

**MINUTES OF THE BISLEY-WITH-LYPIATT PARISH COUNCIL ANNUAL GENERAL MEETING HELD ON WEDNESDAY 7th MAY 2008 AT BISLEY WI VILLAGE HALL**

<b>Present:</b>	Mr P Thorp		Chairman
	Ms L Greene	}	
	Mrs L Hemming	}	Bisley Ward
	Mr R K Brooks	}	
	Mr C James	}	Eastcombe Ward
	Mr D B Hunt	}	
	Mrs E Petch	}	
	Mr A E Davis	}	
	Mr R N Budgeon	}	Oakridge Ward
	Mr N M MacLeod		Clerk

No members of the public were present.

- 08.05 1. **Apologies for Absence**  
Apologies for absence were received from Councillor Mr P Dawes and Mrs C Nash.
- 08.05 2. **Public Participation**  
No members of the public were present.
- 08.05 3. **Tribute by Acting-Chairman**  
The Acting-Chairman Mr A E Davis said that on behalf of the Parish Council and Parishioners he wished to record a Tribute to the Chairman – Richard Bryant – who had suddenly and very sadly died during a visit to his new house in Scotland. Mr Davis summarised the outstanding service given by Richard Bryant over more than 30 years as a Councillor, Ward Chairman and Parish Council Chairman. Richard had been the driving-force behind the success of many projects in the Parish and his pragmatic and common-sense approach to the ever-increasing demands placed on Parish Councils had been of immense value. All at the meeting agreed that Richard will be fondly-remembered and sorely missed
- 08.05 4. **Election of Chairman**  
Following from the death of Richard Bryant it was necessary to elect a new Chairman of the Parish Council. Mr R N Budgeon proposed Mr P Thorp to fill this position. This proposal was seconded by Mr R K Brooks and was carried unanimously. Mr

Thorp took the Chair, thanked councillors for their vote of confidence and said he would do his best to discharge the responsibilities vested in him.

The possible appointment of a Deputy Chairman was also discussed. Various alternative proposals were suggested for this position and it was agreed that the subject would be considered by Wards before considering the preferred option.

08.05 5. **Co-option of New Parish Councillor**

Following publication of the Statutory Vacancy Notice for Eastcombe Ward, SDC had advised the Parish that there had been no representation from electors within the Parish requesting that an election be held. The Parish was authorised to fill the vacancy by co-option. Mr R K Brooks proposed Mrs Liz Petch to fill the vacancy. Mr Brooks said that Mrs Petch, a resident of Eastcombe, had shown a keen interest in joining the Parish Council and that the Ward were confident that she would make a valuable contribution to the work of the Ward and Parish Council. Ms L Greene seconded the proposal which was then carried unanimously. The Chairman welcomed Mrs Petch to membership of the Council.

08.05 6. **Ward Appointments**

These were agreed as follows:

Bisley Ward

Ms L Greene

Ward Chair  
Chair of Planning Sub-Committee  
Allotments Warden  
Traffic & Transport  
Snow Warden  
Playing Fields Warden  
Windyridge Play Area Warden

Mr P Thorp

Ms L Hemming

Mrs C Nash

Eastcombe Ward

Mr R K Brooks

Ward Chair  
Snow Warden  
Traffic & Transport  
Playing Fields Warden  
Pavilion Committee Representative  
Chair of Planning Sub-Committee  
Open Spaces Warden  
Ex Officio Allotments Warden

Mr C James

Mr D Hunt

Mrs L Petch

Mr R Clack

Oakridge Ward

Mr A E Davis

Ward Chair  
Allotments Warden  
Traffic & Transport  
Chair of Planning Sub-Committee  
Playing Fields Warden

Mr R N Budgeon

Mr P Dawes

Appointments to following additional Representative positions were also agreed:

John Taylor Foundation	Ms L Hemming
Charities for the Ancient Parish of Bisley	TBD
Oakridge Village Hall Trust	Mr A E Davis
Neighbourhood Watch	Mr C James
Twinning Committee	Mr R K Brooks
Parish Transport	Mr P Thorp
Trees	Mr R Mackie

08.05 7. **Declaration of Interests**

No declarations of interest were notified.

08.05 8. **Minutes of Previous Meetings**

The final draft minutes of the meeting held on Thursday 3<sup>rd</sup> April 2008 having been circulated were approved and the Chairman signed the Minute Book.

08.05 9. **Matters Arising**

(a) **Parish Plan/Village Design Statement** – Mr P Dawes provided the meeting with a written update on progress with the Village Design Statement. Despite advance publicity, attendance by the public at the first two consultation meetings in Eastcombe and Oakridge had been disappointing. However, those who did attend engaged actively to provide very useful information and feedback to the Design Team. Greater support will be canvassed for the meetings yet to be held in Bisley and Miserden.

