

Upper Rissington Parish Council

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

A meeting of the Upper Rissington Parish Council was held on Monday 14th March 2022 at 7.19 pm in the Community Room, Village Hall.

The following were present at the meeting: -

Cllr. A. Cairns, Chairman
Cllr. S. Garrett (arrived at 8.05 pm)
Cllr. D. Holden
Cllr. N. Maxey (arrived at 7.19 pm)
Cllr. S. Mitchell
Officer: Mrs. V. Oliveri, Parish Clerk
7 members of the public

The meeting started at 7.19 pm when the Parish Council became quorate.

050/22 Apologies for absence had been received from County Cllr. M. Mackenzie-Charrington.

051/22 A dispensation request had been received from Cllr. S. Garrett asking the PC to grant permission for her to take part in the discussion and decision making process for the next 5 months on the Queens Jubilee Celebration item as she attended this committee as a representative of the Parish Council.

The PC **resolved** to grant permission to the request put forward and noted that Cllr. Garrett had no pecuniary interest in this item.

052/22 **Public Session**

Tidy up the Village – Vistry were to be contacted to request a general tidy up of the village to include removing the plastic tree protectors and disposing of in the correct way.

Safety Audit – County Cllr. M. Mackenzie Charrington was to be asked how the traffic safety audit was going as it was very dangerous at times outside the school area.

Allotments & Tennis Courts – The PC were asked if any consideration had taken place on the maintenance and running the allotments and the tennis courts in the village. A noise impact survey was requested to be undertaken on the tennis courts prior to handover.

Monitoring Officer, CDC – Cllr. A. Cairns agreed to contact the Monitoring Officer and ask her to respond to James Ashe's emails.

Holes in POS and Ramp – Holes being dug in the POS and ramps in the land close to the Co-op were reported at the PC meeting.

053/22 **County Councillor's Report**

The PC received the County Councillor's Report which had been emailed prior to the meeting.

054/22 **District Councillor's Report**

There was no District Councillor's report as the District Cllr was not present at the meeting.

055/22 **Police Report**

There were no police present at the meeting.

056/22 **Minutes of 14th February 2022**

Cllr. A. Cairns proposed to approve the minutes of the Parish Council meeting held on 14th February 2022. Cllr. N. Maxey seconded the proposal. A unanimous vote was taken in favour of the proposal to approve and sign the minutes dated 14th February 2022.

057/22 **Clerk's Report**

- a. Reformit had added the additional monthly cost of £3.70 plus VAT to the direct debit already set which was to include the cost of ESET full disk encryption and for providing antivirus protection.
- b. The DD payment had been set up with Valda Energy as approved at the February PC meeting.
- c. HCI Data Ltd had been authorised to proceed with renewing the PC's domain name for a

- further two years as agreed at the February PC meeting.
- d. A First Aid kit and signs had been purchased and had been positioned as agreed at the February PC meeting.
 - e. Setting up the accounts package and Village Hall booking system had commenced and training was taking place ready to put in place for April 2022.

058/22 Planning:

- a. **Planning decisions** issued by CDC since the February 2022 PC meeting:

1. 22/00556/COMPLY 4, Vintage Pair - Proposed loft conversion and associated works.
Permitted by CDC.
2. 22/02697/FUL Land adjacent to Mitchell Way – Amendment to facing material of plots to 1 & 2 to enable change from brick to Bekstone. **Permitted by CDC.**
3. 21/04550/COMPLY Land at Mitchell Way – Compliance with conditions 3 (sample materials), 7 (window colour). **Permitted by CDC.**
4. 20/04548/FUL Land parcel between Sandy Lane and Southgate Court – Erection of 26 dwellings – variation of conditions, boundary treatments, landscape management plan, rep tile survey, street management, fire hydrants, tree protection strategy, lighting, foul water disposal and surface water drainage. **Permitted by CDC.**

- b. **Planning applications:**

Application Details
1. <u>22/00454/FUL – 5, Vintage Pair</u> – Rear single storey extension and front porch. Decision: No Comment.
2. <u>21/03415/FUL – 1 AP Ellis Road</u> – Addition of rooflights and alterations to inner courtyard roof area to existing former gatehouse building to provide additional Class E accommodation. Decision: The PC re-iterated their objection to this planning application.
3. <u>22/00819/TPO – 45, Hawker Square</u> – Works to trees with a TPO for 1. Reduce silver birch in front garden by 15 to 20% and remove any dead wood. 2. Reduce cherry tree in rear garden by 30% and remove any dead wood. Decision: The PC had no objection and would go along with the tree officer's recommendations.
4. <u>22/00814/FUL – 37, Mitchell Way</u> – Two storey side extension (revision of 21/01059/FUL) Decision: No comment.

