

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 9th December 2013, 7.30pm at Upper Rissington Village Hall

Present: Cllr David Harrison (Chair), 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:** Cllr Richard Arnell.

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 David Harrison – agenda item 13 (iii) Correspondence. (No discussions took place as the matter was deferred).*
- (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.*

3. **Minutes:** The minutes from the Parish Council Meeting held on 4th November 2013 were approved. Proposed by Cllr Hanks, seconded by Cllr Flint, carried unanimously.

4. **Minutes:** To approve the addendum to the minutes of the Parish Council Meeting held on Friday 20th September 2013. Proposed by Cllr Harrison, seconded by Cllr Laird, carried with one abstention due to absence.

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

- **Ref 50 - Councillor Training**

The Clerk advised that a provisional date of Monday 27th January, 6.30pm-9.00pm at the Village Hall has been agreed with Gloucestershire Association of Parish & Town Councils. Councillors were requested to attend. The following training is to be provided:-

- * Councillors roles and responsibilities.
- * The Chairman's role.
- * The do's and don'ts of Committees (setting them up, how they operate legally and general governance).
- * 'Council's Update' - any new regulations and/or guidance that we should be appraised of.
- * 10min Q & A session on items that Councillors raise.

It was resolved that the training fee of £250 and mileage at 45p p/m is acceptable and that all Councillors will attend. Proposed by Cllr Flint, seconded by Cllr Laird, carried unanimously.

The Clerk advised that an invitation from Stow on the Wold Town Council had been received to attend their full days' training 'Being a good Councillor' on Saturday 11th January, 9.30-4.30pm. Any Councillors interested in attending should contact Stow Town Council directly.

- **Ref 54 – Meeting** – Upper Rissington Social Club propose to meet w/c 6 January. Councillors were asked to check their availability.
- **Ref 8 – Bus shelter** – Cllr Harrison is to advise which panels are needed for the bus shelter at Sopwith/Siskin road.
- **Ref 21 – Jubilee garden** – Polly Sayers is required to draft a fencing specification.

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.

Mr Fisher discussed the Parish Plan which had been edited to show the 10 key points. It includes community transport, emergency plans and village hall use amongst other items. When asked by Cllr Hanks what the likely cost of the plan would be, Mr Fisher replied that it would depend upon the way in which it was implemented. Much of the plan could be implemented by involving the community in its execution and have a minimal cost.

The Plan is still in draft with further editing required. Cllr Harrison agreed to send a draft copy to all Councillors.

The Chairman permitted Mr Fisher to continue to agenda item 8.

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

Cllr Venetia Crosbie Dawson, Cotswold District Council (CDC)

The Chairman welcomed Cllr Crosbie Dawson to the meeting. Planning conditions at the Victory Fields development were discussed and it was noted that 3 properties are now occupied. Bovis and Linden Homes will be starting work on the highway junction in early January. CDC is unhappy with this and a temporary measure is being worked on so that temporary access is available.

Venetia advised that a notice has been displayed on CDC's website warning prospective purchasers that planning conditions are outstanding.

The developers are not complying with construction working hours as further noise could be heard on Sundays. It was noted that an application has been lodged to vary their working hours.

Public open space – Venetia advised that it is not realistic for the Parish Council (PC) to commit to this aspect of the S106 agreement at the current time and it is not appropriate for the PC to debate this issue.

Venetia raised the subject of public art that the developer is required to provide and welcomed the PC's input. Cllr Timms mentioned a possible memorial to the Royal Air Force in the middle of the site. No other proposals were considered.

Cllr Barber discussed HGV delivery hours into the new Village Square which may block the access route and the lack of confidence in CDC's conditions. Cllr Timms discussed the lack of wheel wash provision for the site as the state of the roads was considered unacceptable.

A member of the public discussed the development of the Officers Mess and advised that no one can be found to buy social housing in it. Discussion ensued regarding phasing of the works. Concern was raised that the building may end up being derelict if not careful.

Cllr Nigel Moor, Gloucestershire County Council (GCC)

Cllr Moor advised that he had met with CDC's Planning Officer and Venetia concerning the conditions that are not being addressed and where there is harm, whether matters can be pursued through a Magistrates Court.

Highway junction – The developers want to make a formal start in January with it taking an estimated 3 months to complete. Nigel considered that the planning condition should be amended otherwise he will not support the junction development. The planning condition should not be relaxed.

The Parish Council raised concern that delivery lorries could be backed-up onto the highway if they arrive too early for access, which will not only be a hazard to other highway users, but also a danger to waiting school children in that area. The PC strongly requests that an application is submitted for the prompt completion of the junction for its consideration.

