

**DRAFT MINUTES** of a meeting of the Parish Council held on Monday 11<sup>TH</sup> September 2023 commencing at 7.05pm in the Community Room, Village Hall.

The following were present at the meeting: -

Cllr. S. Bates  
Cllr. C. Summerfield  
Cllr. J. Truslow  
Cllr. R. Watson  
Officer: R. Waller, Locum Clerk  
District Cllr. A. Maclean  
1 member of the public

**209/23 To receive and approve apologies for absence and confirm the meeting is quorate**

Apologies were received and accepted from Cllrs. S. Garrett and S. Mitchell due to holidays.  
Apologies were received and accepted from Cllr. N. Maxey due to work commitments.  
In the Chairman's absence, the Vice-Chairman Cllr. Truslow chaired this meeting.  
Clerk confirmed that the meeting was quorate.

**210/23 Declarations of interest and consider applications for dispensation**

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.

**211/23 Public Session:** The following matters were raised by Members of the Public present at the meeting or via email:

- Sign requested for the water butts on the allotments to prevent people washing items in them.
- Tree down in Jubilee Gardens – Council already aware.

**212/23 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. [23/02174/FUL | Subdivision of property and conversion of garage into a separate two bedroom dwelling | 8 Sandy Lane Court Upper Rissington Cheltenham Gloucestershire GL54 2NF](#)

**COUNCIL RESOLVED** to object to this application on the following grounds:

- Concern over Highway access
- Over development of the site
- Detrimental impact upon privacy, light and noise to neighbouring properties
- Not in keeping with other properties within the local area.

- ii. [23/02520/FUL | Erection of 4no. dwellings and associated works | Land At Sandy Lane Court Upper Rissington Gloucestershire](#)

**COUNCIL RESOLVED** to object to this application on the following grounds:

- Concern raised over Highway access and lack of parking
- Over development of the site
- Detrimental impact upon privacy, light and noise to neighbouring properties.
- Not in keeping with other properties within the local area.
- This development is not included in the Local Plan 2011-31

c. **To consider any urgent planning applications received since publication of the agenda:** None.

**213/23 To receive the County Councillor's Report**

County Cllr. M. Mackenzie-Charrington had provided a brief report, which had been circulated to members prior to the meeting. This report will be available on the Parish Council's website.

**214/23 To receive the District Councillor's Report**

District Cllr. A. Maclean reminded residents about Crowdfunding and other information from CDC which will be sent to the Clerk to publicise.

**215/23 To pass a resolution to sign up to the Civility and Respect Pledge as per recommendation from The Association of Local Councils, the Society of Local Council Clerks and One Voice Wales**

Item deferred to allow the Clerk to attend a presentation on the Civility and Respect Pledge. This will take place on 26<sup>th</sup> September 2023.

**216/23 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.

**217/23 To receive the Clerk's Report**

Clerks report received. The following was noted:

- Approval of the additional 9 hours for Jules Owen for work completed in August.
- Approval of Ruth Waller's hours, including additional 6 hours as per timesheet.
- Complaint regarding the condition of some of the chairs.

**Action:** Clerk to investigate if specialist cleaning is required.

- 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.

**218/23 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 RESOLVED** that, due to the transfer of public open spaces, no further re-planting was required in this Parish at this current time. No further action required.

**219/23 To receive an update on the Actions Log**

No update available. As this was a live document, it could be updated between meetings.

**220/23 To receive the Village Caretaker's Report and agree actions**

Caretakers Report received.

**Action:** Clerk to order replacement post box.

**221/23 To receive three quotes for the Parish Council Insurance Premium and agree provider (paper available)**

Three quotes had been received. **COUNCIL RESOLVED** to accept the RFO's recommendation and the provider was **AGREED** as Clear Council (formally the BHIB). The annual premium is £1,931.92. Members were confident that the schedule provided adequate cover for all risks to the Council and its services.

