

# Upper Rissington Parish Council

## Minutes of the Parish Council Meeting held on

Wednesday 10 July 2019, 7:30 pm at Upper Rissington Village Hall

*Present:*

Don BOWIE

Jerry FLINT

Christine HIGGS

Kirsten JOHNSTONE

Martin JOHNSTONE (Chairman)

Russell MCCANN

Ben PAVORD

Myrddin ROBERTS

Declan TORRIS (Vice Chairman)

Vaughan TAYLOR

*Absent:*

Amos PEEK

*In attendance:* Pauline Rigby (Clerk), County Councillor Nigel Moor, District Councillor Andrew Maclean and 18 members of the public at the start of the meeting.

**68/19 Apologies for Absence**

Apologies were received from Councillor Amos Peek.

**69/19 Declarations of Interest**

Declarations of interest were received in respect of item 77/19, the adoption of public open spaces, from eight councillors: Don Bowie, Christine Higgs, Kirsten Johnstone, Martin Johnstone, Russell McCann, Ben Pavord, Declan Torris, and Vaughan Taylor.

**70/19 Applications for Dispensation**

Dispensations in respect of item 77/19, adoption of the public open spaces, had been granted on 12/06/19 to Councillors Don Bowie, Jerry Flint, Christine Higgs, Kirsten Johnstone, Martin Johnstone, Russell McCann, and Declan Torris. Dispensations had been granted for the term of office – Minute 54/19 refers. Councillor Flint pointed out that as he had moved away, he no longer required a dispensation. Councillors Ben Pavord and Vaughan Taylor submitted new applications for dispensation in respect of item 77/9. The Clerk reported that the two dispensations had been granted on the grounds that it would otherwise render the council inquorate and unable to discuss the matter, and it was in the public interest to grant them.

**71/19 County Councillor's Report:** Nigel Moor reported that:

- The slowness of developers to seek adoption of highways in Victory Fields is frustrating. The County Council has reinforced its Highways team by appointing Don Anyiam as the lead, and he would like to ask Don to come to September's meeting to provide an update.
- A recent safety audit identified issues with the refuge on Barrington Road, as the bollards have been knocked over in the past. They are suggesting removing the bollards and relying on signage leading to access to Mitchell Way. He asked for feedback on whether it would be an improvement, or to retain the bollards. The consensus was to retain them.

- Also, in respect of the S38 agreement for adoption of new internal roads, no final safety audit has been completed; Highways have been pressing for that audit for some time, and now have said it must be carried out in a reasonable time otherwise they will do the work and recharge. Owing to the length of time the roads have been in existence, they don't need to ask for the usual one-year maintenance period. The developers have asked to include Godfrey Place in this S38 agreement, and the County Council has agreed. The developers have submitted another S38 proposal for the existing roads they inherited.
- The application to provide a new footpath from Harris Gardens to Mitchell Way is progressing. Officers have been on site and support it; and are planning the scheme.
- There is less good news about the additional crossing on Barrington Road. The developer commissioned a survey, and the results are they don't think pedestrian crossing is needed, because they don't envisage the scale of development is going to make a difference. The S278 agreement has not been signed yet so local views would be useful. The Clerk was given a copy of the report to circulate to the council for comments.
- Repairs to some of the roads in the original village are due to start on Friday 12 July.

72/19 **District Councillor's Report:** Councillor Andrew Maclean reported that:

- A climate emergency motion passed with unanimous support. This translates into three actions: The Local Plan will be reviewed, the Cotswold Design Code will be updated to include energy efficiency, and they will look at ways to promote low-carbon transport.
- Also, he supported a motion cancelling a temporary multi-story car park in Cirencester.
- Two trees with TPOs on Hawker Square were given permission to be felled.
- He was delighted to support an application by World Jungle for £1,000 to provide youth activities in the Rissington Villages this summer. There is £1,500 left in the activities pot.
- Last week councillors received training in the Community Infrastructure Levy (CIL), which will apply to any new development in Upper Rissington.
- Ubico gave him a briefing about what happens to our recycling, and they are still working on providing information about where our recycling ends up.
- The developers have issued a schedule of works for completion of the public open spaces, but they are already well behind. [Note: an updated schedule has been issued].

73/19 **Public Session:** The following questions and comments were received:

- Could there be a path around the allotment perimeter for dog walking?
- There is inconsiderate parking on the raised tables on Mitchell Way and Hercules Close.
- Bovis is expecting the tennis courts to be completed in 3-5 weeks.
- Why is there more fencing around Godfrey Place and the allotments?

74/19 **Minutes**

It was RESOLVED that the minutes of the meeting held on 12 June 2019 be approved and signed as a correct record by the Chairman.

75/19 **Clerk's Report:** The Clerk's report was noted, and action arising considered:

- [Minute 15/19 of 15/05/19 refers] Councillors Bowie and Flint were appointed as council representatives to the Neighbourhood Plan Steering Group.
- [Minute 15/19 of 15/05/19 refers] It was noted that Councillor Bowie will attend GAPTC's AGM on 20 July 2019.

