

# Upper Rissington Parish Council

Village Hall, Hawker Square, Upper Rissington, Gloucestershire, GL54 2NT  
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## **Minutes of the Parish Council Meeting held on Monday 10<sup>th</sup> June 2013, 7.30pm at Upper Rissington Village Hall**

**Present:** Cllr David Harrison (Chair), Cllr Richard Arnell, Cllr John Barber, Cllr Margaret Flint, Cllr Brian Hanks, Cllr Dawn Laird, Cllr Edward Timms and Katherine Doughty (Locum Clerk/RFO).

**In attendance:** 4 members of public.

1. **Apologies:** No apologies were received.
2. **Declarations of Interest:**
  - (i) To receive declarations of any pecuniary or non-pecuniary interests from councillors on items on the agenda (councillors with pecuniary interests must leave the room at the relevant time if no dispensation has been granted): Nil
  - (ii) To receive written requests for dispensations for disclosable pecuniary interests (if any): The Clerk received a Dispensation Form from Cllr Arnell that requested dispensation on the development and matters arising from the Business Park in Upper Rissington.
  - (iii) To consider the grant of any requests for dispensations as appropriate: Nil
  - (iv) To note dispensations granted by the Clerk: Nil
3. **Minutes:** The minutes from the Parish Council Meeting held on 13<sup>th</sup> May 2013 were approved. Proposed by Cllr Harrison, seconded by Cllr Timms, carried. 1 abstention was noted due to non-attendance.
4. **Minutes:** The minutes from the Annual Meeting of the Parish Council held on 13<sup>th</sup> May 2013 were approved. Proposed by Cllr Timms, seconded by Cllr Arnell, carried. 1 abstention was noted due to non-attendance.
5. **Minutes:** The minutes from the Parish Council Meeting held on 24<sup>th</sup> May 2013 were approved. Proposed by Cllr Harrison, seconded by Cllr Flint, carried. 2 abstentions were noted due to non-attendance.
6. **Matters Arising:** To report on progress from previous meetings not covered under agenda items.
  - (i) To review the Action Log that details actions completed or outstanding from previous meetings.
    - The Clerk confirmed that Gloucestershire Play Ranger sessions have been booked for the afternoons of 7<sup>th</sup> and 21<sup>st</sup> August. No further Play Ranger sessions are available during the school summer holidays and it was resolved that the Clerk obtain availability for additional sessions during other school holidays in the year.
    - Cllr Hanks had drafted a list of outstanding actions to be pursued by the Council. Clerk is to circulate it for discussion at the July Parish Council meeting.
7. **Public session:** Nil.

**8. District/County Councillors Reports:** To report on matters of public interest.

**Cllr Venetia Crosbie Dawson, Cotswold District Council (CDC)**

The Chair welcomed Cllr Crosbie Dawson to the meeting. It was noted that funding for a visiting mobile skate park was agreed for the current financial year and that further District Council funding will be available next year.

Cllr Crosbie Dawson advised that the District Council has no land ownership records and referred the Council to Land Registry.

CDC's Case Officer has emailed Bovis & Linden Homes as they are unhappy with the lack of adherence to the compliance conditions. If compliance has not been agreed with, then the new homes cannot be sold. It was thought that 2 homes may have already been sold contrary to the understanding of Cllr Crosbie Dawson. The Council felt the developers are not communicating with it or parishioners.

**Cllr Nigel Moor, Gloucestershire County Council**

Cllr Moor was welcomed to the meeting who advised that the recent election produced no overall party majority. Conservatives are the largest party with 23 seats and with the support of other parties, an administration has been formed. Cllr Moor reported that Government funding goes through the County Council and is then passed to the Gloucestershire LEP (Local Enterprise Partnership), a public accountable body.

An ongoing concern is the maintenance of highways of which a £2.5m road surfacing programme is in place as of end of May 2013. A new 'fix-first-time' scheme has been introduced to mend all potholes in a specific area without an initial inspection.