(b) **Parish Green Spaces**

The Clerk provided councillors with a list detailing the various title documents held by the Parish Council. Initial examination of the list indicated that not all green spaces were included and it was agreed that further work was needed to ensure that the list was comprehensive. Thereafter, consideration would be given to the merits or otherwise of formal Land Registration of titles.

(c) **Parish Energy Policy Paper**

Mr R N Budgeon said that the original purpose of the Energy Paper he had produced was to inform councillors. Since first publication, various changes and alterations had been included. These had resulted in the 'Paper' becoming suitable for use as a 'Consultation Document' for consideration and comment by parishioners. Ms L Greene proposed that this consultation should proceed. Mr D Hunt seconded the proposal which was passed unanimously. Mr R K

Brooks said that before consultation, the document should be edited to separate the actions that parishioners could take in their own home from those which would require much wider community involvement. Mr Budgeon agreed to carry out this edit. It was agreed that a 6-month period of consultation would be set in place, to include both the parish and village websites.

**(d) Street Cleaning in the Parish**

Following on from the last meeting, the Clerk had sought clarification from SDC concerning the published Street Cleaning Schedule for the District. It transpired that this schedule was for not for regular cleaning and that the response time of 24 hours shown for Bisley and Eastcombe was to deal with 'one-off' instances of street rubbish. For some strange reason the response time for Oakridge village was 'within 14 days', although this would be brought forward to deal with a significant problem.

08.05 10. **District Council Matters**

District Councillor P Carrick briefed the meeting on the following issues:

Cardboard Bank – SDC would press ahead to install a 'Cardboard Bank' in the Parish. The 'bank' would be situated in the carpark of the Butcher's Arms Inn at Oakridge Lynch. Use of the facility would be restricted to the Bisley-with-Lypiatt Parish only. Suitable signage would be needed to ensure that the 'bank' is used as intended and that the site is maintained in a clean and tidy condition.

Kitchen Waste Re-cycling – The 'trial' being conducted in The Stanleys was proving most successful. The results would be evaluated in October 2008, when a decision would be taken on the value of extending the project to other parishes. Councillor Carrick would press for this Parish to be included.

08.05 11. **County Council Matters**

County Councillor J Nash reported the following points to the meeting:

Waste – Gloucestershire Waste Partnership was working to produce a co-ordinated approach to reducing and re-cycling the County's waste. During the last 5 years the growth of waste has been reduced by 50% and 40% of household waste is re-cycled. The target for 2020 is nil growth in waste and re-cycling of 60%.

A417 'Missing Link' – There was still no progress with improvements to the dangerous stretch of road between the Gloucester by-pass and Nettleton Bottom and serious accidents continue to occur. The Government had downgraded the priority

from a National Scheme to a Regional Scheme which was particularly disappointing.

Lorry Management in the AONB – Initial evaluation of the Management Scheme had been completed. A strategy had been proposed to improve area-wide signage and to make changes to the enforcement regime. Detailed costing were being drawn up and discussions would take place with the Police before formal procedures for implementation are determined.

Regional Spatial Strategy – During May the Government will publish the Secretary of State's response to the Panel Report following the Examination in Public last year. Thereafter there would be a consultation period of around 12 weeks leading to the final Strategy at the end of 2008 or early 2009.

Street Lighting – The project to reduce the use of street lights has included 26 parishes alongside the original 'pilot parishes'. This involved the conversion of 5,700 lights and the County Council would seek 'matched funding' from the Government to support the project.

Stroud Canal Project – The County Council is proposing to build a bridge at the site of the A46 at the Merrywalks mini-roundabout as part of the restoration of the Stroudwater Canal.

Social Services – The Carers Grant from Government to Local Authorities has been set at £1.77M for this year and funding is secure for the next 3 years.

Education – 'Cyber-bullying' had become a worrying trend in schools in the County. County Council will provide schools with an 'Anti-bullying Pack' with advice on how best to address this problem.

## 08.05 12 **Matters for Discussion**

### a) **Annual Audit of Parish Accounts**

The Clerk presented councillors with a copy of the Annual Parish Accounts for the Year ended 31<sup>st</sup> March 2008. The Clerk summarised the financial situation of Parish Funds and in particular, the Reserve Funds which are earmarked for specific projects to improve facilities in the Parish. There were no specific queries raised and the Chairman asked councillors to accept the accounts for the FY 2007/08, which were still subject to external audit. Ms L Greene proposed that the accounts be agreed by the Parish Council. The proposal was seconded by Mr A E Davis and carried unanimously. The Clerk said he would report further to the Council when the accounts had been accepted by the external auditor – Moore Stephens, Chartered Accountants.

