

Upper Rissington Parish Council

Minutes of a Parish Council Meeting held on Monday 15th November 2021

A meeting of the Upper Rissington Parish Council was held on Monday 15th November 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
Cllr. S. Mitchell
Cllr. D. Holden
Officer: Mrs. V. Oliveri, Parish Clerk
14 members of the public

355/21 **Co-option of Councillors**

The Council noted that two applications to become a Parish Councillor had been received after advertising six seats on the Parish Council.

The Councillors present voted on the two applications as follows: -

Cllr. A. Cairns proposed that Dan Holden be co-opted as a Parish Councillor. Cllr. N. Maxey seconded the proposal. A unanimous vote was taken of all in favour of Dan Holden being co-opted as a Parish Councillor.

Cllr. A. Cairns proposed that Sandra Mitchell be co-opted as a Parish Councillor.

Cllr. S. Garrett seconded the proposal. A unanimous vote was taken of all in favour of Sandra Mitchell being co-opted as a Parish Councillor.

The two new Parish Councillors signed their acceptance of office and joined the Parish Councillors at the meeting.

356/21 **Apologies for absence**: - None as all were present.

357/21 **Declarations of Interest**

Cllr. S. Mitchell declared an interest in planning application received (1) 13, Smith Barry Crescent and (4) 6, Smith Barry Circus and took no part in the discussion on both planning applications.

Cllr. N. Maxey declared an interest in item 16 of the agenda – quotations received for a Christmas tree as his wife worked at one of the suppliers and he took no part in the decision made by the Council.

358/21 **Public Session**

Items brought up under public session were as follows:

- a. request for dog exercising area – PC would progress with this once they own all of the POS.
- b. blocked drain in Smith Barry Crescent – Clerk to contact Vistry to action.
- c. land being purchased behind Smith Barry Circus – the PC confirmed that the land being purchased had never been part of the POS, the developers had confirmed that the completion of the transfer of land had taken place in July 2020. The area behind Smith Barry Circus which had been taken out of the POS had now been put back as POS and had been highlighted in yellow on plan Rev G.
- d. the road layout had been changed down to the allotments in Dec/Jan 2019.
- e. had the PC's internal audit been undertaken? – the PC confirmed that the internal audit had been completed and was an agenda item later in the meeting.
- f. had all of the grass verges in the Crescent been sold off? – the PC were carrying out a full review on all the bits of land left over and were working with the developer to incorporate this matter as part of the POS handover.

359/21 **County Council report**

County Cllr. Mark MacKenzie-Charrington was not present at the meeting but had circulated a report prior to the meeting to the Parish Councillors and Clerk.

360/21 **District Councillor report**

District Cllr. Andrew Maclean was not present at the meeting but had circulated a report prior to the meeting to the Parish Councillors and Clerk.

361/21 **Minutes of 13th September 2021 & 11th October 2021**

Cllr. A. Cairns proposed to approve the minutes of the PC meeting held on 13th September 2021. Cllr. K. Walker seconded the proposal. A unanimous vote of all in favour was taken of the proposal.

Cllr. A. Cairns proposed to approve the minutes of the PC meeting held on 11th October 2021. Cllr. N. Maxey seconded the proposal. A unanimous vote of all in favour was taken of the proposal.

362/21 **Clerk's Report**

- a. Reminder of the temporary road closure between Bourton and Upper Rissington on 16th and 17th December 2021 to carry out internet duct repair.
- b. The Clerk confirmed that GCC had awarded 200 small trees to the village – a delivery date was awaited.
- c. A request for POS quotes had been uploaded onto 'Contracts Finder'.
- d. CDC had planned to undertake a Covid assessment at the Village Hall on 18.11.2021.
- e. GAPTC were holding a Clerk's Networking session at Highnam Community Centre on 1.12.2021. The PC confirmed that the Clerk could attend this session.
- f. Notification had been received of a free course for Clerk's and Cllrs to attend, 'Clerk's Tech Forum – Virtual Summit – Tuesday 30.11.2021. Cllrs. were to inform the Clerk if they could attend so places could be booked.

363/21 **Planning**

(a) **Planning Decision**

Ref: 21/02751/TPO 21, Godfrey Place

Sycamore in rear garden x 2 – remove lower branches to lift the crown and thin.

