

Upper Rissington Parish Council

Minutes of the Parish Council Meeting held on

Wednesday 9th October 2019, 7:30 pm at Upper Rissington Village Hall

Present:

Samantha BROADHURST

Christine HIGGS

Russell MCCANN

Ben PAVORD (Chairman)

Vaughan TAYLOR

Declan TORRIS (Vice Chairman)

Kelvin WALKER

Absent:

Don BOWIE

Amos PEEK

In attendance: Pauline Rigby (Clerk), County Councillor Nigel Moor, District Councillor Andrew Maclean, and 9 members of the public at the start of the meeting.

The Chairman welcomed new councillors Samantha Broadhurst and Kelvin Walker.

149/19 **Apologies for Absence**

Apologies had been received from Councillors Bowie and Peek.

150/19 **Declarations of Interest**

Councillor McCann declared an interest in item 164 regarding the sale of parish council land adjacent to 9 Smith Barry Crescent. Councillor Pavord declared an interest in item 159 (b), the advert application for the veterinary practice, as his wife works with Dragon Vets on occasion.

151/19 **Applications for Dispensation**

There were none.

152/19 **County Councillor's Report**

- Councillor Nigel Moor provided an update on road adoptions. A S278 agreement [under the Highways Act 1980] is in place for works carried out to Barrington Road and Mitchell Way, and a S38 agreement will cover the new estate roads. The final Road Safety Audit (RSA3) in these areas will be conducted later this month. Another S38 agreement has been submitted in respect of the acquired roads: Wellington Road, Smith Barry Road as far as the junction with Smith Barry Crescent, Lancaster Drive, Blenheim Close and Godfrey Place. The developers have been briefed by the county council on what needs to be done to bring the roads up to adoptable standard. A request was made for the parish council to attend the RSA3; Councillor Moor suggested the request is put to Highways.
- Despite a major cost overrun, the Local Highways Manager has committed to carry out work to provide a new footpath from Barrington Road and is not looking for a greater financial contribution from the parish council. Property owners have been informed they will need to cut back vegetation along the road where the new footpath will go in.

- Highways has agreed to add Wright Road and Wright Close to the micro-dressing programme, which is in the schedule of works to take place this financial year.
- Councillor Moor offered to fund through his local highways budget the initial stages of a TRO [Traffic Regulation Order] consultation to create a 20mph limit on the village streets and 30mph along Barrington Road. The informal consultation goes to a range of public stakeholders and is followed by a formal public consultation. The scheme could be expensive, between £15,000 and £20,000, and the parish council would be expected to fund the rest. By funding the early consultation, it would minimize the financial risk to the parish council. Originally it was thought necessary to wait until the roads had been adopted, but the consultations can be carried out in tandem with the adoptions process.

153/19 **District Councillor's Report:** Andrew Maclean reported that:

- Cotswold District Council's Cabinet has agreed to start putting in electric car charging points around the Cotswolds, in Cirencester, Bourton, Moreton and Tetbury.
- The district council has approved a contaminated land strategy.
- A consultation on changes to Council Tax Support has been launched.
- The Planning Committee visited Upper Rissington last week on a tour of the north Cotswolds, looking at new developments across the Cotswolds. Officers stated a firm commitment to defend sites allocated to business use.
- It would be helpful to have another meeting with the developers to review progress on the works schedule, and for the parish council to appoint a representative to liaise.

154/19 **Public Session:** Time was allocated for members of the public to speak:

- More '20 is plenty' signs were requested. They should be available to the whole village not just new development. Residents would also like 'Beware children playing' signs.
- Previously the tree officer advised that the silver birches along Barrington Road have a limited lifespan and recommended planting beech trees at an early stage so they had time to grow. The project didn't go ahead then as the parish council didn't own the land.
- In respect of road safety, concern was raised about the approach to the primary school as drivers cannot see pedestrians approaching Mitchell Way from Longmore Avenue. Barriers would stop children running out and foliage should be cut back for visibility.
- Minutes should be published within one week of the meeting.

155/19 **Minutes**

Following publication of the draft minutes, it had come to light that certain statements made about the allotments in minute 131/19 and 136/19 were factually incorrect. The Chairman read out the phrases concerned, and members approved the deletions from the minutes.

