

Upper Rissington Parish Council

Minutes of a Parish Council Meeting held on Monday 14th February 2022

A meeting of the Upper Rissington Parish Council was held on Monday 14th February 2022 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
Officer: Mrs. V. Oliveri, Parish Clerk
District Cllr. A. Maclean
County Cllr. M. Mackenzie-Charrington
7 members of the public

The Chairman proposed a vote of thanks to Kelvin Walker for all his help and efforts over the last couple of years as he had resigned from the Parish Council. The Parish Councillors present unanimously approved the proposed vote of thanks.

023/22 **Apologies for absence** – had been received from Cllr. D. Holden.

024/22 **Declarations of interest** – Cllr. N. Maxey declared an interest in planning application 2 – 1, Bristol Road as he is the owner of the property.

Cllr. S. Garrett declared an interest in Item 043/22 – grant request as she was on the Queen's Jubilee Celebration committee representing the Parish Council.

025/22 **Public Session**

Budget 2022/2023 – The Clerk to check the budget figures on the website against the budget figures approved at the January 2022 Parish Council meeting.

It was confirmed that Annex A and Annex B were part of the Financial Reserves and Investment Policy and were included within the document.

026/22 **County Councillor's Report**

Cllr. M. Mackenzie-Charrington had circulated his report prior to the meeting which included an update on the local road closures, car parking charges in the District were to rise by 5%, Fosse Cross recycling centre had now reopened and were operating by appointments only, funding was available for 'Build Back Better' through the County Cllr fund of £40,000.00 for this year and a central government fund was available to support vulnerable households for food and fuel vouchers. The County Council had issued a warning of severe weather conditions this Thursday/Friday.

027/22 **District Councillor's Report**

Cllr. A. Maclean reported that the DC would be running a workshop for community projects and crowd funding. Money was being made available to assist tenants in rented accommodation where the rented property didn't meet the legal requirements.

Leaflets were being produced to show what could go into each recycling bag/box/bins.

CDC had upgraded Bourton-on-the-Water leisure centre and had also installed energy panels on the building.

028/22 **Report from the police**

The police had arranged a Police Information Point at Stow-on-the-Wold Library on 16th February 2022 from 11.00 am – 12 noon.

029/22 **Minutes of 10th January 2022**

Cllr. N. Maxey proposed to approve the PC minutes of 10th January 2022. Cllr. S. Mitchell seconded the proposal. A vote was taken of all in favour of the proposal.

030/22 **Clerk's Report**

- a. An inspection and test of the lightning protection at the V/Hall had been undertaken and it hadn't passed the test. The cost of the repair work required had been quoted £1,669.83 + VAT. NOTE: This information had been passed onto Vistry has the lightning inspection hadn't passed for a few years.
- b. The Play Inspection Company have been instructed to carry out the annual recreation inspection at Folland Park – date to be confirmed - as per minute number 390/21.
- c. Ubico had re-installed the bollard at Folland Park.
- d. Ubico had been instructed to re-fix the metal sign on the metal railings at Folland Park. The Parish Council unanimously agreed to purchase a new metal sign for the recreation ground to replace the existing broken one.

031/22 **Planning:**

- a. Planning decisions issued by CDC since the January 2022 PC meeting:
 - 1. 21/04638/TPO 3, Lancaster Drive – Reduce beech by 3m all round and remove overhanging limbs to the garage of a cherry tree. **Permitted by CDC.**
 - 2. 21/04591/FUL 17, Bleriot Road – Replace existing porch. **Permitted by CDC.**
 - 3. 21/04759/TPO 16, Smith Barry Crescent – Fell blue cedar. **Permitted by CDC.**
- b. To consider the council's response to the following planning applications:

Application Details
1. <u>21/03807/FUL Land at Sandy Lane Court</u> – Erection of 4 dwellings and associated works. Decision: The PC re-iterated their previous objection to this planning application and noted that any changes made to this plan did not change the PC's decision already made.
2. <u>22/00213/FUL 1, Bristol Road</u> – Single storey side extension and rear extension. Decision: The PC had to adjourn on this item due to not being quorate as Cllr. N. Maxey left the meeting whilst this planning application was raised.
3. <u>21/04082/FUL Land north of Mitchell Way</u> – Erection of 5 dwellings, vehicular access points, associated works and infrastructure. Decision: The PC re-iterated their objection to this planning application and the amendment to the plan did not make any changes to the PC's previous objection.
4. <u>22/00385/FUL Kirk House</u> – Erection of side garage. Decision: No comment.

