

LITTLE RISSINGTON PARISH COUNCIL

Contact: Clerk@littlerissington-pc.gov.uk

Minutes of the Parish Council meeting held on Tuesday 13th May 2025 at 6.30 p.m.
in Little Rissington Village Hall.

Members of the Council present were:

Cllr Cole (Chairman), Cllr Elkington (Vice Chairman), Cllr Whittington, Cllr Wilks, Cllr MacKenzie-Charrington,
Parish Clerk: Maxi Freeman.

1. **Election of Chair:** Cllr Cole was proposed by Cllr MacKenzie-Charrington proposed and seconded by Cllr Elkington. Cllr Cole accepted the position and signed the Declaration of Acceptance form.
2. **Election of Vice Chair:** Cllr Elkington was proposed by Cllr Cole and seconded by Cllr Whittington
3. **Welcome.** The Chairman welcomed members of the public and Councillors to the meeting.
4. **Minutes.** Councillors approved the minutes of the Parish Council meeting of 10th March 2025 and the Chairman agreed to sign them. **Action: Clerk to post to website and noticeboard.**
5. **Declaration of interests.** None.
6. **Representations from the Public.** A member of the public stated that Japanese Knotweed had been found locally. Councillors resolved to alert Gloucestershire County Council as it had been found on the roadside next to the wall of Little Rissington Manor. **Action: Clerk to inform GCC Highways.**
7. **County Councillors report.** None available.
8. **District Councillor's report.** Cllr Maclean reported that the May elections had meant less Council work was carried out than usual. The leader of Cotswold District Council had resigned, having been elected to the County Council but was still a District Councillor. Services remained as previously.
9. **Internal Audit.** Councillors decided to appoint GAPTC as the provider of the internal auditor for 2024/5. **Action: Clerk to notify GAPTC.**
10. **Highways.**
 - a. **GCC Vehicle speed survey.** Between 3rd and 12th March GCC carried out a survey of traffic volumes and speeds through Little Rissington. Cllr Cole had produced graphics from the survey data which showed that:
 - On average, around 1400 vehicles drive through Little Rissington every 24 hours. This is around 25% higher than a similar survey in 2012.
 - The largest traffic flow was from Upper Rissington towards Bourton.
 - The mean speed is slightly above 26 mph approximately 5mph slower than the 2012 survey.
 - 85% of traffic travels at or below 31 mph, leaving 15% travelling above 31 mph (in the 20 mph area).
 - A.m. and p.m. peaks show that the school run and commuting are probably the biggest contributors to the volume of traffic
 - Around 4% of traffic is heavy vehicles (including buses)



LITTLE RISSINGTON PARISH COUNCIL

Contact: Clerk@littlerissington-pc.gov.uk

This information will be used to support requests to GCC for traffic calming measures.
Action: Clerk to post data to website

Councillors considered whether working with Upper Rissington PC would be helpful or perhaps posting to the Upper Rissington Facebook page. **Action: Clerk to write to Upper Rissington PC to request an informal meeting to exchange ideas.**

Councillors also noted that, at the meeting attended by Cllrs Cole and Elkington with GCC Highways Manager Rhodri Grey, GCC Highways had agreed to:

- cut back vegetation covering the 30 mph signs between Upper Rissington and the village. Check condition of the signposts themselves as they were in danger of falling. **Action: Councillors to check and report through Fix-my-street. Clerk to include in letter to GCC Highways (below).**
- replace the existing 30 mph signs with more visible, larger, signs surrounded by a yellow background,
- remove the 20mph signs on entering Pound Lane as these give the incorrect impression that the 20 mph zone applies only to Pound Lane.
- Repair & cap low stone wall outside Wistaria Cottage which runs along the footpath
- clear ditches following the floods but had not done so.

