

# LITTLE RISSINGTON PARISH COUNCIL

Minutes of the Annual Parish Council meeting which was held on Monday 16th May 2022 at 6.45pm in the Little Rissington Village Hall.

## Members of the Council present were:

Cllr Cole (Chairman), County Cllr Mackenzie-Charrington, Cllr Whittington, Cllr Elkington (Vice Chairman), Parish Clerk Christina Edgar Hiatt.

In attendance twelve members of the public.

### 1. Election of Chair: to hold office until the Annual Meeting of the Council in May 2023

- Cllr Mackenzie-Charrington proposed, Councillor Elkington seconded and it was unanimously **RESOLVED** to elect Councillor Cole as Chairman. Councillor Cole graciously accepted and signed the Chairman's Acceptance of Office. Councillor Cole proceeded to chair the meeting.

### 2. Election of Vice Chair: to hold office until the Annual Meeting of the Council in May 2023.

- Councillor Cole proposed, Councillor Whittington seconded and it was unanimously **RESOLVED** to elect Councillor Elkington as Vice Chair. Councillor Elkington accepted and signed the Vice Chair's Acceptance of Office.

### 3. Welcome and Apologies

Cllr Cole welcomed the councillors present.

### 4. Declaration of interests: Cllr Elkington declared an interest in Item 16 Ford Fountain Restoration, as did Cllr Cole for Item 16 Ford Fountain Restoration.

### 5. Representations from the Public:

One member of the public present wanted to raise a concern relating to the allotment boundaries. Is the member obliged to move her water butts from the edge of her allotment? Council understood that this was concerning a neighbouring property owner who wanted to replace her boundary fence and needed access from the allotment side. Council have agreed to confirm to the allotment holder what procedure is required from her in regards to the removal of property along the allotment boundaries. It was understood that the strips of land along the boundaries of the allotment are not to have anything on them for ease of access. The member was also concerned about the rise in parking at the front of the allotment from near by houses. Council will send a letter concerning these issues.

One member of the public present wanted to enquire if the 801 bus service will continue through Little Rissington. Action: Cllr MacKenzie-Charrington will enquire regarding this matter and report in next meeting. A member of the public wanted to inform Council that residents in the village are raising funds for Ukrainian refugees. A substantial aid effort is under way in the village and more information can be found via social media.

6. **County Councillor Report:** The County Council report was given by Cllr Mckenzie-Charrington and was received and noted.
7. **District Councillor Report:** The District Council report was given by Cllr Maclean and was received and noted. Report was received and noted.
8. **Minutes:** The minutes of the Parish Council meeting of the 14<sup>th</sup> March 2022 were approved and confirmed as a true and correct record of the meeting.
9. **Action Point Update:** Councillors reviewed the Action Point update from the Parish Council meeting of the 14<sup>th</sup> March 2022.

**Action** - Cllr Mackenzie-Charrington request gully clearance. Cllr MacKenzie-Charrington reported on the maintenance of the gullies and that clearing of the gullies is under way. If any residents notice blocked gullies on their streets, please contact the Council so that Highways can be informed.

**Action** - Cllr Elkington Speed Cameras in Village. Cllr Elkington is still in progress with this matter and will report at next meeting.

**Action** - Plum Tree Maintenance. Council is still waiting for quotes to be received.

**Action** - Website Rebuild. This is ongoing.

#### 10. Planning Applications:

- (a) Councillors noted new planning decisions issued by Cotswold District Council to include the following:

| <b>Planning Application No.</b> | <b>Application Details – Decision Update</b>  |
|---------------------------------|---|
| 22/01352/FUL                    | Erection of Farm Machinery Workshop Land E418570 N219865 Rissington Mill Lane Little Rissington ( <b>Expiry 20 May 2022 - Awaiting Decision</b> )   |
| 22/01349/FUL                    | Erection of Grain Store Land Parcel at E418570 N219865 Rissington Mill Lane ( <b>Expiry 20 May 2022 - Awaiting Decision</b> )   |
| 22/01353/FUL                    | Erection of Machinery Store Land Parcel at E418570 N219865 Rissington Mill Lane ( <b>Expiry 20 May 2022 - Awaiting Decision</b> )   |
| 22/01350/FUL                    | Erection of Hay Storage Barn Land Parcel at E418570 N219865 Rissington Mill Lane ( <b>Expiry 20 May 2022 - Awaiting Decision</b> )  |
| 22/01297/FUL                    | Compliance with Condition 3 (Design Details) of consent 21/02496/LBC and Condition 4 of permission 21/02495/FUL – Conversion and alterations to barn to form a single dwelling. Porch Cottage. ( <b>Application Approved 2022</b> ) |
| 22/01287/FUL                    | Erection of extensions and alterations to dwelling. Little Orchard. Wyck Rissington. ( <b>Expiry 2<sup>nd</sup> June - Awaiting Decision</b> )  |
| 21/04152/FUL                    | Compliance with Condition 3 Bobble Barn Farm House. ( <b>Awaiting Decision</b> )  |
| 21/4803/FUL                     | A new house of exceptional quality to be built. Honeycombe Field Church Farm. ( <b>Expiry 31 May 2022- Awaiting Decision</b> )  |
| 21/04692/TCONR                  | 1 apple tree - remove to ground level. Possible replanting of cherry tree within garden area at Orchard House ( <b>Decided 31/01/2022 – No Objection</b> )  |

