

Upper Rissington Parish Council

Village Hall, Hawker Square, Upper Rissington, GL54 2NT

Telephone: 01451 810839 / 07773 526735 Email: clerk@upperrissington.org.uk

Confirmed Minutes of Parish Council Meeting held on Monday 13th April 2015, 7.30pm at Upper Rissington Village Hall

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

In attendance: 16 members of public, County Cllr Nigel Moor, District Cllr Venetia Crosbie-Dawson, Sharon Henley (Clerk/RFO), Public Session: PC Jason Page, Sgt Richard Payne

1. **Apologies:** There were no apologies.
2. **To Receive Declarations of Interest and consider Applications for Dispensation:** Cllr Flint declared an interest in the TPO planning application for 3 Lancaster Drive, being a neighbour.
3. **Minutes:** The draft Minutes of the Parish Council meeting held on Monday 2nd March were circulated and approved by Council. They were signed by the Vice Chairman.
4. **Matters Arising:** Clerk's had no matters to report.
Cllr Maclean announced that CUR:ve had raised £240.00 towards the defibrillator and the Co-Op raised £50. These funds have not been passed to the Clerk/RFO and are being held by Cllr Maclean. The Clerk confirmed that Bovis Homes have agreed to donate £100 towards the defibrillator and Huntmans Quarries will also make a donation.
5. **Resignation of Chairman, Edward Timms:** The Vice Chairman confirmed that Edward resigned his position during March and thanked him for all his work on behalf of the Council.
6. **Resignation of the Clerk:** The Vice Chairman confirmed the Clerk's resignation and a leaving date of 17th April. Regarding recruitment of a new clerk it was decided to recruit at 20 hours per week, as per the existing contract. Cllr Maclean will lead on this.
7. **Public Session:**
 - (i) PC Jason Page, Local Community Officer, reported:
There have been recent reports of anti-social behaviour, including broken windows at the village hall recently. PSCO Mel Oliveiri has been in contact with the Village Hall Committee to discuss their concerns for the new village hall. The police team patrol in the village whenever possible but urged members of the public to report any incidents so that appropriate manpower can be concentrated in the areas required.
 - (ii) Sargeant Richard Payne based at Stow reported:
Sgt Payne was asked about contacting the Police and advised people to call 101. However, 999 should be used if considered more appropriate and Police will prioritise the call.
Sgt Payne was asked about Victory Fields postcodes not showing up on any emergency services records and whether this has been updated. PC Page responded this is usual for new builds but Sgt Payne also urged people to ensure a clear name or number is displayed on each dwelling and that it matches information held by emergency services.

Wayne Fisher reported that the Easter Egg Hunt last week was a success and was well attended.

The Vice-Chairman outlined what she believed to be the reasons behind the previous chairman and clerk's resignations.

Councillors confirmed that the new Council will be made up of four Councillors with uncontested seats; Cllrs Triggs and Maclean and Brian Hanks and Dawn Laird who have applied to re-join the Council.

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Councillors urged parishioners to stand for co-option to Council during May in order that the maximum number of seven Councillors is reached. This would allow the Council to have greater resources to achieve more for the local community. Several people expressed an interest and were asked to write in to the Council to formally apply.

CLRs were asked when the white lines would be repainted outside the shop and Cllr Flint confirmed her understanding from Highways was that it would take place during April.

8. District/County Councillors' Reports:

Cllr N Moor reported:

- **802 bus service:** The developers are subsidising and improving this service. There is a need to integrate services 801 and 802.
- **The new school building and footpath** are now open and developers will put down an all-weather surface on the footpath. Cllr Moor will request a dropped kerb is fitted.
- **Nursery at school:** GCC have contributed to this facility and the nursery will stay in the school for approx. 18 months until space is needed for older children. He is discussing the possibility of swapping the location of the nursery building location with that of the pub so the nursery is near the school and the pub on the main road.
- **Existing Victory Fields buildings** are scheduled to be converted into residential units by developers and he is pursuing whether one of those buildings could be converted into a commercial building to increase local employment.
- Linden Homes are making a contribution to bring **better broadband** here by the end of the year.
- **Poor Mobile Phone Coverage** – there is a government scheme to improve this. Confirmed sites for new aerials are Great Rissington and Blockley.
- **Visibility at Barrington Road/Mitchell Road junction.** This has been examined by County Council officers who now plan to reconfigure the roundabout.
- **Reduction in Speed Limit along Barrington Road.** At the Parish Council's request, Cllr Moor has discussed this with Highways and they hope to pursue the project.
- **Speed Limit in Mitchell Way:** Cllr Moor was asked when this would be introduced but this cannot be done until the road is adopted. Mitchell Way will be adopted on a phased basis and GCC Highways are investigating temporary measures to put in place.
- **Commercial Property:** Cllr Moor was asked whether developers were marketing these at suitable commercial values. He confirmed that a commercial agent reported there was very little interest in the site and the same situation at Moreton Fire Services College.