**Action:** Clerk to add this payment onto the payments list for authorisation by two signatories.

**222/23 Finance – documents circulated prior to meeting:**

- COUNCIL APPROVED** the purchase of a new Vacuum cleaner for the Village Hall. A budget of £300 was **AGREED**.
- COUNCIL APPROVED** the September payment list/those paid between meetings and receipts were noted.  
A payment of £157.50 to P. Sayers for grass cutting at the allotments was also approved. (See Minute 226/b) and the Insurance premium of £1,931.92, as per Minute 221/23.
- To approve the bank reconciliation.**  
Reconciliation not available

**d. To receive the budget monitoring report up to 31 July 2023**

Report not available.

**223/23 Public Open Spaces**

**a. To receive an update on the latest legal developments between Vistry and PC solicitors.**

No update available. Ongoing discussions were taking place and a snagging list being compiled.

**b. To provide update relating to the fence around the bowling green and agree actions**

**2023.** No update available.

**224/23 To receive report regarding Village Emergency Plan and agree actions (Paper available)**

Report received. **COUNCIL AGREED** that more information was required to enable any plan to be adopted.

**Action:** Clerk to invite the author to a future meeting to present his report in more details.

**225/23 To agree actions relating to snow warden and snow plough operator for 2023/24**

Clerk informed Member that both the current snow warden and snow warden had retired.

Following discussion, **COUNCIL AGREED** to order bagged salt to be delivered to the Village Hall.

**Action:** Clerk to order winter salt.

**Action:** Clerk to investigate sharing of other Parishes snow plough operator.

**226/23 Recreation facilities:**

**a. To receive any requests from allotment holders and agree actions**

None received.

**b. To receive quotes and approve an interim grass and hedge cutting schedule until a full maintenance contract is in place.**

A quote for £157.50 was **APPROVED** for the interim cutting of all the surrounding grass areas along the fence line.

**Action:** Clerk to add to the payments list for authorisation by two signatories.

**c. To approve the Terms and Conditions for the use of the Tennis Courts**

The Terms and Conditions had been approved at the Council meeting held on the 10<sup>th</sup> July 2023.

No further action required.

**227/23 Village Hall:**

**a. To receive an update on Village Hall bookings against budget forecast**

No update available

**b. The receive update regarding the external fence surrounding the village hall and agree actions.**

Item deferred as only one quote had been received.

**228/23 Human Resources**

**a. To receive an update on the recruitment of a permanent Parish Clerk/s and RFO.**

**COUNCIL AGREED** that the recruitment process would now be undertaken by the current Clerk in conjunction with a Staffing Committee.

**b. To consider proposed staff contracts and agree actions**

Item deferred.

**c. To consider proposal to recruit a temporary Admin Assistant/Assistant Clerk and agree advert and actions (paper available)**

**COUNCIL APPROVED** the Clerk's proposal to recruit a temporary administrative assistant for 10hrs a week. Council **APPROVED** the advertisement and salary.

**Action:** Clerk to advertise the post locally and on Indeed.

**229/23 Health and Safety**

- a. To discuss issues relating to Harris Gardens Footpath and agree actions  
**COUNCIL AGREED** to write a letter to The Crown Solicitors, Burges Salmon.
- b. **To agree completion of a Tree Survey for the Parish and agree budget.**  
Item deferred.
- c. **To receive the monthly recreation equipment inspection and agree any actions or recommendations that are required from the information received.**  
Report received. No actions required.
- d. **To receive any health and safety issues relating to the Village Hall and agree actions**  
An inspection had taken place by Croner on 7<sup>th</sup> September. Various Health and Safety issues were raised by Croner and actions required by the Council. Written report not currently available.  
The Clerk had already implemented some of these recommendations.  
Concern had been raised over the position of the newly installed audio unit in the main hall.  
**COUNCIL AGREED** to get three quotes for the construction of a cabinet over the audio box.

**230/23 To note agenda items for the next Parish Council meeting**

None raised at the meeting.

**231/23 Date of Next Meeting**

The date of next PC meeting is arranged for Monday 9<sup>th</sup> October 2023.

Meeting closed at 9.20pm