

**March 2014  
Bishop's  
Cleeve  
Parish  
Council**

**Minutes for Full Council**





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### **Disorderly conduct**

No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If, in the opinion of the Chairman, there has been a breach of standing order 10(a) above, the Chairman shall express that opinion and thereafter any councillor (including the Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion. If a resolution made in accordance with standing order 10(b) above, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

### **Confidential business**

Councillors shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.

A councillor in breach of the provisions of standing order 24(a) above may be removed from a committee or a sub-committee by a resolution of the Council.

### **Rescission of previous resolutions**

A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 5 councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.

When a special motion or any other motion moved pursuant to standing order 11(a) above has been disposed of, no similar motion may be moved within a further 6 months.

### **Request for motions to be included in Agenda**

In accordance with standing order above, no motion may be moved at a meeting unless it is included in the agenda and the 10 clear days before the next meeting.

The Proper Officer may, before including a motion in the agenda received in accordance with standing order 4(a) above, correct obvious grammatical or typographical errors in the wording of the motion.

If the Proper Officer considers the wording of a motion received in accordance with standing order 4(a) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least 7 clear days before the meeting.

If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda. Having consulted the Chairman or councillors pursuant to standing order 4(d) above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.

### **Declaration of interests:**

The Code of Conduct adopted by this Council in July 2012 states any matter on an agenda of the Council where a person should declare an interest falling within Appendix A (pecuniary), means that person should not take part in any discussion or vote on that matter.

Standing Orders 7d state that where members of the public are permitted to make representations, answer questions, and give evidence relating to the business transacted during the public session, so Councillors with a prejudicial interest may do the same but must thereafter leave the room or chamber.

**Minutes of** the Meeting of Bishop's Cleeve Parish Council on the 6<sup>th</sup> March 2014 at the Parish Council Offices at 7.30pm-

1. There were no **Declaration of interests** of matters on the agenda. .
2. **Public Session – 3** Members of the public attended and were invited to speak to the Council 1 of which asked questions regarding the precept for 2014/15 and the other spoke of the danger of T Junction on the Sandown estate. Mr P Badham spoke on behalf of the Street Fair.
3. **Attendance** of Parish Councillors recorded as Councillors' P Taylor (chair), M Cooper, A Reece, M Reddcliffe, P Benfield, R Stayt, A Shakespeare, A Robinson, F Beattie, A Mackinnon, P Richmond, P Badham, D Lewis, L Drake (14)
4. **Apologies** recorded from Cllrs' P Lightfoot, A Lightfoot, G Matthews, J Peake, K Peake, C Benfield and County Councillor Bird
5. **Crime Report** noted. Council requested that the report follow on the date of preparation of the last report.
6. Council noted that no **Borough Councillors** reports were included in agenda pack
7. Council noted that no **County Councillor** report was included in agenda pack
8. **Report of the Chair of Council** noted
9. Council noted **dates for diary**
10. Council agreed for **accuracy** the **minutes of the previous Council meeting**
11. Council noted **the draft minutes for Committees** meetings held during February 2014
12. Council approved **Cheque payment** list
13. Council authorised the Vice Chair of Council and Clerk to sign the **TBC license**
14. Council noted **correspondence** from the Post Office informing of modernisation work and extension of opening hours from 31<sup>st</sup> March 2014
15. Council agreed that a **presentation** by Employment and Finance Committee on "How the Employment Policy is moved forward" is to be held during April 2014

Any **other business** for information purposes followed by close of meeting at 20.03pm

## **Bishops Cleeve Parish Crime Report –February 2014**

Bishops Cleeve overall has experienced low level crime and incidents during February 2014.

