

# 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 4<sup>th</sup> November 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:** 5 members of public.

1. **Apologies:** *None.*

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 Harrison & Cllr Arnell declared personal interests in agenda item 8 (iii) and pecuniary interests in agenda item 8 (ii) being members of Upper Rissington Social Committee.*
- (ii) To receive written requests for dispensations for disclosable pecuniary interests (if any): *Cllr Arnell requested dispensation in agenda item 8 (ii).*
- (iii) To consider the grant of any requests for dispensations as appropriate: *The Clerk has taken advice from the Deputy Monitoring Officer at Cotswold District Council and dispensation is refused.*
- (iv) To note dispensations granted by the Clerk: *None.*

3. **Minutes:** The minutes from the Parish Council Meeting held on 7<sup>th</sup> October 2013 were approved. Proposed by Cllr Hanks, seconded by Cllr Harrison, carried unanimously.

4. **Minutes:** The minutes from the Extra Parish Council Meeting held on 23<sup>rd</sup> October 2013 were approved with the minor amendment of the 23<sup>rd</sup> October being a Wednesday and not a Monday. Clerk to amend minutes accordingly. Proposed by Cllr Laird, seconded by Cllr Hanks, carried with 3 abstentions due to non-attendance.

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

- (i) 41A Hawker Square update.

The Clerk advised that the fencing has now been relocated thereby allowing the Council to reclaim its' grass verge. The resident, Mrs Walliker, has chosen to move the fence to its' new position on the advice of her solicitor and Mr Harvey of Tayler & Fletcher Estate Agents. The new position is not where the Parish Council calculated that it should be moved to being several feet in Mrs Walliker's favour and this was pointed out to her before the fence was moved.

However, the Council has regained some of verge and its Silver Birch tree. It is hoped that the Council's action would prevent any similar occurrences from happening in the future. It was resolved that the matter is drawn to a close and that no further action is undertaken. Proposed by Cllr Flint, seconded by Cllr Laird, carried unanimously. Clerk is to send a letter of thanks for Mrs Walliker for her prompt action that has allowed the matter to be closed.

(ii) Village Hall cleaning and pest control matters.

The Clerk reported the following:-

- Letters were sent to Hall users on 25<sup>th</sup> October 2013.
- Youth Club has made a good start in sorting in their equipment – they need to place one large item of equipment in the cellar/storage room as their storage room is now full. They are now awaiting delivery of the skip to finish their sorting.
- Aikido has cancelled their sessions until the hall re-opens.
- No contact has been received as yet from the Toddler Group.
- Yoga will commence again in the New Year following Laura’s maternity leave.

Cllr Flint and Cllr Barber have obtained quotes from cleaning companies as follows:-

Thomas Cleaning	Flat rate of £15.00 per hour.
Clock Stoppers Cleaning Company	Flat rate of £12.50 per hour.
Purple Facilities Group	Deep cleaning - 2 cleaners £10.00 per hour per cleaner - £160. Routine cleaning - 1 cleaner, for 1 hour per day, 5 days a week, for 4 weeks - £190 over 4 week period. Carpet cleaning in the bar area is also included in the quote.

It was agreed that close supervision by Councillors is required to ensure that deep cleaning is undertaken to a satisfactory standard. Cllr Laird proposed that Purple Facilities Group’s quote for deep cleaning is accepted, with their work to be assessed before confirming the quote for routine cleaning. Seconded by Cllr Barber, carried unanimously.

- Cllr Laird is obtaining quotes for a skip.
- Able Pest Control has withdrawn its quote as details of references were not willing to be provided. Rentokil is the only valid quote out of the 3 companies approached by the Council to provide quotes for pest control work. Debate ensued as to how to proceed. It was agreed that Cllr Barber contact Rentokil in order to obtain a more competitive quote and better value for money for the Council to approve.
- Cllr Harrison and Cllr Laird are meeting with Robin Perry, a local contractor to review the Village Hall refurbishment work and obtain a quote as unfortunately, Steve Hill is unable to undertake the work during November. The Clerk referred the Council to the previous months’ meeting at which a £500 budget was agreed for the work to be undertaken by Mr Hill. It was resolved that Mr Perry’s quote is accepted if it is less than £500. Proposed by Cllr Flint, seconded by Cllr Barber, carried unanimously.

