

Upper Rissington Parish Council

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

Telephone: 01451 810839 - Email: clerk@upperrissington-pc.gov.uk

Minutes of Parish Council Meeting

held on Monday 7th September 2015, 7.30pm at Upper Rissington Village Hall

Present: Cllrs Caroline Maclean (Chairman), David Arnold, Jason Corban, Dawn Laird, Hans Ziebeck

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

1. **Apologies:** Cllrs Brian Hanks (Vice Chairman), Andrew Maclean
2. **To Receive Declarations of Interest and consider Applications for Dispensation:** None.
3. **Minutes:** The Minutes of the Parish Council Meeting on 6th July were unanimously approved and signed by the Chairman. The Minutes of the Extraordinary Parish Council Meeting on Monday 3rd August were not approved. Cllr Ziebeck disagreed with the accuracy of item 10.
4. **Matters Arising:** The Clerk reported the following:
 - Sport facility provision consultation to be taken forward by Cllr Ziebeck
 - Children's Activity Fund application detail on equipment to be purchased being investigated by Cllr Ziebeck in conjunction with the Youth Club
 - Street Cleaning & Environmental Fund application detail has been considered by Cllrs Hanks and Ziebeck and detail will be passed to Cllr McKenzie-Charrington
 - Cllr Arnold has started work on the Winter Action Plan. It was acknowledged that the Village Hall Trust will be happy to store bagged salt in the refuse area outside the new Village Hall
 - Cllr Ziebeck's brother may have a cage available for storing salt at the new Village Hall.
5. **Public Session:** The following matters were raised:
 - It was requested that the grass is not cut too short for the final few cuts of the growing season
 - Lots of dog mess on Playing Field reported - Extra dog fouling signs for the Playing Field were requested
 - Dog bins (near Play Park) filling up – emptying seems to be missed sometimes
 - Horses manure around Hawker Square. Cllr Caroline Maclean will look into this concern
 - Progress with line painting outside Co-op
 - Upper Rissington Parish Council Grants Policy – this is available online
 - Natural Gas supply meeting – update requested following MP involvement months ago.
 - Fish & Chip Van application for car park at Village Hall

Standing Orders were suspended at 20:30 to enable Cllr Mackenzie-Charrington to give the District Councillors report as follows:

Cllr Mackenzie-Charrington has had a meeting with Peter Badham concerning the shopping centre in the new Village Square and the refusal of his application to operate and to explore how assistance could be provided to the appeal. NHS England Board may be requested to explain their decision not to grant a licence to operate to Badham Pharmacy – Mark said an appeal had been lodged and an alternative application is to be submitted if the appeal fails. It is hoped that the Co-op and Badham Pharmacy will be anchor tenants. Cllr Ziebeck added that an article may go in the local newsletter asking for help with knocking on doors to get signatures for the petition in support of the Badham Pharmacy application. An outline planning application has been made for more industrial units in Bourton-on-the-Water and plans for a supermarket and petrol station, in addition to the industrial units to a supermarket at Bourton on the Water Industrial Estate. Planned gas works will necessitate the closure of the Fosse Way on 9th-11th September between 8am and 6pm and Stow Hill on 12th-18th September between 7pm and 6am. A meeting is planned with Stephen Swinscoe, Linden Homes to develop a working relationship. Retirement Homes are planned to be built on the Pulhams old site.

Standing Orders were re-instated at 20:42. Cllr Mackenzie-Charrington left at this juncture.

6. Planning: *To consider new Applications received* – None received.

7. New Village (Community) Hall:

- (i) *Lease to Village Hall Trust* – Solicitors will be meeting on Wednesday 9th September
- (ii) *Update on major issues raised with Linden/Bovis* – still awaiting reply from Stephen Swinscoe
- (iii) *Progress on Searches* – an update on the Searches results should be available by the end of the week

8. Subscription to Other Bodies: *To approve list of subscriptions* - The Clerk had circulated a table of subscription details. The Clerk will find out more about the Gloucestershire Playing Field Association membership. Relevance of continued membership of the National Allotment Society was discussed. It was unanimously agreed to not renew the membership to the National allotment Society. This was proposed by Cllr Ziebeck and seconded by Cllr Arnold.

9. Tree Maintenance: *To consider and authorise next phase of tree maintenance work* - The next phase of tree work will be investigated and a schedule of work will be produced. This will include tree concerns already reported to the Parish Council. This is in accordance with the decision taken to embark on a rolling programme of tree work in March 2015 at a cost of £12,000 over three years. This was unanimously agreed and was proposed by Cllr Ziebeck and seconded by Cllr Caroline Maclean.

10. Parish Council Owned Land: *To consider contacting Simon Escreet for a quote to continue with researching land in Upper Rissington* – It was agreed that Cllr Laird will contact Simon Escreet to obtain a quote to complete this work.

11. Defibrillator: *Update on progress* - The Clerk reported that Stephen Swinscoe had advised that permission to install a Defibrillator will not be given as the Village Hall has not yet been accepted by the Parish Council. Quotes will be obtained for consideration at the next meeting.

