

# Upper Rissington Parish Council

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

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## Minutes of Parish Council Meeting

**held on Monday 9<sup>th</sup> January 2017, 7.30pm at Upper Rissington Village Hall**

**Councillors Present:** Andrew Maclean (AM), Brian Hanks (BH), David Arnold (DA), Dawn Laird (DL), Jason Corban (JC)

**In attendance:** County Councillor Nigel Moor, District Councillor Mark Mackenzie-Charrington, 11 members of the public, Clerk Debbie Hill

1. **Appointment of Temporary Chairman to preside over the meeting:** Cllr Arnold was proposed as temporary Chairman for the meeting. Proposed by AM, seconded by DA. **Motion carried.**
2. **Appointment of Chairman and to receive Declaration of Acceptance of Office:** Cllr Corban was proposed as Chairman. Proposed by AM, seconded by BH. **Motion carried.** Cllr Corban signed the declaration of acceptance of office and welcomed everybody to the meeting.
3. **Appointment of Vice Chairman and to receive Declaration of Acceptance of Office:** Cllr Hanks was proposed as Vice Chairman. Proposed by DA, seconded by JC. **Motion carried.** Cllr Hanks signed the declaration of acceptance of office.
4. **Apologies:** Cllr Caroline Maclean gave her apologies. Cllr Corban advised that Cllr Caroline Maclean had resigned as a Councillor.
5. **To Receive Declarations of Interest and consider Applications for Dispensation:** None.
6. **Public Session:** The following points were made during the public session:
  - Why has it taken so long to pay the invoice for the defibrillator
  - Concern at the high level of the electricity bill and presume also gas bill. The Clerk advised that Kinetic Systems (Bristol) will be attending on 12<sup>th</sup> January to look at the heating controls under emergency powers. The Village Hall Trust would like to be involved in any system training provided by Kinetic Systems.
  - What actions can be taken to prevent dog fouling on the playing fields
  - Smith Barry residents reporting that potholes are getting deeper and that the behaviour of some contractors is unacceptable. District Cllr Mackenzie-Charrington reported that these issues have been discussed with the Developers and have been escalated to the MD of Bovis Homes as he believes recent issues are the responsibility of Bovis.
  - Aikido Saturday sessions have been cancelled going forwards. Why has this happened?
7. **District/County Councillors' reports:**

District Cllr Mackenzie-Charrington reported the following:

  - The Co-op is due to complete the legal transaction in January which will then mean an 8-10 week shop fitting period.
  - The Nursery School situation has still not been resolved and is likely to be a couple of months before it reaches the Planning Committee.
  - Cllr Mackenzie-Charrington has been encouraging agents to seek an operator for a smaller scale pub.
  - Dirty roads and street lighting issues continue to be reported. The road cleaning should have been done before the Christmas period.
  - MP Geoffrey Clifton-Brown will be holding a meeting on Friday 27<sup>th</sup> January to discuss the timings and frequency of the 802 bus service.

County Cllr Moor reported the following:

- Financing for the Nursery School was not covered under the original s.106 agreement. Since then Gloucestershire County Council has developed new guidelines that requires Nursery School provision but this would only apply to future housing at Upper Rissington. Cllr Moor has been liaising with Officers to explore the possibility of varying the existing s.106 agreement. Other avenues are also being explored such as funding from Gloucestershire Environmental Trust who have provided funding to a number of projects and also public subscription. Capital costs are around £500k and Cllr Moor is investigating whether any money remains from what has already been handed over to GCC by Linden and Bovis.
- Cllr Moor has prepared a report on bus shelters and bus routes in Upper Rissington. Details will be uploaded to the Parish Council website. It was noted that the proposal for bus shelters would not extend to ongoing maintenance and that this would be for the Parish Council to be responsible for.
- Cllr Moor has organised a petition regarding the roundabout design. Information about this will be added to the Parish Council website and an update will be given at the PC meeting in February.

**8. Minutes:** Cllr Laird advised of a typographical error on item 4 and queried the minute relating to the Confidential Session. The minutes of the Parish Council Meeting held on Monday 5<sup>th</sup> December 2016 were approved as a true record. Proposed by DA, seconded by AM. **Motion carried.** BH and DL abstained from the vote as they did not attend the meeting.

