

# Upper Rissington Parish Council

## Minutes of the Parish Council Meeting held on Monday 8 February, 7:00 pm via Zoom

*Present:*

Andy CAIRNS

Sandi GARRETT

Melanie SYLVESTER

Vaughan TAYLOR

Declan TORRIS (Chairman)

*Absent:*

Kelvin Walker

*In attendance:* County Councillor Nigel Moor, District Councillor Andrew Maclean, Dawn Laird (Minute Taker) and 2 members of the public.

**140/21 Apologies for Absence:**

Apologies had been received from Councillor Walker, due to work commitments. The council accepted his apologies.

**141/21 Declarations of Interest:**

Councillor Torris declared an interest in 158/21 and Councillors Cairns and Sylvester declared an interest in 159/21.

**142/21 Applications for Dispensation:**

There were none.

**143/21 SSE Winter Awareness Presentation:**

SSE were not in attendance; therefore, no report was received.

**144/21 Co-option:**

The co-option of Mr Peter Towill was **unanimously approved**.

**145/21 County Councillor's Report:**

County Councillor Moor reported the following:

- The Ash Dieback Scheme had received such a good response that distribution of trees was being split into two seasons. The parishes with the more advanced proposals would receive their trees shortly, with the remaining parishes receiving their trees in Autumn. Upper Rissington would be allocated trees in Phase 2.
- Highways has exceeded 220 Winter gritting runs this year. This is higher than normal, due to severe weather conditions this year.
- An election date of Thursday 6 May 2021 has been confirmed for the Police and Crime Commissioner and County Council elections. Campaigning will initially be pursued through social media, but normal canvassing is expected to resume after April.

- Free school meals will be provided during half-term. Any carer or parent not already enrolled in the scheme should telephone 01452 426165, between the hours of 9am – 5pm to register.

**146/21 District Councillor’s Report:**

District Councillor Andrew Maclean reported the following:

- It is not expected that Vistry Homes will be granted approval for planning application 20/02697/FUL until conditions pertaining to the Victory Field development have been fully satisfied. District Councillor Maclean gave his assurance he will continue ‘to push’ for this.
- The Tree Officer has asked for the tree works application submitted by 5 Harris Gardens to be split in to two, as he is minded to approve one request to fell trees, but to refuse the other. Ruling on two decisions within the same application is disallowed, hence the request.
- Gilders Scrap Yard has been granted permission to become an electric vehicle charging point.
- Cotswold District Council is running a Crowdfunding campaign to support community-led initiatives – being held on 22 February 2021.
- COVID-19 grants are being paid by Cotswold District Council (CDC). Anyone who could benefit is to contact CDC. Setting up a peer network is also being considered.
- Limiting the collection from a maximum of 16 dog bins in Victory Field was perplexing. Cotswold Planning had approved the installation of more than 16, but now collection is being refused beyond this number.

**147/21 Public Session:**

A resident from Godfrey Place was curious to know the council’s interest in Item 159/21. The resident expressed his views regarding the current parking practices and how he envisaged parking would be affected with the commissioning of the allotments and tennis courts.

**148/21 Planning:**

**1. Planning Applications Received:**

It was **RESOLVED** to submit planning application responses as follows:

<b>Application</b>	<b>Details</b>	<b>Decision</b>
21/00318/TCONR	Tree works -T1, T2, T3, T4: crown reduce and remove deadwood -7 Sopwith Road Upper Rissington GL54 2NL	No response
20/04548/FUL	Erection of 26 dwellings with landscaping, vehicular access, pumping station and all associated works -Variation of Conditions 2 (drawing numbers), 3 (boundary treatments), 7 (Landscape Management Plan), 9 (Reptile Survey), 12 (street management), 13 (fire hydrants), 15 (Construction Method Statement), 19 (Tree Protection Strategy), 20 (sample materials), 24 (sample woodwork), 26 (contamination), 29 (remediation) 28 (foul water disposal), 29 ( surface water drainage), 30 (lighting), 32	Working hours need to be adjusted (08:00 - 17:00 on weekdays and 08:00 - 13:00 at weekends is more appropriate); high-level street lighting needed;

