

**DRAFT MINUTES** of a meeting of the Parish Council held on Monday 14<sup>th</sup> August 2023 commencing at 7pm in the Community Room, Village Hall.

The following were present at the meeting: -

Cllr. S. Bates  
Cllr. S. Garrett  
Cllr. N. Maxey  
Cllr. S Mitchell  
Cllr. C. Summerfield  
Cllr. J. Truslow  
Cllr. R. Watson  
Officer: R. Waller, Locum Clerk  
District Cllr. A. Maclean  
County Cllr. M MacKenzie-Charrington  
18 members of the public

**179/23 To Elect a Chairman and to sign Declaration of Acceptance of Office form**

The resignation of Councillor D. Holden from the Parish Council was noted.

Cllr. Maxey was nominated as Chairman by Cllr. Truslow, seconded by Cllr. Garrett.

Acceptance of Office form duly signed.

**Action:** Clerk to contact Cotswold District Council (CDC) to request a Notice of Vacancy for a Parish Councillor.

**180/23 To Elect a Vice Chairman and to sign Declaration of Acceptance of Office form**

Cllr. Truslow was nominated as Vice-Chairman by Cllr. Maxey, seconded by Cllr. Bates.

Acceptance of Office form duly signed.

**181/23 Apologies for absence and confirm the meeting is quorate**

All Councillors present.

Clerk confirmed that the meeting was quorate.

**182/23 Declarations of interest and consider applications for dispensation**

Cllr. Maxey declared an interest in agenda item 177/23 e as he was on the payments list for re-imbusement of funds spent on Council business.

Cllr Mitchell declared an interest in agenda item 192/23bi as owner of the property concerned.

Cllrs R. Watson and J. Truslow declared an interest in agenda items 195/23a, b and c as they were allotment holders.

Cllr. Bates declared an interest in agenda item 195d as she is a member of the Rotary in The Rissingtons Club.

**183/23 Public Session:** The following matters were raised by Members of the Public present at the meeting or via email:

- *Statement from resident regarding the wording of the allotment licence and the Council's decision not to allocate a second allotment.*
- *Please explain the reason behind the charges for people to use Tennis Courts.*

Response: The charges are to cover the cost of the cleaning and maintenance of the courts.

- *Please provide an update on work to be completed by Vistry on the Public Open Space.*  
Response: Next meeting with Vistry is planned for September 4<sup>th</sup> 2023. An update will be available following this meeting.
- *How can the Terms and Conditions for the Tennis Courts be adhered to?*  
Response: Whilst the Parish Council will set out Terms & Conditions, we request the help of the Parish residents to monitor the use of the Tennis Courts. This will be reviewed at the Council meeting to be held in October.
- *Comments from several members of public regarding the details of the previous Clerk's reason to resign.*  
Clerk ceased any further discussions relating to this due to the confidentiality of the subject matter.
- *Complaint regarding fly tipping and general untidiness around Harris Gardens.*  
Action: Ownership of this land to be investigated and contacted to request this area is dealt with.
- *Are Vistry selling the land on behalf of anyone else?*  
Response: Any questions relating to the Public Open Space can be raised in the meeting with Vistry to be held on the 4<sup>th</sup> September 2023.
- *Complaint regarding dry stone wall near the Vets causing a safety concern.*  
Response: This matter will be added as a future agenda item for discussion by Council and to agree actions.
- *Concern raised relating to the safety of a tree and overhanging branches in Hawker Square.*  
**Action:** Clerk to establish ownership of the tree and request a risk inspection is completed.

**184/23 To receive the County Councillor's Report**

County Cllr. M. Mackenzie-Charrington provided a brief report, including information relating to road closures and pot holes. The full report will be available on the Parish Council's website.

**185/23 To receive the District Councillor's Report**

District Cllr. A. Maclean reminded residents about CDC crowdfunding. He also confirmed that GCC Highways had been granted a further three weeks for the completion of the roundabout.

**186/23 To receive a report from the Police**

No report received.

**187/23 To confirm and sign the minutes of the Parish Council meeting held on 10 July 2023 circulated to Members prior to the meeting**

The minutes of the Parish Council meeting held on 10<sup>th</sup> July 2023 and circulated prior to the meeting were **AGREED BY COUNCIL** and signed by the Chairman.

