

Upper Rissington Parish Council

Village Hall, Wellington Road, Upper Rissington, Gloucestershire, GL54 2QW

Email: clerk@upperrissington-pc.gov.uk

Minutes of Parish Council Meeting

held on Monday 6th June 2016, 7.30pm at Upper Rissington Village Hall

Councillors Present: Vice Chair Brian Hanks (BH), David Arnold (DA), Jason Corban (JC), Andrew Maclean (AM)

In attendance: District Councillor Mark MacKenzie-Charrington, County Councillor Nigel Moor, 12 members of the public, Clerk Debbie Hill

1. **To note resignation of Chairman:** Not received.
2. **Election of Chairman (Vice Chairman to preside):** Not required.
3. **Apologies:** Cllr Dawn Laird
4. **To Receive Declarations of Interest and consider Applications for Dispensation:** None.
5. **Public Session:** The following points were made during the public session:
 - Edward Timms (past Chairman) will be leaving the village in August
 - Overgrown strip of land which lies between the path, which connects Mitchell Way to Wellington Road, and the new school. The overgrown area runs parallel to the new school and immediately adjacent to the school fence boundary down towards the new Village Hall. PC to raise with the Developer
 - Query as to which hall will be available for the village fete on 9th July
 - Residents concerned about the future of the footpath off Bristol Road
6. **District/County Councillors' Reports:** copy of Cllr Moor's report attached at the end of the minutes.
District Councillor: Cllr Mackenzie-Charrington reported that the Local Plan is in the final days of consultation. The Delfin Way planning application is with Cotswold District Council's Planning Officer and potentially there may be concerns surrounding the potential loss of buildings relating to employment space. A solution may be to re-visit the size of the individual units to make them more attractive. The delay in this application could potentially have an impact on the offer of money to build the Nursery School. The Co-op should be moving from the current site in approximately one month. Cllr Mackenzie-Charrington has been appointed to the Cabinet of Cotswold District Council with his main role being planning development control and car parking issues in Cirencester.
7. **Minutes:** The minutes of the Annual Parish Council Meeting held on Monday 23rd May were approved by Council as a true record. Proposed by DA, seconded by AM. **Motion carried.**
8. **Outstanding actions from previous meetings:** The Clerk reported that two replacement toddler swing seats had been purchased and fitted at the play park, the Youth Activities Fund application was ready to be submitted and that a new laptop had been purchased.
9. **Finance:**
 - (i) *To consider and authorise payments due* – It was noted that the Centurion VAT invoice will be reimbursed by the Developer. The Clerk will submit the invoice for payment to the Developer via Kendall & Davies. Payments were agreed in accordance with the Payments List below. Proposed by AM, seconded by JC. **Motion carried.**
 - (ii) *To consider and authorise vires from Contingency/Reserves* – Payments for the Cleaner's salary, Albion Water and Calor Gas are all to be made from the Contingency budget. Proposed by AM, seconded by JC. **Motion carried.**
 - (iii) *To consider receipts and payments for the year to date* –Receipts and payments against budget were reviewed for the year to date.

- (iv) *Review Direct Debits and Standing Orders* - There is only one direct debit on the account for the electricity account with NPower. This was reviewed and was noted that the account will be closed once the Village Hall is handed over to the Village Hall Trust.
- (v) *To note National Joint Council for Local Government Services (NJC) 2016-18 National Salary Award and incremental pay rise for Clerk both effective from 1st April 2016* – The salary awards were noted. The National Salary Award is a 1% increase for 2016 and a further 1% in 2017.

10. Annual Return:

- (i) *To approve the final accounts for 2015/16* – The final accounts were approved. Proposed by JC, seconded by DA. **Motion carried.**
- (ii) *To discuss and approve Section 1 – Annual governance statement 2015/16* – This item was deferred to an extraordinary meeting later in the month due to Members requesting a copy of the governance statement section from the annual return.
- (iii) *To approve Section 2 –Accounting Statements 2015/16* –The Accounting Statements were approved and year end bank reconciliations and bank statements to 31st March were reviewed and approved. Proposed by AM, seconded by DA. **Motion carried.**
- (iv) *To review internal audit report* - The internal audit report was reviewed. The report will be published on the website.

