

Minutes of Parish Council Meeting
held on Monday 6th October 2014, 7.30pm at Upper Rissington Village Hall

Present: Cllr Edward Timms (Chairman), Cllr Margaret Flint (Vice Chairman), Cllrs Stuart Hepburn, Caroline Maclean, Michael Triggs

In attendance: 12 members of public, District Cllr Venetia Crosbie-Dawson and Sharon Henley (Clerk/RFO)

1. **Apologies:** No apologies received. County Cllr Nigel Moor not in attendance.
2. **To Receive Declarations of Interest & consider Applications for Dispensation:** None received.
3. **Statement by the Chairman:** Please see attached Statement which was read by the Chairman.
4. **Minutes:**
 - (i) *To approve the Minutes of the Parish Council Meeting on 1st September and Extraordinary Parish Council Meeting on 29th September:* Minutes were approved by Councillors and signed by the Chairman.
 - (ii) *To approve Amendments to the previous Minutes (see attached report):* A schedule of Minute alterations relating to the Parish Council and Annual Meetings on 19th May was reviewed and approved by Councillors. The Minutes will be updated and signed at the November meeting.
5. **Matters Arising:** The Clerk reported on Matters Arising from the full Council meeting on 1st September:
 - a. **Social Committee request for inclusion in Parish Council insurance for Fireworks Event 5(i):** The Clerk was informed by the insurance brokers that it would not be possible to include this event under the Policy unless the Parish Council were the lead organisers of the event. URSC have been informed.
 - b. **Request by Mr von Speyr to purchase grass verge outside 5 Smith Barry Crescent 5(ii):** The Clerk confirmed to Mr von Speyr that no Council owned land is for sale at present. The grass cutting contractor has been reminded that the area is included in their contract.
 - c. **Polly Sayers 5(iii) queried whether weed spraying was included in McCrackens' contract:** This has been confirmed and the contractors reminded of the requirement to display warning signage during spraying.
 - d. **Bark Chipping for Play Area 8(i):** New bark chipping is now in place.
 - e. **Village Hall Electrical Work (i):** This has now been completed.
 - f. **Grant Funding-Active Together Scheme:** The Clerk is working with Rob French on a grant submission.
6. **Public Session:**

A parishioner requested that the 'Keep Clear' white lines are remarked outside the Co-Op. The Clerk to ask the County Councillor.

It was also pointed out that a tree is overhanging the road on the right hand corner when turning into Barrington Road.
7. **District/County Councillors Reports:**
 - (i) **Cllr Venetia Crosbie-Dawson** – Cotswold District Council reported the Hawker Square application 14/02582/FUL would be discussed at Planning Committee on 8th October. An update on CDC's Planning Portal dated today shows the houses will now be in brick and have mobility access. A parishioner expressed safety concerns over construction traffic which would pass through Hawker Square. Another parishioner stated that there used to be air raid shelter where the dog waste bin is

Upper Rissington Parish Council

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sited which would mean it would require digging approx 3.5-4m down as shelter would have been 2-2.5m down. An independent report done on parking suggested that provision in the application is acceptable.

(ii) **District Cllr Nigel Moor, Gloucestershire County Council** was not present.

8. Planning:

- (i) *14/02582/FUL Demolition of Village Hall/Redevelopment-Planning Committee:* The Council have been invited to speak at the meeting on 8th October and Cllr Maclean will attend. Also discussed as above in point 7.
- (ii) *Pharmacy Applications from NHS Primary Care Services:* The Council have been asked to comment on two applications received by the NHS. The first was from Badhams Pharmacy to open a pharmacy in Upper Rissington and the second from Dr Healey's Stow Surgery to increase their dispensing to cover our area. The Council previously indicated support for Badhams Pharmacy application at pre-application stage. Councillors resolved to support Badhams application – the Clerk will write a letter giving Parish Council support.

9. Update on Linden Homes Meeting:

The Chairman reported that some Councillors had met Peter Mason of Linden Homes and Matt Turpin from Remarkable on 12th September. The following was discussed:

- Phase 1 completed and they are now starting work on the main body of the site.
- The Hangers are now vacated and checks and surveys are taking place prior to demolition.
- The school and community hall are progressing well and completion is still set for February. Councillors have raised queries with the developer on the design of the community hall compared to the original Section 106 Planning Agreement and Cllr Crosbie-Dawson is checking with CDC that the Agreement meets British Standards.
- The Officers' Mess Planning Application will be submitted to include a section of new build within the existing building. Outline drawings were tabled at the meeting and Councillors requested amendments to ensure the front of the new building mirrored the original and this will be considered.
- A allotments meeting will take place 10th October with Linden Homes, available Councillors, Polly Sayers and Zoe Branch and an allotment specialist to discuss layouts and receive guidance.

