

# Upper Rissington Parish Council

A meeting of the Parish Council was held on Monday 13<sup>th</sup> March 2023 at 7.00 pm in the Community Room, Village Hall.

The following were present at the meeting: -

Cllr. N. Maxey, Chairman  
Cllr. D. Holden  
Cllr. A. Cairns  
Cllr. S. Garrett  
Cllr. S. Bates  
Cllr. S. Mitchell  
Officer: Mrs. V. Oliveri, Parish Clerk

4 members of the public

## 050/23 **Apologies for absence**

Apologies for absence had been received from Cllr. J. Truslow and County Cllr. M. Mackenzie Charrington.

051/23 **Declarations of interest and consider applications for dispensation** – none.

052/23 **Public Session** – There were no requests for public participation at this point.

## 053/23 **County Councillor's Report**

County Cllr. M. Mackenzie Charrington was not present but had circulated his report earlier in the day.

## 054/23 **District Councillor's Report**

Listed Building Planning Applications – It was reported that there had been quite a number of listed building planning applications received at WODC for the surrounding villages. There had been no planning applications submitted for Upper Rissington for the last two months.

Old Nursery Site, Little Rissington – A planning application had been submitted for special permission for outstanding interest on the old nursery site at Little Rissington.

Dis-used Railway from Bourton-on-the-Water to Kingham – It was confirmed that funds had been obtained to progress a cycle/pedestrian way along the dis-used railway line from Bourton-on-the-Water to Kingham.

Sewerage Treatment – It was reported that Coombe Brook was in a very poor condition and this was where the sewerage goes from the Rissington area. CDC were continuing to follow this up through their planning department as an issue.

Planning Applications – CDC were asking for accompanying documents showing the efficiency in the proposed buildings.

Climate and Energy Bill – CDC were in support of the Climate and Energy Bill which was in the process of going up through Parliament.

Fit Kit – CDC were making sport fit kits available to the community.

Safer Streets – CDC had a small pot of funds to assist in safer streets in the community.

Investment Initiative – CDC had just announced a new business investment initiative coming to the Cotswolds.

Footpath link – A question was asked on the progress on the footpath link discussed at previous meetings. District Cllr. A. Maclean suggested that the most achievable footpath would be the one along the Barring Road.

055/23 **Police Report** – none received this month.

## 056/23 **Minutes of the PC meeting held on 6<sup>th</sup> February 2023**

Cllr. N. Maxey proposed to approve and sign the minutes of the PC meeting held on 6<sup>th</sup> February 2023.

Cllr. D. Holden seconded the proposal. A unanimous vote of all in favour of the proposal was taken.

**057/23 Minutes of the Extra-ordinary PC meeting held on 27<sup>th</sup> February 2023**

Cllr. N. Maxey proposed to approve and sign the minutes of the Extra-ordinary PC meeting held on 27<sup>th</sup> February 2023. Cllr. S. Mitchell seconded the proposal. A unanimous vote was taken of all in favour of the proposal put forward.

**058/23 Clerk's Report** To review actions from previous meetings, and consider matters arising:

a. Clerk's Report

1. 20 mph speed signs – To be received shortly.
2. Defibrillator – awaiting delivery and installation date.
3. CCLA account – being dealt with.
4. Nomination packs to be Parish Councillor now available. – Packs available at the meeting.
5. Scribe have undertaken a health check on the accounts and booking system. – The Clerk to put the recommendations into place.
6. GAPTC internal audit – In process of being booked and date to be confirmed.
7. RoSPA recreation training – next event at Swindon on 16<sup>th</sup> June 2023 at a cost of £295.00 + VAT. An additional cost of £110.00 with no VAT for an examination fee. A unanimous vote was taken in favour of the Village Caretaker attending the RoSPA recreation training course on 16<sup>th</sup> June 2023 at a cost of £295.00 + VAT and for the examination fee of £110.00.
8. Village Hall carpets and upholstered chairs are to be cleaned on Friday 17<sup>th</sup> March 2023.
9. Three benches ordered for enclosure of bowling green. – Village Caretaker to recommend the fixing of the benches.

b. Correspondence Received

1. Divert – notification of increase in monthly direct debit.
2. Resident has written to Vistry and the PC to report overhanging branches onto property in Squirrel Close. – Vistry have agreed to have a look at this.
3. Request received from the Church in the Rissington's for an Easter cross to be positioned outside the front of the Village Hall. The PC unanimously approved this request.
4. Request received from the U3A quiz group for a PA system to be installed in the Main Hall of the V/Hall. The PC noted this request, Cllr. S. Bates confirmed that she was in the process of obtaining three quotations and would report back to the PC with the quotes once received.
5. A request had been received from a resident asking for permission to install some wooden posts against her wooden fence to help support it as the fence had become loose. The PC unanimously approved this request.
6. Kendrick Homes had asked the PC's permission to install dropped kerbs to the front entrance of the new development during the school Easter half term 3<sup>rd</sup> April – 14<sup>th</sup> April. The PC unanimously approved the dates put forward as this would be a less busy period to carry out the installation of the dropped kerbs.
7. The URSC had sent a letter of thanks to the PC for the £500.00 grant funding awarded to support the Christmas Pantomime at the Village Hall.

