

Upper Rissington Parish Council

Minutes of Parish Council Meeting

held on 13th September 2017, 7:30pm at Upper Rissington Village Hall

Councillors Present: Dawn Laird (DL) (Acting clerk), Martin Johnstone (MJ), Rosie Webber (RW).

In attendance: 14 members of the public. County Councillor Nigel Moor, District Councillor Mark Mackenzie-Charrington and Janet Eustace (minute taker).

1. **Apologies:** Cllr Brian Hanks. It was proposed by MJ and seconded by DL that Cllr Rosie Webber be elected to Chair the meeting in the absence of the Chairman.

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

3. **Public Session:** The following points were made during the public session:

- Will the Council take a proactive approach to the transfer of POS?
- The perimeter hedge needs cutting and could be cut mechanically rather than by hand. Could this be an agenda item next month?
- Can the Castle and the fountain appear on the next agenda?
- What was the reason for the second lightning test?
- The Jubilee garden needs attention
- The Clerk's hours and the acting Clerk's expenses
- The setting up of a Neighbourhood Watch Scheme – queries regarding funding and expressed desire to work with PC
- Damage to a pillar at the top end of the playing field and a low hanging branch at the bottom end.
- The removal of junk from the playing field
- Was it possible for village groups to give a report at PC meetings?
- Would the PC consider a Facebook 'announcement page'?

4. **Minutes:** The Minutes of the Parish Council Meeting held on 9 August 2017 were approved as a true record and signed. Proposed by RW, seconded by MJ. **Motion unanimously carried.**

5. **Outstanding Actions from Previous Meetings:** The Acting Clerk reported the following:

- Pitch marking had been completed
- The Youth Club cheque had been held (see item 20)
- GAPTC training had been arranged
- The Clerk vacancy had been advertised
- The Play Ground Inspection would be carried out during September
- The Notice Board and Table Tennis Table had been ordered
- Weed spraying would take place as soon as weather permits
- Amey would be topping up salt storage bins

A resident questioned whether the Council had considered altering the location for the notice board to the Co-op. After discussion, it was agreed to consider a second notice board at the location.

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6. **County Councillor's Report:** The County Councillor reported on the following:

- The Neighbourhood Watch Group should ask the Police Commissioner's Office for funding.
- The Developers presentation in late September would focus on open spaces/landscaping plans and contamination. Cllr Moor would be pressing for an early follow up meeting to address the other outstanding issues. A copy of Cllr Moor's letter to Bovis would be added to the URPC website. Cllr Moor recognised residents' concerns about the developer's behaviour and agreed that transparency is crucial.

One member of the public arrived at this juncture.

7. **District Councillor's Report:** The District Councillor reported the following:

- Activity Gloucestershire were offering to provide free taster sessions
- There were concerns about the proposed weight restrictions at Burford Bridge and the impact this would have on surrounding villages, particularly the Barringtons.
- The Delphin Way application had been withdrawn. The new application would include 2 (possibly 2-3 storey) B1 (business/employment) units.
- The contractor providing the nursery school had gone into receivership and this would take time to resolve. A new single classroom was being added to the school. If funds become available two additional classrooms might also be added, one of which could provide a temporary home for a nursery.
- Bovis had given assurances that they would try to clear the junk from the playing field.

9. **Planning:**

(i) 17/03469/TPO – works to trees with a TPO for T.1 – Horse Chestnut – reduce/pollard tree on front drive to below telephone cables. Tree will be managed in the future by re-pollarding on a regular cycle at 6 Avro Road, Upper Rissington. **No comment.**

• 17/03193/COMPLY – compliance with conditions 5 (contamination), 9 (trees) and 10 (render panel) – Conversion and change of use of existing airfield control tower into single dwelling – Control Tower at Rissington Airfield, Upper Rissington. **No comment.**

(ii) Council noted the following application with an expired deadline:

• 17/03098/FUL - Two storey extension and garage conversion – 10 Wright Road, Upper Rissington, GL54 2NP.

(iii) Council noted the following decision notices received:

- 17/02579/TPO - work to trees at 10 De Havilland Road, GL54 2NZ – APPLICATION PERMITTED
- 15/05039/FUL – Erection of 24 dwellings, car parking and associated landscaping – Land Off Delphin Way, Upper Rissington – APPLICATION WITHDRAWN
- 17/03204/TPO – Lime(T1) - Reduce bough over the driveway as the tree is unbalanced and crown raise to 4.5 metres as causing excessive shading. Lime(T2) – Crown raise to 4.5 metres as causing excessive shading. Sycamore (T3) – Remove 2 lower boughs Beech (T4-T5) – Remove 1 large bough from each Beech tree and crown raise to 4.5 metres as causing excessive shading – Limetrees, 2 Blenheim Close, GL54 2QX – APPLICATION PERMITTED

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10. **Grant Application.** Council considered a grant application submitted by Little Hurricanes for £500. Councillors agreed to offer a grant of £350 to cover the Monkey Music and craft sessions. Proposed by MJ seconded by RW. **Motion unanimously carried.**

10. Finance:

- (i) Council received a copy of the internal audit report and noted that all the identified actions were in hand.
- (ii) Council reviewed the Annual Return 2016/17:
 - (a) the Annual Governance Statement. Councillors agreed that a sound system of financial control was in place. Proposed MJ, seconded RW that the Chair should sign section 1 of the Annual Return. **Motion unanimously carried.**
 - (b) Accounting statements. Councillors reviewed the Accounting statements for 2016/17. Proposed MJ, seconded RW that the Chair should sign section 2 of the Annual Return. **Motion unanimously carried.**
 - (c) The Acting Clerk reported that the Electors' Right to Inspect the Accounts would run for 30 days until 27 October.

