

Upper Rissington Parish Council

Minutes of a Parish Council Meeting held on Monday 13th December 2021

A meeting of the Upper Rissington Parish Council was held on Monday 13th December 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. S. Mitchell
Cllr. D. Holden
Officer: Mrs. V. Oliveri, Parish Clerk
County Cllr. M. Mackenzie-Charrington
District Cllr. A. Maclean
4 members of the public

377/21 **Apologies for absence**: - had been received from Cllr. K. Walker.

378/21 **Declarations of Interest**: - there were no declarations of interest to report at the meeting.

379/21 **Public Session**

Items brought up under public session were as follows:

- a. Request for a 30 mph speed limit leading into the village from all three directions, possible inclusion of installing speed gates on each entrance to the village - **GCC**
- b. To push for a public right of way to be implemented to link the surrounding villages and to include a pathway on the Wyck Road that might also help with the speeding issues – **District Cllr. A. Maclean agreed to contact the surrounding Parishes regarding this matter.**
- c. Due to the increase of Omicron, Curve had decided to carry out the carol singing outside the Village Hall.
- d. Clerk to check the transfer of lease on the Village Hall and to check on a TP1 transaction which had been agreed at the March 2021 PC meeting.

380/21 **County Council report**

County Cllr. Mark MacKenzie-Charrington had circulated a report prior to the meeting to the Parish Councillors and Clerk. It was reported that GCC fully support towns and parishes in wanting 20 mph speed limits leading into towns and parishes in the county. GCC were looking at a blanket approach to cover a traffic order to be implemented for all towns and parishes within the County.

It was brought to the attention of the County Cllr that a road safety audit had not been undertaken in the village, especially in the vicinity of the primary school. – **County Cllr agreed to pursue.**

381/21 **District Councillor report**

District Cllr. Andrew Maclean updated the P/Cllrs on planning applications which had been refused and approved in the district since the last PC meeting.

Cirencester and Bourton-on-the-Water leisure centres were due to have solar panels installed. Cllr. A. Maclean confirmed that planners and administrators were now deciding on planning applications unless Parish and Town Councils refused a planning application and drew this to the District Councillor's and planning officers attention.

The District Council were running a Flood Warden Scheme – details were on their website. 100 affordable houses were due to be built in Cirencester.

CDC agreed to defer the uncontested elections costs until the following financial year – CDC were holding two consultations with Parish & Town Councils in December.

382/21 **Police Report**

The police had sent apologies that they couldn't attend the meeting but had sent a report of recent activities in the area to the Councillors and the Clerk prior to the meeting.

The PC agreed to invite the PCSO to the Annual Parish Meeting in 2022.

The Clerk was to ask the PCSO for their patrol schedule for the village.

383/21 **Minutes of 15th November 2021**

Cllr. A. Cairns proposed to approve the minutes of the PC meeting held on 15th November 2021. Cllr. N. Maxey seconded the proposal. A unanimous vote of all in favour was taken of the proposal.

384/21 **Clerk's Report**

a. Blocked drains at Smith Barry Crescent – Vistry had unblocked the drains which had been reported at the last PC meeting and the roads had been swept throughout the village at the same time.

b. The Clerk had reported the broken fence by the V/Hall to Vistry.

c. The Clerk had contacted Ubico to re-instate the bollard in the entrance of Folland Park.

d. The 200 trees being donated by GCC are to be delivered on 10.1.2022.

e. The PC agreed to have an agenda item at the January 2022 PC meeting on, 'Operation London Bridge' and to have a book of condolence at the V/Hall for residents to mark their respect upon the death of a Royal.

f. Cllr. A. Cairns had carried out some changes/updates on the PC website.

g. GAPTC were working with NALC to push for a bill to be passed through government to allow Zoom meetings to commence as the Omicron variant figures were rising.

385/21 **Planning**

(a) **Planning Decision**

There were no planning decisions to report at the meeting.

(b) **Planning Applications Received**

1. **Ref: 20/03883/FUL Land at Victory Fields**

Provision of public open space (as part of the Victory Fields development already approved under application reference: 08/03697/OUT (APP/F1610/A/09/2112497))

Decision: The PC object to this planning application as there are some discrepancies with areas of POS not being included on the recent revised plan (Rev G). The PC request that this planning application is withdrawn as the developers are aware of the discrepancies and are due to submit a revised plan.

