

A meeting of the Parish Council was held on Monday 13th June 2023 at 7.00 pm in the Community Room, Village Hall.

The following were present at the meeting: -

Cllr. D. Holden, Chairman
Cllr. S. Garrett
Cllr. S. Bates
Cllr. J. Truslow
Officer: Mrs. V. Oliveri, Parish Clerk
District Cllr. A. Maclean

5 members of the public

133/23 **Apologies for absence** – had been received from Cllr. N. Maxey and Cllr. S. Mitchell.

134/23 **Applications for the co-option of Councillors**

Two applications for co-option of Councillors had been received prior to the June PC meeting from Clive Summerfield and Richard Watson.

Clive Summerfield was in attendance and was welcomed by the PC and duly signed his, 'Declaration of Acceptance of Office' and joined the Councillors.

Richard Watson was appointed by the PC to become a Parish Councillor and would join at the next PC meeting and would duly sign his, 'Declaration of Acceptance of Office' prior to the meeting.

135/23 **Declarations of interest and consider applications for dispensation**

Cllr. D. Holden declared an interest in agenda item 144/23 e as he was on the payments list to be re-imbursed funds spent on PC business. This line of expenditure was removed as there were only two signatories present at the meeting and this included Cllr. D. Holden.

136/23 **Public Session**

Allotment Licence – An allotment holder raised an issue relating to who would be updating the allotment licence. Cllr. J. Truslow responded that he would be adding a few additional items and the proposed amendments would be taken to the PC for approval.

Sound System – It was noted that the History Society were really pleased with the PC's decision to install an audio, visual system in the Main Hall of the V/Hall.

137/23 **County Councillor's Report** – Not present and no report had been received prior to the meeting.

138/23 **District Councillor's Report** – District Cllr. A. Maclean notified the PC that he had been appointed back onto the District Council's Planning Committee.

Sewerage – District Cllr. A. Maclean was to attend a meeting in Cirencester relating to sewerage as it had been reported that no expenditure had been undertaken on improving sewerage within the District for quite a long time. It was to be announced at the meeting that the water company were going to be putting funds into improving the sewerage system in the District.

Social Housing – The District Council were looking into providing additional social housing within the District.

Question to District Cllr – Had there been any progress on the foot paths linking the surrounding villages as previously discussed?

Answer: The most obvious starting point for this project would be to add a foot path between Upper Rissington and Great Barrington.

Question to District Cllr – Was there any way of protecting the employment land in Delphin Way becoming housing? This question had been raised due to surveyors being spotted in that area.

Answer: This area was down for employment land in the Section 106 agreement. A member of the public raised, 'Could the PC purchase this piece of land to protect it?' This was something for the PC to look into.

139/23 **Police Report** – not present and no report had been received prior to the meeting.

140/23 **Minutes of the Annual PC meeting held on 15th May 2023**

Cllr. D. Holden proposed to receive, approve and sign the minutes of the Annual Parish Council meeting held on 15th May 2023. Cllr. S. Bates seconded the proposal and a unanimous vote of all in favour was taken of the proposal put forward.

141/23 **Clerk's Report**

- VAT reclaim had been submitted for £4,367.82
- 3 benches for Bowling Green were scheduled to be delivered next week
- Defibrillator due to be delivered within the next 5 days – installation before 1.7.2023
- Electrician due to install the two external sockets at the Village Hall before 1.7.2023 before the village fete.
- New printer required for the office – sought one from Viking, A4 and A3 print, copy and scan at a cost of £244.00 plus VAT.

The PC unanimously approved the purchase of a new office printer at a cost of £244.00 plus VAT.

- Internal audit booked for 19.6.2023 through GAPTC.
- Require an EGM to receive and approve end of year figures and internal audit report to be able to submit Annual Return to the external auditor before the July deadline.

The PC agreed to hold an Extra-ordinary PC meeting on 26th June 2023 to receive, approve and duly sign the AGAR form in order to meet the external audit requirements.

