

# Upper Rissington Parish Council

## Minutes of the Parish Council Meeting held on

Wednesday 14 August 2019, 7:30 pm at Upper Rissington Village Hall

*Present:*

Don BOWIE

Christine HIGGS

Ben PAVORD

Amos PEEK (presiding)

Vaughan TAYLOR

*Absent:*

Kirsten JOHNSTONE

Martin JOHNSTONE (Chairman)

Russell MCCANN

Declan TORRIS (Vice Chairman)

*In attendance:* Pauline Rigby (Clerk), District Councillor Andrew Maclean, and 10 members of the public at the start of the meeting.

As the Chairman and Vice Chairman were absent, it was proposed and RESOLVED that Councillor Amos Peek would chair the meeting.

### 99/19 **Apologies for Absence**

Apologies were received from Councillors Kirsten Johnstone, Martin Johnstone, Russell McCann, and Declan Torris. County Councillor Nigel Moor also sent his apologies

### 100/19 **Declarations of Interest**

No interests were declared.

### 101/19 **Applications for Dispensation**

No dispensations were received.

### 102/19 **Public Session:** Members of the public commented that:

- The new trim trail on Mitchell Way is causing concern. A resident asked if there was a date for the health and safety inspection, whether residents allowed to be on site when this is taking place, and who would be responsible for ongoing safety checks. From a safety perspective, they think it is irresponsible to put play equipment on Mitchell Way, which is the arterial road through the estate and traffic speeds down it. It would have been safer and a better choice to locate the equipment further into the estate.
- Everyone has commented how beautiful the trees on Mitchell Way are, and the parties responsible for approving the plans should have realised what an eyesore the trim trail will be. The rubber mats go across the tree roots, and footfall will damage trees and the ecology in the wildflower areas. Houses surrounding the trails have no privacy, and homeowners' greatest assets are being devalued. The trim trail was not mentioned when they bought their home, nor were they told about its existence on the 2013 plans.
- [Ref: Minute 109/19] The existence of restrictive covenants on new homes was pointed out – homeowners all signed a covenant that they cannot make changes to their property without the permission of the developer.

### 103/19 County Councillor's Report

Nigel Moor was not in attendance.

### 104/19 District Councillor's Report: Andrew Maclean reported that:

On 1<sup>st</sup> August, there was a walkabout with Bovis and representatives from the company doing the planning of the public open spaces. This was a meeting that he requested, and the invitation was extended to the Chairman and Clerk. The schedule of works has been published on the parish website. Starting at south end of the village, the trim trail is nearly complete, the road to the allotments is going in, work has started on the tennis courts, and they are doing the formal garden on Godfrey Square behind the Officer's Mess. There are plans to complete the roads around the Officer's Mess.

### 105/19 Minutes:

- a. RESOLVED that the minutes of the meeting held on 10 July 2019 be approved and signed as a correct record by the Chairman.
- b. RESOLVED that the minutes of the meeting held on 29 July 2019 be approved and signed as a correct record by the Chairman.
- c. [Minute 42/19 of 15/05/19 refers] RESOLVED that the publication of the redacted minutes of 19 October 2016 be approved.

### 106/19 Clerk's Report

- a. The tarmac footpath in the playground has been completed.
- b. The repair of the dry stone wall in the park is now underway.
- c. Wright Close car park has been tidied up.
- d. The council's printer stopped working, and a replacement was purchased at a cost of £166.66 ex VAT. Members confirmed that the clerk could dispose of the broken printer.
- e. The external auditor had requested more detail on variances, which has been supplied.
- f. SLCC Consultancy offered some meeting dates to discuss the support they could offer. Councillor Ben Pavord would like to come to the meeting; along with the Chairman and Vice Chairman, if available. The Clerk was asked to make the arrangements.
- g. Two volunteers have come forward to join the Emergency Planning Group.
- h. The Local Highways Manager agreed that Highways could install a dropped kerb on Hawker Square free of charge as a goodwill gesture. A dropped kerb permit has been applied for, and a cheque raised between meetings for the application fee of £87.50.
- i. As requested, the Clerk wrote to Gloucestershire County Council's Head of Library and Registration Services, about setting up a library drop-off location in Upper Rissington, but they are not considering any new drop-off points at the present time.
- j. Children's summer activities by World Jungle are taking place over the next couple of weeks in August at Upper Rissington Village Hall. Details can be found on the parish website, and have been shared with Little, Great and Wyck Rissington parishes.

### 107/19 Casual Vacancies

Members noted with regret the resignations of Myrddin Roberts and Jerry Flint. The notice of vacancy has been published, and residents have already petitioned the Returning Officer for by-election; therefore, it was not considered necessary to discuss the co-option process.

### 108/19 Cotswold Conservation Board Parish Member

RESOLVED to cast a vote for Amanda Jane Davis in the election of Parish Member – Group 3.

### 109/19 Planning & Highways:

a. There were no new planning application decisions by Cotswold District Council to report.

[Note: the decision notice on [17/04151/FUL](#) - Variation of Condition 1 of reserved matters permission 12/03810/REM dated 23/01/2013 to provide detailed plans and sections of open space provision and to provide amended plans for hard surfacing and planting / Land Parcel At Upper Rissington ... has been published on the planning portal.]

b. The parish council considered its response to the following consultations:

Application	Details	Deadline
<a href="#">19/02597/FUL</a>	Garage extension to the rear - 20 Mitchell Way Upper Rissington Cheltenham Gloucestershire GL54 2PL	14 <sup>th</sup> August 2019
The existence of covenants was discussed. It was explained that covenants are a separate legal matter for the homeowner to resolve. From a planning perspective, the local planning authority will not take account of covenants in the determination of planning applications. Members then RESOLVED to submit a comment of “no objection”.		

