

Upper Rissington Parish Council

Village Hall, Wellington Road, Upper Rissington, Gloucestershire, GL54 2QW

Telephone: 01451 810839, E-mail: clerk@upperrissington-pc.gov.uk

Minutes of the Parish Council's virtual Meeting held on

Wednesday 11th November, 7:00 pm by Zoom

Present:

Don BOWIE

Declan TORRIS (Chairman)

Kelvin WALKER

Vaughan TAYLOR

Absent:

In attendance: County Cllr Nigel Moor; District Cllr Andrew Maclean; Debbie Braiden (Clerk) and 5 members of the public.

The meeting got underway at 19:03.

78/20 No apologies were received.

79/20 The chairman declared an interest for a payment listed in his favour, recompense for purchasing paint. Action: This item will be rescheduled for December for quorate reasons. Cllr Bowie declared an interest in item 87c specifically if conversations turned to the employment of contractors. For the record, Cllr Maclean declared an interest in planning application 20/03198/FUL.

80/20 No applications for dispensation were received.

81/20 The Council acknowledged receipt of Samantha Broadhurst's written resignation and the Chairman expressed his thanks for her time and efforts given, during her time serving in the PC. The council especially wanted to acknowledge the loss of its Vice Chairman, Cllr Amos Peek, who sadly died on 20th October this year. The Chairman praised Cllr Peek's sterling efforts for all his time and energy he so kindly gave to the village and Parish Council. He was a great example for those who will follow, and he was very much an important figure in Upper Rissington. The Chairman expressed our sincere condolences and best wishes to Amos's family on behalf of everyone at the Council.

82/20 A report was received from our County Councillor, Mr Nigel Moor. The full report can be viewed in full on our website. <https://www.upperrissington-pc.gov.uk/wp-content/uploads/ITEM-82-County-Councilor-Rport-November-11th-2020.pdf>

The report highlights the missing A417 link, closure of Stow Fair, GCC helping 5000 children with free school meals, Ash die back assistance and going forward the County's tree planting strategy working with Woodland Trust for which he will report back for funding new planting of trees nearer the time.

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Upper Rissington related items: The County has objected to the planning application for 10 new dwellings due to the impact on highway issues, and where the access does not meet local and national designs. The application also does not reflect effective car parking areas and turning circles for refuse vehicles.

Cllr Moor to confirm when exactly the resurfacing works would take place in Sopwith Road, Wright Road and Wright Close. (This has now been confirmed as 14th to 16th December for works to be done).

Cllr Moor advised the PC to carry out a local informal consultation in respect to the speed survey with the results being presented to GCC to help prove our case for the need of speed zoning. The 3rd and final stage approval for the speed zoning will not take place until probably around next March/April time due to all the legal work & budgeting involved, which gives the PC time to consult locally. Cllr Moor confirmed he is happy to work with the PC to complete this before retiring next year.

Cllr Torris enquired about Longmore Walk. Cllr Moor confirmed it was proving somewhat difficult and a stalemate situation and ongoing situation; Vestry had not initially included it for adoption by GCC therefore the lighting was missed at the planning stages. GCC will now not adopt whilst there is outstanding lighting works to be done which could cost up to £10 to £15k. Cllr Torris asked as a fallback plan, if Vestry were to agree and put the land forward for adoption by GCC and, suppose the PC paid for the lighting, would GCC then adopt? This may be one way of moving forward and finalising.

83/20 A report was received from our District Councillor – Mr Andrew McClean. The full report can be viewed in full on our website <https://www.upperrissington-pc.gov.uk/wp-content/uploads/ITEM-83-District-Councillor-Report-Nov-20.pdf>

Cllr Maclean stated that CDC were currently running a couple of consultations both of which have links in his report. He announced CDC have launched a new fly tipping service, the link can be found on his report. CDC have also launched a call for new sites to update their local plan. The sites are for amongst others, housing, energy projects, commercial and business uses.

Lockdown – CDC team is on standby and still waiting to hear from Central Government to help local firms for business support.

Upper Rissington related items:

Cllr Maclean has a question coming up at the council meeting this week about the failure to hold the developer to account on delivering the business units. ***“Why were the developers not held to this agreement and what steps can and will the council take to ensure the full quota of employment space is provided before the developer leaves site?”***

The section 106 agreement for the main Upper Rissington development states in Part 4: The Owner agrees: 1. To provide a minimum of 1500 (one thousand five hundred) square metres

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of floorspace to shell and core for Employment Uses prior to the Occupation of the 300th Residential Units.

The only employment space provided to date are two converted RAF buildings which have a combined floorspace of less than 1,000 m².

