

Upper Rissington Parish Council

A meeting of the Parish Council was held on Wednesday 28th September 2022 at 7.00 pm in the Community Room, Village Hall.

The following were present at the meeting: -

Cllr. A. Cairns, Chairman
Cllr. S. Bates
Cllr. D. Holden
Cllr. N. Maxey
Cllr. S. Mitchell
Officer: Mrs. V. Oliveri, Parish Clerk
County Cllr. M. Mackenzie-Charrington
4 members of the public

185/22 **Apologies for Absence** had been received from Cllr. S. Garrett and Cllr. J. Truslow.

186/22 **Declarations of Interest and Applications for Dispensation** – none.

187/22 **Public Session**

Allotments: Questions were raised on how and when were the allotments going to be allocated in the village. The Councillors responded that the allotments would be allocated on a fair basis and an allotment policy was to be approved later in the meeting (197/22 e).

188/22 **County Councillor's report**

County Cllr. Mark Mackenzie-Charrington had distributed his report prior to the meeting and went through various planned road closures, Gloucestershire Fire & Rescue's attendance figures in August, GCC continuing to support those Ukrainians who had been displaced and were now living in Gloucestershire, update on the Community Speed Watch Safety Fund, six new Innovation Labs in Gloucestershire libraries, GCC are sponsoring stage 6 of the 2022 Tour of Britain on Friday 7th September 2022, update on GCC's Build Back Better Fund and an update on the annual £30,000 Highways Fund.

189/22 **District Councillor's report**

District Cllr. Andrew Maclean had conducted a 60 second survey to obtain the residents views in the village and had received 209 household responses so far. The survey included planning and new developments, walking and cycling routes between villages, public open spaces in the village and obtaining 20 is plenty signs for the village.

190/22 **Police report** – not present.

191/22 **Minutes:** Cllr. A. Cairns proposed to approve the Minutes of the Parish Council Meeting held on 11th July 2022. Cllr. S. Mitchell seconded the proposal, and a unanimous vote was taken of all in favour of the proposal and authorised the Chairman to sign the same.

192/22 **Minutes:** Cllr. A. Cairns proposed to approve the minutes of the Extra-ordinary Parish Council meeting held on 1st August 2022. Cllr. N. Maxey seconded the proposal, and a unanimous vote was taken of all in favour of the proposal and authorised the Chairman to sign the same.

193/22 **Clerk's Report:** The Clerk provided an update on the Village Hall bookings and outstanding amounts for Village Hall hire.

194/22 **Planning:**

a. To note new planning decisions issued by Cotswold District Council;

1. Ref: 22/02641/TPO 8 Smith Barry Road

Cooper beech – prune to clear house by 2.5 m and thin crown by approx. 20%

CDC permitted planning approval.

a. Ref: 20/02451/COMPLY Land adjacent to Mitchell Way and Wellington Road

Compliance with condition 4 (sample panel stone) of planning permission 20/02697/FUL – Erection of 10 dwellings, new vehicular access, associated works and infrastructure.

CDC permitted planning approval.

- b. Ref: 22/02452/COMPLY Land north of Mitchell Way
Compliance with condition 4 (sample panel) for planning permission 21/04082/FUL – Erection of five dwellings, vehicular access points, associated works and infrastructure.

CDC permitted planning approval.

- c. Ref: 22/02329/FUL 8 Siskin Road
Proposed two storey side extension and single storey rear extension (amendments to permission 21/00562/FUL) with loft conversion.

CDC permitted planning approval.

- d. Ref: 22/02169/FUL 18 Sopwith Road
Erection of two-storey side extension with associated works (revised scheme following approved permission – 22/01038/FUL)

CDC permitted planning approval.

- e. Ref: 22/01698/TPO 4 Lancaster Drive
Beech in front garden – remove completely due to large crack on front trunk, bracing has been unsuccessful, and the crack is getting worse, buildings and footpath is under the canopy. Ash in rear garden – remove due to ash dieback.