Another concern is planning with north Cotswolds being targeted by major developers. Cllr Moor is a Town Planner by profession and offered his help with future developer concerns.

Councillors raised concerns at the state of the Little Rissington to Bourton-on-the-Water road that is in need of urgent repair and the footpath is overgrown making it unusable. Cllr Moor advised that he will inspect the road later that evening. Further local roads were reported.

A parishioner was permitted to speak who asked whether the LEPs could help bring gas to the Village via a commercial framework. Cllr Moor felt that this could be explored and that the parishioner is requested to contact him by email accordingly.

**9. Planning:** To review and consider planning applications, decisions, appeals and enforcements.

**New applications**

	<b>Ref.No.</b>	<b>Address</b>	<b>Proposed</b>	<b>Comments</b>
(i)	<a href="#">13/02306/TPO</a>	17 Wright Road, Upper Rissington	Norway maple - fell and replace	Object – Tree Officer to review.

### Decisions Made

	Ref.No.	Address	Proposed	Comments
(ii)	13/01598/TPO	27 Wright Road, Upper Rissington	T.1- Sycamore - overall reduction by 25%, raising over road and garden;; T.2 - Horse Chestnut - reduce by 20% and reduce branches towards house.	Application permitted
(iii)	13/01800/FUL	12 Wright Road, Upper Rissington	Single storey extension to side and rear.	Application permitted
(iv)	13/1744/TPO:	15 Hawker Square, Upper Rissington	Sliver birch T400 – fell.	Application permitted.

### Decisions Outstanding

	Ref.No.	Address	Proposed	Comments

### Enforcement Action

	Ref.No.	Address	Proposed	Comments
(v)	13/01376/COMPLY	Land Parcel At Upper Rissington	Compliance with Conditions 2 (slab	
	levels) and 15 (details) - Reserved matters application for the erection of 368 dwellings (comprising 304 new build dwellings and 64 dwellings provided within existing refurbished buildings) together with associated works, garaging/parking, provision of public open spaces and including details of layout, scale, external appearance of the buildings and landscaping of the site pursuant of Outline Permission (ref. 08/03697/OUT) at Land Parcel at Upper Rissington, Upper Rissington, Gloucestershire, GL54 2NP.			
(vi)	13/01206/COMPLY	Land Parcel At Upper Rissington	Compliance with condition 36 (bus	
	stops) – Partial demolition of former military buildings and existing commercial buildings and redevelopment of the application site for up to 368 dwellings, up to 3140 sqm of D1 and D2 floorspace, up to 2050 sqm of A1-A5 floorspace, up to 7100sqm of B1 floorspace; conversion of former Officer's mess, the Station Sick Quarters, the former Station Headquarters and the former Education Block for residential purposes, conversion of the former Watch Tower, the former Guardhouse and the former Sergeant's Mess for employment purposes; provision of public open space, associated access and junction improvements and other associated works.			

