

Upper Rissington Parish Council

Minutes of a Parish Council Meeting held on Monday 12th July 2021

A meeting of the Upper Rissington Parish Council was held on Monday 12th July 2021 at 7.00 pm in the Main Hall, Village Hall.

The following were present at the meeting: -

Cllr. A. Cairns, Vice-Chairman
Cllr. S. Garrett
Cllr. K. Walker
Cllr. M. Sylvester
Cllr. V. Taylor
Cllr. N. Maxey
Officer: Mrs. V. Oliveri, Parish Clerk
County Cllr. M. MacKenzie-Charrington
Four members of the public

269/21 **Recording of Meetings**: - Item 1 of the agenda was amended by removing 'solely for the benefit of the Clerk' from the request as this was the benefit for everyone. Cllr. N. Maxey proposed the Council were to audio record their meetings. Cllr. M. Sylvester seconded the proposal. A unanimous vote was taken of all in favour of the proposal.

270/21 **Apologies for absence**: - Apologies for absence had been received from Cllr. D. Torris, Cllr. C. Garrett, Cllr. P. Towill and District Cllr. A. Maclean.

271/21 **Declarations of Interest**:

There were no declarations of interest reported at the meeting.

272/21 **Public Session**

Members of the public raised the following points and concerns: - 1) Creating a fenced off area for dogs to be exercised in the village. 2) Ansells Copse – should this be managed by the Parish Council or a Management Company? 3) What is happening with the tennis courts in the village? 4) Why was the skate park opened up and not the allotment land?

The Councillors answered all matters put forward and decided that the dog walking area would be a matter for another PC meeting in the future when the PC adopt the Public Open Space. The skate park was still owned by Vistry until adoption of the POS.

All of the other matters raised will be discussed further on in the meeting under Item 14 of the agenda – Public Open Space.

273/21 **County Councillor report**

County Cllr. Mark MacKenzie-Charrington reported on the following topics: 1) the County Council were investing money into a digital investment fund. 2) update on cleaning the Barrington Road. 3) encouraging people to re-cycle. 4) Each elected County Councillor had been provided with £40,000.00 to support community projects within their Cllr division. 5) Covid cases were rising in the County. 6) A transport mobility fund was available through the C/C and would be based at Moreton-in-Marsh. People would either phone or go on line to arrange a pick up time and there would be designated pick up points. This initiative was to help rural isolation. 7) The Gloucester Royal Hospital had received an overall good rating. 8) The C/C were putting further funding of 2.6 million pounds into adult and community learning which would include English and Maths. 9) It was reported that there were 833 children in care in the County.

Cllr. M. Sylvester enquired if the County Cllr fund would cover youth work for 16 – 25 year olds in helping writing c.v.'s?

274/21 **District Councillor report**

District Cllr. Andrew Maclean was not present to provide a report.

275/21 **Minutes of 14th June 2021**

An amendment was made to the minutes Item 258/21 as two people had raised the two items and not one. (see amended minutes of 14.6.2021).

Cllr. A. Cairns proposed to accept the minutes with the amendment. Cllr. V. Taylor seconded the proposal. A unanimous vote was taken of all in favour of approving the minutes dated 14.6.2021.

276/21 **Clerk's Report**

Public Open Space and Section 106 – Awaiting quotations from various contractors. One had been received to date of which the Clerk had questioned the price.

Repair of Zip wire and trampoline – The supplier had notified the Clerk that the required repairs were to be undertaken within the next two weeks.

Village Hall Bins – The order had been placed with PHS to supply bins for the toilets.

Fire Alarm Battery – City Fire Protection had replaced the fire alarm battery at the Village Hall.

277/21 **Planning**

(a) Planning Decision – There had been no new planning decisions since the last PC meeting.

(b) Planning Applications Received

1) Ref: 21/02211/FUL Builders Store, Sandy Lane

Conversion of Builders Plant and Store building to from a single dwelling with associated works.

Decision: No objection.

2) Ref: 21/02262/TPO 9, Smith Barry Crescent

T1 – Sycamore – Raise crown by 2 m to a uniform height to allow a minimum head height access to front and deter recreational use of low branches to rear (off-site).

Decision: The Parish Council have no objection to this planning application and would go with the tree officer's comments.

3) Ref: 21/02322/TPO 10, Bleriot Road

Crab apple. Fell. Excessive shading and closeness to the house. Mess caused in road and pathways by excessive quantities of apples trodden in/driver over. Area looks unsightly.

Decision: The Parish Council have no objection to this planning application and will go with the tree officer's decision.

4) Ref: 21/02209/TPO 10, Wellington Road

T1 – Copper Beech: hitting the house – reduce the crown by approx. 2.5 metres of branch length.

Decision: No objection.

278/21 **Co-option**

It was noted that there had been one application received which didn't meet the criteria required of being a Parish Councillor.

279/21 **Finance**

(a) Income Received: A list of payments had been distributed to P/Cllrs prior to the meeting totalling up to £1422.00 which included legal fees and hirers of the Village Hall.

(b) Payments List: The Parish Council approved the payment list for July 2021 (see attached Appendix A of these minutes). It was agreed for the budget to go onto the Parish Council website.

(c) Quarterly internal Parish Council inspections: The Parish Councillors unanimously agreed for Cllr. N. Maxey to undertake the quarterly internal Parish Council inspections.

(d) Financial Risk Management Plan 2021/22

The Parish Council received and approved the updated Council's Financial Risk Management Plan 2021/22.

(e) Asset Register 2021/22

The Parish Council received and approved the Council's Asset Register for 2021/22 and agreed that this would be updated when the Parish Council took on the Public Open Space in the village.

