

Upper Rissington Parish Council

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

Minutes of Parish Council Meeting

held on Monday 1st September 2014, 7.30pm at Upper Rissington Village Hall

Present: Cllr Margaret Flint (Vice Chairman), Cllr Stuart Hepburn, Cllr Caroline Maclean,
Cllr Michael Triggs

In attendance: 10 members of public, Cllr N Moor, Sharon Henley (Clerk/RFO)

1. **Apologies:** Cllr Edward Timms (Chairman), Cllr Venetia Crosbie-Dawson,
Councillor Arnell has tendered his resignation with immediate effect from today's date.

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): n/a
- (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: n/a

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

3. **Minutes:** Minutes of the Extraordinary Meetings held on 1st and 6th August were approved and signed by the Vice Chairman.

4. **Matters Arising:** Arising from full Council meeting on 6th July item 10 Farman Crescent Bus Shelter – quotes were received but the panels have now been removed free of charge.

5. **Public Session:**

(i) **Wayne Fisher** asked whether the Social Committee firework display could be covered by the Parish Council's insurance as had happened previously. Inclusion in the Social Committee's own insurance last time had proved very expensive. *Clerk to investigate and advise on cost and other implications.*

(ii) **James von Speyr**, 5 Smith Barry Crescent had asked whether he could purchase the Parish Council owned grass verge outside his property which is not currently maintained or mown. The Council had advised that they did not wish to sell the land but his neighbour at number 3 had been successful in purchasing their verge from the Council at a previous time. Cllr Flint responded that the Council are currently reviewing land ownership therefore did not wish to sell but would advise him further and check that it is included on the grass cutting contract.

(iii) **Polly Sayers** asked whether the grass cutting contractors have permission to spray around trees, plants and borders, particularly Jubilee Gardens, as this had left unsightly yellow marks. In addition, no signage has been put out during spraying. Cllr Flint will clarify this point with the contractor.

(iv) **Wayne Fisher** announced that the next edition of The Breeze village newsletter will be distributed next week.

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(v) **James von Speyr** expressed concern about trees from 12 Smith Barry Crescent overhanging the road and obstructing motorist's visibility. Clerk to write to the owners to request the trees are trimmed back.

6. District/County Councillors Reports:

(i) **Cllr Venetia Crosbie-Dawson** – Cotswold District Council sent apologies for meeting.

(ii) **District Cllr Nigel Moor , Gloucestershire County Council**

Highways: Resurfacing work at Wyck Hill will be included in the forthcoming programme of works at an estimated cost of £183000 and Cllr Moor is working to ensure that associated drainage work is also completed. Resurfacing work at Vickers Road, de Havilland Road and Avro Road will be included in next year's programme. Cllr Hepburn asked if there was any progress with resurfacing to Stow Hill as he had witnessed a motorist aquaplaning last winter due to the poor surface. Cllr Moor advised that there is no progress as yet but potential for Spring 2015 and he would like to be advised of relevant incidents such as this.

Bus service: Cllr Moor thanks residents and the Council for their input on the draft timetable.

Comments are being considered with a view to producing a revised service schedule in mid-October.

Victory Fields : Developers have progressed with the new junction and Wellington Road will not be closed until the safety audit and remainder of this part of the scheme is completed. Cllr Moor would like to attend the next update meeting with Linden Homes. *The Clerk to advise Cllrs Moor and Crosbie-Dawson of the date.*

7. Tree Work on Sopwith Road:

Following advice from CDC's Tree Officer, the Parish Council submitted amended wording for their application for tree work 14/03254/TPO as follows:

Tree 170: *Crown lift to 5 metres and 25% crown thinning, removing smaller and weaker branches and secondary growth, to allow more light through the crown.*

Tree 188: *Complete removal of this tree.*

Tree 189: *Crown lift to give 5m clearance under the crown and to prune back the branches to give 3m clearance from the adjacent house.*

Amended TPO works have now been permitted and Council resolved to carry out amended works and fell tree 159 eucalyptus which is dead. Council accepted an amended quote from contractor of £525 plus VAT.

8. Play Area:

(i) **Updates on work required by Annual Risk Assessment**

Weed Treatment: Following the request for the Clerk to obtain a quote, the grass cutting contractor, McCrackens offered to carry out this work for us free of charge whilst they were already working in Upper Rissington. After ensuring suitable arrangements were in place, including COSHH information, McCrackens carried out the spraying. The Council approved this action.

Bark Chipping: Three quotes were received and Greenfields quote of £199 plus VAT was accepted, subject to the Clerk checking the product's suitability for the play area.

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(ii) **Update on Proposed Refurbishment:** One quote has been received from Mant Leisure. Further quotes are being sought. Cllr Flint has been advised that no section 106 monies will be available for this project but she is still in liaising with CDC and the Housing Association have also been asked if they will contribute.

9. Village Hall

(i) Electrical Work

Three quotes were received and Council resolved to accept CN Baldwin Electrical's quote of £768 plus VAT. Two additional C2 rated items were identified and costed at £172.00 giving a total cost of £940.00 ex VAT. Work to be booked in as soon as possible.

(ii) **Update on Hire Agreement:** The Hire Agreement has been updated with the new Clerk's details and confirmation of maximum number of people permitted in halls. Council confirmed acceptable of amendments.

(iii) **Update on current hirers:** A request was received from Veronika Boshier to rent the hall for a MacMillan Coffee morning at reduced hire charge or free of charge. After discussion, Council confirmed that current policy does not allow for any free or reduced rent use of the hall. Clerk to advise hirer.

