

Upper Rissington Parish Council

Minutes of Parish Council Meeting

held on 31st July 2017, 7:30pm at Upper Rissington Village Hall

Councillors Present: Brian Hanks (BH) (Chairman), Dawn Laird (DL) (Deputy Clerk taking the minutes), Martin Johnstone (MJ), Amos Peek (AP), Rosie Webber (RW).

In attendance: 27 members of the public, District Councillor Mark Mackenzie-Charrington, Head of Democratic Services and Deputy Monitoring Officer Nigel Adams.

Due to the large number of attendees necessitating the need to fetch extra chairs, the meeting commenced at 19:33.

The Chairman welcomed the new Councillors to the Council.

- 1. Apologies:** County Councillor Nigel Moor and Cllr David Arnold.

The Chairman informed the meeting that Cllr Arnold had formally tendered his resignation and thanked him for his contribution to the Council. The vacant seat would be advertised as a Casual Vacancy.

- 2. To Receive Declarations of Interest and Consider Applications for Dispensation.** None.

- 3. Public Session:** The following comments were received:

- Can the draft minutes be published on the website?
- What was the cost to re-instate the insurance?
- Has the location been determined for the notice board?
- Why was the football pitch being line marked again?
- Objections to the Confidential Session.
- Questions were raised about the alleged purchase of Bradford Property Trust Land by the Parish Council in the early 2000's.
- Why was the breach of the Lease being discussed in a confidential session?
- Could the Lease be published on the PC website?
- Where had the co-option notice been displayed in the village?
- Is a Councillor tested for suitability to hold the position?

At 19:50 the Chairman adjourned the meeting to allow the Returning Officer to address the comments about the co-option process and the allegation of failure to post notices.

The meeting re-commenced at 20:12

- 4. Minutes:** The Minutes of the Parish Council Meeting held on 12th July 2017 were approved as a true record and signed at the end of the meeting. Proposed by RW, seconded by AP. **Motion unanimously carried.**
- 5. Outstanding Actions from Previous Meetings:** The Acting Clerk reported the following:
 - The abandoned meeting on 12th July resulted in the RFO assistance not being approved. This has seriously delayed completing the Annual Return and the extended submission deadline is unlikely to be met.
- 6. Co-option:** The Head of Democratic Services and Deputy Monitoring Officer had given a full explanation of the co-option/election process, so the Acting Clerk had nothing further to add.

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7. **Declaration of Acceptance of Office:** The Acting Clerk advised three Councillors had signed their Declaration of Acceptance of Office forms and one had decided not to accept his position. All were reminded of the need to submit their Register of Interest Form to Cotswold District Council.
8. **Planning:**
- (i) No new applications had been received.
 - (ii) To note applications with an expired deadline:
 - 17/02015/FUL – Full application for single storey rear extension at 7, Cranwell Road, Upper Rissington, GL54 2PG
 - (iii) To note decision notices received:
 - 17/00940/TPO – 20 Bristol Road, Upper Rissington – works to Maple (T1) in front garden – APPLICATION PERMITTED
 - 17/01384/TPO – 11 Vickers Road, Upper Rissington – Cherry thin out crown by approx. 20% and reduce spread of the crown – APPLICATION PERMITTED
 - 17/01605/TPO – Land at Upper Rissington – Works in submitted report – APPLICATION PERMITTED
 - 17/01940/TPO - Cherrywood, 2 Avro Road, Upper Rissington – works to Norway Maple, Horse Chestnut, two Purple Plums, Crab Apple and Cotoneaster - APPLICATION PERMITTED
 - 17/02140/TPO – 23 Godfrey Place, Upper Rissington – works to three Maples- APPLCIATION PERMITTED
 - 17/02177/ENQ – The Rissington School, Mitchell Way, Upper Rissington – Reposition the building forward by 7m – application 16/01996/FUL – REPLIED TO ENQUIRY

Two members of the public left at this juncture.

