


# Upper Rissington Parish Council

## Minutes of a Parish Council Meeting held on Monday 13<sup>th</sup> September 2021

A meeting of the Upper Rissington Parish Council was held on Monday 13<sup>th</sup> September 2021 at 7.00 pm in the Community Room, Village Hall.

The following were present at the meeting: -

Cllr. A. Cairns, Chairman  
Cllr. S. Garrett  
Cllr. N. Maxey  
Cllr. K. Walker  
Officer: Mrs. V. Oliveri, Parish Clerk  
County Cllr. M. MacKenzie-Charrington  
District Cllr. A. Maclean

- 311/21 **Election of Chairman**: - Cllr. N. Maxey proposed Cllr. A. Cairns be the Chairman of the Parish Council for 2021/22. Cllr. S. Garrett seconded the proposal. A unanimous vote was taken of all in favour of Cllr. A. Cairns being elected the Chairman.  
The Chairman thanked the out going Chairman and Councillors on behalf of the Parish Council and the village and for all of the work that they had put in whilst being on the Parish Council. The Chairman asked the public to email the Parish Clerk or Parish Councillors of any concerns in the village to help the PC do the best for the village.  
The Chairman announced that item 14 on the agenda will be moved forward to this point.
- 312/21 **GAPTC Audit**: - Cllr. A. Cairns proposed that the PC approve to have an external audit undertaken by GAPTC, of the legislative and procedural actions taken by the Parish Council over the period 6 April – September 2021. This was to seek to provide assurance to all Upper Rissington residents on the conduct of the Parish Council business during this time. Cllr. K. Walker seconded the proposal. A unanimous vote of all in favour was taken of the proposal put forward.
- 313/21 **Apologies for absence**: - None as all were present.
- 314/21 **Declarations of Interest**: There were no declarations of interest reported at the meeting.
- 315/21 **Public Session**  
Items brought up under public session were: 1) concerns with proposed development adjacent to Delfin Way and trees with TPO's having to be removed on the site. 2) Parish Councillor resignation letter 3) public open space quotations 4) fencing on POS land 5) part of allotment land under planning 5) recreation areas in the village still not open as still under ownership of Vistry.
- 316/21 **County Council report**  
County Cllr. Mark MacKenzie-Charrington's report is attached to the minutes
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- GCC Report to URPC  
meeting 13th Sept 20.
- 317/21 **District Councillor report**  
District Cllr. Andrew Maclean reported on Public Rights of Way and that it was important to remember that there was a twenty year time frame to claim Public Rights of Way.
- 318/21 **Minutes of 9<sup>th</sup> August 2021**  
Two amendments were made to the minutes of 9<sup>th</sup> August 2021 as follows: -  
Item 301/21 to add (c) There had been no urgent planning applications received since the September Parish council agenda had been distributed.

Item 303/21 to add Village Hall

- (a) Prices for gas and electricity hadn't been received prior to the meeting – this would be an agenda item for the next Parish Council meeting.
- (b) The Parish Council decided to update the draft contract circulated prior to the meeting and to add the recreation inspections into the job role. The title for the new position would be 'Village Caretaker'.
- (c) The Parish Council agreed to update the advert to incorporate the new position of 'Village Caretaker'.

Cllr. S. Garrett proposed to approve the amended minutes of the Parish Council meeting held on 9<sup>th</sup> August 2021. Cllr. A. Cairns seconded the proposal. A unanimous vote was taken of all in favour of approving the amended minutes dated 9<sup>th</sup> August 2021.

319/21 **Notes of a site meeting with Vistry held on 27<sup>th</sup> August 2021**

- a) The PC received the notes of the site meeting held on 27<sup>th</sup> August 2021. The Clerk was to contact Vistry to ensure that the grass was mown behind the Village Hall and the herras fencing was to be removed prior to the Village fete.
- b) The PC agreed to hold an Extra-ordinary PC meeting to discuss phases, to receive an update on the snagging list and other matters arising from the site meeting held on 27.8.2021. To contact CDC's Enforcement Officer to accept a date of handover of the POS to satisfy the residents and the Parish Council.

320/21 **Election of a Parish Councillor**

Notices received from CDC were to be displayed to fill 6 vacancies on the Parish Council.

