

**DRAFT MINUTES** of a meeting of the Parish Council held on Monday 8 April 2024 commencing at 7pm in the Village Hall, Wellington Road. Upper Rissington.

**Members present:** Cllrs. J. Truslow (Chair), S Bates, S. Garrett, D. Holden, K. Maxwell, C. Summerfield and R. Watson

**Attendees:** Officer – R. Waller, Assistant Clerk and 3 members of the public.

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

Apologies received and accepted from Cllr. Mitchell

Cllr. Truslow informed those present that the transfer of Public Open Space to the Parish Council had been completed on 5 April along with the agreed payments.

**24.04.08.02 To receive declarations of interest for items on the agenda below, including Disclosable Pecuniary Interests that members may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with the Localism Act 2011 Section 33(b-e)**

Cllrs. Truslow declared an interest in Item as he is allotment holders.

A dispensation was received from Cllr. Watson in relation to Agenda item 24.04.08.14ii.

**COUNCIL AGREED** to grant this dispensation for a period of 4 years.

**24.04.08.03 Public Session:** *To provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders, this will not exceed 15 minutes in total and three minutes per person.*

- Concern regarding the bowling green and security
- Concern regarding parking
- Concern raised regarding the fencing surrounding Playground
- Question relating to tree work at Smith Barry Crecent

Clerk advised that this would be a matter for Cotswold District Council (CDC) enforcement department.

- Abandoned vehicles reported in Sopwith Road

Clerk advised that she was in Communication with CDC on this matter.

- Youth Club
- Teens Meditation

**COUNCIL AGREED** that this was not in their jurisdiction but would support any member of public who wished to organise such opportunities.

- Request for low level lights on approach to Village Hall

**Action:** Agenda item for next meeting

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

Not present and no report received.

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

Not present and no report received

**24.04.08.06 To confirm and sign the minutes of the Parish Council meeting held on 11 March 2024 and the Extraordinary circulated to Members prior to the meeting**

The minutes of the Parish Council meeting held on **11 March 2024** circulated to Members prior to the meeting were **AGREED BY COUNCIL** and signed by the Chairman.

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

Council received the Clerks Report. No update on the Actions log received.

**COUNCIL APPROVED** the 6 hours overtime completed by the Clerk and 13 hours overtime completed by the Assistant clerk during March.

**24.04.08.08 To consider annual membership for the tennis courts and agree actions**

**COUNCIL RESOLVED** to offer the option of a single household annual membership costing £90.

**24.04.08.09 To consider any resolutions for GAPTC's Annual General Meeting**

No resolutions suggested at this time.

**24.04.08.10 To consider an alternative proposal to a bandstand in the Parish**

Consider this proposal in line with other proposal for the 25<sup>th</sup> Anniversary celebrations that are within the proposed budget.

**Action:** Clerk to arrange a further Zoom Call to facilitate further discussion on both proposals.

**24.04.08.11 To receive the Internal Audit Report and note recommendations**

The Internal Auditor's report was received, and the recommendations noted.

The Clerk and Assistant Clerk were thanked for their input to ensuring this Audit was of a good standard.

**24.04.08.12 Planning:**

**i. To discuss planning application and agree actions**

[24/00693/FUL | Subdivision of property and convert garage into single bedroom dwelling | 8 Sandy Lane Court Upper Rissington Cheltenham Gloucestershire GL54 2NF](#)

**COUNCIL RESOLVED TO OBJECT** to this application as per previous applications for the same property for the following reasons:

- Concern over Highway access
- Overdevelopment of site
- Detrimental impact to privacy, sound and noise to neighbouring properties
- The proposed development is not in keeping with other properties within the local area

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

Full list of all new planning decisions included within the Clerk's Report.