- c. [Minute 30/19 of 15/05/19 refers] All four new signatories on the mandate will need to visit the bank in person for an identity check.
- d. [Minute 60/19 of 12/06/19 refers] The Clerk had reviewed the cost of broadband and telephone calls, but could not identify a cheaper option while still under contract.
- e. [Minute 67/19 of 12/06/19 refers] GAPTC's locum clerks were busy and SLCC Consultancy had not found a locum in time, so there had been no expenditure on locum services. However, SLCC Consultancy offered to come to an introductory meeting at no charge to look at ways they could support the council. The Clerk was asked to arrange a meeting.

**76/19 Planning & Highways:**

- a. Planning decisions by Cotswold District Council were noted:

<b>Application</b>	<b>Details</b>	<b>Decision</b>
<a href="#">19/01685/TPO</a>	Sycamore (T1). Pruning as per drawing. 3 limbs and 2 small branches to be removed.   31 Godfrey Place Upper Rissington GL54 2QN	Permit
<a href="#">19/01835/TPO</a>	Sycamore (Acer Pseudoplatanus), located in the Rear Garden - Crown thin by 10% ...   5 Godfrey Place Upper Rissington GL54 2QN	Permit
<a href="#">19/01841/TPO</a>	T1 - Silver maple: Fell tree, in chronic decline with over 50% of crown dead/severely decaying   24 Hawker Square Upper Rissington GL54 2NT	Permit
<a href="#">19/01845/TPO</a>	Sycamore (T1) - Fell tree if in close proximity to adjacent building with branches rubbing on roof and wall. ...   26 Hawker Square Upper Rissington GL54 2NT	Permit

- b. A planning application had been received after publication of the agenda: [19/02236/FUL](#) - *Erection of three bedroom house and associated works* | 15 Avro Road Upper Rissington CHELTENHAM Gloucestershire GL54 2NU. The Clerk was asked to organise an additional meeting in the week of 29 July to discuss the matter.

**77/19 Public Open Spaces:**

- a. The new District Councillor had requested an introductory meeting with the developer, who had extended the invitation to the Parish Council Chairman and Clerk. Councillor Martin Johnstone reported that it was an informal meeting to open dialogue, and the developers said they were committed to completing the site. The works schedule was reviewed, and questions were raised about management of the allotments and tennis courts, as they would be ready before any formal handover by the developer. Cllr Johnstone added that it would benefit future discussions if the parish council took a view on whether it wanted to adopt the public open spaces, in principle. Bovis agreed to provide an updated works schedule to the parish council, for publication on the website.
- b. The developers also offered to meet with the rest of the parish council members to update them as a group, and the Clerk was asked to organise a meeting.
- c. It had come to light that the developers also own parcels of land in the original village. The Clerk was asked to investigate transfer of the land to the parish council.
- d. There was a discussion about whether the parish council would like to adopt the public open spaces when offered. Councillor Bowie had spoken to a planning consultant, who advised a two-fold approach: to employ the services of planning consultant to look at the performance of the local planning authority in enforcing regulations, so that the parish

council could be confident that the land was handed over in a satisfactory condition, and solicitors with experience in adopting public open spaces. Councillor Torris had also spoken to a planning consultant, who thought that conditions were favourable for the parish council to take over the land. Given the current level of the precept, he felt it could be possible to maintain the adopted spaces without an increase to the precept – although a more detailed analysis is required. The debate became heated, and the Chairman asked members of the public not to interrupt.

RESOLVED that Upper Rissington Parish Council would like, in principle, to adopt the Public Open Space, subject to satisfactory due diligence.

- e. It was agreed that the council would indeed benefit from professional support, and the Clerk was asked to investigate options in consultation with Councillors Bowie and Torris.

#### 78/19 **Community Grants Scheme**

The Parish Council's community grants scheme and budget were reviewed. It was then RESOLVED that grants would be considered quarterly by the whole council, and the scheme be approved subject to this amendment.

#### 79/19 **Committee Structure**

- a. [Minute 12/19 of 12/06/19 refers] Members requested more time to consider the report on new committees. Therefore, the items to approve the Terms of Reference and appoint members to committees were not required.
- b. [Minute 19 of 21/03/19 refers] It was RESOLVED to create Emergency Planning Working Group. Councillors Kirsten Johnstone and Christine Higgs were appointed to the group. The Clerk was asked to invite members of the community to help.

#### 80/19 **Bullying and Harassment Policy**

RESOLVED to adopt the new bullying and harassment policy.

#### 81/19 **Finance:**

- a. No income had been received other than a small amount of bank interest.
- b. The Clerk's overtime was approved.
- c. RESOLVED that payment of £2,856 to Nicholas Dunbar of The Whole Tree Company be added to the payments list, and the amended list was approved for payment.
- d. The bank reconciliation was reviewed and approved. The Clerk was asked to scan the account opening letter from Hampshire Trust Bank and circulate to councillors.
- e. It was noted that all expenditure within the year to date is within budget.
- f. It was suggested that Councillor Peek would carry out the quarterly financial internal control checks, but as he was not present, this will have to be confirmed.