Decision: Application permitted by CDC.

(b) **Planning Applications Received**

1. 21/03836/FUL 13, Smith Barry Crescent

Removal of rear conservatory and replace with single storey extension.

Decision: No comment.

2. 21/03954/TPO 5, Harris Gardens

Works to trees with a TPO for Cherry (1) – due to excessive shading remove the eastern most line and reduce the remaining crown by 2 metres in height and radius on the western side. Beech (2) – due to excessive shade thin the crown by 25% and reduce the crown height by 5 m and radius by 2.5 m.

Decision: The Parish Council would go along with the tree officer's recommendation.

3. 21/04017/FUL 4, The Vintage Pair

Proposed loft conversion and associated works.

Decision: No comment.

4. 21/04014/FUL 6, Smith Barry Circus

Erection of single storey extension to ancillary outbuilding (retrospective).

Decision: The Upper Rissington Parish Council offered a neutral response to this planning application after taking a vote with 4 in support of a neutral comment, 1 abstention and 1 objection. Cllr. N. Maxey requested his objection to be minuted.

The PC had received one email of objection and noted the concerns raised on loss of amenity and privacy. The PC assumed that this detail would be uploaded by the respondent on to the Planning Portal.

The Parish Council noted support for the application at the Council meeting held on 8.11.2021 from a number of Parish residents and supporting comments which had been made on the Planning Portal.

5. 21/03807/FUL Land at Sandy Lane Court

Erection of four dwelling and associated works.

Decision: The Parish Council strongly objected to this planning application on behalf of the residents of the Parish to this proposal. On inspection the land around Sandy Court is already occupied by a significant number of houses and the addition of four more dwellings would change the visual character of the development and remove much needed green space on the site. Due to the compact nature of the development, there would be a loss of privacy to surrounding houses and there would be an associated loss of valuable amenity to dwellings in this location. It is anticipated that each of the four houses proposed would have a minimum of one car per household and this would add to the already congested parking and safety concerns in the Sandy Lane development.

6. 21/03974/FUL 2, Cadet Close

Erection of extension to front of garage.

Decision: No comment.

7. 21/04082/FUL Gloster House, Mitchell Way

Erection of five dwellings, vehicular access points, associated works and infrastructure.

Decision: The Parish Council raised strong objections on behalf of the residents of the Parish to this proposal. On inspection the land around Mitchell Way already sits adjacent to one of the main thoroughfares within the village of Upper Rissington and is immediately adjacent to the main access point for the village shops and our local primary school. The road on to which the proposed properties would enter and exit sits next to the Primary School and is currently used as a safe location for school pick up and drop off. The loss of this area of road, caused by the planned development, would significantly increase safety concerns for parents of young children.

It would also create access issues, reduce safe car-parking and generate more traffic in an already busy location.

It should be noted under the original development proposals to house buyers, that the area in question was to be used for the development of commercial business and was specifically nominated as an area for a Public House. Our village of Upper Rissington continues to grow and the loss of this land to a residential designation would remove any potential opportunity that our village would have to increase commercial and entertainment amenities on the site. As our community grows there is likely to be an increasing need for shops, a nursery, a doctors, or dentist or indeed the original community hub facility provided by a Public House. If land is not maintained for its original purpose, enabling an expansion of amenities, our village would become a dormitory - in essence somewhere where people come to sleep. There will be limited ability to grow community spirit. It should also be noted that there would be an environmental impact on our community, if commercial outlets are not given space to grow, as residents would have to make unnecessary journeys to other towns and villages in the area.

There is no rush to make a redesignation nor is there an immediate need for more houses as new properties currently on sale in our village remain unsold. The Parish Council would wish for its growing community to be allowed to settle, particularly post COVID, to fully assess community requirements and commercial interest before any further planning decisions are made.

(c) Urgent Planning Applications

Provision of POS (as part of the Victory Fields development already approved under application ref: 08/03697/OUT).

Decision: The PC requested an extension to getting comments back to CDC as the application had just been received and there was a lot to discuss on this subject.

364/21 Finance

- (a) Income Received: A list of payments received since the last PC meeting had been distributed to P/Cllrs prior to the meeting totalling up to £5,535.60. The payments received had been from Village Hall hirers and a CIL payment from CDC of £3,813.60.

