

Upper Rissington Parish Council

Village Hall, Hawker Square, Upper Rissington, Gloucestershire, GL54 2NT
Telephone: 01451 810839 / 07773 526735 - Email: clerk@upperrissington.net

Minutes of Parish Council Meeting

held on Monday 6th July 2015, 7.30pm at Upper Rissington Village Hall

Present: Cllrs Caroline Maclean (Chairman), Brian Hanks (Vice Chairman), Dawn Laird. From Item 8 Cllrs David Arnold, Hans Ziebeck

In attendance: 14 members of public, District Cllr Mark McKenzie-Charrington, County Cllr Nigel Moor, Debbie Hill (Clerk/RFO)

1. **Apologies:** None.
2. **To Receive Declarations of Interest and consider Applications for Dispensation:** Cllr Maclean declared an interest in agenda item 6. Co-option. Cllr Laird declared an interest in the planning applications for 2 Blenheim Close, being a neighbour.
3. **Minutes:** The Minutes of the Ordinary Parish Council Meeting on 1st June, Extraordinary Parish Council Meeting on Monday 15th June, Extraordinary Parish Council Meeting on Monday 22nd June and Extraordinary Parish Council Meeting on Friday 26th June 2015 were approved by Council and signed by the Chairman.
4. **Matters Arising:** The Clerk reported the following:
 - An A3 capable printer has been purchased for the Parish Council office.
 - The possibility of marking parking areas in Sopwith Road has been investigated but the surface was found to be poor. Therefore resurfacing will need to be considered.
 - Chairmanship courses with GAPTC have been booked for 9th July.
 - Copy of the accounts will be displayed on notice boards now the notice period is over
5. **Public Session:**
 - Notice period for convening Parish Council meeting and request to display agenda in advance on all notice boards
 - Will Deputy Clerk (if appointed) be a qualified clerk or undergo suitable training
 - Will there be a conflict of interest if Deputy Clerk is also a Councillor
 - Why is Deputy Clerk not a paid position
 - Defibrillator progress needs to be an agenda item at the next meeting in September
 - Fundraising for defibrillator
 - Has tree work been completed
 - Is there a further developer meeting planned?
6. **Co-option:** Cllr Maclean left the room and Cllr Hanks became temporary Chairman for this agenda item. District Cllr Mackenzie-Charrington became a temporary Upper Rissington Parish Councillor as per the Order from Cotswold District Council under Section 91 of the Local Government Act 1972 (attached as page 6). Cllr Hanks advised that seven applications had been received from local residents who wished to be considered for co-option onto Upper Rissington Parish Council. A ballot was then taken and voting papers were passed to the Clerk for analysis. Cllr Hanks read out the results; David Arnold received three votes, Jason Corban received two votes, Jerry Flint received one vote, Andrew Maclean received three votes, Tom Pepper received zero votes, Declan Torris received zero votes and Hans Ziebeck received three votes. Accordingly David Arnold, Jason Corban, Andrew Maclean and Hans Ziebeck were duly co-opted to serve as Councillors on Upper Rissington Parish Council until May 2019 when the next Parish Council elections will be held.
7. **Declaration of Acceptance of Office:** David Arnold and Hans Ziebeck were present and duly signed their Declaration of Acceptance of Office and joined the meeting. Cllr Maclean returned to the room and resumed the Chair.

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8. District/County Councillors' Reports: County Cllr Moor reported that Gloucestershire Highways has completed resurfacing of Avro Road and that Sopwith Road will be next to be resurfaced and the markings near the Co-op will be improved. The new 802 bus service will come into place on 1st August, making Upper Rissington more accessible. The Section 106 agreement allows for developer funding to continue for a further five years. Cllr Moor is currently looking into a grant for Little Hurricanes from the Children's Activity Fund. Part of the application will need to be made from the Parish Council. Further details will be sent to the Clerk. It is hoped that a speeding survey will be undertaken in September. Cllr Moor will be liaising with Bob Skillern to request Upper Rissington is included in this programme. Cllr Moor is supporting the new Surgery in Stow as it has been shown that the new Surgery in Moreton provided added benefit for residents in that area. Cllr Moor continues to attend the Developer meetings but added that providing minute taking support to these meetings should not necessarily fall to the Parish Council. The Clerk will arrange for the last Developer Meeting Minutes to be uploaded to the website as long as the Developer does not object to this. Cllr Moor received a question from a member of the public concerning the recent application by Badham Pharmacy Ltd to open a new branch in Upper Rissington. This has recently been turned down by NHS Primary Care Services. Cllr Moor advised taking up the matter with Geoffrey Clifton Brown MP and supported the suggestion that the village could organise a petition to be submitted to the MP.