### **There were 3 reports of assault or violence against a person:**

- Pecked Lane-ABH small cuts on arm caused by razor blade.
- Evesham road- common assault hit in face
- Kingswood close- Common assault no injuries

### **There were 4 burglaries:**

- Ashlea Meadow-entry to rear via insecure gate, brick thrown through window, I-pad stolen along with car from driveway with keys from within house.
- Kingsclere Drive-conservatory doors smashed; untidy search jewellery and lock box stolen, lock box recovered a short distance away.
- Bluebell Court- Entry via insecure front door untidy search property passed out through front window.
- Priory Lane-.Offenders have broken accessed insecure garage from there they have gained access to the rear garden from there they have removed the bottom panel of the door to get into the house- nothing stolen house is empty. (linked to dishonest use of electricity)

### **There were 2 non dwelling burglary reported:**

- Stoke road - 3x bikes stolen from insecure garage access via open rear door, bike passed over 6' high fence.
- Gotherington Lane- building site accessed 2xmetal loft hatches stolen

### **There was 1 dishonest use of Electricity:**

- Priory Lane-Offenders have been camping in the garage of an unoccupied property and using electricity

### **There were 8 thefts including 1 shoplifting:**

- Oakfield Road- theft from a vehicle: I-pad stolen from within insecure car
- Church road-Shoplifting Tesco's
- Sunrise Avenue- attempt theft of a vehicle- external security light moved, drivers window smashed computer port accessed, vehicle not taken.
- Cheltenham Road- unauthorised taking of a vehicle moped stolen; recovered a short distance away.
- Bishops meadow- theft from a vehicle- catalytic converter stolen
- Bramble Chase- theft from a vehicle- catalytic converter stolen
- Cutsdean Close- theft in a dwelling- bracelet stolen
- Stoke road- theft from a vehicle- catalytic converter stolen

### **There was 1 interfering with a motor Vehicle:**

- Deans Court-drivers window smashed

### **There were 11 reports of Criminal damage:**

- Millham Road 3x vehicles damaged

-Expletives sprayed on the car window and damaged to the interior of this vehicle and also another insecure vehicle parked along side.

-Explicit imagery sprayed on vehicle

-Insulting language sprayed on vehicle

- Millham Road-Words sprayed on Telephone Box
- Station road vehicles damaged- 2 vehicles covered with spray paint
- Evesham road –unknown offender/s have smashed window at Lidl's
- Pecked lane- paint poured over picnic table
- Church road damage to tree
- Cheltenham Road x2 -Tithe barn guttering damaged
  - Damage caused to front door
- Furlong Lane- vehicle damaged – long scratch to the drivers side

### **There were no Drug offences**

In comparison to February 2013 there was an overall increase in reported crime From 25 reports in February 2013 to 31 reports in February 2014.

As in Previous months there has been a shift in the type of crime reported;

There has been a rise in the areas of Burglary increasing from 1 report last February to 4 this February and also a rise in damage reported rising from 7 reports last February to 11 reports this February, there has also been an increase in the area of assaults rising from 2 last February to 3 this February.

However other areas such as theft reports have reduced from 14 reports to 8 and fraud from 1 report to 0 when comparing the same month this year to last year.

With regard to anti-social behaviour there were 25 incidents reported through February, these have been broken down into the 3 categories below:

11x **Personal ASB**. Which range from unsavoury post via royal mail, to abusive text messages and neighbour issues.

14 x **Nuisance ASB**. Which in which range from Youths throwing cans at a lamp post in Tesco's car park to youths hanging around the allotments, and the Tithe barn

0x **Environmental ASB**

There was no ASB reported in the recreational/park areas.

Anti-Burglary patrols along with ASB patrols have continued through February 2014 in an effort to reduce these types of crime.

**04/02/14 Cleeve Common Conservators**

Board Meeting. Agreed budget for 2014. Based on guaranteed income we will be making a small loss which would need to be met from reserves. Looking at ways of promoting ourselves as a local environmental charity + our memorial wall to attract additional charitable donations. Have also agreed to replace our Ranger truck this year which will also be funded from reserves.

**13/02/14 Western Power Distribution**

Attended Western Power Distribution (WPD) Stakeholder Workshop at the Centaur on behalf of BCPC. This is the fourth in a series of workshops to develop the business plan for 2015 to 2023. WPD have the distribution licence for four areas – South West, South Wales, West Midland and East Midlands. We come under West Midlands licence. The business plan has now been submitted to Ofgem and WPD are the only distribution company to be rated acceptable in all areas. They will receive a fast track decision at the end of February with other companies having to resubmit.

