

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 10th February 2014, 7.30pm at Upper Rissington Village Hall

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

In attendance: 4 members of public.

1. **Apologies:** 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): *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*.

3. **Minutes:** The minutes from the Parish Council Meeting held on 13th January 2014 were considered. It was agreed to present the minutes for approval at the March Parish Council meeting as amendments are required.

4. **Minutes:** The minutes from the Extra Parish Council Meeting held on 28th January 2014 were approved. Proposed by Cllr Hanks, seconded by Cllr Laird, carried unanimously.

The Clerk referred to correspondence from Cllr Arnell in which it is asked that an addendum is agreed to amend item 15 – correspondence, currently detailed in the minutes of 9 December 2013, as being submitted by Upper Rissington Social Committee to that of an email from Mr Wayne Fisher regarding the Parish Plan. An addendum is to be drafted for approval at the next Parish Council meeting.

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

- (i) To receive an update on the Tree Risk Management Survey.

The Clerk has accepted Treework Environmental Practice's revised quote of £4000, however they advise that work cannot be scheduled until 26 March at the earliest due to existing commitments. The budget for trees next year is £3000 with £3000 in earmarked reserves which would therefore allow payment of the invoice in the next financial year. It was agreed that advice is sought from GAPTC as to whether budgets can be transferred from one financial year to the next.

- (ii) To receive an update on Village Hall matters.

- Annual gas boiler service and safety certification at a cost of £100.00 – Clerk is to confirm the quote as soon as possible.
- Risk Assessment for the Village Hall – Cllr Laird advised that Mr Wyatt-Buchan is finalising the assessment.

- Electrical Installation Conditional (EIC) Test Report and Portable Appliance Test of the Village Hall at a cost of £765.00 – As part of the risk assessment work, a quote has been received from Heathcote Electrical Services for £700 (including minor remedial work). Clerk is to ascertain exactly what work is required.
- Simon Escreet – The Clerk advised that she has confirmed Mr Escreet’s costings. Cllr Laird has been trying to speak with Mr Escreet to pursue a start date for the work to no avail. Clerk is to contact Bicester Town Council to learn of alternative services as it has undergone a similar exercise to that being pursued by the Parish Council. Clerk is to contact GAPTC if further assistance is required.

- (iii) To receive Cllr Hanks’ street nameplates report and approve recommendations to be undertaken by West Oxfordshire District Council.

Further to the meeting minutes of 14th May 2012, in order to pursue consistent street nameplates of height and standard that would be beneficial to emergency services and to allow cohesion between the existing community and the new Victory Fields development, it was resolved that old brown signs are removed and replaced with ‘black on white’ street nameplates that conform to Cotswold District Council (CDC)/West Oxfordshire District Council (WODC) standards. Retention of the existing brown signs was debated and it was agreed that all of these will be retained for use in the community. The Clerk suggested that as soon as they are removed from the verges, they could be displayed around the current Village Hall (and will be used in a similar way in the new community hall when it is built).

Cllr Harrison queried advised that: the two signs for Smith Barry Road, the sign for Smith Barry Crescent and two signs on Hawker Square Nos 34 – 40 (evens) were also not to CDC/WODC specifications, as their construction is different and use a different font, so should be added to the list. Cllr Hanks proposed that the street nameplates are updated to CDC/WODC specifications, seconded by Cllr Flint, 3 in favour, 2 against, carried.

It was noted that the street nameplate at 2 Smith Barry Circus has been enclosed within the property boundary. Clerk is to report the issue to Linden Homes.

- 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.

A query was raised regarding the Treeworks contract and how payment of the work could be fitted into the current financial year as budgets are available.

A parishioner raised concern that if a street nameplate was removed, a dog waste bin will require a new post. This was agreed and is included in the report to WODC.

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

Cllr Venetia Crosbie Dawson, CDC

Cllr Crosbie Dawson was welcomed to the meeting. Albion Water has taken over the water supply. There was an interruption in water supply last week, but noted as an unforeseen incident. Venetia queried whether communication has improved with Bovis and Linden Homes.

CDC has received the planning application to change the developer’s working hours and the Parish Council will be asked to comment on it. The Environmental Health Department will decide what hours they are allowed to work.

Cllr Moor has taken up compliance conditions with the local MP Geoffrey Clinton-Brown and CDC's Enforcement Department is working on matters. The Chairman raised concern that the protected trees have no protective fences around them. A Tree Officer needs to visit the site. Cllr Timms raised concern that DT Civils is working too close to trees on verges as they may damage roots.

Venetia advised that the Officer's Mess is now included in phase 3 of the building works.

