

Upper Rissington Parish Council

Minutes of Extraordinary Parish Council Meeting

held on Wednesday 9 May 2018, 7:30 pm at Upper Rissington Village Hall

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

In attendance: County Councillor Nigel Moor, Pauline Rigby (Clerk), and 7 members of the public.

Martin Hutchings, GRCC's Rural Housing Enabler, gave a short talk about Housing Needs Surveys

Back in 2009 the Rural Housing Enabler undertook a Housing Needs Survey in Upper Rissington with the support of the Parish Council at the time. [A copy will be posted on the Parish website.] The circumstances are very different today than they were nine years ago, when Upper Rissington had only 395 dwellings, and a new survey could be highly beneficial. The methodology is recognised by the District Council as valid and the results can provide key evidence for the Neighbourhood Plan.

The survey is a paper questionnaire that goes out to every household in the parish. There is a standard format in three parts. The first part is to gather information about housing circumstances; the second part is a set of questions about working from home; residents are asked to complete the third part if they are in housing need, which means they have genuine a need for moving within the parish. This question will identify households with young people looking for their own home for the first time or others looking for more suitable accommodation. It doesn't matter what the circumstances are, if more appropriate housing is needed, then the survey tries to pick up that information. An example would be a family-sized house where the children have grown up and moved out and the older couple are looking to move to something smaller. Yes, they might have financial means, but suitable properties might not be available in the village.

A freepost envelope is included with each questionnaire, which comes back to GRCC [Gloucestershire Rural Community Council] for analysis. They will then write a report and present it to the Parish Council. The Rural Housing Enabler's time is paid for, and the Parish Council would be asked to contribute towards stationary, printing and distributing the questionnaires. If volunteers can hand deliver the survey, then it reduces those costs. From issuing the questionnaire to coming back to present the report, they would expect to complete the survey within about two months.

1. **Apologies:** Cllrs Brian Hanks and Dawn Laird were unable to attend. District Councillor Mark-MacKenzie-Charrington also sent his apologies.

2. **Declarations of Interest and Applications for Dispensation:** None

The Chairman agreed to bring forward the County Councillor's report.

6. **County Councillor's Report:** Nigel Moor reported that:

- The [Lengthsman scheme](#) is going to continue. Local Highways budget priorities that have been identified are Sopwith Road, Wright Road and Wright Close. Smith Barry is in need of attention, but as it is not adopted, it cannot be brought forward at the present time. He would like to bring the resurfacing of Barrington Road into the Local Highways budget, so there will be more control over when the work is carried out.
- The County Council has agreed to provide additional school places by next year. They will finance the expansion from capital funds and look to recover money from the Section 106. This means it is not predicated on the Section 106, so won't be delayed. Officers had underestimated demand, but have now looked at all metrics in terms of school, preschool.
- He thanked Sir Geoffrey Clifton-Brown for setting up the Liaison Group. MPs are generally advised not to get involved with local planning issues, because they can take up a lot of time.

- He is pleased that the Community Governance Review is going ahead. Personally, he will be supporting a full complement of 11 councillors, so that committees can share the workload. Because of the amount of consultation that's already taken place, the District Council is moving straight to the second phase of consultations this summer, and plans to reach a decision in September well in advance of the local elections next May.
3. **Public Session:** The following questions and comments were received:
- Are gagging orders being used to silence unhappy homeowners?
 - The standard of grass cutting around the village was criticised.
 - Why is 'Items for Future meetings' and 'Date of the next meeting' under the closed session? It was agreed that these agenda items would be moved forward.
 - Closed sessions should be avoided.
 - Can the grit bin in Village Hall car park be moved?
4. **Minutes:** The minutes of the Parish Council Meeting held on 2 May 2018 were approved as a true record of the meeting. The printer was not working so the Chairman will sign at the next meeting.
5. **Clerk's Report:** The Clerk reported that:
- The Community Governance Review, mentioned by Cllr Moor, will be considered by Cotswold District Council on 15 May, and the report will be circulated when available.
 - Superfast broadband has been installed in the office and the price has come down.
 - The bank mandate has still not been submitted because one more signature is needed.
7. **District Councillor's Report:** Not available.
8. **Community Liaison Committee:** Group representatives gave a verbal report about the meeting on Friday 4th May. They felt that the meeting went over old ground, and that the developers have not paid any attention to the hundreds of comments by residents. Concerns were raised about the concrete maze, contamination on South field, the trim trail, lack of youth provision and anti-social behaviour, and whether the developer would be sticking to the 2013 plans.
9. **Planning:**
- a. The following planning decisions were noted:

Application no.	Details	Status
18/00475/FUL	Erection of single-storey front extension - 26 Grebe Square Upper Rissington Gloucestershire GL54 2NH	Application permitted
17/05200/FUL	Proposed change of use from A1 (food retail) to veterinary surgery (D1) - 8A - 8B Sopwith Road Upper Rissington Gloucestershire GL54 2NL	Application permitted