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

The Action Log is to be amended by the Clerk as soon as possible for circulation.

The Clerk queried Cllr Harrison’s findings regarding Parish Council-owned trees adjacent to 9 Sopwith Road. It was considered that as the Council is due to undertake a village-wide tree survey in the coming months, no urgent work is required.

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

Rob French reported on recent Youth Club fundraising events. The sum of c. £200 was raised that funded the purchase of table tennis and X-Box equipment. Youth Club requested its £300 grant from the Parish Council towards the purchase of the equipment (minutes of the meeting on the 2<sup>nd</sup> September 2013 refer). The Clerk advised that a credit balance of £136 (difference between Cotswold District Council's grant and North West Leicestershire District Council's skate park hire fee) was being held by the Parish Council. It was unanimously agreed that the sum of £136 plus £300 grant is forwarded to the Youth Club.

The Secretary of the Upper Rissington Social Club raised a correction to the reverse of the agenda regarding public speaking which the Clerk noted. Recent correspondence from the Social Club was raised and requested that it receive the Council's attention.

A resident requested that the highway verge adjacent to her property is included in the grass cutting contract. This was agreed and noted by the Council. Clerk is to write to Linden and Bovis Homes to request that they tidy up the grass in front of the substation.

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

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

Discussion regarding the Victory Fields development's planning conditions and enforcement occurred. Highway layout completion and the transfer of mud from the development site onto local roads concerns were reviewed.

It was noted that if the developers do not comply with planning conditions then a Breach of Condition Notice can be served by the District Council and thereafter a Court can levy a fine. The Parish Council felt that a firm stance is needed in order to ensure that appropriate amenities and standards are met at the appropriate time of occupation to protect residents. Cllr Crosbie Dawson advised that a certain amount of 'give and take' is required before such a Notice is served. Cllr Hanks advised that there are currently c.18 outstanding planning conditions.

Cllr Timms raised the S106 agreement regarding the public open space. It was noted that the Parish Council (PC) is not required to make a decision regarding its future ownership and maintenance until the time specified within the agreement.

The broken manhole cover on the unlit public footpath at Dodd's Drive was raised. It was considered the developer's responsibility to appropriately maintain the services and amenities to an adoptable standard before Albion Water take over the license.

**Cllr Nigel Moor, Gloucestershire County Council (GCC)**

Public bus service – The Public Transport section at Shire Hall is now considering improved bus services as per the planning conditions for Victory Fields. The number 802 Bourton-on-the-Water to Rissington service is to be improved which will include calling at Kingham train station. The Stow on the Wold service is also to improve. The Kingham to Chipping Norton service is to be linked in with the support of Oxfordshire County Council.

Cllr Timms requested that timetables synchronise with other local services as they don't at the moment. It was felt that more thought and consideration needs to go into the connections.

New Primary School – Cllr Moor sought the Parish Council's views on the proposal to expand the Great Rissington Primary school. The school's intake is to expand from 14 to 27 children next year. Construction of the new school will start in January with completion by October 2014. All 4 local Parish Councils are to be kept informed as progress is made. Cllr Arnell queried the school's name as the School is to be in Upper Rissington not Great Rissington. Councillors considered that the school should be called 'Rissington' Primary School. Cllr Moor advised that the PC will now be kept apprised of developments.

Cllr Timms queried flooding on a corner of Bristol Road which has been ongoing for a number of years. Cllr Moor agreed to raise the problem with GCC.

## 8. Upper Rissington Social Club:

- (i) To receive a report from the Social Club on matters of public interest.

Cllr Arnell advised that the Club is holding its third annual fireworks display on the 9<sup>th</sup> November. Risk assessments have been completed and catering is in place. The event starts at 6.00pm with fireworks at 6.30pm. This is a free event, with donations welcome.

A pantomime (Cinderella) is to be held on the 23<sup>rd</sup> December. Ticket price £5. There will be a similar calendar of events (7 events) planned for next year.

Recent correspondence between the Social Club and the Parish Council concerning storage of equipment, hall hire fees and insurance was raised. It was felt that a meeting with the Social Club might be beneficial and Cllr Barber felt that this should be held promptly. A show of hands (5) determined that Councillors were in favour of this action. Clerk is to organise a meeting.