|              |  |
|--------------|--|
| 21/04639/REM | Erection of four dwellings and associated infrastructure (Reserved Matters application) at Orchard Cottage ( <b>Expiry 27/01/2022 – Awaiting Decision</b> )  |
| 21/04483/FUL | Alterations to existing outbuilding to form new dwelling - Removal of Condition 8 (visibility splays) of permission 21/02301/FUL at Holly Cottage ( <b>Expiry 07/01/2022 – Application Withdrawn</b> ) |
| 21/04454/FUL | Proposed alterations and improvements to outbuildings for use as ancillary accommodation at Hill Farm House ( <b>Expiry 30/12/2021 – Application Permitted 2022</b> )                                  |
| 21/04152/FUL | External alterations to ancillary outbuilding and creation of tennis court with fencing at Bobble Barn Farm House ( <b>Application Permitted 2022</b> )  |
| 21/03360/LBC | Restoration of fountain and associated works including connection to water mains Opposite Hillside House ( <b>Expiry 23/12/2021 – Application Approved 2022</b> )                                      |

Councillors discussed further planning applications 22/01352/FUL, 22/01349/FUL, 22/01353/FUL, 22/01350/FUL and it was unanimously agreed that the Parish Council object to these planning applications. Action: Clerk to make objection with Cotswold District Council.

Councillors discussed further planning application 21/4803/FUL and a vote was made. One Councillor abstained; three Councillors voted against the application. It was agreed that the Parish Council object to this planning application. Action: Clerk to make objection with Cotswold District Council.

#### 11. Finance:

- (a) Receive bank balances - Councillors received bank balances as Treasurers A/C £13,021.62 on 28/04/2022 and Instant Access A/C £1,808.75 on 09/12/2021. Updated bank balances on both accounts were acknowledged following the receipt of new bank statements. The Chairman signed the bank statements at the meeting. Resolved.
- (b) The receipt of the first instalment of the 2022/2023 Precept, £4,950.00 was acknowledged.
- (c) Councillors unanimously **RESOLVED** to complete the Certificate of Exemption with regards to the External Audit for 2020/2021 as the Council is eligible. Councillor Cole signed the Certificate of Exemption.
- (d) The Internal Audit report of the Parish Council's accounts for 2021/2022 completed by D Pugh was noted and unanimously **RESOLVED** as accepted.
- (e) Clerk to add the Internal Audit Report to the Website and the Parish noticeboard.
- (f) It was unanimously **RESOLVED** to approve the Annual Governance Statement for the Parish Council accounts 2021/2022. Councillor Cole signed the Annual Governance Statement.
- (g) It was unanimously **RESOLVED** to approve the Accounting Statements for the Parish Council accounts 2021/2022. Councillor Cole signed the Accounting Statements.
- (h) Clerk to process the completed Annual Return and submit the completed statements to the External Auditor by the end of June.
- (i) Clerk to publish the Annual Return as per requirements on the notice board and website
- (j) Councillors reviewed the renewal documents for the Parish Insurance with Came and Company sent prior to the meeting. It was unanimously **RESOLVED** to accept the renewal of £404.00.

- (k) Review and authorise the following payments. Cllr Cole proposed, Cllr Whittington seconded and it was unanimously agreed to process the following payments.