- **Receive correspondence**
- CCTV suggestion on skate park area due to recent activities – **On agenda to be discussed.**
- CDC Community Support Officer was working with a small group who were setting up 3 community engagement events in the District. One being at Upper Rissington on 29th August between 3 pm and 6 pm. The purpose was to engage residents in conversations about their area, what was good and what would make it even better This event was to be driven by the Office of the Police Crime Commissioner and the Community Safety Partnership.
- A donation of £1,000.00 had been received from Willmott Dixon Construction Ltd toward the purchase and installation of heritage boards that highlight the villages aviation history. They would like to mark the donation with a photoshoot on the base with Councillors, Willmott Dixon and members of the VGN in their uniforms. – Date to be confirmed.
- Employment land at Delphin Way – a new sale sign had been erected on the land, an ecologist had also been on site to undertake an ecological survey of the land. Concerns were that this area of land would be changed for housing development.
- Information had been received on a New Councillor Toolkit with GAPTC

142/23 **Village Caretaker's Report**

- Contractors

Work had started on the allotments with the new water supply near completion. The parking area was next on the planned programme of works followed by the fencing.

- Skate Park

There had been multiple incidents of vandalism on the ramps and wilful damage on at least two separate occasions with new trees being damaged or broken off to which the caretaker had to remove at ground level to make it safe.

- Reported to Vistry

There were still loose drain covers not fixed and electrical cables still not repaired or removed.

- Vehicles

There were two abandoned cars in A.P.Ellis road opposite Vailiant House. Both vehicles had been in the same position for several months, neither have MOT and only one had insurance but it was due to expire.

- Dry Stone Wall

Cotswold stone wall at the entrance to Sopwith road needs repairing.

- Grounds Maintenance contractors

Weed killer had been used on communal areas of the estate without prior notice given to residents which caused concern, this had now been confirmed as pet safe and advised that prior notification should be given in the future.

- Village Hall

No major concerns, just minor repairs.

143/23 Planning:

a. Planning decisions issued by Cotswold District Council

- Ref: 22/03997/FUL – 4 Trenchard Close

Erection of single storey side extension and other associated works.

CDC's decision: Application refused.

- Ref: 23/01340/TPO – 5 Firefly Close

Fell mature lime within the group to the front of the property to near ground level.

CDC's decision: Application permitted.

b. To consider the Council's response to the following planning application:

Application Details
1. 23/01586/FUL Proposed new single storey extension to rear of property. Render to first floor of rear Elevation 5 Siskin Road Upper Rissington Cheltenham Gloucestershire GL54 2PB (cotswold.gov.uk)
PC's decision: No comment

c. There had been no urgent planning applications received since publication of the agenda.

144/23 Finance:

a. The payments and receipts up to 31 May 2023 – deferred to EGM 26.6.2023

b. Report on expenditure against budget up to 31 May 2023 – deferred to EGM 26.6.2023

c. Annual accounts for 2022/23 – deferred to EGM 26.6.2023

d. The PC approved the Gloucestershire Playing Fields Association annual membership renewal 2023 at a cost of £50.

e. The PC approved payments for June 2023 according to the payments list detailed below:

Payee	Invoice date	Details	Total	Relevant/minutes	Authority Budget Code
VALDA energy DD	17.5.23	Gas/elec V/Hall	£641.04	343/21	LGA 1972 s133
ReformIt-office 365 support contract – DD	30.5.23	Support contract, ESET full disk encryption and antivirus protection	£70.44	185/21	LGA 1972 s111

Divert – DD	1.6.23	Empty V/Hall bin	£56.26	083/22b	LGA 1972 s133
NEST – pension -DD	13.6.23	Pension contributions	£446.69		LGPSR SI 2007/1166
BT – DD	19.5.23	Quarterly phone and internet	£248.94		LGA 1972 s.111
Veronika Boshier – staff	13.6.23	June salary	£382.20	148/22 b	LGA 1972 s112(2)
Vanessa Oliveri – staff	13.6.23	June salary	£2377.49	169/21	LGA 1972 s112(2)
Andy Wakefield – staff	13.6.23	June salary	£606.60	246/22	LGA 1972 s112(2)
Jules Owen – staff	13.6.23	June salary	£520.00	100/23	LGA 1972 s112(2)
HMRC – quarterly NI/TAX	13.6.23	Quarterly NI/TAX	£3724.78		LGA 1972 s112(2)
PATA payroll services	5.6.23	Quarterly charge for payroll and pension service	£125.30		LGA 1972 s.111
AMTS arboricultural contractors	6.6.23	Hedge cutting at the allotments	£552.00	067/23 d	SHAA 1908 s.26
PHS group	27.5.23	Annual charge to empty sanitary and nappy bins at V/Hall	£554.38		LGA 1972 s.133
City Fire Protection Ltd	27.4.23	Carried out 6 monthly inspection of fire alarm system	£457.44		LGA 1972 s.133
Futurform Ltd	30.5.23	To supply 3 benches for bowling green	£1428.00	288/22 d	PCA 1957 ss.1(1) & 7
GAPTC	31.5.23	Being a Better Cllr training	£50.00		LGA 1972 s111
Glos Playing Fields Association	1.6.23	Annual membership	£50.00	145/23 d	LGA 1972 s.143
Defib shop	7.6.23	Purchase of defibrillator	£1698.00		

