

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 23rd November 2015, 7.30pm at Upper Rissington Village Hall

Present: Cllrs Caroline Maclean (Chairman), Jason Corban, Andrew Maclean

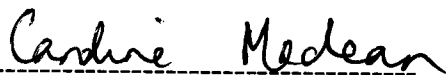
In attendance: 15 members of the public, Debbie Hill (Clerk/RFO) and County Cllr Nigel Moor

1. **Apologies:** Cllrs Brian Hanks (Vice Chairman), David Arnold, Dawn Laird and District Cllr Mark Mackenzie-Charrington
2. **To Receive Declarations of Interest and consider Applications for Dispensation:** Cllrs Caroline Maclean and Andrew Maclean by way of being a neighbour of 10 De Haviland Road. Cllrs Caroline Maclean and Andrew Maclean both submitted an application for dispensation to the Clerk on the basis that the meeting would otherwise become inquorate when discussing agenda item 6 (ii). The Clerk confirmed that dispensation had been granted for this agenda item.
3. **Public Session:**
 - Permission requested to comment on an agenda item where a member of the public has information relating to an agenda item
 - Items for consideration at the next Parish Council meeting to include dog bins and defibrillator
 - Freedom of Information request not yet responded to by the Parish Council
 - Freedom of Information request for a statement of accounts and copies of all invoices since May 2015 requested by a member of the public
 - Tree in wooded area by Smith Barry Road (first tree on the right, overlooking new pond) requires attention
 - Hedgerow cutting for January agenda
4. **Minutes:** The Minutes of the Parish Council Meetings held on 12th October and 13th November were unanimously approved and signed by the Chairman. The minutes of 12th October were proposed by Cllr Andrew Maclean and seconded by Cllr Jason Corban. The minutes of 13th November were proposed by Cllr Caroline Maclean and seconded by Cllr Andrew Maclean.
5. **Payments:** *To consider and authorise payments due (including vires as necessary)* – Approval of the payments list below was agreed unanimously. This was proposed by Cllr Caroline Maclean and seconded by Cllr Jason Corban.
6. **Planning:** *To consider new Applications received and agree the Council's response*
 - (i) *Erection of a two storey side extension and link to garage, 11 Bristol Road – 15/04415/FUL – no objection.*
 - (ii) *Erection of a single storey side extension, 10 De Haviland Road – 15/04650/FUL – no objection.*
 - (iii) *Horse Chestnut (T28) fell, 5 De Haviland Road – 15/04744/TPO – no objection.*
 - (iv) *Silver Birch in front garden (T367), 51 Hawker Square – 15/04762/TPO – no objection.*
7. **New Village Hall:**
 - (i) *To formally agree to takeover Village Hall from the Developer – the Clerk reported that it had not been possible to negotiate an extension to the Defects Liability period; however the Clerk would ask the Solicitor if the liability for any work could be split say 50:50. It was noted that the Village Hall Trust felt that the exit mechanism on some of the emergency exit doors may not be compliant with fire regulations. The Clerk will raise this query with the Solicitor. Cllr Caroline Maclean proposed to takeover the Village Hall and this was seconded by Cllr Jason Corban. Cllrs Caroline Maclean and Jason Corban signed documents TP1 and TR1 and their signatures were witnessed by Debbie Hill as Proper Officer of Upper Rissington Parish Council.*
 - (ii) *To agree and approve a mandate for the Clerk to organise the transfer of equipment/furniture from the old village hall to the new Village Hall – it was unanimously agreed that the Clerk can make all necessary arrangements and liaise with the Developer concerning access. This was proposed by Cllr Caroline Maclean and seconded by Cllr Jason Corban.*

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- (iii) *To agree and authorise the Clerk to make all administrative arrangements to ensure the new Village Hall is legally compliant- including insurance, licenses and utilities – this was unanimously agreed and was proposed by Cllr Caroline Maclean and seconded by Cllr Jason Corban.*
- (iv) *Update on lease to VHT – an informal meeting has been held between the Parish Council and the VHT. The Clerk will be speaking to the Solicitor requesting a response from the VHT by Thursday 26th November. It was noted that the oversight requested by the Parish Council would not relate to day to day operational matters. The detail will be reviewed once comments have been received from VHT Solicitor.*
- (v) *To agree to remit £9,000 to Kendall & Davies, such funds to be held in their client account; and authorise two councillors to sign the cheque – this was unanimously agreed and was proposed by Cllr Caroline Maclean and seconded by Cllr Andrew Maclean.*
- 8. Winter Maintenance Plan:** *To agree and approve a mandate for the Clerk to purchase storage equipment in relation to the Winter Plan up to an amount of £500 – this was unanimously agreed and was proposed by Cllr Caroline Maclean and seconded by Cllr Andrew Maclean.*
- 9. Dog Waste Bin, Hawker Square/Playing Field:** *To agree and authorise the replacement of the existing perished dog waste bin (supply and installation) at a cost of around £300 – it was noted that the existing location will not be suitable once demolition of the old village hall commences. The Clerk will liaise with the Developer over siting and access. Authorisation to spend was unanimously agreed and was proposed by Cllr Jason Corban and seconded by Cllr Andrew Maclean.*
- 10. Date of next meeting:** *To confirm the date of the next meeting – Monday 11th January at 7.30pm. Post meeting note: the meeting date was later changed to Monday 25th January at 7.30pm.*
- 11. Separate Business: Pursuant to 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Standing Order 19a, it was resolved that the public and press should leave the meeting during the consideration of: Staffing Matters:** *the Clerk will have a six month probationary review with the Chairman and another Councillor in January 2016. It was unanimously agreed that the Clerk could be admitted as a member of the Local Government Pension Scheme as detailed in the Clerk's Contract of Employment issued on 1st July 2015. This was proposed by Cllr Jason Corban and seconded by Cllr Andrew Maclean.*

There being no further business the meeting closed at 21:20hrs.



Cllr Caroline Maclean (Chairman)

25th January 2016

Payments List for Parish Council Meeting – 23rd November 2015

Payee	Details	Invoice Date	Amount	Cheque Number	Power to Spend
Getmapping PLC	ParishOnline Annual Fee	28-09-2015	33.60	100038	LGA 1972 s111
Kendall & Davies	Village Hall Legal Fees & First Payment to VHT		9,000.00	100039	LGA 1972 s133
TOTAL			9033.60		

** money to meet payment to be moved from Contingency budget

** money to meet payment to be moved from Reserves

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