Councillors noted that substantial subsidence had occurred at the location on Rissington Road where GCC is currently measuring slippage over a 6 month period. Councillors agree to inform GCC. **Action: Clerk to write to GCC Highways asking for dates for the work to be carried out.**

- b. **GCC VAS post update.** GCC approved the location of signs recording speeds to the east and to the west, but not posts for traffic going out of the village (towards Bourton). Cllr Elkington wrote to GCC Highways confirming the conclusions from their meeting but has not had a response.
- c. **VAS equipment review.** Three power sources were discussed: solar, batteries and mains from residents' homes. Batteries would be needed for the VAS to the west due to lack of sunlight and potential options for charging were discussed. Solar would be best for the VAS in the East. Mains power would rely on current and future owners agreeing to provide that resource. Councillors decided to wait until GCC had confirmed an installation date for the posts. Additional features such as variable messaging were also considered.

11. Noticeboard

Councillors decided a wooden noticeboard was priced beyond the budget. As the new noticeboard is going to be located inside the bus shelter, it does not need to be as waterproof as the current specification. **Action: Clerk to find a less weatherproof version at a competitive price, to be compared with removing the old noticeboard from its supports and reusing it inside the bus shelter.**

12. Planning applications

- a. New planning applications:



LITTLE RISSINGTON PARISH COUNCIL

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25/00815/FUL New house at Church Farm. Councillors agreed that this development would be damaging to the agricultural nature of the village and local area, was close to the Conservation Area and the Grade II St Peter's Church, did not conform to the Cotswold Design Code and the location was unsustainable. **Action: Clerk to draft comments and circulate for approval.**

25/01009/FUL Rear extension to Lavender View. Also 25/01032/CLOPUD for attic extension still outstanding. **Action: Clerk to post 'no objections' comment.**

b. Comment posted between meetings:

25/00272/FUL Church Farm. Storage barn to support stables. Councillors confirmed that the comment reflected their views.

c. Updates on previous applications.

Councillors noted that the changes including that the PIP for a new barn on land next to St. Peter's Church had been refused. However, hedging and trees had been removed from the site in the Conservation Area, on the likely site of a mediaeval manor house without permission. **Action: Clerk to report to enforcement team at CDC Planning**

13. Allotments

a. Bonfires

The complaint from the member of public was considered. While bonfires are permitted on the allotments, they can affect vulnerable parishioners. Councillors recommended that residents report any nuisance bonfires (especially those that occur regularly in the same place in the village) to CDC Environmental Health [on this page](#). CDC requires a 3 week log of the offences to be submitted with any complaint.

Cllr Wilks offered to give his incinerator to the allotments so that they could burn waste more efficiently and with less smoke. Councillors noted that, according to the rules of the allotments, there must always be someone in attendance when a bonfire or incineration was in progress. Cllr Whittington accepted Cllr Wilks offer. **Action: Cllr Wilks to deliver incinerator.**

c. Rabbits.

Having reviewed the costs of fully fencing the allotments plus follow up actions, councillors decided to try using scarers. **Action: Clerk to research prices.** In addition, allotment holders' responses to dispatch of rabbits may mean that this was not an option. **Action: Cllr Whittington to organise a meeting with allotment holders to find out their views.**

d. Rent review.

Councillors decided to hold annual allotment rent reviews before the rent due date (April 1st) next year.

14. GRCC membership Councillors decided to renew membership of the GRCC. **Action: Clerk to arrange payment.**

15. Finance

- Receive bank balances. None available at the time of the meeting due to banking issues, but received since, together with reconciliation.
- Note receipts Councillor noted that the first part of the precept had been received: £7,875.
- Councillors approved the Certificate of Exemption.
- Councillors note the dates of the exercise of Public Rights (6th June)



LITTLE RISSINGTON PARISH COUNCIL

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- e. Insurance review. Councillors decided to remain with Community First and the premium of £215.81 was approved.
- f. Payments. Councillors approved the following payments:

