

**MINUTES OF THE BISLEY-WITH-LYPIATT PARISH COUNCIL ANNUAL
GENERAL MEETING HELD ON WEDNESDAY 2 May 2007 BISLEY WI
VILLAGE HALL**

Mr R S Bryant		Chairman
Ms L Greene	}	
Mrs L Hemming	}	Bisley Ward
Mr S Trinder	}	
Mrs J Russell	}	
Mr R K Brooks	}	Eastcombe Ward
Mr R Peyton	}	
Mr C James	}	
Mr A E Davis	}	
Mr R N Budgeon	}	Oakridge Ward
Mr P Dawes	}	
Mr N M MacLeod		Clerk

In attendance: County Councillor J Nash

Two members of the public were present.

07.05 1 **Apologies for Absence**

- . Apologies for absence were received from Mr P Thorp and District Councillor P Carrick.

07.05 2 **Election of Chairman**

- . Mr R S Bryant welcomed everyone to the Annual General Meeting and then vacated the Chair. Mr R K Brooks proposed that Mr R S Bryant should continue to occupy the Chair for a further year and the proposal was seconded by Ms L Greene. Mr Bryant stated that he would be prepared to stand for re-election. There were no other nominations. The proposal was put to the vote and was carried unanimously. Mr Bryant re-occupied the Chair and thanked all councillors for their continued confidence and support.

07.05 3 **Public Participation**

- . Two members of the public attended and asked to be updated on the progress with the implementation of the Parish Plan and how this would be notified to parishioners. Mr P Dawes advised of the procedure to implement actions and said that parishioners would be kept updated on progress through the Minutes of Parish Meetings and through publicity on the Parish Website. He then advised that the latest update would be discussed shortly under 'Matters Arising'.

07.05 4 **Ward Appointments**

Ward Chairmen were invited to confirm appointments within their Wards for the coming year and these were agreed as follows:

Bisley Ward:	Ward Chairman	Ms L Greene
	Allotments Warden	Ms L Greene
	Chair Planning Sub-Committee	Mr S Trinder
	Playing Fields Warden	Mrs L Hemming
	Snow Warden	Mrs L Hemming
	Traffic and Transport	Mr P Thorp

Eastcombe Ward:	Ward Chairman	Mrs J Russell
	Chair Planning Sub-Committee	Mr R K Brooks
	Playing Fields Warden	Mr C James
	Open Spaces Maintenance	Mr R Peyton
	Snow Warden	Mr R K Brooks
	Allotments Warden (Ex Officio)	Mr R A Clack
	Neighbourhood Watch	Mr C James

Oakridge Ward	Ward Chairman	Mr A E Davis
	Chair Planning Sub-Committee	Mr R N Budgeon
	Playing Fields Warden	Mr P Dawes
	Allotments Warden	Mr A E Davis
	Snow Warden	Mr R S Bryant
	Traffic and Transport	Mr R S Bryant

Bisley and Oakridge Wards were to consider the appointment of Neighbourhood Watch Wardens under the guidance of Mr C James. It was also agreed that Mr P Thorp would act as overall Parish Transport Representative.

Other Appointments/Representation:

John Taylor Foundation - Mr R S Bryant and Mr C Pulley
Oakridge Village Hall Trust - Mr A E Davis
Twinning Committee - Mr R K Brooks
Parish Transport - Mr P Thorp
Charities for the Ancient Parish of Bisley – Mrs J Russell
Trees – Mr R Mackie

07.05 5 **Declaration of Interests**

Mr R K Brooks declared an interest in Planning Application S.07/0604/LBC listed at Serial 07.05 (12) of these Minutes.

07.05 6 **Minutes of Previous Meeting**

The draft minutes of the meeting held on 4th April 2007 having been circulated were approved and the chairman signed the minute book.

07.05 7 **Matters Arising**

a) **Parish Plan/Village Design Statement**

Mr P Dawes advised the short-term actions contained in the Parish Plan were almost completed and that focus would now move to medium-term actions. It was planned that these actions should be implemented by March 2008 and Wards were asked to consider the allocation of tasks and be prepared to discuss them at the next PC Meeting.