District Cllr Mark MacKenzie-Charrington reported that he has recently attended a cabinet meeting at Cotswold District Council where the Local Plan was discussed as the present plan expired in 2011. It is hoped that a new plan will be in place in 2016 and will run until 2031. CDC can now show their commitment to the five year housing supply with a total of 7,600 homes over the next 20 years. The first pot of money for local environmental and cleansing support has been confirmed at £2,000 across the Ward for street cleaning and environmental activities including grass cutting and litter picking after an event. Applications can be made through Cllr MacKenzie-Charrington who will then refer it on to Ubico on a first come first served basis. A member of the public queried whether dog bins would be covered under this pot of money. Cllr MacKenzie-Charrington confirmed that they would be at a supply and fit cost of £210. Cllr Hanks queried whether dog bins will be provided by the Developer. The Clerk will check the S.106 agreement. Gloucestershire County Council has recently announced phase two of the Fastershire project which will see broadband delivery to 6,495 hard to reach homes and businesses in the Cotswolds.

9. Planning:

i) To consider new Applications received – Cllr Laird left the room.

Ref No	Address	Proposed	Deadline for comments	PC Comment
15/01942/FUL	19 Bristol Road, GL54 2NY	Two storey front extension	09.07.15	No objection
15/02374/TPO	2 Blenheim Close	Works to trees with a TPO	14.07.15	No objection
15/02739/TPO	2 Blenheim Close	Works to sycamore tree with TPO	20.07.15	No objection
15/02436/FUL	Village Hall, Hawker Square	Demolition of Village Hall and redevelopment	22.07.15	Access to site should be via development side rather than Hawker Square

ii) To note Decision Notices received – none received. Cllr Laird returned to the room.

10. Position of Deputy Clerk/RFO: It was unanimously agreed that the position of Deputy Clerk/RFO be un-remunerated.

- 11. Appointment of Deputy Clerk/RFO:** Cllr Laird was nominated as Deputy Clerk/RFO and unanimously elected. The Clerk will investigate the possibility of Cllr Laird attending Clerks the Knowledge course run by GAPTC.

Two members of the public left at this juncture.

12. New Village (Community) Hall:

- i) *Update on taking on building from Developer* – The Parish Council has sent the Developer a snagging list for consideration.
- ii) *Update on lease to VHT* – Following the meeting held on 1st June comments were passed to Kendal & Davis and an updated draft lease is expected to be issued in the next week.
- iii) *Discuss and agree rent to be charged by PC to VHT* – Cllr Hanks advised that the Heads of Terms do not mention a rent amount to be charged. Cllr Maclean said that she believed it was intended to charge a peppercorn rent. The exact amount of the peppercorn rent will be advised by Kendal & Davies. This was unanimously agreed. Cllr Hanks proposed that a peppercorn rent be charged and this proposal was seconded by Cllr Maclean.
- iv) *Discuss and agree that the lease to VHT has covered consent from the Secretary of State* – Cllr Hanks advised that a 25 year lease at a peppercorn rent counts as a disposal at undervalue. The Secretary of State has given dispensation to disposals of land at undervalue where the local authority considers that the purpose for which the land is to be disposed is likely to contribute to the achievement of any one or more of the following objectives:
 - a) the promotion or improvement of economic well-being;
 - b) the promotion or improvement of social well-being
 - c) the promotion or improvement of environmental well-being

The undervalue should also be for less than £2m. All of these conditions will be met and therefore it was unanimously agreed that the lease falls within consent from the Secretary of State. Cllr Hanks also advised that the use of the Village Hall for Parish Council meetings will need to be considered as currently the agreement is for the PC to only hold 12 meetings free of charge per year in the new hall.

One member of the public left at this juncture.

13. Finance:

- i) *Review of Internal Audit Report* – This has been circulated to the existing Councillors. The Clerk is to circulate to the new Councillors.
- ii) *Summary of spend to date compared to budget for review and approval* – Up to June £6k of the £64k budget has been spent. No bills for grass cutting have been received at this stage so it is difficult to compare like for like. Three quarters of the annual precept has been received from CDC with the remainder expected to be received in October. The council unanimously approved this report.
- iii) *Summary of bank balances for review and approval* – To the end of May 2015 the Cheque account cash book figure was £75,088.83 and the bank statement figure was £75,064.83 with one un-cleared cheques deposit for £24.00. The Reserves account has a cash book and bank statement balance of £13,478.82 and the Savings account has a cash book and bank statement balance of £19,266.27. The Council unanimously approved this report.
- iv) *To approve adding newly co-opted members as signatories to the bank mandate* – This was unanimously agreed. Cllr Hanks proposed that all new Councillors are added to the bank mandate and this was seconded by Cllr Laird.

