**MINUTES** of a meeting of the Parish Council held on Monday 11 December 2023 commencing at 7.05pm 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: District Councillor – Cllr. A. Maclean

 County Councillor - Cllr. M. MacKenzie-Charrington

 Officer – R. Waller, Parish Clerk

 Assistant Clerk and 12 members of the public.

**277/23** **To receive and approve** **apologies for absence** **and confirm the meeting is quorate**

No apologies – all Members present. Clerk confirmed that the meeting was quorate.

**278/23** **Declarations of interest and consider applications for dispensation**

Cllr. S. Garrett declared an interest in item 292/23 as she is a Member of the Social Committee.

**279/23 Public Session:** The following matters were raised by Members of the Public present at the

 meeting or via email:

* Request for 10 posts for allotment plot 26.
* Comments from the Public Event held on Saturday 9 December including the alleged lack of Public Consultation regarding the Transfer of Open Spaces from the developers to the Parish Council.
* A member of the public requested clarification regarding the Budget calculations.

The Responsible Financial Officer (RFO) confirmed that the calculations were produced on a gross basis.

**280/23 To Co-opt Member(s) onto the Parish Council and signing of Declaration of Office forms**

K. Maxwell and S. Beattie were welcomed onto the Parish Council.

Declaration of Office forms were completed and duly signed in the presence of the Proper Officer.

**281/23 To receive the County Councillor’s Report**

County Cllr. MacKenzie-Charringtonpresented a brief overview of his report. The full report is available on the Parish Council’s website.

**282/23 To receive the District Councillor’s Report**

District Cllr. Maclean provided a brief overview of Cotswold District Council’s (CDC) current position. This included cuts in the CDC planning department and bringing services inhouse.

**283/23** **Public Open Spaces**

1. **To consider and accept the formal offer from Vistry Cotswolds regarding the transfer of the Public Open Space to Upper Rissington Parish Council, pending completion of all outstanding legal requirements**

The official offer letter from Vistry was read out by the Chairman. A lumpsum of £5,000 was offered towards the bowling green fence and a further £5,000 towards tree maintenance.

**COUNCIL APPROVED** the transfer fee of £440,000. It was noted that Public has been consulted at various stages during this Transfer of Public Space. **COUNCIL RESOLVED** to accept the formal offer: 7 in favour, 2 abstentions.

**ii. To authorise** **the Proper Officer and two Council members ex committee to sign the TP1 once a**

 **completion date has been agreed, noting that all legal requirements must be agreed first**

 **COUNCIL RESOLVED** to authorise the Proper Officer and two Council members to sign the legal deed.

 7 in favour, 2 abstentions.

**iii. To resolve to sign the legal deed, TP1 between Upper Rissington Parish Council and Vistry**

**COUNCIL RESOLVED** to sign the legal deed, TP1 between Upper Rissington Parish Council and Vistry.

 7 in favour, 2 abstentions.

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

 Item deferred.

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

 An application to Cotswold District Council had been submitted by the Parish Council for tree works

 around the Parish. Awaiting decision from CDC.

**vi****.** **To consider response from Solicitors regarding Harris Gardens and agree actions**

Council considered the response from the Crown Solicitors requesting ID in relation to the Parish Council wishing to claim land at Harris Gardens currently held by The Crown.

 **COUNCIL AGREED** to instruct the Locum Clerk to complete the legal form received from the Crown

Solicitors.

**COUNCIL AGREED** a budget of £5,000 to cover legal costs in relation to this transfer of land:

7 in favour, 2 abstentions.

**284/23 To approve budget for 2024/25** and agree next actions

 The Tax Base for 24/25 is £755.40. Band D Council tax for 2023/24 was £119.48.

 The proposed 6% increase would put the Band D Council tax for 2024/25 at £126.65.

After lengthy discussion, **COUNCIL APPROVED** the budget for 2024/25.

**COUNCIL AGREED** that the Precept amount of £95,670.50 to be requested from Cotswold District

Council.

**Action:** Clerk to formally request Precept before 31 January 2024.

Chairman paused the meeting at 7.55pm for a short comfort break.

Meeting recommenced at 8pm.

**285/23 To resolve to request that Cotswold District Council conduct a Community Governance Review to**

**include the area of land currently within Wyck Rissington Parish, including skatepark and woodland**

Members noted that the skatepark and woodland were currently part of Great Rissington Parish, not Wyck Rissington.

**COUNCIL RESOLVED** to request Cotswold District Council to conduct a Community Governance Review to include the area of land currently within Great Rissington Parish, including skatepark and woodland.

**286/23 To confirm and sign the minutes of the Parish Council meeting held on 12 November 2023 circulated**

**to Members prior to the meeting**

Item deferred as one minute was not agreed.

**287/23 To receive the Clerk’s Report**

The Clerk’s report was noted. The Council Office Christmas closure dates were confirmed as Friday 22

December (midday) until 2 January inclusive.

