

Minutes of Parish Council Meeting
held on Monday 2nd March 2015, 7.30pm at Upper Rissington Village Hall

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

In attendance: 8 members of public, District Cllr Venetia Crosbie-Dawson, Sharon Henley (Clerk/RFO)

1. **Apologies:** Apologies were received from Cllr Nigel Moor.
2. **To Receive Declarations of Interest and consider Applications for Dispensation:** There were none.
3. **Minutes:** The draft Minutes of the Extraordinary Parish Council Meeting on 19th January and Ordinary Parish Council Meeting on Monday 2nd February 2015 were approved by Council and signed by the Chairman.
4. **Matters Arising:** The Clerk reported the following:
 - (i) Bridge at play park – remedial works to bridge re-instatement have been completed and approved.
 - (ii) Scottish & Southern Energy Cabinet, Barrington Road – Cllr Moor wrote to GCC who will include this in their stage 3 safety audit for the new roundabout. It is on private ground and probably built under permitted development. Cllr Flint has cut back vegetation which could restrict the view of pedestrians.
 - (i) Internal Auditor-GAPTC auditor has been appointed. Slightly higher fees than previous internal auditor partly relate to the higher precept this year than last, whilst maintaining the same cost per household.
 - (ii) CILCA – fees required for Clerk's study of £250 are being met by Blockley Parish Council in order to split training costs between the two employers.

5. Public Session:

Andrew Mitchell reported on behalf of the Village Hall Committee: They have completed a Business Plan over 5 years for the Charity Commission and the Charitable Incorporated Organisation documents have gone to the solicitor. Management systems, terms of hire, a hire agreement and policies, including health and safety policies are in place. They have started work on a website www.urvh.org, have a bookings phone number 07857 340836 and an email address of urvh@btinternet.com. They are establishing an on-line booking system and have begun marketing.

Liz Bannister, Head of Great Rissington School reported that the new school is due to open a week on Wednesday and they are awaiting furniture delivery. There will be 135 children on the first day for an informal opening and 50 children will attend each day. A pre-school provision for 3 and 4 year olds opens after Easter with more permanent provision planned long-term. Victory Fields plans for commercial buildings included a nursery building but this has not been taken up by any interested parties at present.

Liz Bannister stated that footpaths to the school are not complete and Jackie Oliver raised concerns about pedestrians on Mitchell Way which is still used by construction traffic. Cllr Crosbie-Dawson confirmed she will raise this and related matters with the Planning Officer and Parish Councillors will speak to the developers later in the week. The Clerk will email Kevin Field, Head of Planning at CDC to investigate why planning restrictions are not being adhered to.

6. District/County Councillors' Reports: Councillor Crosbie-Dawson reported the following:

CDC have reduced council tax for this year by 5% by sharing provision of services. Money will be available for each ward to spend on environmental issues. There is also grant funding available for 11-16 year olds of £1,100 and Cllr Crosbie-Dawson will check if this is still available for Upper Rissington and liaise with Rob French.

There have been ward boundary changes and there are fewer CDC Councillors in total. However, the Rissingtons ward now only comprises the Rissingtons villages due to rise in numbers of households.

The Officers' Mess planning application was refused. The Planning Committee agreed it should be preserved as it is an iconic building.

Section 106 agreement Public Open Space given to Albion Water by the developer: Cllr Crosbie-Dawson advised that, if s106 land has been taken away, other land will need to be put forward in its place. Cllr Crosbie-Dawson asked if the relevant POS area could be marked on a plan so she can discuss with CDC Planning Officer. The Clerk will send a suitable map showing the area. The Chairman stated that Linden had promised to hand back the land if requested by the Council. The Clerk will obtain the Land Registry title deed to check current legal ownership of the land.

Water attenuation point, Victory Fields - Brian Hanks asked Cllr Crosbie-Dawson why this has not been progressed by Albion Water. The Council will raise this at the developers' meeting.

7. Planning:

i) To consider new Applications received

| Ref No | Address | Proposed | Deadline for comments | PC Comment for submission |
|-----------------|-------------------------------|---|-----------------------|--|
| 15/00618/FUL | 15 Grebe Square, GL54 2NH | Two storey side extension with loft conversion | 20.03.15 | No objection. |
| 15/00343/COMPLY | The Firs, Avro Road, GL54 2NX | Erection of dwelling-compliance with conditions 3 (walling & roofing materials) and 4 (sample wall panel) | No date given. | None but Clerk to check on-line plan for exact location. |

ii) To note Decision Notices received

| Ref No | Address | Proposed | Decision |
|--------------|---|--|-----------|
| 14/05393/FUL | 637 Volunteer Gliding Squadron GL54 2LR | 56 bed sleeping accommodation and catering facilities | Permitted |
| 15/00031/TPO | 3 Vickers Road, GL54 2PA | Prune back branches overhanging property boundary to a height of 10m | Permitted |

| | | | |
|--------------|---------------------------------|--|---------|
| 14/04215/FUL | Building 10 Smith Barry Road | Demolition of Officers' Mess Central Core & erection of 12x4 bed and 2x2 bed residential units. Erection of 16 carports & provision of frontage parking | Refused |
|--------------|---------------------------------|--|---------|