10. Play Park:

The Clerk sought quotes for a contractor to repair the play park but suitable companies are difficult to find. A quote was received from Greenfields, an experienced play area fitter, for £460 + VAT. Clerk to investigate if existing stock of garruda board can be used, or an additional £45 will be charged. If any additional items are identified on site the hourly rate will be £18 +VAT with material at cost. Councillors approved the quote and agreed the Clerk may approve any extra work up to £100.

11. Hedgerows around the Village: *Discussion on adoption of suitable maintenance programme.*

A rolling 3 year programme for hedge cutting was proposed as complaints have been received about hedgerows growing over roads and footpaths and road signage being overgrown creating safety issues. The Chairman stated that hedgerows around Sopwith and Siskin Roads provide a noise barrier and good wildlife cover and regular cutting would take out vigorous growth and affect wildlife. Previous cutting of hedgerows had resulted in a residents' petition and Natural England had advised cutting each year would stop berries from forming. After discussion it was resolved to cut every other year.

12. Grant Applications: *Evaluation and decision on applications received from Toddler Group and Upper Rissington Social Committee for £500 each.*

URSC: The application is to part-fund the Christmas pantomime which will cost £750, with tickets being sold at an affordable price to make it accessible for the whole community. Councillors agreed to fund the grant.

Toddler Group: The application is to assist with running costs related to the hire of the village hall. The application shows that most of the grant money would be required to pay outstanding hall hire invoices which would not be in line with the Grants Policy. In addition, the application showed that the future running of the Toddler Group is not financially sustainable (see point 13(i)). Councillors declined the application.

13. Village Hall

(i) *Report from Clerk on Village Hall Hire and evaluation of continuing use by Toddler Group:*

- **Aikido** classes have been taken over by a new instructor and are now on Friday evening and Saturday mornings only. He is considering taking further sessions.
- A new booking has been taken from Friday mornings for a **puppy training** session.
- An enquiry has been received from a medieval re-enactment group to train in the old hall once a fortnight on a Sunday afternoon. A risk assessment has been provided. Councillors resolved to accept the booking.

Toddler Group were informed by letter in March that the Council could not grant free use of the hall but no further action was taken. They have unpaid invoices for the period Feb-Sept and continue to use the hall. Councillors were asked to consider the group's future use of the hall as their grant application showed income was too low to pay village hall rental fees. Councillors suggested the group would need to reform to be successful as attendance numbers were too low. The Clerk was asked to write to the Toddler Group giving one month's notice to end their hall use, request payment of outstanding invoices and request return of the key. The letter should suggest reforming in collaboration with local organisations such as the CUR:ve or URSC.

The Clerk stated that the existing Hire Agreement does not mention payment default and should contain suitable wording for future hirers. Councillors asked the Clerk to update the Hiring Agreement accordingly.

- (ii) *Approval required for repair of main entrance hall strip light:* The broken light at the main entrance requires replacement. Councillors approved a quote of £58.60 plus VAT. Councillors agreed to the Chairman's suggestion that the Financial Regulations are updated to enable the clerk to approve emergency health and safety related works.
- (iii) *Request from CUR:ve:* Mairi Radcliffe has asked if hooks can be put into the external side wall of the hall near the entrance between the two rooms to display their CUR:ve banner during events. Councillors approved this request, subject to suitable health and safety considerations.
- (iv) *Agree to appointment of a Volunteer Bookings Co-Ordinator:* The Clerk has on-going assistance from David Harrison with village hall bookings and would like him to be formally recognised as a volunteer Bookings Co-ordinator, to which Councillors agreed.
- (iv) *New Community Hall – progress on formation of a new Committee:* Wayne Fisher has produced proposals for a constitution by which to run a Committee. The Clerk is taking advice from GAPTC to ensure a Committee is set up according to guidelines and will arrange a meeting with the Councillors and representatives from the group once this advice has been clarified.
- (v) *Pre-approval required for BT phone line installation cost £120:* Cllr Hepburn has spoken to BT regarding installation of the new phone line and an approx cost of £120+VAT has been provided. Council approved up to £150.

14. Unreasonable Complaints Policy: *Evaluation and proposed adoption of new policy.* This was drafted following advice from GAPTC. Councillors reviewed and resolved to formally adopt the Policy.

15. **Training for Councillors:** *Discussion on attendance of GAPTC courses.* Due to the number of new Councillors, GAPTC recommended Councillor training: **Being a Better Councillor** on Fri 12th Dec from 9.30am-4.30pm. It was agreed that Cllrs Hepburn and Maclean would be booked in at £60 each.

16. Finance

- (i) *Conclusion of Audit, External Auditors Report-consider recommendations and agree actions.*
Following the External Auditor's report, the Clerk circulated a list of proposed Actions which were discussed and agreed by Council. In order to update the Fixed Asset Register as required by the Auditor's Report, the Chairman suggested setting a minimum figure of £250 for recording of individual fixed assets and this was agreed. The Chairman will work with the Clerk on creation of an updated register.
- (ii) *Additional Audit Payments:* Additional Audit fees of £224.60 have been incurred following a parishioner's letter to the auditors and subsequent audit investigations. The Audit Fee of £200 will also be payable and Councillors agreed to these charges.
- (iii) *Confirmation of bank signatory arrangements:* The Clerk reported that three signatories were in place: Cllrs Timms, Maclean and Triggs.
- (iv) *To consider and authorise payments due:* A Schedule of Receipts and Payment was circulated and approved and is shown on the following page.
- (v) *Budget Preparation 2015/16:* Councillors and the Clerk will meet informally to discuss next year's budget at the end of October.