**288/23 To receive an update on the Actions Log**

Two further actions had been added to the log.

**Action:** Clerk to arrange meeting in the new year with Cllr. Summerfield to progress with this work.

**289/23 To receive the Village Caretaker’s Report and agree actions**

Report received. No actions required.

**290/23 To consider purchase of a Parish Council vehicle and agree actions**

Item deferred until after next staff meeting. Agenda item for February Council meeting

**291/23 To receive update in relation to the Village Emergency Plan and agree budget**

Item deferred.

**292/23 To consider Grant Application from the Social Committee**

An application had been received from the Social Committee towards the overheads of future

community events.

**COUNCIL APPROVED** a grant of £500 to the Social Committee.

**293/23 To appoint an Internal Auditor for 23/24 and agree actions**

**COUNCIL RESOLVED** to appoint an Internal Auditor from GAPTC.

Council noted that the Internal Auditor would be a competent person and independent from the

Parish Council.

**294/23 To review Unreasonable Complaints Policy and agree actions**

**COUNCIL APPROVED** the Unreasonable Complaints Policy. This Policy would be reviewed again in December 2024.

**296/23 Planning:**

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

[23/03678/TPO – various trees, Upper Rissington Parish](https://publicaccess.cotswold.gov.uk/online-applications/centralDistribution.do?caseType=Application&keyVal=S4ILKQFIFRT00)

No comment from the Parish Council as this is the Parish Council’s own Planning Application.

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

[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](https://publicaccess.cotswold.gov.uk/online-applications/centralDistribution.do?caseType=Application&keyVal=RXKTW4FIKCN00) Application Refused.

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

**297/23 Finance – documents circulated prior to meeting:**

* 1. **COUNCIL APPROVED** the December payment list (Appendix A) as circulated prior to the meeting and published on the Councils’ website. Receipts were also noted in this Appendix.
	2. **To approve the bank reconciliation.**

**COUNCIL APPROVED** the bank reconciliation.

* 1. **To receive the budget monitoring report up to 30 November 2023**

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

**298/23 Recreation facilities:**

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

None received.

1. **To agree budget for Allotment Plot 26**

Item deferred.

1. **To receive update in relation to the History Walk and agree actions**

**COUNCIL AGREED** that this should be revisited following requests from residents.

**Action:** Assistant Clerk to liaise with previous organisers for re-introduction of this project.

1. **To approve grass cutting specification for Contracts Finder**

**COUNCIL APPROVED** the proposed grass cutting specification.

**Action:** Clerk to commence Contract process, including submission on the Contracts Finder.

**299/23 Village Hall:**

* 1. **To approve 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.

**Action**: Clerk to add Policy onto the Council’s website.

* 1. **To consider options for replacement chairs for foyer and agree actions**

Three options were provided to Council. **COUNCIL AGREED** to order six chairs with arms – Option Two.

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

Report received and noted. No further actions required.

* 1. **To consider request for two green waste bins to be stored outside the Village Hall**

**COUNCIL APPROVED** the request for two green waste bins.

**COUNCIL AGREED** that the licence application would be submitted in March 2024.

* 1. **To consider proposal for change of use of the male shower area to that of storage for clubs**

The proposal for change of use was discussed. It was noted that it would be advantageous to ensure current storage facilities were used to their full potential. Access to fire doors must be maintained.

**Action:** Bookings Manager to contact all hirers in the new year requesting that any storage units which are their responsibility are organised tidily within their allocated container.

* 1. **To receive proposal for a Changing Places Facility within the Village Hall, agree budget and actions**

Clerk provided Council with background information and general expenditure for a Changing Place

facility. The current disabled toilet is 51cms too small to allow an upgrade.

**Action:** Clerk to continue with investigations to establish if there is anywhere within the Village Hall where such a facility could be incorporated.

**300/23 Health and Safety**

1. **To receive update regarding the risk assessments/insurance in relation to contractors working on behalf of the Parish Council**

Risk assessments were being completed by some hall users.

**Action:** Clerk to contact all hall users in the New Year to request risk assessments for the Council’s

Insurance records.

Insurance papers had been received from the company contracted to complete the Parish tree works.

1. **To receive the monthly recreation equipment inspection and agree any actions or recommendations**

 **that are required from the information received**

The December inspection report had not been received.

**Action**: Clerk to pursue this report if not received within 5 working days.

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

None raised.

**301/23 To note agenda items for the next Parish Council meeting**

* Emergency Plan and budget
* Update on Grass Cutting Tender
* Tree Survey Quotes
* Out-of-hours phone number
* Changing Places facility update

**302/23 Date of Next Meeting** **was confirmed** as **Monday 15 January 2024.**

Chairman thanked everyone for attending and closed the meeting at 9.06pm