

# Upper Rissington Parish Council

A meeting of the Parish Council was held on Monday 14<sup>th</sup> November 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. D. Holden  
Cllr. S. Mitchell  
Officer: Mrs. V. Oliveri, Parish Clerk  
District Cllr. A. Maclean

1 member of the public

232/22 **Apologies for Absence** had been received from Councillors Truslow, Edgar, Maxey and Bates.

233/22 **Declarations of Interest and Applications for Dispensation** – none.

234/22 **Public Session:** None

235/22 **County Councillor's report** – not present.

236/22 **District Councillor's report**

Budget Consultation – CDC had announced that they were undertaking a budget consultation between 8<sup>th</sup> November – 9<sup>th</sup> December 2022.

Boundary Commission – CDC reported that the boundary commission had changed the District's boundaries which now included further areas. Details were on the CDC website.

Warm Places – CDC were due to discuss the cost of living and warm places at their next Council meeting.

Accessible Toilets – CDC were due to vote on providing four accessible toilets in the district.

Cancel future proposed expenditure – CDC plan to put forward a motion to cancel a proposed £47 million pound expenditure in the next financial year.

237/22 **Police Report** – not present.

238/22 Minutes: Cllr. A. Cairns proposed to approve the minutes of the Parish Council Meeting held on 10<sup>th</sup> October 2022. Cllr. D. Holden seconded the proposal. A unanimous vote was taken of all in favour of the proposal to approve and sign the PC minutes of 10<sup>th</sup> October 2022.

239/22 **Clerk's Report:**

**a. Outstanding actions not covered on the Agenda**

New Court Name in Mitchell Way – CDC had confirmed that the new Court Name for the new development in Mitchell Way will be, 'Imjin Court.'

20 mph speed signs – had been requested from GCC – the police no longer supply them.

Bowling Green – Quotations for metal railings, gate and benches were in the process of being obtained and would be brought to the December 2022 PC meeting.

Allotment List – Everyone on the allotment list had been contacted either by email or post and so far, a good response has been received of 33 still wanting an allotment, 17 no longer want an allotment and 30 to still respond. The Clerk would contact everyone notifying them of the allotment selection date and time.

Locality Grant - Groundwork UK Neighbourhood Planning Team

The PC obtained a Locality Grant fund of £2,619.00 on 8<sup>th</sup> February 2019 and had spent £1,424.30 on consultancy fees, leaving £1,194.70 unspent. The grant funding period ended on 31<sup>st</sup> March 2022, so the unspent grant fund was to be returned to Groundwork UK.

Clerk's Courses - The Clerk had booked onto the following Scribe free courses: -

16.11.2022 VAT course, 16.11.2022 Reserves course, 21.11.2022 Accounts – reports,

22.11.2022 Scribe bookings – on-line system, 23.11.2022 Managing Conflicts & Code of Conduct Breaches, 23.11.2022 Scribe accounts – budgeting and forecasting, 29.11.2022 Grant Writing & Funding Opportunities for Town & Parish Council's and 7.12.2022 Clerk's Course.

**b. Correspondence**

The National Allotment Society Annual General Meeting – The Parish Councillors are invited to the National Allotment Society AGM which had been arranged for Saturday 10<sup>th</sup> June 2023 at Woodland Grange, Leamington Spa.

GCC's Council's Connected – Support Hub

The 'Support Hub' is split into five key areas - money, food, energy, warm spaces, and protecting health and wellbeing. It is currently based online, with hardcopy alternatives being made available very soon. GCC is also launching its warm bank offer called 'Warm and Welcome' to allow residents to access free warm and welcoming spaces within libraries.

CDC – Major improvements work to Rissington Road Car Park at Bourton-on-the-Water

The Rissington Road car park in Bourton-on-the-Water will undergo a significant redesign to future-proof the site and improve the user experience, thanks to a £374,000 investment from Cotswold District Council. The works are scheduled to start on 31 October 2022 and due for completion in Spring 2023.

CDC Budget Consultation

CDC are carrying out a Budget Consultation from 8<sup>th</sup> November 2022 – 9<sup>th</sup> December 2022 asking the public for their views on CDC's budget for the next financial year.