A query was raised at the last meeting concerning some roads being omitted from Albion Water's drainage survey – this matter is being taken up with Albion Water.

Cllr Timms reported that footpaths are not being re-instated to a suitable specification. This needs to be raised with GCC and a list to be created of areas of concern.

Cllr Nigel Moor, GCC

No report available due to absence.

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

No report available due to absence.

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

New applications

	Ref.No.	Address	Proposed	Deadline/ Comments
(i)	14/00107/FUL	6 Smith Barry Circus, Upper Rissington, Cheltenham, Gloucestershire, GL54 2NQ	Loft conversion and installation of four dormer windows.	No comment.

Decisions Made

	Ref.No.	Address	Proposed	Decision
(ii)	13/05136/TPO	14 Hawker Square, Upper Rissington, Cheltenham , Glos.	T.1 - Horse Chestnut tree - remove; T.2 - Beech tree - reduce crown by 3 metres and reduce the lateral spread by 1.5 metres all round. New crown height of 5.3 metres and a spread of 5 metres. Remove rogue branch low down on tree to improve the shape	Permit.

(iii)	13/05230/NON MAT	Land Parcel At Upper Rissington, Upper Rissington, Gloucestershire,	Non-material amendment to 12/03895/REM Reserved matters application for a Primary School, pursuant to Outline permission ref. 08/03697/OUT.	Permit.
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Decisions Outstanding

	Ref.No.	Address	Proposed	Comments
None				

Enforcement Action

	Ref.No.	Address	Proposed	Comments
(iv)	13/04469/ COMPLY	Land Parcel At Upper Rissington 418640 East 219967 North, 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
(v)	13/05423/ COMPLY	Land Parcel At Upper Rissington , Upper Rissington, Gloucestershire, GL54 2NP	Compliance with conditions 2 (samples), 3 (walling Panel), 4 (render panel), 5 (external woodwork) & 11 (no dig construction) - Reserved matters application for a Community Centre, pursuant to Outline permission ref. 08/03697/OUT.	Pending
(vi)	13/05424/ COMPLY	Land Parcel At Upper Rissington , Upper Rissington, Gloucestershire, GL54 2NP	Compliance with conditions 2 (levels), 3 (samples), 4 (walling panel), 5 (render panel), 6 (external woodwork) & 7 (replacement tree) - Reserved matters application for a Primary School, pursuant to Outline Permission ref. 08/03697/OUT.	Pending

(vii)	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.			
(viii)	13/01206/ COMPLY	Land Parcel At Upper Rissington 418640 East 219967 North, Upper Rissington, Gloucestershire, GL54 2NP	Compliance with condition 36 (bus stops) - Partial demolition of former military buildings and existing commercial	Pending
	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.			
(ix)	13/00823/ COMPLY	Land Parcel At Upper Rissington 418640 East 219967 North, Upper Rissington, Gloucestershire, GL54 2NP	Proposal: Compliance with condition 5 (phasing plan), 8 (landscaping), 22 (waste), 24 (Surface water drainage details),	Pending
	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.			
(x)	13/00581/ COMPLY	Land Parcel At Upper Rissington, Gloucestershire, GL54 2NP	Compliance with condition 21(external materials - phase 1) -	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; provision of public open space, associated access and junction improvements and other associated works.			

(xi)	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
(xii)	12/05000/ COMPLY	Land Parcel At 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

10. Finance:

- (i) To consider and authorise payments due.

Payee	Details	Amount £
P & MA Sands	Window cleaning	11.00
Calor Gas Ltd	2-Oct-14 – 15-Jan-14	878.35
Kingfisher Direct Ltd	Gritbins x 2	303.60
Viking Payments	Printers x 2 and Back-up storage	312.53
British Telecommunications plc	Telephone 1-Jan-14 – 31-Mar-14	143.07
V.Bosher	February salary	173.33
	Less income tax	24.00
	Re-imburement of supplies	5.00
	TOTAL	154.33
K Doughty	February salary	549.98
	Overtime – precept meeting 2 hrs	25.38
	Office allowance	50.00
	Mileage	156.00
	Stationery	22.00
	Less Income Tax	-70.40
	Less National Insurance	0
	TOTAL	732.96
Polly Sayers	Tree ties for Jubilee Garden	5.98

The meeting was temporarily suspended while the gas meter was read to calculate the accuracy of the estimated invoice.

It was resolved that in order for finances to stay within budget, the sum of £103.00 is vired from the Village Hall Cleaner's Salary budget to the Gas budget. It was further resolved that the above cheques are signed. Proposed by Cllr Harrison, seconded by Cllr Hanks, carried unanimously.

- (ii) To consider requests for financial assistance from CURve (£1000) and Rascals Baby & Toddler Group (£150).

