

# Upper Rissington Parish Council

## Minutes of Parish Council Meeting

held on Thursday 12 April 2018, 7:30 pm at Upper Rissington Village Hall

Councillors present: Marc Buffery (Chairman), Robert Hazard, Martin Johnstone, and Amos Peek.

In attendance: District Councillor Mark MacKenzie-Charrington, Pauline Rigby (Clerk), and three members of the public.

1. **Apologies:** Cllrs Matt Barley, Dawn Laird and Brian Hanks sent their apologies. County Councillor Nigel Moor was unable to attend.
2. **Declarations of Interest and Applications for Dispensation:** None
3. **To Elect a Vice-Chairman:** Cllr Johnstone accepted the nomination for Vice-Chairman, and the motion was unanimously carried.
4. **Public Session:** There were no questions from the members of the public.
5. **Local Police Report:** Not available.
6. **County Councillor's Report:** Not available.
7. **District Councillor's Report:** Cllr MacKenzie-Charrington reported the following:
  - Yesterday, Cotswold District Council's planning committee met to discuss "Variation of condition 3, to regularise the materials used" [17/04950/FUL]. The application was from Bovis as Linden has not departed from the original plan as far as they were aware. In the original planning consent granted in 2013, the mix of materials used in the Bovis section of the development was to be 80 houses in Cotswold stone, 45 brick, and 29 render, with some variations in roofing, between artificial tiles and natural slate. Bovis did build that mix, but they didn't build houses in the allocated positions in the 2013 consent. The other issue was the approved colour of brick and render. Once Bovis started construction, they found they were not able to complete using those approved materials, mainly as one of suppliers had ceased production. They substituted with different bricks and stone, which though different were of acceptable quality. The recommendation of Planning Officer, and Conservation Officer is paramount here, and they concluded that what had been constructed would not have been refused if it had been in original application. The other point made was that when people went to reserve their houses, if they bought early off plan, might well have thought they were getting one type, but when came to point of exchanging contracts, buyers were made aware of the new house type. The matter was debated at great length and the application was permitted. It means that nobody living in Victory Fields is living in or owning a house that is contrary to planning permission.
  - The next Community Liaison Group meeting is on Friday 4 May, and Sir Geoffrey Clifton-Brown will be there. The group should be getting detailed reports from both developers and from the County Council about highways, drainage and such like.
  - Bovis has a new site manager and councillors asked whether he could attend Liaison Group meetings. The District Councillor agreed to make that request.
  - The planning application for the public open spaces and general landscaping [17/04151/FUL], could come to the next planning committee meeting on 9 May. The local planning authority still hasn't resolved the contamination issues; a resident would like an independent survey.

The Chairman moved to consider Item 17 at this juncture.

17. **Summer Youth Activities:** Cotswold District Council has allocated funding of £1,400 in 2017/18 to each Ward Councillor to spend on activities for young people aged 11-18. Councillors **resolved** to apply for funding for World Jungle to provide youth activities across the four Rissington parishes.

The order resumed at item 8.

8. **Minutes:**

- a) The minutes of the Parish Council Meeting held on 14 March 2018 were approved as a true record and the Chairman signed the same.
- b) The minutes of the Parish Council Meeting held on 22 March 2018 were approved as a true record and the Chairman signed the same.

9. **Clerk's Report:** The Clerk reported the following:

- Highways had approved new grit bin locations in principle, and had passed the request on to their contractor, who will advise on the next steps.
- The cheques approved at the last meeting were signed away from the meeting, as the cheque signatories were not present at the end of the meeting.
- Cllr Laird had since advised that she no longer wished to be a signatory to the bank account; a fresh bank mandate was being prepared to add signatories to the account.
- The telephone account with BT had been originally set up as a sole trader in the name of an employee. BT can perform an "account takeover", where they close the existing account and open a new one in the name of the Parish Council. The Clerk had requested that they waive the early termination fees for ending the current contract, and is awaiting an update.
- The end-of-year accounts are being prepared.
- The Clerk's earnings for April 2018 are above threshold for automatic enrolment, and the Council will be required to provide a workplace pension.
- The Staffing Committee will need to prepare for appraisal, if one is to be carried out before the end of the Clerk's probationary period.

10. **Planning:**

- a) Planning application 17/04950/FUL (Variation of Condition 3 ... to regularise the materials used), had been considered by Cotswold District Council's Planning Committee on 11 April, and the application was **permitted**.
- b) Councillors considered planning applications received and **resolved** to submit the responses given here:

Application no.	Details	Response
17/05200/FUL – New details	Proposed change of use from A1 (food retail) to veterinary surgery (D1) - 8A - 8B Sopwith Road Upper Rissington Gloucestershire GL54 2NL	No further comments
18/00473/FUL	Rear single storey extension – 30 Grebe Square Upper Rissington CHELTENHAM Gloucestershire GL54 2NH	No objection
18/01253/TPO	1 X Horse Chestnut (G39) - Fell, Bark split and rotten, Dangerous over hangs road; 1 x Cherry (G39) Fell, Bark split, severe wood worm, ... replant if required - 4 Smith Barry Circus Upper Rissington Cheltenham GL54 2NQ	Defer to tree officer's opinion