**9. Outstanding actions from previous meetings:** The Clerk reported the following:

- Clerk to arrange meeting with Developers at request of Nigel Moor – request and list of topics for discussion sent to Stephen Swinscoe, Linden Homes
- Defibrillator training 10th January at 7pm
- Partition wall now repaired
- Insurance claim submitted to Aviva. If successful payment will be £600 less £250 excess = £350. Cllr Hanks requested the Clerk to check whether this figure is correct given the VAT advice received by the Parish Council concerning invoices paid specifically relating to the Village Hall
- Emergency lighting repairs should be done this week or next week
- McCracken & Sons have been instructed to undertake swing repair at the playpark
- McCracken & Sons have been instructed to undertake perimeter hedge trimming this month
- Town & Country Trees are due to commence second phase of tree work next week
- Noticeboard request agreed to by Linden but awaiting confirmation from Bovis
- Perimeter fence due to be erected in the next few weeks

Cllr Hanks queried progress with opening a new bank account Nat West and gulley work from the Environmental Fund. Cllr Hanks also queried progress on recovering the unpaid village hall hire invoice from June 2015. It was agreed that a deadline for payment of 31<sup>st</sup> January should be advised.

**10. Planning:**

- (i) *To consider new Applications received, appeals and enforcements and agree the Council's response* – None were considered.
- (ii) *To note Decision Notices received* – None were received.

**11. Neighbourhood Development Plan:** *It is proposed that Upper Rissington Parish Council develop a Neighbourhood Development Plan in accordance with the Localism Act 2011. It is proposed that a local committee is formed from volunteers from the community and that additional resources are sought to assist with the costs of developing this plan* – Cllr Maclean outlined the background to the proposal for a Neighbourhood Development Plan. He felt that a particular benefit of such a plan for Upper Rissington would be the green spaces element. It was noted that GRCC can provide guidance on Neighbourhood Development planning. Cllr Mackenzie-Charrington added that in planning terms

a Neighbourhood Development Plan can add significant weight and that 25% of Community Infrastructure Levy can come to the community from any future development as opposed to a lower rate without a plan. The Clerk has arranged a preliminary meeting with Barbara Pond, GRCC to discuss the options on Thursday 12<sup>th</sup> January with the view to holding an open meeting and then bringing a proposal back to the Parish Council.

**12. Finance:**

- (i) *To note the two recent Npower bills* – the electricity bills were noted.
- (ii) *To consider and authorise payments due* – Payments were agreed in accordance with the Payments List below. Proposed by BH, seconded by JC. **Motion carried.**
- (iii) *To consider and authorise vires from Contingency/Reserves* – Authorised as detailed on the payments list. Proposed by BH, seconded by JC. **Motion carried.**
- (iv) *Review and sign off bank reconciliation*- the bank reconciliation was reviewed and signed off by the Chairman.
- (v) *To compare actual spend to budget for year to date* – Actual spend to budget for the year to date was reviewed.
- (vi) *To agree budget* – The Chairman proposed that this item should be deferred. Proposed by JC, seconded by DL. **Motion carried.**
- (vii) *To agree 2017/19 Precept* – The Chairman proposed that this item should be deferred. Proposed by JC, seconded by DL. **Motion carried.**

**13. New Village Hall:**

- (i) *To consider comments received from the Village Hall Trust by email relating to the Agreement to Lease and Lease and to decide whether to agree with the comments made* – The comments were noted and accepted. Both solicitors have the latest version of the documents, however reference to the year needs updating. Proposed by JC, seconded by DA. Cllrs Hanks and Laird abstained. **Motion carried.**
- (ii) *To consider and agree the list of outstanding issues relating to the Village Hall prior to handover to the Village Hall Trust* – Deferred until meeting held with VHT to discuss list. Proposed by JC, seconded by BH. **Motion carried.**
- (iii) *To authorise two Councillors to sign the Agreement to Lease and Lease* – Deferred. The Clerk will liaise with the Solicitor regarding clean copies of the lease documents to include annex C – snagging list. Proposed by JC, seconded by BH. **Motion carried.**
- (iv) *To discuss and consider cleaning arrangements for the main hall floor and agree any expenditure necessary* - Deferred. Proposed by JC, seconded by DA. **Motion carried.**
- (v) *To consider the request to alter the angle of a spotlight in the Village Hall car park that is shining into 10 Smith Barry Crescent* - The Clerk will ask the Developer on site to see if the angle can be altered. No expenditure was authorized.
- (vi) *To note the appointment under Emergency Powers of Kinetic Systems (Bristol) Ltd. to attend to the heating controls system to enable the system to be operated on a programmed basis* - Noted.
- (vii) *To authorise Premier Technical Services Group to undertake a lightning protection system test and inspection* – The Clerk has been unable to contact Premier Technical Services Group Bristol office. Clerk to investigate alternative contractor.

**14. Clerk's Working Hours:** *To review the Clerk's working practices and agree any outstanding amendments necessary* – Cllr Hanks proposed that this agenda item should be moved into the Confidential Session. Proposed by BH, seconded by JC.