9. **Finance:**
- (i) To review and approve receipts and payments to date – No review took place as work to Money Manager (accounts package) was needed.
 - (ii) To review and approve Bank Reconciliations – Reviewed and approved. Chairman signed the statements at the end of the meeting. Proposed by AP, seconded by MJ. **Motion unanimously carried.**

Two members of the public left at this juncture.

- (iii) To retrospectively authorize urgent payments made prior to the meeting (Appendix 2.1) – reviewed and authorized. Proposed by MJ, seconded by RW. **Motion unanimously carried.**
- (iv) To consider and authorize vires for payments in 11(iii) - It was agreed to vire the following from contingency: Village Hall Legal Fees (£1209.00), Albion Water Ltd (£66.92), HMRC (£0 – all related to clerk when checked), D Hill (£67.08). Proposed by BH, seconded by AP. **Motion unanimously carried.**
- (v) To consider and authorize payments due (Appendix 2.2) – Payments were agreed in accordance with the payments list below. Proposed by AP, seconded by BH. **Motion unanimously carried.**
- (vi) To consider and authorise vires for payments in 11(v) It was agreed to vire the following from contingency: D Laird (£75.56) and npower (£798.11). Proposed by MJ, seconded by RW. **Motion unanimously carried.**
- (vii) To consider and authorize the opening of a bank account with Unity Trust Bank. It was agreed to open a bank account with Unity Trust. The Acting Clerk was authorized to open the account. Proposed by RW, seconded by MJ. **Motion unanimously carried.**
- (viii) To review the number of cheque signatories and authorize the addition of the co-opted members to the bank mandate. It was agreed to add all new councillors as signatories to the Council's bank account. The Acting Clerk was authorized to submit the mandate. Proposed by AP, seconded by MJ. **Motion unanimously carried.**

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- 10. Emergency Power:** *To note expenditure incurred using emergency powers.*
- (i) *To note the repair works at the play park – repairs to the ramp were noted, at a cost of £259 + VAT (Greenfields – invoice date 5/5/17)*
 - (ii) *To note the tree works authorised by the Clerk – stump grinding to felled trees was noted, at a cost of £200 +VAT (Town and Country – invoice date 4/5/17).*
 - (iii) *To note the re-instatement of the cancelled insurance cover for the office contents – it was not clearly understood why this was removed, as the office contents were unchanged, but the policy gives automatic cover of £5000, so no re-instatement was made.*
 - (iv) *To note the number of keys ordered for the Village Hall – Two front door and two office door keys had been purchased for the original locks.*
- 11. Village Hall:**
- (i) *To consider the request made by the Village Hall Management Trust to install an access gate in the existing picket fence to enable access to the field on the east side of the village hall – permission was given. The Acting Clerk was asked to confirm by letter. Proposed by MJ, seconded by RW. **Motion unanimously carried.***
 - (ii) *To consider the request made by the Village Hall Management Trust to extend the picket fence in the same style along the west side of the land from its current termination point to approximately the current position of the dog bin at the entrance – permission was given. The Acting Clerk was asked to confirm by letter. Proposed by MJ, seconded by RW. **Motion unanimously carried.***
- 12. Locum RFO:** *To discuss and approve the appointment of a temporary/ locum RFO – In accordance with Standing Order 1(e), the Chairman proposed to amend this motion to approve the appointment of temporary clerk plus RFO support. It was agreed to employ RFO support for up to 20 hours at a cost of £16 per hour and to employ clerk support for up to 10 hours per week at a cost of £20 per hour. Proposed by AP, seconded by BH. **Motion unanimously carried.***
- Two members of the public left at this juncture.
- 13. Clerk:**
- (i) *To authorize the Acting Clerk to liaise with GAPTC to determine the pay scale and number of hours needed for the Clerk's role – Proposed by MJ, seconded by BH. **Motion unanimously carried.***
 - (ii) *To authorize the Acting Clerk to produce a short-list of candidates for consideration by Councillors following advertisement of the vacancy – it was suggested the position be advertised on the PC website, parish notice boards, GAPTC website, SLCC website and any other appropriate job advertisement websites. Proposed by AP, seconded by RW. **Motion unanimously carried.***
- 14. Annual Play Park Inspection:** The Annual Play Park Inspection was authorized at a cost of £100 + VAT. Proposed by MJ, seconded by BH. **Motion unanimously carried.**
- 15. Play Park Monthly Inspection Sheets:** The monthly Play Park inspection sheets for April, May and June were received. One low-risk action was noted (weeds in the bark). The Acting Clerk was asked to get quotes to spray and to report at the August meeting; residents also volunteered to remove the weeds (Council accepted). Proposed by RW, seconded by MJ. **Motion unanimously carried.**
- 16. Notice Board:** It was agreed to purchase and install a notice board, to be situated by the entrance to the Village Hall, with the cost being re-claimed from Linden/Bovis, who kindly agreed to purchase the board for the village. Proposed by MJ, seconded by BH. **Motion unanimously carried.**
- 17. Concrete Table Tennis Table:** It was agreed to purchase the German Outdoor Table Tennis Table from Outdoor Sports at a cost of £1595.00 plus VAT, plus delivery and installation at a cost of £650 plus VAT. The Acting Clerk was asked to obtain the cost to install a concrete base and to provide wear mats (grasscrete or similar) to protect the grassed area around the table. Proposed by BH, seconded by AP. **Motion unanimously carried.**

