

**DRAFT MINUTES** of a meeting of the Parish Council held on Monday 13 November 2023 commencing at 7pm in the Community Room, Village Hall.

The following Members were present at the meeting: -

Cllr. N. Maxey (Chair)  
Cllr. S. Bates  
Cllr. S. Garrett  
Cllr. S. Mitchell  
Cllr. C. Summerfield  
Cllr. J. Truslow  
Cllr. R. Watson

Attendees: Officer – R. Waller, Locum Parish Clerk

Admin. Assistant and 4 members of the public.

**252/23 To receive and approve apologies for absence and confirm the meeting is quorate**

Clerk confirmed that the meeting was quorate.

**253/23 Declarations of interest and consider applications for dispensation**

Cllr S. Bates requested a dispensation in relation to agenda items 245/23e as she is a Rotary member. Dispensation was granted for 1 year.

**254/23 Public Session:** The following matters were raised by Members of the Public present at the meeting or via email:

- Tree down in Jubilee Garden – Health and Safety  
Chairman confirmed that this tree would be replaced and had been included in the Tree Survey.
- Vegetation had been dumped at rear of the allotments
- Who is the Co-ordinator for the Allotment Group?
- Is Plot 26 Communal Space?  
Chairman stated that these three matters would be covered in Agenda Item 271/23 as they were in relation to the Allotments.
- Issue with multiple bookings for 2024.  
**Action:** Clerk to inform Booking Manager.
- Is there any update on the History Trail.  
**Action:** Clerk to request update.

**255/23 Planning:**

- a. To consider the following planning application(s) and agree actions:

[23/03208/FUL | Erection of first floor extension, installation of ground floor windows and associated works | Whitebeams Avro Road Upper Rissington Cheltenham GL54 2NU](#)

**COUNCIL RESOLVED** not to comment on this application.

- b. To note new planning decisions issued by Cotswold District Council

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

**256/23 To receive the Police Report:** PCSO Kim Graham presented the Police Report for Upper Rissington.

This report will be available on the Council's website, along with contact details for the local team.

**257/23 To receive the County Councillor's Report**

County Cllr. M. Mackenzie-Charrington was not present, and a report had not been received.

**258/23 To receive the District Councillor's Report**

District Cllr. A. Maclean was not present, and a report had not been received.

**259/29 To receive update in relation to the Village Emergency Plan and agree budget**

Item deferred to December.

**260/23 To confirm and sign the minutes of the Parish Council meeting held on 9 October 2023 circulated to Members prior to the meeting**

The minutes of the Parish Council meeting held on 9 October 2023 circulated prior to the meeting were **AGREED BY COUNCIL** and signed by the Chairman.

**261/23 To receive the Clerk's Report**

Council received the Clerks Report.

Clerk reported a request from a Community Group to refund its booking fee for an event that was cancelled due to poor ticket sales. **COUNCIL AGREED** not to refund this deposit.

4 in favour, 2 against and 1 abstention.

**262/23 To receive an update on the Actions Log**

A revised version of the Actions Log had been produced. As this was a live document, it could be updated between meetings.

**Action:** Clerk to continue to liaise with Cllr. Summerfield to progress this item.

**263/23 To receive the Village Caretaker's Report and agree actions**

Caretaker's report received.

**264/23 To consider purchase of a Parish Council vehicle and agree actions**

Item deferred until this can be discussed in more detail at the staff meeting to be held on 17 November 2023.

**265/23 To review Financial Regulations and agree actions**

Clerk advised that NALC were currently in the process of reviewing Model Financial Regulations.

**COUNCIL RESOLVED** not to amend the Council's Financial Regulations at this time.

**266/23 To approve supplier for the Village Hall Christmas Tree and agree actions**

Bruen Farm were approved as the supplier for the Village Hall Christmas tree.

The total cost would include both delivery and collection of the tree.

