

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 12th October 2015, 7.30pm at Upper Rissington Village Hall

Present: Cllrs Brian Hanks (Vice Chairman), David Arnold, Dawn Laird, Andrew Maclean

In attendance: 12 members of public, County Cllr Nigel Moor (from 20:10), Debbie Hill (Clerk/RFO)

1. **Apologies:** Cllrs Caroline Maclean (Chairman), Jason Corban, District Cllr Mark McKenzie-Charrington
2. **To Receive Declarations of Interest and consider Applications for Dispensation:** None.
3. **Public Session:** The following matters were raised:
 - Handover of the new Village Hall
 - One Foundation Grant Application of £25k for new Village Hall
 - Clerk telling Nigel Adams, Cotswold District Council allegedly incorrectly, that three quotes for website hosting had been obtained
 - Noticeboard replacement at the Co-op
 - Distribution of agenda, minutes etc by email to a mailing list
 - Publishing draft minutes before the Council meeting
 - Comments made in a closed session at a previous meeting concerning a resident
 - Unconfirmed minutes of 3rd August being revised
4. **District/County Councillors' Reports:** *To receive reports for information* – Cllr McKenzie-Charrington's report had been received prior to the meeting and circulated to Councillors. Cllr Nigel Moor arrived at 20:10.
5. **Minutes:** The Minutes of the Parish Council Meetings held on 3rd August, 7th September and 21st September were unanimously approved and signed by the Vice Chairman.
6. **Clerk's Report:** The Clerk reported the following:
 - Four benches ordered for play park
 - Fish & Chip van on a Friday evening
 - Speed test results received
 - Bark for play park – request for volunteers to help spread the bark
 - Play park repairs authorised
 - Clerk has attended Digital Engagement and Minute Writing courses – both very beneficial
 - Audit now complete and notice to be displayed
 - Meeting arranged with a supplier of Defibrillators
 - Victory Fields completion figures
 - Crime Figures update provided
7. **Payments:** *To consider and authorise payments due (including vires as necessary)* – Cllr Hanks summarised the payments list below (with the exception of the overtime payment) including the vires required to meet Cleaner's salary and expenses for supplies for the Village Hall. Approval of the payments list was agreed unanimously and was proposed by Cllr Arnold and seconded by Cllr Andrew Maclean
8. **Planning:**
 - (ii) *To consider new Applications received and agree the Council's response* – None.
 - (iii) *To note Decision Notices received* – it was noted that a number of 'compliance matters' had been approved by the local planning authority.

It was noted that Cllr Andrew Maclean will be attending the District Planning Meeting on 10th November.

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9. New Village (Community) Hall:

- (ii) *To receive an update on taking on building from Developer*
- (iii) *To confirm that major s.106 issues relating to the building have been dealt with*
- (iv) *To agree actions following result of Searches*
- (v) *Update on lease to VHT*
- (vi) *To agree to remit £9000 to Kendall and Davies, such funds to be held in their client account; and authorise two councillors to sign the cheque*

Cllr Hanks proposed to move this agenda item due to the length of time needed to discuss this item and the imminent arrival of Cllr Moor.

10. Grant Requests: *To agree to extend the deadline for grant applications to Friday 6th November and consider all applications at the meeting on 7th December* – It was noted that the agenda contained incorrect dates. Cllr Hanks reported that no applications had been received to date and suggested that the deadline date should be extended to Friday 13th November and the applications will be reviewed at the December meeting. This was unanimously agreed and was proposed by Cllr Arnold and seconded by Cllr Laird

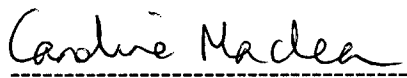
11. Complaints Policy:

- (i) *To review and approve the policy* – Cllr Hanks explained that the policy circulated to Councillors prior to the meeting had been based on the formation of a Complaints Committee. It had been raised that this was not practical given the size of the Council. Cllr Arnold raised a question concerning point 6.3.
- (ii) *To agree the Terms of Reference for the Complaints Committee*
- (iii) *To appoint Members to the Complaints Committee*

At 20:10 a member of the public interrupted the meeting to express dissatisfaction that it seemed the Councillors had not been provided with the documentation prior to the meeting. This statement was incorrect. Cllr Hanks asked the member of the public to refrain from speaking several times but the member of the public refused. Cllr Hanks then proposed that the member of the public leave the meeting. This was unanimously agreed and was seconded by Cllr Laird. The member of the public refused to leave the meeting. At 20:12 Cllr Hanks moved to agenda item 21.

21. At 20:30 the meeting moved to Separate Business: Pursuant to 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Standing Order 19a, the public and press should leave the meeting during the consideration of: Staffing Matters – The Clerk will have an interim review with the Chairman and one other Councillor. An overtime payment for the Clerk was unanimously approved and was proposed by Cllr Caroline Maclean and seconded by Cllr Arnold. Due to current workloads it was acknowledged that overtime would be required and should be agreed on a weekly basis with the Chairman. This was unanimously agreed and was proposed by Cllr Hanks and seconded by Cllr Laird.

The meeting closed at 21:15hrs.



Cllr Caroline Maclean (Chairman)

23rd November 2015

Payments List for Parish Council Meeting – 12th October 2015

Payee	Details	Invoice Date	Amount	Cheque Number	Power to Spend
SLCC	Clerk - Digital Engagement Course	14-09-2015	174.00	100014	LGA 1972 s111
Town & Country Ltd **	Urgent Tree work	17-09-2015	144.00	100015	HA 1980 s96
GAPTC	Clerk Minute writing course	22-09-2015	30.00	100016	LGA 1972 s111
GAPTC	Cllr (3) - Being a better Councillor	17-09-2015	255.00	100017	LGA 1972 s111
Cotswold District Council **	Premises Licence	20/09/2015	70.00	100018	LGA 1972 s133
Ross Parry	Laptop Assessment	05-10-2015	60.00	100019	LGA 1972 s111
D Hill ** (part)	Expenses (mileage, stationery, supplies)	September	74.14	100022	LG(FP)A 1963 s5, LGA 1972 s111 & LGA 1972 s133
Wells Timber Products	Picnic Benches x 4	09-10-2015	454.66	100023	PCA 1957 ss.1(1) & 7
Absolute Creative	Website hosting and updates	29-09-2015	204.00	100024	LGA 1972 s142
Payroll ** (part)	Payroll for October including overtime payment authorised in agenda item 21.	October	1,665.14	100020, 100021 & 100025	LGA 1972 s112(2)
Npower **	Direct Debit	03-09-2015	441.86	DD	LGA 1972 s134
TOTAL			3572.80		

** = Money to meet payment transferred from contingency funds

** = Money to meet payment transferred from earmarked reserves