8. **Victory Fields:** *Footpath access to new school.* This was covered in the Public Session.
9. **Tree Works:**
 - (i) *To discuss and agree to work in quote NS8422 being completed and paid this financial year at a cost of £2,160 inc VAT as part of a three year rolling contract with TP Trees.* Following quotes sought by Cllr Flint, Council approved the TC Trees quote for £2,160 and the additional items at £600 at a total cost of £2760 inc VAT. £140 will be Vired from Grass Cutting to Tree budget to cover invoice amount in this financial year. It was confirmed that TC Trees will be used to progress tree work identified on survey for next 3 years but total cost of works must not exceed £12,000 as a full tender process had not taken place.
 - (ii) *To agree an hourly rate for TC Trees to attend to emergency works, as required, as a cost of £46 per hour ex VAT.* This was agreed by Council.
 - (iii) *Cllr Flint raised Woodland Trust supply of 'bare root' trees for planting:* This will be considered by Council in the autumn.
10. **Village Hall:** *Report on vandalism and related actions by Clerk:* The Clerk reported that two side windows were broken in separate vandalism incidents over one weekend. The Police recommended removal of basketball net from car park area and installation of 'no ball games' signs. This was completed and confirmed to police who can now enforce the 'no ball games' in the car park. The windows were mended at a cost of £454.68 inc VAT and No Ball Games signs purchased at a cost of £48.00 inc VAT. It was agreed that these signs can be used at the new hall.
11. **New Community Hall:**
 - (i) *Update on progress with lease:* A draft document had been received by Council and will be forwarded to the Village Hall Committee for consideration.
 - (ii) *Discuss and agree arrangements for move to new hall –* The Village Hall Committee asked for confirmation of which items are to be transferred to the new hall and the Chairman will meet them to discuss. Dawn Laird queried whether furniture purchased by CDC could be transferred to the new hall and offered to provide a letter from CDC in 2002. The Clerk will write to CDC to request permission to transfer the items. The Chairman will check with the previous owner of the bar venture to advise him of the latest date for removal of items if he wished to do so. The furniture in bar was purchased with money from Hook Norton Brewery
 - (iii) *Agreement to purchase wall mounted metal post box at an approx cost of £15-£30.* Councillors agreed to purchase of a commercial size box.
12. **Bus Shelters:** *Discuss and agree actions following vandalism to Barrington Road bus shelter; remove at a cost of £317.40 ex VAT.* The Chairman stated that this bus stop and the one opposite will no longer be required with new bus routes. Councillors will ask developers to assist with removal, otherwise the Clerk will arrange removal as per the quote.
13. **Metal Bollards Sopwith/Siskin Road:** *Agreement to installation of two metal bollards matching existing at a cost of £317.40 ex VAT.* Based on the quote for two bollards, Council agreed that three bollards should be installed at an estimated cost of £570 including VAT.

