

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 Monday 1st June 2015 at 7.00pm in the Village Hall

Present: Cllr Caroline Maclean (CM) (Chairman), Cllr Brian Hanks (BH) (Vice-Chairman), Cllr Dawn Laird (DL) (Acting Clerk)

The meeting commenced at 7.15pm due to the Annual Meeting of the Parish, held prior to the Parish Council Meeting, overrunning.

In attendance: 9 members of the public, County Cllr Nigel Moor and District Cllr Mark Mackenzie-Charrington.

1. **Apologies:** No apologies received.

2. **Declarations of Interest and Dispensation:**

- (i) No declarations of any pecuniary or non-pecuniary interests from Councillors on items on the agenda were received.
- (ii) No written requests for dispensations for disclosable pecuniary interests were received.
- (iii) No requests for dispensations granted.
- (iv) No dispensations were granted by the Clerk.

3. **Minutes:** The minutes of the Annual Meeting of the Council held on 19th May 2015 were unanimously approved and signed by the Chairman.

4. **Matters Arising:** It was reported that the metal bollards to be fitted at Sopwith/Siskin Road had been ordered and a date to fit was awaited.

5. **Public Session:** *to provide members of the public/press the opportunity to comment on items on the agenda or raise issues for future consideration.*

- The Council was asked to consider providing a shelter/meeting site for the village.
- Comments regarding the frequency/schedule/standard of grass cutting were received – the Acting Clerk explained she had spoken with the contractor and was monitoring the situation.
- Councillors were asked about the voting procedure when co-opting volunteers to the Council – the Council stated it would be by show of hands.

6. **District/County Councillors Reports:** Both the County Councillor and District Councillor had given reports at the previously held Annual Meeting of the Parish and had nothing further to add. Both Councillors left the meeting after this item – at 7.30pm.

7. **Planning:** No major applications had been received and as the Council had been focusing on their three big priorities – Village Hall lease, Annual Return and Co-option – had nothing to report at this meeting. Parishioners were advised to comment on any applications they had an interest in.
8. **Assistant to Clerk:** It was unanimously approved to authorize the Acting Clerk to employ an assistant for up to 20 hours per week, at a cost of up to £20 per hour. To be reviewed in July.
9. **New Clerk:** The Chairman reported there had been an expression of interest from five candidates. It was agreed to arrange interview dates for week commencing 8th June 2015. Asking GAPTC to assist with the interview process was suggested and the Chairman agreed to contact them to make the request.
10. **Printer for the Clerk's Office:** Following discussion it was agreed the sum of £125 would not be adequate to purchase an A3 printer of sufficient quality. A cost not exceeding £400 was, therefore, unanimously approved. Proposed by BH, seconded by CM.
11. **Internal Auditor:** It was unanimously agreed to ask the Internal Auditor to the Council, Shaun Cullimore, to return to complete his examination. His costs of £10 per hour, plus mileage expenses of 45p per mile was unanimously approved. Proposed by BH, Seconded by CM.
12. **New Village Hall:**
- (i) *The transfer to the Council of the new Village Hall.* The Council was asked if there was an intention for the Parish Council to accept handover of the new Village Hall and run it temporarily, before leasing to the Village Hall Committee. The Council explained that would not be the case. It was also explained that the marketing spend had already been approved in previous minutes, therefore, would remain at already agreed amounts.
 - (ii) *The transfer to the Council of the New Village Hall.* The Council explained that the new Village Hall had to be detached from the land registry title deed and a request to redraw the boundary line so not to include the trees, BT manhole cover and pole, and three water Stop Valves was to be made.
 - (iii) *The lease of the new Village Hall to the Village Hall Management Committee.* It was noted that the address on Form TP1 (transfer document) was incorrect and the Council's solicitors would be notified of the correct address.

Following the review, the instructions to be given to the Kendal and Davis Solicitors include:

- Transactions - all three transactions are to complete simultaneously: a) relinquish the old village hall, b) take the freehold of the new village hall and c) lease the new village hall to the Village Hall Management Trust, with a desire for the transactions to be completed week commencing 6th July.
- Form TR1 - Request clarification of the answer to box 8. As the Council are effectively exchanging the old hall for the new hall; and the new hall has a value, it wasn't

understood why it was saying the transfer was not for 'anything that has a monetary value'. Why did the form state this?

- Searches - given the Council's knowledge of the area and as the Council has no plans to develop the land, only maintain it as a Village Hall, it was felt there was no need to undertake a Local Authority Search, Drainage and Water Search, or an Environmental Data Search.
- Enquiries – ask to provide answers to the Standard Enquires.