**059/23 Tool Station Account**

The PC considered the requirement for a Business Account at Tool Station to enable the purchase of items required for the Village Caretaker role. The Clerk was asked to source prices of the equipment required from Screwfix and other providers prior to opening up an account at Tool Station.

### 060/23 Village Caretaker's Report

- a. The PC received a report from the Village Caretaker all items for Vistry's attention had been passed onto Vistry.
- b. The PC received a list of equipment required for the Village Caretaker's role and the PC approved the items required. The Clerk was asked to price up the items on the list with other providers. The PC unanimously approved expenditure on the list provided of up to £1,000.00. It was confirmed that items purchased were to be added to the PC's asset register.

### 061/23 Planning:

- a. Planning decision issued by Cotswold District Council  
Ref: 20/04548/FUL Land between Sandy Lane Court and Southgate Court  
Change from cladding to render on plots 21-23.  
**CDC approved this planning application.**
- b. Planning applications: None received since the last PC meeting.
- c. Urgent planning applications received since publication of the agenda – None received.

### 062/23 Finance:

- a. To record income received up to 28<sup>th</sup> February 2023. – To be brought to the next PC meeting.
- b. To receive a list of outstanding invoices for the Village Hall hire and agree any action that is required. – To be brought to the next PC meeting.
- c. The PC received the bank reconciliations up to 28<sup>th</sup> February 2023.
- d. The PC received a report on expenditure against the budget up to 28<sup>th</sup> February 2023.
- e. The Clerk made a verbal recommendation on the requirement to amend the budget based on expenditure and make agreement as required. – This was to be included in a report at the next PC meeting.
- f. The PC approved payments for March 2023 according to the payments list detailed below:

Payee	Invoice date	Details	Total	Relevant/ minutes	Authority Budget Code
VALDA energy DD	17/2/23	Gas/elec V/Hall	£769.74	343/21	LGA 1972 s133
ReformIT-office 365 support contract -DD	30/1/23	Support contract,ESET full disk encryption and antivirus protection	£130.32	185/21	LGA 1972 s111
ReformIT- 10 x Microsoft 365 Business Basic licences – DD	1/3/23	10 x Microsoft 365 Business Basic licences	£648.00		LGA 1972 s111
Divert – DD	15/3/23	Empty V/Hall bin	£56.26	083/22 b	LGA 1972 s133
BT – DD	19/2/23	Office phone and internet – quarterly	£226.82		LGA 1972 s133
NEST - pension	31/03/23	Pension contributions	Personal		LGPSR SI 2007/1166
Vanessa Oliveri - staff	23/3/23	March salary	Personal	169/21	LGA 1972 s112(2)
Veronika Boshier - staff	23/3/23	March salary	Personal	148/22 b	LGA 1972 s112(2)
Andy Wakefield - staff	23/3/23	March salary	Personal	246/22	LGA 1972 s112(2)
HMRC	2/3/23	Paye/TAX/NI contributions	Personal		LGA 1972 s112(2)
PATA payroll services	2/3/23	Jan/Feb/March payroll with pension service	£90.60		LGA 1972 s112(2)

Dyno-Rod – FF services Ltd	10/2/23	To clear blockage using HPW jetting from manhole outside left of V/Hall	£281.00		LGA 1972 s133
WODC	13/2/23	Playground inspection – monthly	£20.87		HA 1980 s96
Scribe	23/2/23	Year End Health Check	£46.80	033/23 g	LGA 1972 s111
GAPTC	8/2/23	Supply of Charles Arnold Baker book and 9 x Good Councillors Guide books	£171.50	039/23 a & b	LGA 1972 s111
Men In Sheds	Feb 23	To supply 40 x signs for allotments	£200.00	263/22 b	SHAA 1908 s26
Viking – Office Depot	7/3/23	To supply office stationery £203.06 To supply cleaning products for V/Hall £67.97	£271.03		LGA 1972 s111

#### 063/23 Village Hall:

- a. To receive an update on Village Hall bookings. – A report to be provided at the next PC meeting to show the income against expenditure on the Village Hall.
- b. The PC reviewed and approved a booking for a Summer Disco planned for 24<sup>th</sup> June 2023 5.00 pm – midnight, being arranged by the same company who was organising the New Year’s Event.
- c. The PC received three prices to supply a metal storage cabinet to store the equipment required for the Village Caretaker. A unanimous decision of all in favour was taken to purchase The Bisley regular door cupboard at a cost of £229.00 plus VAT.
- d. The PC discussed and unanimously approved to include a charge for Village Hall hirers to use the changing rooms and toilet facility at the Village Hall at £4.00 per hour.