The plan shows a real terms reduction of around 10% in consumer charges as compared to the current business plan whilst significantly enhancing the level of service. WPD are already rated the top company by Ofgem in terms of customer satisfaction rating. For example, the average time to answer a phone call is 1.6 seconds as against over 30 minutes for the worst company.

The fourth workshop took views from a range of stakeholders as to which of the business plan targets should be subject to accelerated delivery, such that the promised improvements would be delivered more quickly. Areas judged of high importance by participants were reducing length and duration of power cuts and improving flood resilience of substations.

The final session was a choice of three topics where I selected Social Obligations. We were advised that WPD currently have a database of 880,000 vulnerable customers which is in the process of being validated. Of particular interest was a pilot project in Coventry where they are making a significant donation to the local Citizens Advice Bureau and

asking all local vulnerable customers they contact if they would like advice on fuel poverty and if so asked if they would be happy for the CAB to phone them.

I will leave the substantial workshop paperwork in the Parish Office for viewing. Once Phase 4 is complete the material and responses will be published on

<http://www.westernpower.co.uk/About-us/Stakeholder-information/Our-Consultation-Process.aspx> alongside the three previous phases.

Unfortunately I was not able to speak to Neil James, the Gloucester Area Operations Manager, as he was busy dealing with the emergency situation. However, he has subsequently invited me to a face to face meeting at their Gloucester Office on 10<sup>th</sup> March. I will provide a further report back following this meeting.

Pete Lightfoot



## Dates for diary

Meetings take place in the parish office meeting room unless otherwise stated.

<b>Thu 6 Feb</b>	<b>19.30</b>	<b>Full Council meeting Council Chamber</b>
<b>Thu 13 Feb</b>	18:30	planning and environment committee
	19:30	Amenities committee
<b>Thu 20 Feb</b>	19:30	Allotments Committee
<b>Thu 27 Feb</b>	18:30	planning and environment committee
	19:30	community engagement committee
<b>Thu 6 March</b>	<b>19.30</b>	<b>Full Council meeting Council Chamber</b>
<b>Thu 13 March</b>	18:30	planning and environment committee
	19:30	Amenities committee
<b>Thu 20 March</b>	19:30	Premises Committee
<b>Thu 27 March</b>	18:30	planning and environment committee
	19:30	community engagement committee
<b>Thu 3 April</b>	<b>19.30</b>	<b>Full Council meeting Council Chamber</b>
<b>Thu 10 April</b>	18:30	planning and environment committee
	19:30	Amenities committee
<b>Sat 12 April</b>	10.30	Allotment Users Group meeting Community Building
<b>Thu 17 April</b>	19:30	Sports field Committee
<b>Thu 24 April</b>	18:30	planning and environment committee
	19:30	community engagement committee
<b>Thu 1 May</b>	<b>19.30</b>	<b>Annual meeting of Parish Council Council Chamber</b>
<b>Thu 8 May</b>	18:30	planning and environment committee
	19:30	Amenities committee
<b>Thu 15 May</b>	19:30	Allotment Committee
<b>Thu 22<sup>nd</sup> May</b>	18:30	planning and environment committee
	19:30	community engagement committee
<b>Thu 29<sup>th</sup> May</b>	<b>19.30</b>	<b>Parish Assembly Community Building</b>

Note Sunday 23<sup>rd</sup> March Sport Relief Mile – Volunteers needed- please email Clerk if you are able to support on the day.

Tuesday March 18<sup>th</sup> – 7pm – Workshop on the Committee Structure ready for Annual meeting of the Council (May meeting of Parish Council) email Clerk if you are able to attend.

