

# GREAT RISSINGTON PARISH COUNCIL

## MINUTES OF MEETING HELD NOVEMBER 3<sup>RD</sup> 2020 VIA ZOOM

**Present:** Councillors Jane Carter (Chairman) (JC), Mike Saunders (Vice Chairman) (MS), Jenny Stewart (JS), Lynne Marsh (LM), Andrew Keep (AK)

**Attendees:** County Councillor Nigel Moor, Mark Darwent Tree Warden, 10 members of the public

The meeting was held via Zoom and recorded for the purposes of minutes taking

1.	<b>Apologies/Interests-</b> All present. No declarations of interest
2.	<b>Resignation of Clerk and Recruitment</b> <b>Approved-</b> To accept the resignation of the Clerk. The clerk to become an unpaid position and the role of acting clerk to be filled by Jane Carter
3.	<b>Report by District Councillor Andrew Maclean-</b> Not in attendance
4.	<b>Report by County Councillor Nigel Moor</b> A full report from Cllr Moore is attached and is on the parish council's website. He gave details of a Community Tree Planting Scheme which was open to all parish councils.
5.	<b>Public Questions –</b> There was a discussion relating to Covid-19. The Chairman asked all villagers to be aware of any parishioners needing support. Cotswolds Friends would be leafleting the village.
6.	<b>Minutes from the last meeting –</b> Minutes of the meeting held September 1 <sup>st</sup> were approved and signed by the Chairman
7.	<b>Matters arising</b> <ol style="list-style-type: none"><li>1. To receive &amp; approve clerk's time sheet and action sheet for September &amp; October- <b>APPROVED</b></li><li>2. To receive update of Highways works – Drains, springs, and verge cutting &amp; speeding control – <b>NOTED</b> The Chairman updated on matters relating to works within the village. Work on the streetlight would start on December 14<sup>th</sup>. It will require a full road closure with a diversion via Rectory Lane. Details would be posted on the website in advance. '20 is plenty' signs would be put up in Rectory Lane and at the entrance to the village by the school. The Chairman had reported the spring outside Arcady Lodge. Urgent action was now needed. This would be raised with County Highways. Work on the 'footpath' bed would begin when the weather had improved. Work to the blocked drains was now a priority with County Highways and the Chairman was in almost daily contact.</li><li>3. To review Covid-19 update – <b>NOTED</b> MS reported there was a council Covid-19 contingency budget of £500. The Chairman said the parish council would provide support where needed and asked residents to be aware of neighbours needing additional help through the lockdown</li><li>4. To receive update re-entries for asset register- <b>NOTED</b> The assets register had been sent to Gloucestershire County Council for their comments</li><li>5. To review correspondence in respect to the Wellingtonia tree on the green and agree actions if any- <b>ACTION</b> The Chairman said that having received a request to consider the removal of the Wellingtonia Tree on the Village Green, the council had received correspondence both for and against. Both the village Tree warden and the Tree Officer at CDC had advised that any application to remove the tree would</li></ol>