(iv) **Progress on forming new Community Hall Committee:** Update by Wayne Fisher
A group of residents met to form an Inaugural Committee and they would like to meet to discuss proposals with the Council. Wayne to send Minutes and documentation to the Clerk for circulation to Councillors.

10. Allotments

Progress report on forming a Committee and Terms of Reference by Polly Sayers/Zoe Branch.
An initial committee was formed, chaired by Polly. The group have raised several questions for the Council to discuss with the developers. Cllr Flint confirmed the Council are meeting the developers later in September and will discuss allotment questions.

11. Maintenance of Jubilee Gardens: Polly Sayers reported that she currently maintains the gardens and when Jubilee Garden was created it was agreed to create a border and £1000 would be made available by the Council. Polly is happy to maintain but needs help. Cllr Maclean thanked Polly for her work and suggested a work party on a Saturday morning – she will work with Polly on this.

12. Grant Funding:

(i) **Active Together Scheme** – report by Cllr Nigel Moor. The scheme was launched by GCC to increase sport activity. Tennis court refurbishment was suggested but Council thought the developers were to refurbish the courts. Rob French researched cost of football equipment but cricket equipment might be useful as the developers are marking out a cricket pitch. Cllr Moor suggested the application could include all these activities up to a guideline of around £5000. Council to discuss and advise Cllr Moor.

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(ii) **Update on Play Rangers Grant Funding:** Council has been awarded £1100 from CDC's Youth Activities Fund which will fund the full cost of this summer's four Playranger sessions.

13. **Complaints Procedure:** Council agreed to adopt the draft procedure which had been previously circulated.

14. **Letters from Mr B Hanks:** The Council have received letters and emails from Mr Hanks in relation to various council matters including the Audit. These have been circulated to Councillors and detailed advice is currently being sought. Replies will be sent to all correspondence in due course.

15. Planning:

New Applications Received

Ref. No.	Address	Proposed	Comments
14/02995/FUL	8 Wright Road GL54 2NP	Two storey side and rear extensions	
14/03290/FUL	637 Volunteer Gliding Squadron, RAF Little Rissington	Erection of 56 bed sleeping accommodations & catering facilities	Development is not in the interests of the community as too much additional traffic. Construction traffic will create difficulties for the village.

The Council have received notification from Linden Homes of a tentative application for Demolition of the central core of the officer's Mess, with a proposal for 12 no. Bespoke 3 storey town houses and 2 no. Courtyard coach houses, plus rear courtyard carports and associated car parking. The proposed main building will look to replicate the existing in terms of scale, mass and rhythm continuing to feature as a landmark building within the overall redevelopment at Victory Fields.

14/03241/TPO Two copper beech trees-crown reduction by 25% has been resubmitted by developers

Decision Notices

Ref. No.	Address	Proposed	Comments
13/052424/COMPLY	Land Parcel at Upper Rissington GL54 2NP	Compliance with conditions 2 (levels), 4 (walling panel, 5 (render panel), 6 (external woodwork), & 7 (replacement tree) – reserved matters application for a Primary School, pursuant to Outline Permission ref. 0803697/OUT	Permitted
14/92781/FUL	9 Bristol Road, GL54 2NY	Two storey side extension	Permitted
14/02895/COMPLY	The Firs, Avro Road GL54 2NX	Compliance of conditions 3 (walling & roofing materials), 4 (sample wall panel) and 7 (Landscaping scheme) of permission 14/01418/FUL	Permitted
14/03106/TPO	12 Hawker Square GL54 2NT	Horse chestnut tree-remove	Permitted
14/03136/TPO	6 Lancaster Drive	Cherry - fell	Permitted
14/03254/TPO	9 Sopwith Road	Tree 170-Crown lift to 5 metres & 25% crown thinning, removing smaller & weaker branches and secondary growth, to allow more light through the crowns; Tree 188 –Complete removal of this tree. 189-Crown lift to give 5m clearance under the crown and to prune back the branches to give 3m clearance from the adjacent house	Permitted

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16. Finance

- (i) **Update on new bank signatories** – All signatory details now complete with bank. Cllr Maclean to confirm with bank when new mandate will be operational.
- (ii) **To agree new bank signatories** – not now required with reference to above point
- (iii) **To consider and authorise payments due:** Items shown below were approved for payment

Item	Expenditure £	Income £
Viking -Stationery & Cleaning Consumables for Village Hall	64.32	
Viking - Paper Towels for Village Hall	55.16	
P & MA Sands Window Cleaning for Village Hall 6.8.14	11	
LPR-Review of URPC Land Records & Land Registry Search	450	
Npower Electricity 29.05-19.08.14 for Village Hall - Direct Debit	228.53	
Albion Water 01.04-30.09.14 for Village Hall	43.76	
Clerk's Salary - September	918.49	
Cleaner's Salary - September	163.93	
CUR:ve Hire of Village Hall Invoice 2014/15-032		114.00
Totals	1935.19	114.00

17. **Correspondence:** Correspondence received from Mrs Dawn Laird. Items not responded to as yet will be answered as soon as practicable. Cllr Hepburn made a statement to the Parish in reply to Mrs Laird's email.

A large volume of correspondence has been received from parishioners in the last few weeks and the Clerk will respond in a timely manner, taking advice where necessary.

18. **Around the Village:** None at present.

19. **Date of Next Meeting: Monday 6th October at 7.30pm**

There being no other business the meeting closed at 20.45 hours.

Edward Timms
Chairman of Upper Rissington Parish Council

Date – 6th October 2014