

**MINUTES OF THE MEETING OF THE BISLEY-WITH-LYPIATT PARISH
COUNCIL HELD ON WEDNESDAY 5 AUGUST 2009 AT OAKRIDGE LYNCH
VILLAGE HALL**

Present:	Mr P Thorp		Chairman
	Ms L Greene	}	Bisley Ward
	Mr S Trinder	}	
	Mr R K Brooks	}	Eastcombe Ward
	Mr D Hunt	}	
	Mrs V Nairn	}	
	Mr P Dawes	}	Oakridge Ward
	Mr R N Budgeon	}	
	Mr N Holliday	}	
	Mr N M MacLeod		Clerk

In attendance: County Councillor Mrs J Nash
District Councillor Mrs P Carrick

Three members of the public were present.

- 09.8 1. **Apologies for Absence**
Apologies for absence were received from Councillor Mrs L Petch and Councillor P Bradley.
- 09.8 2. **Declaration of Interests**
No declarations of interest were received.
- 09.8 3. **Resignation of Councillor and Retirement of Clerk**
The Chairman said that he must sadly confirm to the Meeting the resignation of Councillor Mr A E Davis from the Oakridge Ward. The Chairman paid a glowing tribute to the substantial contribution Mr Davis had made to work on the Parish Council and most importantly to the Oakridge Ward where he had served as both a Councillor and latterly Ward Chairman. The Chairman expressed regret that Mr Davis had felt it necessary to leave the Parish Council at this time and said that his wealth of experience and wise counsel would be greatly missed by all.
The Chairman also advised the Meeting that the Clerk Mr N M MacLeod had tendered the required 3 months' notice to relinquish his position as Clerk to the Council, but would remain in office until a suitable replacement had been found. The timing of this could be dependent upon the outcome of discussions with the Methodist

Church in Bisley about the possibility of operating a Parish Office from the Church building.

- 09.8 4. **Public Participation**
Mrs P M Battison of Oakridge Ward said she wished to express gratitude on behalf of the village for the excellent work of Councillor A E Davis during his time in office. Mrs Battison added that Mr Davis had a deep knowledge of all parts of the village and ensured that all matters requiring attention were dealt with promptly and effectively. Mr Davis had achieved a great deal to the benefit of the village and its residents and his departure from the Parish Council was a great loss.
Mr R L Gardiner from Oakridge Ward said he was sad to learn that the Clerk – Mr N M MacLeod – was also leaving and expressed gratitude for the close liaison Mr MacLeod had maintained with the village.
- 09.8 5. **Minutes of Previous Meeting**
The Minutes of the previous meeting held on 1 July 2009 having been circulated to all councillors were approved and the Chairman signed the Minute Book.
- 09.8 6. **Matters Arising**
(a) Parish Office
The Chairman advised the Meeting that the Parish Council had written to the Methodist Church in Bisley in response to questions posed about the potential use of part of the Church building as a Parish Office. The contents of the letter would be considered by the Church Minister and the Property Department of the Church. It was hoped that a reply to the Parish Council letter would be received by the end of August.
- 09.8 7. **District Council Matters**
District Councillor Mrs P Carrick briefed the Meeting on the following matters:
Warmth and Well-being Scheme – This Scheme to provide bags of waste-wood briquettes to the elderly in the District had proved a great success. Stroud District Council had now arranged for a charitable company – ‘WoodUWaste’ – to run the enterprise on behalf of the District. The production of briquettes for the coming winter was underway and acquisition of a trailer would improve the distribution service to those in need. In response to a question about the availability of information on the Scheme, District Councillor Carrick said that this was mainly through doctors’ surgeries and word of mouth. However, it was intended to seek

greater involvement from Parishes and that more information would be presented at the September PC Meeting.

Cotswold Canal Restoration – Confirmation had been received from the Heritage Lottery Fund that a sum of £11.9M would be made available for Phase 1 of the Scheme. The funding for work already carried out was secure and the Project Management Team had been strengthened. It was envisaged that new work would commence at Brimscombe and work westwards towards Ebley Mill.

Kemble to Swindon Railway – Following considerable pressure from Gloucestershire County Council there was expectation that improvements to the Kemble to Swindon Railway link would now proceed.

09.8 8. **County Council Matters**

County Councillor Mrs J Nash reported to the Meeting the following matters:

Elections – Following the elections in June, the County Council has concentrated on Councillor training for the newly-elected and for those who have changed portfolios and responsibilities. This should be completed by the end of August.

