

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 4th April 2016, 7.30pm at Upper Rissington Village Hall**

Councillors Present: Chair Caroline Maclean (CM), Vice Chair Brian Hanks (BH), Andrew Maclean (AM)

In attendance: District Councillor Mark MacKenzie-Charrington, 11 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 advised that agenda item 10 would have to be deferred due to Cllr Jason Corban being unavailable for this meeting.

1. **Apologies:** Cllr Jason Corban, Cllr David Arnold, Cllr Dawn Laird, County Councillor Nigel Moor
2. **To Receive Declarations of Interest and consider Applications for Dispensation:** None.
3. **Public Session:** The following points were made during the public session:
 - Query raised on whether Developer would still make a one-off payment of £40k in light of recent valuation of the new village hall and what would happen to the surplus
 - Publication of draft minutes – it was noted that this has been actioned
 - Rumours in the village about Development issues, progress and timescales – it was noted that the Developers have been invited to the Annual Parish Meeting and that informal meetings have commenced
 - Responsibility for pathway in front of Harris Gardens – it was noted that this has been forwarded to Gloucestershire County Council
 - Timing critical for discussion of lease to Village Hall Trust
 - Need for regular meetings with PC & VHT moving forwards
 - Query over how long the PC has to vacate the old village hall – it was noted that there will be a maximum of a six week changeover period
 - Query over 5.9% increase in precept given additional housing in Victory Fields
4. **District Councillors' Report:** District Cllr Mark MacKenzie-Charrington reported that the Badham Pharmacy application has been refused for the second time but there is to be an appeal on the basis of NHS England considered their decision based on incorrect facts. There is no news as yet on the Delfin Way planning application although it is understood that the issue of employment space is still being considered. A Fosse Way committee has been formed to conduct a survey and produce a master plan to improve highway blackspots. The background to the reason for the Unitary bid from CDC is to share services at a reduced cost to the current position. Gloucestershire County Council is not in support of the bid and West Oxfordshire District Council is investigating further. Concerns have been raised that the Cotswold area might lose identity as a result. The District Plan is at stage 19 of the process meaning that it will go to central government by the end of the summer and then there will be a further six to nine month period awaiting a decision. There is a possibility it may come into force some time in 2017. Cllr MacKenzie-Charrington encouraged people to vote in the forthcoming Police & Crime Commissioner election.
5. **Minutes:** The minutes of the Parish Council Meeting held on Monday 7th March was approved by Council as a true record. The Clerk advised that the front page needs to be re-printed due to layout. Proposed by CM, seconded by BH. **Motion carried.**

CM

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

Play Park

- The picnic benches have been installed
- Quotes have been obtained for two new toddler swing seats and these will be ordered shortly
- West Oxon have been asked to complete minor repairs and advise on two other items
- There have been reports of litter problems. This is to be monitored and will form part of the Maintenance Officer's responsibilities

Village Maintenance/Improvements

- We have permission to install a dog bin at the new Village Hall and I am liaising with Ubico about this. We may also be able to have two more dog bins from the Environmental Fund. Ubico will also be re-siting the dog bin by the village hall and replacing the actual bin
- Road clearing work from Environmental Fund will be undertaken in April
- Additional potholes on Sopwith Road will be repaired by 19th April
- The bus shelter on Farman Crescent will be repaired
- The Clean for the Queen litter pick had to be cancelled due to snow. Suggestions needed for a revised date.

Jubilee Garden

- The memorial bench has been delivered and should be installed week commencing 4th April
- Plans for a hedgerow alongside Hawker Square have been aborted due to condition of ground

Funding

- The Clerk and Deputy Clerk recently met with GRCC to explore other sources for funding for play park improvements. GRCC has suggested some possible sources to look into further
- The Clerk is submitting an application to Southern Electric for possible funding for the defibrillator

Administration

- Review of statutory documents postponed until May meeting
- The cheque to Kendall & Davies for £9,000 has been stopped. An administration fee of £10 was charged

Items added 4th April

- To advise council that the VHMCA have been holding meetings in the village hall with no charge
- Unpaid invoice 022 for village hall hire on 27th June 2015 amounting to £120
- Update from Cotswold District Council on tree felling around Delfin Way

7. **Finance:**

- To consider and authorise payments due (including vires as necessary)* – BH queried whether URPC should continue with membership of GAPTC. It was felt that membership should be continued but the service will be reviewed. Payments were agreed in accordance with the Payments List below and the vire from Contingency was agreed to cover the salary payment for the Cleaner. Proposed by CM, seconded by AM. **Motion carried.**
- To approve vires from previous months* – The Clerk reported outstanding vires for approval related to four payments in total. Two were at the meeting on 13th November 2015 in respect of £162.70 payment to BT and £161.10 payment to Albion Water, both to be vired from Contingency. Two were at the meeting held on 25th January in respect of £207.12 payment to Robin Perry and £168.57 payment to BT, both to be vired from Village Hall Setup. Proposed by BH, seconded by CM. **Motion carried.**
- To review potential internal auditor and authorise appointment of selected person* – It was agreed that Arrow Accounting should be appointed as Internal Auditor subject to the Clerk obtaining details of the level of indemnity cover provided. Proposed by BH, seconded by AM. **Motion carried.**

8. Planning:

(i) To consider new Applications received

Ref No	Address	Proposed	Deadline for comments	PC Comment
16/00998/REM	Land to the North of Roman Way and to the East of Bourton Industrial Park	Approval of reserved matters for erection of 38 dwellings	12/04/2016	No comment
16/01100/FUL	Land off Sandy Lane	Installation of 20 high telecoms mast and associated cabinets	14/04/2016	No objection

