

Upper Rissington Parish Council

Village Hall, Hawker Square, Upper Rissington, Gloucestershire, GL54 2NT
Telephone: 01451 810839 / 07773 526735 - Email: clerk@upperrissington.net

Minutes of the Parish Council Meeting held on Monday 9th June 2014, 7.30pm at Upper Rissington Village Hall

Present: Cllr Edward Timms (Chairman), Cllr Margaret Flint (Vice Chairman), Cllr Stuart Hepburn, Cllr Michael Triggs and Sharon Henley (Clerk/RFO), Cllr Venetia Crosbie Dawson, Cotswold District Council and Cllr Nigel Moor, Gloucestershire County Council attended part of meeting

In attendance: 11 members of public.

1. **Apologies:** Cllr Richard Arnell.

2. **Confirm the Appointment of Parish Clerk/RFO:**

The Councillors resolved to confirm the appointment of Sharon Henley as from today's date. Two copies of a Contract of Employment were signed. Two Councillors agreed to act as staff mentors and would be responsible for the staff appraisal, Cllrs Flint and Hepburn.

3. **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):
- (ii) To receive written requests for dispensations for disclosable pecuniary interests (if any): n/a
- (iii) To consider the grant of any requests for dispensations as appropriate: n/a
- (iv) To note dispensations granted by the Clerk: The Clerk granted dispensation to Cllr Hepburn to enable him to discuss and vote on all planning applications relating to 08/03697/OUT for a period of one year.

The Clerk reminded all members of their legal obligations and personal responsibilities in declaring interests.

4. **Minutes:** The minutes from the Parish Council Meeting held on 19th May were approved and signed by the Chairman.

5. **Matters Arising: To report on progress from previous meetings not covered under agenda items.**
There were no Matters Arising.

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.**

- 6.1 Wayne Fisher stated that the Parish Plan had been completed. It was requested that the Parish Council run a launch event to show the Plan to members of public. The Councillors agreed to this idea and Wayne will contact the Clerk with a suitable date.

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6.2 Polly Sayers asked when allotments would be available. The Chair advised that the developers may bring the scheduling of landscaping items forward. It was suggested that two thirds of allotments will be for existing residents and a third for those on the new estate.

6.3 A Parishioner announced that a newsletter called The Breeze has been launched, for distribution four times a year with sponsorship from Linden Homes. The editorial team would welcome Parish Council information for future issues.

6.4 Some Parishioners would like to receive advance notification of meetings via email. Dates are displayed on the website and Parish Council noticeboards but please email the Clerk at clerk@upperrissington.net if you would like to receive information direct.

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

Cllr Venetia Crosbie Dawson, Cotswold District Council (CDC)

Cllr Crosbie Dawson was welcomed to the meeting and provided her report.

Cllr Crosbie Dawson investigated the issue of construction vehicles using Wellington Road and has been advised that no restriction on access is in place. The previously raised issue of the developers' unsuitable working hours have also been investigated and the company have stated that they are very amenable to the views of local residents. Cllr Crosbie Dawson was advised at the meeting that, despite this, they are still working unsuitable hours, so she will chase this up.

There is a Youth funding grant available to be used before next April which she will discuss with Rob French from the Curve.

Cllr Nigel Moor, Gloucestershire County Council (GCC)

GCC have published a new Highways Guide which he will send electronically to the Clerk. Printed copies are available on request from GCC, soft copies are available from the Clerk.

Bob Skillern from Highways has advised about resurfacing work taking place on Wyck Hill and Stow Hill.

Cllr Moor will work with Rob French from the Curve to put together a bid for funding for football goalposts.

There will be a Roadshow all day Thursday 24th July in Stow looking at County Council's role, the services it provides and resources over the next years. All are welcome. The venue is to be confirmed and he will inform Clerk.

He had discussed various issues the developers Linden and Bovis Homes and Councillor Crosbie Dawson including the Albion Water contract, new school and community hall and open space provision. There is a debate as to whether the Officers' Mess should be refurbished or should be a new build project. Consent has been granted for marketing business space. Construction of the school is underway and a revised bus schedule has been put forward.



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With regard to the Upper Rissington Parish Council taking over open spaces from the developer, Cllr Moor has been involved with Moreton-in-Marsh Town Council who have taken over open spaces and it has proved challenging. There would be maintenance costs involved which would need to be raised via the precept. Linden Homes are keen to pass over some open spaces in early stages of their development. A further meeting with Linden is scheduled in couple of weeks' time for both Councillors to attend.

A member of the public raised that in Bristol Road the drains are continually blocked as roads are not swept and this contributes to the problem. Cllr Moor agreed to speak to his contact in Highways to get this done and will pay from his fund.

A member of public asked whether there is any plan to carry out traffic calming through Little Rissington. Cllr Moor confirmed that this is being costed as part of a new contract but as Little Rissington Parish Council are not happy with extent of the scheme, it is currently under consideration.

A member of public requested an update on the progress of the revised draft bus timetable for Service 802 brought to the last meeting. Cllr Moor will check for an update from County Council as Little Rissington have produced a detailed critique. The developers have agreed to pay for the service for the next 5 years under their Planning requirements.

A discussion was held as to the suitability of the timetable and whether the service would meet the needs of the local community. A Parishioner commented that this had been researched as part of the Parish Plan. Cllr Moor will arrange for his contact at the bus company to attend the next Parish Council meeting to discuss and explain the background to planning for new bus timetabling.