Venetia Crosbie-Dawson reported:

- **Youth Funding:** Cllr Crosbie-Dawson asked whether there was any application from Council for youth funding but the Youth Leader had not identified any projects. Children's Fund monies are still available and Cllr Moor will send Cllr Triggs an application form to consider for Little Hurricanes.
- Cllr Flint asked about progress on matters raised in respect of the attenuation pond and open spaces. Cllr Crosbie-Dawson stated that CDC are aware of these matters and in discussion with Linden Homes.
- Cllr Crosbie-Dawson confirmed she is not standing as a Councillor in the May elections but the new conservative candidate would be Mark McKenzie-Charrington. She thanked the Council and Clerk for their work during her time in office.

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9. Planning:

i) To consider new Applications received

Ref No	Address	Proposed	Deadline for comments	PC Comment for submission
15/01278/TPO	Street Record Upper Rissington Gloucestershire	Tree works detailed in submitted schedule	15/04/15	PC's own application
15/01133/TPO	3 Lancaster Drive GL54 2QZ	Works to trees with a TPO for T.1 - Red Cedar - Proposed crown reduction by 10% and crown lifting (as blocking Light); T.2 - Cherry - Proposed crown reduction by 10% and crown lifting (as blocking light)	10/04/15	Deadline passed n/a

ii) To note Decision Notices received

Ref No	Address	Proposed	Deadline for comments	PC Comment for submission
15/01278/TPO	Street Record Upper Rissington Gloucestershire	Tree works detailed in submitted schedule	15/04/15	PC's own application
15/01133/TPO	3 Lancaster Drive GL54 2QZ	Works to trees with a TPO for T.1 - Red Cedar - Proposed crown reduction by 10% and crown lifting (as blocking Light); T.2 - Cherry - Proposed crown reduction by 10% and crown lifting (as blocking light)	10/04/15	Deadline passed n/a

10. New Village (Community Hall):

- (i) Resolution that new hall will be managed by a Committee on a leasehold basis, subject to Council taking ownership of the hall: Cllrs discussed this matter and unanimously agreed.
- (ii) Resolution of new hall will be managed by the Upper Rissington Village Hall Trust (the "Committee") on behalf of the Community: Cllrs discussed this matter and unanimously agreed.
- (iii) Discussion on proposed "Road Map" produced by the Village Hall Trust: This item was deferred until the next meeting for Cllrs to consider.

11. Metal Bollards Sopwith/Siskin Road: Council received a revised quotation for installation of three metal bollards matching existing at a cost of £739 ex VAT. This was unanimously agreed.

12. Play Park: Council received a quote from the Play Inspection Company to carry out annual risk assessment at £100 ex VAT. This was unanimously agreed.

13. Review of Statutory Documents. Review of draft updated documents (circulated) and agree to adopt:

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(i) **Annual Risk Assessment:** This was circulated to Councillors after amendments made by the Clerk as requested. All agreed to adopt.

(ii) **Fixed Asset Register:** This has been updated to show purchase values of £1 where items were purchased as gifts. Items over £100 have been listed, some proxy values have been inserted for village hall contents. Land parcels and GR numbers are listed and insurance values also shown for information. However, previous fixed assets were listed at £595,322 and updated register now shows £18,015.90. After discussion it was agreed to adopt the register.

14. Finance:

(i) **Appointment of External Auditor:** The Clerk confirmed that Grant Thornton have been appointed. The Internal audit is scheduled for 13th May.

(ii) **HSBC Bank correspondence & Compensation:** The clerk confirmed that compensation of £300 has been paid for bank errors.

(iii) **To Consider & Authorise End of Year Financial Payments:** Receipts and Payments were agreed as per the schedule on the following page. Unanimously approved.