13/00823/COMPLY	Land Parcel At Upper Rissington	Compliance with condition 5 (phasing plan), 8 (landscaping), 22 (waste), 24 (Surface water drainage details), 25 (Remediation), 26 (Foul drainage), 27 (Drainage strategy dealing with on and off site drainage work), 28 (Water supply), 34 (Scheme for laying out constructing estate roads), 35 (cycle parking), 37 (Lighting), 38 (Slab levels) and 40 (environmental effect) - Partial demolition of former military buildings and existing commercial buildings and redevelopment of the application site for up to 368 dwellings, up to 3140sqm of D1 and D2 floorspace, up to 2050sqm of A1-A5 floorspace, up to 7100sqm of B1 floorspace; conversion of former Officer's Mess, the Station Sick Quarters, the former Station Headquarters and the former Education Block for residential purposes; provision of public open space, associated access and junction improvements and other associated works	
13/00581/COMPLY	Land Parcel At Upper Rissington	Compliance with condition 21 (external materials - phase 1) - Partial demolition of former military buildings and existing commercial buildings and redevelopment of the application site for up to 368 dwellings, up to 3140sqm of D1 and D2 floorspace, up to 2050sqm of A1-A5 floorspace, up to 7100sqm of B1 floorspace; conversion of former Officer's Mess, the Station Sick Quarters, the former Station Headquarters and the former Education Block for residential purposes; provision of public open space, associated access and junction improvements and other associated works.	
13/00580/COMPLY	Land Parcel At Upper Rissington	Compliance with conditions 4 (walling and roofing samples), 6 (stone panel), 7 (brick panel), 8 (render panel) and 12 (woodwork) - Reserved matters application for the erection of 368 dwellings (comprising 304 new-build dwellings and 64 dwellings provided within existing refurbished buildings) together with associated works, garaging/parking, provision of public open spaces and including details of layout, scale, external appearance of the buildings and landscaping of the site pursuant of Outline Permission (ref. 08/03697/OUT) at Land Parcel at Upper Rissington, Upper Rissington, Gloucestershire, GL54 2NP	
12/05000/COMPLY	Land Parcel At Upper Rissington	Compliance with conditions 10 (Bat Survey) and 30 (Parking) - Partial demolition of former military buildings and existing commercial buildings and redevelopment of the application site for up to 368 dwellings, up to 3140sqm of D1 and D2 floorspace, up to 2050sqm of A1-A5 floorspace, up to 7100sqm of B1 floorspace; conversion of former Officer's Mess, the Station Sick Quarters, the former Station Headquarters and the former Education Block for residential purposes, conversion of the former Watch Tower, the former Guardhouse and the former Sergeant's Mess for employment purposes; provision of public open space, associated access and junction improvements and other associated works.	

	11/03758/COMPLY	Land Parcel At Upper Rissington	Compliance with condition 25 (global remediation strategy) - Partial demolition of former military buildings and existing commercial buildings and redevelopment to provide up to 368 dwellings, up to 3,140 sqm of D1 and D2 floor space, up to 2050 sqm of A1- A5 floor space, up to 7,100 sqm of B1 floor space, including conversion of the former Officer's Mess, the former Station Sick Quarters, the former Station Headquarters and the former Education Block for residential purposes & conversion of the former Watch Tower, the former Guardhouse and the former Sergeants' Mess for employment purposes, together with the provision of public open space, associated access and junction improvements and other associated works	
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- 10. Funding for Youth Club Socials:** To consider and allocate as required, funds to the Village Youth Club to assist them in providing trips for older children to visit activities centres.

Cllr Barber and Cllr Laird met with Rob French and it was considered beneficial if the Parish Council could assist with funding. As no further information is available to consider, the matter was deferred to the next meeting.

- 11. Status report on Youth Shelter Working Group progress:** To provide the meeting with an update on the research so far.

Cllr Barber reported that the design, location and funding of a proposed youth shelter are of importance. Following canvassing, Youth Club members feel that the identified shelter is acceptable to them.

Cllr Laird discussed the proposed shelter measuring 4 x 4m, seats 15-20 people, with polycarbonate glazing and a solar light at a cost of £8700 (including delivery and installation). A concrete base and pockets (for installation of the corner posts) are required and a cost of £2016 has been quoted for the creation of a concrete base. A cancelled order is available at a reduced price of £7700.

A shortlist of 3 locations was distributed to the Council. The play park was ranked as the most suitable site – the other locations were the existing green and allotments site.

It was agreed that a public consultation exercise is to be undertaken. Funding for the project was proposed from the Parish Council, Youth Club and a third party. Surplus funds from the grass cutting budget in the last financial year, is to go towards youth projects, which the youth shelter should be considered for.

The Council debated concerns with the proposed locations and a show of hands favoured the play park (being on Parish Council owned land and therefore the ability to complete the project in a timely manner). 5 Councillors voted in favour, 1 against and 1 Councillor abstained.