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

Decisions Made

	Ref.No.	Address	Proposed	Comments
	14/01418/FUL	The Firs, Avro Road, Upper Rissington, GL54 2NX	Erection of dwelling	Permitted
(i)	14/01185/FUL	1 de Havilland Road, Upper Rissington, GL54 2NZ	Extensions and alterations to garage to provide additional parking and first floor storage/office space with external staircase	Permitted

9. To agree to appoint a Village Hall and Allotments Management Committee

It was discussed that these could be two separate committees. The new Village Hall would be set up with charitable status.

Allotments

A parishioner, Polly Sayers, stated that she would be interested in running the Allotment Committee and has several people on a list who would be interested in allotments.



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Timescales for taking on the allotments were discussed in the public session and Cllr Crosbie-Dawson advised that it would be to the Parish Council's disadvantage to take the land on now. The Chairman confirmed that the Section 106 Agreement states that the allotments must be completed and a licence for management in place prior to handing over to the Parish Council. The Committee will take over the running and collection/setting of rents.

A Parishioner queried whether this would be a sub-committee of the Parish Council and whether it would be open to the public. The Chairman confirmed that this has not been confirmed as yet.

Village Hall

Wayne Fisher volunteered to run the process to set up a Village Hall Inaugural Committee and he believed that many people in village would be willing to come forward.

Councillors agreed to check with the developers as to whether the meeting on 3rd July which will include a discussion on the allotments is an open meeting. *NB It has since been confirmed that the meeting is for Parish, Country and District Councillors only. The Clerk has contacted known interested parties to request that any items to be raised are submitted to the Parish Council so they can be included.*

10. Hawker Square Parking Arrangements

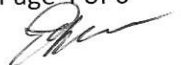
This was originally discussed at a meeting in Sept 11 and has been raised again by residents of Hawker Square would like to drive over a grassed area in front of their houses in order to park directly outside their houses. There is currently enough space for 2 cars per household.

A dropped kerb would be required and the possible installation of grass matting. The Parish Council previously wrote to all residents and three wrote back not agreeing to the proposals.

Cllr Crosbie-Dawson advised the requirement to check with the Planning Department as to whether this would be permissible and she will investigate and report back.

11. Grants

A Grant Application was received from the CURVE and all relevant documentation was produced as requested. The CURVE estimate £2000 will be required for Village Hall rent across the year, although they also anticipate that their activities will increase and therefore this figure may be higher. The CURVE have requested £500 towards costs of Village Hall hire and the Parish Council resolved to approve this grant. Rob French from CURVE thanked the Parish Council.



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12. Finance

To consider and authorise payments due (including transfer of fund across budgets where necessary)

Payee	Details	Amount £
V Boshier	June Salary £163.93	
	Tax £9.40	
	Total	173.33
McCracken & Son	Mowing for May	948.00
NPower (paid by direct debit)	Electricity for Village Hall 26.2.- 29.05.14	396.29
Arrow Accounting	Internal Audit services	367.56
Viking	Printer cartridge	41.36
Margaret Flint	Fridge thermometers	8.98
V Boshier	Cleaning expenses	11.61
Cotsweb	Domain renewal 2 years	30
Cotsweb	Mailbox hosting	35.00
Total Expenditure		2012.13

Income	Details	Amount £
Curve	Village Hall Hire	99.00
Mr A Chalmers		36.00
R Ordonez Aguilar	Akeido	63.00
Laura Scarrott	Yoga	12.00
Youth Club	Invoice IS011	36.00
Total Income		246.00

It was resolved that the above cheques were approved.

ii) Retrospective payment due to no Clerk appointed:

Payee	Details	Amount £
V Boshier	May Salary	163.93
	Tax	9.40
	Total	173.33

It was resolved that the above cheques were approved.



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13. **Trees: To obtain quotes to remove and replace tree T159 and cut back trees T230, T232, T235.**
It was previously agreed that quotes would be obtained for this work but this has not progressed due to the Clerk's vacancy. Quotes will be obtained for next meeting and software is being put onto computer by the tree software company.

14. **Correspondence:** To review urgent correspondence received since the last meeting.

14.1 Request received for co-option to the vacancy of Parish Councillor. This was received just prior to the meeting and will be discussed at the July meeting.

14.2 A resident complained about bins being left on Parish Council property in Hawker Square and a letter will be written to the residents. There is also another property where this is the case and a second letter will be sent to the other property.

14.3 Email received from Alison Jarrett reporting on progress of Parish Council land ownership project and requesting further instruction. Councillors would like confirmation of which land the Parish Council are legally responsible for maintaining in addition to confirmation of ownership. There is some land with covenants which gives the PC a legal responsibility. Councillors resolved to request a quote for this work – Clerk to action.

14.4 A Freedom of Information Act request has been received from Mr B Hanks.

Paper correspondence is circulated to Councillors after the meeting.

15. **'Around the Village': Matters not covered by other agenda items that need addressing or noting.** No items raised.

16. **Date of next PC meeting:**
Monday 7th July 2014 at 8.00pm in the Village Hall.

The Annual Parish Meeting will be held prior to this meeting at 7pm on 7th July.

There being no further business the meeting closed at 8.40 pm.



Edward Timms
Chair of Upper Rissington Parish Council

Date – 7th July 2014