PAYEE	DETAILS	INVOICE TOTAL
Little Rissington Village Hall	Hall hire for May 25 meeting	£24.00
Community First Insurance	Annual Renewal 2025/2026 (3 year deal)	£215.81
M. Freeman	Clerk Administration Apr-May.2025	£OnRequest
HMRC	Arrears July 24 to 5 April 25	£622.84
PATA	Payroll Services May and HMRC NIL returns April and June. -	£5.25
GAPTC	GAPTC Annual Subscription 25 - 26	£70.74
Mr Jones	Grass Cutting, 16.4.25	£105.00
GRCC	Annual Membership	£25
Nick Cole	Monthly web builder fees (old provider) April -May @ £16.79 p mth	£37.58

Councillors also approved the following additional expenses covered by Financial Regulations:

The Crock	Keys to village hall	£29.70
P Jones	Grass cutting 30.3.25	£105.00

Note: Invoices from P Jones are also covered by Annual Maintenance Agreement

Councillors agreed to renew the contract with P Jones for grass cutting and to include extra strimming around untenanted allotment plot 29 and all around the village hall including the car park. Also to try to keep the storm drain close to Orchard Cottage clear. **Action: Clerk to update and circulate to P Jones for signature.**

16. Governance

- a. Standing Orders: Cllr MacKenzie-Charrington proposed and Cllr Cole seconded the re adoption of the Standing Orders. Action: Clerk to update and post to website.
- b. Financial Regulations: Cllr MacKenzie-Charrington proposed and Cllr Cole seconded the re adoption of the Financial Regulations. Councillors approved changes once online signatories to online statements and requirement to sign all bank statements. Action: Clerk to arrange when appropriate.
- c. Asset Register: Councillors reviewed the existing asset register and agreed to provide information in red. Councillors also added a number of items to the previous list (shown with green background). Note: When the exact value is not known, audit guidelines require a value of £1 per item to be entered.

Item & location	Value (when purchased)	Notes
Laptop	£1,500	Bought in July 2022.
Parish Council noticeboard outside village hall	£2,200	To be replaced with wall hanging noticeboard in bus shelter 2025 or reused in the bus shelter depending on price.
Noticeboard (2018) next to PC noticeboard.	£710	Action: Councillors to find out whether this belongs to LRPC or to someone else.
Cotswold Stone Wall	£5,268	Location? . In need of repairs and recapping. Action: Councillors to find out whether this belongs to LRPC or to Highways or someone else.
BT Phone Box	£1,113	To be renovated 2025/6. Action: Clerk to check cost of sandblasting (Great Rissington) and repairs.
Jubilee Bench	£432	By the phone box
Defibrillator outside village hall	£1,818	May need replacement if over £10 yrs old.

LITTLE RISSINGTON PARISH COUNCIL

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Two benches at the top of the green.	£2	Fair condition
Circular bench on the green on Pound Lane.	£1	Fair condition.
Bench	£1	Currently at Cllr Elkington's home. Action: Cllr Elkington to move bench to the allotment once location agreed with allotment tenants.
Bus shelter	£6000	The PC repaired the bus shelter in 2025.
Metal incinerator	£1	In the allotment gardens.
Kissing gate leading out of the church	£1	In poor state of repair. Will need extensive work. Cotswold Warden Volunteers have recently done running repairs.
Metal tree surround at Sweetings Corner.	£1	In fair condition.

17. Website. Cllr Cole reminded councillors to use only the new email addresses as the old addresses would be switched off in the next 2 weeks.

18. Chairman's matters. Cllr Cole asked councillors whether they would approve of being assigned specific roles within the council. Councillors agreed the following list:

Cllr Cole	Website Footpaths/ PRoW (liaison with wardens) Village Maintenance
Cllr MacKenzie-Charrington,	Village Hall
Cllr Wilks	Village Hall Bees Footpaths/PRoW (Liaison with wardens)
Cllr Elkington	Village Maintenance Traffic
Cllr Whittington	Allotments

Action: Clerk to update website with roles.

Few members of the village hall committee had responded to the Clerk's request for a meeting. Cllr Cole requested a meeting even if few members could attend.

19. Dates of meetings in 2025/6: Councillors agreed the following dates:

Monday 4th August 2025
Monday 10th November 2025
Monday 2nd February 2026
Monday 11th May 2026

Chairman's Signature.....

Date: 4th August 2025