- (ii) To consider whether the Social Club should remain on the Parish Council's insurance policy.

Cllr Arnell and Cllr Harrison left the room due to their pecuniary interests in the agenda item. Cllr Flint chaired the agenda item being Vice Chairperson. The Clerk referred to the minutes of the Parish Council meeting dated 5<sup>th</sup> November 2012 - *"It was agreed that the Social Committee would be added to the Parish Council's insurance for a maximum of 2 years whilst the Committee developed and established itself fully. However, the decision would be reviewed after one year to confirm the requirement."*

A lengthy debate took place on the item. It was felt that although no Social Club equipment is listed on the policy, there is a risk to the Parish Council by way of an increased insurance premium should the Club make a public liability claim. An example of the Council's exposure was the fireworks event as the Council has no control over it.

A Councillor advised that the Social Club has undertaken their own risk assessments in the past and that the Council is instrumental in encouraging and supporting the Club with insurance.

It was felt that the current position was unfair to other village groups and the Council must be seen to be fair to all village groups. The Council is currently favouring one group over others. It was felt that if clubs need financial assistance, then they should approach the Council to request a grant.

Following 2 unsupported proposals, it was resolved that the Social Club obtain its own insurance with effect from 1<sup>st</sup> January 2014 in fairness to other village groups and being a compromise of proposals.

Cllr Arnell and Cllr Harrison returned to the room.

- (iii) To clarify and consider whether storage space is available for the Social Club in the Village Hall.

The Clerk referred to the minutes from the meeting dated 20<sup>th</sup> September – “(iv) *The Social Committee is to be written to advising of the plan and to remove their equipment from the Village Hall.*”

The Clerk asked the Council to review whether this action is correct. It was felt that the resolution is inaccurate as it was with regard to the previous social venture. The resolution should read “the Social Venture contacts are to be written to advising of the plan and to remove their equipment from the Village Hall.” Proposed by Cllr Barber, seconded by Cllr Laird, carried unanimously.

The Clerk will draft an addendum accordingly and clarify the item with the Social Club on the matter.

Discussion took place as to the ownership of the Social Venture equipment. Clerk is to read through documentation held on file and update the Council.

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

#### New applications

	Ref.No.	Address	Proposed	Parish Council Comments
(i)	13/04239/TPO	3 Harris Gardens, Upper Rissington, Cheltenham	Prune fruit trees.	No comment.

#### Decisions Made

	Ref.No.	Address	Proposed	Comments
(ii)	13/03554/FUL	23 Hawker Square, Upper Rissington, Cheltenham	Retention of approved two storey extension (11/01467/FUL) as self-contained ancillary accommodation.	Permitted
(iii)	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.	Permitted
(iv)	12/03811/REM	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.	Permitted

### Decisions Outstanding

	Ref.No.	Address	Proposed	Comments
(v)	13/03922/FUL	8 Bristol Road, Upper Rissington, Cheltenham	Loft conversion and alterations to remove concrete gutters	

### Enforcement Action

	Ref.No.	Address	Proposed	Deadline/ Comments
(vi)	13/04469/ COMPLY	Land Parcel At Upper Rissington, Gloucestershire	Compliance with condition 6 ( ) -Partial demolition of former military buildings and existing commercial buildings and redevelopment of the application site for up to 368 dwellings, up to 3,140 sqm of D1 and D2 floorspace, up to 2,050 sqm of A1-A5 floorspace, up to 7,100 sqm 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.	Pending
(vii)	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.	
(viii)	13/01206/ COMPLY	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.	Pending

(ix)	13/00823/ COMPLY	Land Parcel At Upper Rissington 418640 East 219967 North, 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.	Pending
(x)	12/03812/REM	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)	Pending
(xi)	13/00581/ COMPLY	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.	Pending
(xii)	13/00580/ COMPLY	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	Pending

(xiii)	12/05000/ COMPLY	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.	Pending
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## 10. Finance:

- (i) To consider and authorise payments due.

Payee	Details	Amount £
Bibury	October grass cutting	1363.20
BT	1 Aug – 31 Dec 2013 Phone & Broadband	233.49
K.Doughty	Stationery	77.95
V.Bosher	November salary	173.33
	Less income tax	<u>24.00</u>
	TOTAL	149.33
K Doughty	November salary	549.98
	Overtime	101.52
	Mileage	171.60
	Office allowance	50.00
	Less Income Tax	-85.80
	Less National Insurance	<u>- .66</u>
	TOTAL	786.64

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

- (ii) To consider the draft 2014/15 budget/Precept before formal adoption.