**188/23 To receive the Clerk's Report**

Clerks report received. The following was noted:

- Approval of the Village Hall bookings.
- Approval of the additional 6.5 hours for Jules Owen for work completed in August.
- Approval of Ruth Waller's hours as per timesheet.
- Town and Parish Council Forums – Clerk and Cllr Garrett to attend on Thursday 28<sup>th</sup> September at the Cotswold District Council (CDC) offices in Moreton-in-Marsh.

**189/23 To consider communication from Gloucestershire County Council regarding replanting of trees between November 2023 and March 2024 (Ash Die-Back Project) and agree actions**

**COUNCIL AGREED** to consider planting of further trees in the Parish.

**Action:** Cllr. Watson to review the current status of trees to enable the completion of the Highways form, if required.

**190/23 To receive an update on the Actions Log**

Update received. As this was a live document, it could be updated between meetings.

**191/23 To receive the Village Caretaker's Report and agree actions**

Caretakers Report received. No actions required.

**192/23 Planning:**

- a. **To note new planning decisions issued by Cotswold District Council:** None
- b. **To consider the Council's response to the following planning applications:**
  - i. [23/02303/TPO | T1 Cherry Remove low limb over road back stem due to lorries hitting it. T2 Sorbus Fell. T3 Reduce by 1.5 metres. Horse chestnut | 13 Smith Barry Crescent Upper Rissington CGL54 2NG](#)  
No response by Council.
  - ii. [23/02324/TPO | I have included this all in the attached application - The trees have no TPO that I can see. | 7 Harris Gardens Upper Rissington GL54 2QY](#)  
No response by Council.
- c. **To consider any urgent planning applications received since publication of the agenda.**  
Application number: 23/02174/FUL 8 Sandy Lane Court:  
**Action:** Clerk to request an extension for the response deadline for this application to enable full consideration at the Parish Council meeting to be held on 11<sup>th</sup> September.

**193/23 Finance – documents circulated prior to meeting:**

- a. **COUNCIL APPROVED** the August payment list/those paid between meetings and receipts were noted.  
A payment to Polly Sayers for additional works at the allotments was also approved. (See Minute 195/b)
- b. **To approve the bank reconciliation.**  
Reconciliation not available
- c. **To receive the budget monitoring report up to 31 July 2023**  
Council received a budget analysis summary report.
- d. **COUNCIL AGREED** the transfer of £60,000 from HSBC savings account to Lloyds Business Account
- e. **To review earmarked reserves and agree actions**  
The current earmarked reserves were discussed.  
**COUNCIL AGREED** to extend the dates for the allocation of the earmarked reserves for the S106, allotments and the Teen Shelter until 31<sup>st</sup> March 2024.

**194/23 Public Open Space**

- a. **To receive the notes of a site meeting held with Vistry on 1 August 2023**  
Meeting notes received.
- b. **To receive an update on the latest legal developments between Vistry and the Council solicitors**  
Legal update received. Next meeting with Vistry is booked for 4<sup>th</sup> September 2023.
- c. **To consider works relating to fence around the bowling green and agree actions**  
**COUNCIL AGREED** to install a fence around the bowling green with an intention to try and complete this work prior to the completion of the transfer of Public Open Space from Vistry and signing of the TP1. We are still waiting for confirmation of the figure that will be provided by Vistry to support the fitting of the fence this money is in lieu of the provision of a cricket square.  
Three quotes would be required for this work.  
Action: Clerk to obtain three quotes for the fence around the bowling green  
This matter to be discussed further at the meeting with Vistry to be held on 4<sup>th</sup> September 2023.

