

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 3rd April 2017, 7.30pm at Upper Rissington Village Hall

Councillors Present: Brian Hanks (BH), David Arnold (DA), Dawn Laird (DL)


In attendance: County Councillor Nigel Moor, District Councillor Mark Mackenzie-Charrington, 14 members of the public, Clerk Debbie Hill

1. **Election of Chairman until the Annual Meeting and to receive Declaration of Acceptance of Office:** None.
2. **Election of Vice Chairman until the Annual Meeting and to receive Declaration of Acceptance of Office:** Remained as Cllr Hanks.
3. **Apologies:** Cllr Maclean gave his apologies and Cllr Hanks advised that Cllr Maclean had now resigned as a Councillor and read out his resignation letter. Cllr Hanks also noted Jason Corban's resignation and read out his letter. Cllr Hanks thanked both Councillors for their work and noted that Andrew Maclean was happy to continue with the Neighbourhood Development Plan.
4. **To Receive Declarations of Interest and consider Applications for Dispensation:** None.
5. **Public Session:** The following points were made during the public session:
 - An update on the tree works was requested
 - A query was raised as to why the Chairman's Allowance was proposed to be increased to £500
 - The results of the lightning protection system test were requested
6. **Co-option** – Cllr Hanks advised that the two prospective candidates had now withdrawn their expressions of interest.
7. **Declaration of Acceptance of Office** – Not required.
8. **District/County Councillors' reports:**

County Cllr Moor reported the following:

 - Gloucestershire County Council budget was summarised ~~(see appendix A)~~ 
 - The road safety report commissioned by Linden Homes has found that the wall was 2 metres above the minimum distance required (160 metres rather than 158 metres). Cllr Moor felt that it would be helpful to have slow road markings and a roundabout sign. Cllr Arnold raised concern on this and Cllr Moor is to liaise with Cllr Arnold.
 - Cllr Moor advised that he will campaign to lower the speed limit to 30mph along Barrington Road and to 20mph in the village if he is re-elected in the forthcoming County Council election

District Cllr Mackenzie-Charrington reported the following:

 -  Linden Stowe has resigned from Cotswold District Council. **Post meeting note: the new Leader of Cotswold District Council is Cllr Mark Annett**
 - CDC has made it a priority to install 135 defibrillators across the District
 - 2018 marks 100 years since the end of the First World War and £700 has been made available to assist communities mark this occasion
 - Funding of £287k has currently been secured for the Nursery School of the total required of £310k. Cllr Mackenzie-Charrington was confident the shortfall would be found
 - The junior school in Upper Rissington is now over-subscribed. The possible change of use of Delfin Way may mean that funding of around £300k could be made available for expansion of the school