Nigel went on to discuss GCC's draft budget which is now available online and is open to consultation until 16th January. The budget will be determined by Cabinet on 5th February and by the full Council on 26th February. Please see Appendix A for further information.

Sports funding of £50,000 is available to each County Councillor plus £20,000 for highway work. Additionally, a young people's activity grant of £5000 is available to supplement District Councillors schemes.

Cllr Hanks queried funding for a new youth shelter. Nigel advised that £5000 is available for assisting youth activities not facilities.

Cllr Harrison queried whether snowploughs will be able to access the LPG tanks with a temporary new road in place.

Cllr Barber proposed that if there is to be a revision to condition 31 of planning permission reference 11/02694/COMPLY the Parish Council request that it is considered by a new planning application for responses by consultees to be taken into consideration. Seconded by Cllr Timms, carried unanimously.

- 8. Upper Rissington Social Club:** To receive a report from the Social Club on matters of public interest.

It was noted that the Panto will now be on 5th January 2014 and the Club is working on a programme of 6 events for the next year.

- 9. Primary School at Upper Rissington:** To receive an update report on the new school development from Ms Liz Bannister, Head Teacher, Great Rissington Primary School followed by a 5 minute question time.

The Chairman welcomed Ms Bannister, Head Teacher and Mr Colin Campbell, the Chair of Governors to the meeting.

Ms Bannister and Mr Campbell have been meeting with Kier Construction since September and have been heavily involved in the design of the interior of the building, particularly with regard to the layout of rooms. The build will embrace modern technology, including a misting system and environmentally friendly aspects. The school will start to be built on 8th January and is anticipated to be complete in September for opening in October half term. They hope to open the building with 2 of the 4 classrooms occupied, leaving space for more children in the remaining two classes as the houses on the Bovis and Linden sites become occupied.

CLlr Harrison queried what the school will be called as this has been a concern of some villagers. It was noted that the Great Rissington School is will be operating on 2 sites and that the new school building will not be a 'new' school for Upper Rissington. If Great Rissington School felt it necessary to change its name, there would be a lot of paperwork and a change of management team. In the longer term, it is likely that the School could change its name should it become an academy in future years. The Governors heavily voted 8-1 that the existing name stays for the time being. It was stressed that it is the quality of the education that is paramount, not necessarily the name.

A Parish Council representative is welcome to join a working party meeting for the new school on 14th January 2013.

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

New applications

	Ref.No.	Address	Proposed	Parish Council Comments
(i)	13/04751/TPO	16 Smith Barry Crescent, Upper Rissington, Cheltenham	Blue Cedar - Crown Clean - removal of all dead wood. Crown Reduction - targeted removal of part of some laterals. Removal of part of one damaged lateral. General works that remove no more than 15% in total of crown	No comment
(ii)	13/04960/FUL	7 Smith Barry Circus, Upper Rissington, Cheltenham	Two storey side extension and single storey rear extension	Comment only that if the application is permitted, a condition is set that specifies the accommodation remains ancillary to the main dwelling.

Decisions Made

	Ref.No.	Address	Proposed	Comments
(iii)	13/04239/TPO	3 Harris Gardens, Upper Rissington, Cheltenham	Prune fruit trees.	Application Permit
(iv)	13/03922/FUL	8 Bristol Road, Upper Rissington, CHELTENHAM, Gloucestershire, GL54 2NY	Loft conversion and alterations to remove concrete gutters	Application Permit

Decisions Outstanding

	Ref.No.	Address	Proposed	Comments

Enforcement Action

	Ref.No.	Address	Proposed	Deadline/ Comments
(v)	13/04469/ COMPLY	Land Parcel At Upper Rissington, Gloucestershire GL54 2NP	Compliance with condition 6 ()-Partial	Pending
		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.		
(vi)	13/01376/ COMPLY	Land Parcel At Upper Rissington , Gloucestershire, GL54 2NP	Compliance with Conditions 2 (slab levels) and 15 (details) -	Pending
		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.		
(vii)	13/01206/ COMPLY	Land Parcel At Upper Rissington, Gloucestershire, GL54 2NP	Compliance with condition 36 (bus stops) - Partial demolition of	Pending
		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.		
(viii)	13/00823/ COMPLY	Land Parcel At Upper Rissington, Gloucestershire, GL54 2NP	Compliance with condition 5 (phasing plan), 8 (landscaping), 22	Pending
		(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.		