- v) *To approve commitments by the Acting Clerk for the repair of the Village Hall windows* – Cllr MacLean advised that two windows had been broken and have now been repaired.
- vi) *To consider and authorise payments* - These were approved as per the details on page 5 except for salary payment for the Cleaner in August if the Village Hall transfer occurs before this time.
- vii) *Any other financial matters* – None.

14. Correspondence: The Clerk reported the following:

- Letter from a resident concerning parking problems on Sopwith Road. Cllr Laird visited the resident recently to discuss.
- Letter from HSBC concerning small addition error on recent deposit. This has been corrected by HSBC.
- Email concerning latest Fastershire update. The Clerk will add details of this to the PC website.
- GAPTC will be holding their AGM on Saturday 18th July
- Letter from NHS Primary Services regarding Badham Pharmacy Ltd application
- Email from a resident regarding the condition of the footpath running between Hawker Square and Bleriot Road.

15. Date of next meeting: The next meeting will be at 7.30pm on Monday 7th September.

There being no further business the meeting closed at 21:40hrs.



CLlr Caroline Maclean (Chairman)

7th September 2015

Payments List for Parish Council Meeting – 6th July 2015

<u>Payee</u>	<u>Details</u>	<u>Invoice Date</u>	<u>Amount.</u>	<u>Cheque No</u>	<u>Power to Spend</u>
Lois K Stock	June Committee Secretarial Services	24.6.15	£142.50	101086	LGA1972 s.112(2)
S Mustoe & Sons Ltd	Removal of bus shelter	26.6.15	£288.00	101087	LG(MP)A 1953 s.4 / PCA 1957 s.1
D Hill	A3 printer & stationery – ink cartridges	29.6.15	£256.67	101088	LGA 1972 s.111
Cleaner's Salary - V Boshier **	July Salary	–	£173.33	101089	LGA1972 s.112(2)
Cleaner's Salary – V Boshier **	August Salary	–	£173.33	101090	LGA1972 s.112(2)
Clerk Salary	June & July Salary	–	£1,276.59	101091	LGA1972 s.112(2)
Clerk Salary	August Salary	–	£983.42	101092	LGA1972 s.112(2)
HMRC	Q1 payment (S Henley)	–	£62.18	101093	LGA1972 s.112(2)
		Total	£3,356.02		

** = Money to meet payment transferred from contingency funds

** = Money to meet payment transferred from earmarked reserves

**COTSWOLD DISTRICT COUNCIL
UPPER RISSINGTON PARISH COUNCIL (APPOINTMENT OF TEMPORARY
COUNCILLOR) ORDER 2015**

Section 91 of the Local Government Act 1972

In pursuance of Section 91 of the Local Government Act 1972 Cotswold District Council HEREBY ORDERS that the person named in the Schedule to this Order shall be appointed to serve as a Temporary Councillor ("the Temporary Councillor") for the Parish Council of Upper Rissington in the District of Cotswold ("the Parish Council").

The appointment of the Temporary Councillor is solely for the purpose of enabling persons to be co-opted to the Office of Councillor for the Parish Council, and for this purpose alone. The appointment is required as an existing councillor has an interest which precludes such councillor from participating in the co-optation and which renders the Parish Council inquorate and unable to act in this respect.

The appointment made by effect of this Order shall automatically terminate and the Office hereby created of Temporary Councillor for the Parish Council shall cease from the time and date upon which such other Councillors are co-opted to the Parish Council as will enable the Parish Council to act lawfully without the presence of the Temporary Councillor.

This Order may be cited as the Cotswold District Council Upper Rissington Parish Council (Appointment of Temporary Councillor) Order 2015.

Dated this Sixth day of July 2015.

SCHEDULE

(Name and address of Temporary Councillor)

Mark MacKenzie-Charrington, Greenfields, Little Rissington, Cheltenham, Glos., GL54 2NA

THE COMMON SEAL OF THE
COTSWOLD DISTRICT COUNCIL

was hereunto affixed in the
presence of:-

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) *Christine Gore*



Strategic Director