Mr Dawes announced that the next meeting of the Village Design Steering Group would be held at Bisley WI Village Hall on 16th May 2007, commencing at 7.00pm. The Clerk was asked to book the Hall for the meeting. Mr Dawes said that no positive reaction had been received from the University of Gloucestershire to the opportunity for students to assist in the project work associated with the VDS. It was agreed that Ms L Greene would maintain contact with the University and if necessary, write to the Vice-Chancellor to re-iterate the offer. Mr A E Davis mentioned that it may be possible to obtain a Community Planning Grant from SDC if we are required to engage professional assistance for the VDS Project. The Clerk pointed out that we had already received £1000.00 towards the costs of the VDS, some of which would be earmarked for this purpose.

Finally, Mr A E Davis wished to record appreciation for the excellent work carried out by Mr Dawes in carrying forward the actions of the Parish Plan and getting the VDS of to a robust start. Councillors agreed unanimously.

b) **Statement of Community Involvement**

During the past month Councillors had the opportunity to study the Statement of Community Involvement produced by SDC. The consensus view was that the document, particularly in terms of planning, contained little information that was not already known and was largely an exercise in 'pulling together' information from a variety of sources. Ms L Greene said it was interesting to note that developers were to be encouraged to discuss development plans with local communities and that this would give greater opportunity for local views to be taken into account. Ms Greene also mentioned that the document contained a good 'Glossary of Terms' which assisted the reader.

In considering a response from the Parish Council to the document it was agreed that since the VDS would carry some weight in future planning matters it would be worth making some points and observations. Ms L Greene was asked to prepare some 'bullet points' for circulation to councillors. A reply was required to be with SDC by 14th May 2007.

c) **Land Management Information Service (LAMIS)**

Following on from the last PC Meeting, Councillors had considered the Parish Mapping System offered by LAMIS. The Clerk said that LAMIS had offered a demonstration of the system with a 'bespoke' parish map. However, the general view of Councillors was that the system offered little more benefit than 'Google Earth' and was costly. It was decided not to proceed further.

d) **RoSPA Report**

The Clerk passed copies of the findings of the RoSPA Play Area Inspection Report to Wards. Overall, the report had found that the condition of Play Areas was similar to the previous year and that only one piece of equipment at Eastcombe Recreation Ground posed a significant risk to users and would be taken out of service and replaced. However, there remained a number of issues affecting equipment and play surfaces which were assessed as 'medium risk' and these needed to be addressed.

The cost involved in providing and maintaining play areas is extremely high and it was agreed that Councillors should consider in Wards how best to address the problem of funding and whether this should be dealt with on a centralised basis or devolved to each Ward. Mr P Dawes said he was currently carrying out a review of Play Area Surfacing costs which would help to inform on future funding requirements.

It was agreed that the most appropriate means for funding Play Area costs would be discussed at the next PC Meeting.

07.05 8 **District Council Matters**

- . In the absence of District Councillor P Carrick no specific District matters were discussed.

07.05 9 **County Council Matters**

County Councillor J Nash advised the meeting of the following issues:
Vehicle Activated Signs – A conference was to be arranged with Parish Councils to review the whole issue of speed in rural areas. This would involve Vehicle-Activated Signs, Safety Cameras, 20 mph limits and options for enforcement.

Gloucester South-West By Pass – The By-Pass costing £43M to relieve congestion on the A38 Bristol Road to the City will open on 25th May 2007.

Walking Grants – 22 Gloucestershire schools have applied for grants of up to £1000.00 for a scheme to enable more children to walk safely to school. This money can be spent on reflective tabards for children and accompanying parents and for organisational work.

Inflationary Increases – An increase of 3.6% will be charged for domiciliary care, day care, foot care and floating support services.

Council Tax – SDC will have £77,000.00 from Council Tax collected from second homes to spend on community projects.

Councillor Nash advised that she had been notified of a meeting to re-route a public footpath at Fennels Home Farm, which she would be unable to attend. Ms L Greene confirmed that representation from Bisley Ward would attend the meeting. Mr R K Brooks said that, in principle, we should be against the re-routing of any footpath in the Parish unless there were particularly strong reasons for such change.