11. Planning:

- (i) *To consider new Application received and agree the Council's response*

Ref No	Address	Proposed	Deadline for comments	PC Comment
16/02101/TPO	2 Smith Barry Circus	Works to trees with a TPO for request to cut back branches that are touching the house in the land to the side of no. 2	13/06/2016	No objection but noted work to be carried out in accordance with Tree Officer's recommendations.

- (ii) *To note new Application received and Council's response made outside of a Parish Council meeting due to timescales*

Ref No	Address	Proposed	PC Comment
16/01717/FUL	17 Bleriot Road	Two storey rear extension	No objection

12. Completion of New Village Hall:

- (i) *To receive and consider the advice received from Centurion VAT in relation to VAT consideration* – The advice was considered in relation to the request made by the Developer by email and confirmed in the side letter.
- (ii) *To agree a response to Linden Bovis concerning their request for the Parish Council to reclaim VAT on the consideration of £300,000 relating to the transfer of the village hall* – Two amendments were noted to the side letter requesting that point 2 be amended to delete reference to discussions between the two VAT advisers and that under point 3 the repayment timescale be amended from 5 working days to 15 working days. The Clerk will request the amendments. It was proposed that the Parish Council does not wish to change its VAT registration nor does it wish to change to lease documents with the Village Hall Trust. Given the advice received from Centurion VAT the Parish Council does not think it will be able to claim back the VAT. Proposed by JC, seconded by AM. **Motion carried.**
- (iii) *Consider and agree whether to purchase new office furniture (desk, pedestal and chair) at a cost of no more than £350 plus VAT* – Item deferred to the extraordinary meeting later in the month when completion on the new village hall is confirmed.

Three members of the public left at this juncture.

13. Maintenance Officer Position:

- (i) *To consider and agree the advertisement and job description for the position of Maintenance Officer* – The advertisement and job description were agreed. Proposed by JC, seconded by AM. **Motion carried.**
- (ii) *Agree the closing date for applications* – The closing date was agreed as 28th June 2016. Proposed by JC, seconded by AM. **Motion carried.**

14. Litter Pick: *To discuss and agree suitable timing for village litter pick* – Clerk to propose some dates on Facebook to see what date is preferred in the village.

Five members of the public left at this juncture.

15. Purchase of Defibrillator: *To consider response from Community Heartbeat Trust to queries raised regarding the possibility of SSE funding in relation to the managed option and to agree whether to apply for grant or to purchase without applying for a grant* – It was agreed to purchase the unit under the managed option. Proposed by AM, seconded by JC. **Motion carried.**

16. Annual Play Park Inspection: *To authorise The Play Inspection Company to undertake the annual play park inspection at a cost of £100 plus VAT* – Proposed by AM, seconded by JC. **Motion carried.**

17. Review of inventory of land and assets including buildings and office equipment: It was noted that the Parish Council was advised that the Sports Equipment purchased recently for the Sports Committee does not need to be included.

18. Confirmation of insurance cover in respect of all insured risks: The Clerk is to contact Came & Co. to increase the population figure to 2,000.

19. Review of risk assessment: Reviewed and accepted.

20. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998: Clerk to update Freedom of Information Policy Statement and add to agenda for the next meeting. It was agreed that there is no requirement for a specific Data Protection Policy. Proposed by JC, seconded by AM. **Motion carried.**

21. Review of the council's complaints procedures: The complaints procedure was agreed subject to the date of review being amended to 6th June. Proposed by DA, seconded by AM. **Motion carried.** The unreasonable complaints policy was agreed with the date to be updated by the Clerk. Proposed by DA, seconded by JC. **Motion carried.**

22. Review of the council's policy for dealing with the press/media: The model media policy was reviewed. The media policy was agreed subject to the wording in the last line of paragraph 1 being amended to read 'their' instead of 'his'. Proposed by AM, seconded by BH. **Motion carried.**

23. Date of next meeting: The next regular meeting will be at 7.30pm on Monday 4th July.

24. To resolve to move into a closed session: It was resolved to move into a closed session. Proposed by DA, seconded by JC. **Motion carried.**

25. 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* – Deferred until 4th July as Members requested the objectives to be re-circulated.

