

A meeting of the Parish Council was held on Monday 17th April 2023 at 7.00 pm in the Community Room, Village Hall.

The following were present at the meeting: -

Cllr. D. Holden, Vice-Chairman
Cllr. S. Garrett
Cllr. S. Bates
Cllr. S. Mitchell
Cllr. J. Truslow
Officer: Mrs. V. Oliveri, Parish Clerk

2 members of the public

073/23 Apologies for absence

Apologies for absence had been received from Cllr. N. Maxey and County Cllr. M. Mackenzie Charrington.

074/23 Declarations of interest and consider applications for dispensation

Cllr. S. Mitchell declared an interest in item 087/23 Tennis courts, as she is a neighbour to this facility in the village.

Cllr. D. Holden declared an interest in item 095/23 Plant funding request, as his property overlooks the land.

075/23 Public Session – There were no requests for public participation at the meeting.

076/23 County Councillor's Report – not present at the meeting.

077/23 District Councillor's Report

- A reminder of the voter ID for election day
- Alternative fuel payments – Residents in UR automatically receive £200.00 reduction from their electricity bills. Residents on the Calor gas in the village would have to apply for a reduction in their energy costs.
- Planning appeal on the development of 4 houses in Sandy Lane was going through the process of appeal at present.
- Planning application had been received at CDC to fell a silver birch due to decay at 32, Bristol Road, U/R. A CDC tree officer had been requested to have a site visit to assess the silver birch and provide a recommendation towards the planning application received.

078/23 Police Report

PCSO Kim Graham was present at the meeting and had circulated a report prior to the meeting providing the PC with an update on recent incidents in the village.

Due to recent reports received regarding a group of youths over the past few weeks the police had agreed to carry out extra patrols within the village. The PC and residents are urged to report any incidents via their website or the 101 service where all incidents are logged. The police asked if the PC would consider providing something for the teenagers in the village. The PC agreed to carry out a consultation with the teenagers to see what additional activities they would like in the village.

A question was raised, 'Due to the percentage of precept level could the village get more police in the area?' The response was that the Police Crime Commissioner would need to be lobbied for this request.'

A contact to the RAF police was to be passed to PCSO Kim Graham.

079/23 Minutes of the PC meeting held on 13th March 2023

Cllr. D. Holden proposed, Cllr. S. Mitchell seconded and a unanimous vote of all in favour was taken to approve and sign the minutes of the Parish Council meeting held on 13th March 2023.

080/23 Clerk's Report

a. Clerk's report

1. Metal storage cabinet ordered – delivered on 29.3.2023 – caretaker to sort store cupboard and make room for the cabinet.
2. Ash Dieback tree planting scheme – Clerk has provided GCC with photos and a brief update on the trees planted last year through GCC's grant scheme. This was a requirement of the grant scheme.
3. Rospa Recreation Inspection Training – Booked course at Swindon on Friday 20th October 2023 (one day course) including an examination at the end of the day. Andy Wakefield, caretaker to attend.
4. Recreation sign – The PC approved to order a metal recreation sign to be installed onto the enclosed under 12 area at Folland Park at a cost of £114.00 + VAT.
5. CIL money – Notification from CDC had been received that £13,432.26 CIL had been received on 11/4/2023. £1,052.27 was from the development land north of Mitchell Way. £12,379.99 was from the development of land parcel between Sandy Lane Court and Southgate Court.
6. Election Results – The election results for Parish Councillors at UR was uncontested with six Councillors taking the seats for the next four year term of office. The PC agreed to look at co-option to fill the remaining spaces.

b. Correspondence received

1. Email received regarding the tennis courts – the PC are looking into the requirements of the tennis courts prior to opening up to the residents of the village.
2. Email received regarding damage which had occurred at the allotments in the village over the Easter period.
3. Letter received from a resident in the village regarding the parish precept.
4. Notification had been received regarding UK governments new emergency alert system.
5. A report had been received that the grass cutting contractors had damaged a willow tree whilst strimming. The Clerk to remind the contractors to take care whilst strimming around the trees in the village.
6. A form had been received to book a space at the village fete – The PC agreed to hold a stall and would try to encourage residents to become a Parish Councillor.

081/23 a. Village Caretaker's Report

1. Detailed required work for updates needed on allotment area.
2. Contact contractor and meet on site to discuss and measure up for work requirements.
3. Checked existing water supply to allotment outside tap and turn on mains isolation valve and flush pipework. Record meter reading 0000.2
4. Padlock required combination type for tap box.
5. Check with allotment holders after vandalism and make further visits to check area for damage.
6. Checked village trim trail and general play equipment areas.
7. More repairs to play area fencing.
8. Cleaned tennis courts of leaves/branches and general rubbish.
9. Wooded area behind tennis court and adjacent to access road to allotments has sections of old rusted barbed wire still in place.
10. A weed suppressor would be needed to tennis court surface to prevent damage to surface.
11. Areas at ground level outside of tennis court/fencing need to be cleared of grass/weeds and then replaced with a gravel path way to assist with drainage and prevent further ingress of vegetation.