059/22 Finance:

- a. The PC received a report listing the money received since the last PC meeting and the outstanding balances of the Village Hall hirers.
- b. The PC approved payments according to the payments list below:

Payee	Date	Details & code for accounts	Total	Relevant minute	Authority Budget Code
VALDA Energy – DD	14-March	Gas/elec V/Hall vh	£3,218.11	343/21	LGA 1972 s133
BT - DD	14-March	Telephone of	£198.00	185/21	LGA 1972 s111
ReformIT – DD	14-March	Support contract IT	£130.32	185/21	LGA 1972 s111
NEST pension – DD	14-March	Pension contribution Sc	Personal	13/06/18-13	LGPSR SI 2007/1166
PATA (UK)	14-March	Payroll service Sc	£23.25	185/21	LGA 1972 s112(2)
HMRC	14-March	NI/TAX Sc	Personal	185/21	LGA 1972 s112(2)

Mrs V Boshier – staff	14-March	March salary	Sc	Personal	198/21	LGA 1972 s112(2)
Mrs V Oliveri – staff	14-March	March salary	Sc	Personal	169/21	LGA 1972 s112(2)
Viking	14-March	Stationary & V/Hall supplies	of	£189.20	185/21	LGA 1972 s111
City Fire Protection	14-March	Replace emergency light exit box at V/Hall	vc	£118.20		LGA 1972 s111

- c. The PC received the bank reconciliations up to 28.2.2022.
- d. The PC approved the revised budget figures to include £52.85 to transfer to general reserves bringing the total payments to £108,169.83. Note: This did not change the precept figure.
- e. The PC noted that NALC had informed Council's throughout the country that a national pay award had been approved and was to be implemented as from 1st April 2021.

060/22 **Village Hall:**

- a. The PC had noted that the Village Hall income under item number 059/22 (a).
- b. The PC resolved to sign the Deed of Surrender of the Village Hall by two Parish Councillors and the Clerk as a witness.
- c. The PC received two quotations for external bins at the V/Hall and decided to make a decision at the April PC meeting when a third quotation had been received.

061/22 **Recreation Inspection**

- a. The PC received the monthly recreation equipment inspection undertaken by WODC.
- b. The PC received the annual inspection of the recreation equipment undertaken by The Play Inspection Company and agreed an action list was to be drawn up and quotes to be obtained on the work required.

Cllr. S. Garrett arrived at 8.05 pm.

062/22 **Public Open Space**

- a. The PC received a revised POS area phasing plan (Rev D) to incorporate additional parcels of land in the village which had been missed off the previous map. The PC agreed to publish this plan on the PC website and ask the public if they were aware of any land which hadn't been included in the plan.
- b. Quotes were being submitted for the Public Open Space.
- c. Vistry were to be contacted to check if there was any progress on the work planned on the collapsing wall close to the entrance of Folland Park/Wright Road.
- d. The PC considered an approach to Vistry to take on the maintenance and running of the allotments and tennis courts, as soon as possible, and ahead of formal POS handover, in order to satisfy the social responsibility to the village to provide allotments and recreational activities. This would be addressed at the next meeting with Vistry which was to be arranged within the next two weeks.

063/22 The PC resolved to join the National Allotment Society as a Local Authority Member at £55 + VAT per year.

064/22 **Queen's Jubilee Celebration**

- a. The PC unanimously approved a grant request submitted of £500.00 for the Queen's Jubilee Celebration planned June 2022.
- b. The PC received details and a quotation to provide a beacon to be lit for the Queen's Jubilee celebrations. Cllr. S. Garrett agreed to take this information to the next Queen's Jubilee meeting and would report back to the next PC meeting on any decision made on this.

065/22 **Defibrillator**

- a. The PC unanimously agreed that one quotation was required for a new defibrillator in the village as this would be an add on service to what the PC already have in place with the existing defibrillator.

- b. The PC received details on the requirement for a second defibrillator and unanimously agreed that the second defibrillator would be best positioned on the exterior wall of the vets in the village. A letter was to be sent to the owners of the practice asking permission to install a defibrillator on the outside of their building.
- c. The PC received a quotation from the current provider of the defibrillator at a cost of £1,765.00 plus VAT and a cost of £200.00 plus VAT for installation. The PC unanimously approved the quotation received and agreed to source grant funding to assist in purchasing a second defibrillator.
- d. The PC received details and quotations to run a Training Course for the Defibrillator at the Village Hall at a cost of £175.00 for up to 50 people.

066/22 First Aid Course

- a. The PC unanimously agreed the requirement for First Aid Courses to be run in the Parish. Cllr. N. Maxey agreed to obtain quotations.
- b. The PC agreed to invite the First Responder in the village to the Annual Parish meeting to be held in April 2022.

067/22 Covenant – 23a, Hawker Square

The PC approved to sign a transfer of Deed of Covenant to a new owner of 23a, Hawker Square. An invoice of £150.00 was to be sent to the solicitor for the cost of producing the Deed of Covenant.

068/22 Fenced area in the entrance of Folland recreation ground

- a. The PC noted that part of a wooden fence had been blown down in the high winds recently leading into Folland recreation ground and agreed that the area was to be made safe.
- b. The PC agreed to obtain three quotations to repair/replace fence panels and posts as required.

069/22 Operation London Bridge

The PC received and approved a draft policy on Operation London Bridge and agreed for this to be an agenda item for the next PC meeting to enable the Parish Councillors time to fully consider the document and make amendments as required.

070/22 Correspondence:

- a. Correspondence received:
 - i) The PC received an email requesting permission to use the football pitches in the village and possible use of the changing facilities, showers and storage at the V/Hall. The Chairman agreed to meet a representative of Bourton Football Club to discuss this further.
 - ii) CDC had provisionally arranged two virtual workshops (via Zoom) to take Parish and Town Councils/other interested community groups through the Community Emergency Plan new template step by step.
 - Thursday 7th April 2022 - 2.00-3.30pm
 - Wednesday 27th April 2022 – 6.30- 8.00pm
 The template would assist Town/Parish Council's and community groups to put in place an Emergency Plan.
 - iii) Email received - CDC's new innovative in-cab technology made impressive improvement to waste collection service.
 - iv) Email received – Showing Gloucestershire's mobile speed camera locations during March 2022.

The meeting closed at 21.21 pm.