

**DRAFT MINUTES** of a meeting of the Parish Council held on Monday 15 January 2024 commencing at 7.04pm in the Community Room, Village Hall.

**Members present:** Cllr. N. Maxey (Chair), Cllrs. S. Bates, S. Garrett, K. Maxwell, S. Mitchell, C. Summerfield, J. Truslow, R. Watson

**Attendees:** District Cllr. A. Maclean, Officer – R. Waller, Assistant Clerk and 4 members of the public.

**24.01.15.01 To receive and approve apologies for absence and confirm the meeting is quorate**

Apologies received and accepted from Cllr. S. Beattie.

Clerk confirmed that the meeting was quorate.

**24.01.15.02 Declarations of interest and consider applications for dispensation**

None declared

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

- Who is the co-ordinator of the Allotment WhatsApp Group?

Chairman confirmed that there was no Coordinator for the Allotment WhatsApp Group. Anyone who is a member of this group can add a post.

- How do people receive communication from the Parish Council, particularly about the allotments, if they do not use the internet?

Chairman confirmed that Parish Council news and minutes are also displayed on noticeboards around the Parish.

**Action:** Clerk to ensure agendas and minutes are displayed on all Council noticeboards.

- Member of public had offered a mosaic of the Village to be displayed inside the Village Hall:

**COUNCIL AGREED** that this should be included as an agenda item for next meeting.

**24.01.15.04 To receive the County Councillor's Report**

County Cllr. M. Mackenzie-Charrington was not present. Report had been received prior to the meeting and had been published on the Council's website.

**24.01.15.05 To receive the District Councillor's Report**

District Cllr. A. Maclean provided a report to Council. Links relating to Cotswold District Council (CDC) within this report will be available via social media.

**24.01.15.06 To receive update in relation to the Village Emergency Plan and agree budget**

Report given by the Emergency Volunteers.

The Volunteers would be needed to be added to the Council's Volunteer insurance.

Access requested to the Parish Online software.

**COUNCIL AGREED** a budget of £2,000 for administrative costs for this project.

**Action:** Emergency Group to report back to Parish Meeting.

**Action:** Clerk to provide access to Parish Online and order any necessary equipment.

**Action:** Clerk to add the Emergency Volunteers to the Council's insurance and complete associated paperwork.

**24.01.15.07 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 13 November 2023 and 15 December 2023 circulated to Members prior to the meeting were **AGREED BY COUNCIL** and signed by the Chairman.

**24.01.15.08 To receive the Clerk's Report**

Council received the Clerks Report.

Clerk reported a request from Cotswold District Council (CDC) for a hall booking for

forthcoming elections to be held in May.

**COUNCIL AGREED** to cancel two existing bookings to allow this request.

**24.01.15.09 To receive an update on the Actions Log**

Following a meeting with the Clerk, a simplified version of the Actions Log had been produced by Cllr. Sommerfield.

**Action:** Clerk to continue to update the Actions Log and report back to Council at the next Council meeting.

**24.01.15.10 To receive the Village Caretaker's Report and agree actions**

Caretaker's report received. No further action required.

**24.01.15.11 To consider use of Cil funds for the purchase and installation of bat and owl boxes within the Parish**

Further information required to establish the costs of these boxes. Item deferred.

**Recommendation:** to approach The Gloucestershire Bat Group for further guidance and information.

**Action:** Cllr. Garrett to source costings for these boxes.

**24.01.15.12 Public Open Spaces**

**i. To receive update on the completion date of the TP1**

The proposed date for the completion of the TP1 was noted as 31 January 2024.

**ii. To confirm agreement of the Allotment and Tennis Court Licence**

**COUNCIL NOTED** that the Allotment and Tennis Court License had been signed by the Clerk and two Councillors.

**iii. To receive update on Tree works**

The Council's planning application for the tree works in the Parish had been granted approval by CDC. It was hoped that tree works would commence towards the end of February 2024. Quotes for the tree survey had not been obtained.