17. Correspondence: *To review correspondence received since the last meeting.*

- i) A letter was received from a resident of Sopwith Road on dumping of garden waste in the hedgerow and residents have been requested to dispose of waste in green bins.
- (ii) Mrs Heulin wrote about difficulties with parking in Sopwith Road. The Clerk was asked to respond drawing attention to the fact that Covenants in place for households allow the use of two parking spaces which are not designated.
- (iii) Cllr Timms gave a verbal report on new signage for Hawker Square not having been supplied by WODC. Cllr Flint will investigate what was originally agreed and speak to WODC.
- (iv) All other correspondence to date has been replied to.

18. Date of next meeting: *To confirm date of next meeting – Monday 3rd November 2014 at 7.30pm.*

There being no other business the meeting closed at 21.20 hours.



Edward Timms
Chairman of Upper Rissington Parish Council

Date – 3rd November 2014

Upper Rissington Parish Council

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Description	Payments	Receipts	Power to Spend
Aviva Annual Insurance Premium (Came & Co) 1.10.14-30.09.14 (approved 29.09.14) chq. 100896	1,199.44		LGA 1972 s.111
City Fire Protection - Fire Equipment & Emergency Lighting Service inv 7838 chq 100897	321.48		LGA 1972 s.133
McCracken Mowing for August inv 5776 chq. 100898	948		Public Health Act 1875 s164/Open Spaces Act 1906 ss9, 10
Supply & fitting of replacement Dog Waste Bin Grebe Square-CDC inv 40470585 chq 100899	252		LA 1983 s.5
Viking inv. 305110-Printer Cartridges chq 100900	47.68		LGA 1972 s.111
Town & Country Trees Ltd-tree services at 9 Sopwith Rd, 11/09/14 Inv 4763 chq 101001	630		HA 1980 s.96
Calor Gas VH Inv No. 10576213 dated 15/8/14 chq 101002	178.48		LGA 1972 s.133
AVG Anti-Virus for Laptop Inv. 1708749836 (paid to S Henley) chq 101003	36		LGA 1972 s.111
Mobile phone voucher for PC mobile (paid to S Henley) chq 101003	10		LGA 1972 s.111
Clerk's Mileage Witney (return) for banking (paid to S Henley) chq 101003	9.9		LG(FP)A 1963 s111
Rentokil Pest Control Inv. 80484996 dated 16.09.14 chq 101004	112.2		LGA 1972 s.133
CDC Annual Premises Licence for Village Hall 4/10/14-03/10/15 chq 101005	70		LGA 1972 s.133
Parish Online Get Mapping Annual Subs Inv. POL-2014-23uc115 chq 101006	33.6		LGA 1972 s.143
Viking stationery o/n GB017578583B chq 101007	25		LGA 1972 s.111
Viking - VH cleaning materials o/n GB017578583B chq 101007	11.95		LGA 1972 s.133
HMRC payments-outstanding amounts due May-Sept 14 (schedule attached) chq 101008	267.28		LGA 1972 s 112(2)
Greenfields Garden Services-Bark Chipping inv 33657 chq 101009	238.8		LA(MP)A 1976 s.19(3)
CM Baldwin Electrical Ltd Inv 4460-remedial electrical works on VH chq 101010	1128		LGA 1972 s.133
V Boshier Salary Oct 14 chq 101011	163.93		LGA 1972 s 112(2)
S Henley Salary Oct 14 chq 101012	918.49		LGA 1972 s 112(2)
Grant Thornton External Audit Fee & Add. Fee Inv. 7047807 chq 100013	509.52		LGA 1972 s.111
Gt Rissington School VH Hire Inv 2014/15-038		306	
Laura Scarrott Yoga 2014/15 015		6	
URYC Village Hall bookings 2014/15-034		48	
VH Hire - Aikido Rafael Ordonez - invoice 2014/15-033		96	
VH Hire - CUR:ve invoice 2014/15-035		156	
VH Hire - Aikido Rafael Ordonez - invoice 2014/15-036		120	
VH Hire - MacMillan Coffee Morning - V Boshier invoice 2014/15-039		18	
Second Precept Payment		10,625.00	
CDC Grant Funding for Play Rangers		1,100.00	
Aikido VH Invoice 2014/15-042		30	
URSC VH Invoices 2014/15-007, 009, 021, 024		96	
Aikido VH Invoice 2014/15-041		36	
Totals	7,111.75	12,637.00	