## **Draft Minutes of Full Parish Council meeting**

held on the 6<sup>th</sup> February 2014 at the Parish Council Offices at 7.30pm-

1. Councillors were invited to make a **Declaration of interests** of matters on the agenda. Councillors are advised to take note of the Code of Conduct advice made available to them. Councillor C Benfield declared a pecuniary interest
2. **Public Session** - Members of the public were invited to speak to the Council **and** Councillors who declare an interest in matters on the agenda may wish to address the Council at this time. A new resident attended to observe. Cllr Richmond spoke re the Javelin Park enquiry.
3. **Attendance** of Parish Councillors recorded Councillors' P Lightfoot (chair) P Taylor, A Lightfoot, A Shakespeare, M Cooper, A Reece, M Reddicliffe, C Benfield, , R Stayt, L Drake, D Lewis, A Mackinnon, P Richmond, A Robinson, P Badham, G Mathews (16) Borough Councillors' East, Hillier Richardson, County Councillor Bird,
4. **Apologies** recorded from Cllrs' J Peake, K Peake and F Beattie
5. Council agreed that the application for the **vacancy in Cleeve West Ward** meets the criteria for co-option and agreed to co-opt Paul Benfield. There was a short break to allow papers to be signed.
6. **Crime Report** noted and Councillors were advised to email Clerk with any specific queries. Concern was expressed regarding the recent child safety concerns and the fact that this was not part of the submitted report.
7. Council noted no **Borough Councillors** reports were included in agenda pack
8. Council noted no **County Councillor** report was included in agenda pack
9. **Report of the Chair of Council** noted
10. Council noted **dates for diary**
11. Council agreed for **accuracy the minutes of the previous Council meeting agreeing amendment to distributed version**. "Chair of Council asked for a recorded vote and therefore it is recorded that Councillors' P Lightfoot (chair) P Taylor, A Lightfoot, A Shakespeare, M Cooper, A Reece, M Reddicliffe, C Benfield, R Stayt, L Drake, D Lewis & A Robinson voted for the proposals and Cllrs' Mackinnon and Richmond voted against the proposal".
12. Council noted **the draft minutes for Committees** meetings held during January 2014
13. Council approved **Cheque payment** list
14. Council noted that a full **Employment policy** document will be presented in time for the new Council year:
  - a) Council agreed to formally delegate to the Employment & Finance Committee the authority to appoint new employees within the agreed job specification and budget as agreed by Full Council, to be responsible for the disciplinary and

grievance procedures for the Clerk and to be responsible for hearing any appeals on disciplinary and grievance procedures for other staff members. Agreed 11, 2 against, 1 abstention.

- b) Council agreed to formally delegate to the Clerk the responsibility for the disciplinary and grievance procedures for other staff members. Amendment proposal was made that any grievance made concerning the Clerk will be referred straight to E & F Committee- agreed. A Policy workshop was requested to be arranged for April. At 8.20 Clerk left the room as Council discussed how the policy workshop was to be run. At the next Council meeting an agenda item will be put to discuss the Policy Workshop. Clerk returned at 8.22pm.
16. Council noted report from January 2013 **Roof top housing** meeting. In future report will be sent to Com Eng Committee.
17. Council discussed **Circular walk** crossing our sports field land as attached letter. Noting there are no PRW's on this land. Consideration was given to logistical considerations and route to be designated by Council avoiding all football pitches, ensuring no clash of bookings, CALO policy recharge –com engagement committee etc. **Council decision was that it could not give permission as field has “a no dogs are allowed on field policy” but made alternative suggestion of Cheltenham Road to Read Way footpath, Crown Drive out on to Kayte Lane. Clerk was instructed to ask what % of income was going to charity**
18. Council were asked for any **other business** for information purposes at the discretion of the Chair.-
- Council may wish to invite a representative from Western Power Distribution following the Chair of Council attending the seminar in February. Councillors were asked to email Clerk if an agenda item is required.

Meeting closed at 20.44pm

# **Draft Minutes of Employment and Finance Committee meeting**

## **Shortlisting meeting held on 7<sup>th</sup> February 2014 – 10.30am present PL, AL, PT, AR and Clerk**

Meeting considered all 28 applications and used the following criteria based on the agreed job description and a numerical scoring system was used to shortlist. It was noted that the critical skills had been highlighted at the job description stage with the emphasis being made in the advertisement that hands-on practical experience of facility management was first priority.

### **Critical skills/experience**

Property management

Property operational experience

### **Desirable skills/experience**

IT Skills

Communication skills

Team player

Evidence of professional development

### **Shortlist scoring result**

Numerically this gave a shortlist of 4 but when this was drilled down only 2 had the critical skills/experience required.