032/22 **Finance:**

- a. Income received was reported under minute number 033/22 a. Village Hall income.
- b. The PC approved Reformit to continue to carry out an ESET full disk encryption at a monthly cost of £2.50 + VAT and to provide antivirus protection at a monthly cost of £1.20 + VAT. The PC agreed to set up a Direct Debit for the two monthly costs with Reformit.
- c. The PC noted the payment made to Hallmaster Ltd between Parish Council meetings which had been to carry on continuity of the service being provided.
- d. The PC unanimously approved the payments according to the payments list below:

Payee	Date	Details & code for accounts	Total	Relevant minute	Authority Budget Code
VALDA Energy – PAID BETWEEN MEETINGS	14-Feb	Gas/elec V/Hall vh	£813.99	343/21	LGA 1972 s133
Hallmaster Ltd – PAID BETWEEN MEETINGS	14-Feb	Hallmaster single venue licence of	£224.40	032/22 c	LGA 1972 s111
ReformIT – DD	14-Feb	Support contract IT	£125.88	185/21	LGA 1972 s111
NEST pension – DD	14-Feb	Pension contribution Sc	Personal	13/06/18-13	LGPSR SI 2007/1166

HM Land Registry	14-Feb	Land registry plans/titles	of	£15.00	185/21	LGA 1972 s111
Mrs V Boshier – staff	14-Feb	February salary	Sc	Personal	198/21	LGA 1972 s112(2)
Mrs V Oliveri – staff	14-Feb	February salary	Sc	Personal	169/21	LGA 1972 s112(2)
Viking	14-Feb	Stationary & V/Hall supplies	of	£79.56	185/21	LGA 1972 s111
PTSG Electrical Service	14-Feb	Inspection of lightning protection system at V/Hall	vc	£195.60	392/21	LGA 1972 s133
ReformIT	14-Feb	ESET full disk encryption and anti-virus protection – monthly cost	IT	£4.44	032/22 b	LGA 1972 s111
City Fire Protection Ltd	14-Feb	Install new emergency light exit box	vc	£118.20		LGA 1972 s133
WODC	14-Feb	January Playground Inspections	pp	£20.16		HA 1980 s96

- e. The PC unanimously approved for Cllrs. D. Holden and S. Mitchell to be added to the bank mandates as bank signatories.
- e. The PC received the bank reconciliations up to 31.1.2022.
- f. The PC unanimously approved authorisation of setting up a Direct Debit to pay Valda Energy monthly.
- g. The PC unanimously approved the renewal of the domain name with HCI Data Ltd at a cost of £85.00 for two years which was due to expire on 15th March 2022.

033/22 Village Hall:

- a. The Clerk reported that the Village Hall hire had picked up since the Covid-19 restrictions had been removed, with regular hirers back and weekend birthday parties being booked.
- b. The PC unanimously approved an annual fee of £8.49 to enable the Village Hall exterior lights to be operated remotely via an app and to be able to set the timings on a weekly basis.
- c. The PC unanimously agreed that additional usage of CCTV at the Village Hall was to be considered for future possibilities.
- d. The PC unanimously approved to purchase first aid kit and first aid signs for the Village Hall at a cost of £40.51. An additional defibrillator in the village and first aid courses were to be considered at a future PC meeting.
- e. The PC approved a Village Hall booking request for an 18th birthday party on 16th July 2022, the hirer was to pay a £500.00 deposit as per the hire agreement.
- f. The PC received a quotation received from Audio Visual Equipment/Services to supply a projector, screen, speakers, amplifier, microphone system at a cost of £7,325.00. A poll would be undertaken on the PC's website to assess if there was a need for the audio equipment in the Main Hall of the V/Hall.
- g. The PC discussed the vacancy of a Village Hall caretaker in Confidential Session at the end of the meeting.
The PC **RESOLVED** that they would revisit the vacancy of a Village Hall caretaker at a later date when the Public Open Space had been handed over to the PC as there would be additional jobs required by the PC.
The Council agreed that the gutters required clearing and the drains on the flat roof at the V/Hall needed to be checked/cleared. This was to be added to the March PC agenda – possibly add onto the window cleaning contract.

034/22 Recreation Inspection

The PC received and noted the January's recreation equipment inspection.

035/22 Accounts and Management System Quotes

The PC received quotations to provide an accounts and management system which had been circulated prior to the meeting. Upon consideration of the quotations received the PC unanimously voted to go with Scribe to provide an accounting and V/Hall booking system. The system was to be set up ready to start in April 2022.