12. Installed tennis court nets.
13. Inspect multiple damaged/vandalised young trees on grass area behind shopping area.
14. Checked on loose drain covers and electric cable in Delfin way and electric cable on fence at start of trim trail in Mitchell way was still visible.
15. Skate Park area has had numerous incidents of rubbish/bottles/cans and cigarette butts left on or around the play equipment.

b. Recommendations were being worked on and jobs related to POS had been passed onto Vistry for action.

082/23 Planning:

- a. Planning decisions issued by Cotswold District Council – none to report.
- b. Planning application

Application Details
<p>1. <u>Ref: 23/00902/TPO 32, Bristol Road</u> Works to trees with a TPO for decayed silver birch tree. Fell by sections to as close to ground level as possible. COMMENT: The PC would go along with the tree officer's recommendation.</p>

- c. Urgent planning applications received since publication of the agenda – none.

083/23 Finance:

- a. The PC recorded income received up to 31st March 2023.
- b. The PC received a list of outstanding invoices for the Village Hall hire.
- c. The PC received bank reconciliations up to 31st March 2023
- d. The PC received a report on expenditure against the budget up to 31st March 2023. It was noted at the meeting that a new cost code was required for the tennis courts.
- e. The PC approved an annual membership to GAPTC for 2023/24 at a cost of £456.57
- f. The PC approved an annual membership to the National Allotment Society at a cost of £66.00. It was noted that there were allotment courses available with the National Allotment Society. Information of the courses to be passed to Cllr. J. Truslow.
- g. The PC unanimously approved payments for April 2023 according to the payments list detailed below:

Payee	Invoice date	Details	Total	Relevant/minutes	Authority Budget Code
VALDA energy DD	31/3/23	Gas/elec V/Hall	£3927.04	343/21	LGA 1972 s133
ReformIt-office 365 support contract – DD	31/3/23	Support contract, ESET full disk encryption and antivirus protection	£130.32	185/21	LGA 1972 s111
Divert – DD	1/4/2023	Empty V/Hall bin	£56.26	083/22b	LGA 1972 s133
NEST – pension -DD	30/4/23	Pension contributions	Personal		LGPSR SI 2007/1166
Veronika Boshier – staff	30/4/23	April salary	Personal	148/22 b	LGA 1972 s112(2)
Vanessa Oliveri – staff	30/4/23	April salary	Personal	169/21	LGA 1972 s112(2)
Andy Wakefield – staff	30/4/23	April salary	Personal	246/22	LGA 1972 s112 (2)
Cotswold District Council	14/3/23	Rates for village hall	£180.70		LGA 1972 s133
GAPTC	25/4/23	1 x finance course 1 x communicating with your community course	£60.00		LGA 1972 s111
GAPTC	14/3/23	HR consultancy	£210.00	010/23 c	LGA 1972 s111

GAPTC	1/4/23	Annual membership subscription for 2023/2024	£456.57	083/23 e	LGA 1972 s.143
Viking	24/3/23	Stationery and metal cabinet V/Hall cleaning equipment/essentials	£268.78 £110.04		LGA 1972 s111
National Allotment Society	16/3/23	Annual subscription	£66.00	083/23 f	LGA 1972 s111
WODC	22/3/23	Feb & March recreation inspections	£41.74		HA 1980 s96
Cotswold Carpet Cleaners	17/3/23	Upholstery and carpet cleaning at V/Hall	£405.50		LGA 1972 s133
Bourton Vale Window Cleaning	6/4/23	Feb/March window cleaning at V/Hall	£62.00		LGA 1972 s133

084/23 Ansell's Copse and Land lying to the South East of Smith Barry Circus.

- a. The PC received a report from Willans LLP.
- b. The PC to confirm the area concerned was included in the POS with Martin Perks, CDC prior to the PC making a final decision.
- c. The PC agreed to send further information which became apparent at the PC meeting to Willans LLP for consideration before making a decision.

085/23 Public Open Space

- a. The PC received the notes of a site meeting held with Vistry on 28 March 2023.
- b. The PC confirmed that Vistry's solicitors were working with Willans LLP on a draft TP1.
- c. Cllr. D. Holden proposed that the PC are handed over the POS as soon as possible. Cllr. S. Mitchell seconded the proposal. A unanimous vote was taken of all in favour of the proposal. Vistry agreed to update the outstanding list of jobs prior to handover and agreed to action the jobs required.