All remaining candidates were then cross referenced to see if those with the critical skills but not necessarily the desirable skills would be considered. –no candidates were thought suitable for progression

Therefore 1 candidate was invited for first interview, with 2<sup>nd</sup> candidate being placed on reserve list due to the large difference in scoring which reflected experience in key skills.

It was agreed that references would be sought for first interview

It was agreed that interviews to be held at 10am on 14<sup>th</sup> February 2014. With Committee to meet at 9.30 am

Meeting closed at 1.15pm

## **Interview meeting held at 9.30 am on 14<sup>th</sup> February 2014- present AL,PL, PT and Clerk**

Minutes of 7<sup>th</sup> February were agreed

Scope of interview was agreed

Salary Scale of above substance point 23 agreed with single point annual increase

References for candidate were distributed and noted

Candidate 1 interviewed

Candidate 1 was offered position with appropriate paperwork delegated to Clerk

meeting closed at 12.15pm

## Draft Minutes of Planning & Environment Committee meeting held at the Parish Office at 6.30pm on Thursday 13<sup>th</sup> February 2014

1. There were no Declaration of interests in matters on the agenda
2. No members of the public attended the Public Session which included an invitation to Councillors who have declared an interest to address the Committee
3. Attendance from Cllrs A Lightfoot, C Benfield, M Cooper, D Lewis, P Lightfoot, A Robinson and B Stayt (7)
4. Apologies Cllr K Peake
5. Minutes of meeting held on 23<sup>rd</sup> January 2014 –agreed
6. Planning Applications considered

Our Ref	Date rec'd	Address	Description	Decision
652	28/01/14	38Wellbrook Rd	Single storey side extension 14/00054/FUL	support

### 7. Decisions made by TBC/GCC noted

Our Ref	Date rec'd	Address	BCPC	TBC/GCC
643	27/01/14	The Grange	Support	Consent

### Environmental Matters noted

8. Wingmoor Farm report from Cllr P Lightfoot
9. Environmental Matters reported to Parish Office by members of public

### Highways Matters noted

10. schedule for traffic management for Race Week. extract Bishop's Cleeve info and put on website and notice boards especially the Voxwell Lane bus shelter notice board.
11. 'stopping up' of highway at Jesson Road – received and available in Parish Office.
12. highways information re tactile paving – Committee requested that Glos Highways to be informed that the tactile paving at crossing between Royal Oak and Post Office Church Road is not in accordance with guidance.

### Any Other Business – at the Chair's discretion for information purposes only

Concern expressed re reversing from house (garage on left) on new development on old police station site. BCPC to contact planning officer at TBC to ensure that the building is in accordance with planning permission

Committee noted that the windows at the Air Cadets building have been unboarded and Clerk was instructed to thank the Air Cadets for their actions  
Meeting closed at 18.47

## Draft Minutes of Planning & Environment Committee meeting held at the Parish Office at 6.30pm on Thursday 27<sup>th</sup> February 2014

1. There were no Declaration of interests in matters on the agenda
2. Public Session including an invitation to Councillors who have declared an interest to address the Committee. No members of the public attended.
3. Attendance from Cllrs, C Benfield, M Cooper, D Lewis, A Robinson and B Stayt
4. Apologies Cllrs' A Lightfoot, P Lightfoot, K Peake
5. Minutes of meeting held on 13<sup>th</sup> February 2014 –agreed-  
Matters arising for information feedback re tactile paving to be corrected by Glos Highways. Cheltenham Road development BCPC officers to compare plans to actual.

