

Upper Rissington Parish Council

Village Hall, Hawker Square, Upper Rissington, Gloucestershire, GL54 2NT
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Minutes of the Parish Council Meeting **held on Wednesday 19th March 2014, 1.00pm at Upper Rissington Village Hall**

Present: Cllr David Harrison (Chair), Cllr Margaret Flint, Cllr Edward Timms and Katherine Doughty (Locum Clerk/RFO).

In attendance: 2 members of public.

1. Apologies: Cllr Arnell.

2. Declarations of Interest:

- (i) To receive declarations of any pecuniary or non-pecuniary interests from Councillors on items on the agenda (Councillors with pecuniary interests must leave the room at the relevant time if no dispensation has been granted): *None*.
- (ii) To receive written requests for dispensations for disclosable pecuniary interests (if any): *None*.
- (iii) To consider the grant of any requests for dispensations as appropriate: *None*.
- (iv) To note dispensations granted by the Clerk: *None*.

3. Minutes: The minutes from the Parish Council Meeting held on 13th January 2014 were considered and approved subject to an additional sentence agreeable to all Councillors present, being inserted (at item 7(ii) To consider and resolve whether financial assistance is provided to Upper Rissington Social Committee). Proposed by Cllr Timms, seconded by Cllr Harrison, carried unanimously.

4. Parish Clerk vacancy: To approve the draft vacancy documents for publication.

The documents were considered acceptable for publication following one minor amendment.

5. Planning: To review and consider planning applications, decisions, appeals and enforcements.

No planning items raised.

6. Finance:

- (i) To consider and authorise payments due (including vire/transfer of funds across budgets where necessary).

Payee	Details	Amount £
L.Wyatt-Buchan	Village Hall Risk Assessment	300.00
Clock Stoppers Ltd	Floor cleaning Village Hall	31.25
GAPTC	Training	281.55
D.Harrison	Village Hall expenses	34.39

K Doughty	April/final salary payment	253.80
	2 hours for clerk handover @ £12.69 per hour	25.38
	Office allowance	25.00
	Mileage (26 March – 3 April)	187.20
	Mileage for handover meeting	15.60
	Expenses	10.00
	Holiday pay	485.39
	Less Income Tax	-153.00
	Less National Insurance	<u>-80.23</u>
	TOTAL	769.14
HMRC	Jan-Mar 2014 payment	599.38

It was resolved that the above cheques are approved and signed. Proposed by Cllr Flint, seconded by Cllr Timms, carried unanimously.

- As the Clerk's final salary has now been calculated, the HMRC payment for £249.20 approved at the meeting on the 3rd March is now void.
 - The Clerk recommended that V.Bosher's salary payment for March is now approved. The cheque was signed accordingly.
 - The Parish Council has received a zero bill for non-domestic rates.
 - NPower has sent a statement advising a charge for the period 25 November 2013 – 26 February 2014 of £527.21.
- (ii) To consider quotes received for the appointment of an Internal Auditor.

It was resolved to appoint Arrow Accounting as Internal Auditor for the current financial years' audit.

- (iii) To consider and approve up to date financial information.

The Clerk distributed financial information and reviewed the HMRC summary sheet. It was resolved that the quote is approved. Proposed by Cllr Harrison, seconded by Cllr Flint, carried unanimously. The Clerk advised that the Treeworks quote could be paid in the next financial year by increasing the Trees budget by the appropriate sum, as the funds are available in the bank account from the Precept. Alternatively, the sum could be transferred to Reserves in the current financial year and transferred back to the current account in the next financial year.

7. Correspondence

- (i) Audit papers have now been received from Grant Thornton advising that the Council has been selected for an Intermediate audit.
- (ii) Bibury advise that they require an additional £100 per cut in order to continue with the contract for 2014. In view of the large increase in cost, it was decided to obtain quotes from 3 companies for this years' grass cutting contract. Clerk is to send information to companies promptly in view of timescales.
- (iii) Treeworks – It has been advised that damage is being caused around trees due to the ongoing water infrastructure works. The completed survey/report is to be forwarded to the Tree Warden when it is available before contacting Albion Water.

- (iv) WODC – Confusion has arisen around the appropriate colour of the street nameplates for Upper Rissington. It was resolved that the signs should be very dark navy lettering on white background in accordance with CDC's North Cotswolds scheme. The matter is to be brought to the attention of Bovis & Linden Homes to ensure they are using the same colour scheme.

8. **'Around the Village'**: Matters not covered by other agenda items that need addressing or noting.

No items raised.

9. **Date of next meeting**: To confirm that the date of the next meeting is Monday 14th April 2014.

The Chairman thanked Mrs Doughty for her work, it being her last Parish Council meeting.

There being no further business the meeting closed at 12.50pm.

Chair of Upper Rissington Parish Council

Date – 14th April 2014