

Upper Rissington Parish Council

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

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Minutes of Parish Council Meeting

held on Monday 7th March 2016, 7.30pm at Upper Rissington Village Hall

Councillors Present: Chair Caroline Maclean (CM), Vice Chair Brian Hanks (BH), David Arnold (DA), Dawn Laird (DL)

In attendance: County Councillor Nigel Moor, six members of the public, Clerk Debbie Hill

Welcome: Prior to the commencement of the meeting CM welcomed members of the public to the meeting. CM informed the meeting that the recent Code of Conduct Complaints made to Cotswold District Council were not being investigated and there were no current complaints outstanding.

1. **Apologies:** Cllr Jason Corban, Cllr Andrew Maclean, District Councillor Mark MacKenzie-Charrington
2. **To Receive Declarations of Interest and consider Applications for Dispensation:** Cllr Hanks declared an interest in the second part of agenda item 16, Disruption of Council Business.
3. **Public Session:** The following points were made during the public session:
 - Progress on hedgerow cutting
 - Has consideration been given to the situation for the Parish Council if the Surveyor values the new Village Hall at more than £800k
 - Ownership of footpath from Harris Gardens to Lancaster Drive. The Developers are currently maintaining the lighting – what will happen when the Developers leave the village
 - Concerns about the number of trees that will possibly need to be cut down on Delfin Way to enable the construction of 24 dwellings
 - Ongoing dog fouling issues in the village
 - Request for publication of draft minutes on the website.
4. **County Councillors' Report:** County Cllr Nigel Moor reported that Gloucestershire County Council agreed their budget at their Council meeting on 17th February. An additional £2.4m funding for Gloucestershire was announced by the Government, allowing an extra £2.075m to be spent on roads. Part of the funding will be used to roll out the lengthsman programme (highways maintenance teams dedicated to a particular area of the road network) working to repair minor defects before they deteriorate further. Local issues being dealt with:
 - Gloucestershire County Council reviewing 2014 Pharmacy Needs Assessment in light of housing development in Upper Rissington
 - Fine tuning of early morning 802 bus service
 - Petition for faster broadband in Upper Rissington being presented on 23rd March
 - Pursuing Oxford Innovation to consider a business centre in Upper Rissington
 - New road signage for Upper Rissington for junction with A424Cllr Moor has been appointed as Cabinet Portfolio holder for Fire, Planning and Infrastructure. Cllr Moor highlighted the campaign by Cotswold District Council to form a new Unitary Council combining West Oxfordshire District Council and Cotswold District Council.
5. **Minutes:** The minutes of the Extraordinary Parish Council Meeting held on Monday 25th January were approved by Council as a true record. Proposed by CM. **Motion carried.** The minutes of the Extraordinary Parish Council Meeting held on Wednesday 17th February were approved by Council as a true record. Proposed by BH, seconded by DA. **Motion carried.**

CM

6. **Clerk's Report:** The Clerk reported the following:

- An update had been received from Nigel Adams, Head of Democratic Services, CDC that there are no Code of Conduct complaints about URPC
- Simon Escreet has been appointed to complete the work on land ownership in Upper Rissington
- New Village Hall – CDC has confirmed that there is no requirement for the s106 agreement to be changed in relation to the maintenance payment from the Developers. URPC's solicitor has written to the Stamp Duty Office for a definitive answer to whether Stamp Duty is payable. A response should be received by 11th March. Proposals for amendments to the lease documents for the lease of the hall to the Village Hall Trust will need to be considered at a future Parish Council meeting
- A new dog bin has been requested from the Street Cleaning & Environmental Fund and a new dog bin has ordered to replace the perished bin near to the Village Hall. The Developers have agreed to install two to three dog bins in Victory Fields
- The persistent wet weather has delayed the installation of the picnic benches at the play park. Recent play park inspections have identified a need for the toddler swings to be replaced.
- A memorial bench has been ordered for Jubilee Gardens
- A request was made to the Developers for the Miniature Castle to be fenced off as an interim measure
- The next phase of tree work has been proposed by the contractor but needs further consideration
- Three quotes are being sought for the Defibrillator and the Clerk is looking into funding from Southern Electric
- Awaiting suggested date for meeting with Developers to discuss Open Spaces
- The Clerk is attending GAPTC's Clerk's Networking Training Day

7. **Finance:**

- To consider and authorise payments due (including vires as necessary) – Payments were agreed in accordance with the Payments List below and the vire from Village Hall Setup was agreed to cover the salary payment for the Cleaner and for Village Hall equipment expenses. Proposed by BH, seconded by CM. **Motion carried.***
- To compare actual spend to budget to 31st January 2016 – The Clerk presented the actual spend to budget. The Clerk was asked to re-categorise some payments.*
- To authorise appointment of GAPTC as our Internal Auditor –It was agreed that due to the level of advice given to URPC this year, the GAPTC Internal Audit Service could not be considered to be independent. The Clerk will attempt to obtain three quotes; one of those should be the company that provided the service for financial year 2013/14.*
- To authorise the Clerk to liaise with HSBC on routine banking matters – Proposed by CM, seconded by DA. **Motion carried.***
- To review recommendations of the Internal Audit Report from 2014/15 and consider if they have been acted upon – The Clerk gave an update on each area of the report where the Internal Auditor had answered 'no' to a statement.*
- To review HSBC Bank correspondence – The Clerk reported that a £50 compensation payment had been received from HSBC due to an administrative error.*