**267/23 To agree budget for the Christmas Tree decorations and lights and agree actions**

It was noted that no new lights were required. Any incurred costs for the Christmas tree will be covered within the pre-agreed budget.

**COUNCIL AGREED** to rent a cherry picker from Contractor 2 providing a qualified operator could be sourced.

**262/23 Finance – documents circulated prior to meeting:**

- i. **COUNCIL APPROVED** the November payment list (Appendix A) as circulated prior to the meeting and published on the Councils' website. Receipts were also noted in this Appendix.
- ii. **To approve the bank reconciliation.**  
**COUNCIL RECEIVED** the bank Reconciliation. The RFO explained that the discrepancy of £25.46 was due to a delay on the Stripe payments system.
- iii. **To receive the budget monitoring report up to 31 October 2023**  
Council received the Budget monitoring Report. No further action required.
- iv. **To consider proposed budget for 2024/25 and agree next actions.**  
The proposed budget remains in draft form. Several virements were recommended.  
A further meeting with the RFO and two councillors will take place to progress the budget in readiness for full agreement at the meeting to be held on 13 December 2023.

**270/23 Public Open Spaces**

- i. **To receive a formal offer from Vistry regarding trees and agree actions**  
A formal offer for £5,000 towards tree maintenance had been received from Vistry.  
**COUNCIL AGREED** to accept this offer.
- ii. **To consider whether the Council can accept the POS offer presented in October and agree actions**  
**COUNCIL AGREED** to defer the final decision until the Council meeting to be held on 13 December 2023 to allow maximum benefit of the maintenance period.

8.26pm Cllr. Mitchell left the meeting room. Meeting paused until she rejoined at 8.27pm.

**iii. To receive quotes for the Tree Survey and approve contractor**

Three quotes had been received relating to tree works.

**COUNCIL APPROVED** Contractor 3 to complete all tree works in the Parish.

**Action:** Clerk to obtain Insurance Documents and Risk Assessments from the Tree Surgeons prior to work commencing.

**Action:** Clerk to submit Planning Application for the associated tree works.

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

Clerk confirmed that all three original quotes obtained for the bowling green fence remained unchanged. A fourth quote was also obtained.

**COUNCIL APPROVED** Contractor 3 to complete this work.

**271/23 Recreation facilities:**

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

In response to the public comments under agenda item 254, the following was confirmed:

- The vegetation dumped at the rear of the allotments had been referred to the URPC Allotment Coordinator to resolve.
- There is no named person acting as Co-ordinator for the Allotment Group.
- Plot 26 is a Communal Space, overseen by Rotary in the Rissingtons.

**COUNCIL AGREED** to the installation of covers on the water troughs being completed by an allotment holder, at no cost to the Council.

**ii. To consider request to consider Terms for second allotment Plot and agree actions**

Council had approached the National Allotment Association (NAA) for advice regarding this matter. The NAA have no policy regarding the allocation of second allotments but recognise that the subject can cause confrontation.

**COUNCIL RESOLVED** not to change the current Terms and Conditions of the Allotment licence. This will be reviewed again in February 2024.

**iii. To consider options for Playground Inspections and agree actions**

Council discussed the option of an alternative Contractor to provide the weekly play inspections.

**Action:** Clerk to include the option for Contractors to offer Playground Inspections within the Public Open Spaces tender.

**iv. To consider annual membership for the Tennis Courts**

Item deferred until February 2024.

**272/23 Village Hall:**

**i. To consider Health and Safety and Security Policy for the Village Hall and agree actions**

**COUNCIL APPROVED** the Health and Safety and Security Policy for the Village Hall.

It was noted that this would need to be reviewed and updated regularly.

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

Item deferred.

**iii. To receive proposals for changes to Hire descriptions and administration of finances**

**COUNCIL APPROVED** the following changes to the hall hire bookings descriptions:

Main Hall:

- That a tick box be added for Kitchen use.
- This kitchen can be booked for Exclusive use with a £5 charge.
- Shared use of the kitchen would have no charge.
- That there is a tick box for Audio Visual use – no charge.