### 6. Planning Applications considered:

Our Ref	Date rec'd	Address	Description	Decisions
614	07/02/14	38 Pine Bank	Erection of detached dwelling – appeal against refusal13/00628/FUL	Same comments as submitted
653	13/02/14	The parish of Bishops Cleeve and other parishes	Street trading license 14/00135/STRAD3	support
654	14/02/14	1 Birchfield Road	Side extension to bungalow14/00068/FUL	support
655	18/02/14	1 Oakfield Road	Front dormer extension14/00129/FUL	support
608	19/02/14	Land adjacent to Conifers, Orchard Road	Erection of bungalow – appeal against refusal13/00543/FUL	Same comments as submitted

### 7. Decisions made by TBC/GCC noted

Our Ref	Date rec'd	Address	BCPC	TBC/GCC
651	11/02/14	7 Foster Close	Support	Permit

### Other Planning Matters

8. Notification of enforcement Home Farm House 13/00414/FUL noted
9. Councillors noted the Review of Draft Statement of Licensing Policy 2014-2019-

### Environmental Matters

10. Committee noted minutes of Cleeve Conservators.

Meeting closed 18.48pm

## Draft minutes of Amenities Committee

held in the Parish Office at 7.30pm in the Parish Office on Thursday February 13th 2014

1. Councillors were invited to make Declaration of interests of matters on the agenda
2. No members of the public attended the Public Session including an invitation to Councillors who have declared an interest to address the Committee
3. Attendance recorded from Councillors' G Matthews, R Stayt, P Richmond, A Lightfoot (chair) , P Lightfoot, M Cooper and A Robinson (7)
4. Apologies received from Cllrs' F Beattie & K Peake.
5. Committee agreed minutes from January 2014 meeting of committee
6. Committee noted financial reports to 6/2/14
7. Committee noted information from member of public for a change of surfacing at Finlay Way play area is still awaited. Remove from agenda unless member of public comes back with further information.
8. Committee noted that contractors have confirmed that the grass area around Bishop's Drive seat will be reinstated.
9. Committee noted correspondence from resident regarding Pecked Lane watercourse who would like to know when the stream was last cleaned out and how often it is monitored. Clerk has informed the gentleman that the stream is dredged twice yearly basis (last one June 2013) and is monitored on a monthly basis (16<sup>th</sup> of each month) as well as checked at times of high alert for example on the 7<sup>th</sup> February. Further Correspondence received and was read to Committee, photographic evidence of the programme of works being completed was also made available. Clerk has brought it to the attention of Committee who have reiterated that it is checked monthly and on high concern occasions. Photographic evidence is provided by the Contractor and seen by the Committee. It was confirmed the advice that members of the public should not be clearing the debris as this distorts the measure of debris.
10. Committee noted correspondence from anonymous "local residents" nailed to trees in the Shrubbery requesting "please restore the full legal and existing width of the pedestrian highway at this point, and also the adjacent area both for our safety, and our local amenity". There is now a gentleman who has taken over the maintenance of this area, and as the area is not owned by BCPC and any works can not now be guaranteed to have been carried out to appropriate standards. Committee agreed it wishes to inform the adjoining residents that the land is owned by Robert Hitchins & that it has been taken over by a residents group and that BCPC will no longer continue to maintain the shrubbery. c.c. Robert Hitchins
11. Committee noted that a request has been forwarded from a resident via TBC for an additional dog bin at Millham Road playing field. There are two at the Bootenhay Road entrance but resident has asked for one on opposite end of

field. Committee noted that when s106 equipment is installed, it may be appropriate to consider installing bins further along the footpath. Clerk has responded along these lines to TBC.

12. Committee noted enclosed play areas have now been reopened and closed again due to extreme wet weather. Remedial filling in will take place subject to budget and weather conditions in the Spring.

any other business will be considered at the discretion of the Chair for information purposes only

Noting Tesco fund raising event for flood victims.

Chase up Nottingham Road new play area

Bin at Voxwell Lane bus shelter at bypass end is facing road, arrange for it to be reversed