CDC refused permission.

- b. To consider the council's response to the following planning applications:

Application Details
1. <u>22/03174/TPO 17 Bleriot Road)</u> T2 – Cherry reduce by up to 3 metres and crown raise to 3 metres. COMMENT: The PC would go along with the tree officer's recommendation.
2. <u>22/03129/TPO 12 Barnes Wallis Way)</u> (1) lime tree in parking area to the rear of 12/14 Barnes Wallis Way. Crown raise all round to 6.0m above ground level. Thin the crown by 20% and remove significant deadwood. (2) Norway maple to the front of 1 Dowding Close. Crown raise all round to 6.0m above ground level. Reduce the crown spread toward number 1 to clear the building line by 3.0m and shape into the adjacent crown. Thin the crown by approximately 20% and remove significant deadwood. COMMENT: The PC would go along with the tree officer's recommendation.
3. <u>22/03211/TPO 3 Avro Road)</u> T1: Norway maple reduce by 2-3m all over. COMMENT: The PC would go along with the tree officer's recommendation.

- c. 22/03242/ADV Unit 2, Gloster Court, Mitchell Way

Advert application for installation of prescription collection machine with vinyl wrap showing company logo and operational instructions.

COMMENT: The Parish Council support this planning application as it will be good for the residents of the community.

- d. Planning appeal notification for Land at Sandy Lane Court Planning application reference 21/03807/FUL – Erection of four dwellings and associated works.

COMMENT: The Parish Council continues in its' desire to raise strong objections on behalf of the residents of the Parish to this proposal. As previously stated, on inspection the land around Sandy Court is already occupied by a significant number of houses and the addition of four more dwellings will change the visual character of the development removing more of the much needed green space on the site. Due to the compact nature of the development, there will be a loss of privacy to surrounding houses and there will 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 1 car per household and this would add to the already congested parking and safety concerns in the Sandy Lane development.

Since our original response, the Parish Council has been supported by the District Councillor in developing our understanding of the values and beliefs of our thriving community. A survey was conducted of over 200 households, and it highlighted that over 75% of the respondents strongly believe that planning and new developments need to be kept under control. Additionally, over 75% of respondents feel that there should be a focus on improving parks and protecting open spaces. This highlights the strong feelings of our residents, and we would wish this view to be taken in to account by the appeals process. The full details of this survey can be provided by our District Councillor.

195/22 Finance:

- a. The PC received reports showing income received to 31st July 2022 & 31st August 2022.
- b. The PC received details of payments authorised in August 2022.

Payee	Date	Details	Total	Relevant/minutes	Authority Budget Code
VALDA Energy -DD	19-Aug	Gas/Elec V/Hall	£321.17	343/21	LGA 1972 s133
ReformIT -office 365 support contract – DD	19-Aug	Support contract, ESET full disk encryption and antivirus protection	£460.80	185/21	LGA 1972 s111
NEST pension – DD	19-Aug	Pension contribution	Personal	13/06/18-13	LGPSR SI 2007/1166
Divert Waste Ltd - DD	19-Aug	Empty V/Hall bin	£54.84	083/22 b	LGA 1972 s133
Community Heartbeat	19-Aug	Supply 2 sets of pads for defibrillator	£122.40		LGA 1972 s133
Office Depot	19-Aug	Office & V/Hall supplies	£207.11		LGA 1972 s111
Bourton Vale Window Cleaning	19-Aug	Clean V/Hall windows	£31.00		LGA 1972 s133
Numatic International	19-Aug	To repair & supply parts for the V/Hall floor cleaner	£226.12	169/22 d	LGA 1972 s133
Mrs V Oliveri – staff	19-Aug	August salary	Personal	169/21	LGA 1972 s112(2)
Mrs V Boshier – staff	19-Aug	August salary	Personal	148/22 b	LGA 1972 s112(2)

- c. The PC unanimously approved payments according to the payments list below.