Councillor Nash said she had attended a meeting to consider a 'School Safety Zone' outside the Primary School in Dr Crouch's Road, Eastcombe. She said that the indications were that this scheme could proceed provided that both the School and the Parish would be prepared to contribute towards the costs. Mrs Nash also confirmed that more permanent 'Twenty is Plenty' speed signs would be available soon.

Mr A E Davis asked Councillor Nash to provide some 'feedback' on the Parish 'Surgery' she had held together with District Councillor Carrick. Councillor Nash said the 'surgery' had been a success with enquiries from 12 parishioners, mostly on District or County matters. Two planning matters in Bisley had been aired, including allocated parking for disabled in the High Street and the Road Narrows at the junction opposite the Stirrup Cup. It was planned to hold 'surgeries' 4-monthly, with the next to be held in Eastcombe or Oakridge.

Mr A E Davis asked Councillor Nash to confirm that Footpaths and Rights of Way were still part of Gloucestershire Highways Division. This was confirmed by County Councillor Nash. Mr Davis said he wished to progress a scheme for re-surfacing 2 paths in Oakridge Lynch with costs being shared between the Ward and County Footpaths. He undertook to write a letter to County Footpaths on this matter and to send a copy to Councillor Nash.

07.05 10 **Matters for Discussion**

a) **GCC Highways Division Meeting**

The Chairman briefed Councillors on the meeting held in the Parish on 23rd April 2007 with representatives from Gloucestershire Highways Division and County Councillor Joan Nash. The meeting had involved a discussion session at which the Parish Council's deep concerns about the general roads maintenance programme were represented and particularly the poor communication under centralised procedures, the poor quality of roads maintenance and the perceived lack of effective forward planning on maintenance issues. Thereafter, the meeting adjourned to inspect numerous examples of poor workmanship, lack of attention to potholed road surfaces and wasteful expenditure on seldom used roads.

The Chairman said that a further reorganisation within the Highways Division had resulted in the promotion of Philip Hoare to join the contractors – W S Atkins – and the impending departure of Andrew Turner to a post in Somerset. Our main point of contact would become Graham Martin, who was in attendance at the meeting.

The Chairman said that whilst the meeting had been constructive it remained to be seen whether or not the points raised by the Parish would be translated into actions by Gloucestershire Highways. From the inspection of roads it had been evident that, yet again, surprise had been voiced by the Highways Representatives about the poor state of repair on several well-used routes and on the poor workmanship evident in some areas.

The Chairman concluded by saying that a follow-up letter would be sent by the Parish in which it would be made clear that roads maintenance would remain a focus of our Agenda and that we would expect to see positive progress in addressing our primary concerns. The Chairman also wished to record his appreciation to County Councillor Nash for taking time out to attend this important meeting.

b) **Cotswold Freight Management Meeting**

Notwithstanding his from the meeting, Mr P Thorp had provided an overview of the topics discussed at the Cotswold Freight Management Meeting held in Painswick in April. It was agreed that Mr Thorp would be invited to brief Councillors more fully at the Next PC Meeting.

- c) **Parish Office**
The Chairman thanked the Clerk and Councillors for the hard work involved in preparing the Parish Bid to the National Lottery for funding support for the proposed new Parish Office in Bisley. Acknowledgement of the Bid had been received and the outcome in August 2007 was now keenly awaited. In the interim further work would be carried out to ensure that, if the Bid is successful, the Parish Council is well-placed to proceed to the next stage.
- d) **Cotswold AONB Management Plan Consultation**
Councillors were provided with details of the AONB Management Plan Review Consultation. At this point a series of workshops would be carried out with relevant organisations covering aspects such as Tourism, Recreation, Bio-Diversity, Agriculture and Rural Land Use in order to draft objectives and policies. Thereafter, Town and Parish Councils would become involved in the consultation process and this is expected to take place in October/November 2007.
- e) **Rural and Community Investment Scheme 2008/09**
The Clerk provided each Ward with background information and Application Forms for the above Scheme and each Ward was asked to consider projects that might benefit from a bid for funding assistance. However, Councillors noted that with awards limited to 25% of cost, any project proposed would still require the majority of funds to be found from elsewhere. The closing date for applications was 13th July 2007.
- f) **Sustainability Issues and Policy**
Councillors were given copies of proposals produced by Bisley Ward for the adoption by the Parish Council of a 'Zero Waste' policy'. Given that this topic had yet to be discussed in other Wards, the Chairman asked that time be given for this to take place. Mr A E Davis said it would be beneficial to know the Stroud District Council Policy on this issue before it is considered by the Parish. Ms L Greene said that she would be unavailable for the next PC Meeting and would certainly wish to be present when this issue is brought to the Agenda. It was agreed that further discussion would be delayed for the time being.