**b) Provision of a Cardboard Bank**

Councillors had received a copy of the email from SDC which set out the general details for the provision of a cardboard bank which they hoped could be sited in the car park of the Butcher's Arms in Oakridge Lynch. Mr A E Davis expressed strong reservations about this project and said that it was essential that the Parish be provided with more details about the bank including dimensions and photographs. District Councillor Carrick said that these banks came in 3 different sizes and that SDC would advise on which size was best-suited to the needs of the Parish. Mr Davis said he remained concerned that the cardboard bank would be unsightly and that the site would become untidy if cardboard was not placed properly in the container.

**Post-Meeting Note:** The Clerk visited the cardboard bank site at the car park at Kings Stanley, which was similar to the one proposed for this Parish. Photographs were taken and circulated to all councillors.

**c) RoSPA Report on Parish Play Areas**

Copies of the Annual RoSPA Report on play areas within the Parish were passed to each Ward. Play Area Wardens were asked to examine the report for their respective areas to determine actions which required attention. Whilst no 'High Risk' problems had been detected by the inspection, 'Medium Risk' observations needed to be prioritised and addressed as funding permitted.

**d) Safety of Parish Pavilions**

Councillors discussed the measures required to ensure that pavilions complied with regulatory safety standards. Electrical inspections of the pavilions at Bisley and Oakridge were being undertaken and a fire inspection of the Bisley pavilion had already been completed. Free-standing appliances (where applicable) also required regular safety checks. The Parish Council undertook to determine how this could be carried out on a parish-wide basis.

**e) S137 Applications**

Applications for financial assistance under Section 137 of the Local Government Act had been received from the Bisley News and the Bisley Cricket Club.

It is customary for the Parish Council to provide support to each of the Village Newsletters on an annual basis. It was agreed that this support would continue and that the Bisley News would benefit when the annual Section 137 payments were considered in August. The Clerk was asked to notify the Editor of the Bisley News accordingly. The Bisley Cricket Club sought assistance towards the cost of a new lawnmower for the cricket square. Preparation of this area required 'bespoke' equipment at a cost of just over £2,000.00. The Parish Council gave 'in principle' agreement to provide a sum of 'up to

£1,000.00, on condition that the Club produced three independent quotations of cost and undertook to assist with fund-raising activities for the Pavilion Improvements Project and cricket-coaching for youth in the parish. The Parish Council considered that such payment fell within the terms and conditions of the 'Bisley Gift', for which a balance of £2,427.49 remained unexpended. It was proposed by Mr R N Budgeon that this payment should be made from 'Bisley Gift' funds. The proposal was seconded by Mr R K Brooks and carried unanimously.

**f) Rural and Community Grants**

The Clerk reminded councillors that the closing date for submission of applications the SDC Rural and Community Grants was Friday 27<sup>th</sup> June 2008.

**g) 'Climate Change Condensed'**

The 'Climate Outreach & Information Network' had offered the Parish the opportunity to attend a Presentation and Discussion on Climate Change and the actions which can be taken to reduce and minimise the effects of this serious issue. It was agreed that attendance at this event would be of great value to the Parish Council in providing information to parishioners on how best to contribute to climate change actions. Mr R N Budgeon and Ms L Greene volunteered to attend and it was agreed that entrance costs would be met from parish funds.

08.05 13 **Finance**

**Receipts April 2008**

Bank Interest	£101.23
Alloment Rents	£167.50
Club Fees	£82.50
SDC Arts Grant	£1,000.00
SDC BCCS Grant	£685.00

**Total Receipts** **£2,036.23**

<b>Payments – May 2008</b>	<b>£</b>	<b>VAT</b>	<b>Total</b>
T W Hawkins – Contract Grass Cutting	720.00	126.00	846.00
The Consortium – VDS Equipment	56.99	9.97	66.96
JNC Fire Protection – Inspection Bisley	20.60	3.61	24.21
Eastcombe Village Hall Hire	10.00		10.00
P Lorenzen – Gate at Oakridge Allotments	220.00	38.50	258.50
N M MacLeod – Refund of Office Costs	70.36	8.04	78.40
I Trueman – Grounds Maintenance E’Combe	18.00		18.00
S Beard – Hedging Bisley Allotments	131.30		131.30
I Trueman – Grounds Maintenance Bisley	45.00		45.00
BCCS Grant for Shredder	685.00		685.00
P Hayward-Berry – Grass Cutting Oakridge	6.50		6.50
N M MacLeod – Salary April 2008	715.40		715.40
HM Revenue & Customs – Tax/NI	314.52		314.52
Play Safety Ltd – Play Area Inspections	296.00	51.80	347.80
Eastcombe Village Hall – Hire for VDS Meet	10.00		10.00
<b>Totals</b>	<b>£3,319.67</b>	<b>£237.92</b>	<b>£3,557.59</b>

**Petty Cash Payments – April 2008** **£69.58**

**Cash Balance as at 30 April 2008** **£13,213.20**

**Bisley Gift Balance as at 30 April 2008** **£2,427.49**

**Bisley Lock-up Balance as at 30 April 2008** **£2,104.83**

**Westbury Gift Balance as at 30 April 2008** **£10,000.00**

**Parish Office Reserve as at 30 April 2008** **£15,000.00**

**Community Tennis Court Fund as at 30 April 2008** **£2,500.00**

## 08.05 14 Planning

The following Planning Applications have been received during the past month and the Planning Sub-Committees' responses are recorded.