	<p>be refused as it was healthy and not causing a danger. Both advised that maintenance may be appropriate. Advice and quotes were obtained from two local Tree Surgeons. The successful tender recommended the raising of the tree crown by 3m and the reduction of the top by 2m. Tree Warden Mark Darwent expressed concern at the reduction of the top. It was agreed that the Chairman and the Tree Officer would agree the contents of an application to carry out works to the tree to be submitted to CDC.</p> <p>6. To receive update regarding the waste bin at the quarry car park- <b>NOTED</b> The new waste bin is now in place</p> <p>7. To consider correspondence received from parishioners regarding farm vehicle traffic through the village- <b>NOTED</b> JS reported she had received correspondence regarding farm vehicle coming through the village and damage caused to verges. The concerns were noted, and it was agreed traffic would be monitored in the coming months.</p> <p>8. To agree meeting schedule for 2021- <b>APPROVED</b> It was agreed that parish council meetings moved to bi-monthly. Dates for 2021 :- Tuesday Jan 5 (Budget and precept setting); March 2<sup>nd</sup>, May 4<sup>th</sup> (plus annual meeting), July 6<sup>th</sup>, September 7<sup>th</sup>, November 2<sup>nd</sup>.</p>															
8.	<p><b>Maintenance- APPROVED</b></p> <p>LM outlined the works to be carried by the village lengthsman during November and December. The bench on the village green would be removed to be sanded and revarnished ready for the spring. General drain and leaf clearing would also be carried out. The new noticeboard was being delivered in November and volunteers would be needed to help erect it.</p>															
9.	<p><b>Finance-</b></p> <p>1. To receive and approve the ‘Treasurer’s bank account’ balance as at 31/10/20 as £7,369.54- <b>APPROVED</b></p> <p>2. To receive and approve the ‘Accounts’ spreadsheet balance as at 31/10/20 at £7,369.54- <b>APPROVED</b></p> <p>3. To receive new NALC pay scales w.e.f 01/04/20. To accept clerk’s resignation and to authorise payment of the clerk’s over time of 23:50 hrs plus 7:25 hrs of holiday pay due, total 31:15hrs.- <b>APPROVED</b></p> <p>4. To approve the extra costs for delivery for notice board as resolved in minutes 16/9/20 already approved expenditure of £1453.77 plus £200 for new name plate. <b>APPROVED</b></p> <p>5. Confirmation for income received of 2<sup>nd</sup> precept payment £1875.00- <b>NOTED</b></p> <p>6. To review current budget to date and consider budget requirement for next year- <b>ACTION</b> Acting clerk JC agreed to prepare and circulate a proposed budget for consideration by the council to be discussed at the next meeting in January</p> <p>7. To Propose &amp; Second the authorisation and signing of payments for the following bills presented: Acting Clerk to process the payments- <b>APPROVED/ACTION</b></p> <table><tr><th>Authorise items already paid</th><th>Service Provided</th><th>Invoice/receipt number</th><th>Invoice Total</th><th>Cheque number</th></tr><tr><td>Debbie Braiden</td><td>Salary for September &amp; working from home</td><td>September</td><td>Personal</td><td>22193</td></tr><tr><td>John Ovenden</td><td>Salary for September</td><td>September</td><td>Personal</td><td>22194</td></tr></table>	Authorise items already paid	Service Provided	Invoice/receipt number	Invoice Total	Cheque number	Debbie Braiden	Salary for September & working from home	September	Personal	22193	John Ovenden	Salary for September	September	Personal	22194
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	Violet Test Consulting Ltd	Audit Accessibility for website	SI-27	£360.00	22196
	PATA	Payroll for July to Sept 20	20/0182/PPS	£30.95	22195
	Bibury	Cuts 1 <sup>st</sup> , 14 <sup>th</sup> , 28 <sup>th</sup> Sept 3@£100 3@22.50 Rectory & Green cottage greens 3@£12 Clements farm 1@£8 exit of Rectory lane Biannual verge along Rectory lane by Heaven field @£100	S326	£613.80	22197
	<b>Authorise Payments to be made</b>	<b>Service provided</b>	<b>Invoice/receipt number</b>	<b>Invoice Total</b>	<b>Cheque number</b>
	Debbie Braiden	Clerk Salary for October including Home Work Allowance Plus 31:15 hrs overtime and holiday pay	Oct 2020	Personal	BACS
	Bibury	Cuts for October 2020 2@£100 2@22.50 Rectory & Green cottage greens 2@£12 Clements farm 1@£8 exit of Rectory lane	Invoice S Our Ref Inv 1360	£332.40	BACS
	Village Warden John Ovenden	Salary for October	October 2020	Personal	BACS
	Town & Parish council website	Annual website hosting and maintenance 01/11/20 to 01/11/21 £140 Annual email hosting for same period @ £24 paper account £168	1800723	£308.00	BACS
	HMRC	J Ovenden	October 2020	£10	BACS
<b>10.</b>	<p>To consider Planning applications received- <b>NOTED WITHOUT COMMENT</b></p> <p>20/03225/TCONR - Works to trees in conservation areas for T1 - Fir and T2 - Apple - excessive shading – Fell at Bramble Cottage Great Rissington Cheltenham Gloucestershire GL54 2LH</p>				

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	<p>20/02378/LBC - Listed Building Consent for Structural repairs to roof and front elevation, insertion of roof lights to the rear of the property at Endicott.</p> <p>20/03047/LBC - Listed Building Consent for Addition of new bay window to rear elevation. at Little Croft</p> <p>20/03412/LBC - Listed Building Consent for Replacement of windows at Endicott Great Rissington</p> <p>20/03458 TCONR - Works to trees in conservation areas for Reduction of silver birch by 30% due to getting too large for the garden and surrounding trees at The Dairy Rectory Lane Great Rissington CHELTENHAM Gloucestershire</p> <p>20/03676/TCONR -Works to trees in conservation areas for Ash tree as identified on sketch provided - reduce by 50% and pollard because of broken and dead limbs overhanging garden and neighbouring property at Ley Cottage Great Rissington Cheltenham Gloucestershire GL54</p> <p>20/03674/TCONR - Works to trees in conservation areas for Ash tree, as identified on accompanying drawing - reduce by 50% and pollard because of broken and dead limbs overhanging garden and close to main residence at The Malt House Great Rissington Cheltenham Gloucestershire</p>
<b>11.</b>	<b>Any other business-</b> AK confirmed he was would organise the decoration of the Parish Council Tree in the Church Xmas Tree Festival
<b>12.</b>	<b>Closure of business and meeting</b> The meeting closed at 7.40 p.m.
<b>13.</b>	<b>Confirmed-</b> The next parish meeting will be held on 5 <sup>th</sup> January 2021 venue to be confirmed. The 2021 budget and precept will be considered for approval