**Action** - Clerk to process the payments.

| <b>PAYEE</b>                   | <b>DETAILS</b>                        | <b>INVOICE NO.</b> | <b>INVOICE TOTAL</b> |
|--------------------------------|---------------------------------------|--------------------|----------------------|
| Little Rissington Village Hall | Hall hire for 14/03/2022 – PC meeting | 04/04/2022         | £20.00               |
| Community Insurance            | Annual Renewal 2022/2023              | 501193290          | £404.00              |
| Castle Water                   | Allotment Water Feb-Jul 2022          | 2202622            | £56.18               |
| Mrs C Edgar Hiatt              | Clerk Administration March 2022       | Ref. 4 31/03/2022  | £112.17              |

#### **12. Governance:**

- (a) **Co-Opt Councillor Matt Wilks.** Councillors received an application for the vacancy of Councillor from Mr Matt Wilks. It was unanimously agreed to appoint Mr Matt Wilks through co-option to Councillor of Little Rissington Parish Council. **Resolved.**  
Action: Clerk to send appointment information to Cllr Wilks.
- (b) **Review and Adopt Standing Orders.** Councillors reviewed the updated Standing Orders and it was unanimously **RESOLVED** to adopt the Standing Orders 2022 -2023. **Action:** Clerk to add the agreed version to the website.
- (c) **Review Assets Register.** Councillors reviewed and approved the existing Assets Register. **Resolved.**
- (d) **Review Councils Complaints Procedure.** Councillors reviewed and approved the existing Complaints Procedure and approved the existing document. **Resolved.**
- (e) **Review Policy Dealing with the Press.** Councillors reviewed and approved the existing Dealing with the Press policy. **Resolved.**
- (f) **Review Spending Procedure.** Councillors reviewed and approved the existing Spending Procedures document. **Resolved.**
- (g) **Review Grant Giving Policy.** Councillors reviewed and approved the existing Grant Giving Policy. **Resolved.**

#### **13. Highways:**

Cllr Mackenzie-Charrington gave a report.

- (a) Traffic management camera systems. The Police & Crime Commissioner has recently tasked the police with responding to evidence from speed cameras. As we await the fine details of the new protocols, we are seeking ways to protect the cameras from vandalism and seeking Highways approval for a newly available and safer location for the west-facing West camera.
- (b) Parking Issues Pound Lane. Discussions continue regarding the parking issues around Pound Lane. Cllr MacKenzie-Charrington will enquire with Highways as to their recommendations for safe and effective parking in the area.
- (c) Stone Wall around the village green area outside Porch Cottage.  
Porch Cottage builders have agreed that they will mend the wall. **Resolved.**

#### **14. Website:**

- (a) Cllr Cole reported that the Website rebuild is ongoing.

**Action** - Cllr Cole to continue to rebuild Website.

**Action** - Clerk to continue to repopulate information required.

**15. Allotments:**

- (a) Cllr Whittington gave a report on the allotments.

The allotments have been visited and in general are looking in good keep. The survey report will be sent to holders soon. Grass needed to be cut more frequently and shorter.

**Action:** Clerk to contact Robert to cut more frequently, with a recommendation of once a fortnight. Clerk to email survey outcome to allotment holders.

- (b) **Allotment Rent** - rent is being collected by Clerk. A final update will be made in the July meeting.

- (c) **Allotment Water Harvesting** - A report will be given at the next meeting.

- (d) **Moreton Competition** - It was decided that Little Rissington Allotment will enter the competition.

**Action:** Clerk to send information to Moreton Competition.

**16. Ford Fountain Renovation:**

- (a) Pledges are being received and action will be taken when the full funding has been received. Planning permission for the renovation has been received. Resolved.

**17. Flora & Fauna:**

- (a) Paths to be cut. Other wildflower areas to be cut after (No-Mow) May.

**Action** - Cllr Elkington to liaise with Mike Ullmer who kindly mows the Sweeting Corner paths when gardening at Hill Farm House.

**18. Queen's Platinum Jubilee:**

- (a) Celebration plans progress report. Jubilee party on the 5<sup>th</sup> June at the Manor. Lunch is free and there will be a paying bar.

- (b) Photography will be done. Ask general permission from the public before photos are taken.

**Action:** Jubilee committee to plan an announcement at the beginning of the party.

**19. Chairman's matters For Information**

- (a) Councillors noted the deteriorating condition of the access lane to Church Farm due to construction traffic.

**Action** - Cllr Mackenzie-Charington to contact Highways to discuss who is responsible for the repair of Church Lane road and Highway's opinion on placing a mirror on Church Lane to help with turning. No information was received and a report will be given at next meeting.

There being no further matters for discussion the Chairman closed the meeting at 20:00.

**Notice of Forthcoming Meeting Dates**

Monday 18th July 2022, 6.30pm  
Monday 12th September 2022, 6.30pm  
Monday 14th November 2022, 6.30pm  
Monday 9th January 2023, 6.30pm  
Monday 13th March 2023, 6.30pm