2. **Ref: 21/04234/FUL 8, Kitty Hawk Walk**

Erection of a single story side extension and associated works. Erection of a boundary close boarded fence at 1.8m high.

Decision: No objection.

(c) **Urgent Planning Applications**

Ref: 21/03415/FUL 1 AP Ellis Road – Attic extension to from additional office.

It had been brought to the attention of the PC that there had been some major amendments to this planning application. District Cllr. A. Maclean agreed to pursue this with CDC as he had not been made aware of the changes to the planning application.

The PC agreed that this planning application was to be included on the January PC agenda for consideration.

386/21 **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 £17,311.99.

(b) **Payments List:** The Parish Council approved the payments list for December 2021. (see list below).

	Date	Details	Total	Relevant/ minutes	Authority
British Gas -PAID PRIOR TO THE MEETING	6-Dec	Gas supply – V/Hall	£334.99		LGA 1972 s133
EDF -PAID PRIOR TO THE MEETING	6-Dec	Electricity supply -V/Hall	£100.80		LGA 1972 s133
Bence Building Supplies – PAID PRIOR TO THE MEETING	6-Dec	Fast Set Postfix-x-mas tree installation	£17.97	370/21	LGA 1892 s.8 (1) (i)
Fosseway Garden Centre – PAID PRIOR TO THE MEETING	6-Dec	Exterior x-mas tree lights	£53.98	370/21	LGA 1892 s.8 (1) (i)
ReformIT -office 365 support contract – DD	13-Dec	Support contract	£125.88	185/21	LGA 1972 S111
NEST pension – DD	13-Dec	Pension contribution	Personal	13/06/18-13	LGPSR SI 2007/1166
GAPTC	13-Dec	Clerks training 1.12.2021	£20.00	362/21	LGA 1972 S112(2)
GAPTC	13-Dec	Clerks training 18.11.2021	£20.00	362/21	LGA 1972 S112(2)
Mrs V Boshier – staff	13-Dec	December salary	Personal	198/21	LGA 1972 s112(2)
Mrs V Oliveri – staff	13-Dec	December salary	Personal	169/21	LGA 1972 S112(2)
PATA Payroll	13-Dec	Payroll service	£52.95	185/21	LGA 1972 S112(2)
HMRC	13-Dec	3 rd ¼ PAYE contributions	Personal	185/21	LGA 1972 S112(2)
WODC	13-Dec	Nov & Dec recreation inspections	£40.32	185/21	HA 1980 s96
BT – DD	13-Dec	Telephone	£183.95	185/ 21	LG(FP)A 1963 s.5
Parish Online	13-Dec	Annual subscription	£48.00	185/21	LGA 1972 S111
Bruern Farms	13-Dec	Supply & disposal of 20 ft x-mas tree	£240.00	370/21	LGA 1892 s.8 (1) (i)
Viking	13-Dec	Stationary & V/Hall supplies	£118.25	185/21	LGA 1972 S111
Albion Water	13-Dec	Water charge	£40.96	185/21	LGA 1972 s133
City Fire Protection	13-Dec	Fire alarm & lighting inspection	£361.80		LGA 1972 s133

- (c) The Council received the bank reconciliations up to 30.11.2021.
- (d) The PC unanimously agreed for the HSBC bank mandate to be updated to include the Clerk to have access to online banking to view the bank statements online.
- (e) Cllr. N. Maxey had conducted two internal checks on the PC records – April and September 2021 and updated the Councillors on the outcome.

387/21 Accounts Packages

The PC received three quotations for accounts packages at the meeting. The Councillors agreed that a demonstration of the accounts packages was to be arranged via Zoom before making a decision.

388/21 PC Communication

Cllr. D. Holden had circulated a paper prior to the PC meeting on communications points and talked through the paper with P/Cllrs at the meeting. The Council agreed to include this as an agenda item for the February 2022 PC meeting to look at a long term efficient communication system for the PC. The PC agreed to run Google analytics on the PC website.

389/21 Co-option Vacancies

The PC agreed to advertise the four P/Cllr seats available for co-option.

390/21 Annual Recreation Inspection

The PC unanimously approved the quotation received to undertake the annual recreation inspection in February 2022. The monthly recreation inspection reports were to be included as a monthly agenda item.

