

**Minutes of the Parish Council Meeting**  
**held on Monday 7<sup>th</sup> July 2014, 8.00pm at Upper Rissington Village Hall**

**Present:** Cllr Edward Timms (Chairman), Cllr Margaret Flint (Vice Chairman), Cllr Stuart Hepburn and Cllr Michael Triggs.

**In attendance:** 4 members of public, Sharon Henley (Clerk/RFO)

1. **Apologies:** Cllr R 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): n/a
- (ii) To receive written requests for dispensations for disclosable pecuniary interests (if any): n/a
- (iii) To consider the grant of any requests for dispensations as appropriate: n/a
- (iv) To note dispensations granted by the Clerk: n/a

The Clerk reminded all members of their legal obligations and personal responsibilities in declaring interests.

3. **Minutes:** The minutes from the Parish Council Meeting held on 9<sup>th</sup> June and Annual Meeting 19<sup>th</sup> May were approved and signed by the Chairman.

4. **Matters Arising:** *To report on progress from previous meetings not covered under agenda items:* No items were raised.

5. **Co-Option of New Councillor:** An application from Mrs Caroline Maclean was considered. It was unanimously approved to co-opt Mrs Maclean to the Council. A Declaration of Interest form was signed and the Chairman welcomed her to the Council.

6. **Parish Clerk:**

- (i) **Training:** It was resolved to meet the costs of a CILCA Mentoring Course by GAPTC at a cost of £200.
- (ii) **Society of Local Council Clerks:** It was agreed to reinstate lapsed annual membership at a cost of £159.

7. **Hawker Square Parking Arrangements:** Following confirmation from Cllr Crosbie-Dawson on how to progress the application for revised parking arrangements, the Clerk wrote to the resident to confirm that permission from the landowner would be required. CDC Planning Department can then advise whether a Planning Application would be required. The resident has confirmed she is currently liaising with the landowner.

8. **Trees:** Quotes by four contractors for the cutting back of trees 170, 188 and 189 were considered and it was resolved to accept Town and Country's quote at £300 + VAT.

## Upper Rissington Parish Council

Village Hall, Hawker Square, Upper Rissington, Gloucestershire, GL54 2NT  
Telephone: 01451 810839 / 07773 526735 - Email: [clerk@upperrissington.net](mailto:clerk@upperrissington.net)

### 9. Play Areas:

- (i) **Grant Funding for Youth Shelter and Refurbishment of Play Park:** Information has been received on possible grant funding source for the Youth Shelter. Councillors investigating refurbishment of the whole play park. Linden Homes are considering Councillors' request for an area for the Shelter adjacent to the football pitches and bowling green. Cllrs Flint and Hepburn to work on a plan for new equipment and investigate various grant funding opportunities.
- (ii) **Annual Risk Assessment:** Completed by external contractor in May, the list of actions was discussed. The Clerk was requested to obtain quotes for:
- (a) Weed treatment
  - (b) Supply and delivery of play bark
  - (c) Various items of maintenance required
  - (d) Possible replacement sign

10. **Farman Crescent Bus Shelter:** This has been damaged and reported to Police. Councillors resolved to remove existing panels and source another material for replacement.

11. **Dog Waste Bin-Grebe Square:** Bin was removed by contractors as it was rusty and broken. Ubico have quoted £210.00 plus VAT to replace, payable by the Parish Council. Clerk to obtain alternative prices prior to going ahead with replacement.

12. **Village Hall-special hiring for Educational needs:** Great Rissington School will be hiring the hall on Monday mornings from September. They have confirmed that insurance and risk assessments will be in place. Clerk to confirm rates of hire to the school.

13. **Public Session:** *To provide members of the public/press the opportunity to comment on items on the agenda or raise issues for future consideration.*  
Caroline Maclean expressed concern at plans to split the new Rissington School over two sites by having all Upper Rissington children at this school and all other children at the Great Rissington site. After discussion, it was agreed that the Parish Council did not have any objection to the arrangement as it had worked well in other local schools.


### 14. District/County Councillors Reports:

#### **Cllr Venetia Crosbie Dawson, Cotswold District Council (CDC)**

An update was provided at the Annual Parish Meeting immediately preceding this meeting.

#### **Cllr Nigel Moor, Gloucestershire County Council (GCC)**

Also provided a report for the Parish Meeting.