145/23 Public Open Space

- a. The PC received the notes of a site meeting held with Vistry on 30th June 2023.
- b. The PC received an update on the latest legal developments between Vistry and PC solicitors.
- c. The PC authorised an additional budget to be assigned for solicitor fees towards the POS transaction.
- d. The PC position of the proposed five-year maintenance fee – to be deferred to next month until revised contractor quotations had been received.
- e. The PC position of any waivers to the 12-month maintenance period post-POS handover – to be deferred until next month for a decision.
- f. The PC received a proposal on an enclosed area within the village and agreed that no progress could be made on this until the PC owned the land.

146/23 Recreation facilities

- a. The PC received an update on the allotments – licences returned/payments/scheduled works. The PC to discuss/decide at the July PC meeting if existing allotment holders could take on a second allotment.
- b. Requests from allotment holders to be discussed at the July PC meeting.
- c. The PC received quotations and approved an interim grass and hedge cutting schedule until a full maintenance contract was in place and awarded the job to Polly Sayers to undertake at a cost of £375.00.

- d. The PC received a post-installation inspection of the Tennis Courts
- e. A Risk Assessment on Health and Safety concerns regarding the opening of the Tennis Courts would be undertaken prior to the July 2023 PC meeting.
- f. The PC discussed the conditions of use of the Tennis Courts for the Terms and Conditions ready for approval at the July PC meeting and agreed the opening times as follows: -
Monday – Sunday 9 am opening – Last booking for 7 pm – Closed at 8 pm
The PC agreed to hire one tennis court out commercially when required i.e., one tennis coach to one player. The remaining times both courts would be available to the public.
- g. The PC received the monthly recreation equipment inspection.
- h. The PC discussed security measures related to reports and evidence of vandalism and inappropriate behaviour recently in the village. Ideas for CCTV to be installed in different locations was discussed. In the short term the PC would ask the public what they would like to have provided in the village to give the older children something to do and to take ownership of. The PC would start this off by consulting the residents of the village at the Village fete.

147/23 Village Hall:

- a. An update on Village Hall bookings against budget forecast would be provided at the July PC meeting.
- b. The PC received three quotations for the purchase and installation of an AV system in the Main Hall of the Village Hall.
Cllr. S. Bates proposed to approve quotation number 3 – Audio Visual Direct Ltd at a total cost of £13,842.00 including VAT. The Clerk was to notify Audio Visual Direct Ltd and to arrange a date of installation.
- c. The PC reviewed the options regarding the external fence surrounding the village hall and agreed to remove the wooden posted fence and not to replace. The reason for this decision was that the posts had become rotten at ground level. The wooden fencing was to be given to the allotment holders to make use of.

148/23 Human Resources

- a. The PC unanimously agreed the spend of twelve hours consultancy of a GAPTC HR Consultant to review and update all employee related policies and process against legal requirements.
- b. The PC unanimously agreed to provide the Locum Clerk with additional hours to carry out work to provide options for the future structure of the Parish Council employee job roles and responsibilities.

149/23 Health and Safety

- a. The PC reviewed four quotations received to agree on a supplier to provide health and safety, and Human Resources support and services in relation to employees of the PC, workplace and village facilities.
Cllr. D. Holden proposed to approve the quotation provided by Croner which was for a 36 month contract at a monthly cost of £197.00 plus VAT, on the basis to the extent of the additional service and support that they would provide to the PC. This would include site visits and risk assessments rather than an online package.
Cllr. S. Bates seconded the proposal put forward. A vote was taken of four in favour and one abstention.

150/23 Date of Next Meetings

The date of the Extra-ordinary PC meeting was arranged for 26th June 2023.
The date of next PC meeting was arranged for Monday 10th July 2023.

The meeting closed at 9.00 pm.