

# Upper Rissington Parish Council

## Notice of Parish Council Meeting

22<sup>nd</sup> September 2022

I hereby give notice that a meeting of the Parish Council will be held in Upper Rissington Village Hall, Wellington Road on Wednesday 28<sup>th</sup> September 2022, 7:00pm.

Members of the Council are hereby summoned to attend for the business of considering and resolving upon the matters as set out below.

All Residents of the Parish and Press are welcome to attend.

Vanessa Oliveri

Clerk to Upper Rissington Parish Council

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### AGENDA

185/22 To Receive Apologies for Absence

186/22 To Receive Declarations of Interest and Applications for Dispensation

187/22 Public Session: *To provide members of the public/press with the opportunity to comment on items on the Agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 15 minutes in total and three minutes per person.*

188/22 To receive the County Councillor's report

189/22 To receive the District Councillor's report

190/22 To receive a report from the police.

191/22 Minutes: To approve the Minutes of the Parish Council Meeting held on 11<sup>th</sup> July 2022 and authorise the Chairman to sign the same.

192/22 Minutes: To approve the minutes of the Extra-ordinary Parish Council meeting held on 1<sup>st</sup> August 2022 and authorise the Chairman to sign the same.

193/22 Clerk's Report: To report on outstanding actions from previous meetings not covered elsewhere on the agenda.

194/22 Planning:

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

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

Application Details
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1. [22/03174/TPO | T2 - Cherry Reduce by up to 3 metres and crown raise to 3 metres | 17 Bleriot Road Upper Rissington Cheltenham Gloucestershire GL54 2NN \(cotswold.gov.uk\)](#)

2. [22/03129/TPO | \(1\) Lime tree in the 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 towards 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 | 12 Barnes Wallis Way Upper Rissington Cheltenham Gloucestershire GL54 2GP \(cotswold.gov.uk\)](#)

3. [22/03211/TPO | T1: Norway Maple reduce by 2-3m all over | 3 Avro Road Upper Rissington Cheltenham Gloucestershire GL54 2NU \(cotswold.gov.uk\)](#)

c. To consider any urgent planning applications received since publication of the agenda.

d. To receive a planning appeal notification for Land at Sandy Lane Court Planning application reference 21/03807/FUL – Erection of four dwellings and associated works. The PC to consider adding to the PC's previous comment submitted.

195/22 Finance:

a. To record income received to 31<sup>st</sup> July 2022 & 31<sup>st</sup> August 2022.

b. To receive details of payments authorised in August 2022.

Payee	Date	Details	Total	Relevant/ minutes
VALDA Energy -DD	19-Aug	Gas/Elec V/Hall	£321.17	343/21
ReformIT -office 365 support contract – DD	19-Aug	Support contract, ESET full disk encryption and antivirus protection	£460.80	185/21
NEST pension – DD	19-Aug	Pension contribution	Personal	13/06/18-13
Divert Waste Ltd - DD	19-Aug	Empty V/Hall bin	£54.84	083/22 b
Community Heartbeat	19-Aug	Supply 2 sets of pads for defibrillator	£122.40	
Office Depot	19-Aug	Office & V/Hall supplies	£207.11	
Bourton Vale Window Cleaning	19-Aug	Clean V/Hall windows	£31.00	
Numatic International	19-Aug	To repair & supply parts for the V/Hall floor cleaner	£226.12	
Mrs V Oliveri – staff	19-Aug	August salary	Personal	169/21
Mrs V Boshier – staff	19-Aug	August salary	Personal	198/21

c. To approve payments according to the payments list.

Payee	Date	Details	Total	Relevant/ minutes
VALDA Energy -DD	12-Sep	Gas/Elec V/Hall	£344.24	343/21
ReformIT -office 365 support contract – DD	12-Sep	Support contract, ESET full disk encryption and antivirus protection	£130.32	185/21
NEST pension – DD	12-Sep	Pension contribution	Personal	13/06/18-13
Divert Waste Ltd - DD	12-Sep	Empty V/Hall bin (6 weeks)	£43.87	083/22 b
ICO – DD	12-Sep	Annual subscription	£35.00	
HMRC – land registry	12-Sep	Land registry searches	£12.00	
BT	12-Sep	Quarterly invoice – V/Hall phone and internet	£216.43	
Mrs V Boshier – staff	12-Sep	September salary	Personal	198/21
Mrs V Oliveri – staff	12-Sep	September salary	Personal	169/21
HMRC	12-Sep	Tax/Ni contributions – quarterly	£3004.03	
PATA payroll	12-Sep	Payroll and pension service	£64.95	
Cotswold & Vale Ltd	12-Sep	Replace 2 ceiling lights in V/Hall office	£246.07	
WODC	12-Sep	1 Playground inspection & grass cutting for June 2022	£546.83	
Viking	12-Sep	Office stationery	£26.21	

