

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 8th July 2013, 7.30pm at Upper Rissington Village Hall

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

In attendance: 4 members of public.

1. **Apologies:** Cllr David Harrison and Cllr Margaret Flint.

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): *Cllr Barber and Cllr Laird declared pecuniary interests in agenda item 7. Planning – 2 Blenheim Close, being neighbours.*
- (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: *Dispensation has been granted to Cllr Arnell to discuss the development and matters arising from the Business Park at Upper Rissington.*

The Clerk advised that all Councillor Declaration of Interest forms will be made available on the Parish Council's website.

3. **Minutes:** The minutes from the Parish Council Meeting held on 10th June 2013 were approved. Proposed by Cllr Barber, seconded by Cllr Arnell, carried.

4. **Matters Arising:** To report on progress from previous meetings not covered under agenda items.

To review the Action Log that details actions completed or outstanding from previous meetings.

- **Bibury re. Grass cutting and weedkilling:** Cllr Barber to report on a meeting with Bibury and consider a quote for weedkilling.

Cllr Barber summarised the grass cutting problems and it was noted that a second meeting has now been held with Bibury. The concerns were discussed and it was noted that improvements are now being made. The contractors are trying to accommodate the Council's concerns.

It was noted that weeds are a problem in the play area, around trees and along the highway verges. Bibury has quoted £220 + VAT per day to undertake weedkilling. It was resolved that 2 days of weedkilling will be undertaken at the play area and around trees only. Proposed by Cllr Barber, seconded by Cllr Arnell, carried unanimously.

A parishioner raised concern that not all grass is being collected. Cllr Barber advised that a mulching mower is used and the grass is therefore not collected.

- **Play Ranger:** Play Gloucestershire has confirmed the Play Ranger dates of 7 and 21 August. Posters are to be sent at the end of this week. Further dates in the October and February half terms will be advised shortly.
- **Mobile Skate Park:** Funding from Cotswold District Council (CDC) has been received for the sum of £1136.00 for the provision of the mobile skateboard park. This is being co-ordinated by Rob French at the Youth Club and the Clerk is to liaise with Mr French accordingly.
- **Ref.No 58 – 41A Hawker Square:** A letter was sent to the residents on 26 June 2013 requesting that they contact the Council by 8 July 2013 to either express an interest in purchasing the Parish Council owned land or to return it to the Council by removing the fencing. No response had been received. It was resolved that the Clerk send a copy of the letter to the residents' estate agents and their solicitors. Additionally, the Clerk is to contact GAPTC to seek the contact details of a recommended firm of solicitors and with a maximum budget of £200, request that a 'caution' is put on the property with Land Registry. Proposed by Cllr Arnell, seconded by Cllr Hanks, carried unanimously.
- **Ref.No. 62 & 76 – Bank mandate:** Cllr Laird has taken the bank mandate and identification to the bank and Cllr Barber is to do this same.
- **Ref. No. 68 – Standing Orders:** The Clerk is to circulate standing orders dated May 2014 for formal adoption at the next Parish Council meeting.
- **Ref. No. 32 – Street nameplates:** West Oxfordshire District Council has installed replacement signage at Avro Road, De Havilland Road and Vickers Road, however these are white on black not black on white. They advise that these will be changed to the correct colour scheme within a month.

5. Public Session: To provide members of the public/press the opportunity to comment on items on the agenda or raise issues for future consideration.

- Mrs Sillence – 28 Snipe Road – The resident reported that a Sycamore tree is 3m above their house and causing problems with damp, lack of daylight, pigeon faeces and requested that the tree is either pruned or felled. Cllr Timms advised that a problem exists with neighbouring trees not being replaced. After much debate, Cllr Crosby-Dawson, Cotswold District Council (CDC) offered to discuss the matter with the Tree Officer and obtain appropriate forms for completion in order for appropriate tree work to be considered/undertaken.

Further debate ensued on tree related matters. It was noted that Cllr Timms has taken responsibility of Parish Council's Tree Ownership List and agreed to act as the Parish Council's Representative for trees. It was agreed that Ms Sayers is to be the Council's Tree Warden to report tree health concerns to the Parish Council.

