

**DRAFT MINUTES** of a meeting of the Parish Council held on Monday 16 September 2024 commencing at 7.02pm in the Village Hall, Wellington Road. Upper Rissington.

**Members present:** Cllrs. J. Truslow (Chair), Cllr. A. Maclean G.Barrett and K. Maxwell

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

- 24.09.16.01 To receive and approve apologies for absence and confirm the meeting is quorate**  
Apologies received and accepted from Cllr. C. Summerfield.
- 24.09.16.02 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)**  
Dispensation granted to Cllr. Maxwell at Council meeting held on 12 August 2024 in relation to agenda item 17ii (Minute Reference: 24.08.12.04)
- 24.09.16.03 Public Session:**
- Comment regarding grass to the side and to the front of Squirrel Close
  - Support from residents and Social Committee Kitchen refurbishment
  - Health & Safety issue – trip hazard into Committee room
  - Concern raised, via email, regarding the drains in Smith Barry Road
- Action:** Clerk to report issue with the drains via 'Fix my Street'.
- 24.09.16.04 To receive the County Councillor's Report**  
Not present and no report received
- 24.09.16.05 To receive the District Councillor's Report**  
**District Cllr. Maclean provided a brief update including:**
- New round of Crowdfunding was now open
  - Grant available for Solar Panels for the Village Hall
- 24.09.16.06 To confirm and sign the minutes of the Parish Council meeting held on 12 August 2024 and Extraordinary Council Meeting held on 21 August 2024 circulated to Members prior to the meeting**  
The Minutes of the Parish Council Meeting held on 12 August 2024 and Extraordinary Council Meeting held on 21 August 2024 which had previously been circulated to all members were **AGREED BY COUNCIL** and signed by the Chairman.
- 24.09.16.07 To receive the Clerk's Report**  
Clerk's Report was received and noted
- 24.09.16.08 To consider a memorial request for an RAF comrade and agree actions**  
Item deferred until the size of the proposed memorial is received.

**24.09.16.09 To confirm current ownership of Grebe Square and to note the Parish Council's previous agreement relating to grass cutting**

Five residents of Glebe Square attended the meeting to voice their concerns regarding the lack of grass cutting on Grebe Square since June 2024. Chairman requested that one person was nominated as spokesperson.

Residents stated that they had not been informed that the grasscutting would cease, for which the Chairman apologised.

Several comments had also been received, via email, making the same observations.

Clerk had investigated the matter and provided the following conclusions:

- Historically, the Parish Council have cut the grass area in front of the properties on Grebe Square
- This appears to be an informal arrangement
- This is NOT Parish Council land. This was discovered via the POS map sent following the transfer from Vistry. Furthermore, in May a resident requested that the Council's contractors ceased to cut the grass.
- The grass is split into 10 sections privately owned by surrounding properties. One resident provided a copy of a letter from the Parish Council dated 3 April 2005. This letter references a similar situation at the time in which the Council had hoped to maintain the area as a gesture of goodwill. However, following concerns raised by residents, the Parish Council decided not to continue to maintain this land and the Council's contractor was instructed not to continue maintaining it.

This letter therefore confirmed the Clerk's investigation and facts of this matter.

**COUNCIL AGREED** the following actions:

- Residents to agree together how they would prefer this area managed
- Council to investigate their options remain responsible for this area
- Clerk to contact Bradford Management Company to confirm responsibility for this area

Full decision deferred until Council have investigated options further.

**24.09.16.10 To consider Proposals for annual HR support and agree actions**

**COUNCIL APPROVED** the clerk's recommendation to use Peninsula for the HR Support.

Peninsula had confirmed that one of the first main duties would be a review of Council's HR Policies and Employee Handbook

**24.09.16.11 To receive quotes for the repair of the dry stone wall opposite Dragon Vets and agree actions**

**COUNCIL APPROVED** the quote for the full wall repair - all four section.

**Action:** Clerk to contact Orchard Building Company to arrange date for this work to commence.

**24.09.16.12 To approve quote and design for the Village Sign and agree actions**

Item deferred.