280/21 **Village Hall**

- (a) The Council noted that the floor cleaner had received an annual service, a replacement solenoid had been fitted and a floor pad for the machine had been supplied by Numatic International Ltd at a cost of £217.98.
- (b) The Council discussed the draft contract for a Village Hall Caretaker and decided that more information was required so this item was to go onto the August Parish Council agenda.
- (c) The advert was to be approved at the August Parish Council meeting.

281/21 **Trees**

- (a) It was confirmed that a selection of 350 trees were to be delivered to the Village Hall in the Autumn.
- (b) The Council discussed and approved the content of an article for The Breeze and the Parish Council website and social media.
- (c) The Council agreed for Cllr. S. Garrett to contact John Field of Gloucestershire Wildlife Trust to help select the correct locations for the species of trees to be received. Cllr. Garrett asked for another Councillor to assist her in this project. Cllr. A. Cairns and Cllr. M. Sylvester offered to assist where they could.
- (d) The Council agreed for Cllr. S. Garrett to obtain information from the contractors on site on the expected requirements for the maintenance of the trees post planting to ensure survival and what costs would be involved. This information was to be brought to a future Parish Council meeting.

282/21 **Public Open Space**

- (a) The Parish Council unanimously agreed for the Public Open Space to be included as a monthly agenda item.
- (b) One written quotation for the Public Open Space had been obtained so far. Further quotations were expected shortly.
- (c) A snagging list had been forwarded to Vistry and further issues had been passed onto Cllr. P. Towill. An up to date snagging list was to be forwarded to Vistry and also added to the Parish Council website. It was agreed to include how many Parish Councillors were to attend site meetings with developers as an agenda item at the next Parish Council meeting. Notes from site meetings were to be an agenda item at Parish Council meetings.
- (d) The Parish Council discussed where they were with the Public Open Space and confirmed that the Council had already agreed to take on the Public Open Space at a Parish Council meeting. A snagging list had been drawn up and presented to Vistry and this was to be an ongoing job. The Parish Council agreed to take on the POS as a whole and not in a piecemeal way. All outstanding jobs were to be completed prior to handover to the Parish Council. Costings were being sought to undertake all work required on the POS and an average was to be worked out prior to notifying the developers of the sum required for the maintenance of the POS for the next five years. The PC were to appoint a solicitor to carry out the legal work on the transfer of POS.
- (e) The Parish Council agreed for an Extra-ordinary Parish Council meeting to be arranged to solely discuss the POS. Date to be arranged. Parish Councillors were to forward subjects to be added to the agenda to the Parish Clerk.
- (f) After a site meeting with Vistry it was evident that further work was required on the surface of the tennis courts. Vistry were to investigate into the works required and if needed the whole of the surface would need to be re-done.
- (g) The allotments would not be handed over to the Parish Council until the whole of the POS had been completed. It was noted that there were 67 people on the list for allotments.

283/21 Website

- (a) The Parish Council recognised the amount of work an individual had put into the website and expressed thanks to him. The webmaster was to be asked to add an SSL certificate to the PC website.
- (b) The Council discussed and agreed the requirement for a website policy to protect the Council, staff and the webmaster. Cllr. N. Maxey proposed that URPC to have a website policy. Cllr. S. Garrett seconded the motion. A unanimous vote was taken of all in favour of the proposal put forward.
- (c) The Parish Council thanked Cllr. N. Maxey for the work he had put into the draft website policy. The PC would welcome input from the webmaster on the website policy. It was agreed for Parish Councillors to forward their comments to Cllr. N. Maxey on the website policy so that he could collate all the information. The website policy was to be included as an agenda item at the August 2021 Parish Council meeting.

284/21 Correspondence Received

The Parish Council noted that the Village fete had been rescheduled to Sunday 19th September 2021.

GAPTC AGM: Parish Councillors were invited to attend GAPTC's AGM on Saturday 24th July 2021 from 10.30 am – 1.30 pm at Highnam Community Centre.

285/21 Date of Next Parish Council Meeting – Monday 9th August 2021 at 7.00 pm in the Community Room, the Village Hall.

The meeting closed at 9.48 pm.

APPENDIX A - Payments list for authorisation at the Parish Council meeting on 12th July 2021:

Payee	Date	Details	Total	Relevant minutes
British Gas	5-July	Gas – Village Hall	£411.69	185/21
City Fire Protection	June	Fire Alarm – Village Hall	£287.87	185/21
Community Heartbeat	June	Defibrillator battery	£282.00	185/21
Nest Pension – DD	June	Pension contributions	Personal	13/06/18 - 13
Reformit – office 365 support contract - DD	15-July	Support contract	£125.88	185/21
Mrs V Boscher – staff	12-July	July Salary	Personal	185/21
Mrs V Oliveri – staff	12-July	July Salary	Personal	185/21
Numatic International Ltd	12-July	Service/repair of floor cleaner + supply of new floor pad	£217.98	185/21
GAPTC	12-July	Finance for Cllrs course x 2	£60.00	185/21
IAC Audit & Consultancy Ltd	12-July	Internal Audit Services re 2021 Annual Return	£318.00	185/21
WODC	12-July	Grounds maintenance contract	£1001.83	185/21
Neath Raisbeck Golding Law	12-July	Transfer of title – 9 Smith Barry Crescent grass verge	£406.00	185/21
EDF	12-July	Electricity – Village Hall	£453.60	185/21
British Gas	12-July	Gas – Village Hall	£193.31	185/21
City Fire Protection	12 – July	Replace batteries in fire alarm	£142.80	185/21