CM

8. Planning:

(ii) *To consider new Applications received*

Ref No	Address	Proposed	Deadline for comments	PC Comment
16/00233/FUL (revised)	19 Bristol Road, GL54 2NY	Two storey front extension		No objection

(ii) *To note Decision Notices received*

Ref No	Address	Proposed	Decision
14/01403/OUT	Village Hall, Hawker Sq		Permit

9. **Valuation of New Village Hall:** *To consider appointing an independent Surveyor to value the new Village Hall in the event that HMRC Stamp Duty Office confirm that Stamp Duty Land Tax is payable on completion* – The Clerk reported that the Stamp Duty Office has confirmed that Stamp Duty Land Tax will be payable. The Clerk will check with the Developer whether the sum of £40k will be paid irrespective of valuation. For expediency it was proposed that the Valuer suggested by Cllr MacKenzie-Charrington be appointed to undertake the Survey at a cost of £1,250 plus VAT. Proposed by BH, seconded by DA. **Motion carried.**

10. **Proposal to close down the Domain www.upperrissington.net; which is now obsolete and to close down the associated email account:** It was agreed that the domain and associated email address should be closed down. The Clerk will contact Cotswold to ensure that a copy is taken of the inbox and sent items and to request an email to be sent out advising of the impending closure. The Clerk will also arrange for a message to be posted on the PC website and the village Facebook page. **Motion carried.**

Two members of the public left at this juncture.

11. **Hedgerows:** *To consider the three quotes obtained for cutting the Hedgerows and to agree which quote to accept* – The quotes were considered and it was agreed that a hand cut would be more sympathetic and would enable both sides to be cut. The quote from West Oxfordshire District Council was the preferred quote and it was agreed to authorise a spend of up to £2,200 inclusive of VAT. Proposed by BH, seconded by DL. **Motion carried.**

12. **Footpath Access on Eastern Side of the Airfield:** *To support a proposal to open up access alongside the Eastern side of the Airfield to connect the village* – It was agreed to support the proposal. The Clerk will post the details on the website and ask for comments. Proposed by BH, seconded by DA. **Motion carried.**

13. Review of Statutory Documents:

(i) *To review and adopt the Standing Orders* – It was agreed to consider the following amendments: 3w change to 2.5 hours, 9b insert five clear days, 3g change to three minutes and 3b consider changing definition of clear days notice to exclude a Saturday.

(ii) *To review and adopt the Financial Regulations* – This item was deferred to enable the Clerk to obtain advice from GAPTC concerning the payment of salaries.

Four members of the public left at this juncture.

14. **Date of next meeting:** The next meeting will be at 7.30pm on Monday 4th April.

15. **To resolve to move into a closed session:** It was resolved to move into a closed session. **Motion carried.**

16. **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:** *To review and accept conclusion of the Clerk's six month appraisal* – The appraisal was reviewed and agreed. Objectives for the Clerk will be agreed at the next meeting. Proposed by BH, seconded by DA. **Motion carried.**

CM

Disruption of Council Business: *To consider proposed action to prevent further disruption of Parish Council business due to recent criticism of the Clerk – BH left the room for discussion of this item. It was noted that an email had been sent to Nigel Adams, Head of Democratic Services, CDC raising allegations about the performance of the Clerk. The Clerk was unhappy that the email had been copied in to two other residents in the village as she felt this was inappropriate. CM to request a copy of the email from Nigel Adams and subject to obtaining a copy, the Council to investigate further.*

There being no further business the meeting closed at 22:40hrs.



Cllr Caroline Maclean (Chairman)

4th April 2016



Payments List for Parish Council Meeting – 7th March 2016

Payee	Details	Invoice Date	Amount	Cheque Number	Power to Spend
Broxap Ltd	Memorial Bench & Plaque	18-02-2016	£950.40	100055	PHAA 1907 s76(1)
West Oxfordshire District Council	Play Park Inspections Nov 2015 to Jan 2016	25-02-2016	£52.56	100056	LG(MP)A 1976 s19(3)
Payroll ** (part)	March payroll	-	£1,221.27	100059 & 100060	LGA 1972 s112(2)
D Laird **	Expenses - Village Hall cleaning equipment	20-11-2015	£5.97	100057	LGA 1972 s133
D Hill ** (part)	Expenses - Village Hall supplies £3.80 and stationery & postage £14.56	receipts	£18.36	100058	LGA 1972 s111 & s133
Earth Anchors	Dog Bin	04-03-2016	£148.74	100061	LA 1983 s5
TOTAL			£2,397.30		

** money to meet payment to be moved from Village Hall Setup budget

** money to meet payment to be moved from Reserves

CM