

MINUTES of a meeting of the Parish Council held on Monday 12 February March 2024 commencing at 9.30am in the Village Hall, Wellington Road. Upper Rissington.

Members present: Cllrs. S. Garrett, K. Maxwell, S. Mitchell, C. Summerfield, J. Truslow, R. Watson

Attendees: Officer – R. Waller and Assistant Clerk

24.02.12.01 To elect a Chairman and signing of Declaration of Office

Cllr Truslow was nominated as Chairman by Cllr Mitchell, seconded by Cllr Garrett. Cllr Truslow accepted the position and the Declaration of Office form duly signed.

24.02.12.02 To elect a Vice- Chairman and signing of Declaration of Office

Cllr Maxwell was nominated as Vice-Chairman by Cllr. Truslow, seconded by Cllr Bates. Cllr Maxwell accepted the position and the Declaration of Office form duly signed.

24.02.12.03 Declarations of interest and consider applications for dispensation

None declared

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

Apologies received and accepted from Cllr. Maxey.

Clerk confirmed that the meeting was quorate.

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

- Community Emergency Volunteers: It has been confirmed that the Emergency Plan meets Cotswold District Council's (CDC) requirements. This now needs to be implemented. Will report back to Council in April. Issues regarding ordering equipment as a debit card payment required.
- Request to not turn the water back on at the allotments until further notice.

24.02.12.06 To receive the County Councillor's Report

Not present and no report received.

24.02.12.07 To receive the District Councillor's Report

Not present and no report received.

24.02.12.08 To confirm and sign the minutes of the Parish Council meeting held on 15 January 2024

circulated to Members prior to the meeting

The minutes of the Parish Council meeting held on 15 January 2024 circulated to Members prior to the meeting were **AGREED BY COUNCIL** and signed by the Chairman.

24.02.12.09 To receive the Clerk's Report, including update on the Actions Log

Council received the Clerks Report.

COUNCIL AGREED that the mosaic should be hung in the foyer of the Village Hall, over the hall doors. The resident was thanked for this lovely piece of art that had been donated to the hall.

COUNCIL APPROVED the 9.5 hours overtime completed by the Clerk and the 8.5hrs overtime completed by the Assistant Clerk

24.02.12.10 To receive the Village Caretaker's Report and agree actions

The Caretaker's Report had been submitted too late for Council's consideration.

24.02.12.11 To confirm dates for Meetings of the Parish Council in 2024, including the Parish Meeting
COUNCIL AGREED that meetings should continue to be held on the second Monday of each month. The following dates for 2024 were agreed:

- 11 March
- 8 April
- 13 May
- 10 June
- 8 July
- 12 August
- 9 September
- 14 October
- 11 November
- 9 December 2024

The date of the Annual Parish meeting was confirmed as 18 March 2024.

24.02.12.12 To review and approve the following Council Policies:

Proposed amendments to the following core documents had been circulated prior to the meeting:

i. Standing Orders

COUNCIL APPROVED Standing Orders incorporating the proposed amendments

ii. Financial Regulations

COUNCIL APPROVED Financial Regulations incorporating the proposed amendments

iii. Complaints Policy

This was reviewed and approved, no amendments.

24.02.12.13 To receive proposal from The Social Committee regarding 25th Anniversary Party for Upper Rissington Parish

The following idea to be proposed at the Village Meeting: to celebrate the 25th Anniversary at the same time as the Summer Fete on 5 July 2025.

Budget will need to be proposed.

24.01.15.14 To receive update for the purchase and installation of bird, bat and owl boxes within the Parish and agree next actions

No progress on this – item deferred.

24.02.12.15 Public Open Spaces

i. To note signing of the TP1 On Wednesday 7 February 2024

Following resolution of the Council in December 2023, and agreement of the final snagging list the TP1 was signed on Wednesday 7 February 2024.

ii. To receive quotes and agree Contractor to complete Tree Survey

Four quotes had been received to complete the tree survey on behalf of the Parish Council.

COUNCIL RESOLVED that the Tree Survey was awarded to Contactor C.

iii. To receive update on Tree works

The tree works commissioned on behalf of the Parish Council should be commencing on 22 February. Any wood chip as a result of these works would go to the allotments.

24.02.12.16 To consider quotes for future Maintenance of the Parish Public Open Spaces, following advertising on the Contracts Finder and award Contract

The grounds maintenance tender for the Parish had been advertised on the Contracts Finder and the Council's website. Five companies had submitted quotes for the 5 year grounds maintenance contract.

Companies B and E had not submitted the form correctly, so were disregarded.

Clerk recommended Companies A or C as they had cooperated more to ensure a correct submission.

