

Upper Rissington Parish Council

Village Hall, Hawker Square, Upper Rissington, Gloucestershire, GL54 2NT
Telephone: 01451 810839 – Mobile: 07774 357802 - Email: clerk@upperrissington.net

CONFIRMED Minutes of the Parish Council Meeting
held on Monday 18th March 2013 at Upper Rissington Village Hall

Present: Cllr Flint (Chair), Cllr Timms, Cllr Barber, Cllr Laird, Cllr Hanks and Helen Parry (Clerk/RFO)

In Attendance: Nil.

1. **Apologies:** Apologies were received from Cllr Harrison.
2. **Declarations of Interest:** There were no interests declared.
3. **Minutes:** The Minutes of the Parish Council Meeting held on 4th March 2013 were carried forward to the next monthly meeting on 8th April 2013.
4. **Matters Arising:** To be carried forward to meeting to be held on 8th April 2013.
5. **Public session:** No comments made.
6. **Planning:** To be carried forward to a meeting to be held on 25th March 2013.
7. **Street Trading Consent:** The council have no objections to the continuing of the licence for the Ice Cream van.
8. **Grounds Maintenance Contract:** As the expected value of the Grass cutting contract was less than £60,000, there was no requirement to advertise the contract in the local newspaper, as per para 30 of URPC Standing Orders. The council voted unanimously to award the grass cutting contract to Bibury - The Landscape Contractors, at a cost of £568 per cut for the first season, subject to production of their insurance renewal. The council would like to express their thanks to Cllrs Barber and Laird for their work on this item.
9. **Annual Review of Financial Regulations:** Item to be deferred to allow councillors to fully review.
10. **Annual Review of Banking Arrangements:** The council agreed to keep the banking arrangement with HSBC, as it is a major clearing bank it may be considered safe in the absence of any recent adverse press comment. The clerk was to arrange for additional councillors to be added as signatories to the mandate.
11. **Annual Review of Risk Assessment:** Item to be deferred to allow councillors to fully review.
12. **Annual Review of The Asset Register:** Item to be deferred to allow councillors to fully review. The clerk was to investigate whether land owned by the council should be added to the asset register.
13. **Annual Parish Meeting:** The meeting will take place at 6pm on Wednesday 1st May 2013 in the Village Hall.
14. **Bovis/Linden Development:** Item carried forward to meeting to be held on 8th April 2013.
15. **Finance:**
 - (1) The council agreed to add Legal Fees of £1200 for FY13/14 to the budget. The Budget was to be amended to include a 3yr Forecast of income and expenditure.
 - (2) The council approved up to 15 hours overtime for the clerk/RFO to undertake the end of year and financial audit. Funds to be taken from the Salary budget.
 - (3) The council agreed to employ Sian Cassie for 4 hours a week for up to 8 weeks on a temporary self-employed contract to assist the clerk with clearing outstanding tasks. Advice had been received from GAPTC regarding the setting up of a contract. Funds to be allocated from the Salary Budget.

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(4) There were no payments to be made.

16. **Items for Future Agenda:**

- (1) Consideration to setting up some sort of Award to a resident who has contributed the most to the village.
- (2) To identify Parish Council obligations in respect of open spaces and covenants taken over from previous developers.



Chair's Signature:

Date: 13th May 2013