Meeting closed at 20.13



## **Draft Minutes of the Allotment Committee**

held at 7.30pm in the Parish Office on Thursday 20<sup>th</sup> February 2014

Declaration of interests of matters on the agenda Cllr J Peake as a plot holder

1. Public Session including an invitation to Councillors who have made a declaration of interest M Roberts – questions about the Allotments for All and “Cleevelands” development effect on Allotments. Public session ended 19.37pm
2. Attendance recorded from Councillors’ L Drake, A Reece, A Shakespeare, J Peake (chair), P Richmond & B Stayt
3. Apologies received from Councillors’ F Beattie A Lightfoot & P Lightfoot
4. Committee agreed minutes from November 21st 2013 meeting of Allotment committee.
5. Committee noted financial report as at 20th February 2014 as distributed
6. Committee approved expenditure for removal damaged tree in the sum of £950 in the next financial year – Bird nesting season allowing (included in budget)
7. Committee noted feedback on Allotment for All project, including possible support from Ontic and Phil Baker. Need not yet established.
8. Committee noted that GAPTC has asked the Clerk to host allotment forum meeting in the summer, involving discussions and site visit.
9. Committee noted 12 vacant plots and 1 enquiry currently being processed.

Any other business considered at the discretion of the Chair for information purposes only.

Noted soil in main car park.

County Council to be informed of trees on the boundary of the bypass obscuring sight lines.

Meeting closed at 7.55pm

## **Draft Minutes of Community Wellbeing Committee**

held at 7.30pm in the Parish Office on 27<sup>th</sup> February 2014

1. There were no Declaration of interests by Councillors of matters on the Agenda
2. Public Session including an invitation to Councillors who have declared an interest to address the Committee. Representatives from Costa Coffee (Hannah and Maggie), Air Cadets( re Air Cadet building) question if volunteers would be eligible for co-option, Ontic (Ray Pearson) and C Benfield (child danger) attended. Public session closed at 19.55pm
3. Attendance to be recorded from Councillors' P Taylor, A Shakespeare, M Reddicliffe, D Lewis & P Badham (attended at 19.36), (5)
4. Apologies received from Cllrs. F Beattie, J Peake A Lightfoot, P Lightfoot
5. Committee agreed Minutes from last meeting
6. Committee considered offers of community support from Ontic and Costa Coffee from public session. Offers of volunteer support gratefully accepted. Committee authorised Clerk to liaise and set up schemes.
7. Committee noted financial report including agreeing youth provision for 2014/15- Play Glos to deliver 3 detached within budget for 35 weeks with holiday schemes to be decided throughout the year and YG to deliver 2 pavilion based sessions.
8. Committee noted that there are no completed CALO applications for consideration.
9. Committee considered if they wish to join a consortium of Parish Councils (Swindon Village) for printing monthly newsletter. Clerk to monitor situation and to bring data back to Committee.
10. Committee noted YG report for January 2014- including note that police have asked YG use a detached approach to re-engage or work with a group of young people who are displaying ASB in village. (no approach has been made to PC). Clerk to clarify multi-agency meetings and work with targeted people which is outside of SLA.
11. Committee agreed proposal to promote safety awareness in young people by placing posters on our notice boards saying "Stranger Danger" taken from the Glos Constabulary website and publicising web link. Clerk to write to the police asking if any alerts could include neighbouring parishes.
12. Committee considered if the places of safety in local shops and Parish offices could be extended to include young people, noting Parish Council already displays the sign for a Keep Safe Scheme for vulnerable people- Clerk to follow up.
13. Committee considered information from GMAS and Clerk to write to thank for correspondence but at present time BCPC is not seeking additional providers

14. Committee agreed content for next newsletter--CLP action plan, Youth provision and a Did You Know feature,
15. Committee agreed organisation for Sport Relief Mile. Committee agreed lead person on day to be Cllr P Lightfoot, Officers will prepare the organisational work and Clerk will engage with volunteers.

