

Upper Rissington Parish Council

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

Telephone: 01451 810839 - Email: clerk@upperrissington-pc.gov.uk

Minutes of Parish Council Meeting

held on Monday 22nd May 2017, 7.30pm at Upper Rissington Village Hall

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

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

1. **To elect the Chairman of Upper Rissington Parish Council:** Cllr Hanks was elected as Chairman. Proposed by DL, seconded by DA. **Motion carried.**
2. **To receive the Chairman's Declaration of Acceptance of Office:** The Declaration of Acceptance of Office was signed by Cllr Hanks.
3. **To elect the Vice Chairman of Upper Rissington Parish Council:** None.
4. **To receive the Vice Chairman's Declaration of Acceptance of Office:** Not required.
5. **Apologies:** None
5. **(5a) To Receive Declarations of Interest and consider Applications for Dispensation:** None.
6. **Public Session:** The following points were made during the public session:
 - Why was co-option not on this agenda. BH advised this was an annual Parish Council meeting and as such the agenda was prescribed under Standing Orders.
 - Query raised over ownership of footpath in front of Harris Close as the street lights are currently being maintained by Linden/Bovis
 - Trees in gardens of houses in Harris Close not being trimmed and could cause danger to the road and paths
7. **Minutes:** *To approve and authorise the Chair to sign the minutes of the Parish Council Meeting on Monday 3rd April and the Extraordinary Parish Council Meeting on Friday 28th April 2017* – Once several manuscript changes had been made to the draft minutes, the Minutes of the Parish Council Meeting held on Monday 3rd April were approved by Council as a true record. Proposed by DA, seconded by BH. **Motion carried.** The confidential minutes relating to this meeting would be reviewed in a confidential session at the end of the meeting. Proposed by BH. **Motion carried.** The minutes of the Extraordinary Parish Council Meeting held on Friday 28th April were approved by Council as a true record. Proposed by DA, seconded by DL. **Motion carried.**
8. **Register of Members' Interests:** *Members to check and confirm their Register of Interests* – Members were reminded to check their interests.
9. **Appointment of any new committees:** None.
10. **Review and adoption of Standing Orders:** Standing Orders were reviewed and it was agreed to remove the address details from the document. The Clerk was asked to check with GAPTC the accuracy of the model Standing Orders in relation to 17 e and whether a new model document was available from NALC. Add item to June's agenda.
11. **Review and adoption of Financial Regulations:** Financial Regulations were reviewed. The Clerk was asked to check with GAPTC the accuracy of the model Financial Regulations in relation to 1.15 and footnote in 1.10 and whether a new model document was available from NALC. Add item to June's agenda.
12. **Review and adoption of Code of Conduct:** The Code of Conduct was adopted. Proposed by DA, seconded by BH. **Motion carried.**
13. **Review of arrangements with other local authorities:** None.
14. **Review of representation on or work with other external bodies and arrangements for reporting back:** None.
15. **Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities:** None.

16. **To consider the council becoming eligible to exercise the general power of competence in the future:** Not currently eligible.
17. **Review of inventory of land and assets including buildings and office equipment:** The Clerk was asked to check the calculations within the spreadsheet. With regards to village hall assets the Clerk was asked to check whether the figure should also include an amount relating to Stamp Duty Land Tax and legal costs paid. Similarly, the Clerk was asked to whether installation costs of the picnic and memorial benches should be included. The Clerk was asked to check the number of chairs, noticeboards, netball posts and gates for accuracy. Add items to June's agenda.
18. **Confirmation of arrangements for insurance cover in respect of all insured risks:** The Insurance Schedule was reviewed. The Clerk was asked to check whether an additional premium was being paid for the defibrillator cover as the Clerk advised the Parish Council did not own the defibrillator. The Clerk was asked to check the hirers indemnity cover in light of the imminent handover of the village hall. The Clerk was asked to enquire as to whether a claim could be made in relation to the Clerk's absence under key person insurance cover.
19. **Review of risk assessment:** The risk assessment was reviewed and the Clerk will make amendments as discussed. **Clerk to add item on to June's agenda.**
20. **Review of the council's and staff subscriptions to other bodies:** List of current subscriptions was reviewed. The Clerk was asked to add payment for the Parish Online subscription to June's agenda. It was noted that the budget for SLCC membership was reduced to zero for 2017/18 due to the council being a member of GAPTC.
21. **Review of grant policy:** Grant Policy was reviewed for 2017/18 and amendments were discussed and made by the Clerk at the meeting. The Clerk to circulate amended document and publish on the website.
22. **Review of the council's complaints procedure:** The complaints procedure was reviewed and agreed. Date of adoption to be amended and then sent round to Councillors.
23. **Review of the council's unreasonable complaints procedure:** The unreasonable complaints procedure was reviewed and adopted. Date of adoption to be amended and then sent round to Councillors.
24. **Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998:** The Freedom of Information Policy Statement was reviewed. Date of adoption to be amended and then sent round to Councillors. The Publication Scheme was reviewed and amendments to the document were made by the Clerk at the meeting as requested. The amended document is to be sent round to Councillors. A separate policy for Data Protection is not required.
25. **Review of the council's policy for dealing with the press/media:** The media policy was reviewed. Date of adoption to be amended and then sent round to Councillors.
26. **Review of the council's employment policies and procedures (expenses policy, sickness absence policy, grievance & disciplinary procedure, health & safety policy and equal opportunities policy):** The proposed expenses policy was reviewed. Some changes need to be made to this policy. Once the changes have been made this will be added to a future agenda. The proposed sickness absence policy was reviewed. The Clerk was requested to look for a more appropriate policy. The proposed grievance & disciplinary procedures were reviewed. The Clerk was asked to circulate NALC's LTN 22 as an alternative. The proposed health & safety policy was reviewed. The Clerk was requested to look for a more appropriate policy. The proposed equal opportunities policy was reviewed. The Clerk was asked to investigate whether NALC's LTN 78 would be more suitable.

- 27. Determine the time and place of ordinary meetings of the council up to and including the next annual meeting of the council:** It was proposed to change the regular Parish Council meeting to the second Wednesday in the month, starting at 7.30pm. The Annual Parish Meeting will be held on Thursday 22nd March 2018. The annual meeting of the Parish Council will be held on Wednesday 2nd May 2018 at 7pm.
- 28. 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 DL.
- 29. Minutes:** *To approve and authorise the Chair to sign the confidential minutes of the Parish Council Meeting on Monday 3rd April* - The confidential minutes of the Parish Council Meeting held on Monday 3rd April were approved by Council as a true record. Proposed by BH, seconded by DA.
Motion carried.

There being no further business the meeting closed at 21:51hrs.

Signature of Chairman upon approval of Minutes 12th July 2017