Cllr Bowie asked for clarification between the 1500 m², and the existing shop units. Cllr Maclean confirmed the shop units are not included in the above measurements as they were listed separately under B1 use for which the developer has complied.

84/20 Public Session:

- NM asked if there was a formal community thank you procedure in place. He would like to recognise Steve Savory who has worked beyond expectations on the Back Lanes. **Action:** Clerk to add to December's agenda.
- A request for placement of a skip and portaloo on the grass verge in front of 24 Sopwith Road was on this month's correspondence list. **Action:** The clerk to email resident and obtain confirmation for the grass to be protected during deliveries and any damage will be made good including the underlying grass beneath the skip and portaloo.
- A request for PC approval for residents to approach and request CDC approval for tree works to the rear of 8 & 10 Bristol Road. **Action:** Clerk to obtain further information and add to next month's agenda.

85/20 The clerk confirmed receipt of 3 formal applications, Nick Maxey, Sandi Garrett and Andy Carins. It was unanimously **resolved** to welcome and co-opt the three applicants on to the Parish Council. Following the co-option, one seat was still available to fill and another seat will become available soon with two further seats to be filled in next year's election.

86/20 The minutes of the last meeting held on 14th October 2020 were unanimously **resolved** with one amendment to be made under 74/20, to be recorded as, 'No vote was taken. There was consensus not to advance this at the current time`.

87/20 Matters arising:

a) It was **resolved** with Cllr Torris proposing and Cllr Taylor seconding, Debbie Braiden being employed as the new clerk w.e.f. 1st November with a 3 month trial period.

b) CDC reported that they have been informed the roof has been reduced to the permitted height level of 2.5 metres. The PC believe this is not the case and have referred it back to CDC enforcement officers with this information.

c) Cllr Walker confirmed that Stage 1 has been completed and with proxies out of the way, he would like to move forward with his schedule of specification outlining

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the Council's requirement. This schedule has been based on previous conversations and post phase one discussions.

Cllr Walker stated it would not cost to start the process, therefore the PC could ready itself for Stage 2 by obtaining prices, agree and define who they go out to, define what they want and to specify based on previous comments. All of which can be fine-tuned with the prospective consultants. Although stage 2 covers due diligence to ensure the developers have complied and fulfilled their obligations to the plan, application, and drawings, by the time the RFQ is sent out, with prices received and an assessment made, it will be likely that most of the developer's remaining works will be in place.

Cllr Bowie concurred Stage 1 took approximately 4 months prior to Proctor being engaged and it would be good to start the process. Cllr Walker asked the PC to consider 'Terms and Conditions' if none were available.

Action: It was agreed the clerk will add this to the agenda for December. Cllr Walker will circulate his schedule for comments.

d) The information from GAPTC was noted.

e) As per 86/20 above the minutes will be amended. **Action:** The quotes for WCAG and web maintenance will be carried forward to next month's agenda.

f) Cllr Taylor confirmed his attendance at the VHT virtual meeting held on 4th November. He reported back the following:

1. **Liability & Responsibilities:** The VHT would like to establish the responsibility for the lightning protection system on the village hall.

A clear division in overall responsibilities requires clarification for both sides, whether it is the rectifying of defects or whether it is 'wear and tear'; refer to 20.3 of the lease. It was noted by Cllr Taylor that each individual case will have to be looked at in its own entirety because they are all so different.

Action: The PC will look at the lease and add to their next agenda.

2. **Defibrillator:** The VHT offered to add the weekly checks to their maintenance schedule of checks.

3. **Sharing costs:** The VHT and PC both use Zoom and Broadband, with both parties having separate accounts for payment. To save money, these could be combined for dual use by both parties as a cost saving for the village. The VHT broadband renewal is due in April 2021 and they pay £60 per month.

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Action: The Chairman was happy for the Broadband sharing to go on to an agenda but felt the security around Zoom would have to be proven before agreeing to distributing log ins.

4. **Insurance:** The VHT expressed concerns in respect to the building's insurance increases each year especially as they were not making any claims. They suggested the buildings insurance could be segregated or separated from the PC's main insurance as a separate cover.

Action: It was agreed to add this to the January agenda for discussion.

5. **Defects, not 'wear & tear':** The VHT expressed their concerns about warranty issues which have been reported to the PC in the past, with no action forthcoming. H&S concerns were raised if the PC do not respond or chase on behalf of the VHT for items under warranty, the Trust has no power to address the issues following on from reporting to the PC. Warranties are established around time and will run out; how does the Trust continue to operate with items outstanding such as the car park lighting? The trustees will update the claim for car park lighting under 23.3 register and send to the clerk.