  
1-8-19

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

**New Applications Received**

Ref. No.	Address	Proposed	Comments
14/02454/FUL	26 Wright Road, Upper Rissington GL54 2NP	Two storey rear extension	Terraced house with restricted access to rear garden adjacent to the public footpath which leads to the playing field. Request CDC to put conditions on access during construction relating to access, deliveries, siting of skip etc.
14/02369/FUL	Wellington Road, Upper Rissington, GL54 2QW	Pruning of Copper Beech Trees	Agreement that trees should be pruned back.

**Applications Refused**

Ref. No.	Address	Proposed	Comments
14/01734/CLOP UD	1 Sandy Lane Court, Upper Rissington, GL54 2NF	Use of garages as ancillary residential accommodation	Refused

**16. Finance**

- (i) **Internal Auditor's Report:** Previously circulated and was approved by Councillors. Auditor's recommendations were reviewed and the following actions were agreed:
  - (a) Chairman has a template for Fixed Asset Procedures which he will forward to the Clerk.
  - (b) Notes to the Financial Statement will be produced for the next audit – the internal auditor has supplied a template.
  - (c) Earmarked reserves to be used for projects and specific projects need to be planned for each year. Templates supplied by internal auditor.
  - (d) Previous internal checks by Councillors on RFO to be reinstated – Clerk to source previous checklist.
- (ii) **New Bank Signatories:** It was resolved that Cllrs Maclean and Cllr Triggs would be added to the bank signatory list and the list updated.
- (iii) **Authorisation of Payments:** The cheques listed at Appendix 1 were approved. All agreed to authorise cheques totalling £9520.68 as shown below.
- (iv) **Retrospective Approval of Payment:** There were none.



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Item	Expenditure £	Income £
Clerk's salary - June	694.78-	
HMRC payments Apr-Jun 14	23.13-	
Office expenses for Postage of Audit docs	8.45-	
ABS Accounting for audit services	159.80-	
Viking - stationery	85.84-	
Rentokil pest control for V Hall	93.50-	
Play Inspection Co Annual Play Area Risk Assessment	120.00-	
GAPTC - Financial Training for Parish Clerk	30.00-	
KR Electrical - Electrical Work on Village Hall	918.00-	
Robin J Perry - repair broken window Village Hall	156.00-	
Treework Environmental Practice - tree survey & upload of software & database	4800.00-	
Society of Local Council Clerks Membership Subs	159.00-	
Cleaning expenses for Village Hall	5.40-	
Clerk's expenses	6.36-	
GAPTC - CILCA Mentoring for Clerk's Training	200.00-	
Village Hall booking Sat 1st Nov		24
McCracken Inv. June - Mowing	948.00-	
Clerk's Salary - July	918.49-	
Cleaner's Salary - Salary	163.93-	
<b>Total</b>	<b>9490.68</b>	<b>24</b>

**17. Correspondence**

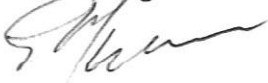
- (i) **Gloucestershire County Council Roadshow** to be held at Tesco's in Stow on Thursday 24<sup>th</sup> July.
- (ii) **Meeting to discuss Proposed Bus Service Timetables:** Thursday 31<sup>st</sup> July at 7.30pm has been confirmed with Cllr Nigel Moor with Alan Barrett, Public Transport Manager at GCC.
- (iii) **GAPTC AGM 16<sup>th</sup> July at 7pm:** No-one available to attend.
- (iv) **The CUR:ve** wrote to thank the Parish Council for grant of £500 approved in June.
- (v) **Little Rissington Airfield Activity:** Email received from Tim Prescott of Defence Infrastructure Organisation on planned activities as part of an RAF recruitment campaign.
- (vi) **Play Rangers:** It was agreed that four Play Rangers sessions would be booked for the Summer holidays. The Clerk will liaise with Cllr Crosbie-Dawson on grant funding.

**18. 'Around the Village':**

A resident enquired about security on the new development. Councillors confirmed that the security company will finish at the end of the week.

**19. Date of Next Meeting:** No meeting during August. The next meeting will be Monday 1<sup>st</sup> September at 7.30pm.

There being no other business the meeting closed at 21.45hrs.



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 Edward Timms  
 Chair of Upper Rissington Parish Council  
 Minute ref. 51/2014

Date – 1<sup>st</sup> August 2014  
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