Payee	Date	Details	Total	Relevant/minutes	Authority Budget Code
VALDA Energy -DD	12-Sep	Gas/Elec V/Hall	£344.24	343/21	LGA 1972 s133
ReformIT -office 365 support contract – DD	12-Sep	Support contract, ESET full disk encryption and antivirus protection	£130.32	185/21	LGA 1972 s111
NEST pension – DD	12-Sep	Pension contribution	Personal	13/06/18-13	LGPR SI 2007/1166
Divert Waste Ltd - DD	12-Sep	Empty V/Hall bin (6 weeks)	£43.87	083/22 b	LGA 1972 s133
ICO – DD	12-Sep	Annual subscription	£35.00	163/22 e	LGA 1972 s111
HMRC – land registry	12-Sep	Land registry searches	£12.00		LGA 1972 s111
BT	12-Sep	Quarterly invoice – V/Hall phone and internet	£216.43		LGA 1972 s133
Mrs V Boshier – staff	12-Sep	September salary	Personal	148/22 b	LGA 1972 s112(2)

Mrs V Oliveri – staff	12-Sep	September salary	Personal	169/21	LGA 1972 s112(2)
HMRC	12-Sep	Tax/Ni contributions – quarterly	Personal		LGA 1972 s112(2)
PATA payroll	12-Sep	Payroll and pension service	£64.95	140/22	LGA 1972 s111
Cotswold & Vale Ltd	12-Sep	Replace 2 ceiling lights in V/Hall office	£246.07	169/22 b	LGA 1972 s133
WODC	12-Sep	1 Playground inspection & grass cutting for June 2022	£546.83		HA1980s96
Viking	12-Sep	Office stationery	£26.21		LGA 1972 s111

- d. The PC received the bank reconciliations up to 31st July 2022 & 31st August 2022.
- e. The PC received a report on expenditure against the budget up to 31st July 2022 & 31st August 2022.
- f. The PC received and approved an up to date Annex B of the Financial Reserves Policy & Investment Strategy.
- g. The PC received and approved virements made to the budget 2022/23 as per the report provided prior to the meeting.
- h. A bank mandate had been received for Parish Councillors to complete sections of the form to enable the opening of a CCLA Public Sector Deposit fund account.
- i. The PC agreed for a Village Hall booking request received to use the V/Hall at charity rate for a one hour charity event. A person present offered to donate the cost of the hire of hall for this booking request.

196/22 **Recreation Inspection**

The PC received the monthly recreation equipment inspection undertaken by WODC.

197/22 **Public Open Space**

- a. The PC received the notes of two meetings with Vistry held on 3/8/2022 and 8/9/2022.
- b. The PC re-iterated that there would be no Phased Handover process of the POS as per Vistry's comments at the meeting held on 8/9/2022.
- c. The PC waiting for an update from Vistry regarding the five year maintenance fee.
- d. The PC received and approved the Terms & Conditions for the use of the Tennis Courts in the village. The tennis courts were to be numbered 1 & 2. Cllr. A. Cairns proposed £2.00 per hour per tennis court. Cllr. N. Maxey proposed £5.00 per hour per tennis court. A vote was taken of 2 for £2.00 per hour and a vote was taken of 3 for £5.00 per hour per tennis court.
A unanimous vote of all in favour of charging £10.00 per hour per tennis court for commercial use.
- e. The PC unanimously agreed to adopt the allocation policy for the allotments. An agenda item was to be added to the October Parish Council agenda – to set a date to allocate the allotments.

198/22 **Emergency Plan**

Mr. A. Mitchell, resident of the village had offered to put a Village Emergency Plan in place. He had kindly offered to be the first point of call on the Emergency Plan. The Parish Council gave thanks to Mr. A. Mitchell for this kind gesture.

199/22 **Asset Register**

The PC received and approved the Asset Register for 2022/23. The PC agreed to add depreciation to the asset register next time it is revised.

