

Upper Rissington Parish Council

Minutes of the Parish Council Meeting held on

Wednesday 11th September 2019, 7:30 pm at Upper Rissington Village Hall

Present:

Absent:

Don BOWIE

Christine HIGGS

Russell MCCANN

Ben PAVORD (new Chairman)

Amos PEEK

Vaughan TAYLOR

Declan TORRIS (Vice Chairman)

In attendance: Pauline Rigby (Clerk), County Councillor Nigel Moor, District Councillor Andrew Maclean, and 15 members of the public at the start of the meeting.

Following the resignation of the Chairman from the Council, the Vice Chairman opened the meeting.

124/19 Election of Chairman

There were two candidates for the office: Councillors Pavord and Torris. Councillor Pavord was proposed and elected by a majority as Chairman of Upper Rissington Parish Council. Councillor Pavord signed a declaration of acceptance of office and took up the chair.

125/19 Election of Vice Chairman

This item was not required. Councillor Torris continues as Vice Chairman.

126/19 Apologies for Absence

None

127/19 Declarations of Interest

Councillor McCann declared an interest (pecuniary) in item 143/19: the request to buy the verge outside 9 Smith Barry Crescent.

128/19 Applications for Dispensation

None.

129/19 County Councillor's Report: Nigel Moor reported that:

- Agreement has finally been reached to provide a pedestrian crossing over the Barrington Road, and require the developer to amend the existing crossing by the roundabout, which has poor visibility because of the erection of a utility box. The new crossing will become the principal crossing to try to discourage people from crossing the road by the roundabout. A start date has not been given as work is tied in with the new development.
- GCC Highways has provided an estimate of £21,000 for installing the new pavement from Harris Gardens to Mitchell Way, and he proposed a site meeting to review the costings.

- The Stage 3 safety audit – which is the final audit before the new roads can proceed to adoption by the county council – will be later this autumn. Bovis Homes has been provided with list of safety concerns in good time so they could do as much as they could before the audit, so as to expedite the process.
- GCC is consulting on its climate change strategy and the deadline is 23rd September.
- For those that use the Fosse Cross recycling centre, a reminder that winter hours start from October. In the New Year they will be installing a mobile compacter to squash material in the bins in situ and avoid interruptions to the service. Also, GCC is developing a business plan across all sites to create more attractive and welcoming recycling shops on the site as they try to drive up the amount of recycled material.
- The Javelin Park facility will be fully commissioned in the next few weeks and is starting to generate electricity from waste. No more of your household waste in Gloucestershire goes to landfill; instead it goes to Javelin Park where it is burned to generate energy.
- In response to a question from the public about drivers still turning up the Old Wellington Road entrance, he suggested that bollards could be required as part of the safety audit.

130/19 **District Councillor's Report:** Andrew Maclean reported that:

- Cotswold District Council's Community Activity Support Grants scheme has £1,500 remaining in the pot to support activities up until the end of the financial year.
- Fastershire briefed him on the roll-out of fibre to the premises (FTTP), explaining that it would be against State aid rules to apply public money to anyone with a broadband connection of more than 30Mbps. However, grants are available for businesses to bring fibre to the premises, which could lead to people on the way to that place receiving fibre.
- The new fleet of recycling collection vehicles was supposed to be coming in November, but has been delayed until March as they're adding more monitoring to the cabs. Also, Ubico is going to be telling us more about where all our recycling goes.
- There is a long-held desire to reinstate footpaths on the other side of village and support green infrastructure. The old railway line from Kingham to Bourton to Cheltenham is being discussed to see whether a cycle path could be made along one section of it.
- There is no news about any planning applications for Delfin Way, but the land is designated as B1 business use on the Local Plan.

131/19 **Public Session:** Time was allocated for members of the public to speak:

- The Chairman of the Village Hall management committee commented that he understands there is currently a proposal to put a MUGA [multi-use games area] on the field by the Village Hall. The committee would like to lodge a strong objection, because anyone using this hall would not like to have children kicking balls in the vicinity, and they would expect to have some input into any change of use for this area.
- Signage has been placed by the school, but Mitchell Way also needs road signs and protection for children playing along the trim trail. There have been several 'near misses' on Mitchell Way already, and Proctor Way is just as bad – children are running across the road as a game – and it could benefit from 'children playing' signs. The Clerk was asked to contact Bovis Homes to raise these concerns about road safety.