**24.01.15.13 Planning:**

**i. To consider the following planning application(s) and agree actions:**

[23/03920/TPO | Works as per Tree Maintenance tree hazard survey report \(June 2023\) | Upper Rissington Village Hall Wellington Road Upper Rissington GL54 2QW](#)  
No comment

**ii. To note new planning decisions issued by Cotswold District Council**

[23/03678/TPO – various trees: Application permitted](#)

**iii. To consider any urgent planning applications received since publication of the agenda**

1. [24/00059/TPO | T1 - Lime tree - to reduce by 3m, and thin & deadwood - to bring away from neighbouring property and control and improve growth of the tree for maintenance and safety. T2 - Lime tree - to lift lower canopy to approx. 3-4m from ground level, thin & deadwood - to let light to the area and balance the growth of the tree and safety. T3 - Beech tree - No work. T4 - Beech tree - request to fell, to create room for improved growth and strength of T3 as trees in very close proximity. Felling T4 will improve both the growth and balance of T3 and allow more light to area. T5 - Beech tree - to remove lowest right long limb \(looking at tree\) as overhanging shed, to provide balance to tree shape | Limetrees 2 Blenheim Close GL54 2QX](#) No comment.

2. [23/03955/FUL | Subdivision of property and convert garage into single bedroom dwelling | 8 Sandy Lane Court Upper Rissington 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

**Action:** Clerk to submit the Council's comment onto the Planning Portal.

**24.01.15.14 Finance** – documents circulated prior to meeting:

- i. **COUNCIL APPROVED** the January 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 APPROVED** the bank reconciliation.

- iii. **To receive the budget monitoring report up to 31 December 2023**

Council received the budget monitoring report. No further action required.

**24.01.15.15 Recreation facilities:**

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

None received.

- ii. **To receive quotes and consider request for 10 wooden posts for the allotments**

**COUNCIL AGREED** to reduce size of plot 26 to enable the construction of manure and tree clipping pens. The cost of the posts required for these pens were £133.

**COUNCIL UNANIMOUSLY AGREED** a budget of £200 for the completion of this work.

- iii. **To receive update on grass cutting tender on Contracts Finder**

Clerk reported interest from several companies for the grass cutting tender to commence April 2024. Two companies had completed a walk round the Parish.

End date for the tender is 2 February 2024.

**24.01.15.16 Village Hall:**

- i. **To receive quote for window and door survey and agree actions**

The survey had already been completed as the Clerk deemed this as a Health and Safety requirement. Office staff reported the exceptional way the surveyor completed his work with as little disruption as possible to staff and hall users. Several repairs were recommended as a result of this survey.

**COUNCIL AGREED** to complete these repairs as they were a potential safety issue, particularly those in the main hall. Total cost for the hall windows was £1,651.97 inc. VAT.

Total cost for the other window repairs is £1,548 inc. VAT.

- ii. **To consider proposal for recycling bins for village hall**

**COUNCIL APPROVED** the recycling option with Option 1 with immediate commencement.

- iii. **To receive update on Changing Places proposal and agree actions**

Clerk reported that ongoing discussion with one company with the possibility of adapting the current accessible toilet into a Changing places facility. Due to the size of the room, this facility would not be able to be registered on the National Database but could still be advertised.

**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

**275/23 Date of Next Meeting** was confirmed as **Monday 12 February 2024**

**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. To review the policy for the admittance of dogs in The Village Hall**

Following lengthy discussion, **COUNCIL RESOLVED** to retain the current policy with no amendment. Voting recorded as: 7 in favour, 1 abstention.

**COUNCIL RESOLVED** to revoke the current exemption granted for one dog.

Voting recorded as 4 in favour, 1 against, 2 abstentions. Motion carried.

**Action:** Clerk to install official 'no dogs' notice on the village hall doors with immediate effect.