Waste – The management of waste will be one of the most challenging issues facing the Council over the coming 4 years. Ten companies have been invited to submit outline ideas for dealing with rubbish disposal. They will also be required to complete a pre-qualification questionnaire to establish their technical expertise and financial and legal positions. Thereafter, some of these companies will be asked to present 'refined' proposals to the Council.

Recycling and Composting – For the FY 2008-09, the County Council achieved a re-cycling and composting rate of 42% compared with 36% in the previous year. All Districts exceeded their individual Local Area Agreement targets. Average landfill waste is now 632kg per household compared with 734kg in FY 2007-08. The statistics for Stroud District were 27% for recycling and composting and 534kg per household to landfill. A discussion followed about inconsistencies when comparing the relative statistics between Districts. The treatment of green waste and community composting were given as examples of the differences which resulted in the 'raw' statistics providing inaccurate comparisons. District Councillor Mrs P Carrick was asked to obtain more detailed results for the Stroud District.

Gloucestershire Archives and Gloucestershire Family History Society (GFHS) – The GFHS is a charity staffed entirely by volunteers. It is now based at the Frith Centre on the same site as Gloucestershire Archives. The two organizations are now able to work together more closely and with an increased interest in

family history. This should result in greater information becoming available to members of the public carrying out historical research. Summer Reading Challenge in Gloucestershire Libraries – This Scheme - now in its 11th year – encourages children from 4 to 12 years of age to read 6 or more books during the summer holidays, with incentives and rewards on offer. This year, the Scheme will additionally target young carers, travellers' sites and disabled children. Last year 9,702 children participated and it is hoped to achieve in excess of 10,000 this year.

Draft Flood and Water Management Bill – The County Council's response to this draft Bill is in preparation. Whilst the Bill seeks to clarify responsibilities for flood and water management, the numerous new responsibilities placed on local authorities are not backed by clear funding arrangements. A good number of organizations have responsibility for different elements of the rivers and drainage network and the County Council is proposing Joint Flood Management Boards in order to provide strategic political direction, power to direct key partners and revenue raising powers. Following the floods of 2007, it is considered essential to draw together the key agencies. It is not yet clear when this Bill will be presented to Parliament.

09.8 9. **Matters for Discussion**

a) **Election of Councillor – Oakridge Ward**

Following publication of the Vacancy Notice to fill the position of Councillor in Oakridge Ward, the local electorate called for an Election to be held. The closing date for nominations is 6 August 2009. The cost to the Parish of an uncontested Election will be circa £100.00 and this would rise to over £1,000.00 if a contest is to be held.

b) **Recruitment of a Parish Clerk**

A new Parish Clerk would be sought to fill the vacancy arising from the retirement of the present Clerk. Following a meeting of the Chairman and Ward representatives it was recommended that the new Clerk be recruited on the basis of 20-hours per week, as per the current terms of service. However, after a 'settling-in' period, the new Clerk would be asked to assess the workload involved, with a view to the recruitment of an Admin Assistant if considered necessary.

Until a decision was reached on the possible establishment of a Parish Office in the Methodist Church, the place of work of the new Clerk was uncertain. It was agreed that if no decision was forthcoming by early September, recruitment of the new Clerk would be on the basis of working from home.

c) **Bisley Pavilion Refurbishment Update**

The Chair of Bisley Ward presented Councillors with copies of the revised architect's drawings for the Bisley Pavilion Project, together with a point-brief on the important elements of the plans. Essentially,

these would involve the demolition of the existing building and the construction of a new Pavilion on the existing site. Two alternative plans had been drawn-up, both of which included ground and first-floors. Either could be adapted to encompass a Parish Office if this remained a requirement. The projected cost of the new Pavilion to full Sport England Standards would be around £183,000.00, but this sum excluded fitting-out the first floor and the provision of a lift. The construction would meet the highest standards of insulation and heating would be provided by a biomass boiler. The designs had been kept deliberately simple to reference the village vernacular, yet maintain a distinctive sporting 'pavilion-style' format.