Damage to the gate at the recreation ground by the Officer's Mess

Vistry had been made aware of this issue and they would carry out the repair work required.

Complaint Received Regarding Parking Issues by Co-op Round-a-bout

Complaints have been received from residents regarding the number of parked vehicles alongside the new Kendrick development opposite the Co-op and the metal barriers with the advertisements on as this obscures the vision at the round-a-bout. I have copied in GCC and CDC on these complaints and have also contact Kendrick's. A resident has also contacted the police on this matter.

240/22 Planning:

- a. Planning decisions issued by Cotswold District Council since the last PC meeting: -
  1. Ref: 22/03241 Unit 2 Gloster Court, Mitchell Way  
Installation of prescription collection machine into shopfront.  
**CDC permitted planning approval.**
  2. Ref: 22/03242/ADV Unit 2 Gloster Court, Mitchell Way  
Installation of prescription collection machine with vinyl wrap showing company logo and operational instructions.  
**CDC permitted planning approval.**
  3. Ref: 22/03331/TPO 4 Lancaster Drive  
Beech in front garden – 4m reduction to reduce the risk of falling limbs on the property.  
**CDC permitted planning approval.**
  4. Ref: 22/03343/TPO 19 Bleriot Road  
T1 – Sycamore – Reduce by up to 2 metres – Crown raise to 4 metres all round.  
**CDC permitted planning approval.**
  5. Ref: 22/03174/TPO 17 Bleriot Road  
T2 – cherry reduce by up to 3 metres and crown raise to 3 metres.  
**CDC permitted planning approval.**
  6. Ref: 22/03211/TPO 3 Avro Road  
T1 Norway Maple reduce by 2-3m all over.  
**CDC permitted planning approval.**
- b. Planning applications – None received prior to sending the agenda out.

- c. Planning application received since publication of the agenda: -  
22/03827/FUL 15, Avro Road  
 Full application for a new 3 bedroom house and other associated works.  
 COMMENT: No comment.

241/22 Finance:

- a. The PC received a report of the income to 31<sup>st</sup> October 2022.  
 b. The PC received the bank reconciliations up to 31<sup>st</sup> October 2022.  
 c. The PC received a report on expenditure against the budget up to 31<sup>st</sup> October 2022.  
 d. The PC received information that NALC had formally approved 2022/23 pay increase of £1,925.00 on all NJC pay points 1 and above with affect from 1<sup>st</sup> April 2022. Also, NALC had formally approved with effect from 1<sup>st</sup> April 2023, an increase of one day to all employees' annual leave entitlement.  
 e. The PC approved payments according to the payments list below: -

Payee	Date	Details	Total	Relevant/minutes	Authority Budget Code
VALDA Energy -DD	14-Nov	Gas/Elec V/Hall	£731.12	343/21	LGA 1972 s133
ReformIT -office 365 support contract – DD	14-Nov	Support contract, ESET full disk encryption and antivirus protection	£130.32	185/21	LGA 1972 s111
NEST pension – DD	14-Nov	Pension contribution	Personal	13/06/18-13	LGPSR SI 2007/1166
Divert Waste Ltd - DD	14-Nov	Empty V/Hall bin	£54.84	083/22 b	LGA 1972 s133
City Fire Protection Ltd	14-Nov	To carry out a 6 monthly inspection of the fire alarm system at the V/Hall	£252.30		LGA 1972 s133
Albion Water	14-Nov	Water charge	£10.55		LGA 1972 s133
Ubico Ltd	14-Nov	Spray weed killer around V/Hall	£151.20		HA1980 s96
WODC	14-Nov	Play inspections £20.87 Grounds maintenance/grass cutting £525.96	£546.83		HA1980 s96
Mrs V Boshier – staff	14-Nov	November salary	Personal	148/22 b	LGA 1972 s112(2)
Mrs V Oliveri – staff	14-Nov	November salary	Personal	169/21	LGA 1972 s112(2)
Community Heartbeat	14-Nov	Supply of pads and first aid kit for defibrillator	£134.40		LGA 1972 s111
HCI Data Ltd	14-Nov	Domain name	£102.00		LGA 1972 s111
Vanessa Oliveri	14-Nov	Re-imburement for nappy bin liners	£22.50		LGA 1972 s111

- f. The PC received a draft budget for 2023/4 and the following two years.