#### 064/23 Recreation Inspection.

- a. The PC received the monthly recreation equipment inspection sheet. The Clerk was to arrange the supply and installation of a recreation sign required at Folland Park.

#### 065/23 Ansell’s Copse and Land lying to the South East of Smith Barry Circus.

- a. The PC received communications from a solicitor representing the owners of Albion Water related to the land transfer of Ansell’s Copse.
- b. Cllr. N. Maxey proposed to engage Willans LLP solicitors to assist in the issue with Ansell’s Copse and Land lying to the South East of Smith Barry Circus and proposed a budget for costs associated with this engagement up to £3,000.00. Cllr. D. Holden seconded the proposal and a unanimous vote was taken of all in favour of the proposal put forward.
- c. The PC agreed that an Extra-ordinary PC meeting could be arranged for 27<sup>th</sup> March 2023 if required.

#### 066/23 Public Open Space

- a. The PC received the notes of a site meeting held with Vistry on 28 February 2023.
- b. The Chairman gave a verbal update from a meeting held with Supriya Ray, Vistry on 10 March 2023. Cllr. N. Maxey, Cllr. S. Mitchell, Cllr. S. Bates and the Clerk were in attendance. Vistry confirmed that they would work towards a transfer of the POS by September/October 2023 and agreed no later than the end of the financial year 2023/24. Vistry were asked to validate the Section 106 figure.
- c. The PC received correspondence related to TUPE from the solicitor representing Vistry.
- d. The PC received advice from the Parish Council TUPE advisor and agreed that the information received from Marcia had been very informative and helpful. The Chairman noted that Marcia had been very efficient in providing the information required on TUPE and this message was to be related back to GAPTC who had recommended her to the PC.

#### 067/23 **Allotments and Tennis Courts**

- a. The PC received a verbal update from the Clerk on the allotment licences returned/payments. There was no longer a waiting list and at present there were three allotments available.
- b. The PC received one quotation to install footpaths at the allotments. – 2 more quotes to be sought.
- c. The PC received one quotation for a water system at the allotments. – 2 more quotes to be sought.
- d. The PC received one quotation for fencing at the allotments. – 2 more quotes to be sought.
- e. The PC received and updated and approve a risk assessment for the Tennis Courts. Updated version to be circulated to Parish Councillors.
- f. The PC agreed unanimously to open the Tennis Courts on 31<sup>st</sup> March 2023. The booking system to hire the tennis courts was to be made available by 20<sup>th</sup> March 2023. This was to be advertised on the PC website and social media.
- g. The PC discuss the provision of a payment facility for the Tennis Courts through the booking system and agreed that this was to be put into place prior to 31<sup>st</sup> March 2023.

#### 068/23 **External Power Points for Christmas tree and other external events held at the V/Hall**

- a. The PC receive quotations to provide two external power points for the V/Hall to support events. Cllr. N. Maxey proposed to accept BC Electrical at a cost of £928.00 plus VAT. Cllr. S. Bates seconded the proposal and a unanimous vote was taken of all in favour of the proposal put forward.

#### 069/23 **Village Hall Flag Pole**

- a. The PC received quotations to install a Flag Pole outside the Village Hall and unanimously agreed to opt for Quote 3 to install the flag pole at a cost of £580.00 plus VAT. Under the recommendation received to install the flag pole the PC unanimously approved to opt with Quote 3 to supply the flag pole and flag.
- b. The PC discussed planning requirements for a Flag Pole at the Village Hall and agreed that planning permission was required.
- c. Prior to a planning application being submitted to CDC the location of the flag was required. The Parish Councillors agreed that the flag pole should be installed in the flower bed, closer to the front door of the Village Hall. The ground condition was to be checked prior to approval of location.

#### 070/23 **Grass Cutting Contract**

The PC received two quotations for the grass cutting contract for 2023/4. Two further quotes had not been submitted ahead of the PC meeting. Therefore the PC considered the quotations received. Cllr. N. Maxey proposed to approve Quote 1 for the grass cutting contract for 2023/24. Cllr. D. Holden seconded the proposal and a unanimous vote was taken of all in favour of the proposal put forward.

#### 071/23 **Summer Fete**

- a. The PC agreed to have a pitch at the Summer Fete in the village on Saturday 1<sup>st</sup> July 2023.

#### 072/23 **Date of Next Meeting**

- a. The date of next PC meeting is arranged for 17<sup>th</sup> April 2023 at 7.00 pm.

##### **Dates to Note**

Date in the diary if required for an Extra-ordinary PC meeting on 27<sup>th</sup> March 2023 at 6.00 pm.  
The first PC meeting after the elections is arranged for 15h May 2023.  
The APM is arranged for 1<sup>st</sup> June 2023.

The meeting closed at 9.17 pm.