

# 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 23<sup>rd</sup> May 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), Andrew Maclean (AM)

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

1. **To elect the Chairman of Upper Rissington Parish Council:** There were no nominations for Chairman. No resignation had been received from CM and accordingly she continued as Chairman for this meeting.
2. **To receive the Chairman's Declaration of Acceptance of Office:** Not required.
3. **To elect the Vice Chairman of Upper Rissington Parish Council:** Not required.
4. **Apologies:** Cllr Jason Corban
5. **To Receive Declarations of Interest and consider Applications for Dispensation:** None.
6. **Public Session:** The following points were made during the public session:
  - List of items Developer will be addressing as raised at the Developer meeting has not been received.
  - Work on site still starting before 8am (link to CDC's Planning Enforcement department to be added to PC website)
  - Request for any update on Village Hall progress to be added to PC website
  - Possibility of telephone box at the end of Sopwith Road being removed (may be required as per village hall hiring agreement)
  - Parking spaces for Sopwith Road residents
7. **Minutes:** *To approve and authorise the Chair to sign the minutes of the Parish Council Meeting on Monday 9<sup>th</sup> May 2016* - The minutes of the Parish Council Meeting held on Monday 9<sup>th</sup> May were approved by Council as a true record. Proposed by DA, seconded by AM. **Motion carried.**
8. **Register of Members' Interests:** *Members to check and confirm their Register of Interests* – already auctioned by Members.
9. **Appointment of any new committees:** None.
10. **Review and adoption of Standing Orders:** BM had submitted a motion proposing four changes to Standing Orders as follows:
  - (ix) To amend Standing Order 3 b to read:

When calculating the 3 clear days for notice of a meeting to councillors and the public, the day on which notice was issued, the day of the meeting, a Saturday, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count. AM proposed a further amendment to the wording to add that the notice will be published on the Parish Council's website. Proposed by AM, seconded by BH. **Motion carried.**
  - (ii) Standing Order 9 b be amended to read:

No motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least seven clear days before the next meeting. Proposed by BH, seconded by DA. **Motion carried.**
  - (iii) Standing Order 3 g be amended to read:

Subject to standing order 3(f) above, a member of the public shall not speak for more than 3 minutes. Proposed by BH, seconded by DA. **Motion carried.**

(iv) Standing Order 3 w be amended to read:

Meetings shall not exceed a period of 2 hours and 30 minutes. Proposed by DA, seconded by AM. **Motion carried.**

Further amendments to Standing Orders were proposed as follows:

(i) 9g and 9h – to delete in a book for that purpose. Proposed by DL, seconded by BH. **Motion carried.**

(ii) 15b xiv – to delete in a book for such purpose and replace with in the minutes. Proposed by DL, seconded by DA. **Motion carried.**

(iii) 17c i and ii to be amended to monthly. Proposed by BH, seconded by DA. **Motion carried.**

The Standing Orders as amended above were unanimously adopted. Proposed by AM and seconded by BH. **Motion carried.**

**11. Review and adoption of Financial Regulations:** Amendments to Financial Regulations were proposed as follows:

(i) 4.5 – amend amount to £500. Proposed by BH, seconded by AM. **Motion carried.**

(ii) 7.4 – delete confidential cash book. Proposed by DA, seconded by BH. **Motion carried.**

(iii) 2.2 – delete or a cheque signatory. Proposed by BH, seconded by CM. **Motion carried.**

The Financial Regulations as amended above were unanimously adopted. Proposed AM, seconded BH. **Motion carried.** It was noted that any direct debits or standing orders should be reviewed.

**Clerk to add to June's agenda.** It was noted that passwords should be stored in a dated and sealed envelope and be retained by the Chairman, possibly in a Chairman's box. **Clerk to review and add to future agenda.**

**12. Review and adoption of Code of Conduct:** The Code of Conduct was unanimously adopted. Proposed by CM, seconded by DA. **Motion carried.**

**13. Review of arrangements with other local authorities:** None.

**14. Review of representation on or work with other external bodies and arrangements for reporting back:** None.

**15. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities:** None.

**16. To consider the council becoming eligible to exercise the general power of competence in the future:** Not currently eligible. To be reviewed once Clerk becomes qualified.

**17. Review of inventory of land and assets including buildings and office equipment:** Clerk was asked to query the definition of surfaces and to check sports equipment treatment. **Clerk to add item on to June's agenda.**

**18. Confirmation of arrangements for insurance cover in respect of all insured risks:** Insurance Schedule to be circulated to Councillors. Clerk was asked to query population figure with insurance broker. **Clerk to add item on to June's agenda.**

**19. Review of risk assessment:** The risk assessment was reviewed and the Clerk will make amendments as discussed. **Clerk to add item on to June's agenda.**

**20. Review of the council's and staff subscriptions to other bodies:** List of current subscriptions was reviewed.

**21. Review of grant policy:** Grant Policy was reviewed for 2016/17.

**22. Review of the council's complaints procedure:** Latest version of the complaints procedure to be circulated. **Clerk to add item on to June's agenda.**

**23. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998:** The Publication Scheme was the only document available for inspection. Clerk was asked to look into available model policies. **Clerk to add item on to June's agenda.**

**24. Review of the council's policy for dealing with the press/media:** No current policy. Clerk was asked to look into available model policy. **Clerk to add item on to June's agenda.**

**25. Determine the time and place of ordinary meetings of the council up to and including the next annual meeting of the council:** Dates for meetings were agreed as follows starting at 7.30pm unless otherwise indicated:

Monday 6<sup>th</sup> June, Monday 4<sup>th</sup> July, Monday 1<sup>st</sup> August, Monday 5<sup>th</sup> September, Monday 3<sup>rd</sup> October, Monday 7<sup>th</sup> November, Monday 5<sup>th</sup> December, Monday 9<sup>th</sup> January, Monday 6<sup>th</sup> February, Monday 6<sup>th</sup> March, Monday 3<sup>rd</sup> April, Monday 8<sup>th</sup> May, Monday 15<sup>th</sup> May (Annual Parish Council Meeting). The Annual Meeting of the Parish will be held on Wednesday 12<sup>th</sup> April at 7pm.

There being no further business the meeting closed at 21:46hrs.

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Chairman

6<sup>th</sup> June 2016