

# 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 2<sup>nd</sup> September 2013, 7.30pm at Upper Rissington Village Hall**

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

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

1. **Apologies:** Cllr Brian Hanks and Cllr Nigel Moor, Gloucestershire County Council.
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): *None*.
  - (ii) To receive written requests for dispensations for disclosable pecuniary interests (if any): *None*.
  - (iii) To consider the grant of any requests for dispensations as appropriate: *None*
  - (iv) To note dispensations granted by the Clerk: *None*.
  - (v) To note that Register of Members' Interest forms are to be published on the Parish Council's website.
3. **Minutes:** The minutes from the Extra Parish Council Meeting held on 15<sup>th</sup> August 2013 were approved. Proposed by Cllr Harrison, seconded by Cllr Barber, carried. One abstention due to non-attendance.
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.

- **41A Hawker Square** – The Clerk reported that a letter was sent to the new resident of 41A Hawker Square via Arnold Thomson solicitors. A copy of the letter was also sent directly to 41A Hawker Square and no response has been received. Cllr Arnell proposed that the Parish Council instruct solicitors to write a letter on behalf of the Council in order to proceed matters as previously resolved.
- **Play Ranger sessions** – Future Play Ranger sessions are confirmed for 30<sup>th</sup> October 2013 and 26<sup>th</sup> February 2014 to coincide with school holidays. Play Ranger sessions are £275 each and no grants have been awarded to cover the costs.
- **Bank mandate** – Cllr Barber is still to visit HSBC Moreton-in-Marsh.

It was agreed that a meeting is held with the Clerk to review the action list as some items are historic.

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.

A parishioner proposed that the Parish Council pursues a meeting with Bovis & Linden Homes so that a public meeting on progress of the development can be ascertained. It was also noted that resident's water supply is being turned off without any notice.

Clerk is to write to Bovis & Linden Homes for a public meeting to discuss these matters. Representatives from both companies are required to attend.

A parishioner raised concern at a quad bike being used in the area of Hawker Square. The Council advised the parishioner to contact the Police via 101 to report the incident and any future occurrences.

It was noted that a public area in Hawker Square is being used as a rubbish dump. The resident of the land is to be written to by the Clerk.

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

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

Cllr Crosbie Dawson advised that the Business Park planning application has now been granted. Bovis & Linden Homes are awaiting confirmation that Albion Water is taking on the supply of sewerage and water services for the new development. Concerns were raised at the dividing of the Village according to services available. It was felt that the Council would be more in favour of the development if there was cohesion between the two potential communities.

It was noted that if issues such as building regulations and design conditions are not complied with the new properties will have to be taken down. Cllr Arnell spoke at length with Venetia regarding various compliance issues. Venetia advised that CDC has given the developers two weeks to comply with planning conditions 24, 26, 27 and 29.

Venetia offered to investigate (1) water cut-off problems. (2) Whether Broadband is to be extended to the existing Village.

**Cllr Nigel Moor, Gloucestershire County Council**

No report received due to non-attendance.

7. **Upper Rissington Social Committee:** To receive a report on matters of public interest.

Cllr Arnell reported that a barn dance and fete was recently held and considered a great success given the size of the event. Approximately 120 people attended the barn dance which may become an annual event. Future events include a quiz night, a fireworks night and an event at Christmas. This years' 6/7 events will be held again next year with a programme to be published shortly.

Cllr Laird queried the summer event dates and whether they should be earlier in the year before the school holidays for better attendance.

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

**New applications**

	<b>Ref.No.</b>	<b>Address</b>	<b>Proposed</b>	<b>Parish Council Comments</b>
(i)	13/03554/FUL	23 Hawker Square, Upper Rissington, Cheltenham, Gloucestershire, GL54 2NT	Retention of approved two storey extension (11/01467/FUL) as self-contained ancillary accommodation.	Object. If granted, a condition is to be set that the extension must remain ancillary to the accommodation. Parking problems could increase.