(ix)	13/00823/ COMPLY	Land Parcel At Upper Rissington, Gloucestershire, GL54 2NP	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 , 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 , 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 , 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 , Gloucestershire, GL54 2NP	Compliance with conditions 10 (Bat Survey) and 30 (Parking-	Pending
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. Finance:

- (i) To consider and authorise payments due.

Payee	Details	Amount £
Purple Facilities Group	Deep cleaning work	160.00
Calor Gas Ltd	Gas for period 15Jul13-20Oct13	318.10
Upper Rissington Youth Group	Grant as previously approved	436.00
P&MA Sands Window Cleaning	Hall cleaning	11.00
Play Gloucestershire	4 x Play Ranger sessions	1100.00
V.Bosher	December salary	173.33
	Less income tax	<u>24.00</u>
	TOTAL	149.33
K Doughty	December salary	549.98
	Mileage	109.20
	Office allowance	50.00
	Less Income Tax	-65.40
	Less National Insurance	<u>0</u>
	TOTAL	687.56
Stow Skips	Skip hire 28Nov13 Village Hall	204.00
Rentokil Pest Control	Payment of all one-off charges	548.76
HMRC	Quarterly Income Tax/NI payment due	290.71

Cllr Hanks considered that the above payments should not be approved as they had not been considered against their appropriate budgets. The Clerk advised that quarterly financial information is distributed to Councillors. Cllr Hanks advised that this should be undertaken monthly, before payments are presented to the Council to determine whether funds were available under the appropriate budget headings. The Clerk was unaware of this requirement, but endeavoured to undertake this in the future given that other tasks will have to wait to be completed.

It was resolved that the above cheques are signed. Proposed by Cllr Harrison, seconded by Cllr Barber, carried with six in favour and one against.

The following payments were issued under 6.4 of the Financial Regulations prior to the meeting:-

Payee	Details	Amount £
Weather Green Windows	Replacement pane of glass in Village Hall – quote approved 7 October 2013	220.00
Rupert Goody Plants Ltd	Replacement Silver Birch tree – quote approved 15 August 2013	155.00

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

It was felt that further consideration was required before the budget/Precept could be adopted and an Extra PC meeting is to be arranged with a 3 year forecast to be drafted.

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

The Clerk was requested to consider a transfer of funds available under the budget headings for approval at a future meeting.

- (iv) Any other financial matters.

The Clerk requested that new office equipment is purchased. Two printers and a back-up hard drive had been identified at £339 + VAT. Cllr Harrison proposed that the items are purchased being within the budget agreed of £500, seconded by Cllr Barber, carried unanimously.

12. To consider adoption of the Village Hall at Victory Fields by the Parish Council (in principle).

No financial information regarding running/maintenance costs has been forwarded by Peter Mason, Linden Homes. It was noted that the new village hall will start to be built in the New Year.

Cllr Hanks proposed that no further consideration is given to the adoption of the Village Hall and the public open space until information is provided as per the S106 agreements to allow the Parish Council to make an informed decision at that time. Seconded by Cllr Timms, carried unanimously.

13. To consider adoption of the public open space at Victory Fields by the Parish Council (in principle).

See agenda item 11 above.

14. Village hall: To receive update report and consider future actions.

- (i) To review cleaning and pest control matters.

Purple Cleaning Group has undertaken a deep clean of the old Hall areas and Rentokil Pest Control has installed bait stations. It was thought 2 weeks ago that there might still be mice in the Toddler Group room, however a visit last week found no new evidence.

In consideration of Toddler Group's request to re-commence their sessions, it was resolved that boarding is installed on both sides of the entrance doors to cover non-compliant glass and ensure their safety. If there is a financial implication, the Clerk/RFO will resolve the emergency matter using 3.4 of the Financial Regulations. Seconded by Cllr Hanks, carried unanimously.

- (ii) To review maintenance work.

Mr Perry has been undertaking repair work at the Hall. There are various items purchased by the Parish Council that require installation. Cllr Harrison agreed to install the items in the Hall.

- (iii) To consider Risk Assessments for the Village Hall.

The Parish Council's insurance company advise that we should follow all Health & Safety requirements including undertaking risk assessments. It was agreed that the Council accept Came & Company's offer of one of their representatives, Tim Forward, to speak to us about these matters. Clerk is to arrange a convenient meeting date.

- (iv) To consider matters arising from the Village Hall advice by GRCC.

Cllr Hanks has drafted some safety inspection sheets for use: at the play park, when inspecting trees, checking emergency lighting and testing the fire alarm. The Clerk will make copies for Councillors to complete as soon as possible. The Clerk is also to draft an inspection sheet for checking the wooden short posts and metal posts are secure around the Village which Cllr Harrison and Cllr Timms agreed to complete.

