

# 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 9<sup>th</sup> May 2016, 7.00pm at Upper Rissington Village Hall

**Councillors Present:** Chair Caroline Maclean (CM), David Arnold part (DA), Jason Corban (JC), Andrew Maclean (AM)

**In attendance:** Seven members of the public, Clerk Debbie Hill

1. **Apologies:** Cllr Brian Hanks, Cllr Dawn Laird
  2. **To Receive Declarations of Interest and consider Applications for Dispensation:** None.
  3. **Public Session:** The following points were made during the public session:
    - Would the Parish Council consider the frequency of the hedgerow cutting as a future agenda item i.e. annually or every other year
    - Progress was queried with amendments to lease to Village Hall Trust
    - Update on land owned by the Parish Council as it was noted a new issue has been highlighted in respect of the footpath off Bristol Road and Lincoln Close
- DA joined the meeting at this juncture.
4. **Minutes:** The minutes of the Parish Council Meetings held on Monday 4<sup>th</sup> April and Wednesday 20<sup>th</sup> April were approved by Council as a true record. The 4<sup>th</sup> April minutes were proposed by JC and seconded by AM. **Motion carried.** The 20<sup>th</sup> April minutes were proposed by JC and seconded by AM. **Motion carried.**
  5. **Re-numbering of Minutes:** *To approve the re-numbering and re-signing of minutes from 12<sup>th</sup> October, 13<sup>th</sup> November and 23<sup>rd</sup> November 2015 due to a numbering error* – The re-numbering and re-signing of the minutes was approved by the Council. Proposed by CM and seconded by JC. **Motion carried.**
  6. **Purchase of Laptop:** *To consider and approve purchase of new laptop for the Clerk* – The quotes for purchase of a new laptop were considered. It was agreed to purchase a new 15.6" laptop, laptop bag, mouse and Office 365 for a total amount not exceeding £500. Proposed by JC and seconded by CM. **Motion carried.**
  7. **Ratification of decisions made on 17<sup>th</sup> February:**
    - (i) *Planning Application: 16/00075/FUL for the conversion and change of use of the existing watch tower into a single dwelling at Rissington Airfield. It was decided that the PC would support the new application to convert the building into a residential dwelling but with the restriction that occupation of the property should only take place after the provision of 1,500 m<sup>2</sup> of B1 space.*
    - (ii) *Miniature Castle: The PC agreed to seek help from LB to protect the castle in the short term possibly in the form of a fence and a final decision on its location would be made during the open spaces discussions between LB and the PC.*
    - (iii) *Payments: Payments agreed as in Appendix 1 and vires from contingency/reserves authorised.*
    - (iv) *Tree Works: Authorisation deferred until further information provided*The decisions were all ratified unanimously. Proposed by DA and seconded by JC. **Motion carried.** AM stated that he disagreed that this matter needed to be an agenda item. JC felt that the process should be clarified in URPC's Standing Orders to avoid future confusion.

**8. Finance:**

- i) *To consider and authorise payments due as in Appendix 2 – Payments and vires were agreed in accordance with the Payments List below (including the NPower direct debit of £833.35 on 8<sup>th</sup> March). Proposed by CM, seconded by AM. **Motion carried.***
- ii) *To approve vire from April 2016 for payment of BT bill from contingency – The vire was approved. Proposed by AM and seconded by JC. **Motion carried.***
- iii) *To approve NPower direct debit payment of £833.35 on 8<sup>th</sup> March – The payment was approved in item 8i) above.*

**9. Date of next meeting:** The Annual Parish Council meeting will be held on Monday 23<sup>rd</sup> May at 7.30pm. The next Parish Council meeting will be held on Monday 6<sup>th</sup> June at 7.30pm.

There being no further business the meeting closed at 19:28hrs.



Chairman

23<sup>rd</sup> May 2016

### Payments List for Parish Council Meeting – 9<sup>th</sup> May 2016

Payee	Details	Invoice Date	Amount	Cheque Number	Power to Spend
West Oxfordshire District Council	Additional bark for play park and hedgerow cutting	31-03-2016	£1,317.84	100074	LG(MP)A 1976 s19(3)
Robin J Perry Ltd	Installation of four picnic benches in play park	27-04-2016	£1,320.00	100075	PCA 1957 ss. 1(1) & 7
Payroll ** (part)	May payroll	-	£1,187.03	100076 & 100077	LGA 1972 s112(2)
D Hill	Expenses (office consumables & postage stamps)	03-05-2016	£53.23	100078	LGA 1972 s111
Npower **	Electricity bill	08-04-2016	£833.35	DD	LG 1972 s133
<b>TOTAL</b>			<b>£4,711.45</b>		

\*\* money to meet payment to be moved from contingency budget