- Could we campaign to get Mitchell Way or even the whole village designated as a 20mph zone? We know people don't always abide by the speed limit, but the majority would. Councillor Moor replied that GCC is willing to pursue it once we know the timetable for road adoption, as speed restrictions couldn't come in until the roads have been adopted.
- Would residents be allowed to put up '20 is plenty' stickers, of the sort you sometimes see on wheelie bins? Although the stickers don't have any statutory weight, they can be effective in raising awareness. Councillor Moor said he would speak with the County Council, and Councillor Peek volunteered to source some stickers.
- People are dumping rubbish on the lane at the back of Bristol Road, and a bollard is required to stop cars driving down it, especially now that children use the lane as a route to school. The Clerk was asked to investigate.
- Concerns were raised about street lighting on AP Ellis Road, opposite the business units. There have been a few minor accidents at night where there are no lights. The road had lighting when it was a former RAF base, which disappeared with the new development. The Clerk was asked to follow up.
- What is the current position regards adopting the public open spaces? The Chairman responded that the council is seeking professional support; some things are moving fast and some not so much, but the council would like to be ready.
- A resident made a representation about the allotment waiting list [*item 136/19*], commenting that residents who formally requested allotments in 2011 have been waiting eight years now. They disagreed with the proposal to allocate plots by ballot; they think it is unfair for their request to be forgotten. The Allotment Society said they should raise their concerns with the parish council. There were six on the original list; they would like those six to be allocated plots.

132/19 Minutes:

RESOLVED that the minutes of the meeting held on 14 August 2019 be approved and signed as a correct record by the Chairman.

133/19 Clerk's Report

- There have been two more councillor resignations bringing total number of vacancies to four and an election is being planned for Thursday 17th August. Nomination packs for election will be available on the district and parish websites from tomorrow.
- The repair of the dry stone wall on the park is complete, and a cheque was raised between meetings to ensure that the bill was paid on time.
- The application for a dropped kerb on Hawker Square has been assessed by Highways, and they have agreed to carry out the work as a gesture of goodwill and co-operation.
- Children's summer activities by World Jungle took place in the last few weeks in August. There were four sessions, including arts and crafts, circus skills and street dance, but only the toddler/infant arts and crafts session was well attended.
- Regarding the land sale at 15 Avro road, the council has been advised that a red book valuation is required to determine the value of the land.

134/19 Planning & Highways:

a) Planning application decisions by Cotswold District Council had been issued as follows:

Application	Details	Decision
19/02420/FUL	Erection of front porch - 25 Beechcraft Road Upper Rissington Cheltenham Gloucestershire GL54 2QR	Application Permitted
19/00528/FUL	Replacement windows, rear fire exits, [...] retrospective permission for separate C3 flat above - Midcounties Co-Operative 8A - 8B Sopwith Road Upper Rissington GL54 2NL	Application Permitted
19/02643/TPO	Horse Chestnut (T1) - Fell, - 5 Bristol Road Upper Rissington Gloucestershire GL54 2NY	Application Permitted
19/02820/TPO	Tree works detailed in submitted schedule - Street Record Sopwith Road Upper Rissington Gloucestershire	Application Permitted
19/02597/FUL	Garage extension to the rear - 20 Mitchell Way Upper Rissington Gloucestershire GL54 2PL	Application Permitted

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

Application	Details	Deadline
19/02602/FUL	Proposed detached garage and retrospective single storey rear extension - The Beeches 2 Smith Barry Circus, Upper Rissington GL54 2NQ	Tuesday 10 th September
Members RESOLVED not to submit a comment		

c) One planning application had been received since publication of the agenda.

Application	Details	Deadline
19/03353/TPO	Copper Beech (T1) – Prune ... Pear (T2) - Reduce by approx 1m; Whitebeam (T3) - Reduce by approx 1m - 8 Smith Barry Road, Upper Rissington GL54 2QT	Wednesday 2 nd October
Members RESOLVED not to submit a comment		

135/19 Public Open Spaces

The parish council has been asked by the developers to consider questions about and community input into cricket pitches, football pitches, and bowling green vs alternatives, and their future use and maintenance. There was general concern among residents that changes to the approved plans were still being considered, and whether changes could be made under delegated authority to planning officers. Members of the public wanted clarity on this point.

Some councillors felt that if any material changes are being considered, there must be a community consultation, and if people did want any changes, then this could be the community's last chance. Others felt that it is important to honour what has already been agreed and signed off; that the consultation ended when the planning consent was granted, and any changes could just delay delivery.

Members RESOLVED that the parish council will not accept any changes to the approved plans. The Clerk was asked to inform the developer and the case officer.

136/19 Allotments

- a) Members discussed requesting a licence to occupy the allotments prior to formal handover of the land from the developer. Councillor Peek asked for it to be noted that Councillor Torris shouldn't be involved in the debate as he lives next to the allotment site. Members were concerned about taking on unknown liabilities and fragmenting the transfer of land from the developer. The motion was put to a vote but failed to carry.
- b) Members received a letter from a resident which asserted that allocation by ballot was unfair to residents who had been on the allotment waiting list since 2011. Members agreed to honour the request from the "original six". Councillor Torris abstained from the vote but asked for it to be recorded that he disagreed.
- c) Members RESOLVED to re-open the allotment waiting list in order to determine demand. Residents of the parish are invited to send an expression of interest to the Clerk. Members agreed to set up a working group to progress the allotments. Polly Sayers volunteered to join the group; and the Clerk will liaise with Polly to establish the group.