- (v) To review any other Village Hall matters.

Cllr Harrison advised that the gas meter box has been vandalised again. All incidents of vandalism should be reported to the Police. It was agreed that the Clerk will report any Village Hall vandalism to the Police.

Cllr Laird advised that expenditure approval is required for a fixed wire test, PAT test and risk assessment. An Extra Parish Council meeting is required accordingly. It was noted that a fire risk assessment was last undertaken in 2005 and a re-test is due in 2015.

Cllr Hanks queried when the gas boiler was last inspected. Cllr Harrison advised that it was overdue a service.

15. Correspondence for Information: To review correspondence received since the last meeting.

Items raised:-

- (i) Mark Huelin – Letter re ownership of bar equipment. *Clerk is to send the letter to the Parish Council's solicitors to request that they write to Mr Huelin clarifying the position.*
- (ii) Mother & Toddler Group – Concerns re hall use whilst it is closed. *Clerk to respond.*
- (iii) Upper Rissington Social Club – Requests insurance cover and fee waiver for the Panto in January 2014. *Cllr Harrison declared a non-pecuniary interest. Free hall hire is not available, but a grant may be available for the purpose of the Panto. Clerk is to add the item to the Extra Parish Council Meeting agenda and circulate the request to Councillors.*
- (iv) Upper Rissington Social Club – Parish Plan. *Details for information purposes only.*
- (v) Upper Rissington Youth club – Request a light is installed in car park so they can play basket ball. *It was considered unsuitable for a light to be installed given the close proximity of neighbouring properties.*
- (vi) Avril Malec & Polly Sayers – Water supply to Jubilee garden. *Clerk is to forward the emails to Albion Water in the hope that they could help with this community project free of charge.*
- (vii) CDC Community Engagement event – 18 January 2004.

Paper correspondence is to be circulated

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

- Streetlights to be repaired in Blenheim Close and Lancaster Drive - *Cllr Flint is to note numbers for advice to RMC.*
- Following a further water cut-off, a letter of thanks is to be sent to Albion Water and DT Civils who supplied free water for the community. The following parishioners are thanked for their help: Doug Keen, Alan Hawtin and Michael Metcalfe.
- Clerk is to purchase 2 new grit bins as a budget has already been approved. Cllr Laird offered to investigate what budget has been approved.
- Cllr John Barber tendered his resignation from the Parish Council due to various other commitments. The Chairman thanked Cllr Barber for his help and support.
- Tree maintenance query at 35 Grebe Square. Cllr Harrison advised that this is privately owned and that Grebe Square Management Association is to be consulted.
- Cllr Laird advised that she is meeting Simon Escreet on Friday to discuss a survey of Parish Council owned land.

17. **Date of next meeting:** To confirm that the date of the next Council Meeting will be Monday 13th January 2014 at 7.30pm in the Village Hall.

There being no further business the meeting closed at 10.30pm.

Chair of Upper Rissington Parish Council

Date - 13th January 2014

Gloucestershire County Council's Proposed Budget Plans

For the fourth year running, Gloucestershire County Council's cabinet is proposing a council tax freeze as part of its budget plans. Following the publication of the Autumn Statement by the Chancellor the draft budget was published on Thursday 5th December 2013. As well as the continued council tax freeze, there are planned investments into services for young people and families, while spending on adult services remains the highest portion of the budget. Funding from the government is decreasing each year so the proposed budget is £423.14 million for 2014/15 – a £7.8 million or 1.8% reduction in the 2013/14 budget. However Cabinet is asking the Council to continue its focus on keeping services by local by giving each county councillor more of a say in how certain schemes are delivered:

- To create a £2.65 million sport and physical activity grants scheme shared between each county councillor (£50,000 each) to provide sport or leisure facilities to encourage people to be more active within their local community.
- To dedicate permanent funding of £1.06m to continue the successful Highways Local Scheme. This allocates £20,000 per councillor to be spent on highways works in their division.
- To add to the £50,000 per district funding the county council already allocates for youth facilities, by introducing a children and young people's activity grant. This would provide £265,000 in total, allocating £5,000 per county councillor to be spent in their communities. A public consultation has already begun running for six weeks until 16th December 2013. (www.gloucestershire.gov.uk/budget2014).
The draft budget goes to Cabinet on the 11th December and the comments from the consultation will be reviewed in the final budget at Cabinet on the 5th February 2014. Council will make the final decision on the budget at their meeting on the 26th February 2014.

Cllr Nigel Moor