

Upper Rissington Parish Council

Village Hall, Hawker Square Upper Rissington, Gloucestershire, GL54 2NT
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Minutes of Extraordinary Parish Council Meeting Held on Monday 15th June 2015 at 7.30pm in the Village Hall

Present: Councillors Caroline Maclean (CM) (Chair), Brian Hanks (BH) (Vice Chair) and Dawn Laird (DL) (Acting Clerk)

In attendance: 12 members of the public, Lois Stock (Minute Secretary)

1 **Apologies:** No apologies received.

The Chair explained that agenda item 4 (Co-option) would not be considered at this meeting and would be deferred to a future meeting. This decision had been taken by the Parish Council following legal advice from Cotswold District Council, which had only been received shortly before the meeting was due to start. There was an issue in that one of the existing members of the Parish Council had a disclosable interest related to the co-option, which meant that the Councillor concerned would be unable to take part in the co-option process. As there are only three current members of the Council, the removal of one of them would render the Council inquorate, and thus unable to make a legal decision.

To solve this, Cotswold District Council had offered to send someone to a future meeting to take the place of the Councillor concerned, and thus enable the process of co-option to go ahead. The Acting Clerk would endeavour to arrange this meeting as soon as possible, taking into account the need to accommodate Cotswold District Council's availability.

The Chair confirmed there had been seven applications for the four vacant seats on the Council. All were properly made before the deadline. The Council was pleased that so many people wished to become Parish Councillors; however it did not feel it could ignore advice from Cotswold District Council, and hence this item (and those related to it) would be deferred.

2 **Declarations of Interest:** None

3 **Public Session:** The following issues were raised by members of the public present:-

- Have tenders been invited for the RoSPA Play park inspection?
The Acting Clerk clarified that the inspection referred to in agenda item 8 was for a monthly inspection of play equipment to ensure that it was safe to use. It was not the annual inspection. Cllr Hanks confirmed that the Upper Rissington Parish Council financial regulations only required a tender exercise where the value of the contract exceeded £12,000 – which was not the case here.
- Where is the additional grass cutting to take place?
The Acting Clerk and Cllr Hanks replied that the verge at Barrington Road has already been cut by the contractor, but that this is separate to the main contract.
- Will Gloucestershire Highways be asked to contribute towards this extra cut, given that this area has normally been its responsibility?

Cllr Hanks replied that the Council sought to recover costs where and when it is able to do so. However, it has not reclaimed the cost of cutting this area for the last 2 years, and it is possible that to try to do so now might prove to be a problem.

- A member of the public observed that Hawker Square had been cut by the Parish Council for the past 15 years.

Cllr Hanks informed the meeting that Gloucestershire Highways did a certain number of cuts per year. On many road verges, it cut a 1 metre strip along the road edge, regardless of who actually owned the land.

- A question was raised about hedge cutting and the white lines outside the Co-op shop.
These would be items for a future agenda.
- A member of the public expressed the wish to attend the next meeting with developers. The Chair explained that a meeting had been arranged for 19th June, but this was between the Parish and District Councils, and the developers. It was not an open meeting. The developers had offered it out of courtesy to the Parish Council – they were not obliged to meet Parish Councillors – and had asked that any issues of public concern be raised via the Parish Council. **Cllr Hanks suggested that the Parish Council could ask if members of the public with a special interest in the sports ground could be present whilst that issue was discussed – the Acting Clerk would check this.** The Chair acknowledged that members of the public were interested, but she asked everyone to note that the new Council had only been in existence for 5 weeks, consisted of only 3 members at present, and was currently without a Clerk.

- 4 Co-option:** This item was deferred pending the arrangement of a meeting at which it would be considered.
- 5 Declarations of Acceptance of Office:** This item was deferred pending the arrangement of a meeting at which it would be considered.
- 6 Register of Members' Interests:** This item was deferred pending the arrangement of a meeting at which it would be considered.
- 7 Training Courses:** Members considered training for co-opted and existing Councillors, and training in Chairmanship Skills.
Cllr Hanks proposed, and Cllr McClean seconded, that co-opted Councillors and any existing Councillors who have not received training, be authorised to attend a GAPTC "Being a Better Councillor" training course. **Agreed**
Cllr Hanks proposed and Cllr Laird seconded, that the Chair and Vice-Chair be authorised to attend a GAPTC "The Development of Chairmanship Skills" training course. **Agreed**
It was further agreed that the Clerk be authorised to book Councillors on the above training courses, subject to budget.
- 8 RoSPA Play Park Inspection:** The Acting Clerk explained that West Oxfordshire District Council's grass cutters (the majority of whom were RoSPA trained to carry out play equipment inspections as well), could carry out the monthly play park inspections when the grass cutting team was on site. This would cost £14.60 per inspection. Should an inspection be carried out when the grass cutters were not present, the cost would be £42.16 per inspection. Inspections needed to be carried out by RoSPA trained personnel in order to comply with insurance requirements. Cllr Hanks noted the urgent need to employ qualified inspectors, given the risk to young persons.
Cllr Laird proposed, and Cllr McClean seconded, that the above costs be approved for the next 12 months. **Agreed.**
- 9 Grass Cutting:** The Council considered extending the grass cutting area to include the verges on the far side of Barrington Road. The Acting Clerk confirmed that West Oxfordshire District Council had quoted £30.40 per cut for this additional service. The verges would be cut at the same time as the rest of the

- 10 grass cutting. **The Acting Clerk would check the extent of the area to be cut, and would also approach Gloucestershire Highways concerning reimbursement for the extra cutting.**

Cllr Laird proposed and Cllr Hanks seconded, that the grass cutting be carried out as detailed above. **Agreed.**

- 11 **Bank Signatories:** This item was deferred pending the arrangement of a meeting at which it would be considered.

- 12 **Finance:** Cllr Hanks proposed and Cllr McClean seconded that the following payments be approved and three cheques signed – **Agreed**

Payee	Details	Statement Date	Amount	Cheque number	Power to spend
URSC	Grant from Parish Council	–	£375	101083	LGA(MP)A 1976 S19 (3)
Little Hurricanes Mum and Toddler	Grant from Parish Council	–	£375	101084	LGA(MP)A 1976 S19 (3)
Dawn Laird	Reimbursement for stationery	–	£38.02	101085	LGA 1972 S 111
		Total	£788.02		

- 13 **Date of next meeting:** Members noted the following dates:-

- Next monthly meeting – Monday 6th July
- Extraordinary meetings to (1) formally appoint the new Parish Clerk, (2) carry out the co-option of four new members of the Parish Council and (3) approve the Annual Return and accounts. All dates to be advised in due course.

There being no further business the meeting closed at 8.30pm

Signature of Chairman upon approval of Minutes. *Candice Macdonald* 6th July 2015