Application	Details	Deadline
<a href="#">19/02820/TPO</a>	Tree works detailed in submitted schedule - Street Record Sopwith Road Upper Rissington	19 <sup>th</sup> August 2019
As this was the parish council’s own application, it was not appropriate to comment.		

Application	Details	Deadline
<a href="#">19/02629/FUL</a>	Install oil tank - 22 Wright Road, Upper Rissington GL54 2NP	22 <sup>nd</sup> August 2019
RESOLVED to submit a comment of “no objection”.		

c. There were no urgent planning applications received since publication of the agenda.

### 110/19 Developer Walkabout

Councillor Andrew Maclean had summarised the walkabout in his report.

### 111/19 Planning Consultant

Members discussed appointing a planning consultant to advise on the adoption of the public open spaces. Five consultants had been approached, of which three had given details of fees, but members felt they needed to better understand the scope of works for the consultant and would like to organise a working meeting to develop ideas before reaching a decision.

### 112/19 Allotment Waiting List

Members RECEIVED advice from The National Allotment Society about allotment waiting lists, which suggested allocating plots by ballot, as the historic waiting list has not been actively maintained. The waiting list will need to be refreshed to determine demand. However, it is likely that the allotments will be oversubscribed, and some of the plots could be subdivided to increase the number of plots. Allotment fees and terms will also need to be agreed.

**113/19 Finance:**

- a. Income of £180 has been received from delegates on the councillor training course.
- b. Discussion of the Clerk's overtime was moved to the closed session.
- c. The payments list was APPROVED.
- d. The bank reconciliation was APPROVED;
- e. Expenditure against budget for the year to date was noted.
- f. Councillor Ben Pavord was appointed to carry out quarterly financial control checks.

**114/19 Bank signatories**

Bank signatories were reviewed because two councillors had withdrawn from the mandate. RESOLVED that the signatories on the council's bank account will be Councillors Don Bowie, Christine Higgs, Amos Peek, Declan Torris, and Vaughan Taylor.

**115/19 Committee Structure:**

- a. [*Minute 79/19 on 10 July 2019 refers*] Members discussed the advantages and disadvantages of creating committees and RESOLVED that the council would like to set up committees but decided to defer discussion of the detail.
- b. Consideration of the terms of reference for the committees was also deferred.
- c. The item to appoint members to committees was not required.
- d. The option to create a working party to review administrative processes was not considered; and
- e. The option to develop an Action Plan was not considered.

**116/19 Tree Works Programme**

[*Minute 11 of 21 March 2019 refers*] The tree survey report was RECEIVED. Members discussed the three quotations for the work, and it was RESOLVED to appoint Town and Country Trees to carry out the work identified and stump grinding, at a cost of £4,000 ex VAT.

**117/19 Winter Preparation**

Councillor Amos Peek was appointed as Snow Warden for the Parish of Upper Rissington. Members discussed salt supplies for the winter, and whether the grit bins should be locked, and it was RESOLVED to purchase one additional grit bin at a cost of up to £150 ex VAT.

**118/19 Parish laptop**

Members discussed whether to replace the hard drive with SSD or purchase a new laptop, APPROVED the purchase of a new laptop at a cost of up to £750 ex VAT, and DELEGATED authority to the Clerk in consultation with Councillor Pavord to decide which model to buy.

**119/19 Correspondence List**

Members RECEIVED the correspondence list circulated prior to the meeting.

**120/19 Date and Time of Next Meeting**

It was confirmed that the next meeting will be held on Wednesday 11 September, 7:30pm.

**121/19 Exclusion of Press and Public**

RESOLVED that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public be excluded from the meeting because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

### 122/19 Clerk's Annual Leave

Members discussed the process for approval and APPROVED the Clerk's leave request.

### 123/19 Clerk's Overtime

The Clerk's July timesheet was reviewed, and an additional overtime payment approved.

There being no further business, the meeting closed at 9:00 pm.

Signature of Chairman upon approval of the Minutes ..... 11 September 2019

### Payments for August 2019

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

Payments made	Date paid	Details	Gross amount	Relevant minutes
HM Land Registry	19-Jul	Title deeds x 1	£ 6.00	FinReg 4.1
Gloucestershire County Council	20-Jul	Dropped kerb permit - application fee	£ 87.50	FinReg 4.1
HM Land Registry	02-Aug	Title deeds x 3	£ 12.00	FinReg 4.1

Pending payments	Date of invoice	Details	Gross amount	Relevant minutes
HAGS-SMP Ltd	30-Jul	Cost of pathway	£ 2,281.68	12/06/19 - 61b
McCracken and Sons	31-Jul	Tidy up Wright Close car park	£ 264.00	12/06/19 - 61c
Sharepoint Assist †	01-Aug	18001 - IT licences, support - Aug 2019	£ 114.84	12/06/19 - 60b
		<i>Mileage – To visit HSBC in Witney</i>	£ 9.90	15/05/19 – 30b
		<i>PDF Element 6 Pro - Redaction software</i>	£ 93.38	12/06/19 - 51
		<i>Epson WorkForce WF-7720 printer</i>	£ 199.99	FinReg 4.5
Pauline Rigby	08-Aug	Expenses - as detailed above	£ 303.27	
ICO †	23-Aug	Data protection fee	£ 35.00	15/05/19 - 30
Pauline Rigby	25-Aug	Clerk's Salary August	personal	21/03/19 - 17
NEST †	25-Aug	Pension contributions August	personal	13/06/18 - 13