An amendment to delete the comment by Councillor Peek in minute 136/19 was not carried.

Councillor Torris asserted that minute 135/19 about the Public Open Spaces was not accurate and proposed an amendment to replace "does not wish to consider" with "will not accept any changes". The Clerk advised that the original motion had been to consider questions raised by the developer, but the amendment was carried by a majority (3 abstentions). The Ward Councillor stated that the parish council does not have the power to accept or refuse planning applications; that authority lies with the district council.

Subject to these amendments, it was RESOLVED that the minutes of the meeting held on 11th September 2019 be approved as an accurate record and signed by the Chairman. As there were several amendments, it was agreed that the minutes would be reprinted before signing. The Clerk was instructed to send a new email to the developer with the revised wording. Councillor McCann suggested that, to ensure accuracy of the minutes, artificial intelligence software could be used to record and transcribe meetings, and will send details to the Clerk.

156/19 Clerk's Report

- Gloucestershire County Council Highways is raising a job for the dropped kerb on Hawker Square and has returned the cheque for the application fee as a gesture of goodwill.
- The tree works programme is underway. Urgent works have been completed and the tree surgeon is returning at the end of the month to start on the rest.
- Anyone interested in taking on an allotment should write to the Clerk.

157/19 Member's Reports

- Councillor Torris reported on the Chartered Parishes meeting held on Thursday 5th September, which he found interesting and useful. There were two presentations from GCC Highways. The first was about improvements to the Highways fault reporting system '[Report It](#)' where people can report problems with potholes, vegetation etc. Now, it will show reports that have already been submitted and link them together, so they have an accurate record of faults. The second presentation was about the county council's role in land planning and housing developments. They have strengthened their Highways Development Management team, which is responsible for coordinating the Highway Authority's response to planning applications and new development proposals.

158/19 Village Hall Liaison

Councillor Higgs was appointed as liaison to Upper Rissington Village Hall Trust.

159/19 Planning & Highways

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

Application	Details	Decision
19/02629/FUL	Install oil tank 22 Wright Road Upper Rissington CHELTENHAM Gloucestershire GL54 2NP	Application Permit

Councillor Pavord left the room, and the Vice Chairman took the chair for the next item.

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

Application	Details	Deadline
19/02983/ADV	Proposed new fascia signs and standalone sign to reflect new veterinary practice – 8A Sopwith Road Upper Rissington Gloucestershire GL54 2NL	Extension to Thursday 10th October
<p>Members felt there are an excessive number of signs for one building. They were not in favour of the two large high-level signs at the front of the building, which are not in keeping with a residential area. They would prefer the sign on the south elevation to be smaller and non-illuminated. Members were also concerned about the design of the post and panel sign (directing to customer parking), as young children running could injure themselves by running under it. Members RESOLVED to submit these comments.</p>		

Councillor Pavord returned to the room.

- c. Three planning consultations had been received since publication of the agenda.
Councillor Higgs declared an interest in the application for 27 Godfrey Place, and left the room during the consideration of the next item.

Application	Details	Deadline
19/03662/TPO	Sycamore (T1) to be felled ... 27 Godfrey Place, Upper Rissington Cheltenham Gloucestershire GL54 2QN	28 th October
19/03582/TPO	Purple Plum ... 20% crown reduction ... 8A Sopwith Road, Upper Rissington GL54 2NL	28 th October
Members RESOLVED defer to the tree officer's decision.		

Application	Details	Deadline
19/02236/FUL	NEW DETAILS Erection of three-bedroom house ... 15 Avro Road Upper Rissington GL54 2NU	22 nd October
Members RESOLVED not to submit any additional comments.		