036/22 **Public Open Space**

- a. The PC received the notes of a meeting held on 3rd February 2022 with Vistry to discuss progress on the POS. A date for a site meeting with Vistry and the contractors was to be confirmed (approx. 6 weeks) where the snagging list was to be reviewed and an update on progress.
- b. Two further quotes for work required on the Public Open Space were awaited.
- c. It had been identified that the collapsing wall close to the entrance of Folland Park/Wright Road was the responsibility of Vistry. Vistry had been sent the photographs of the wall and they had had a site visit to assess the wall.

037/22 The PC reviewed and adopted the Code of Conduct for Parish Councillors. Date to next review February 2023.

038/22 The PC reviewed and adopted the Policy on Filming and Recording at Public Meetings. Date to next review May 2023.

039/22 The PC reviewed and adopted the Policy on Unreasonably Persistent Complaints and Unreasonable Behaviour. Date to next review April 2022.

040/22 The PC reviewed and adopted the Health & Safety Policy with a few amendments. Date to next review January 2023.

041/22 The PC reviewed and adopted the Locum Cover Policy. Date to next review February 2023.

042/22 The PC reviewed and adopted the Lone Working Policy. Date to next review April 2023.

043/22 **Queen's Jubilee Celebration**

The PC received a verbal report on the progress made with the Queen's Jubilee Celebration committee where a Party in the Park was being arranged for Saturday 4th June 2022 from 4.00 pm – 7.00 pm at the land behind the V/Hall. People were to bring their own picnics, live music would be put on, the primary school would make bunting and flags and a procession from the primary school was to take place at the start of the event with children dressed up as kings and queens. Posters were being produced for the event.

- a. commemorative coins - The PC unanimously decided not to pursue the idea of commemorative coins any further. The primary school had indicated that each child at the primary school would receive a commemorative item in June 2022.
- b. flag pole – Cllr. N. Maxey was to obtain quotes for the provision of a flag pole, flag and a plaque at the base of the flag pole.

Location of the flag pole was agreed to be outside the front of the V/Hall. Cllr. N. Maxey agreed to investigate whether planning permission was required for a flag pole.

- c. lighting of a beacon – The PC agreed to investigate purchasing a beacon which could be used for other events in the village. The Clerk was to look into beacons online and bring the information to the next PC meeting.

The PC received a grant request submitted for the Queen's Jubilee Celebration – This was adjourned due to not being quorate at this point as Cllr. S. Garrett declared an interest as she was on the committee as a PC representative.

This was to be an agenda item for the March PC meeting.

044/22 **Meeting with Albion Water**

The PC received the notes of a site meeting held with Albion Water held on 2nd February 2022.

045/22 **Operation London Bridge**

The Clerk was to obtain a policy and update to suit URPC on what was required of a PC to have in place to commemorate the death of a senior member of the royal family. The policy was to be brought to the March PC meeting.

046/22 **Addressing the new development (10 houses) at entrance of the village/Wellington Rd**

- a. The PC considered access off the mini round-a-bout to be officially changed to be the start of Wellington Road. **Decision:** The PC unanimously voted against this proposal.
- b. The PC considered the address suggestions put forward for the new 10 dwellings. **Decision:** The PC unanimously agreed that the development should have a new Court name.

047/22 **Tree Officer/tree maintenance programme**

- a. The PC agreed that three quotations were required from a tree surgeon for a schedule of works required on the PC owned trees in the village for the next three years.
- b. The PC agreed to have a tree officer in the village to keep an eye on any works required on trees in the village.

048/22 **ICO case**

The PC had received an email from the ICO, relating to a complaint received from an individual regarding a FOIA request submitted last year. This was discussed in Confidential Session at the end of the meeting. The PC **resolved** to be ready for the appointed person from the ICO to contact the PC for information on this matter.

049/22 **Correspondence:**

a. Correspondence received:

- i. The PC received the latest GCC Highways Road works bulletin for information.
- ii. The PC noted that there were grants available for an additional defibrillator in the village. This had been discussed under item 033/22 d.
- iii. PC noted that CDC were carrying out a Local Plan partial update consultation between 4th February 2022 – 20th March 2022.

Public drop in events had been arranged for: -

- Wednesday 2nd March 2022 from 2 pm – 6.30 pm at the Committee Rooms, Cirencester.
- Wednesday 9th March 2022 from 2 pm – 6.30 pm at Moreton Area Centre

Town & Parish Council Forum meetings had been arranged for:

- Wednesday 2nd March 2022 from 6.30 pm – 8.00 pm at the Council Chamber, Cirencester
 - Wednesday 9th March 2022 from 6.30 pm – 8.00 pm at Moreton Area Centre
- iv. The PC received an ash die back schedule of planned works report to be undertaken on the A424, Monday 14th February – Friday 18th February 2022 for information.

The meeting closed at 21.41 pm.