(iv) **To Consider & Authorise Payments Due:** Receipts and Payments were agreed as per the schedule on the following page. Unanimously approved.

(v) **To Consider & Authorise Transfer of Committed Funds to 2015/16 Budget:** A schedule of committed funds was considered as per list on page 5, these being items of confirmed expenditure during 2014/15. GAPTC advised that, due to Receipts and Payments method of accounting, monies could be moved into this year's budget to ensure funds are readily available. This was unanimously agreed.

(vi) **To Consider & Authorise New Earmarked Reserves:** A schedule of existing and proposed new Earmarked Reserves was considered as per list on page 5. The proposed new Earmarked Reserves are for expenditure already agreed by Council. These were agreed unanimously.

15. **Correspondence:** To review correspondence received since the last meeting. The Clerk circulated a spreadsheet of all incoming correspondence received. The Clerk to reply to Mrs Heulin re. parking.

16. **Date of next meeting:** To confirm date of the next meeting –Thursday 14th May, Annual Meeting at 7pm and Ordinary Parish Council Meeting 8pm.

There being no other business the meeting closed at 21.00hrs.

Description	Chq No	Payment £	Receipt £	Power to Spend
NPower re-calculated payment to 17th Feb for V Hall electric	DD	£544.73		LGA 1972 s.13
Npower V Hall Electric (additional payment taken in error - query in hand for re-date)	DD	£671.70		LGA 1972 s.13
NPower Invoice LGUSB8L9 for New Community Hall 12.12.14-31.01.15 for reimbursement by Kier	101065	£767.28		LGA 1972 s.13
Calor Gas for V Hall inv 10608425 01.10.14-09.02.15	101064	£595.36		LGA 1972 s.13
HRMC Payments 5th Jan-5th April Clerk & Cleaner	101066	£266.84		LGA 1972 s.112(2)
Viking - Printer Ink Invoice 819004 04.03.15	101067	£88.75		LGA 1972 s.11
Albion Water vh booking 2014-15-083 Invoice	BACs		£48.00	
Aikido Vince McLaren Aikido v hall booking 2014/15-089	Chq		£42.00	
URYC v hall booking 2014/15-088	Chq		£72.00	
CUR:ve v hall booking 2014/15 087	Chq		£102.00	
HSBC Bank compensation payment following bank errors	BACs		£300.00	
Totals		£2,934.66	£564.00	
For Information: CDC Non Domestic Rates Bill for Village Hall (existing) received and amount due £0.00				
1st-13th April 2015 - Receipts & Payments Approved 13th April 2015				
Description	Chq No	Payment £	Receipt £	Power to Spend
GAPTC Annual subscription 01.04.15-31.03.16	101068	£245.09		LGA 1972 s.14
CN Baldwin Electrical-repair to v hall electrical socket inv 4540	101069	£52.57		LGA 1972 s.13
Clerk's expenses, mileage to bank and mobile phone top up	101070	£17.20		LG FP(A) 1963 s5
Clerk's Salary 1st-17th April & holiday pay accrued	101071	670.72		LGA 1972 s112(2)
Cleaner's Salary April	101072	173.33		LGA 1972 s112(2)
C Townsend 2014/15 086 v hall booking	Chq		£24.00	
Totals		£1,158.91	£24.00	

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Transfer of Committed Monies from 2014-15 Budget to 2015-16 Budget & New Earmarked Reserves

Earmarked Reserves held as at 31st March 2015		
Parking Spaces		£13,441.00
Rates		£1,100
Vegetation Trees		£3,000
Election		£1,000
Cuts Contingency Earmarked Fund		£1,000
Total Earmarked		£19,541.00
Proposed New Earmarked Reserves & Transfer of Committed Funds to current year		
Reason	Earmark from General Funds as per agreed Budget 2015/16	Committed Funds to be Transferred from 2014-15 Budget to current year
Precept Support 2015-16	£13,371	
VH Committee Support-Legals etc		£2,845
VH Committee Support-Legals etc	£2,155	
Tree work committed Mar 15		£2,760.00
Bollards & Brick Clearance R Perry		£1,000
Defibrillator	£2,000	
VH Lease-URPC legal fees		£1,518.68
Active Together Grant for Sports Cttee		£4,997.13
Totals	£17,526	£13,120.81

Total Earmarked Reserves would be:

31st Mar	
2014/15	£19,541
Proposed Apr 15	£17,526
Total	£37,067

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