making power. RS said that the Council already had a procedure on looking at savings.  

**WH seconded- Council agreed**  

ARe spoke of his concerns regarding rushing through things and felt it was not good policy and that possibly bad decisions could be made in the rush. WH said no decisions were being made. PR confirmed his proposal was to refer a matter to finance committee.  

CH asked if they could come up with a policy to re-gig these agendas so they are not so hugely long and duplicated from other committees and maybe re-look at restructuring the agendas to be more prioritised. AM agreed. WH asked for a restructure to be sent to the Chair/Vice Chair/Clerk to review.  

CB confirmed that items on the agenda should be debatable items. AM confirmed that some items are for information.  

CB said it was good practice for the chair/vice chair to look at the agenda before. It was confirmed this was had happened. The Clerk confirmed that she did not have the right to stop Councillors’ from putting items on the agenda and also she could also type the agenda in the order that she was given the items because otherwise the
clerk is accused of favouritism. WH confirmed that the agendas would be looked at. AM stated it would be rationalised Council did not consider the proposal from Cllr Williams “Could the council consider joining the “Utility warehouse’s Community fundraiser scheme.

| 55 | Council noted the draft minutes from the Finance Committee held on 22\textsuperscript{nd} October 2015 and to note further work on Key Performance Indicators will be done | 115 |
| 56 | Council considered agreeing for Clerk to re-submit of General Power of Competence application and to pay £30 fee. A brief discussion took place. The Clerk confirmed that 3 words were needed to be added and the rest of the submission was acceptable. The Clerk confirmed it was then in place for 4 years with annual reviews. WH proposed PBe seconded – all agreed | 116 |
| 57 | Council noted that there will be additional fees for the acquisition of Kayte Lane field in the region of £240. Council were asked to approve a payment on account of £300 WH proposed AM seconded Council agreed with 2 abstentions | |
| 58 | Proposal from Cllr Hopkins that Council was asked to make explicit the fact that working parties can report direct to full council and this will be an addition to the committee policy – | |
| 59 | Council considered request from TBC if BCPC will hold a stock of blue recycling bags for residents to collect and use over the Christmas period. Clerk confirmed that in previous years, TBC had been handing out. CB proposed RS seconded – agreed | 117 |
| 60 | Council noted that the Deputy Clerk has cut her head due to padlocks at the Astro being very stiff and hard to lock/release. (H&S issue). Clerk has given instructions for caretakers to lubricate regularly and for replacements where necessary | |

Council was asked for any other business for information purposes at the discretion of the Chair.

SH asked for, and AM gave feedback on meeting with Church Commissioners. It was confirmed the Church Commissioner representatives will be making a recommendation to the Church commissioners, on the 2\textsuperscript{nd} December, that the Council will be given a 5 year lease, reviewable at 4 year point, and will look into Stollards Butt being a separate lease. Clerk advised a motion to be put on Council, for council to agree if it wanted a 5 year lease. followed by close of meeting at 22.14pm |