- (b) Payments List: The Parish Council approved the payments list for November 2021. (see list below). There had been an additional four invoices that required to be paid and were added to the payments list since sending the agenda had been sent out which were NEST, HMRC, EDF and Valda.

Payee	Date	Details	Total	Relevant/minutes	Authority
MOORHOUSE Heating Ltd PAID PRIOR TO MEETING	12-Oct	Service commercial boiler	£300.00	351/21	LGA 1972 s133
ReformIT -office 365 support contract – DD	14-Nov	Support contract	£125.88	185/21	LGA 1972 S111
GAPTC	15-Nov	Clerks training	£20.00	185/21	LGA 1972 S112(2)
GAPTC	15-Nov	Independent Auditor Scheme	£251.20	342/21	LGA 1972 S112(2)
Mrs V Boshier – staff	15-Nov	November salary	Personal	198/21	LGA 1972 s112(2)
Mrs V Oliveri – staff	15-Nov	November salary	Personal	169/21	LGA 1972 S112(2)
WODC	15-Nov	Grounds maintenance contract	£500.92	185/21	HA 1980 s96
British Gas	15-Nov	Gas- Village Hall	£434.26		LGA 1972 s133
NEST pension – DD	15-Nov	Pension contribution	Personal	13/06/18-13	LGA 1972 S112(2)
HMRC	15-Nov	2 nd ¼ PAYE contributions	Personal	185/21	LGA 1972 S112(2)
EDF	15-Nov	Electricity – Village Hall	£358.21		LGA 1972 s133
VALDA Energy PAID PRIOR TO THE MEETING	15-Nov	Gas & electricity – V/Hall	£45.00		LGA 1972 s133

(c) The Council received the bank reconciliations up to 31.10.2021.

(d) The PC authorised the two new Councillors to attend GAPTC's 'Being a Better Councillor Part 1 & Part 2 at £30.00 per person, per session.

365/21 Budget 2022/23

a. The PC agreed for Cllr. N. Maxey to draft a proposed budget and to go through the figures with the Parish Clerk. The PC agreed to review the budget for 2022/23 at the December 2021 PC meeting.

b. The Council agreed to extend the PC's budgetary cycle from 1 to 3 years.

366/21 GAPTC Audit

The PC received the GAPTC audit recently undertaken and noted the points raised.

The PC agreed that the report was to be posted onto the PC website.

To carry out the end of year internal audit GAPTC had quoted £120.00 plus mileage as the PC had already had part of the work undertaken. The PC approved the quotation received and GAPTC were to be instructed to undertake the end of year review.

367/21 Village Hall:

a. The Clerk updated the Councillors on the Village Hall bookings.

b. Applications received for the Village Hall Caretaker vacancy. This item was discussed **In confidential session at the end of the meeting.**

c. The Clerk confirmed to the PC that a letter had been received notifying the PC that the Village Hall Trust had been dissolved and a cheque had been received of the account balance of £16,141.99. The Village Hall Trust had also sent a cheque for £416.00 which had been received into their bank from a Village Hall hirer. The Clerk would contact the hirer to notify them of the new bank details for the hire of the Village Hall.

368/21 Probation Period and Appraisal for Parish Clerk

This item was discussed in **confidential session at the end of the meeting.**

369/21 Public Open Space

- a. The PC received the notes of a discussion between PC and Vistry which took place on 13th October 2021. The notes had been published on the PC website.
- b. The PC received an update on land sales in Upper Rissington provided by Vistry on 2nd November 2021.
- c. The PC discussed and agreed the next steps to be taken with Vistry on the provision of the POS this was to include resolving any outstanding issues with parcels of land in the village and to incorporate all required areas within the POS transaction. The PC had received a specification of the bowling green. The PC agreed to review the PC's protocol with developers at the December PC meeting.
- d. The PC received an update on the POS snagging list and agreed that any new items would be added to the list and circulated to the developers and all Parish Councillors. The snagging list would be addressed on a monthly basis with the developers.