200/22 **PC Website**

The PC received three quotations for works required on the PC website. The Parish Councillors unanimously agreed to go with Netwise at a cost of £339 for the initial set-up/build and £330.00 per year for continued support and development.

201/22 **Defibrillator**

- a. The grant funding for a second defibrillator in the village had been passed onto District Cllr. Andrew Maclean to authorise and to send off to CDC for consideration.
- b. The PC agree to pay the remainder of the balance to provide and install the second defibrillator in the village. If the grant application was unsuccessful, then the Parish Councillors agreed that they would pay the whole of the amount for the provision and installation of a second defibrillator in the village.

202/22 **GAPTC training courses**

The PC unanimously agreed to add a further £900.00 for training as and when required for the rest of the financial year. The training budget was to be updated and a virement to be made to cover this transaction. The Clerk was to monitor the training being booked against the budget set.

203/22 **Insurance**

The PC received three insurance quotations to commence from 1st October 2022. The PC unanimously agreed to go with BHIB at a cost of £1,747.42 for the annual PC's insurance cover.

204/22 **Food Pantry**

The PC had received a request to have a Food Pantry located in the Village Hall and if permitted to allow a place for storage of food. The Clerk had left a message for the person who had made this request to make sure that this was still required and to date no contact had been made back. The PC agreed to wait until October for an answer regarding this request. A price of a cabinet for storage for the Food Pantry at the hall had been obtained of £140.00 plus VAT. If cabinet required then a location in the hall was to be agreed.

205/22 **Covenant – 16, Bristol Road**

The PC unanimously approved signature for a transfer of Deed of Covenant to a new owner of 16, Bristol Road.

206/22 **Ansell's Copse**

The PC unanimously approved two Parish Councillors to sign a TR1 and a TP1 for land lying South of Smith Barry Circus and land lying to the South East of Smith Barry Circus and the Parish Clerk to witness the signatures.

207/22 **Village Caretaker**

The PC received two applications for the Village Caretaker position and an interview date was to be arranged. Cllr. D. Holden, Cllr. S. Mitchell and the Clerk were to undertake the interviews and report back to the next PC meeting.

208/22 **New Court Name – Mitchell Way**

The PC considered two court name suggestions put forward by the developer for the new development off Mitchell Way.

The two court name suggestions are: -

- Imjin – the airfield was used by the Army, and with the arrival of the Royal Irish Rangers, Little Rissington became "Imjin Barracks.
- Aerodrome – reference to RAF Little Rissington.

Decision: A vote was taken of 4 for Imjin and one abstention. CDC was to be notified of the decision made.

209/22 Correspondence Received

- a. Request for parents to use the V/Hall car park for drop off and collection times due to the additional vehicle movements whilst the building work is being carried out just up from the school. – Permission granted.
- b. Email received requesting a review of the round-a-bout adjacent to the new Kendrick development. GCC have been copied into this email. – GCC to review.
- c. A request has been received for provision of seating alongside the bowling green. – To be added to the October PC agenda.
- d. A letter has been received expressing concern with the removal of the trees and asking if the PC are considering planting new trees in replacement. – The PC approved £25.00 to purchase a tree to be planted on the POS in the village.
- e. A resident has expressed interest in contributing her knowledge towards a policy on grass cutting in the village. – The PC thanked the resident for the offer and would ask for input when looking at the grass cutting contract.
- f. CDC have sent an invite to all Parish Councillors to attend their next Town & Parish Forum on Wednesday 28th September 2022 at Moreton-in-Marsh at 6.00 pm or Thursday 6th October 2022 at Cirencester at 6.00 pm.
- g. An email has been received requesting the PC mark out parking spaces in Hawker Square. – Land ownership was to be checked and this item was to be included in the October PC agenda.
- h. Email received regarding the allocation of allotments. – discussed earlier in the meeting.

210/22 **Date and Time of Next Meeting:** Monday 10th October 2022, 7:00 pm.

The meeting closed at 21.30 pm.