- d. To receive bank reconciliations up to 31<sup>st</sup> July 2022 & 31<sup>st</sup> August 2022.
- e. The PC to receive a report on expenditure against the budget up to 31<sup>st</sup> July 2022 & 31<sup>st</sup> August 2022.
- f. The PC to receive and approve an up to date Annex B of the Financial Reserves Policy & Investment Strategy.
- g. The PC to receive and approve virements made to the budget 2022/23.
- h. The PC to receive an update on opening the CCLA account.
- i. To receive a request to use the V/Hall free of charge for a one hour charity event.

196/22 Recreation Inspection

The PC to receive the monthly recreation equipment inspection undertaken by WODC.

197/22 Public Open Space

- a. To receive the notes of two meetings with Vistry held on 3/8/2022 and 8/9/2022.
- b. The PC to receive and approve details for a phased handover from Vistry.
- c. The PC to receive and approve the five year maintenance fee with the information to be received from Vistry.
- d. The PC to receive and approve the Terms & Conditions for the use of the Tennis Courts in the village.
- e. To receive, discuss and adopt the allocation policy for the allotments.

198/22 Emergency Plan

The PC to agree a way forward formally for a Village Emergency Plan.

199/22 Asset Register

The PC to receive and approve a revised Asset Register for 2022/23.

200/22 PC Website

To receive quotations for works required on the PC website and the PC to select a company to undertake the work quoted for.

201/22 Defibrillator

- a. The PC to receive details on grant funding for a second defibrillator in the village.
- b. The PC to agree to pay the remainder of the balance to provide and install the second defibrillator in the village.

202/22 GAPTC training courses

The PC to authorise Parish Councillors to attend the training sessions available through GAPTC via Zoom as follows: -

New Councillor Toolkit	£35.00	Date to be confirmed
Being a Better Councillor Part 1	£25.00	28.09.2022 @ 10.00 am
Being a Better Councillor Part 2	£25.00	12.10.2022 @ 10.00 am
Finance for Councillors	£30.00	28.09.2022 @ 6.30 pm
Finance for Councillors	£30.00	11.10.2022 @ 10.00 am

203/22 Insurance

The PC to receive three insurance quotations and to approve the company who to insure with for the following year.

204/22 Food Pantry

The PC to consider a request received to have a Food Pantry located in the Village Hall and if permitted to allow a place for storage of food. The PC to receive and approve a price of a cabinet for storage at the hall if required.

205/22 Covenant – 16, Bristol Road

The PC to discuss and approve and sign a transfer of Deed of Covenant to a new owner of 16, Bristol Road.

206/22 Ansell's Copse

The PC to approve 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 Parish Council to receive details of the applicants for the Village Caretaker position and to agree the interview date and process.

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

The PC to consider two court name suggestions put forward by the developer or the PC to put forward a preferred court name 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.

#### 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.
- b. Email received requesting a review of the round-a-bout adjacent to the new Kendrick development. GCC have been copied into this email.
- c. A request has been received for provision of seating alongside the bowling green.
- 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.
- e. A resident has expressed interest in contributing her knowledge towards a policy on grass cutting in the village.
- f. CDC have sent an invite to all Parish Councillors to attend their next Town & Parish Forum on Wednesday 28<sup>th</sup> September 2022 at Moreton-in-Marsh at 6.00 pm or Thursday 6<sup>th</sup> October 2022 at Cirencester at 6.00 pm.
- g. An email has been received requesting the PC mark out parking spaces in Hawker Square.
- h. Email received regarding the allocation of allotments.

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

Anyone can film, record, broadcast, take photographs, and use social media to report on the meeting when it is open to the public, so long as they conform to the Council’s protocol, a copy of which can be obtained from the Clerk. Please be aware that you may be recorded.