13. Surveyor: *To approve and appoint a surveyor for the new Village Hall.* Following discussions with two surveyors, it was unanimously agreed that there was little to be gained from undertaking a survey. As the building is newly-built, both surveyors the Council spoke with highlighted the importance of insurance/guarantees for latent defects. It was suggested a defects liability period for services should be at least two years and for brickwork at least eighteen months. This is to be raised with the developer at the forthcoming meeting with them. It was noted a Property/Building Manual, containing all the construction details and necessary certificates should be provided on handover; the developers are to be asked to supply this.

14. Co-option: *To agree an Extraordinary Parish Council meeting date (15th June 2015) to co-opt volunteers to the council.* It was unanimously agreed to hold a meeting on the 15th June to co-opt any volunteers.

15. Parish Council Website: *To discuss and approve payment to Jerry Flint for website hosting services.* It was unanimously agreed to approve the payment to Jerry Flint for website hosting services. Upon appointment of a new clerk, it was suggested that a full review of computer services should be undertaken.

16. Grant Applications/Funding Requests: Three funding requesting were received: one from Citizen's Advice Bureau, through general e-mail circulation and two through the Council's Grant Policy from village groups: Upper Rissington Social Committee and Little Hurricanes Mums and Toddler Group. As the Council had £750 grant money available, and the two village group applications were each seeking a £500 grant, it was unanimously agreed that awarding £375 to each village group would be the fairest solution. The e-mail request was declined as it did not serve the local community in the same way as did the other two applications.

17. Finance:

- To consider and authorise payments due (including vire/transfer of funds across budgets where necessary).* Payments were approved as per the details on page 5. It was agreed to transfer £52.57 from Contingency funds to Village Hall Repairs and £173.33 from Contingency funds to Cleaner's Salary budget to meet the payments authorized at 13th April Parish Council Meeting, for which there was no budget. It was further agreed to transfer £1,486.34 from Contingency funds to meet the payments approved at 1st June Parish Council Meeting, for which there is no budget and also to transfer from earmarked reserves a total of £2,760.00 to make payment to Town & Country Trees.
- Update on bank signatories.* The Clerk confirmed Cllr Brian Hanks, Cllr Caroline Maclean and Cllr Laird have all been approved as bank signatories.

(iii) *Any other financial matters.* There were no other financial matters to report.

18. Correspondence for information: *To review correspondence received since the last meeting.*

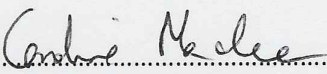
The Acting Clerk informed the Council that another letter had been received from a resident complaining about parking difficulties around Sopwith Road. Noting that several letters had already been received and responded to by the previous clerk, it was uncertain what further response the Council could give. The Acting Clerk agreed to visit the resident in order to better understand what the issue is.

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

The Acting Clerk informed the meeting that a further two windows have been broken at the Village Hall. Replacement glass has been ordered and a fitting date is awaited. The police have been notified.

20. Date of next meeting: Next monthly Parish Council Meeting will be 6th July 2015, commencing 7.30pm. An Extraordinary Meeting, to discuss co-option, is to be called for 15th June 2015, commencing 7.30pm.

There being no further business the meeting closed at 8.40pm.

Signature of Chairman upon approval of Minutes  6th July 2015

Payments List for Parish Council Meeting - 1st June 2015

<u>Payee</u>	<u>Details</u>	<u>Statement Date</u>	<u>Amount.</u>	<u>Cheque No</u>	<u>Power to Spend</u>
BT **	1 Apr - 30 Jun 15	9.4.15	157.32	101075	LG(FP)A 1963 s.5
Cotsweb.com	29 Apr 15 – 28 Apr 16	20.4.15	35.00	101076	LGA1972 s.142
Albion Water **	1 Oct 14 -31 Mar 15	30.4.15	235.48	101077	LGA1972 s.133
Calor Gas **	10 Feb 15 – 8.4.15	1.5.15	71.93	101078	LGA1972 s.133
Npower (old hall) **	17 Feb 15 – 20.5.15	21.5.15	674.95	Direct Debit	LGA1972 s.133
Town & Country Trees **	Arboricultural Services	21.5.15	2760.00	101080	HA 1980 s.96
GAPTC	Internal Audit Charge	29.5.15	210.00	101081	LGA1972 s.111
Jerry Flint	Website Hosting Service	30.5.15	30.00	101082	LGA1972 s.142
Cleaner's Salary - V Bosher **	May Salary	–	173.33	101073	LGA1972 s.112(2)
Cleaner's Salary – V Bosher **	June Salary	–	173.33	101074	LGA1972 s.112(2)
		Total	4521.34		

** = Money to meet payment transferred from contingency funds

** = Money to meet payment transferred from earmarked reserves