- Tree in the Jubilee Garden – one of the trees in the Jubilee garden has been vandalised. It was felt that the remaining 2 trees need protecting. Clerk is to add this item to the next meeting agenda for consideration.
- The Council agreed to add an update from Upper Rissington's Social Committee to future meeting agendas.

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

Cllr Venetia Crosbie Dawson, Cotswold District Council (CDC)

CDC has now received the last of the Bovis Linden Homes compliance documents and they are now available for consultation with various parties. It was noted that the Business Park application is also available for consultation.

Cllr Nigel Moor, Gloucestershire County Council

Cllr Moor was welcomed to the meeting. It was noted that the creation of the new highway/roundabout will be investigated at the new development.

It was noted that an additional £5m has been agreed for road repairs. Avro Road, De Havilland Road and the highway to Little Rissington will be inspected for repairs (as gas works are now complete).

Bovis has given an undertaking that the new business centre will be built. A meeting will be set up with a Parish Council representative, Cllr Moor and Bovis to clarify issues. Cllr Hanks agreed to attend the meeting.

Cllr Moor agreed to pursue the expansion of the existing bus service for when the 25th property is sold as detailed in the S106 agreement.

Gloucestershire County Council has a £50,000 budget available to upgrade sports facilities. The Parish Council was asked to consider whether there is a need to apply for a grant. Cllr Timms advised that tennis courts are required for the Parish. Cllr Moor offered to put pressure on Bovis to hand over the existing tennis courts.

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

New applications

| | Ref.No. | Address | Proposed | Parish Council Comments |
|-------|---------------------|---------------------------------|---|---|
| (i) | <u>13/02473/TPO</u> | 1 Sopwith Road | Ornamental cherry – Fell. | Permit. |
| (ii) | <u>13/02873/TPO</u> | 37 Hawker Square | Silver Birch in the front garden of 37 Hawker Square. Fell. | Refuse. Contact the Tree Officer for consideration. |
| (iii) | <u>13/02881/TPO</u> | 3 Vickers Road | Sycamore tree in rear garden – Fell. | Permit. |
| (iv) | 12/03811/REM | Land parcel at Upper Rissington | Reserved matters application for Business Park, including conversion of existing buildings into offices, new build offices (Use Class B1) and new build light industry enterprise units (Use Class B1) pursuant to outline permission ref. 08/03697/OUT. Also includes “Revisions to renovated unit (Block a – No.43), Revised site layout, tree access pruning specification and revised onsite vehicle tracking – articulated vehicle accessing new B1 Business Park layout. | Object. |

| | | | | |
|-------|--|---------------------------------|--|---|
| (v) | 12/03812/REM | Land parcel at Upper Rissington | Reserved matters application for a village | Object. |
| | Square to include local convenience store, public house, retail (Use Classes A1-A5), nursery and Class D2 use (pursuant to Outline planning permission ref. 08/03697/OUT). | | | |
| (vi) | 13/02751/TPO | 10 Avro Road | Two flowering cherry trees – fell one leaving stump of 3ft and reduce height of the second by a third. | No comment. To be referred to the Tree Officer. |
| (vii) | 13/02501/FUL | 2 Blenheim Close | Erection of single storey side extension (part retrospective). | No comment. Cllr Barber and Cllr Laird abstained. |

Decisions Made

| | Ref.No. | Address | Proposed | Comments |
|--------|--------------|----------------|--|----------|
| (viii) | 13/02306/TPO | 17 Wright Road | Norway maple – crown reduction back to the previous reduction points at approx. 7m above ground. | Permit. |

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. | |

8. **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.

As no further information is available to consider, the matter was deferred to the next meeting.

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

Ms Sayers advised that residents are opposed to the installation of a youth shelter in the play park area. After debate, it was resolved that the Clerk write to Bovis Linden Homes to enquire whether an agreement in principle could be provided for the youth shelter to be sited in the field behind the Village Hall.

10. **Upgrade of Village Hall:** To consider the upgrade of the Village Hall so that it is a better amenity for Upper Rissington and can generate more income for the community, it is proposed that a total budget of up to £1200 is made available.