(ii) To note Decision Notices received

Ref No	Address	Proposed	Decision
16/00233/FUL	19 Bristol Road	Two storey front extension (revised scheme)	Permit

9. Completion of New Village Hall:

- (i) *To receive and consider the valuation report from Peter Memmott, Fairweather Chartered Surveyors* – The valuation report had been circulated to members in advance of the meeting. It was noted that the valuation of the village hall for Stamp Duty Land Tax purposes is £430,000. A copy of the report has been forwarded to Kendall & Davies. It was agreed to accept the report. Proposed by BH, seconded by AM. **Motion carried.**
- (ii) *To approve the payment of £11,000 Stamp Duty Land Tax* – The payment of £11,000 Stamp Duty Land Tax was approved. Proposed by BH, seconded by AM. **Motion carried.**
- (iii) *To approve the issuance of a replacement cheque for £9,000 to Kendall & Davies* – The Clerk reported that Kendall & Davies had today advised that £40,000 had been received into their client account. BH suggested that in light of this there was no need to issue a cheque to Kendall & Davies. Proposed by AM, seconded by CM. **Motion carried.**
- (iv) *To delegate completion discussions with the Solicitor and Developer to the Proper Officer* – Proposed by CM, seconded by AM. **Motion carried.**

10. Lease of Village Hall to Village Hall Trust: Deferred to extraordinary Parish Council meeting.

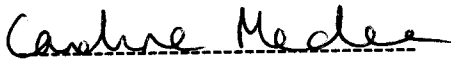
11. Purchase of Defibrillator: *To review the quotes obtained for the purchase of a defibrillator and to agree the preferred supplier* – The quotes were considered and it was felt that the option of an external, lockable cabinet would be preferable. The Clerk was asked to check whether it is a Community Heartbeat Trust defibrillator installed at Stow Surgery. It was noted that it would be preferable to have a switching facility between adult or child rather than having to change pads. The Clerk was authorised to liaise with Community Heartbeat Trust and Heart Plus in order to ascertain which supplier matched the requirements the closest. The Clerk was authorised to spend up to £3,000 on a defibrillator package and to investigate possible funding from Southern Electric. Proposed by BH, seconded by AM. **Motion carried.**

12. Purchase of Replacement Toddler Swings: *To review the quotes obtained for the purchase of replacement toddler swings for the play park and to agree the preferred supplier* – The quotes were considered and it was agreed to purchase to replacement toddler swing seats from GB Sports & Leisure and for West Oxfordshire District Council to install the swing seats at a cost of around £60 plus VAT. Proposed by BH, seconded by AM. **Motion carried.**

13. Badhams Pharmacy Appeal: *To consider whether the Parish Council can assist in the proposed appeal as per email from Cllr Mark MacKenzie-Charrington* – Cllr MacKenzie-Charrington had supplied the Clerk with suggested wording for a website post. Parish Council to write to NHS England. AM to supply wording to the Clerk.

- 14. Youth Activities Fund:** *To consider and agree proposal to apply for funding to the Youth Activities Fund for youth activities e.g. a mobile youth van to visit Upper Rissington Village Hall once a fortnight throughout the school summer holiday* – The Clerk was requested to approach Kami Kalsi to understand the previous application made by Rob French and to ask for assistance in completing the application.
- 15. Complaints Received to be Reviewed under the Complaints Procedure:** *URPC Meeting 7th March* – It was noted that a complaint had been received by email concerning the Parish Council website. The Clerk advised that a reply had been sent but it was noted that the complaint may be ongoing.
- 16. Correspondence Received:** *Purchase of Play Park, parking spaces and other from Country and Metropolitan* – Correspondence has been received to the effect that some areas of the Play Park may not be owned by the Parish Council and that monies amounting to £12,000 had been paid by some residents. It was agreed that the letters should be forwarded to Simon Escreet for inclusion in the work he is conducting on establishing Parish Council owned land. The Clerk was asked to contact Philip Saunders for possible additional information.
- 17. Date of next meeting:** The next meeting will be at 7.30pm on Monday 9th May. The Annual Parish Meeting will be held on Wednesday 20th April at 7.30pm.
- 18. To resolve to move into a closed session:** It was resolved to move into a closed session. **Motion carried.**
- 19. 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 agree the Clerk's objectives for the year from 1st April 2016* – The Clerk's objectives to be amended by BH and circulated to Councillors.

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



Chairman

9th May 2016

Payments List for Parish Council Meeting – 4th April 2016

Payee	Details	Invoice Date	Amount	Cheque Number	Power to Spend
West Oxfordshire District Council	Play Park Inspections Feb & Mar 2016	24-03-2016	£35.04	100062	LG(MP)A 1976 s19(3)
Fairweathers	Chartered Surveying services	24-03-2016	£1,500.00	100063	LGA 1972 s133
GAPTC	Internal Audit 14/15 additional work & mileage	09-03-2016	£86.40	100064	LGA 1972 s111
GAPTC	Subscription 2016/17		£314.42	100065	LGA 1972 s143
Payroll ** (part)	April payroll		£1,337.93	100066 & 100067	LGA 1972 s112(2)
HMRC	Q4 PAYE		£652.52	100068	LGA 1972 s112(2)
C Maclean	Expenses - Annual Parish Meeting	26-03-2016	£149.70	100069	LG 1972 s150(2)
TOTAL			£4,076.01		

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

CM