Any other business

Clerk to arrange a visit to youth providers for Committee

Meeting closed 20.43pm

## Cheque Payment list

<b>No:</b>	<b>Date</b>	Allcoopers Limited	<b>Details</b>	
9867	05/02/2014	SO10039368	PO/alarm service	73.08
9943	18/02/2014	SO10048820	Pav/alarm callout	60.00
<b>Totals:</b>				133.08
<b>No:</b>	<b>Date</b>	Cleeve Supplies Ltd	<b>Details</b>	
9913	11/02/2014	36	FW/locking chain	73.87
<b>No:</b>	<b>Date</b>	commercial ltd	<b>Details</b>	
9722	23/12/2013	sinv869998	Pav/cleaning cloths	29.37
9724	23/12/2013	sinv869985	PO/sugar sachets	50.24
9727	23/12/2013	sinv869995	CB/toilet rolls/refuse	46.05
9840	29/01/2014		credit entered 2x	116.50
9858	04/02/2014	sinv880919	PO/paper	73.28
9861	04/02/2014	sinv881136	PO/toner cartridge	51.60
9862	04/02/2014	sinv880920	CB/toilet rolls/gloves	29.85
9908	11/02/2014	sinv881390	PO/cleaning cloths	6.35
9909	11/02/2014	sinv881389	CB/cleaning cloths	6.35
9910	11/02/2014	sinv881391	PAV/toilet	36.20
9918	12/02/2014	sinv8837727	SF/step ladder	67.42
9982	26/02/2014	sinv889748	stationery for annual	122.47
<b>Totals:</b>				635.68
<b>No:</b>	<b>Date</b>	Clean Space Partnership		
9853	04/02/2014	88964	CB/caretaking/cleanin	2,184.00
<b>No:</b>	<b>Date</b>	Cleeve Fire Protection Ltd		
9940	18/02/2014	39925	PO/annual fire	270.60
9941	18/02/2014	39924	CB/annual fire	184.20
9942	18/02/2014	39923	Pav/annual fire	249.00
9970	26/02/2014	39933	PO/fire keys	7.20
<b>Totals:</b>				711.00
<b>No:</b>	<b>Date</b>	commercial IT Ltd		
9857	04/02/2014	SIM323793	PO/copier costs	95.35
<b>No:</b>	<b>Date</b>	Cheryl Puttick		
9972	26/02/2014	Feb 2014	mileage	20.30
9975	26/02/2014	GAPTC	cllrs training	45.00
<b>No:</b>	<b>Date</b>	Hi-lo crysal clear ltd		

9911	11/02/2014	35462	PO/window cleaning	90.00
9971	26/02/2014	35715	Bus shelter cleaning	96.00
			<b>Totals:</b>	<u>186.00</u>
<b>A/C:</b>	<b>Date</b>	KB Heating Services (Cheltenham)		
<b>No:</b>	26/02/2014	9976	CB annual boiler service	<u>525.00</u>
<b>A/C:</b>	<b>Date</b>	Dave Lewis		
<b>No:</b>	08/02/2014	80/02/14	Feb groundsman	<u>900.00</u>
<b>A/C:</b>	<b>Date</b>	Local World Limited		
<b>No:</b>	11/02/2014	58963992	deputy clerk advert	218.40
9912	26/02/2014	58946499	D/clerk adv	84.00
9978			<b>Totals:</b>	<u>302.40</u>
<b>A/C:</b>	<b>Date</b>	Phil Baker Building Services		
9776	11/02/2014	10369	PAV/PIR & tube	88.50
9799	26/02/2014	10371	PL/hire jet wash paint	195.00
9800	26/02/2014	10370	astro/bollard lights	<u>35.00</u>
9906			<b>Totals:</b>	<u>318.50</u>
	<b>Date</b>	John Peake		
	26/02/2014	Feb 2014	Feb allowance	<u>10.10</u>
	<b>Date</b>	Kate Peake		
	26/02/2014	Feb 2014	Feb allowance	<u>10.10</u>
	<b>Date</b>	PHS group PLC		
9863	04/02/2014	60844205	PO/sanitary disposal	602.71
9864	04/02/2014	60844206	CB/sanitary disposal	673.33
9865	04/02/2014	60844207	Pav/sanitary disposal	<u>238.80</u>
			<b>Totals:</b>	<u>1,514.84</u>
<b>No:</b>	<b>Date</b>	Total Limited	PO/phone bill	<u>117.79</u>
9907	11/02/2014			
<b>No:</b>	<b>Date</b>	Dave Walker	Feb groundsman	<u>900.00</u>
9183	04/02/2014			
<b>No:</b>	<b>Date</b>	Winsmart Ltd	CB PAT & periodic testing	<u>324.00</u>
9979	26/02/2014			
		payroll		<u>7196.08</u>