	(foul water disposal) of permission 17/04587/FUL to enable alterations to the design of the approved scheme and the agreement of details previously reserved by condition -Land Parcel Between Sandy Lane Court And Southgate Court Sandy Lane Court Upper Rissington Gloucester	clause 2.4 states site falls outside of AONB - is this correct?; how is the management of open spaces to be funded?
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2. The following consultations had been received after publication of the agenda:

Application	Details	Decision
20/03198/FUL	Erection of 1no. detached dwelling at Land Parcel adj. to 10 De Havilland Road, Upper Rissington	For information only
20/02697/FUL	Land adjacent to Mitchell Way and Wellington Road Upper Rissington - Erection of 10 dwellings, new vehicular access, associated works and infrastructure	No further comments

#### 149/21 Youth Group:

The detailed report, previously circulated by Councillor Sylvester, was read out. Discussion ensued regarding how the proposal could be progressed, but, before any decision could be taken, it was felt further information would be required. It was suggested: to contact other councils to seek guidance on how they ran their youth clubs, research the availability of grants before bringing a motion back to the council.

150/21 **Election of Vice-Chairman:** No nominations were received; therefore, the position remains vacant.

#### 151/21 Correspondence:

- (13 on list) **Salt Bins and Future Gritting Service:** Vistry Homes is gritting the unadopted roads currently, but when they leave the site the Highways Agency will be unable to grit the unadopted roads in the village. The Highways Agency would, however, be amenable to providing the parish with 2 tonnes of salt if the council could fund/supply their own gritting vehicle. Councillors felt a secure compound would be needed before full consideration could be given to this proposal, but did recognise the need to adopt a Winter Resilience Plan. It was **RESOLVED** to continue to gather more information for this proposal so a final decision could be made when land became available to create a secure storage compound.
- (15 on list) **20MPH letter received from DR Moorish:** Councillors felt the costs benefits were exaggerated and saw no possibility of joining with other councils in this scheme. The County Councillor thought there was a possibility the same scheme could be implemented with 50/50 matched funding between Upper Rissington Parish Council and County Council. It was **RESOLVED** not to progress the letter from Dr Moorish, but to look at the funding option with County.

**152/21 Minutes:**

**RESOLVED** to approve as a correct record the minutes of the parish council meetings held on 11 January 2021 and 25 January 2021. Minutes to be signed by the Chairman at a convenient point.

**153/21 Village Hall Matters:**

The Chairman announced the Village Hall Trust had served notice to terminate the Lease it holds with the Parish Council. Following dissolution of the Trust, the management of the Village Hall will become the responsibility of the Parish Council.

1. **Update on roof faults:** Councillor Torris gave an update on the conversation he had had with the roof manufacturers. An on-site inspection meeting has been arranged for March.
2. **Responsibility for repairs:** As the Village Hall Trust (VHT) had served notice to transfer the Hall back to the Parish Council, this item was redundant.
3. **Broadband Contract:** As the Village Hall would be returning to the Parish this item was redundant. However, it was **RESOLVED** to allow the VHT to 'piggyback' on the council's broadband contract for the remainder of the lease period. Councillor Taylor to write to the VHT to inform them of this decision.

**154/21 Good Councillor Training:**

A £400 training budget had been approved at the 11 January 2021 meeting, but date options were discussed. Councillors are to be booked on the courses, once e-mail confirmation of preferred dates is received.

**155/21 Code of Conduct:**

**RESOLVED** to adopt the new LGA Code of Conduct for Councillors 2020.

**156/21 Albion Water Land:**

**RESOLVED** to accept the offer from Vistry Homes Ltd to re-position the fencing from along the spillway to Albion-owned land to the side entrance of the sewage works and to upgrade 6 manholes within Ansell's Hill Coppice to facilitate handover of this area from Albion Water to the Parish Council.

**157/21 Appointment of Volunteers to Lead Projects:**

**RESOLVED** to defer until the next meeting to source further information.

**158/21 Land Transfer - Albion Water:**

**RESOLVED:**

- a) To combine both parcels of Albion Water land (behind Smith Barry Crescent and Ansell's Hill Coppice) into one transfer/legal transaction.

