

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 4th July 2016, 7.30pm at Upper Rissington Village Hall

Councillors Present: Jason Corban (JC), Brian Hanks (BH), Dawn Laird (DL), Andrew Maclean (AM), Caroline Maclean (CM)

In attendance: District Councillor Mark MacKenzie-Charrington, 7 members of the public, Clerk Debbie Hill

Before the start of the meeting Cllr Hanks resigned as Vice-Chairman. Cllr Hanks was proposed as temporary Chairman for the meeting. Proposed by JC, seconded by DL. **Motion carried.**

1. **Apologies:** Cllr David Arnold.
2. **To Receive Declarations of Interest and consider Applications for Dispensation:** None.
3. **Public Session:** The following points were made during the public session:
 - A statement was read out from the Village Hall Trust concerning the future running of the Village Hall and lack of progress recently in relation to the Lease and Agreement to Lease
 - Request for procedure to be checked in relation to electing a Chairman and Vice-Chairman
 - The Council's proposed policy on Recording Meetings contains four items that are incorrect
4. **District/County Councillors' Reports:** Cllr Mackenzie-Charrington reported that the planning application for the Nursery School has been submitted but that it is unlikely to be ready for the start of the new term in September. This project is hoped to be funded from the Delfin Way change of use application if it is permitted. The Local Plan is open for public consultation on Cotswold District Council's website until 8th August. The Community Infrastructure Levy will mainly replace s.106 agreements apart from aspects relating to affordable housing. Councils with a Neighbourhood Development Plan in place are likely to benefit from additional funding. The Youth Activity Funding application for the Rissingtons has been submitted.
5. **Minutes:** The minutes of the Parish Council Meeting held on Monday 6th June and the Extraordinary Council Meeting held on 27th June were approved by Council as a true record. Proposed by AM, seconded by DL. DL and CM abstained on voting on the 6th June minutes and CM abstained from voting on the 27th June minutes. **Motion carried.**
6. **Outstanding actions from previous meetings:** The Clerk reported that three new dog bins have been installed at Victory Fields, one new dog bin has been installed at the new Village Hall and one at Sandy Lane Court which has subsequently been removed. The replacement dog bin at the old Village Hall site requires a new post to be ordered. The grit bin at the old Village Hall requires emptying and moving to a safe place and the rubbish bin will be moved by Ubico. The old signs for the Village Hall are being held in storage. The expected update from the Developers following the meeting held in May is still awaited. Play Gloucestershire will be visiting Upper Rissington Sports Field in the afternoon on Wednesday 17th August and Wednesday 24th August. The population figure quoted on the insurance schedule has been amended to 2,000.
Cllr Andrew Maclean reported that a follow up Open Spaces meeting is required. The footpath from Hawker Square to the Officers' Mess square will be joined and additional footpaths will be considered including a perimeter footpath. The tennis courts will need tree roots treating before it is re-surfaced. Allotments will be offered in accordance with the plans along with a trim trail and new tree planting.

7. Planning:

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

Ref No	Address	Proposed	PC Comment
16/02334/TPO	37 Hawker Square	Remove branches and lower limbs of silver birch	No objection but noted work to be carried out in accordance with Tree Officer's recommendations.
16/02450/FUL	Far Hill House, Little Rissington	Two storey rear extension	No objection
16/02608/TPO	1 Wright Close	Silver birch fell and replant with two small trees	No objection but noted work to be carried out in accordance with Tree Officer's recommendations.
16/01996/FUL	The Rissington School	Nursery building	No objection, but noted that the design is unattractive and shed like.

(ii) *To note Decision Notices received*

Ref No	Address	Proposed	Decision
16/01717/FUL	17 Bleriot Road	Two storey rear extension	Permit
16/02101/TPO	2 Smith Barry Circus	Cut back branches that are touching the house to the side	Permit

8. New Village Hall:

(i) *Update on progress with lease to Village Hall Trust* – The proposed amendments to the Lease and Agreement to Lease were discussed and minor additional changes were noted. All changes to be advised to Kendall & Davies the next working day in order that the Village Hall Trust can receive the amendments for consideration as soon as possible.

One member of the public joined at this juncture.

