

**MINUTES** of a meeting of the Parish Council held on Monday 10 June 2024 commencing at 7pm in the Village Hall, Wellington Road. Upper Rissington.

**Members present:** Cllrs. J. Truslow (Chair), S. Garrett, K. Maxwell, C. Summerfield

**Attendees:** Officer – R. Waller, Assistant Clerk and 11 members of the public.

- 24.06.10.01 To receive and approve apologies for absence and confirm the meeting is quorate**  
None
- 24.06.10.02 To note the resignation of Cllrs. Mitchell and Watson**  
The resignation of Cllrs. Mitchell and Watson were formally noted. Both Councillors were thanked for their time and commitment to the Council.
- 24.06.10.03 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)**  
None
- 24.06.10.04 Public Session:**  
The following matters were raised by members of the public present or via email to the Clerk:
- Concern raised regarding the upkeep on Public footpath at Harris Gardens
  - Concern regarding spraying on allotment Plot 26
  - Residents shared a letter they had received regarding construction in 18 Smith Barry Crescent  
**Action:** Clerk to investigate this further and to contact Cotswold District Council if deemed necessary.
  - A question was raised regarding the future Management of the allotments.  
Chairman confirmed that this was included in the new Facilities Maintenance Proposal
  - A request was made for Silent Fireworks to be used at this years Fireworks event.  
**Action:** Request to be forwarded to the Social Committee
  - Several Complaints received at the meeting and via email regarding the standard of the grass cutting
- 24.06.10.05 To receive the County Councillor's Report**  
Not present and no report received.
- 24.06.10.06 To receive the District Councillor's Report**  
Not present and no report received.
- 24.06.10.07 To confirm and sign the minutes of the Parish Council meeting held on 11 May 2024 and the Extraordinary Council and Staffing Committee Meetings held on 3 June 2024 circulated to Members prior to the meeting**  
The minutes of the Parish Council meeting **held on 11 May 2024 and the Extraordinary Council and Staffing Committee Meetings held on 3 June 2024** circulated to Members prior to the meeting were **AGREED BY COUNCIL** and signed by the Chairman
- 24.06.10.08 To receive the Clerk's Report**  
Council received the Clerk's Report. No further actions required.
- 24.06.10.09 To receive report regarding the History Walk and agree actions and finance**  
**COUNCIL APPROVED** the proposal in relation to the History Walk.  
Further information was requested along with any quotes.

- 24.06.10.10 To receive quotes for the electronic key pad lock and agree next actions**  
The proposal for the electronic key pad was considered.  
Council acknowledged there may some issues for regular users which would need to be discussed prior to installation. **COUNCIL APPROVED** Quote 1.
- 24.06.10.11 Planning:**
- i. **To discuss planning application and agree actions**  
[24/01537/TPO | T1 - Beech - Remove x4 low branches over garden back to stem. Crown raise tree to clear building by 3 metres. G1 - Beech - Crown raise trees to clear building by 3 metres | 2 Smith Barry Circus Upper Rissington GL54 2NQ](#)  
No comment
- ii. **To note new planning decisions issued by Cotswold District Council**  
None
- iii. **To discuss any urgent planning applications received since publication of the agenda**  
None
- 24.06.10.13 Finance – documents circulated prior to meeting:**
- i. **To approve the June payment list/those paid between meetings and to note receipts**  
Payments list deferred until Extraordinary Meeting (date to be confirmed).
- ii. **To approve the bank reconciliation**  
Item deferred until Extraordinary Meeting (date to be confirmed).
- iv. **To receive an update in relation to the Parish Council’s Bank Mandates**  
Clerk confirmed the following:
- Update to the HSBC Mandate was progressing well.
  - A new CCLA form circulated to Cllrs. Maxwell, Summerfield and Truslow for completion.
  - A new Madate Form and Board resolution is required for the Lloyds Bank account.
- 24.06.10.14 Recreation facilities:**
- i. **To receive any requests from allotment holders and agree actions**  
None
- ii. **To receive update on allotment allocations**
- iii. **To consider future running of bowling green, including fees and agree actions**  
Open bowling green. £5 per lane.
- iv. **To review the performance of Silver Trees in relation to the maintenance contract for the Public Open Spaces over the initial 3 months period and agree actions**  
To be discussed
- v. **To consider the Facilities Maintenance Plan and agree actions**  
Defer to next meeting  
**COUNCIL AGREED** that a Maintenance Plan for the Village is drawn up by an independent advisor.
- vi. **To consider quote for the removal of the playground fence at Officers’ Parade LEAP (rear of village hall)**  
**COUNCIL AGREED** with the Clerk’s recommendation to request additional quotes for this work.

**24.06.10.15 Health and Safety**

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

Concern was raised regarding the Zip wire as, when in use, the wire appeared to be too close to the ground.

Clerk reported that a swing had been marked as out of use due to a missing bolt.

**Action:** Clerk to ensure a safety inspection is completed immediately on the Zip Wire and to request an update on the swing.

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

None

**24.06.10.16 Date of Next Meeting** is Monday 8 July 2024

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

**24.6.10.17 Staffing matters**

- i. **To approve any recommendations received from the Staffing Committee and agree actions**

The Clerk's job description was confirmed, with the addition of defibrillator checks.

Further discussion required to agree the wording of one section of the Assistant Clerk's job description.

- ii. **To discuss Holiday Pay for the Assistant Clerk**

This had been resolved prior to the meeting.