Action: The clerk will check for emails reporting the above issues on file and add to the next agenda for findings.

6. **Kitchen refurb:** The VHT will forward a plan and consultation paper to the PC for the refurbishment and upgrade to the kitchen. This is to enable larger events being held at the hall. The cost will be around £17 to £20 thousand pounds. This will be financed through fundraising and grant.

7. **Clerk facilities:** The VHT management will discuss the clerk's use of the facilities during lockdown at their next meeting.

88/20 PLANNING: Consider the following planning applications and agree our response:

1.

20-03678-TPO - 7 Harris Gardens – Object the PC does not agree to the felling of any tree unless necessary for life.

20/03198/FUL- Land, 10 De Havilland Road - Concerns were raised for access on to De Havilland Road. No objections.

20-03719-FUL – Little Glebe Farm – No objection

20-03119-TPO – 12 Avro Road – Refer to tree officer

20-03792-TPO – Brambles, 1 Avro Road – Refer to tree officer

NB*To consider any other applications received after the agenda was set and prior to the meeting. Clerk to advise.

2.

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20-03632-TPO – 2 Smith Barry Circus – Object – the PC does not agree to the felling of any tree unless necessary for life. The PC will support relevant reductions and cutting back, as necessary.

20-03779-FUL – 1 Wright Close – No objections.

20-03821-TPO – 31 Godfrey Place - Refer to tree officer.

20-03353- NONMAT – Dunn House – No objection.

89/20 Finance:

- a. Cllrs received and agreed interest payments on all bank accounts amounting to £1,475.35 to the end of September, **resolved**.
- b. Cllrs received and agreed the balance of all accounts with an overall net balance of £266,491 to the end of September, **resolved**.
- c. It was proposed by Cllr Torris to renew the Parish Online software subscription for another year and seconded by Cllr Walker, **resolved**.
- d. All unanimously **resolved** to pay the clerk's October salary, plus 30.30 over time hours & travel expenses.
- e. Various discussions took place regarding the hedge cutting and it was **resolved** that the contract will continue as is, for one year's extension including the hedge cutting; to be reviewed next year once the POs have been adopted. Proposed by Cllr Torris and seconded by Cllr Walker with all councillors agreeing.
- f. Three quotes were considered with all unanimously **resolving** to employ IAC. being the middle quote with physical on-site inspections included. One quote was much higher with the lowest quote not including site inspections.
- g. It was **resolved** by all to the annual webhosting with Creative Marketing Ltd t/a Nettl.
- h. This was a duplication of 89.c
- i. All unanimously agreed to the payments in the schedule below as having been previously paid this year but not listed on agendas, **resolved**.

Paid but not recorded	Invoice Date	Details	Amount	Minutes
WODC	14/5/20	Invoice 33357185 for play inspections 19/03/20– paid 28/5/20 in bulk payment with grass cutting invoices	£19.45	15/6/15-8
WODC	11/06/20	Invoice 33362541 for play inspection 21/4/20	£19.45	15/6/15-8
REFORMIT †	01/4/20	IT support package Invoice 20647 paid by DD 15/4/20	£125.88	60b/19
Amazon	20/03/20	Purchase for Vinyl powder gloves 100 – on Amazon invoice GB-131226301-2020-63111 paid 28/4/20	12.98	

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j. **Payments for NOVEMBER 2020** - All unanimously agreed and **resolved** to make the payments in the schedule below ****except** for item listed as recompense to Cllr Torris for Hammerite Paint, agreed to add to December's payment list – see declaration of interests.

Payments made/DDs	Date Paid/paid by DD	Details	Amount	Minutes
Zoom †	26/10/20	Services for October/Nov 20 Invoice 48653305	£14.39	3
Lloyds bank	21/09/20	Service Charges REF 318263145	£26.00	
Absolute Creative Marketing Ltd	16/09/20	Nettl annual webhosting	£144.00	89/20 g
REFORMIT †	15/11/20	IT support package Invoice 22952	£125.88	60b/19

† Paid by direct debit

Pending payments	Invoice Date	Details	Amount	Minutes
D Braiden	NA	Salary Oct 20 - & 30.30 extra hours & travelling expenses	Personal	51/20
GeoXphere Parish On-Line	12/11/20	Annual subscription Invoice 23U915-0003	£42.00	TBC
HMRC	NA	TAX for Aug & Sep 20 D Braiden	Personal	51/20
**Declan Torris	Receipt 4/10/20	Recompense for purchase of Hammerite paint	£14.00	NA

90/20 The next parish council meeting will be held via Zoom on Wednesday, the 9th December 2020