**Action:** To obtain feedback from residents prior to decision at the Council meeting to be held on 14 October 2024.

The designs will be published on Facebook, the Council's website and hardcopies available in the Village Hall.

**24.09.16.13 To consider response from the Social Committee in relation to 25<sup>th</sup> Anniversary Proposals and agree actions**

Standing Orders suspended to allow discussion between Social Committee and Council Members.

The following was noted:

- Parish Council would remain responsible for the organising and running of the event
- Rotary Club had already confirmed they would assist at the event.
- Trucks have already confirmed and band, fireworks booked.
- Separate Barn Dance to be organised later in the year
- Social Committee would be able to run the bar

Standing Orders reinstated.

Clerk advised Council to approach an Independent Event Organiser to ensure the event is properly and safely managed.

This would reduce risk, support with project management and provide advice to the Council on the planning and running of this event.

**COUNCIL AGREED** to investigate the option of commissioning the services of an outside Event Organiser to project manage this event

**Action:** Clerk to contact companies and arrange quotes in readiness for the next Council meeting.

**24.09.16.14 To consider improvements to the Village Hall as proposed by the Social Committee and agree actions**

Standing Orders again suspended to allow discussion between Social Committee and Council Members. The following comments were received:

- Kitchen refurbishment: Concern raised over the cost of this proposal if decorating is included. Proposals to be consulted through professional support.
- Plan for future Village Hall improvements: It was noted that improvements required organising into priority and quotes obtained for each separate improvement.

Standing Orders reinstated.

**24.09.16.15 Planning:**

- i. To discuss the following planning application and agree actions  
[24/02321/FUL | Subdivision of property, convert and extend into 1 self-build 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 are
- ii. Tracked application: [20/03883/FUL | Provision of Public Open Space \(as part of the Victory Fields development already approved under application reference: 08/03697/OUT \(APP/F1610/A/09/2112497\)\) | Land At Victory Fields Upper Rissington](#)  
**APPROVED**
- iii. **To consider a response to Gloucestershire County Council's Local Development Guide (LDG) – closing date 29 September**  
<https://haveyoursaygloucestershire.uk.engagementhq.com/local-development-guide-consultation>  
**Action:** Councillors to read this document and submit any comments to the Clerk prior to 29 September.
- iv. **To note new planning decisions issued by Cotswold District Council**  
None received
- v. **To discuss any urgent planning applications received since publication of the agenda**

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

- i. **COUNCIL APPROVED** the updated September payment list/those paid between meetings under delegated authority and note receipts (Appendix A)
- ii. **COUNCIL APPROVED** the bank reconciliation and was signed by Cllr. Maxwell
- iii. **To receive an update in relation to the Parish Council's Bank Mandates**  
Cllrs Maxwell and Truslow were now set up on online banking with Lloyds. HSBC had requested a new mandate to be signed via Docusign.
- iv. **To review reserves allocations and agree actions**  
Item deferred

**24.09.16.17 Recreation facilities:**

- i. **To consider the Facilities Maintenance Plan and agree actions**  
**COUNCIL AGREED** to obtain two further quotes.  
**Action:** Clerk to obtain two quotes from Maintenance Companies.
- ii. **To receive update on playground fence removal and dry stone wall repair**  
Clerk stated that the fence removal was imminent, with a skip arriving this Wednesday. Dry stone wall had been covered in Item 11.

**24.09.16.18 Health and Safety**

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

Inspection reports for August were received. A replacement play equipment had been sourced and would be put forward for Council's approval at meeting to be held on 14 October.

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

Boiler and Lightning Protector required inspection.

Clerk raised concern over the kitchen fire door being regularly propped open.

**COUNCIL RESOLVED** that the Clerk removed all door stoppers within the hall.

24.09.16.19 **To consider matters for the agenda of the next Parish Council meeting**

- Allotments: to consider setting up a Management Committee
- Christmas Tree Options
- Tennis Courts opening times for 2025
- Clear-out of Substations
- To consider the possibility of a café on POS area
- To discuss access options into Sandy Lane

24.09.16.20 **Date of Next Meeting** is Monday 14 October 2024