242/22 Recreation Inspection

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

243/22 Public Open Space

- a. The PC received the notes of a meeting with Vistry held on 8/11/2022.  
 b. The PC received and approved an allotments and tennis courts licence received from Vistry and authorised two Parish Councillors to sign the document and the Parish Clerk to witness the signatures.  
 c. The PC agreed to freeze the current allotment waiting list until initial allocation.

- d. The PC agreed to draw the allotment numbers and names to allocate the allotments in the village on Monday 21<sup>st</sup> November 2022 at 6.30 pm at the Village Hall. The PC approved Cllr. A. Cairns to purchase two sets of bingo games to enable the selection of allotments and people.
- e. The PC received details of an allotment management package through the existing accounts package, Scribe at a cost of an annual subscription fee of £288.00 and a one off set up fee of £197.00. Cllr. A. Cairns proposed to accept the quotation. Cllr. D. Holden seconded the proposal and a unanimous vote of all in favour of the proposal was taken.
- f. The PC agreed that the five year maintenance fee with the information to be received from Vistry and to agree a timescale of the handover of the POS was to be moved to the December 2022 agenda.
- g. The PC unanimously agreed that Vistry were to supply and install one set of metal five a side football goal posts and one set of metal goal posts for the full size football pitch.
- h. The PC discussed the point raised from the developer and contractor, the issue of finding a safe location for the cricket strip. Cllr. A. Cairns proposed the developer to fund the provision of a metal fence and gate around the bowling green instead of providing a cricket wicket in the village. Cllr. D. Holden seconded the proposal, and a vote was taken of 3 for the proposal and 1 abstention.

#### 244/22 PC Website

- a. The PC received an update on the new website from Cllr. D. Holden which had become live today. All minutes, agendas, policies and documents had been transferred to the new website and a backup of information from the old website had been made. Cllr. A. Cairns thanked Cllr. D. Holden for all of the work which he had put into getting the new website to the stage where it was. Cllr. A. Cairns thanked David Harrison for providing some photographs for the new website.
- b. The PC deferred the website and social media policy until the December PC meeting.
- c. The PC approved Cllr. D. Holden as the webmaster and for Chair, Cllr. A. Cairns to have access to the CMS in accordance with the website and social media policy.

#### 245/22 Defibrillator

The PC had been successful in obtaining £625.00 grant funding from CDC for a second defibrillator in the village.

#### 246/22 Village Caretaker

- a. The Parish Council received the information on the interviews which had taken place for the Village Caretaker and decided to appoint Mr. Andy Wakefield for the position.
- b. The PC received and approved the contract for the Village Caretaker.

#### 247/22 Appraisal

Cllr. A. Cairns and Cllr. S. Garrett had undertaken an appraisal on the Parish Clerk.

#### 248/22 Co-option

The PC unanimously approved to advertise to fill the co-option vacancies available on the Parish Council. Cllr. D. Holden agreed to write up to 100 words on why he became a Parish Councillor for the next edition of, 'The Breeze.'

#### 249/22 Christmas Event/Christmas Tree

- a. The PC received details of three quotations to supply and deliver a 20 foot Christmas tree and unanimously agreed to chose Bruern Farms who would supply, deliver and dispose of the tree at a cost of £200.00. The Christmas tree was to be delivered on Friday 9<sup>th</sup> November 2022 and would be decorated on Sunday 11<sup>th</sup> November 2022.
- b. The PC agreed to decorate the Christmas tree on Sunday 11<sup>th</sup> November 2022 between 2.00 pm – 4.00 pm so this event could be incorporated with the church and the families in the village.

#### 250/22 Commercial Bin – Protection Scheme

The PC unanimously decided to take on a protection scheme with Divert Ltd to cover for the cost of a replacement bin at a cost of £0.61 per week.

251/22 Date and Time of Next Meeting: Monday 12<sup>th</sup> December 2022, 7:00 pm.

The meeting closed at 9.00 pm.