- 14. Clearance of Broken Wall, Farman Crescent:** *Agreement to removal of fallen brickwork and making safe of area adjacent to 2 Farman Crescent at a cost of £50 ex. VAT.* Council agreed this work as per the quote. Correct address is 2 Wright Road.
- 15. Defibrillator:** *Discuss and agree possible funding sources and location of defibrillator at a cost of £1,600 ex VAT and delivery for complete installation and training package from Community Heartbeat Trust.* Council agreed to purchase of a defibrillator for the village subject to the Clerk checking the Council's power to spend. Cllr Flint arranged for electrical feed to be installed outside new community hall free of charge by contractors working on site Axiom Building Services Limited. Bovis Homes have offered £100 towards the unit and local resident Jackie Oliver will contact other local organisations to request further funding. The Clerk will check with Community Heartbeat Trust if grant funding is available. CUR:ve are holding a fundraising coffee morning Sat 14th March at 10am organise cake sale to raise money for defibrillators. The balance of funds required will be taken from contingency or reserves budgets.
- 16. Litter Pick:** *Discuss and agree suitable timing for village litter pick.* Cllr Flint will lead a litter pick on Saturday 11th April, 10am from the village hall. The Clerk will request equipment from Cllr Crosbie-Dawson.
- 17. Review of Statutory Documents.** *Review of draft updated documents and agree to adopt:*
- (i) Standing Orders:* New Standing Orders were drawn up following GAPTC recommendations. Council agreed to adopt these and they were signed by the Chairman.
 - (ii) Financial Regulations:* New Financial Regulations were drawn up following GAPTC recommendations. The new document shows the option for internet banking but the Council will not use this option at present, following advice from GAPTC. The option to use a debit card and direct debits is now included if required. Council agreed to adopt the Regulations and they were signed by the Chairman.
 - (iii) Annual Risk Assessment:* This document was updated from last year. The Clerk was asked to make further updates and the document would be approved at the April meeting.
 - (iv) Grants Policy:* This was updated from last year to include new dates for grant consideration. This document was approved and signed by the Chairman.
- 18. Advertising for New Councillors:** *Discussion and agreement on ways of attracting new members in run-up to Parish Council elections.* It was agreed that the Clerk would display posters to attract new councillors.
- 19. Finance:**
- (i) NPower credit for existing village hall and arrangements for new community hall payment:*
 - (1) NPower have re-billed the account and further to an actual meter reading submitted they will invoice £671.70, payable by direct debit in March.
 - (2) The Council have been invoiced for the new village hall electricity and will pay this invoice, to be refunded by Kier. The invoice will be re-calculated by NPower following an actual meter reading submitted.
 - ii) HSBC Bank correspondence and compensation.* Further to Clerk's letter of complaint, HSBC confirmed they have followed all procedures. Council agreed to accept £200 compensation offered. After discussion on the breakdown in service standards it was agreed that the Clerk would investigate moving bank accounts to Lloyds in Bourton and obtain application paperwork for the next meeting.
 - iii) To consider & authorise payments due:* These were approved as per the details on page 5.
 - iv) To consider and authorise transfer of funds across budgets:* One virement was agreed as per item 9(i).
- 20. Correspondence:** The Clerk circulated a list of correspondence received and all items have been replied to.



- 21. Date of next meeting:** The next meeting will be at 7.30pm on Monday 13th April (a correction to the Agenda which stated Monday 6th April, Easter Monday).

There being no further business the meeting closed at 22.00hrs.

13th April 2015

Cllr Margaret Flint (Vice Chairman)

| Receipts & Payments for Approval 2nd March 2015 | | | | |
|---|----------|------------------|----------------|--|
| Description | Chq No | Payment £ | Receipt £ | Power to Spend |
| BT Invoice 09.01.15 Q012 MQ re-issue of chq as 101049 cancelled due to bank error | 101056 | £154.59 | | LGA 1972 s.111 |
| Get Mapping plc re-issue of payment following lost chq 101006 POL-2014-23uc0015 | 101057 | £33.60 | | LGA 1972 s.143 |
| Stow Agricultural inv 144232 'No Ball Games' signs | 101058 | £48.00 | | LGA 1972 s.133 |
| Robin J Perry Ltd inv. 1155 to mend 2 broken windows in v hall | 101059 | £454.68 | | LGA 1972 s.133 |
| Clerk's expenses - mobile phone top up | 101060 | £10.00 | | LGA 1972 s.111 |
| Sharon Henley Clerk's Salary March | 101061 | £918.49 | | LGA 1972 s.112(2) |
| Veronika Bosher Cleaner's Salary March | 101062 | £163.93 | | LGA 1972 s.112(2) |
| McCracken & Sons mowing as per contract Jan/Feb/Mar | 101063 | £2,826.00 | | Public Health Act 1875 s164/Open Spaces Act 1906 ss9, 10 |
| M Flint V Hall 2014-15 082 £6 chq/£2 cash | Chq/cash | | £8.00 | |
| Aikido Vince McClaren 2014/15 081 | Chq | | £48.00 | |
| Bovis Homes 2014/15-065 | Chq | | £36.00 | |
| URSC 2014/15 -069 | BACs | | £48.00 | |
| URYC 2014/15-080 | Chq | | £96.00 | |
| CUR:ve 2014/15-079 | Chq | | £60.00 | |
| Gt Rissington Sch 2014/15-078 | BACs | | £6.00 | |
| Totals | | £4,609.29 | £302.00 | |

Ledger Adjustment following HSBC Bank reinstatement of accounts following bank closure error Jan 15

| | | | |
|--|----------|------|--|
| Transferred monies from Current to Savings account in lieu of interest credited to wrong account | transfer | 0.11 | |
| Transferred monies from Current to Reserves in lieu of interest credited to wrong account | transfer | 9.08 | |

M. Flint