321/21 **Planning**

- (a) **Planning Decision** – CDC had permitted planning permission for Planning Ref: 21/01081/FUL Little Glebe Farm – Change of use of agricultural land to equestrian with the erection of a riding area.
- (b) **Planning Applications Received**
  - 1) **Ref: 21/03109/TPO 12 Smith Barry Road**  
Works to trees with a TPO for Copper Beech (t1) – thin crown (10-20%) to allow more light to pass through crown lift all round to 3-4 m. Cherry (t2) – Reduce and reshape crown to previous points. Pine (t3) – Fell to ground level.  
**COMMENT:** No objection, the Parish Council will go with the tree officers' comments.
  - 2) **Ref: 21/03415/FUL 1 AP Ellis Road**  
Attic extension to form additional office area.  
**COMMENT:** The Parish Council strongly object to this planning application as it would change the appearance and characteristics of a historical building that was a focal point of life at the former Royal Air Force Little Rissington. Formerly the Guard Room, this would have been the entry point to this Royal Air Force unit and has significant connections with the past. It should be noted that there are few remaining ex-RAF Stations which retain the infrastructure and design of the original buildings. RAF Little Rissington was an active base during World War Two and the first home to the RAF Display Team - The Red Arrows. A redesign of this building would be an impact on our heritage. If planning permission is permitted then this would set a precedent for the rest of the building which would have a detrimental affect on the surrounding area.
- (c) **Urgent Planning Applications** –
  - Public Open Space** – It had come to the PC's attention that land between the allotments and Smith Barry Circus had been changed and was no longer incorporated in the POS area. Rev B plan of the POS approved in 2018 showed that all the area was in the POS area. Rev F plan of the POS shows that the strip of land had been removed from the POS. The PC agreed to follow this matter up with CDC's Enforcement Officer and Vistry.
  - Land at Delfin Way** – The PC agreed to write to CDC supporting the concerns raised by residents of the village of the proposed removal of trees with TPO's on the designated business area in Delfin Way. District Cllr. A. Maclean had written to the Enforcement Officer at CDC relating to this matter.

322/21 **Finance**

- (a) **Income Received**: A list of payments had been distributed to P/Cllrs prior to the meeting totalling up to £654.00 which were all Village Hall hire payments.
- (b) **Payments List**: The Parish Council approved the payments list for September 2021 (see attached Appendix A).
- (c) The Clerk confirmed that the banks had been contacted to update the bank mandates to remove previous Parish Councillors and to add Cllr. N. Maxey and Cllr. K. Walker to the mandates.
- (d) The Council approved Cllr. N. Maxey and Cllr. K. Walker to be added to authorise online bank payments.

323/21 **Village Hall**

- (a) Prices for gas and electricity had been received late afternoon so the Parish Councillors agreed to postpone this item until the October Parish Council meeting to enable enough time to go through the quotations received.
- (b) The Clerk confirmed that the Village Hall bookings were increasing and the Village Hall was becoming quite busy.
- (c) The Parish Council agreed that there was a need for a Village Hall Caretaker. A resident offered to help with Village Hall duties if required.

324/21 **Probation Period and Appraisal for Parish Clerk**

- (a) The Council agreed that Cllr. A. Cairns and Cllr. S. Garrett were to undertake the Clerk's appraisal.
- (b) The Council agreed to extend the Clerk's probationary period until October 2021 meeting to allow for the appraisal period to take place.

325/21 **Website/Social Media Policy**

The PC proposed a vote of thanks to the previous webmaster and thanked Cllr. A. Cairns and Mrs. V. Oliveri on moving forward with the website. Cllr. N. Maxey proposed to approve the draft website/social media policy circulated prior to the meeting. Cllr. A. Cairns seconded the proposal. A unanimous vote was taken of all in favour of the proposal put forward.

326/21 **Insurance**

The PC agreed that risk assessments were required to be undertaken prior to taking on the POS. The Clerk had contacted the Council's insurance company to discuss additional insurance cover required when the PC take over the POS. The POS would need to be added to the PC's risk assessment.

The PC agreed that three insurance quotations were to be obtained for the next PC meeting.

327/21 **Transfer of Land at Lying to the South East of Smith Barry Circus**

- (a) The correspondence hadn't been received from the solicitor on the Transfer of Land lying to the south east of Smith Barry Circus so this item was to be discussed at the October PC meeting.
- (b) The PC agreed that this would also be discussed at the October PC meeting.
- (c) The PC agreed that the TR1 for land lying to the south east of Smith Barry Circus could not be signed until item 327/21 (a) and (b) had been discussed.

328/21 **Public Open Space**

The PC to receive four quotations for works required on the POS which was to be discussed 'In Committee'.

329/21 **Correspondence Received**

There was no other correspondence to discuss as it had all been discussed earlier in the meeting.

330/21 **Date of Next Parish Council Meeting** – Monday 11<sup>th</sup> October 2021 at 7.00 pm in the Community Room, the Village Hall.

The PC went into Committee at this point and the public left the meeting.

**Payments list for authorisation at the Parish Council meeting on 13<sup>th</sup> September 2021:**

<b>Payee</b>	<b>Date</b>	<b>Details</b>	<b>Total</b>	<b>Relevant minutes</b>
Reformit – office 365 support contract - DD	30-Aug	Support contract	£125.88	185/21
B.T. – DD quarterly	13-Sept	Office Telephone	154.30	185/21
ICO – DD annual	13-Sept	Information Commissioners Office annual subscription	£35.00	185/21
Mrs V Boscher – staff	13-Sept	September Salary	Personal	198/21
Mrs V Oliveri – staff	13-Sept	September Salary	Personal	169/21
PATA Payroll	13-Sept	Payroll and pension service	£52.95	185/21
Bourton Vale Window Cleaning Service	13-Sept	Cleaning village hall windows	£27.50	
PHS Group – annual charge	13-Sept	Waste and sanitary disposal	£433.87	267/21
British Gas	13-Sept	Gas supply	£141.61	185/21
GAPTC	13-Sept	Training	£90.00	306/21
WODC	13-Sept	Playground inspections	£20.16	185/21
WODC	13-Sept	Grass cutting	£1001.83	185/21