370/21 Christmas Tree

- a. The PC received four quotations prior to the meeting for the provision of an Upper Rissington Christmas tree by the Village Hall. The PC reviewed all quotations received and unanimously agreed to select Bruern Farms to provide a 25 ft Christmas tree to be delivered and disposed of at a cost of £200.00 plus VAT. Cllr. N. Maxey took no part in the decision made.
- b. The PC agreed to have the tree delivered on 10th December ready to install and decorate on 11/12th December 2021. Cllr. N. Maxey agreed to undertake a risk assessment prior to the installation of the Christmas tree. A hole was to be dug, a wide enough pipe to be inserted into the hole and post-crete to be poured into the hole in preparation of the arrival of the Christmas tree. Cllr. N. Maxey agreed to arrange people to assist in putting the lights on the tree.
- c. The PC agreed unanimously to spend a maximum of £150 on the purchase of exterior lights, concrete pipe and post-crete for the Upper Rissington Christmas tree.

371/21 Christmas Tree for foyer area of Village Hall

The PC considered an offer of a donation of a decorated Christmas tree for the foyer of the Village Hall from the Social Committee after the Great Rissington Church Tree festival.

The Social Committee would remove the tree in the New Year.

The PC unanimously approved the donation of a decorated Christmas tree.

372/21 Review of Parish Boundaries

CDC had submitted a request for proposals from Parish and Town Councils for any adjustments on Parish boundaries. The PC agreed that Ansell's Copse and the Skate Park currently outside of the parish boundary could be reviewed and discussed with neighbouring Parishes, with a view to incorporate the area within the Upper Rissington parish boundary.

373/21 Freedom of Information

- a. Under the FOIA, the PC considered the URPC response to an appeal received on 25th October 2021 of an FOI request originally submitted on 3rd October 2021.
(In confidential session at the end of the meeting).
- b. Under the FOIA, the PC considered the URPC response to eight new FOIA requests received on 25th October 2021. **(In confidential session at the end of the meeting).**

374/21 Community Engagement.

- a. To PC agreed that it should be best utilising the communication methods available and agreed that news could be uploaded onto the Upper Rissington PC Facebook page. The PC noted that the PC's website could be simpler. The PC agreed that an update was to be submitted to The Breeze.
- b. Cllr. D. Holden agreed to have a look at the PC's website and advise the PC how it could be improved. The PC agreed that photos of the Parish Councillors were to be uploaded onto the PC's website.

375/21 Correspondence:

- a. The PC discussed and agreed the next steps on correspondence received:
 - i. Objection received from a resident on the proposed development of houses on the designated land for a Public House in the village (letter circulated prior to meeting). The PC fully understood the reasons for objection and agreed to represent the village as best they could be responding to the planning application submitted to CDC.
 - ii. Area of land in Harris Gardens not included in POS plan. – Cllr. Cairns had responded to the resident concerned notifying her that the PC would do their best to include this as part of the POS transaction.
 - iii. Trees behind Bristol Road require lopping. – Tree officer to be contacted for their advice.
 - iv. Trees overgrown in Siskin Road. – Tree officer to be contacted for their advice.
 - v. Requests for copies of the audio recording of Parish Council meetings. – PC agreed to this request but the audio recording must not be shared without the PC's consent. The PC agreed to review the PC's recording policy in January 2022.
 - vi. Accessibility of allotments and the Village Hall. – The PC noted that the accessibility issue at the Village Hall had been resolved. Vistry had included a passing point leading down to the allotments to enable accessibility and provision of two disabled car parking bays had been included. Once the PC own all the POS the PC would acknowledge and improve on accessibility for all village assets meeting the requirements.
 - vii. Damaged wall close to entrance of Folland recreation ground. – The PC agreed for the Chairman and Clerk to meet the resident to confirm ownership of the wall and discuss action to be taken.
- b. The PC discussed and agreed next steps on previous correspondence still awaiting resolution:
 - i. Vistry: When will the mowing of the meadow area take place? – The Clerk to contact Vistry and state that this work needs to be undertaken within the next two weeks under the advice of Tim, Gloucester Wildlife Trust.
 - ii. Have Vistry arranged a test to be undertaken on the surfacing of the tennis courts? – The PC noted that Vistry had undertaken some patching works at the tennis courts. This matter would be brought up at the next meeting between the PC and the developer.

376/21 Date of Next Parish Council Meeting – Monday 13th December 2021 at 7.00 pm in the Community Room, the Village Hall.

The PC went into Private Session at 9.44 pm and the public left the meeting.

The meeting closed at 9.51 pm.