**Decisions Made**

	<b>Ref.No.</b>	<b>Address</b>	<b>Proposed</b>	<b>Decision</b>
(ii)	13/02473/TPO	1 Sopwith Road	Ornamental cherry – Fell.	Permitted.
(iii)	13/02873/TPO	37 Hawker Square	Silver Birch in the front garden of 37 Hawker Square. Fell.	Withdrawn.
(iv)	13/02881/TPO	3 Vickers Road	Sycamore tree in rear garden – Fell.	Permitted.
(v)	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.	Permitted.
(vi)	13/02501/FUL	2 Blenheim Close	Erection of single storey side extension (part retrospective).	Permitted.
(vii)	13/03146/TELEC	Land For Broadband Cabinet Opposite Sandy Lane, Grebe Square, Upper Rissington, Gloucestershire, ,	Installation of an Openreach broadband cabinet (reference PCP007)	Prior approval not required (TELEC)

**Decisions Outstanding**

	<b>Ref.No.</b>	<b>Address</b>	<b>Proposed</b>	<b>Comments</b>

### Enforcement Action

	Ref.No.	Address	Proposed	Deadline/ Comments
(viii)	13/01376/ COMPLY	Land Parcel At Upper Rissington , Upper Rissington, Gloucestershire, GL54 2NP	Compliance with Conditions 2 (slab levels) and 15 (details) - Reserved matters	Pending
	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.			
(ix)	13/03758/ COMPLY	Land Parcel At Upper Rissington , Upper Rissington, Gloucestershire, GL54 2NP	Compliance with condition 25 (global remediation strategy) - Partial demolition of	Withdrawn. This was queried and Venetia asked why this application had been withdrawn as it was part of the compliance conditions on the Outline Planning Permission. It was also noted that there is a numbering error on the original document, as there are two conditions number 25. Venetia reported that the conditions are repeated in other conditions, so this condition 25 was withdrawn due to the replication of the same conditions.
	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			

(xi)	<a href="#">13/01206/COMPLY</a>	Land Parcel At Upper Rissington 418640 East 219967 North, 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.	
(xii)	<a href="#">13/00823/COMPLY</a>	Land Parcel At Upper Rissington 418640 East 219967 North, Upper Rissington,	Proposal: 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.	
(xiii)	<a href="#">12/03812/REM</a>	Land Parcel At Upper Rissington , Upper Rissington, Gloucestershire, GL54 2NP	Reserved matters application for a Village 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)	
(xiv)	<a href="#">13/00581/COMPLY</a>	Land Parcel At Upper Rissington , Upper Rissington, Gloucestershire, GL54 2NP	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.	

(xv)	<a href="#">13/00580/COMPLY</a>	Land Parcel At Upper Rissington , Upper Rissington, Gloucestershire, GL54 2NP	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	
(xvi)	<a href="#">12/05000/COMPLY</a>	Land Parcel At Upper Rissington , Upper Rissington, Gloucestershire, GL54 2NP	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.	
(xvii)	<a href="#">12/03811/REM</a>	Land Parcel At Upper Rissington , Upper Rissington, Gloucestershire, GL54 2NP	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.	

9. **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 reported that funding is requested for Youth Club trips and/or equipment for use in the Village Hall. Youth Club representatives discussed possible future trips at varying costs and equipment sought including a table tennis table or air hockey table. It was felt that the Council was minded to consider a grant towards an asset rather than a trip.

Youth Club's current finances were noted at £500 with an insurance premium to be paid shortly. Cllr Arnell proposed that a grant of £300 is made available towards the purchase of a capital item with a minimum of £100 to be contributed by the Youth Club. Seconded by Cllr Barber, carried unanimously.

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

The Clerk reported that a response from Linden Homes had been received that advised they have no objection in principle. However, as the Company is currently in the process of finalising the landscaping proposals for the open space areas, they would prefer to delay any final agreement until this aspect is concluded with CDC.

Cllr Laird outlined the existing proposals for the LEAP area where the shelter would be located. Cllr Barber reported that the shelter should be located within a sports area and not hidden from public view as was the case with Shipston-on-Stour's new youth shelter. After some discussion, Cllr Arnell proposed that the Clerk write to residents in the Wellington Road and Hawker Square areas outlining the Council's proposal and asking for their comments accordingly.

- 11. Update report on trees owned by the Parish Council:** To provide the meeting with a report on the Parish Council's current tree stock, to note which trees need to be re-planted and by when and note health concerns of any existing trees.

