

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 2nd February 2015, 7.30pm at Upper Rissington Village Hall

Present: Cllrs Edward Timms (Chairman), Caroline Maclean, Michael Triggs

In attendance: 12 members of public, District Cllr Venetia Crosbie-Dawson, County Cllr Nigel Moor, Sharon Henley (Clerk/RFO)

1. **Apologies:** Apologies were received from Cllr Margaret Flint (Vice Chairman). Cllr Stuart Hepburn has resigned with immediate effect.
2. **To Receive Declarations of Interest and consider Applications for Dispensation:** There were none.
3. **Minutes:** The Minutes of the Parish Council Meeting on 5th January 2015 were approved and signed.
4. **Matters Arising:** The Clerk reported on progress from previous meetings for information only.
 - (i) The Bridge at the play park has now been repaired but concerns have been raised over the work. The Clerk will review these with the contractor and arrange any remedial work.
 - (i) The Precept request of £48,711 has been submitted, as agreed at the Extraordinary Meeting on 19th January.
 - (ii) Councillors and the Clerk met with the National Allotments Society to discuss options for the new allotments.
5. **Public Session:**
 - (i) Wayne Fisher is working on the next issue of the Breeze magazine and the Council were invited to contribute. The Clerk will advise how much space would be required.
 - (ii) David Harrison requested clarification in the Minutes of 5th Jan, item 11 Parish Walkabout on Council's position on the footpath between Harris Gardens and Lancaster Drive. The Chairman stated this would be discussed under item 11.
6. **District/County Councillors' Reports:**
 - (i) **County Cllr Nigel Moor reported the following:**
 - **Budget:** Proposals are going to full Council later this month – for the fifth year running there will be zero tax increase proposed.
 - **Highways:** Parish Walkabout - Bob Skillern has actioned points raised and will pursue within the terms of the Amey contract.
 - **Gas/Electricity Cabinet on Barrington Road:** Cllr Moor is checking whether GCC were consulted as this may have been erected under 'permitted development', not requiring planning permission. The Chairman requested that the crossing is moved as pedestrians cannot see down the road – Cllr Moor will make enquiries.
 - **30mph Restriction around the village:** Parish Council proposed that the current 40mph zone should be downgraded to a 30mph zone. The Clerk will send through text to go with the plan already supplied.
 - **Road Sweep in village:** This was carried out recently by CDC but the timing of sweeps is currently out of sync with falling leaves etc. Cllr Crosbie-Dawson will investigate timings and Cllr Moor will arrange jetting to fit in with this.
 - (ii) **District Cllr Venetia Crosbie-Dawson reported:**
 - **Planning Application 14/02786/FUL:** This has been permitted. Concerns were raised at the meeting by residents of Smith Barry Crescent over lack of clarity on ownership of the road and who would be responsible for any repairs caused by construction traffic. The planning report confirms Linden Homes own the road but residents believe there may be confusion of Smith Barry Road and Smith Barry Crescent which has led to misinformation.

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Cllr Moor will take up concerns of Smith Barry Crescent residents with Linden Homes.

- **Budget:** CDC are likely to recommend a 3% reduction in council tax this year due to cost reductions.

7. Planning:

i) *To consider new Applications received – no new applications*

Ref No	Address	Proposed	Current Situation
14/04215/FUL	10 Smith Barry Road	Demolition of Officers Mess, erection of 12x4 bed and 2x2 bed residential units, erection of 16 carports and provision of frontage parking	To be discussed at Planning Cttee on 11 th February. Parish Council invited to send a speaker. Planning Committee Site visit on Wednesday 4 th Feb.

ii) *To note Decision Notices received - none*

8. **Grass Cutting Tender:** West Oxfordshire District Council have been confirmed as the new contractors starting in March with the first cut being a collected cut at a total annual cost of £6,179.29. On board cameras will be used on mowing equipment to assist with verification of work.

9. Victory Fields:

Councillors and the Clerk met with Linden Homes for an update meeting:

- The new village hall is set for completion in late March with school handover in early March.
- B1 commercial use of land – an additional meeting with Cllr Moor will be arranged
- Linden are investigating the transfer of designated Public Open Space land to Albion Water. Council believe this may be in breach of the Section 106 agreement. Cllr Crosbie-Dawson will investigate this with the Planning Officer.
- Footpaths will link the new village hall to both sides of village. School access footpaths will be completed by September when the school is fully opened.
- Developers are investigating the provision of fibre optic broadband to Victory Fields.
- Wellington Road stopping up will be carried out after the loop road is complete.

10. **Tree Works:** *To discuss and agree the initiation of the first 6 month rolling tree programme to be completed this financial year, followed by a 1 year tree programme to be completed in f/y 15/16.* Cllr Flint did not attend the meeting but sent an update. She has been liaising with the Tree Officer at CDC on a 6 month programme of works but tree numbers on the survey do not correspond to TPO numbers. She is sourcing quotes from tree surgeons for the works.

