

# Upper Rissington Parish Council

## Minutes of an Extra-ordinary Parish Council Meeting held on Wednesday 28<sup>th</sup> July 2021

An Extra-ordinary Parish Council meeting was held on Wednesday 28<sup>th</sup> July 2021 at 7.00 pm in the Community Room, Village Hall.

The following were present at the meeting: -

Cllr. D. Torris, Chairman  
Cllr. A. Cairns, Vice-Chairman  
Cllr. K. Walker  
Cllr. M. Sylvester  
Cllr. V. Taylor  
Cllr. N. Maxey  
Officer: Mrs. V. Oliveri, Parish Clerk  
12 members of the public

286/21 **Apologies for absence**: - Apologies for absence had been received from Cllr. S. Garrett and Cllr. P. Towill.

287/21 **Declarations of Interest**:  
There were no declarations of interest reported at the meeting.

288/21 **Public Session**

Members of the public raised the following points and concerns: -

- 1) Why do the PC want to take on the POS? [PC unanimous decision to take on POS.](#)
- 2) Will this increase the precept? [The PC will be getting 5 years maintenance cost from the developer and from there the PC will budget and plan to keep costs down as much as they can.](#)
- 3) What is happening with the outstanding jobs on site? [The PC have drawn up a snagging list and have sent the list to Vistry \(developers\). Further problems had been added to the list and this would be sent to Vistry.](#)
- 4) Can this list be published so the public are aware of what problems had been reported? [Yes, the plan and list to be published on the PC website. Parishioners can then notify the Clerk of any further items requiring attention on the POS.](#)
- 5) The village doesn't need a bowling green and cricket pitch – can the Parish Council change this decision? [No, the Parish Council cannot change this decision as the full plan had been passed by CDC planners and residents moved to the village particularly for the facilities planned for the village.](#)
- 6) What are the responsibilities of taking on an attenuation pond? [This will be discussed later on in the meeting.](#)
- 7) Do we need someone else to manage the POS? [Once the PC have a contractor in place this will be for a three year period so this wouldn't take on any additional time. The PC plan to have the tennis courts and allotments managed externally by committees or a club.](#)
- 8) The village boundary map shows that part of Ansells Copse and the skate park is not in Upper Rissington's boundary. [A meeting would be required with the neighbouring Parish Council to discuss this issue.](#)
- 9) Is there a separate maintenance agreement for the area in front of the Officers Mess? [No, this area is all included in the POS.](#)
- 10) There is an area up from the allotments which isn't shaded in yellow on the POS map? [CDC are contacting the developer to confirm the area is up to the fence line and not where the map indicates.](#)

## 289/21 **Public Open Space**

- a. The Parish Council explained where they were in the process of the POS.
- b. The Parish Council discussed and agreed the next stages so that the PC had a strategy to work on as follows:
  - One written quotation for the works required on the POS had been received and one verbal quote. Two further written quotations were awaited.
  - The developers and the planning department were to be notified of the sum required to maintain the POS for the next five years. (Figure arising from quotations to be received and an average worked out from the quotes).
  - The Clerk had communicated with CDC's legal team to discuss the legal process and it was recommended to use the PC's solicitor to deal with the handover of the POS.
- c. The Council discussed matters which had been brought to the Council's attention on the tennis courts and agreed to work a way forward on the issues and to also pass on the concerns to Vistry. In particular, noise levels and the possibility of planting some screening alongside the tennis courts to help alleviate this problem.
- d. The Parish Council discussed ways of managing the public tennis courts once handed over to the Parish Council and agreed that a tennis committee was to be set up. This was to be advertised in The Breeze and social media to see if any residents are interested in joining the committee. The PC would contact tennis associations and ask advice and seek the best way forward of running the tennis courts. It was agreed that a risk assessment and noise level assessment were required. The Council agreed for Cllr. N. Maxey to gather information on risk assessments in preparation of the handover of the POS.
- e. The Parish Council unanimously approved Cllr A. Cairns to be appointed principle point of contact for all allotment matters (Allotment Officer) for the URPC. And that he:
  - be authorised to liaise with external agencies (other Parish Council's, GAPTC, National Allotment Society and other associated organisations) in order to gain further knowledge and advice for the betterment of the administration of the Allotments. The Parish Council agreed for Cllr. A. Cairns to research into the possibility of allowing sheds on the allotments in an AONB area. By raising this restriction this would encourage residents to walk to the allotments rather than drive as they wouldn't need to transport their equipment to the site. This would alleviate parking problems and would also help the green infrastructure which CDC were keen to work on.
  - be responsible for the creation of the URPC Allotment Policy and three months before the date of POS handover bring it forward for approval by the PC. (to incorporate halving the allotments to address the high demand of allotments at present).
  - reviews, and if required, refresh the list of households that have expressed an interest in receiving an allotment.
  - in conjunction with the Parish Clerk carries out the initial allocation, which will be done in an equitable manner for all residents of the Parish, and that they are informed of the Allotment Policy.
  - is responsible for the creation of, and liaison with, the Upper Rissington Allotment Society/Committee to ensure the efficient running of the Allotments.
  - assists the Parish Clerk with the administration of the subsequent allotment waiting list.
- f. The Parish Council agreed to undertake a risk assessment prior to handover of the POS and the insurance company were to be notified of the increase of responsibilities/ownership for the PC and values of items.

- g. The Parish Council considered all aspects of taking on the Attenuation Pond and discussed points raised at the site meeting with Albion Water. The PC would only be taking on this facility as a POS facility and not a piece of water infrastructure. Naturally the water in the pond would belong to the PC but if Albion Water want to use the water in the future at a certain quality/standard then getting the water to this standard would be a cost borne by Albion Water. The PC agreed that a solicitor was to be appointed to deal with the legal work of the transfer of the POS and a clause was to be written into the transfer document relating to the responsibilities of the PC on the Attenuation Pond. The Clerk was to send the notes of the site meeting with Albion Water to Matt Hayward and to ask Albion Water to confirm the agreements in writing. When the PC take over the Attenuation Pond a warning sign was to be put up warning people to 'Keep Out'.
- h. The PC confirmed that any agreements that had been made between the Developers and the Parish Council in meetings had been disclosed to the best of the Parish Council's knowledge. The Council agreed that any agreement will be brought to Council meetings and minuted in the future. Cllr. M. Sylvester had approached the Co-op and asked if they would be willing to display Parish Council information on their display board. The Co-op had agreed to this request.
- i. The Parish Council reviewed Motion 220/19 (of Dec 19) so that all Parish Councillors will be invited to attend site meetings with a minimum of two Councillors to attend and the Parish Clerk.
- j. The Parish Council discussed the options to hold an Open Public Meeting, an Extra-ordinary Parish Council meeting, a drop in session at the Village Hall and to put on a display of ongoing activities in particular the Public Open Space in the village or to hold a Parish Council stall at the Village Fete in September 2021. A communication strategy was discussed on how to communicate with the residents of the village and how to get information out to the public.  
Cllr. N. Maxey proposed the Parish Council hold a Open Public Meeting to explain to the residents of the village the process of the POS and what was involved in taking on the POS.  
A vote was taken on the proposal put forward of 4 against and 2 for.  
The Parish Council agreed to hold a stall at the Village Fete in September 2021 and would have a display of the process of taking on the POS.

The meeting closed at 9.46 pm.