COUNCIL AGREED to offer the contract to Company C, with commencement on 1 March 2024.

Action: Clerk to organise a meeting with this company to agree final costs and next steps.

24.02.12.17 Planning:

i. To discuss planning application and agree actions

[23/03869/FUL | Change of use of land to additional residential land | 14 Hurricane Close Upper Rissington Cheltenham Gloucestershire GL54 2SD](#)

No comment

ii. To discuss planning application and agree actions

[23/03582/FUL | Proposed installation of ground fixed flagpole \(8m High\) to front of village hall | Upper Rissington Village Hall Wellington Road Upper Rissington Cheltenham Gloucestershire GL54 2QW](#)

No comment

iii. To discuss planning application and agree actions

[24/00191/TPO | To reduce the canopy and bring the left codominet stem back in, in order to finish with a natural and balanced shape to the tree | 4 Vickers Road Upper Rissington Cheltenham Gloucestershire GL54 2PA](#)

No comment

iv. To discuss planning application and agree actions

[24/00150/FUL | Erection of single storey side extension into private garden area | 4 Trenchard Close Upper Rissington Cheltenham Gloucestershire GL54 2GT](#)

No comment

v. To note new planning decisions issued by Cotswold District Council

None received

vi. To discuss any urgent planning applications received since publication of the agenda

None received

vii. To discuss response to Cotswold District Council's Local Plan Update Consultation and Masterplan for Cirencester Consultation

Item deferred

24.02.12.18 Finance – documents circulated prior to meeting:

i To approve the February payment list/those paid between meetings and to note receipts (Appendix A)

COUNCIL APPROVED the payments list (Appendix A)

ii To approve the bank reconciliation

COUNCIL APPROVED the bank reconciliation

iii To confirm Bank Signatories

Cllrs Maxey and Mitchell are current signatories.

Cllrs Bates, Maxwell and Truslow were to be added as signatories and their applications are being processed.

It was noted that **an Internal Control check had taken place on Friday 15 December 2023** by Cllrs Bates and Garrett.

No concern raised, although some general housekeeping required of the filing system.

24.02.12.19

Recreation facilities:

- i. **To receive any requests from allotment holders and agree actions**
None received.
- ii. **To consider request for 'Managing Allotments' training for Clerk and one Councillor at a cost of £296.00 + VAT per person**
COUNCIL APPROVED this training for the Clerk and one Councillor.
Action: Clerk to book training course.
- iii. **To review the Terms for second allotment Plots and agree actions**
Item deferred.
- iv. **To consider re-opening of the Tennis Courts and agree actions**
COUNCIL RESOLVED that the tennis Courts should be re-opened following cleaning and net on.
Proposed date for re-opening 1 March 2024.
- v. **To consider request for pitch use and markings to the rear of the Village Hall**
COUNCIL RESOLVED that these pitches should not be used for club matches.
Action: Clerk to contact the club to request a proposal to upgrade the village Football pitch to FA standards.

24.02.12.20

Village Hall:

- i. **To consider opening CostCo Account at a cost of £26.60 p/annum and agree actions**
COUNCIL AGREED to open a CostCo Account at a cost of £26.60 p/a. This account will be opened when a first order is required.
- ii. **To consider quotes for an Out-of-Hours Emergency phone and agree actions**
COUNCIL AGREED to accept Quote 1 for an out of hours emergency phone.
- iii. **To review Hall Bookings Prices and advanced payments commencing April 2024 and agree actions**

9.03pm **COUNCIL RESOLVED** to extend the meeting by a maximum of half an hour.

- iv. **To consider review of general upkeep of the village hall, including painting, carpet cleaning and main hall flooring and agree actions**
Item deferred as more information required.
Action: Clerk to compile list of work, prioritise these works and obtain quotes.
- v. **To consider donation of old Village Hall Chairs and agree actions**
COUNCIL AGREED that the old chairs could be donated to those who applied to the Council office, on a first-come, first served basis.
Action: Clerk to publish notice on website informing residents of this opportunity to receive an old arm chair once they are available for distribution.

24.02.12.21

Health and Safety

- i. To receive the monthly recreation equipment inspection and agree any actions or recommendations that are required from the information received
- ii. To receive any health and safety issues relating to the Village Hall and agree actions

24.02.12.22

To note agenda items for the next Parish Council meeting

- Councillor Co-option
- To receive update relating to ongoing Tree works
- To receive quotes on hall maintenance work

24.02.12.23

Date of Next Meeting was confirmed as **Monday 11 March 2024**

Chairman thanked everyone for attending and closed the meeting at 9.21pm