11. **Neighbourhood Plan:** Cllr Peek reported that the village walk had been cancelled due to the weather and would be rescheduled soon.
12. **New Councillor Training:** Cllrs Barley and Hazard had attended GAPTC's "Better Councillor" course organised by Bourton on the Hill PC on 20 March. Cllr Barley's attendance on the course had been previously approved, and retrospective approval was given to Cllr Hazard's attendance.
13. **CiLCA Registration:** Councillors **resolved** that the Clerk could register for the Certificate in Local Council Administration course with Society of Local Council Clerks (SLCC) at a cost of £250.
14. **Finance:**
  - a) Councillors reviewed the payments list and unanimously **resolved** to pay the bills presented.
  - b) A payment of £192 for hall hire had been received in error.
  - a) Councillors considered the expenditure against budget for the year to date. The apparent overspend on the Active Together code has still not been resolved.
  - b) Councillors considered and approved the bank reconciliations.
  - c) Cllr Peek and the Clerk agreed a date to carry out the internal financial checks.
15. **External Auditor's Report:** Councillors discussed the Matters Arising in the External Auditor's report, which stated that the Council "did not have in place proper arrangements for the preparation and approval of the statement of accounts". The correspondence between the Acting Clerk and auditor had been reviewed. Councillors observed that there weren't enough people in place to complete the work, as the Clerk had left the council before completing the statement of accounts, and the council had only 3 members at the time. Now the Council has a new Clerk/RFO and a full complement of councillors, the situation should not recur. However, councillors **resolved** to take further steps to determine whether there was a failure in the system last year and whether it should take any additional steps to secure the arrangements.
16. **Children's Play Park:**
  - a) The playground inspection identified hazards in the fence, gate and wooden edges on the empty bark pits. Cllr Buffery offered to inspect the bark pits, and secure the wooden poles if possible. The Clerk is also seeking quotes for remedial work, as well as the removal of the bark pits in preparation for new equipment. It was suggested that residents might be able to use the bark on their bedding plants rather than for the Council paying to dispose of the bark.
  - b) Councillors considered the tender documentation and discussed the timeline for the project. A new phrase had been proposed to clarify the Council's obligations under phase two. Councillors then **resolved** to approve the tender documentation, and selected timeline Option B, which seeks completion of the project in the first week of the summer holidays, This will necessitate holding an extraordinary meeting on 23 May to consider the bids received. The Clerk will publish the invitation to tender.
18. **Staffing Committee:** Councillors reviewed and **approved** the proposed Terms of Reference for the Staffing Committee.
19. **Correspondence:** The Clerk reported:
  - The Village Hall Trust will be in touch shortly with a revised 20.3 Register detailing the heating system problems, the repairs carried out and the monetary consequences.
  - Gloucestershire County Council is consulting on support for carers and new opening hours for the Heritage Hub (Gloucestershire Archives).
  - GAPTC has invited parish and town councils to submit a resolution for debate at its AGM in July. Proposals, approved by the council, must be received by Friday 11 May.

- Several enquiries had been received about renting allotments in the parish, and the lack of vehicular access to the proposed allotments in the Victory Fields development.
- Concerns had been raised about Rissington Management Company.
- Three requests to advertise on the parish website had been received.
- A resident had made a request to purchase land on Avro Road.
- A resident had made a request to purchase land on Smith Barry Crescent.
- A resident who farmed land in the parish wished to be consulted on the Neighbourhood Plan.
- A resident had asked the council to trim an overhanging tree on Bristol Road.

20. **Items for Future Meetings:** Future agenda items include defibrillator, Housing Needs Survey, Youth Council, disciplinary and grievance policy, and Tree Management Plan.

21. **Date and Time of Next Meeting(s):** Annual Meeting of the Parish Council on Wednesday 2 May 2018, 7:30pm; regular meeting on Wednesday 9 May 2018, 7:30pm.

The meeting closed at 9:37 pm

Signature of Chairman upon approval of the Minutes ..... 02 May 2018

Copies to:

County Councillor Nigel Moor

District Councillor Mark Mackenzie-Charrington

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#### Bills for Payment

Payee	Date of invoice	Details	Total	Relevant minutes	Authority
Bourton on the Hill PC	20-Mar	Better Councillor Course x 2	<b>£47.58</b>	08/11/17 - 17	LGA 1972 s.111
Mustoes Haulage Ltd	26-Mar	Filling grit bins	<b>£174.00</b>	14/03/18 - 15	HA 1980 s.41
WODC	27-Mar	Playground inspections - 19/02 & 22/03	<b>£18.26</b>	15/06/15 - 8	LG(MP)A 1976 s.19
Sports & Play Consulting	03-Apr	Tender consultancy for play park, stage 1	<b>£875.00</b>	14/03/18 - 21(b)	LGA 1972 s.111
Pauline Rigby	12-Apr	Clerk's salary, April 2018, overtime	██████	08/11/17 - 29	LGA 1972 s.112 (2)
SLCC	12-Apr	CilCA Registration	<b>£250.00</b>	12/04/18 - 13	LGA 1972 s.111