- d. It was RESOLVED to respond to NALC's request for views on the consultation on changes to permitted development rights to support the deployment of 5G networks, as follows:

Question	Response
Q 1.1: If these in principle proposals were taken forward, what impact would they have on meeting the Government's ambitions in relation to mobile coverage including addressing total and partial 'not-spots'?	No comment
Q 3.1: Do you agree with the principle of amending permitted development rights to allow an increase in the width of existing ground-based masts by more than one third, to support 5G deployment and encourage greater utilisation of existing sites?	No
Q 5.1: Do you agree in principle with amending permitted development rights to increase the height of new masts, subject to prior approval?	No

160/19 Finance

- Income received: £1,635.81 VAT refund; £22,233 as the second instalment of the precept.
- Members RESOLVED to approve the Clerk's overtime.
- Three invoices for grounds maintenance had been received earlier that day and it was agreed to add them to the payment list. Members then RESOLVED to instruct payments to be made according to the amended schedule (appended).
- The bank reconciliation was not available, as the bank statement had not been received.
- Expenditure against budget for the year to date was reviewed; all is within budget.
- Members acknowledged the External Auditor's report and certificate. There were no matters arising from the audit report to be considered by the council.

161/19 Training

- a. Members RESOLVED that Councillors Broadhurst and Walker could attend GAPTC's Better Councillor course at a cost of £95 per delegate. Councillors Broadhurst and Walker abstained from the vote.
- b. Members RESOLVED that the Chairman could attend GAPTC's Chairmanship Skills course at a cost of £50. Councillor Pavord abstained from the vote.

162/19 Speed Awareness

With permission from the developer, 20's plenty signs have been put on posts along Mitchell Way. Residents have asked whether more signs could be purchased, and whether signs could be put up in the original village. The Clerk was asked to find out.

The option to purchase 20's plenty window and wheelie bin stickers was discussed. Members RESOLVED that the council would purchase 100 x wheelie bin stickers at cost of £131 and make them available to residents free of charge.

Details had just been received of a road safety event organized by Gloucestershire Rural Community Council on Thursday, 14th November 2019. The Clerk will circulate to members.

163/19 Tree Planting

Members RESOLVED to accept the quotation from Town & Country Trees to plant four replacement trees at a cost of £600 ex VAT.

Councillor McCann left the meeting.

164/19 Sale of Land on Smith Barry Crescent

Members agreed to defer appointing a solicitor to handle the conveyancing.

165/19 Clerk's Annual Appraisal

Members RESOLVED that Councillors Pavord and McCann will carry out the Clerk's annual appraisal.

166/19 Health & Safety at Work

Members RESOLVED to approve expenditure of up to £150 ex VAT to purchase a new office chair. The Clerk will consult with Councillor Pavord about which chair to purchase.

167/19 Correspondence List

Members RECEIVED the correspondence list circulated prior to the meeting. Attention was drawn to ongoing problems with trees on Harris Gardens and plans for the noticeboard outside Dragon Vets.

168/19 Date and Time of Next Meeting

It was confirmed that the next meeting will be held on Wednesday 13 November, 7:30pm.

There being no further business, the meeting closed at 9:55 pm.

Signature of Chairman upon approval of the Minutes 13 November 2019

Payments for October 2019 [Authority to spend is General Power of Competence unless indicated.]

Payments made	Date paid	Details	Amount	Relevant minutes
HM Land Registry †	10-Sep	Title Plan – GR253663	£ 3.00	n/a
HM Land Registry †	17-Sep	Title Plan – GR194180	£ 3.00	n/a

Pending payments	Date of invoice	Details	Amount	Relevant minutes
Absolute Creative Marketing Ltd	16-Sep	Nettl :Connect Website Hosting	£ 144.00	03/08/15 - 10
PKF Littlejohn	19-Sep	External audit	£ 480.00	28/04/17 - 7
SharePoint Assist Ltd †	01-Oct	IT licences, support - Oct 2019	£ 114.84	12/06/19 - 60b
Pauline Rigby	03-Oct	Expenses – stationery	£ 25.30	FinReg 4.1
West Oxfordshire District Council	09-Oct	Grounds maintenance June	£ 1,049.86	07/02/18 - 14
West Oxfordshire District Council	09-Oct	Grounds maintenance July	£ 524.93	07/02/18 - 14
West Oxfordshire District Council	09-Oct	Grounds maintenance August	£ 524.93	07/02/18 - 14
Pauline Rigby	25-Oct	Clerk's Salary October	personal	21/03/19 - 17
NEST †	25-Oct	Pension contributions October	personal	13/06/18 - 13