- Badham Pharmacy is due to open on 2nd May and the Co-op on 12th April. Peter Badham owns the freehold of the shopping centre
 - The Developers have recently presented plans regarding Open Spaces and they have now agreed to enact what was consented at the outset. New landscape drawings should be available soon
 - Cllr Mackenzie-Charrington spoke to a planning consultant recently concerning land close to Sandy Lane Court. There is a possibility that Community Infrastructure Levy monies could be made available from this site
9. **Minutes:** - The confidential minutes from 9th January will be discussed in the confidential session of the meeting. The minutes of the Parish Council Meeting held on Monday 9th January 2017 were approved as a true record. Proposed by DL, seconded by DA. **Motion carried.** The minutes of the Extraordinary Parish Council Meeting held on Monday 27th February were approved subject to four changes to be made by the Clerk. Proposed by DA, seconded by DL. **Motion carried.**
10. **Outstanding actions from previous meetings:** The Clerk reported the following:
- Village Hall – Deed of Variation has now been received by PC's solicitor from VHT solicitor. Questions have been raised on the back of this. A final version of the document is expected by the end of next week at the latest. As soon as this is available the solicitor will be asked to send over all documents ready for signing.
 - Tree Works Phase 2 – the tree works were halted by the Clerk part way through due to it becoming evident that many of the trees that had been identified for work from the Tree Survey in 2014 in fact did not belong to the Parish Council but instead belong to Grainger plc. Additionally some tree work was undertaken to a privately owned tree and this is in the process of being investigated and it is planned to rectify as far as possible the work done.
 - Bus shelters – refurbishment work has been undertaken by Gloucestershire County Council to the bus shelter at Farman Crescent
 - Developer Meeting – this was held in February
 - Insurance claim for partition wall – still awaiting for decision from Aviva
 - Village Hall – the lightning inspection test has been done but the repair of the emergency light is still awaited. Perimeter fencing now complete.
 - Neighbourhood Development Plan – first meeting was held at the beginning of March. Andrew Maclean will be contacting volunteers.
 - Npower electricity bill – estimated reading submitted to Npower, but Npower have advised that they will not issue new bill as own reading which was taken on the day the bill was received is higher than the reading the PC has been billed for.
11. **Planning:**
- (i) *To note Applications with an expired deadline – 17/00940/TPO – 20 Bristol Road, Upper Rissington – works to Maple (T1) in front garden*
 - (ii) *To note Decision Notices received –*
 - *16/04554/CLOPUD – 7 Beechcraft Road, Upper Rissington – replacement wooden shed – APPLICATION PERMITTED*
 - *16/04450/FUL – 21 Beechcraft Road, Upper Rissington – proposed loft conversion including rooflights & dormer window – APPLICATION PERMITTED*
 - *16/04845/TPO – 1 Harris Gardens, Upper Rissington – Beech T1, Maples T2 & T3 crown reduction & crown thinning by 25% - APPLICATION PERMITTED*
 - *17/00075/TPO – 1 Avro Road, Upper Rissington – works to trees with a TPO – APPLICATION PERMITTED*
 - *17/00593/ADV – 1 Village Square (Victory Fields), Upper Rissington – advertisement signs – APPLICATION PERMITTED*

- 17/00674/FUL – 3 Blenheim Close, Upper Rissington – replacement single storey rear extension and alterations to garage to create an office (revision to planning permission 16/02892/FUL to include conversion of uncovered World War Two air raid shelter) – APPLICATION PERMITTED
- 17/00641/FUL – 4 Hercules Close, Upper Rissington – addition of three new windows to southeast elevation and new glazed door to garage – APPLICATION PERMITTED

12. Finance:

- Review expenditure to 31/3/17 – deferred until the next meeting as the papers were incomplete.
- To authorise retrospective salary payments made prior to the meeting – payments had been made for March salary payments. Proposed by DA. BH & DL abstained. **Motion carried.**
- To agree 2017/18 budget – Clerk to produce an overview of the reserves position. The budget was unanimously agreed ~~(see appendix B)~~. Proposed by BH, seconded by DL. **Motion carried.**
- To agree 2017/18 precept – the precept was agreed at £73,017. Proposed by DA, seconded by DL. **Motion carried.**
- To consider and authorise payments due – Payments were agreed in accordance with the Payments List below, totalling £7,749.32 excluding the retrospective payments. The Clerk was asked to clarify the safety of trees that had not had works carried out due to a halt in the tree works and also to check the schedule regarding the tree work in the playing field and check the safety of this with Town & Country Trees. Proposed by BH, seconded by DL. **Motion carried.**
- To consider and authorise vires required for 2016/17 and 2017/18 - for 2016/17 from grass cutting and for 2017/18 from contingency. Proposed by DA, seconded by BH. **Motion carried.**
- Review and sign off bank reconciliation – deferred until the next meeting as the papers were incomplete.
- To appoint Arrow Accounting as Internal Auditor for 2016/17 – proposed by DL, seconded by DA. **Motion carried.**

13. Development to Land at Upper Rissington Planning Agreement under s.106 dated 29th January 2010:


- To acknowledge receipt of the duplicate letter dated 16th September 2016 from Bhavna Patel, Group Manager – Legal and Property Services at Cotswold District Council regarding the transfer of the Community/Sports Hall to Upper Rissington Parish Council and the one-off payment of the maintenance sum payable upon transfer – the letter was acknowledged.
- To authorise the Proper Officer to confirm receipt of the letter – proposed by BH, seconded by DA. **Motion carried.**

14. **Transport Infrastructure Improvements:** To agree to adopt and maintain a new bus shelter at Mitchell Way from Gloucestershire County Council – the Clerk is to check the ownership of the land and determine the exact commitment of the Parish Council.