12. Fish & Chip Van: *To discuss and approve consider weekly visit to Village Hall car park* – This item was discussed before agenda item 6 at the meeting. Mr. Daryl Austin has applied for a license to bring his fish & chip van to the Village Hall car park every Friday evening between 17:30 and 20:30. It was unanimously agreed to support this application.

13. Play Park:

- i) *To consider and approve action required following WODC Play Park Inspections* – It was agreed to purchase bark to replenish the shortfall of bark in the Play Park to ensure height requirements are met. An estimate has been obtained from David Austin at West Oxfordshire District Council for 10/12 tons of bark at a cost of around £1,100 plus VAT. The Clerk has searched the internet for alternative estimates and this amount was cheaper than those found on the internet. It was noted that some work has been undertaken by villagers to rake and redistribute the existing bark and therefore such a large quantity may not now be required. The Clerk will liaise with David Austin over the actual amount of bark now required. The area will also require weed spraying. A quote for £80 had been obtained from David Austin. Polly Sayers offered to complete the work at no cost to the Parish Council. Polly was thanked for her offer and it was unanimously agreed to take Polly up on her offer. Polly to liaise with the Clerk with regards to license for this work and timing of spraying. A spend of £250 was agreed to fix other problems identified in the Play Park.
- ii) *To consider and approve installing picnic benches* – Three estimates had been obtained for providing picnic benches in the Play Park. It was unanimously agreed to purchase four benches from Wells Timber at a cost of £112.50 per bench with additional installation costs of around £275 plus VAT per bench. An estimate for this work has been obtained from Robin Perry.

Two members of the public left at this juncture.

14. Outstanding Policies:

- *Freedom of Information Act 2000 requests* – The Clerk will prepare a copy based on model document available from GAPTC
- *Data Protection Act 1988 requests* – The Clerk will find out whether a model document is available
- *Press and Media policy* – The Clerk will prepare a copy based on model document available from GAPTC

15. Finance:

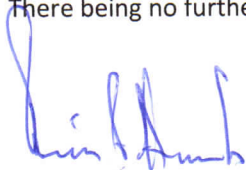
- To consider and authorise payments due* – Payments were agreed in accordance with the Payments List below.
- To consider budget position against actual and forecasted spend* – The actual against budget summary sheet was reviewed. The Clerk advised that further work was needed on transfers in order to accurately consider the actual spend. Cllr Hanks is working on a forecasted spend spreadsheet for the October meeting.
- Insurance renewal 1st October 2015* – The Clerk advised that insurance cover will be renewed with Aviva at a cost of £1,153.02 in line with the agreement to insure with Aviva for three years from 2014.
- To consider and if necessary approve attendance on SLCC Course 'Digital Engagement' for Clerk* – It was unanimously agreed that the Clerk should attend the Digital Engagement Course in Cheltenham on 24th September at a cost of £145.00 plus VAT.

16. Correspondence: *To review correspondence received and agree on suitable actions:*

- Note of thanks sent to Bovis for Defibrillator donation
- Cllr Nigel Moor had emailed a report and this had been forwarded to Councillors
- Councillor Inspections especially Play Park inspection
- Hedgerow Trimming – to be added to the October agenda

17. Date of next meeting: The next meeting will be at 7.30pm on Monday 12th October.

There being no further business the meeting closed at 22:50hrs.



Cllr Brian Hanks (Vice Chairman)

12th October 2015



Payments List for Parish Council Meeting – 7th September 2015

Payee	Details	Invoice Date	Amount	Cheque Number	Power to Spend
WODC	Grass Cutting – April	4.8.15	738.08	100003	Public Health Act 1875 s164 / Open Spaces Act 1906 ss9, 10
WODC	Grass Cutting - May	3.8.15	1476.17	100004	Public Health Act 1875 s164 / Open Spaces Act 1906 ss9, 10
WODC	Grass Cutting – June plus Playground Inspection	3.8.15	1493.69	100005	Public Health Act 1875 s164 / Open Spaces Act 1906 ss9, 10
WODC	Grass Cutting – July	3.9.15	2,214.25	100006	Public Health Act 1875 s164 / Open Spaces Act 1906 ss9, 10
WODC	Playground Inspections July	3/9/15	52.56	100007	Public Health Act 1875 s164 / Open Spaces Act 1906 ss9, 10
Calor **	Gas Supply for period 8.4.15 – 13.7.15	1.8.15	291.66	100008	LGA 1972 s133
D Hill	Clerk Salary	September	981.02	100009	LGA1972 s.112(2)
V Boshier **	Cleaner Salary	September	173.33	100010	LGA1972 s.112(2)
HMRC	Q2 PAYE Payment	July – September	614.07	100011	LGA1972 s.112(2)
Came & Company	Annual Insurance	2.8.15	1,153.02	100012	LGA 1972 s.111
UR Village Hall Trust **	Legal Set Up Costs	?	2,414.40	100013	LGA 1972 s133
TOTAL			11,602.25		

** = Money to meet payment transferred from contingency funds

** = Money to meet payment transferred from earmarked reserves