

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 8th August 2016, 7.30pm at Upper Rissington Village Hall

Councillors Present: David Arnold (DA), Andrew Maclean (AM), Caroline Maclean (CM)

In attendance: 8 members of the public, Clerk Debbie Hill

Before the start of the meeting Cllr Arnold welcomed everybody to the meeting and stated that the meeting could be recorded. The meeting commenced at 19:35 hrs.

1. **Appointment of temporary chairman to preside over the meeting:** Cllr Arnold was proposed as temporary Chairman for the meeting. Proposed by CM, seconded by AM. **Motion carried.** Cllr Arnold advised that due to another Councillor being unwell the order of the agenda would be changed and item 11 followed by item 10 would be dealt with after agenda item 8.
 2. **Appointment of Chairman and to receive Declaration of Acceptance of Office:** None.
 3. **Appointment of Vice Chairman and to receive Declaration of Acceptance of Office:** None.
 4. **Apologies:** Cllrs Jason Corban, Brian Hanks and Dawn Laird.
 5. **To Receive Declarations of Interest and consider Applications for Dispensation:** None.
 6. **Public Session:** The following points were made during the public session:
 - Issues surrounding the tree lined path around the back of the Officers' Mess. Plans previously published had shown open spaces.
- 1 member of the public arrived
7. **Minutes:** The minutes of the Parish Council Meeting held on Monday 4th July were approved as a true record. Proposed by AM, seconded by CM. The minutes of the Extraordinary Council Meeting held on Monday 18th July were approved by Council as a true record. Proposed by AM, seconded by CM. **Motions carried.**
 8. **Outstanding actions from previous meetings:** The Clerk reported that Lloyds Bank would charge £6.50 per month for the Treasurers' Account due to the PC having a turnover of greater than £50k. Additional charges would also be incurred for cash and cheque deposits although it was recognised that these should be infrequent going forwards. The Clerk will look into options from Nat West and Barclays. Litter pick dates for September to be checked - may possibly be a job for the Maintenance Officer to arrange. Premises Licence application to be completed. The telephone line and broadband access will be installed in August.

9. Planning:

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

Ref No	Address	Proposed	PC Comment
16/02922/TPO	12 Bleriot Road	Fell fir tree and sycamore tree in front garden	No objection but noted work to be carried out in accordance with Tree Officer's recommendations.
16/02892/FUL	3 Blenheim Close	Replacement rear single storey extension and alterations to garage to create an office	No objection

(ii) *To note Decision Notices received*

Ref No	Address	Proposed	Decision
16/02334/TPO	37 Hawker Square	Remove branches and lower limbs of silver birch	Permit
16/02608/TPO	1 Wright Close	Silver birch fell and replant with two small trees	Permit

10. Finance:

- (i) *To consider and authorise payments due* – Payments were agreed in accordance with the Payments List below. Proposed by AM, seconded by DA. **Motion carried.**
- (ii) *To consider and authorise vires from Contingency/Reserves* – Authorised as detailed on the payments list. Proposed by AM, seconded by DA. **Motion carried.**
- (iii) *To review receipts and payments for the year to date and compare actual to budget* – Receipts and payments for the year to date were reviewed and actual to budget was compared.
- (iv) *To note direct debit to NPower for £700.03 on 10th June* – The direct debit was noted. The Clerk advised that this bill was based on an estimated reading and that a credit from the closing bill was expected.

11. New Village Hall:

- (i) *Cllr Arnold proposed an amendment to this item to ‘to consider and approve the amendments to the Lease and Agreement to Lease as amended by Cllr Corban’* – The amendments as proposed by Cllr Corban were agreed and the Lease to the Village Hall Trust was agreed. Proposed by DA, seconded by CM. **Motion carried.**
- (ii) *To consider and decide whether to take further legal advice concerning the Objectives and Powers sections of the Village Hall Trust’s constitution* – It was agreed not to take any further legal advice. Proposed by DA, seconded by AM. **Motion carried.**
- (iii) *Consider and agree interim hall booking procedure prior to Village Hall Trust taking over the Lease of the Village Hall* – It was agreed that the Clerk should take forward the handover of the Village Hall to the Village Hall Trust and was delegated authority to make any interim arrangements as necessary until the Lease is signed in order to enable the Village Hall to open for use from 3rd September. Proposed by AM, seconded by DA. **Motion carried.**

12. Sewer repair to the rear of 7 Grebe Square: The repairs were noted and the Clerk was asked to thank Albion Water for consulting the Parish Council.

13. Play park repairs: *To consider options and agree solution relating to the repair of the large multi-play unit at the play park* - AM proposed that the multi-play unit should be repaired at a cost of £283 plus VAT as per estimate from Greenfields. The future of the play park will be raised at the forthcoming open spaces meeting. CM commented that once the Village Hall is open the Clerk and Council should have more time to look into projects such as play park equipment replacement.

One member of the public joined the meeting and one member of the public left the meeting.

14. Tree Works Phase Two: *Agree second phase of tree works as proposed by Town & Country Trees* – The second phase of tree works was approved. Proposed by DA, seconded by CM. **Motion carried.**

15. Review and approve the council’s policy on recording meetings: The policy was reviewed and approved. Proposed by DA, seconded by CM. **Motion carried.**

16. Date of next meeting: The next regular meeting will be at 7.30pm on Monday 5th September.

There being no further business the meeting closed at 22:48 hrs.

Signature of Chairman upon approval of Minutes 3rd October 2016

Copies of Minutes to:

County Councillor Nigel Moor
District Councillor Mark Mackenzie-Charrington

Payments List - 8th August

Payee	Details	Invoice Date	Amount	Cheque Number	Power to Spend
West Oxfordshire District Council	Grass cutting April	20-05-2016	£1,037.02	100097	HA 1980 s.96
West Oxfordshire District Council	Grass cutting May	07-07-2016	£1,037.02	100098	HA 1980 s.96
West Oxfordshire District Council	Grass cutting June	01-08-2016	£518.51	100099	HA 1980 s.96
West Oxfordshire District Council	Play park inspection May	22-06-2016	£17.70	100100	PHAA 1907 s.76(1)
West Oxfordshire District Council	Play park inspection June	11-07-2016	£17.70	100101	PHAA 1907 s.76(1)
Cotswold District Council	Relocate litter bin	15-07-2016	£72.00	100102	LA 1983 s.5
Npower **	Gas supply	12-07-2016	£9.89	100103	LGA 1972 s.133
Forthright **	Legionella risk assessment	07-07-2016	£90.00	100104	LGA 1972 s.133
1st Upper Rissington Scout Group	Grant	-	£500.00	100105	LG(MP)A 1976 s.19(3)
Broxap Ltd	Sports equipment grant	08-07-2015	£323.66	100106	LG(MP)A 1976 s.19(3)
Earth Anchors Ltd	Post for dog bin	04-08-2016	£109.14	100107	LA 1983 s.5
Payroll ** (part)	August payroll and Clerk's overtime from April to July 2016	-	£1,823.51	100108, 100109 and 100110	LGA 1972 s.112(2)
D Hill ** (part)	Expenses	-	£266.22	100111	LGA 1972 s.111 & s.133
SLCC	Annual Membership	-	£88.00	100112	LGA 1972 s.143
SLCC	CiLCA re-submission fee	-	£80.00	100113	LGA 1972 s.111
TOTAL			£5,990.37		

** money to meet payment coming from contingency budget