15. **Application for New Premises Licence:** To note the Licensing Application C/17/00224/PRMA at Unit 1, Gloster Court, Mitchell Way, Upper Rissington – Noted.

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

- 23rd January – email regarding removal of BT telephone boxes
- 24th January – email from GAPTC reminding PC's to keep Register of Members' Interests up to date
- 31st January – email from CDC re Community Housing Fund awarded to CDC
- Undated – SSE Community Liaison Officer re energy advice talks
- February – HSBC re changes to Telephone Banking Conditions

* as they had signed the cheques - 



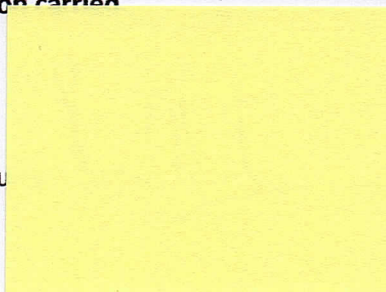
- 28th February – letter from Dave Austin, WODC re continuation of grass cutting service
- 2nd March – letter from City Fire Protection confirming emergency lighting adequate in main hall
- 9th March – copy of letter from Cllr Moor to Gloucestershire County Council regarding roundabout petition
- 13th March – email from GAPTC re Cotswold LEADER grants
- 15th March – non-domestic rate bill CDC
- 28th March – Arts in Rural Gloucestershire invitation
- Undated – GAPTC call for resolutions for AGM on Saturday 15th July
- 28th March – CDC free food waste caddies available for indoor use

17. Date of the Next Meeting: *To confirm the date of the next meeting* – The next regular Parish Council meeting will be held on Monday 8th May 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 DA, seconded by BH. **Motion carried**

Signature of Chairman upon approval of Minutes



..... 22nd May 2017

Copies of Minutes to:

County Councillor Nigel Moor
District Councillor Mark Mackenzie-Charrington

Payments List - 3rd April

Payee	Details		Amount	Cheque Number	Date of minute approving (if applicable)	Power to Spend
Nettl	Website Hosting	16/09/2016	£144.00	100197	21/09/2015	LGA 1972 s.142
West Oxfordshire District Council	Playpark Inspections Nov 16, Dec 16 & Jan 17	24/02/2017	£53.10	100198		LG(MP)A 1976 s.19(3)
Debbie Hill ** (part)	Expenses - February (cleaning supplies, bulkhead light & printer ink)	-	£181.35	100201		LGA 1972 s.133 & LGA 1972 s.111
Hy-Clean **	Cleaning supplies	24/02/2017	£59.51	100203		LGA 1972 s.133
West Oxfordshire District Council	Playpark Inspections Feb & Mar 17	22/03/2017	£35.40	100204		LG(MP)A 1976 s.19(3)
Town & Country Trees	Arboricultural Services	23/03/2017	£5,220.00	100205	08/08/2016	HA 1980 s.96
D Hill	Clerk Salary - April	-	£1,021.21	100207		LGA 1972 s.112(2)
V Boshier **	Cleaner Salary - April	-	£184.16	100208		LGA 1972 s.112(2)
HMRC	PAYE Q4	-	£457.56	100209		LGA 1972 s.112(2)
GAPTC	Annual Subscription	-	£393.03	100206		LGA 1972 s.143
TOTAL			£7,749.32			
** money to meet payment to be vired						
D Hill (retrospective)	Clerk Salary - March	-	£1,021.21	100199		LGA 1972 s.112(2)
V Boshier ** (retrospective)	Cleaner Salary - March	-	£184.16	100200		LGA 1972 s.112(2)
			£1,205.37			