Cllr Barber provided a report. It was noted that a comprehensive audit of the Village Hall's contents has been undertaken. It was agreed to provide budget of £1200 to purchase necessary items for the Village Hall. Proposed by Cllr Barber, seconded by Cllr Laired, carried unanimously.

11. **Finance:**

- (i) To consider and authorise payments due.

| Payee | Details | Amount £ |
|-----------------------------|----------------------|---------------|
| Bibury | June grass cutting | 1363.20 |
| Edusentials Ltd | Hall rugs | 239.88 |
| The Play Inspection company | Play area inspection | 120.00 |
| D.Harrison | Expenses | 45.83 |
| V.Bosher | July salary | 149.33 |
| K.Doughty | July salary | 549.98 |
| | Mileage | 62.40 |
| | Less income tax | -122.40 |
| | Office allowance | 50.00 |
| | Expenses | <u>114.75</u> |
| | TOTAL | 654.73 |
| V.Bosher | Cleaning materials | 8.85 |

It was agreed that the above cheques are signed. Proposed by Cllr Timms, seconded by Cllr Barber, carried unanimously.

Ian Selkirk, Internal Auditor – At the June Parish Council meeting it was resolved that Mr Selkirk's cheque is approved upon receipt of the requested Public Liability Insurance certificate. However, on investigation it was found that Mr Selkirk's agreement had been signed with no written conditions specified. As the Council had therefore entered into a legal agreement, it was resolved that the cheque for £175 was approved for payment. Proposed by Cllr Timms, seconded by Cllr Arnell, 1 abstention, 3 in favour, carried.

- (ii) To consider and approve up to date financial information.

Financial information for the period 1st April – 16th June 2013 was circulated to Councillors. It was resolved that the information is accurate and was approved. Proposed by Cllr Hanks, seconded by Cllr Barber, carried unanimously.

- (iii) Any other financial matters.

None.

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

Items raised:-

- (i) Email from Fraser Morpew – Natural Gas Infill – *Clerk to obtain advice from GAPTC as to whether the Council is legally able to become involved in this matter.*

- (ii) Telephone call received from Andrea Sillence, 28 Snipe Road – Requests tree crown reduction/pruning as house is now experiencing damp problems. *Refer matter to Tree Officer as discussed earlier in the meeting.*
- (iii) Lisa Sheppard – Re. 15 Avro Road parking problems. *It was noted that the gateway is the turning bay and is owned by GCC. Matter is to be referred to GCC Highways.*
- (iv) Carolyn Martin, 9 Sopwith Road – Re. Overgrown and dangerous trees alongside and in front of 9 Sopwith Road. *Highways matter. Clerk to refer.*
- (v) Clare McNee, CDC – Naming of roads in the new development in Upper Rissington. Clerk to *add details to website for consideration. Theme should continue as per existing theme in the Village.*
- (vi) Ofwat – Consulting on a proposal to grant a variation to Albion Water enabling it to supply water and sewerage services to Rissington. *Clerk to respond that the water supply and sewerage services should be provided by the same company for the whole village.*
- (vii) Gloucestershire County Council – Winter Resilience – *Parish Council agreed that topping up of bins and 1 pallet load of salt for delivery to the Village hall is required. It was also noted that 2 extra grit bins are required –1) Village Hall 2) Corner opposite the shop. Next to dog bin (corner opp. the Co-op).*
- (viii) Local Government Boundary Commission – Electoral Review of Cotswold.

13. ‘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.

- The Social Committee reported on the organisation of the Fete and Barn Dance on 17 August. Subsidised price of £9 per adult/£5 per child. Further events are being planned.
- RMC parade ground in front of the officer’s mess grass needs to be cut. Clerk to action.
- Air-raid shelter opposite Officer’s Mess – children are using it as a den but have destroyed a wall. Clerk to advise RMC accordingly.

14. Date of next meeting: To confirm that the date of the next Council Meeting will be Monday 2nd September 2013 at 7.30pm in the Village Hall.

Note - An Extra Parish Council Meeting has been arranged for Thursday 15th August, 7.00pm at the Village Hall.

There being no further business the meeting closed at 10.02pm.

Chair of Upper Rissington Parish Council

Date - 15th August 2013