Cllr Timms provided a report prior to the meeting (*see Appendix A*). It was noted that a total of 33 trees need to be re-planted - 30 by the Parish Council, 3 by residents. Cllr Timms advised that trees should be replanted a few at a time and a different species planted in some cases as the previous trees were inappropriate for the area. A parishioner queried the Council's insurance regarding trees causing problems with properties.

Cllr Timms recommended that a tree survey is undertaken to identify the Parish Council owned trees, tree health and a risk assessment schedule. Debate ensued as to current problems being experienced by residents. It was resolved that a survey of the Parish Council owned trees and a maintenance plan is commissioned (for the forthcoming 5 years). Proposed by Cllr Arnell, seconded by Cllr Timms, carried unanimously.

- 12. Update report on Parish Council administration:** To provide the meeting with an update report on Parish Council procedures and assessments by the Clerk. To note what tasks have been completed, which tasks remain outstanding and recommendations.

The Clerk summarised work that had been completed, current priorities and tasks that need to be undertaken in the future. No questions or comments were raised.

- 13. To formally adopt the Parish Council's Standing Orders:** To clarify the current Standing Orders being used and formally adopt them.

Standing Orders were previously circulated by the Clerk. It was resolved that the Standing Orders dated 2 September 2013 are adopted. Proposed by Cllr Barber, seconded by Cllr Laird, carried unanimously.

- 14. Finance:**

- (i) To consider and authorise payments due.

Payee	Details	Amount £
Bibury	Grass cutting for August	1363.20
V.Bosher	September salary	173.33
	Less income tax	- 24.00
	TOTAL	149.33

K Doughty	September salary	549.98
	Mileage	46.80
	Less income tax	-74.80
	Office allowance	50.00
	TOTAL	571.98
HMRC	July – September 2013 payments	309.16
Grant Thornton	Audit fee	270.00

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

(ii) Any other financial matters: *None*.

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

Items raised:-

- (i) Mr Brian Hanks – Freedom of Information request for correspondence (including emails, letters, notes of telephone conversations) between the Clerk, RFO and any temporary staff of the Council for the period 1 February 2013 to 30 July 2013 relating to Mr Ian Selkirk, the Council's previous Internal Auditor. *The Clerk advised that as the Council's audit report had been received from Grant Thornton and the internal audit procedure was therefore complete, it was now appropriate to release the information requested.*
- (ii) Mr Frankcom, 1 Hawker Sq – re. Jubilee Garden. *Clerk is to request that Ms Sayers remove the compost bags from the Jubilee Garden.*
- (iii) Mr Flint, 6 Lancaster Drive – various items including installation of new benches and maintenance work required. *It was noted that a local farmer cuts the village hedges every 2 years. Clerk is to obtain the farmer's costs for the hedgecutting and when it can be undertaken.*
- (iv) City Fire Protection – *Clerk is to re-arrange an appointment for Village Hall fire systems to be tested.*
- (v) Ofwat advise that Albion Water is now the water supplier to the new development only and sewerage services to the whole village. *Clerk is to invite Albion Water to next Parish Council meeting to provide an update on water/sewerage improvements.*
- (vi) Gloucester Constabulary Report re. criminal damage to the Village Hall. *The Council noted the report. It was agreed that Cllr Laird is to obtain costs for replacing the glazing.*

**16. '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 drain cover at Dodd Drive (back of Hawker Square) needs repairing/replacing. *Clerk is to contact Rissington Management Company as soon as possible.*
- The Clerk reported that the Council's mobile phone is not working. *Cllr Barber advised that he may have a spare mobile phone for the Clerk to use.*
- Cllr Harrison discussed the need for more benches round the village, an example was for one at the Farman Crescent bus shelter. Item to be fully discussed at the next meeting.

**17. Date of next meeting:** To confirm that the date of the next Council Meeting will be Monday 7<sup>th</sup> October 2013 at 7.30pm in the Village Hall.



There being no further business the meeting closed at 9.05pm.

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Chair of Upper Rissington Parish Council

Date - 7<sup>th</sup> October 2013

## **Upper Rissington Parish Council Trees**

The Parish Council assumed responsibility for the trees within the old parts of the village in 2002/3. They commissioned the first full tree survey in 2005/6 this was a rolling survey in 5 parts with any work identified being tendered and completed before the next part surveyed. The next tree survey was not commissioned till 2010 and this was only a part of the village. The recommendations for tree surveys is that it should be carried out at least every two years depending on the risk with inspections every six months appointed persons.