g) **Parish Council Commitments and Workload**

The Chairman said he was concerned about the ever-increasing commitments and resultant workload falling to the Parish Council. He listed 17 major issues which were already under action or expected shortly. He strongly recommended that the Parish Council should adopt a more 'selective' policy in work to be carried out over the shorter term in order to avoid unwelcome 'overload'. Mr R K Brooks said we should avoid duplication of effort and particularly on issues for which District and County Councils had responsibility. Mrs J Russell reflected that in her many years service on the Parish Council she had not previously witnessed the degree of escalation in workload and commitments that had occurred over the last year or so. The Chairman asked Wards to consider this matter and suggested that it might now be appropriate to 'prioritise' issues and to deal with them in the order of their impact and importance to the fundamental work of the Parish.

07.05 11 **Finance**

Receipts April 2007

Bank Interest	£79.58
Allotment Rents	£164.00
Burial Fee	£100.00
Precept (Half-Year)	£23,660.00

Total Receipts **£24,003.58**

Payments – May 2007

	<u>£</u>	<u>VAT</u>	<u>Total</u>
Bisley WI Village Hall – Hall Hire	240.00		240.00
JSM Signs – Oakridge Ward	30.00	5.25	35.25
T W Hawkins – Grass-cutting	687.83	120.37	808.20
Ian Trueman – Handyman Work (Bisley & Eastcombe)	79.00		79.00
N M MacLeod - Clerk's Salary April	675.40		675.40
Revenue & Customs – Tax/NI	334.15		334.15
Playsafety Ltd – RoSPA Report	306.00	53.55	359.55
Oakridge Village Hall – S137 Payment for Fire Doors	500.00		500.00
Revo Landscapes – Walls Eastcombe	900.00		900.00
Totals	£3,752.38	£179.17	£3,931.55

Petty Cash Payments – April 2007 **£49.15**

Cash Balance as at 30 April 2007 **£29,049.46**

Bisley Gift Balance as at 30 April 2007 **£2,427.49**

Bisley Lock-up Balance as at 30 April 2007 **£2,041.93**

Westbury Gift Balance as at 30 April 2007 **£10,000.00**

Parish Office Reserve as at 30 April 2007 **£10,000.00**

07.05 12 **Planning**

The following applications have been received during the past month and the Council's responses are recorded where applicable:

S.07/0216/FUL – Scrubs Bottom, Bisley – Revised plans to reduce previous application by deletion of conservatory and removal of garage – **Object** – A letter detailing the objections to the revised application was available at the meeting for inspection by councillors.

S.07/0216/FUL – Keenelip, Oakridge Lynch – Demolition of existing garage and erection of new garage – **Support**– We support this application but we have reservations about increasing the entrance width because it will detract from the privacy of the house, will become a pull-in passing place on the narrow road and will not give a clear definition of the boundary. There is adequate access to the garage within the site.

S.07/0738/FUL – Land adjacent to Little Pepworth, Fidges Lane, Eastcombe – Erection of one bungalow – **Comment Only** - We agree that one additional dwelling will make no significant difference to the levels of traffic on Fidges Lane.

S.07/0764/FUL – Frampton Cottage, Oakridge – Alterations and small extension to recently-built single-storey extension – **Support**.

S.07/0638/LBC & S.07/0641/FUL – Througham Slad Manor, Bisley – Erection of garage including an office and one-bedroom flat.