**15. Clerk's Objectives:** *To discuss and agree the Clerk's objectives* – The objectives were agreed subject to dates being moved forward by one month and appraisal date to be agreed with the Chairman. Proposed by JC, seconded by AM. **Motion carried.**

**16. Correspondence:** *To inform Councillors of any correspondence received throughout the month* – The following was reported:

- Premises licence documentation received from Cotswold District Council and notice displayed on Village Hall noticeboard

- Letter received from Npower regarding electricity prices
- Letter received from Cotswold District Council regarding the variation to the s.106 agreement. Clerk to discuss with Legal Department at CDC.
- Email from GAPTC concerning announcement from NALC regarding no capping limitation of the Precept for Town and Parish Councils

**17. Date of the Next Meeting:** *To confirm the date of the next meeting* – An extraordinary meeting was planned for Thursday 19<sup>th</sup> January with an informal meeting to be held on Thursday 12<sup>th</sup> January to discuss the budget. The next regular Parish Council meeting will be held on Monday 6<sup>th</sup> February at 7.30pm.

**18. To resolve to move in to a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Standing Order 19a:**  
Proposed by JC, seconded by BH. **Motion carried.**

Signature of Chairman upon approval of Minutes ..... 3<sup>rd</sup> April 2017

Copies of Minutes to:

County Councillor Nigel Moor  
District Councillor Mark Mackenzie-Charrington

**Payments List - 9th January**

| <b>Payee</b>                              | <b>Details</b>  | <b>Invoice Date</b> | <b>Amount</b>    | <b>Cheque Number</b> | <b>Power to Spend</b>                                |
|---|---|---------------------|------------------|----------------------|--|
| <b>The Play Inspection Company Ltd</b>    | Annual Play Park Inspection   | 05/09/2016          | £120.00          | 100163               | PHAA 1907 s.76(1)                                    |
| <b>West Oxfordshire District Council</b>  | Grass Cutting - September 2016  | 02/12/2016          | £314.69          | 100164               | HA 1980 s.96   |
| <b>West Oxfordshire District Council</b>  | Grass Cutting - October 2016  | 02/12/2016          | £518.51          | 100165               | HA 1980 s.97   |
| <b>West Oxfordshire District Council</b>  | Play Park Inspection - October 2016   | 28/11/2016          | £17.70           | 100166               | PHAA 1907 s.76(1)                                    |
| <b>Npower **</b>                          | Electricity supply 16th June to 30th November (£362.71 already paid for period) | 10/12/2016          | £2,235.58        | 100167               | LGA 1972 s.133                                       |
| <b>The Community Heartbeat Trust</b>      | Defibrillator and cabinet   | 29/07/2016          | £2,020.00        | 100168               | LGPIHA 2007 s.77 / PC(PTPW-B)(PC) Order SI 2008/3095 |
| <b>GRCC</b>                               | Annual Membership   |                     | £25.00           | 100169               | LGA 1972 s.143                                       |
| <b>V Boshier **</b>                       | Cleaner Salary – January  | -                   | £173.33          | 100170               | LGA 1972 s.112(2)                                    |
| <b>D Hill</b>                             | Clerk Salary – January  | -                   | £1,021.22        | 100171               | LGA 1972 s.112(2)                                    |
| <b>HMRC</b>                               | Q3 PAYE payment   | -                   | £457.56          | 100172               | LGA 1972 s.112(2)                                    |
| <b>Debbie Hill ** (part)</b>              | Printer ink & village hall supplies   | -                   | £61.81           | 100173               | LGA 1972 s.133 & LGA 1972 s.111                      |
| <b>Andrew Maclean **</b>                  | Vacuum cleaner for Village Hall   | -                   | £212.99          | 100174               | LGA 1972 s.133                                       |
| <b>N Hughes</b>                           | Refund of £100 special deposit  | -                   | £100.00          | 100175               | n/a  |
| <b>R Long</b>                             | Refund of £100 special deposit  | -                   | £100.00          | 100176               | n/a  |
| <b>C Dixon</b>                            | Refund of £100 special deposit  | -                   | £100.00          | 100177               | n/a  |
| <b>Dividers Folding Partitions Ltd **</b> | Repair to partition wall  | 20/12/2016          | £720.00          | 100178               | LGA 1972 s.133                                       |
| <b>Cotswold District Council **</b>       | Non-Domestic Rates - January payment  | 02/08/2016          | £90.00           | 100179               | LGA 1972 s.133                                       |
| <b>TOTAL</b>                              |   |                     | <b>£8,288.39</b> |                      |  |

\*\* money to meet payment to be vired