This item was deferred to the next meeting for further consideration.

- (iii) Any other financial matters.

- The sum of £9,498.96 has been received from HMRC for payment of the Parish Council's VAT Reclaim. The VAT account is now up to date.
- Youth Club has asked for its £300 grant towards the purchase of equipment. It is noted that the recent fundraising activities raised more than the minimum £100 (as per the minutes dated 2<sup>nd</sup> September). The Clerk advised that there is a credit difference of £136.00 between Cotswold District Council's grant received and payment of the skate park hire fee. It was agreed to forward the sum of £136 to the Youth Club in addition to their grant of £300.

- 11. Contracts of Employment:** To consider whether amendments to existing Contracts of Employment are required.

It was resolved that given the inadequate Cleaner's Contract of Employment, that the Clerk draft an appropriate contract by January 2014 in consultation with Ms Boshier. Cllr Laird discussed that through her personal experience, it is necessary to check that all employees have the right to work in the UK and that legal compliance is met. Passport photocopies should be made for the Council's employee records. Cllr Harrison offered to check compliance issues.

- 12. Correspondence for Information:** To review correspondence received since the last meeting.

Items raised:-

- (i) Mr Jerry Flint – Great Rissington Primary school. School's name is not appropriate – *This item was discussed during the meeting.*
- (ii) Mr Wayne Fisher – Steering Group recommendations and concerns - *The issues will be considered when a Village Hall Committee is discussed.*
- (iii) Mr Matt Roberts, Signature Gardens – Interested in tendering for the grass cutting in the parish. *Clerk to check whether we are required to undertake a re-tendering exercise.*
- (iv) Clare McNee, Cotswold District Council – Further names for consultation. *Clerk is to email the names to the Councillors.*
- (v) Carolyn Ordonez – Payment of hall hire fees – requests a meeting to discuss the costs. *Clerk to make further enquiries regarding necessity of meeting.*
- (vi) Andrew Mitchell, Upper Rissington Social Club – Seeks exemption from paying hall hire fees by the Club. *Issue to be discussed at a meeting in conjunction with other matters.*

Paper correspondence to be circulated

- Clerks & Councils Direct.
- Young Gloucestershire.
- Wicksteed playscapes.
- Greenfields contractors.
- Albion Water.
- Cotswold District Council – Local Plan.

- 13. 'Around the Village':** Matters not covered by other agenda items that need addressing or noting.

- Boundary wall opp. near building 195 needs repairing – *Clerk to raise with Peter Mason.*
- Hedges – The hedges are cut every other year and they are due to be cut after Xmas, being the time of year that Mr Blackwell, local farmer undertakes the work. Mr Blackwell charges £31.00 per hour and estimates that the work will take 'a day and a bit.' At a day and a half, the cost will be £372.00. It was resolved that the Mr Blackwell undertakes this work at the above rate. Proposed by Cllr Flint, seconded Cllr Timms, carried unanimously.
- Cllr Barber advised that he has contacted Peter Mason, Linden Homes on a Rotary Club matter to see if Linden Homes would financially support a local event.
- Cllr Harrison discussed an electric cable that was hanging off the canopy of the Hall.
- Clerk is to write to residents asking them to refrain from selling vehicles from Farman Crescent (opposite the bus stop) as the Council does not permit business to be transacted on its property.
- Sophia Price, CDC has spoken with Cllr Flint regarding whether the Parish Council is required to replant trees that have previously been removed. It was recommended that the Parish Council submit a tree planting plan with timescales, for approval by CDC.

- Cllr Harrison has undertaken an inspection of the play park and has undertaken minor repairs. Clerk is to re-circulate a copy of the Play Inspection Company's annual report.

**11. Date of next meeting:** To confirm that the date of the next Council Meeting will be Monday 9<sup>th</sup> December 2013 at 7.30pm in the Village Hall.

There being no further business the meeting closed at 10.35pm.

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Chair of Upper Rissington Parish Council

Date - 9<sup>th</sup> December 2013