### Bisley Ward

**S.08/0598/FUL** – Penworth, George Street, Bisley – Erection of detached garage – **Comments Only** – There will be some visual impact on two neighbouring properties and possibly additional pollution – driving up a steep slope will be required to access the proposed site (Policy GE1). We have concerns at the loss of garden space for the purposes of building a garage when there appears from the plans to be adequate space on existing hard surfacing below the 1.5 metre higher garden

### Eastcombe Ward

**S.08/0620/FUL** – Hawkridge, Fidges Lane, Eastcombe – Erection of one dwelling on land adjoining Hawkridge House – **No Observations**.

### Oakridge Ward

**S.08/0566/FUL** – Jacaranda, Limekiln Lane, Waterlane, Oakridge – Two-storey extension to replace existing garage, conservatory to rear, oil tank location to front of garden in lieu of garage – **Support/Comment** – We have a couple of observations. The name on the application form is 'Jaquinara' and the name on the SDC Sheet is 'Jacaranda' – which is correct? The drawing says that the wall finish is 'as existing reconstituted stone'; the form says 'existing render' – this needs clarifying.

We see no reason to refuse this application.

**S.08/0565/FUL** – Treetops, Oakridge Lynch – First-floor extension – **Support**.

**S.08/0576/FUL** – Penn House, Oakridge Lynch – Erection of two single-storey extensions, conversion of lean-to store into a habitable room, erection of a porch. Internal alterations & enclosure of existing loggia; replacement windows. Demolition of existing garage and shed with replacement double-garage. – **Support/Comment** – Penn House has been modified and extended over the years and these new proposals could be sympathetically incorporated into the dwelling. We support this application.

**S.08/0664/CPE** – The Studio, Tunley, Sapperton – Single dwelling and studio – **Comments Only** – We agree that this site has been used as a studio for many years. We are not aware that it has been a dwelling although we are aware that people have stayed on the site. To our knowledge this site was originally part of The Old Chapel. We would have no problem with this site having a dwelling on it

providing it was a 'Low Impact Dwelling' (LID); guidance can be gained from other District Plans such as Pembrokeshire. If this application was granted we would like to see any future application for building to be considered as a LID.

08.05 15 **Correspondence**

Gloucestershire Playing Field Association	Spring 2008 Newsletter
Campaign to Protect Rural England	Spring 2008 Newsletter
Project Management Institute	Project Manager 2008
National Association of Local Councils	May 2008 Journal

08.05 16 **Ward Matters**

a) **Eastcombe**

Mr R K Brooks advised that Eastcombe Ward had no specific points to raise.

b) **Bisley**

Ms L Greene advised that a Plaque would be placed at the Bisley Pavilion to recognize the superb contribution made to the welfare and facilities in Bisley Village by the Late Duncan Ridler through his Legacy known as 'The Bisley Gift'. Appropriate wording for this Plaque had been agreed with Michael Flint, the Administrator of the 'Gift'.

Ms Greene said that there was a requirement for the Bisley Community Composting Scheme (BCCS) to have access to a water supply. It was envisaged that this would be achieved by a sub-metered supply from the Allotments which would be paid for separately by the BCCS

c) **Oakridge**

Further to his opening remarks as Acting-Chairman, Mr A E Davis advised the Parish Council that Oakridge Ward would place a wooden bench-seat at Far Oakridge dedicated to the memory of former Chairman - Richard Bryant. This seat would bear a suitably engraved plaque. Councillors felt that this seat, situated, just a short stroll from Richard's house, would be a most appropriate and enduring tribute to his outstanding contribution to the Parish.

Mr Davis added that at the request of the Bryant family, rather than send flowers, mourners may wish to benefit Richard Bryant's chosen Charity – The British Heart Foundation. The Council agreed

unanimously to send the sum of £100.00 to The British Heart Foundation

08.05 17 **Date and Place of Next Meeting**

The Annual General Meeting of the Parish Council will be held at Bisley WI Village Hall on Wednesday 4<sup>th</sup> June 2008 commencing at 7.30 pm.

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