086/23 Allotments

- a. The PC received an update on the allotments, where all payments for the end of the financial year had been received and that there were five allotments available to let at present.
- b-dThe PC received a quotation to install footpaths, a water system and fencing at the allotments. The PC had contacted four other contractors in the area on a number of occasions and due to the contractors work load were not able to provide quotations. Cllr. D. Holden proposed that due to the circumstances the PC to approve the quotation that they had received from S. Joynes Property Maintenance at a cost of £12,804.00. Cllr. S. Bates seconded the proposal and a unanimous vote of all in favour of the proposal was taken.
- e. The PC received the notes of a meeting held by allotment holders and agreed the following: -
 - Plot 26 was agreed by the PC for the plot to be used for a communal area
 - Plot 40 to be leased as a quarter plot
 - Rule 12 on the allotment licence to be changed to, 'The Tenant is permitted to erect a shed/greenhouse/polytunnel up to the maximum size of 8 feet by 12 feet'.
 - Rule 13 on the allotment licence to be changed to, 'No more than one free-standing shed, with a maximum size of 8 feet by 12 feet, shall be permitted under this clause, and the tenant shall keep any such shed neat and tidy. Any other structure such as a compost bin, water butt, raised beds shall be permitted'.
- f. The PC noted the incidents of vandalism and agreed that the PC would monitor this over the summer holidays.
- g. Cllr. D. Holden proposed to take up Andrew Mitchell's offer of providing a risk assessment for the allotments. Cllr. S. Garrett seconded the proposal and a unanimous vote of all in favour of the proposal was taken.

087/23 Tennis Courts

- a. The PC received notes of a meeting held on 5.4.2023 with a resident of the village, Cllr. D. Holden and the Parish Clerk regarding the tennis courts.
- b. Cllr. D. Holden proposed the PC ask a tennis court association guidance on tennis courts. Cllr. S. Garratt seconded the proposal and a unanimous vote of all in favour was taken of Cllr. D. Holden seeking tennis court association guidance.
- c. Cllr. D. Holden proposed the PC take up the offer of Andrew Mitchell completing of a risk assessment for the Tennis Courts. Cllr. J. Truslow seconded the motion, and a unanimous vote was taken of all in favour of the proposal.
- d. The PC agreed to review the Tennis Court Terms and Conditions once the risk assessment had been completed.
- e. The PC agreed to defer making a decision on the Commercial use of the Tennis Courts including any limitations until the risk assessment had been completed.
- f. The PC received an update on the provision of a payment facility put in place, (Stripe) for the Tennis Courts through the booking system. There was a charge of 20p per transaction and a small percentage charge which would be incorporated into the hire charge.

088/23 Village Hall:

- a. The PC received an update on Village Hall bookings against budget forecast for the end of the financial year, which had been circulated prior to the meeting.
- b. The PC agreed to defer the provision of a payment facility for the Village Hall through the booking system until the PC had assessed how well this facility worked with the tennis courts.

089/23 Recreation Inspection

- a. The PC received the monthly recreation equipment inspection.
- b. The PC approved a quotation received to supply a metal sign for Folland Park recreation ground at a cost of £114.00 plus VAT.

090/23 Bowling Green

- a. Cllr. S. Garrett agreed to contact Moreton-in-Marsh Bowling Club to seek advice on what they charge for their facility, what maintenance costs there are and for any tips/advice on running a bowling green.

091/23 Temporary Locum Clerk for POS

- a. Cllr. D. Holden reported that the PC had contacted GAPTC to seek additional support required in the office due to workload. GAPTC provided a locum clerk's details who would be able to support the PC in POS matters and any additional support where required. Cllr. D. Holden proposed the PC contact the locum clerk and arrange a meeting to discuss the requirements of the PC. The PC agreed the requirement of five hours per week and an hourly rate which would be confirmed in a contract. Cllr. S. Bates seconded the proposal and a unanimous vote of all in favour of the proposal was taken.

092/23 Change to Parish Council appraisal process

- a. The PC agreed to change the frequency of PC employee appraisals from annual to half yearly whilst the POS handover process was in place.

093/23 Village Hall Flag Pole

- a. The Village Caretaker confirmed that the flag pole would be suitably positioned in the border just off from the main entrance into the Village Hall.
- b. The PC unanimously approved a cost of £199.00 plus VAT for a planning application to be submitted to CDC for the provision of a flag pole outside the Village Hall.

094/23 Emergency Plan

- a. The PC received a draft Emergency Plan produced by Andrew Mitchell. Cllr. D. Holden agreed to meet with Andrew Mitchell to go through the document in May 2023.

095/23 Plant funding request

- a. Cllr. S. Bates proposed to approve a funding request to cover the supply of plants to be provided for a Duke of Edinburgh project in the front of the Officer's Mess in the village up to £250.00. Cllr. S. Garrett seconded the proposal and a unanimous vote was taken of all in favour of the proposal put forward. The PC unanimously agreed that the funds were to be used from the budget heading, 'Village Improvement fund'.

096/23 Date of Next Meeting

- a. The date of next PC meeting (AGM) is arranged for 15th May 2023.
The meeting closed at 9.04 pm.