In order to gain some feed-back from likely users of the facility, the plans had been discussed with the Cricket Club and copies had been sent to Bisley Blue Coat School and the PTA. The plans would now be considered by the full Pavilion Steering Group. Councillors expressed enthusiasm for the work carried out so far and agreed that the project should continue to be developed.

d) Payment for Youth Activities in Bisley Ward

The Chair of Bisley Ward briefed Councillors on the Junior Cricket Coaching taking place at the Recreation Ground at Bisley. The sessions - open to all 'budding' cricketers in the Parish - had commenced during the summer term and had continued into the school holidays. The development of youth activities schemes was an important ingredient in carrying forward the Bisley Pavilion renovations. The Ward had made provision in its precept to support this initiative and the Meeting approved the payment of £1000.00 to the Bisley Cricket Club, which had organised the events, purchased the equipment and provided qualified coaching staff.

e) Energy/Sustainability – Access to Funding

Councillor R N Budgeon of Oakridge Ward briefed the Meeting about the many grants available to parishioners and communities to improve energy efficiency, sustainability, warmth and well-being, recycling and disposal of waste. Some of these grants offered 100% funding and could include community projects. However, there was a problem for individuals and organisations to access this information and to initiate the actions required to benefit from these opportunities. Furthermore, the work involved in applying for some of the larger organisational grants was onerous and beyond the 'voluntary' resources available in many parishes. Guidance and assistance would be needed to maximise the benefit to communities and individuals of the funding available. It was suggested that this might be achieved if parishes 'pooled' resources and expertise from within parish councils and from the community at large. This could be promoted under the 'Sustainable Communities Bill' via Stroud District Council. Additionally, a professional 'co-ordinator' could be needed to draw together the

groups involved and to link communities and individuals to the grant monies available. This person could be employed on a part-time basis, possibly by a Parish Council, but preferably by an independent grouping such as the Bisley Community Composting Scheme or similar body with an appropriate sustainability development constitution. It might even be feasible to 'upgrade' such a body from a voluntary organisation to one with charitable status and a broader agenda.

Councillors were agreed that it was unacceptable to forego the considerable funding available because the effort involved in obtaining information and submitting applications was too great. County Councillor Mrs J Nash said that this issue had been raised by others and she undertook to 'canvass' the parishes within her aegis to determine if they had an interest in becoming involved in a 'collective' grouping capable of achieving results. Mr R N Budgeon also recommended that the Parish Council's Sustainability Policy is not just a policy, but is part of an active service delivery mechanism enabling all residents to obtain information and benefit from a sustainable lifestyle. Finally, it was considered that Gloucestershire Rural Community Council should become involved in this initiative and the Clerk was asked to advise them of our aims and to determine the assistance that might be available.

f) Investment in Ethical Funds

The Clerk had investigated the options available for the Parish to place funds with an 'ethical' bank. Various organisations had been considered, but the Clerk advised that the Co-operative Bank offered the widest and most practical range of services. In particular, the Co-operative Bank operated a business banking facility which was specifically 'tailored' to the needs of community organisations such as Parish Councils. Moreover, the full range of services offered could be executed through local Post Offices, which would be advantageous to these offices and to the Clerk in terms of the time involved in dealing with banking matters. Internet banking services were also available which would be beneficial in ensuring that funds were transferred between accounts in a timely and interest-effective basis.

Councillors were agreed that the services offered by the Co-operative Bank satisfied the ethical requirements of the Council and authorised the Clerk to progress the gradual transfer of Parish Funds to appropriate accounts, in accordance with the statutory regulations applicable to the security of public finances.

g) Allocation of Social Rented Accommodation in Gloucestershire

Councillors had received a letter from the Housing Advice Manager at Stroud District Council publicising the new 'Gloucestershire Homeseeker' procedure for the allocation of social rented accommodation in the County. This 'on-line' procedure would require

all applicants for social housing to access a computer during the period 23 September to 27 October 2009 to re-register their full details and requirements. Thereafter, a list of available properties would be publicised weekly and applicants would have the opportunity to 'bid' on-line or through a dedicated telephone number for any property which meets their needs. This system will enable applicants to be proactive in searching for property, rather than simply awaiting allocation through the Council Housing Department.

Councillors expressed concern that many of the current and future applicants for social housing may not have ready access to a computer to carry out re-registration and to keep up-to-date with the properties available. Parishes have been asked to provide assistance through the placement of the available property list on notice boards and to provide public access to a computer if such is available.

The Clerk was asked to clarify the procedures with District Council and to register the concerns of Councillors.