- b. The following planning applications had been received since publication of the agenda:

Application no.	Details	Deadline
18/01696/TPO	T.771 - fell; T.772 - lift up lateral branches to 3m clearance, shape crown by removing no more than 15%, 3 Blenheim Close Upper Rissington Cheltenham Gloucestershire GL54 2QX	Wednesday 30 May
17/04151/FUL	New details for Variation of condition 1 of reserved matters permission 12/03810/REM dated 23/01/2013 to provide detailed plans and sections of open space ...	Friday 25 May

- Councillors **resolved** to make a response of no objection to application 18/01696/TPO.
- 17/04151/FUL was discussed, but the application is complex and no conclusion was reached.

Action: The Clerk was asked to obtain hard copies of the plans for 17/04151/FUL.

Cllr Peek left the meeting at this juncture.

10. **Neighbourhood Plan:** Not available.

11. **Finance:**

- a. Councillors considered the payments list, and **resolved** to pay the bills presented.
- b. Income of £62,177 has been received as the first instalment of the precept for 2018-19.
- c. Expenditure against budget for year to date was reviewed.
- d. The bank reconciliations were reviewed and approved.
- e. The list of internal control checks was reviewed. The VAT claim is still outstanding.
- f. Cllr Hazard agreed to carry out the internal control checks over the coming year.

12. **National Salary Award:** The National Joint Council (NJC) for Local Government Services agreement on salary scales for 2018-2020 was noted.

13. **Payroll:** Councillors **resolved** to accept the supplier's new terms and conditions, and the Chairman signed the agreement.

14. **Pension Scheme:** The Clerk requested more time to research the options. Councillors suggested that the decision could be delegated to the Staffing Committee, which meets on 21 June. The Clerk explained that the committee could consider the matter and make a recommendation. The possibility of an earlier meeting was discussed, but no mutually convenient time could be found.

15. **Training Courses:** Councillors **resolved** that the Chairman can attend the Chairmanship skills course on 26 June, organised by GAPTC, at a cost of £50.

16. **Children's Play Park:**

- The wooden edges of the bark pits had been mended and passed the monthly inspection.
- The tender for replacing the play park equipment had been advertised. The consultant met with six suppliers on site, and had interest from a further four. The deadline is 5pm on Thursday 17 May, and the tender panel will meet later that same evening. It was agreed that the designs would be posted on the parish website and posters displayed to the public on the afternoon of Tuesday 22 May, if the Village Hall is available.

17. **Correspondence:** The following correspondence had been received:

- When will the foundations of old village hall be removed?
- Calor Community Fund is offering up to £5,000 funding to community projects in areas without mains gas. Applications are open until 21 May.
- Little Hurricanes would like to use the field for a summer event.
- Cotswold Friends has requested a donation.
- A resident has asked whether the Parish Council will cut grass on other side Barrington Road.
- Village Hall Trust has asked if the bank can be added to the grass cutting contract.

20. **Items for Future Meetings:** Defibrillator, Youth Council, disciplinary and grievance policy, play provision, and Tree Management Plan were noted.

21. **Date and Time of Next Meeting(s):** Wednesday 13 June 2018, 7:30pm.

22. **To resolve to move in to a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Standing Order 19a:** The public and press should leave the meeting during the consideration of: ...

23. **Clerk's Overtime:** Councillors **resolved** that:

- Overtime of 38.5 hours in March and 35.5 hours in April was approved.
- The Clerk will submit timesheets for approval to the members of the Staffing Committee by email on the last working day of the month, so that overtime can be processed by payroll the following month, and the hours reported to the next available Council meeting.

The meeting closed at 9:40pm

Signature of Chairman upon approval of the Minutes 13 June 2018

Copies to:

County Councillor Nigel Moor

District Councillor Mark Mackenzie-Charrington

Payments list:

Payee	Date of invoice	Details	Cheque Total	Relevant minutes	Authority
GAPTC	26-Apr	Data protection course	£40.00	14/03/18 - 16	LGA 1972 s.111
British Telecom	30-Apr	Quarterly phone bill	£174.92	04/07/16 - 8(iii)	LGA 1972 s.111
Pauline Rigby	01-May	Clerk's salary, May	█	08/11/17 - 29	LGA 1972 s.112 (2)
...	01-May	Clerks expenses (fuel)	23.40	14/03/18 - 16	LG(FP)A 1963 s.5
Glos Care Serv NHS Trust	03-May	Returned payment	£192.00	12/04/18 - 14 (b)	LGA 1972 s.111
Local Council Public Advisory Service	03-May	DPO services	£450.00	02/05/18 - 22	DPA 2018 s.69
Glos Playing Fields Association	09-May	Subscription	£50.00	02/05/18 - 20	LGA 1972 s.111