I have listed below the trees that have been removed by the Parish Council as a result of these two surveys, only one tree was replanted during the last ten years.

Attached is a plan of the trees with some trees removed marked on.

Cllr E Timms

Tree No.	Tree Species	Age Class	Height (m)	Crown Spread (m)	Condition Category	Amenity Value	Maintenance Recommended	replace with
0116	Rowan	Semi Mature	6	4	Good	High	Fell	Birch,Field Maple,Oak
0137	Cherry	Semi Mature	6	4	Poor	Fair	Fell	Birch,Field Maple,Oak
0139	Cherry	Semi Mature	6	2	Poor	Low	Fell	Birch,Field Maple,Oak
0146	Cherry	Semi Mature	6	2	Good	Low	Fell due to phone lines	Birch,Field Maple,Oak
0147	Beech	Semi Mature	6	1	Good	Low	Fell due to phone lines	Birch,Field Maple,Oak
0173	Cherry	Semi Mature	4	2	Poor	Low	Fell	Birch,Field Maple,Oak
0199	Cotonester	Mature	4	3	Good	Medium	Fell	Birch,Field Maple,Oak
0224	Rowan	Mature	6	4	poor	med	fell	Birch,Field Maple,Oak
0229	Rowan	Mature	6	5	Fair	Medium	Fell	Birch,Field Maple,Oak
0236	Birch	Mature	8	3	Good	Medium	Fell to give more room for other trees	Birch,Field Maple,Oak
0247	Thorn	Young	2	1	Fair	Low	Fell	Birch,Field Maple,Oak
0264	Maple	Mature	10	7	Good	Medium	Fell	Birch,Field Maple,Oak
0282	Sycamore	Semi Mature	7	4	Fair	Medium	Excluded bark, fell	Birch,Field Maple,Oak
0302	Birch	Mature	11	3	Good	High	fell to close house	Birch,Field Maple,Oak
0303	Birch	Mature	10	4	Good	Medium	Fell (shading out Hornbeam)	Birch,Field Maple,Oak
0328	Maple	Semi Mature	9	5	Good	Medium	Wrong tree for position, fell	Birch,Field Maple,Oak
0329	Ash	Semi Mature	7	4	Good	Medium	In wrong place fell	Birch,Field Maple,Oak
0330	Cherry	Semi Mature	6	1	Good	Medium	In wrong place fell	Birch,Field Maple,Oak

0335	Ash	Semi Mature	6	3	Good	Medium	Fell, in wrong place	Birch,Field Maple,Oak
0337: T191	Cherry	Mature	3	3	Poor	Low	Fell damage on main stem	Birch,Field Maple,Oak
T234	Beech	Semi Mature	8	4	Good	Medium	In wrong place, fell	Birch,Field Maple,Oak
T287	Rowan	Mature	8	6	Poor	Low	Dead/dying/dangerous, fell	Birch,Field Maple,Oak
T308	Rowan	Mature	5	4	Poor	Low	Dead/dying/dangerous, fell	Birch,Field Maple,Oak
T401	Chestnut	Semi Mature	7	4	Good	High	In wrong place, fell	Birch,Field Maple,Oak
T231					Poor		Dead/dying/dangerous, fell	
T217					Poor		Dead/dying/dangerous, fell	
G11/2	Sycamore	Semi Mature					Fell shading house and garden	
G11/3	Sycamore	Semi Mature					Fell shading house and garden	
G11/4	Sycamore	Semi Mature					Fell shading house and garden	
G11/5	Sycamore	Semi Mature					Fell shading house and garden	
T131					Poor		Dead/dying/dangerous, fell	
T289					Poor		Dead/dying/dangerous, fell	
T310					Poor		Dead/dying/dangerous, fell	Rowan

(G11/4,G11/5 and T289 are included because if the resident fails to plant the PC is liable to make good)

Recommendations

- 1 The Parish Council should commit to planting the replacement trees from the ear marked reserves over the next 2 years.
- 2 A full tree survey should be budgeted for in the next financial year.
- 3 The Survey should be commissioned with a Arborist only and should include advice and check lists for intermediate inspections.
- 4 The Council should plan and budget to plant a number of trees every year near to existing mature trees so that when the mature tree is removed an established tree is already in position.