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18. **Marking of the Pitches on the Sports Field:** It was agreed to mark two pitches on the sports field at a cost of £81.99 plus VAT for each pitch. Proposed by MJ, seconded by AP. **Motion unanimously carried.**
19. **Siskin Road Tree:** Following an on-site visit by councillors, it was agreed to fell the tree in the Play Park causing damage to the resident's fence. The Acting Clerk was asked to obtain a cost to remove the tree. Proposed by AP, seconded by BH. **Motion unanimously carried.**
20. **Review of Grant Applications received:** Three grant applications were considered and the following agreed: The Villager Bus was awarded £150 – Proposed by MJ, seconded by RW. **Motion unanimously carried.** Upper Rissington Scouts was awarded £447 – Proposed by AP, seconded by MJ **Motion unanimously carried.** The Youth Club was awarded their full request of almost £500, but asked to re-submit a list for equipment because of confusion with wording on the application form. Final amount to be confirmed at the next meeting. Proposed by BH, seconded by AP. **Motion unanimously carried.**

One member of the public left at this juncture.

21. **Training Courses:**
- (i) *To authorize co-opted Councillors to attend a GAPTC 'Being a Better Councillor' Training course –* There were no courses currently on offer from GAPTC, but difficulty attending a day-time course, for some councillors, was discussed.
 - (ii) *To authorize GAPTC to deliver a bespoke Councillor training course.* It was agreed to arrange an evening bespoke training course for all councillors. The Acting Clerk was asked to ascertain the cost and liaise with GAPTC regarding dates. Proposed by BH, seconded by RW. **Motion unanimously carried.**
22. **Tour of Britain:** Details of the event was discussed, but no actions agreed. Village groups were invited to submit ideas and requests for funding, eg bunting. Information about the event to be posted on the PC website.
23. **World War I Commemoration Funding:** As Upper Rissington did not exist as a village during World War I, it was agreed to let neighbouring villages, with close connections to the war, share the funding opportunities. Proposed by BH, seconded by MJ. **Motion unanimously carried.**
24. **Correspondence:** Councillors noted correspondence received since the last meeting, with no questions raised.
25. **Date of the Next Meeting:** The date of the next meeting was confirmed as 9th August 2017, commencing 7:30pm.
26. **To resolve to move into 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:** *The public and press should leave the meeting during the consideration of:* Proposed by BH, seconded by AP. **Motion unanimously carried.**

The meeting was adjourned at 21:40 to allow the new councillors to formally meet the Head of Democratic Services and Deputy Monitoring Officer, Nigel Adams and to thank him for attending the meeting.