- (ii) *To consider and agree whether to purchase new office furniture at a cost of no more than £350 plus VAT* – Item deferred.
- (iii) *To consider and agree whether to install a telephone line giving access to broadband and a landline for the office* – It was agreed to install a telephone line at a cost of £24.90 per month on a two year contract and a one off installation fee of £120. Proposed by JC, seconded by DL. **Motion carried.**
- (iv) *To consider and agree whether to enter a mobile phone contract with BT for an iPhone 5s at a cost of £15 per month plus VAT* – it was agreed to re-consider a mobile phone contract in four months time. Proposed BH, seconded JC. **Motion carried.**
- (v) *To authorise a direct debit for the mobile phone contract* – not required, see item (ix) below.
- (vi) *To consider and agree whether to review and agree new hall hire terms and conditions* – not applicable
- (vii) *To consider and agree whether to review and agree new hall hire rates* – not applicable, see item (ix) below.
- (viii) *To agree whether to apply to Cotswold District Council to transfer the premises licence at a cost of £23* – It was agreed that the Clerk should apply for a premises licence. Proposed by BH, seconded by DL. **Motion carried.**
- (ix) *Discuss and agree way forward with respect to regular hall bookings, private bookings and access to the new hall* – it was agreed not to open the new hall until the Council was satisfied that the hall is fully compliant. Proposed by JC, seconded by BH. **Motion carried.**

9. Finance:

- (i) *To consider and authorise payments due* – Payments were agreed in accordance with the Payments List below to the value of £2,797.49 (excluding salary payments). Proposed by AM, seconded by JC. **Motion carried.**
- (ii) *To consider and authorise vires from Contingency/Reserves* – Payments for the Cleaner's salary, part of the Clerk's expenses and the portable appliance testing 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* – Deferred due to email issue. Proposed JC seconded DL. **Motion carried.**
- (iv) *Review and sign off bank reconciliations for May 2016* – Deferred due to email issue. Proposed JC, seconded DL. **Motion carried.**
- (v) *Re-issue cheque to Centurion VAT* – approved in item (i) above.
- (vi) *To consider action to be taken in relation to unpaid invoice 022 2015/16 for £120 relating to the hire of the village hall for a private party on 27th June 2015* – a letter is to be sent to the resident concerned. If no response within 14 days then the matter should be referred to a debt collection agency. Proposed BH seconded AM. **Motion carried.**

10. Purchase of additional storage / backup for laptop: *To consider using dropbox at a cost of £7.99 a month for 1tb or purchasing an additional hard drive for approximately £40 for 1tb or £70 for 2tb* – It was agreed to purchase a 2tb hard drive for around £70. Proposed by JC, seconded by AM. **Motion carried.**

Two members of the public left at this juncture.

- 11. Maintenance Officer Recruitment:** *Update on applications received* - The Clerk reported that no applications had been received. The post will be re-advertised and will also appear in hard copy.
- 12. Litter Pick:** *Discuss and agree suitable timing for village litter pick following feedback on Facebook* – Clerk to circulate proposed dates in September to Councillors.
- 13. Review of Grant applications received:** *To consider and approve Grant application received* – The application was reviewed and it was agreed that additional information was needed on the equipment required, the long term plan, how many children are currently interested and who will be running the group. Proposed by BH, seconded by JC. **Motion carried.**
- 14. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000:** Deferred due to email issue.
- 15. Review and approve the council's policy on recording meetings:** Deferred due to email issue.
- 16. Date of next meeting:** The next regular meeting will be at 7.30pm on Monday 1st August.
- 17. To resolve to move into a closed session:** It was resolved to move into a closed session. Proposed by AM, seconded by JC. **Motion carried.**

It was resolved to extend the meeting by a period of ten minutes. Proposed by BH, seconded by DL.

Motion carried.

- 18. 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 due to email issue. Salary payments totaling £1,194.55 were approved. Proposed by JC, seconded by AM. DL abstained. The Clerk was asked to check her employment contract in respect of entitlement to overtime payments due to overtime having been worked since April 2016.

There being no further business the meeting closed at 22:07hrs.

8th August 2016

Acting Chairman

Payments List - 4th July

Payee	Details	Invoice Date	Amount	Cheque Number	Power to Spend
Came & Company	Village Hall insurance additional premium awaiting credit note	16-06-2016	£261.11	100089	LGA 1972 s.133
Robin J Perry Ltd	Memorial bench installation	31-05-2016	£282.00	100090	PCA 1957 ss. 1(1) & 7
Payroll ** (part)	July payroll	-	£1,194.55	100091 & 100092	LGA 1972 s.112(2)
D Hill ** (part)	Expenses	30-06-2016	£70.38	100093	LGA 1972 s.111
Centurion VAT	VAT Specialist Advice (replacement cheque)	31-05-2016	£2,100.00	100094	LGA 1972 s.133
Alfred Groves & Son **	Portable Appliance Testing (via Robin Perry - Dawn has invoice)		£84.00	100096	LGA 1972 s.133
TOTAL			£3,992.04		

**** money to meet payment coming from contingency budget**