- That the hirers of the main hall know that they have access to community area, cloakrooms and kitchen (if booked) but no other rooms.

Committee Room:

- That a tick box be added for Kitchen use
- This kitchen can be booked for Exclusive use with a £5 charge.
- Shared use of the kitchen would have no charge.
- That there is a tick box for Audio Visual use – no charge.
- That the hirers of the Committee room have access to community area, cloakrooms and Kitchen (if booked) but no other rooms.

**COUNCIL APPROVED** the following changes to the administration of finances relating to hall hire bookings:

- Bookings to be paid upfront. Currently invoices are created manually. Upfront payment is stronger confirmation and reduces administration time. It also means cancellations can be handled better.
- Regular/known hirers can block book without payment, providing they settle their monthly invoices on time.
- Deposits for parties would not be required with the introduction of pre-payment for bookings. The Council would instead hold the right to invoice for damages and additional cleaning.
- The change in the administration of finances would commence on 1 April 2024.

**iv. To consider quotes for the groundwork at the village hall, approve contractor and agree actions.**

**COUNCIL APPROVED** Contractor 3 to complete the main groundwork for the Village Hall.

The planting of new hedges or shrubs would require further investigation in Spring 2024.

**273/23 Health and Safety**

**i. To consider replacement of the light above the village hall defibrillator and agree actions**

**COUNCIL APPROVED** the immediate replacement of this light, using the preferred Electrical Contractor.

**ii. To receive the monthly recreation equipment inspection and agree any actions or recommendations that are required from the information received**

**COUNCIL RECEIVED** the monthly recreation equipment inspection.

Clerk clarified that the term 'monitor' was used to raise awareness that two pieces of equipment were starting to show signs of rust or general wear and tear. This terminology did not require the replacement of any equipment at this stage.

**iii To receive any health and safety issues relating to the Village Hall and agree actions**

A health and safety concern had been raised in relation to the location of the hall thermostat to the new Audio visual unit in the hall. The installers of the unit had agreed to pay for the work required to rectify this.

**Action:** Clerk to obtain a quote for this work and forward to the original installers of the audio/visual unit to confirm confirmation of payment prior to the work commencing.

The First Aid box had been reviewed by the Admin. Assistant and all out-of-date equipment replaced. Concerns raised regarding safeguarding of young children in the entrance foyer.

**Action:** Clerk to write letter to all associated groups reminding them of their duty of care to these children.

**274/23 To note agenda items for the next Parish Council meeting**

- Councillor Co-option
- Formal acceptance of POS transfer
- To receive update relating to ongoing Tree works
- Adoption of Village Hall Health and Safety and Security Policy
- Emergency Plan Update and agree budget
- Appointment of Internal Auditor
- Budget consideration for Community Allotment Plot 26.
- Agreement of budget for 24/25

**275/23 Date of Next Meeting** was confirmed as **Monday 11 December 2023.**

**276/23 Confidential Item:**

Council are excluding members of the public and the press to progress matters of a confidential nature. Public Bodies (Admissions to Meetings Act) 1960. Local Government Act 1972, ss 100 and 102.

**i. Proposed Staff Restructure and consideration of budget**

**COUNCIL APPROVED** the permanent employment of the current Locum Clerk as Parish Clerk and RFO, with 20hrs on contract.

**COUNCIL APPROVED** the permanent employment of the current Administrative Assistant as Assistant Clerk, with 15 hours on contract.

**COUNCIL AGREED** to backdate the date of the permanent contract for both Clerks to the date of this Parish Council meeting.

This restructure to be reviewed in February 2024.

**COUNCIL AGREED** the purchase of any necessary office equipment, such as an additional laptop, to implement the immediate commencement of the new staff team, in line with the current budget for staff costs and office equipment.