391/21 Budget 2022/23

The PC received the draft budget for 2022/23 and agreed that further work was to be carried out and brought back to the January 2022 PC meeting.

392/21 Village Hall:

- a. The Clerk reported on the income and expenditure on the Village Hall as follows: -

Estimated income to end of year	£ 6,211.50
Income received to date	£ 5,393.39
Total	£11,604.89
V/Hall costs to date	£ 2,488.89
V/Hall utilities to date	£ 2,803.10

- b. The PC agreed to re-run the job advert for a Village Hall Caretaker and to include the advert on, 'Indeed'.
- c. The PC received a quotation from PTSG electrical services to carry out the annual inspection and testing of the lightening protection system at the V/Hall at a cost of £163.00 + VAT. The PC unanimously approved the quotation. – **Clerk to book work in with PTSG.**

393/21 Public Open Space

- a. The PC received the notes of a discussion held between PC and Vistry held on 2nd December 2021. It had been noted that plan Rev G had been submitted to CDC, but Vistry had been made aware of some discrepancies to the plan and had been asked to withdraw the plan. A revised plan was to be submitted to CDC once updated to include all POS areas as discussed at our meeting held on 2.12.2021.
- b. The PC received the notes of a site meeting with Mathew Heywood, Albion Water held on 29th November 2021.

Cllr. N. Maxey left the meeting at 10.12 pm.

394/21 Review of Parish Boundaries

Cllr. A. Cairns proposed to include within Upper Rissington's Parish boundary the Skate Park and part of Ansell's Copse which is out of the Parish boundary. Cllr. S. Garrett seconded the proposal. A unanimous vote of all in favour was taken of the proposal. CDC were to be notified and the Clerk was to contact the two neighbouring parishes to discuss the decision made.

395/21 Protocol for Discussions with Developers Policy

The PC reviewed the PC's Protocol for Discussions with Developers Policy and unanimously agreed that informal should be changed to formal (second paragraph). With the amendment noted the PC agreed to formally adopt the revised Protocol for Discussions with Developers Policy.

396/21 Reserves Policy

Cllr. A. Cairns proposed that the back page of the Reserves Policy was to be updated combining the investment strategy into the document and brought to the January PC meeting.

397/21 Grant Applications Received

The PC considered three grant applications received listed below: -

- a. Rotary Club of the North Cotswolds – PC rejected this grant application. In accordance with URPC Grant Policy grant requests are for projects in the future, work cannot already have started or have been completed.
- b. Little Hurricanes Playgroup – The PC unanimously approved the grant request made of £290.00 to go towards special sessions held at Little Hurricanes Playgroup.
- c. Upper Rissington Social Committee- The PC unanimously approved the grant request made of £500.00 to go towards the village pantomime in January 2022.

398/21 Freedom of Information

- a. The PC considered a response to one appeal received on eight FOIA requests received on 25th October 2021 in Confidential session at end of the meeting.
The PC resolved to refuse this request.
- b. The PC considered a new FOIA request received on 18th November 2021 in Confidential session at end of the meeting.
The PC resolved to comply with this request and forward the information in a PDF format to the person who had raised the request.

399/21 Correspondence:

- a. To discuss and agree next steps on correspondence received:
 - i. Email received suggesting the PC make a community event with decorating a x-mas-tree outside the Village Hall, the Social Committee offered to assist in supplying mince pies and mulled wine with carol singing around the x-mas tree. – **PC agreed with this suggestion.**
 - ii. Parish & Town Council election charges being charged directly to the PC in 2023. – **PC had noted this notification and some PC members would attend the consultation sessions being held by CDC in December 2021.**
 - iii. GCC have announced Fosse Cross HRC had re-opened on 6.12.2021 for on-line bookings following a temporary closure for drainage repairs and resurfacing.
- b. To discuss and agree next steps on previous correspondence still awaiting resolution:
 - i. Vestry: When will the mowing of the meadow area take place? – **Vistry had been asked this question at the meeting held on 2nd December 2021.**

400/21 **Date of Next Parish Council Meeting** – Monday 10th January 2022 at 7.00 pm in the Community Room, the Village Hall.

The PC went into Confidential Session at 10.53 pm and the public left the meeting.

The meeting closed at 11.03 pm.