It was agreed that a formal grant system is established for the new financial year commencing 1 April 2014 for formal publicity in the community. It was agreed that the grants procedure, hall hire rates and hall terms and conditions be considered and adopted at the March meeting.

- (iii) Any other financial matters.

Bibury Landscapes suggest a revised price for the 2014 season that reflects an increase of £100 + RPI per cut on 2013 costs. It was agreed that existing contract costs should be honoured or the Council will require the contract to be retendered.

11. To consider and approve the Parish Council's annual Risk Assessment.

Clerk is to make some minor amendments. The document is to be recommended for approval and adoption at the March meeting.

12. To consider new Financial Regulations for future adoption.

Item deferred to the next meeting.

13. To consider new Standing Orders for future adoption.

The Council felt that the new template varies substantially from current Standing Orders and that its options need to be fully considered. An informal meeting is to be arranged accordingly.

14. To receive and approve inspection check sheets for completion by Councillors.

Area	Cllr	Notes / Actions
Tree inspections (monthly) –	Edward	Received
PC owned land & items (monthly) -	Max	Received
Play equipment (monthly) -	Richard	No sheets received. It was noted that either the old play bridge is repaired or replaced and 4 tonnes of safety bark is required.
Green space (monthly) -	Dawn	Received
Village Hall (monthly) -	David	Received
Village Hall (weekly) -	David	Received

Clerk is to add all items raised in the checksheets to the Action List.

15. Tree Maintenance: To consider maintenance of trees to the south of 9 Sopwith Road.

It was agreed that the protected tree next to the wall of 9 Sopwith Road needs to be removed and another in the area needs to be trimmed. A planning consent is required to undertake the work. Cllr Flint proposed that Mr Teague is asked to survey the 3 trees in the area and quotes for the associated arboriculture work to be submitted to the Parish Council for consideration. Seconded by Cllr Laird, carried unanimously.

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

Items raised:-

- (i) Consumer Council for Water – Requests that the Council is logged as the main complainant on their system - *The Parish Council is not a water user and is therefore unable to help further in this matter.*
- (ii) Polly Sayers - Water supply, Jubilee Garden – The Chairman provided update information regarding Albion Water’s offer of assistance to provide a water supply to the garden – *The matter is still being considered by Albion Water. Cllr Laird clarified the installation of a housing unit at £200. Mrs Sayers is to draft a proposal for the creation of a footpath for the Council’s consideration.*
- (iii) Jerry Flint – Co-op lorries. *Clerk is to send a letter to the Co-op requesting that they make good the verges; ask that they re-erect the fence to the rear of the property (bus stop side) and request that the boundary wall is made good.*
- (iv) Jerry Flint – Asking for action by Linden Homes and to accept responsibility. Streetlights at Wellington Road are faulty. *Copied to the Parish Council for information purposes.*
- (v) Doug Keen – Parking at Hawker Square problems. *Parking bays have previously been marked. An appropriate letter is to be sent to all residents of Hawker Square.*
- (vi) WSP Solicitors - M White & R White – Deed of Covenant. *Clerk is to confirm safe receipt and send to Kendall & Davies, Bourton.*
- (vii) Roger & Sally Whitley – Dog fouling – *Ask CDC’s Dog warden to visit at various times/days in order to catch offenders. Ask residents if they have any suggestions.*
- (viii) Local Plan Allocations – *Cllr Harrison is to respond to GRCC & CDC to advise that not enough notice to undertake work and consultations.*

Paper correspondence was circulated after the meeting.

17. ‘Around the Village’: Matters not covered by other agenda items that need addressing or noting.

- 2 Smith Barry Circus – residents have fenced in ‘open land.’ *Clerk is to report matter to Linden Homes.*
- Water leak in Village Hall – Cllr Harrison has mended and isolated.
- Female toilets in old hall leaking – Cllr Harrison has replaced the washers.
- 2 Hawker Square – residents are storing logs and bins on the highway verge. *Clerk is to write requesting that they move their belongings onto their property.*
- Litter pick date to be set – *to be added to the March agenda.*

18. Date of next meeting: To confirm that the date of the next Council Meeting will be Monday 3rd March 2014 at 7.30pm in the Village Hall.

19. Village Hall: To consider and resolve cleaning arrangements.

It was resolved that Clock Stoppers Cleaning Company is contracted to work 2.5hrs per week to clean the floors only and 2.5hrs per week is reduced from the Cleaner’s weekly hours. The arrangement is to be reviewed in May 2014. Advice is to be sought on HR issues discussed.

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

Chair of Upper Rissington Parish Council

Date – 3rd March 2014