A parishioner offered to survey residents in the play park area. As an alternative possible site, the Clerk is to write to Bovis Linden Homes to ascertain the possibility of having a shelter on the licensed land.

## 12. Finance:

- (i) To consider and authorise payments due.

Payee	Details	Amount £
npower	Electricity for hall 28 Feb-29 May 2013	399.10
Bibury	Grass cutting for April and May	2 x 1363.20 = 2726.40
Iain Selkirk	Audit work for FY 31 March 2013	175.00
Helen Parry	Final salary payment	135.27
Veronika Boshier	Cleaner salary June	149.33
K Doughty	June salary	549.98
	Office allowance	50.00
	Expenses	109.20
	Less Tax & NI	<u>133.38</u>
	TOTAL	575.80
HMRC	Tax & NI for Period 1-3 2013/14	466.70

It was agreed that the above cheques are signed. Mr Selkirk's cheque is to be issued upon receipt of the requested Public Liability Insurance certificate. Proposed by Cllr Hanks, seconded by Cllr Flint, carried unanimously.

- (ii) To complete a new bank mandate.

Cllr Timms and Cllr Harrison are current signatories. Cllr Laird and Cllr Barber agreed to be additional signatories.

- (iii) To consider and approve the audit for 2012/13.

Following distribution of the completed audit document and accompanying information, it was resolved that sections 1 and 2 of the audit form are approved. Proposed by Cllr Harrison, seconded by Cllr Timms, carried unanimously.

- (iv) To consider and approve new financial management systems.

The Clerk recommended that the Council adopt new financial management/recording systems using MoneyManager 7 (£85) and a cash book (£12.75). Cllr Arnell had concerns about the use of MoneyManager7. Cllr Hanks proposed that the new systems are implemented, seconded by Cllr Flint. Carried with one abstention.

- (v) Any other financial matters.

None.

## 13. Correspondence for Information: To review correspondence received since the last meeting (details available from the Clerk).

- (i) Cotswold District Council – Preferred Development Strategy is now available for public comment by Fri 19<sup>th</sup> July. *Available to view online and will be circulated to Councillors.*
- (ii) Letter of appreciation from Sheila Collis. *Cllr Harrison read.*

(iii) Letter from a parishioner concerning grass cutting issues. *The Council noted that other complaints had been received and it was agreed to draft a list of all missing areas/concerns. It was felt that grass cutting around trees may not be undertaken properly where there are low branches. Clerk is to draft a blanket order to the Tree Officer to apply for branches that are growing below 2m high, are pruned and ground level shoots removed. Councillors are to forward any grass cutting complaints to the Clerk for a list.*

**14. 'Around the Village':** Matters not covered by other agenda items that need addressing or noting. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

- A resident of 25 Sopwith Road contacted the Council to advise that the Silver Birch tree adjacent to the property needs to be heavily cut back or removed due to its roots damaging the footpath. *Clerk is to forward photos of the tree to the Tree Officer and ask for advice. Request Cotswold District Council level the footpath.*
- Bibury Landscapes has advised that residents in Bristol Road are dumping green waste onto areas along their perimeters that they maintain. *Clerk is to forward an appropriate letter to all residents adjacent to the Park.*
- The Chairman advised that 6 tiles have now been replaced on the Hall roof. A device needs to be installed to prevent further climbing onto the roof. *Clerk is to contact PC Gary Brewer for advice.*
- It was noted that the Social Committee's AGM is on 27<sup>th</sup> June 2013 at 7.30pm.

**15. Date of next meeting:** To confirm that the date of the next meeting will be Monday 8<sup>th</sup> July 2013 at 7.30pm in the Village Hall.

There being no further business the meeting closed at 9.12pm.



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Chair of Upper Rissington Parish Council

Date 8<sup>th</sup> July 2013