Councillor Torris left the meeting for the consideration of the next item.

- b) To accept the revised quote from Neath Raisbeck Golding Law to transact the above transfer of land.

Councillor Torris returned to the meeting at this juncture.

**159/21 Godfrey Place Parking Spaces:**

Vistry Homes had already agreed to install signage to designate the parking spaces for the allotments and tennis courts in this area. Councillors considered no further action was necessary at this point in time.

**160/21 Renewal of ESET Endpoint Encryption – Pro from ReformIT**

**RESOLVED** to approve the renewal of the contract at a cost of £39.40, plus VAT.

**161/21 Agenda Re-numbering:**

**RESOLVED** to approve the re-numbering of agenda items for the parish council meeting, held on 25 January 2021, from '20' to '21'.

**162/21 Finance:**

1. **Income Received:** Deferred as bank statements had not arrived.
2. **Bank Reconciliations:** Deferred as bank statements had not arrived.
3. **Bank Signatories:** Deferred as information not sourced in time for the meeting, following the departure of the clerk.
4. **Clerk's Timesheet:** Councillors received the clerk's timesheet for January 2021. No comments received.
5. **Clerk's Overtime:** **RESOLVED** to approve 15 hours and 59 minutes of overtime.
6. **Clerk's Annual Leave Payment:** **RESOLVED** to approve 39 hours and 38 minutes in lieu of annual leave not taken by the outgoing clerk.
7. **Good Councillor's Guides:** **RESOLVED** to purchase FIVE Good Councillor's Guides from GAPTC, at a cost of £3.50 each, plus P&P.
8. **Defibrillator Maintenance Plan:** **RESOLVED** to defer until the next meeting to allow time to research information about buying the defibrillator from Community Heartbeat for £1.
9. **Payments:** **RESOLVED** to approve payments according to the payment schedule.

**Payments schedule for February:**

Payments made	Date	Details	Amount	Minutes	Authority
Zoom*	26 Jan	Online Meetings	£14.39	3	
ReformIT*	14 Feb	IT support package	£125.88	60b/19	
Lloyds Bank*	Dec 2020	Invoice 326208656	£7.00		
NEST*		D Braiden	Personal	87/20/a	LGA1972 s.112(2)

\*Payment taken by direct debit

Pending payments	Invoice date	Details	Amount	Minutes	Authority
D Braiden	9 Feb	39:38 hrs holiday pay, plus January overtime	Personal	87/20/a	LGA1972 s.112(2)

**163/21 Date and Time of Next Meeting:**

The next scheduled meeting was confirmed as Monday 8 March 2021, 7:00pm.

**164/21 Confidential Session:**

**RESOLVED** to move into a confidential session, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Standing Order 19a.

***The Minute Taker left the meeting at this juncture (21:25), with Councillor Torris taking the minutes from this point.***

**165/21 Appointment of Locum Clerk:**

Councillors received information that, following discussions between the Chairman and Dawn Laird, there was an offer for her to provide administrative support to the council, but she did not wish to become locum clerk. Council **RESOLVED** to appoint Dawn Laird as Parish Administrator on a temporary basis.

**166/21 Hours, Salary and Notice Period - Locum Clerk:**

**RESOLVED** to approve the hours, salary and notice period as set out in the previously circulated contract of employment, but in the capacity of Parish Administrator and not Locum Clerk.

**167/21 Authorization to Offer the Role to the Locum Clerk:**

**RESOLVED** to authorize the Chairman to offer the role to the Parish Administrator and arrange signing of the contract of employment with her.

**168/21 Appointment of Full-Time Clerk:**

**RESOLVED** to offer the position of Clerk/RFO to Vanessa Oliveri.

**169/21 SLCC Spinal Point for Full-Time Clerk:**

**RESOLVED** to appoint the Clerk/RFO on spinal point LC2 32.

**170/21 Start Date:**

**RESOLVED** to authorize the Chairman to negotiate a start date and to arrange a contract of employment with Ms Oliveri.

There being no further business the meeting closed at 21:33.

Signature of Chairman upon approval of the Minutes ..... 8 March 2021

Copies to:

County Councillor Nigel Moor

District Councillor Andrew Maclean