11. Highways:

- (1) **Footpath between Harris Gardens & Lancaster Drive** *(corrected from Grebe Square & Lancaster Drive):* Council discussed options to ensure safety of pedestrians. It was Minuted at a Council meeting in 2012 that it was important to the village to keep this path open. Council agreed to explore the option to 'dedicate' the footpath (adopt under the Highways Act). The Clerk will write to the developers to ask if they would agree to this course of action and write to Highways to ask if they would agree to adopt the footpath. Alternatively, the Council will investigate adopting and maintaining the footpath.



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- (ii) **Replacement Road Signage:** CDC confirmed they will replace signs within the village to the agreed design of white background and blue lettering, although Hawker Square sign will not be replaced as it is not damaged. Cllr Crosbie-Dawson will query colours used for Victory Fields signs as they are currently black on white.
- 12. New Community Hall:** The draft lease for new Community Hall Committee has been sent to the solicitor. The Committee are discussing funding agreed by the Council and their proposed budgets. Handover of the hall to the Council from developers may take 90 days due to legal processes and the Council are enquiring whether this can be done in a shorter time.
- 13. Grant Funding:** The Clerk met with the Sports Committee to arrange for purchases of sports items from grants monies received from Active Together. It was agreed to allow the Committee to store equipment at the village hall until the premises are handed to developers.
- 14. Finance:**
- i) *Correspondence with HSBC Bank:* All three accounts were closed in error by the bank due to lack of checks on signatory ID. Accounts have been reinstated. £100 compensation was received in December for previous bank errors but the Clerk will write to complain and request further compensation.
 - ii) *To consider and authorise payments due:* Agreed by Council as per schedule on following page.
 - iii) *To consider and authorise transfer of funds across budgets:* Agreed as per schedule circulated.
 - iv) *Review of Financial Regulations:* To be updated following advice from GAPTC. A draft document has been circulated for review and will be discussed at the next meeting.
 - v) *Internal Auditor:* Council discussed the option to use GAPTC's new service. The cost was slightly higher than last year's auditor at £210. It was agreed to Clerk would instruct GAPTC's auditors but query the reason for costs being slightly higher.
- 15. CiLCA:** The Clerk is undertaking the Certificate in Local Council Administration with mentoring available from GAPTC until April. The portfolio requires registration with SLCC before the end of March to be included on CiLCA 2013 prior to a change in modules. Payment of £250 to be approved at the next meeting.
- 16. Correspondence:** To review correspondence received since the last meeting
- (i) David Knaggs, Albion Water requested an update on the Council's position on the transfer of ownership of the area of Public Open Space. The Clerk to confirm that Council do not agree to the land being fenced off and that discussions with developers and CDC are still on-going.
 - (ii) Mrs Heulin of Sopwith Road sent a further letter about parking.
- 17. Date of next meeting:** To confirm date of the next meeting – Monday 2nd March 2015 at 7.30pm.

There being no further business the meeting closed at 20.40 hours.



Cllr Edward Timms (Chairman)

2nd March 2015

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Receipts & Payments Approved 2nd February 2015				
Description	Chq No	Payment £	Receipt £	Power to Spend
Mobile phone top up - clerk's expenses (omitted from January payment list)	101044	10.00		LGA 1972 s.111
BT Invoice 09.01.15 (paid)	101049	154.59		LGA 1972 s.111
McCracken & Sons December invoice for grass cutting	101050	948.00		Public Health Act 1875 s164/Open spaces Act 1906 ss9, 10
Clerk's Mileage to attend three GAPTC courses	101051	66.15		LG(FP)A 1963 s5
Clerk's expenses-Printer Ink	101051	18.29		LGA 1972 s.111
Veronika Boshier Village Hall cleaner's salary for February	101052	163.93		LGA 1972 s 112 (2)
Sharon Henley - Clerk's Salary for February	101053	918.49		LGA 1972 s 112 (2)
P&MA Sands Window Cleaning for V Hall	101054	11.00		LGA 1972 s 133
Rentokil invoice no. 80557178 £117.70-full credit note issued prior to payment		0.00		
Greenfields Garden Services inv 34476-Play Park Bridge Repair	101055	456.00		LG(MP)A 1976 s 19
GAPTC Courses for clerk - Finance Revisited £25 chq 101074 and Preparing for your Audit £50 chq 101048 both refunded as reimbursement for cancellation of Councillors' Course. 5 Good Councillors Guides also supplied to value of £10.			75.00	
Compensation from HSBC Bank			100.00	
Active Together Grant Funding for Sports Committee			4997.13	
URYC 2014-15 073 Village Hall Hire			72.00	
Aikido 2014-15 070 Village Hall Hire			48.00	
Companions of the Crows 2014-15 071			252.00	
CUR:ve 2014-15 074			99.00	
Gt Rissington School 2014-15 076			72.00	
R Parkes 2014-15 072			24.00	
J Morgan Dog Training 2014-15 077			216.00	
Totals		2746.45	5955.13	