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

[24/00973/TPO](#) | T1 - Lime - Remove major deadwood, Raise crown to 5M all around T2 - Lime - Remove major deadwood, Raise crown to 5M all around T3 - Cherry - Remove major deadwood, Raise crown to 5M all around | 1 Smith Barry Crescent Upper Rissington GL54 2NG  
No comment

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

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

**COUNCIL APPROVED** the April payments list. Receipts were noted.

**ii To approve the bank reconciliation**

**COUNCIL APPROVED** the bank reconciliation.

It was noted that an Internal Controls check had been completed by Cllrs Bates and Garrett in January 2024, with no recommendations.

**24.04.08.14 Recreation facilities:**

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

**COUNCIL AGREED** the request from an allotment holder to install a sink at the water tap.

Cllr. Truslow had declared an interest relating to the following agenda item and left the room at 8pm.

ii. **To consider 2024/5 Allotment Tenancy agreement and annual rental fees and agree next actions**

**COUNCIL APPROVED** the Tenancy agreement as circulated prior to the meeting.

**COUNCIL AGREED** to the following fees:

- £35.00 for standard size plot
- £60 for the Super Plot
- £17.50 for new Apprentice Plots
- £15.00 for the new Mini plots

**Action:** To include review of allotment fees as Agenda item in September 2024.

Cllr. Truslow rejoined the meeting at 8.20pm

iii. **To consider future running of bowling green and agree actions**

**COUNCIL AGREED** to defer decision on pricing.

**Action:** Clerk to arrange an informal meeting for residents to discuss future running of the bowling green.

**Action:** Clerk to investigate security and temporary signage for bowling green

iv. **To consider any further maintenance quotes in relation to recreation facilities or Public Open Space and agree actions**

Quotes had been received for various POS maintenance.

**COUNCIL AGREED** the quotes for the following work to be completed by Silver Trees Services:

- Village hall grounds 'tidy-up', option two: £2,450 +VAT
- Bowling green tidy up and cleaning prior to opening: £1,150 + VAT
- Installation of bowling green benches + plinths: £1,500 +VAT
- Tennis Courts (tree trimming): £575.00 +VAT subject to confirmation of ownership of the land

**24.04.08.15 Village Hall:**

i. **To receive update following clear out of the storage cupboard and agree actions**

This was a huge success and the cupboard is now a safe and accessible storage space.

**COUNCIL AGREED** the disposal or donation of the following items:

- Football nets
- 2 floor mats

ii. **To consider introduction of an automatic keypad lock on the front door and agree actions**

**COUNCIL AGREED** the purchase of an automatic keypad lock on the front door.

**Action:** Deputy Clerk to investigate quotes for the keypad and bring back to Council for the May meeting.

iii. **To consider the changing of the bike shed to an enclosure for football and outdoor storage**

**COUNCIL AGREED** to change of the use of the current bike shed to an enclosure for football and outdoor storage.

**COUNCIL AGREED** to keep the bike stands and move them to an alternative location.

**Action:** Deputy Clerk to source three quotes for this work.

**24.04.08.16 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**  
None received

**24.04.08.16 Date of Next Meeting** is Monday 13 May 2024

Chairman thanked the members of public for attending.  
The meeting then went into Confidential session.

**24.04.08.18 Confidential session:** 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. Update on staffing and agree next actions**

**COUNCIL NOTED** the resignation of the Parish Caretaker.

**COUNCIL AGREED** not to re-advertise this role at the current time. This will allow the new Contractor to commence work on the POS and any issues to be resolved.

This decision will be reviewed in September 2024.

It was also **CONFIRMED** that the role of the POS Clerk was now complete.

**COUNCIL AGREED** a pay rise of up to £2 p/hr for the village hall cleaner.

**ii. To discuss Council's response to the incident which occurred at the Village Hall on 14 March 2024 and agree actions**

Following lengthy discussion, **COUNCIL AGREED** that the hall hirer's behaviour towards Council staff was unacceptable and further incidents would not be tolerated. On this occasion, no further action would be taken.

**Action:** Chairman to write a letter to the individual, including reference to the Council's Complaints Procedure

The Chairman thanked everyone for attending and closed the meeting at 9.40pm.