Construction of hardstanding – **Object/Comment** – The siting of the proposed building, amongst others, is not in itself an issue. However, the scale and therefore the visual impact of the proposed building is inappropriate (Policy HN16) and would dominate, particularly with the elevated roofline. We also have concerns that, at a later date, this building could be converted into a separate dwelling, which we would find unacceptable.

S.07/0604/LBC – Honeyhill, Bismore, Eastcombe – External alterations to dwelling to form new window openings, dormer window, re-cladding and re-roofing of outbuilding – **Support**.

S.07/0653/LBC & S.07/0654/FUL – The Cottage, Througham Slad Manor, Bisley - Internal refurbishment of total building including new glazed external screen, landscaping, swimming pool refurbishment and construction of pool plant room – **Comment only** – We believe the plant room could be more appropriately positioned to avoid potential disturbance of neighbours. The refurbishment, whilst of a contemporary design, appears to be out of keeping with surrounding buildings. We are concerned that works on the swimming pool have already commenced and that hedging has been removed before this application has been considered.

S.07/0749/FUL – Froghoppers, Brockley Acres, Eastcombe – Erection of garden room/utility room – **No Observations**.

S.07/0762/LBC – Lion House, Holloway Road, Bisley – Internal alterations to provide new bathroom and walk-in wardrobe – **Support**.

S.07/0748/FUL & S.07/0751/LBC – Penn House, Oakridge Lynch – Extension to existing property, alterations and refurbishment – **Object** – Detailed comments on this application were available at the meeting for inspection by councillors.

S.07/0777/CAC – Gladstone Cottage, The Street, Eastcombe – Demolition of single-storey flat-roofed extension – **Comment only** – The flat-roofed extensions concerned add nothing of value to the conservation area.

S.07/0790/FUL – 24 Bearsfield, Bisley – Replacement of existing fence and leylandi hedge with 1.8 metre close-boarded fence and 1.00 metre palisade fence – **Support**.

S.07/0813/LBC – Britannia House, High Street, Bisley – Replacement of window in dormer – **Support**.

S.07/0902/COU – Gladstone Cottage, Dr Crouch's Road, Eastcombe – Change of use of agricultural land to domestic curtilage – **No observations**.

All planning decisions where indicated were ratified by the whole meeting.

07.05 13 **Correspondence**

The following correspondence has been received during the last month and was on the table for inspection:

CPRE	Stroud Branch News – April 2007
SDC	Affordable Housing News April 2007
Wickstead Leisure	Play Equipment Magazine
National Association of Local Councils	May 2007 Journal

07.05 14 **Ward Matters**

a) **Bisley**

Mrs L Hemming advised that a 'test clean and cut' on the Bisley War Memorial had indicated that it might be possible to achieve acceptable restoration by means of cleaning alone. The contractors had therefore been instructed to proceed with this work, which if satisfactory, would prove much less costly.

Mrs Hemming also mentioned that the Cricket Club intended to purchase their own 'gang-mower' for use on the King George V Field. The Clerk said that the Parish had accepted a contract for field maintenance for 2007/08 so any work carried out by the Cricket Club would be in addition to this maintenance.

- b) **Eastcombe**
Mr C James advised the meeting of recent incidents of break-in to property, theft of mobile phones and anti-social behaviour in the Parish. He recommended that there should be a more co-ordinated effort between Community Police, Neighbourhood Watch and even Schools to minimise the incidence of such events.
Mr R K Brooks asked for details of the new Editor of the Bisley News, following the very sad death of Nick Riches. The Clerk undertook to provide this information for inclusion on the Parish website.
- c) **Oakridge**
Mr R S Bryant advised that the Bisley Gun Club had withdrawn its Notice of Appeal to the Noise Abatement Order imposed by SDC. He also advised that the construction of what appeared to be a modern replica of a Viking 'Longbarrow' on land close to the Bisley to Oakridge Road had been halted pending an application for retrospective planning permission.

07.05 15 **Date and Place of Next Meeting**

The next meeting will take place on Wednesday 6th June 2007 at Bisley WI Village Hall.

There being no further business the meeting closed at 22.00 hours.