#### 82/19 **Appointment of Internal Auditor**

RESOLVED to appoint Bridget C. Bowen as internal auditor for the year ending 31 March 2020. Councillor Kirsten Johnstone asked for it to be recorded that she abstained.

#### 83/19 **Noticeboard**

The location and style of the proposed noticeboard outside the shops was discussed. The Clerk was asked to obtain quotes for single- and double-sided, two-bay noticeboards.

Councillor Kirsten Johnstone reported that the Cubs have inspected the noticeboard on Jubilee Gardens. Their assessment is that it is small but useable, and they would like to rejuvenate the board by cleaning, sanding and repainting it, and possibly replacing the Perspex window. It was agreed that the Cubs could continue with the project.

Dragon Vets have been asked about the noticeboard at the Old Co-Op, and will report back.

**84/19 Parking Spaces**

- a. To help alleviate parking problems, it was RESOLVED to install an extension to the drop kerb opposite 2 Hawker Square. The Clerk was asked to enquire whether the County Council could carry out the work when they come to do the footpath on Barrington Road.
- b. A proposal to consider erecting 'residents only' signs on the parking bays in Hawker Square was put to a vote, but the motion was not carried.

**85/19 Councillor surgeries**

Councillor Johnstone proposed that the Parish Council hold monthly surgeries, and that other parishes that have tried this said it was popular and great benefit.

It was RESOLVED that the council will hold monthly surgeries attended by two councillors. Possible locations and dates for the surgeries were discussed.

**86/19 Village Hall Keys**

It was agreed to move this item to the closed session to avoid disclosing personal data.

**87/19 Correspondence**

The correspondence list had been circulated prior to the meeting. A letter from the County Council about a review of mobile library services and drop-off locations was highlighted; and the Clerk was asked to enquire about setting up a drop-off location in Upper Rissington.

**88/19 Date and Time of Next Meeting**

The date and time of the next scheduled meeting was confirmed as Wednesday 14 August, 7:30pm. An extra meeting to discuss urgent planning matters will also be called.

**89/19 Confidential Session**

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, it was RESOLVED that, because of the confidential nature of the business to be transacted, the public and press leave during the consideration of the following items.

**90/19 Village Hall Keys**

The list of keyholders was discussed; the Clerk was asked to request the return of keys once more time, then draw a line under the matter. A request from the Village Hall Trust for a letter of authority to order new keys for the Tigris system locks was discussed. The Clerk advised that not granting the request could damage the relationship with the Trust, but on being put to a vote, the motion was not carried.

**91/19 Staffing Matters**

The Clerk left the meeting at this point and Councillor Kirsten Johnstone continued to take the minutes.

The council was asked to look at some recommendations from GAPTC, having reviewed these recommendations and the council's actions following, it was felt that all recommendations had been addressed or covered by the council.

There being no further business, the meeting closed at 10:30 pm.

Signature of Chairman upon approval of the Minutes ..... 14 August 2019

## Payments for July 2019:

[Authority to spend is General Power of Competence, unless otherwise indicated.]

Payee	Invoice Date	Details	Total	Relevant minutes
Declan Torris	11-Jun	Annual Parish Meeting expenses	£55.17	15/05/19 - 51
The Society of Local Council Clerks	20-Jun	Membership from 1 August 2019	£156.00	15/05/19 - 21
West Oxfordshire District Council	21-Jun	Grounds maintenance	£1,729.90	07/02/18 - 14
West Oxfordshire District Council	21-Jun	Playground inspection 23/04, 22/05	£38.90	15/06/15 - 08
Anna Arnell t/a The Travelling Kitchen	25-Jun	Sandwich buffet for training course	£127.50	10/04/19 - 11
West Oxfordshire District Council	21-Jun	Grounds maintenance 33309479	£1,049.86	07/02/18 - 14
Sharepoint Assist T/A ReformIT †	01-Jul	Office 365, support - July 2019	£114.84	13/02/19 - 17 21/03/19 - 16
GAPTC	02-Jul	Councillor training on 29-Jun-19	£738.70	10/04/19 - 11
GAPTC	02-Jul	Chairmanship skills course 3-Jul-19	£50.00	15/05/19 - 58
Pauline Rigby	04-Jul	Expenses – stamps etc.	£10.49	10/07/19 - 14
Nicholas P Dunbar t/a The Whole Tree Company	10-Jul	Tree condition survey	£2,856.00	21/03/19 – 11
Pauline Rigby	10-Jul	Clerk's Salary July	personal	21/03/19 - 17
NEST †	25-Jul	Pension contributions	personal	13/06/18 - 13

† Payment taken by Direct Debit