137/19 Insurance

On reviewing the insurance cover for the Village Hall, it was found that rebuilding cost was higher than the sum insured, and a new quotation had been received prior to the meeting. Members then RESOLVED that the insurance renewal be approved at a cost of £1,932.66.

138/19 Finance:

- a) Income of £60 has been received from delegates on the councillor training course; payment from one council is still outstanding. The council has also received £100 compensation after the Clerk complained that the bank gave out conflicting advice.
- b) The Clerk's overtime was APPROVED.
- c) Payments made were NOTED and it was RESOLVED to add Glasdon to the payments schedule and then instruct payments to be made according to the schedule.
- d) The bank reconciliation was received and signed by the Chairman.
- e) Expenditure against budget for the year to date was reviewed; all is within budget.
- f) The completed list of quarterly financial control checks was received. The check list will be amended to include savings accounts and remove the budget setting process.
- g) Members received the review of banking arrangements. The Clerk was asked to check whether HSBC can offer multiple authorities in online banking and if not then continue to open a new bank account with Lloyds.

139/19 Financial Risk Management

Members reviewed and APPROVED the Financial Risk Management Plan.

140/19 Committee Structure:

- a) [*Minute 79/19 on 10 July 2019 and Minute 115/19 on 14 August refer*] There was another debate about the merits of committees versus working parties. It was observed that committees are not a quick fix, and work needs to be progressed between meetings. Proposals to set up a committee structure were put to a vote, but the motion failed to carry. Members suggested holding informal sessions between scheduled meetings, and strategy / planning sessions instead.
- b) As the motion failed to carry, there was no need to appoint members to committees.

- c) The Clerk had asked members to consider creating a working party to review internal administrative processes to improve efficiency, but this was not put to a vote.

141/19 Village Hall Keys

[Minute 90/19 of 10 July 2019 refers] Following legal advice, a motion to reverse an earlier decision had been received and signed by members in accordance with Standing Order 7(a). Members RESOLVED to issue the Village Hall Trust with letter of authority to order keys.

142/19 Tree Works

Members asked for clarification as to whether felling was included in the quotation given that felling was also within the main works. The Clerk was asked to seek an additional quotation for replanting and bring it back to the next meeting for consideration.

143/19 Sale of Land at 9 Smith Barry Crescent

Councillor McCann left the room during the consideration of this item.

Members considered a request to buy a grassy verge along the frontage of 9 Smith Barry Crescent. The Clerk had shared the Legal Topic Note on disposal of assets by public authorities, which outlines the obligation for local councils to obtain 'best consideration' and advised that the council had sold a similar strip of land in 2011 for £500. Members then RESOLVED to accept an offer of £250 to buy the land.

Councillor McCann returned to the room.

144/19 Website Accessibility Laws

Local authorities, including parish councils, must comply with new legislation on website accessibility. Members RESOLVED to authorize the Clerk to attend an SLCC training webinar at a cost of £60 ex VAT.

145/19 Environment & Sustainability Event

No members were available to attend the North Cotswolds Rotary Environment & Sustainability event on 8th October.

146/19 Community Grants Scheme

Although there were no applications to the parish council's community grants scheme, an expression of interest has been received, and it was agreed that the application deadline could be extended to allow applications to be considered at the next meeting.

147/19 Correspondence List

Members RECEIVED the correspondence list circulated prior to the meeting.

148/19 Date and Time of Next Meeting

It was confirmed that the next meeting will be held on Wednesday 9th October, 7:30pm.

There being no further business, the meeting closed at 9:30 pm.

Signature of Chairman upon approval of the Minutes 9th October 2019

Payments for September 2019

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

Payments made / by DD †	Date paid	Details	Gross amount	Relevant minutes
Oxford Dry Stone Walling Ltd	27-Aug	Repair of park wall	£ 2,400.00	10/04/19 - 12c
BT †	02-Sept	Broadband and phone quarterly bill	£ 187.87	15/05/19 - 30a

Pending payments	Date of invoice	Details	Gross amount	Relevant minutes
SharePoint Assist Ltd †	01-Sept	18328 - IT licences, support - Sept 2019	£ 114.84	12/06/19 - 60b
PATA (UK) Ltd.	02-Sep	Payroll services – Q2	£ 30.00	28/04/17 - 7
Glasdon Uk Ltd.	04-Sep	Grit bin	£ 177.83	117/19
Came & Company	05-Sep	Insurance renewal	£ 1,932.66	137/19
Pauline Rigby	05-Sep	Expenses – stamps, mileage to bank	£ 25.44	FinReg 4.1
Pauline Rigby	25-Sep	Clerk's Salary September	personal	21/03/19 - 17
NEST †	25-Sep	Pension contributions September	personal	13/06/18 - 13
HMRC	5-Oct	PAYE and NICS - Q2	personal	21/03/19 - 17