The meeting re-commenced at 22:05

27. **Minutes:** Please see Minute reference 33/2017 – page 8 of 8, held in separate Confidential Minute File.

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- 28. **Finance:** Please see Minute reference 33/2017 – page 8 of 8, held in separate Confidential Minute File.
- 29. **HR Matters:** Please see Minute reference 33/2017 – page 8 of 8, held in separate Confidential Minute File.
- 30. **Breach of the Lease:** Please see Minute reference 33/2017 – page 8 of 8, held in separate Confidential Minute File.

Signature of Chairman upon approval of Minutes.....9th August 2017

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Payments Approved Retrospectively List - 31st July 2017 - Appendix 2.1

Payee	Details	Date of Invoice	Amount	Date of minute approving (if applicable)	Power to Spend
Broxap Ltd	Sports Equipment reimbursement from grant funds	26/05/2017	£164.28		
Upper Rissington Village Hall**	Village Hall Legal Fees	27/04/2017	£1,209.00	19/01/15 - 5	LGA 1972 s.133
Lisa Sheppard	Hall Hire Deposit Refund minus invoice 012	-	£64.00	-	-
PATA (UK)	Payroll Processing	19/04/2017	£47.50	28/04/17 - 7	LGA 1972 s.111
D Hill	Salary - June	-	£1,038.02	-	LGA 1972 s.112(2)
Boss HR Ltd	HR Support	10/06/2017	£480.00	03/04/17 - 20(iii)	LGA 1972 s.111
Getmapping plc	Subscription	26/09/2016	£33.60	22/05/17 - 20	LGA 1972 s.111
D Hill**(part)	Expenses - Village Hall Supplies		£79.48	-	LGA 1972 s.111
Karen Pike	Hall Hire Deposit Refund	-	£100.00	-	
Sheila Price	Hall Hire Deposit Refund	-	£100.00	-	
Jennifer Fitzgerald	Hall Hire Deposit Refund	-	£100.00	-	
Ian Brooks	Hall Hire Deposit Refund	-	£100.00	-	
West Oxfordshire District Council	Playground Inspections - May	20/06/2017	£18.26	15/06/15 - 6	LG(MP)A 1976 S.19(3)
West Oxfordshire District Council	Grass Cutting - May	21/06/2017	£1,070.18	05/01/15 - 8	HA 1980 s.96
Albion Water Ltd**	Waste and Wastewater Services for Hall to 1st June 2017	29/06/2017	£66.92	-	LGA 1972 s.133
Kendall & Davies	Legal fees for Village Hall transfer and disbursements	30/06/2017	£3,823.80	Jan 2015	LGA 1972 s.133
PATA (UK)	Payroll Processing	06/07/2017	£7.00	28/04/17 - 7	LGA 1972 s.111
HMRC **(part)	Q1 payments	06/07/2017	£231.30	-	LGA 1972 s.112(2)
Boss HR Ltd	HR Support	26/06/2017	£440.00	03/04/17 - 20(iii)	LGA 1972 s.111
TOTAL			£9,173.34		

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Payments List - 31st July - Appendix 2.2

Payee	Details	Date of Invoice	Amount	Date of minute approving (if applicable)	Power to Spend
D Laird ** (part)	Expenses	-	£82.01	-	LGA 1972 s.111
Albion Water Ltd	Jubilee Garden Water supply	06/07/2017	£11.96	-	LGA 1972 s.133
BT	Telephone and Broadband Services	09/07/2017	£142.93	-	LGA 1972 s.133
Information Commissioner	Data Protection registration - renewal	12/07/2017	£35.00	-	LGA 1972 s.133
npower**	Gas supply	18/07/2017	£798.11	-	LGA 1972 s.133
Anthony Baptiste	Hall Deposit Refund minus 1/06/17 hire	-	£76.00	-	-
TOTAL			£1,146.01		