There being no further business the meeting closed at 21:28hrs.

Acting Chairman

4th July 2016

Payments List - 6th June

Payee	Details	Invoice Date	Amount	Cheque Number	Power to Spend
West Oxfordshire District Council	Play park inspection April	20-05-2016	£17.70	100079	LG(MP)A 1976 s.19(3)
G.B. Sport & Leisure	Replacement Toddler Swing Seats	08-04-2016	£247.38	100080	LG(MP)A 1976 s.19(3)
Calor Gas Ltd **	Village Hall	08-04-2016	£30.75	100081	LGA 1972 s.133
Albion Water Ltd **	Village Hall	05-05-2016	£137.75	100082	LGA 1972 s.133
Arrow Accounting	Internal Audit Fee	31-05-2016	£360.24	100083	LGA 1972 s.111
Payroll ** (part)	June payroll	-	£1,209.58	100084 & 100085	LGA 1972 s.112(2)
HMRC	Q1 payment	-	£558.95	100086	LGA 1972 s.112(2)
D Hill	Office Expenses (stationery, laptop and accessories)	01-06-2016	£473.66	100087	LGA 1972 s.111
Centurion VAT	VAT Specialist Advice	31-05-2016	£2,100.00	100088	LGA 1972 s.133
TOTAL			£5,136.01		

** money to meet payment coming from contingency budget

Upper Rissington Parish Council June 6th 2016 Report by Cllr Dr Nigel Moor

This evening it is rather a review of work in progress:

1. The Fosse is being resurfaced from Black Barn north of Bouton to Stow Hill and this is being done from 7pm to 7am to minimise disruption. Later this summer we are resurfacing from Little Rissington to the junction with Barrington Road. I have in my budget repairs to Sopwith Road. I am aware that work needs to be done to Barrington Road and this will be done once the construction work on Victory Fields is complete.
2. My next week of the Lengthsman scheme is the week beginning August 15th. I have scheduled some work at Bledington so it would be useful to include some work at Upper Rissington that week.
3. Mark and I have supported the further appeal by Badhams. Gloucestershire County Council has agreed to my request that it review its 2014 Pharmacy Needs Assessment in view of the accelerated housing development at Upper Rissington and I hope that this will assist the latest appeal by Badhams. This review is scheduled for the 7th June and officers have agreed to brief me after the meeting.
4. Officers have agreed to look at ways of improving the marketing of the 802 Bus Service and I will share this with you when I receive their report.
5. I presented your petition regarding faster broadband in Upper Rissington to the Leader of the Council at the council meeting on 23rd March and you should have received a response from officers.
6. Oxford Innovation appear not to be interested in pursuing the business centre in Upper Rissington but I am not giving up. I have spoken to David Own who is the Chief Executive of Gloucestershire LEP and also a director of Gloucestershire Enterprise who used to manage the former centre. He agrees that is an opportunity and has promised to look into this. Being a member of cabinet is frankly hard work but it does give you access to people like this.
7. I was pleased at the last meeting to tell you that the new signage for Upper Rissington had been agreed by the county and will be installed soon at the junction with the A424. I am now irritated that it has not been installed and I sent Bob Skillern a photo of the current inadequate signage.
8. As you know I have raised again the need to complete the safety audit on the new Barrington Road roundabout. It would help me to action this if you could write to me expressing your concerns.
9. We have been successful in our bid to Gloucestershire County Council for further grant to the primary school here in Upper Rissington.
10. On the question of the footpath I have investigated this and am in your hands as to what you wish to do.
11. The recommendations of the A429 Task group to examine congestion and safety issues on the Fosse will be received by me in cabinet on Wednesday. Once we have this report we will be looking at ways to finance the improvements. There is no doubt that additional road capacity is needed on the A429.
12. The campaign to form a new unitary council combining West Oxfordshire District Council and Cotswold District Council has been abandoned. It has been a distraction but we can now concentrate on our devolution deal with central government. I have calculated that taking all the plans for Gloucestershire

together some 60,000 additional dwellings are to be built in the county by 2031. We need to plan for this level of infrastructure and this needs to come from the Devolution deal.