09.8 10. **Finance**

Receipts July 2009

Bank Interest	£2.23
Allotment Rent	£44.50
Tennis Court Subscriptions	£60.00
Burial Fee at Oakridge	£100.00
Grant for Bus Shelter at Bisley	£2,000.00
Bisley Pavilion – Donation from Quiz	£51.00

Total Receipts **£2,257.73**

The following payments were approved by the Parish Council

	£	VAT	Total
Berrymans Lace Mason Solicitors – VAT		231.00	231.00
Mole's Services – Maintenance Oakridge	185.00		185.00
N Power – Electricity Bisley Pavilion	66.75	3.34	70.09
W Pankhurst – Tennis Court Grill	60.00		60.00
The Consortium – Grit Bin Eastcombe	118.20	17.73	135.93
D Richards – Maintenance Bisley	240.00		240.00
C Wynn – Chimney Bisley Pavilion	35.00		35.00
Wiggly Worm Ltd – S137 Payment	300.00		300.00
Clerk Salary – July 2009	736.18		736.18
HM Revenue & Customs – Tax/NI	320.77		320.77
Wicksteed Leisure – Swing Seats (E)	69.50	10.43	79.93
T W Hawkins – Contract Grass Cutting	1,500.00	225.00	1,725.00
Bisley Cricket Club – Youth Coaching	1,000.00		1,000.00
Totals	£4,631.40	£487.50	£5,118.90

Petty Cash Payments – July 2009	£66.92
Cash Balance as at 31 July 2009	£17,549.24
Bisley Lock-up Balance as at 31 July 2009	£2,137.43
Westbury Gift Balance as at 31 July 2009-	£10,000.00
Parish Office Reserve as at 31 July 2009	£17,000.00
Bisley Pavilion Reserve as at 31 July 2009	£5,051.00

09.8 11. **Planning**

The following Planning Applications have been received during the past month and the Planning Sub-Committee's response is recorded.

Oakridge Ward

S.09/0789/HHOLD – Jacaranda, Limekiln Lane, Waterlane – Amendments to permission S.08/1350/FUL (window in lieu of garage door, door to ground floor extension, velux windows, timber construction around oil tank, amendment to conservatory shape, lean-to roof extended, external finishes added) – **Support**.

S.09/1067/HHOLD and S.09/1073/LBC – Conversion of garage/storage building into staff accommodation – **Support/Comment** – We support the re-use of this building to one that is more appropriate for this time. This change will make no difference to the use of the site and little significant difference to the visual appearance. This change will not detract from the main building and will in fact allow the site to evolve to meet the current need. This can be allowed within PPG 15 by General Policy C.5 – 'subsequent additions to historic buildings, including minor accretions such as conservatories, porches, verandas, door dressings, bargeboards or chimneys, do not necessarily detract from the quality of a building - they are often of interest in their own right as part of a building's organic history'.

09.8 12. **Correspondence**

The following correspondence received during the past month was available for inspection by Councillors:

Gloucestershire Playing Fields
Association
Carers Gloucestershire

Summer 2009 Newsletter

'Caring Matters' Magazine
Summer 2009

Care & Repair (Stroud) Ltd

Alzheimer's Society
Society of Local Council Clerks
Severn Estuary Partnership

Allotments and Leisure Gardener

Request for volunteers
To assist the elderly with
Household tasks
Newsletter Summer 2009
July 2009 Newsletter
Invitation to a Severn Estuary
Forum – 11 September 2009
Magazine Issue 3 of 2009

09.8 13. **Ward Matters**

a) **Bisley Ward**

The Chair of Bisley Ward reported the following matters:

Lawnmower – The lawnmower obtained from Eastcombe Ward had been damaged whilst cutting grass at the allotments in Bisley. Repairs would be carried out as soon as possible and charged to Bisley Ward.

Bus Shelter – A bench seat and bin had been ordered for placement at the new bus shelter in Cheltenham Road.

Ramblers Association – Permission had been given for the Ramblers Association to use the Pavilion car park on 26 August 2009.

b) **Eastcombe and Oakridge Wards**

Eastcombe and Oakridge Wards had no issues to report.

09.8 14. **Date and Place of Next Meeting**

The next Meeting of the Parish Council will be held in Bisley WI Village Hall on Wednesday 2 September 2009 commencing at 7.30 pm.

There being no further business the meeting closed at 2140hours.