**195/23 Recreation facilities**

- a. **To approve the revised allotment licence and agree actions**  
The Allotment Licence had been approved at the Council meeting held on 10th July 2023.
- b. **To receive an update on the allotments – licences returned/payments/scheduled works**  
A quote for additional groundwork at the allotment had been received.  
**COUNCIL APPROVED** this payment.  
**Action:** Clerk to add this invoice onto the August payments list.
- c. **To receive any requests from allotment holders and agree actions**  
None received.
- d. **To approve the allocation of one allotment plot to the Rotary in the Rissingtons Club. This will enable an offer of smaller plots with raised beds to those, who for reasons of health or disadvantage, need a small plot to facilitate wellbeing at no cost to themselves. (Report available)**  
Following brief discussion, **COUNCIL APPROVED** the allocation of one allotment plot to the Rotary in the Rissingtons Club.  
**COUNCIL AGREED** to waive some terms of conditions of the allotment licence to enable this allocation.
- e. **To receive quotes and approve an interim grass and hedge cutting schedule until a full maintenance contract is in place.**  
Item deferred.
- f. **To receive the monthly recreation equipment inspection and agree any actions or recommendations that are required from the information received.**  
Report not available.
- g. **To note the current status of the Tennis Courts and agree actions**  
Tennis Courts were now opened and the booking system up and running.
- h. **To discuss next steps for the Bowling Green and agree actions**  
No further action until completion of the POS. Item deferred until September meeting.

**196/23 To discuss and agree next steps surrounding security measures related to**

**reports and evidence of vandalism and inappropriate behaviour in the Parish**

Council noted various reports of vandalism and inappropriate behaviour in the Parish, including damage to children's play equipment. Residents are encouraged to continue to report any such incidents to the Police.

**197/23 Village Hall:**

- a. **To agree delegation of Hall bookings to a third party as an interim measure and agree review date**  
**ALL AGREED.**
- b. **To note the date of the Village Hall Health and Safety Assessment and agree support requirements**  
The Village Hall Health and Safety Assessment was confirmed as Friday 25<sup>th</sup> August 2023.  
All information required will be circulated by the Chairman prior to the Assessment.
- c. **To receive an update on Village Hall bookings against budget forecast**  
Update received.
- d. **The PC to discuss options regarding the external fence surrounding the village hall and agree actions**  
**COUNCIL AGREED** to remove the external fence surrounding the village hall and replace with bushes/shrubs.  
**ACTION:** Clerk to obtain three quotes to remove fence and associated groundwork.

**e. To discuss and agree Village Hall rates and discount descriptions**

**COUNCIL AGREED** the proposed Village Hall rates and discount descriptions, as circulated prior to the meeting.

**Action:** Revised rates for booking the Village Hall to be published on the Parish Council's website.

The proposed Terms of Hire for the Village Hall were discussed.

The final draft will be approved at the council meeting to be held on the 11<sup>th</sup> September 2023.

**198/23 Human Resources**

**a. To review and agree the Contract for the Locum Clerk**

The Locum Clerk's Contract had been circulated to Councillors and Locum Clerk prior to the meeting.

**COUNCIL AGREED** the contract and was signed by both parties.

**b. To receive an update on the recruitment of a Permanent Clerk and RFO**

This item will be considered at the September meeting following further discussion between both Locum Clerks on the future of the Clerk and RFO role(s).

**c. To review and approve the new Employee Handbook to replace the following policies that are incorporated; Equal opportunities policy, Lone working policy and disciplinary and grievance policy.**

**COUNCIL APPROVED** the new Employee Handbook.

**COUNCIL AGREED** this will be reviewed in three months' time.

**d. To review and approve new employment contracts for all employees of the Parish Council that are to be reissued and signed**

**COUNCIL APPROVED** the new employment contracts.

It was **agreed** that these would not be put in place until October.

**199/23 Health and Safety**

**a. To review quotes received and 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.**

Item previously considered at Council meeting held on 10<sup>th</sup> July 2023.

No further action required.

**b. To receive an update on the installation of the defibrillator and agree actions**

Agreement between the Parish Council and the Manager of Dragon Vets has been reached for the Installation of a second defibrillator to the Vets building.

The Council were pleased to announce that local electricians named Collett and Brooks had offered to fit the item including the power requirements at no charge to the community. The Parish Council accepted this offer on behalf of the Parish with thanks and arrangements for the fitting will be coordinated through the Parish Council office. Date of installation yet to be confirmed.

**200/23 Date of Next Parish Council Meeting is arranged for Monday 11<sup>th</sup> September 2023.**