11. Title Number GR188628 (Grainger Land):

(i) Council received a tree survey showing the condition of the trees on the land to be transferred. Council noted that the report showed immediate costs of £1,350 with further costs falling in the medium and longer term. Other discussions on the transfer were deferred pending legal advice.

12. **Parish Council Insurance:** The Acting Clerk reported that 3 quotes had been obtained. It was agreed to enter into a three-year agreement with Ecclesiastical at a cost of £1189.34 pa. It was confirmed that the Hall insurance was separately identified. Proposed MJ, seconded RW. **Motion unanimously carried.**

13. **Freedom of Information Publication Scheme:** Council received and approved an updated version of the scheme. Proposed MJ, seconded RW. **Motion unanimously carried.**

14. **Clerk Vacancy:** It was agreed that interviews would be held during the week beginning 9th October and that the Interview Panel would be BH, (MJ or RW) and Janet Eustace.

15. **Neighbourhood Development Plan:** Deferred due to Cllr Peek's absence.

16. Village Hall:

(i) Agreed to gift tables and Chairs to the Village Hall Trust subject to surplus furniture being offered to village residents. Proposed DL, seconded RW. **Motion unanimously carried.**

(ii) Agreed that the Parish Council and the Village Hall Trust should work together to seek a solution to the salt storage. The Village Hall Trust was asked to submit a proposal for their storage plans.

(iii) Lightning Protection System Test. Two quotations had been received. It was agreed to accept STQ Vantage's quote of £265 +VAT. A resident offered his assistance in resolving the problem. Proposed RW, seconded MJ. **Motion unanimously carried.**

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17. **Play Park Monthly Inspection Sheets:** The monthly inspection sheet for August was received. Weed spraying will take place as soon as weather permits. It was noted that the bark needs agitating rather than topping up. Residents expressed concern about the condition of a piece of equipment. It was noted that the ROSPA check would take place shortly.

18. **Concrete Table Tennis Table:** Agreed that the supplier should be asked to provide and install the grass matting at either end of the table at a cost of £150. Proposed MJ, seconded RW. **Motion unanimously carried.**

19. **Siskin Road Tree:** Two quotes had been received; a third declined to quote. Agreed to accept the quote from Town and Country for £250 plus VAT. Proposed MJ, seconded RW. **Motion unanimously carried.**

20. **Youth Club:** The Acting Clerk reported that the Youth Club funds and equipment had been passed to the Parish Council for safe keeping. There are two people in the village who might be interested in re-opening the Youth Club. Discussions will continue.

21. **A361 Weight Restriction Consultation:** There was serious concern about the impact that this would have on villages surrounding Burford, in particular, at the Barringtons. It was agreed that the Parish Council should submitted objections to the restriction until such time as measures were in place to protect villages on alternative routes. Proposed RW seconded MJ. Motion unanimously carried.

22. Finance:

(i) Payments due. Noted that the Acting Clerk's expenses would be submitted in October. Council agreed that the invoices should be paid, with payment for the notice board being released after satisfactory installation and that DL and BH would sign the cheques. Proposed MJ, seconded RW. **Motion unanimously carried.**

(ii) Council agreed to authorise vires for payment 22(i), if needed, at the next meeting. Proposed MJ seconded RW. **Motion unanimously carried.**

(iii) Bank reconciliations. These were reviewed and approved. Proposed MJ seconded RW. **Motion unanimously carried**

(iv) Income. Income received was noted.

23. **Correspondence.** The Acting Clerk reported:

- Road closure at Sandy Lane on 25 September
- Problems with the play park gate had been reported to WODC
- Candidate election packs had been received
- Dog bins were not being emptied regularly. Dog walkers were asked to monitor.
- A resident of Sopwith Road was in correspondence with the Acting Clerk about parking issues. It was agreed that no further action could be taken.
- Notification had been received that money appeared to be owed to HMRC but that this should clear from the system in due course.
- The sanitary bins in the Village Hall were to be removed. It might not be possible for the Parish Council to claim a refund for the short period still to run on the contract.

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24. Date of the next meeting is 11 October 2017

The meeting ended at 9.45 pm.

Payments List - 13th September 2017

| Payee | Details | Date of Invoice | Payments | Receipts | Date of minute approving (if applicable) | Power to Spend |
|-----------------------------------|--|-----------------|------------------|----------------|--|----------------------|
| West Oxfordshire District Council | Playground Inspections - June & July | 23/08/2017 | £36.52 | - | 15/06/15 - 6 | LG(MP)A 1976 s.19(3) |
| West Oxfordshire District Council | Grass Cutting - June | 25/08/2017 | £1,070.18 | - | 05/01/15 - 8 | HA 1980 s.96 |
| 1st Upper Rissington Scouts | Re-issue of grant cheque from July 2016 | - | £500.00 | - | 18/07/16 - 8 + 09/08/17 10(iii) | LGA 1972 s.137 |
| Upper Rissington Toddler Group | Grant Application | - | £350.00 | - | 13/09/17 - 10 | LGA 1972 s.137 |
| Insurance | Came and Company / Ecclesiastical | - | £1,189.34 | - | 13/09/17 - 12 | LGA 1972 s.111 |
| J Shirley | Clerk Support | 22/08/2017 | £171.00 | - | 31/07/16 - 12 | LGA 1972 s.112(2) |
| Arrow Accounting | Internal Audit | 25/08/2017 | £584.32 | - | 03/04/17 - 12(viii) | LGA 1972 s.111 |
| Signs of Cheshire Ltd | For supply and installation of notice board | 07/08/2017 | £2,490.00 | - | 31/07/17 - 16 | LGA 1972 s.111 |
| Crawshaw Arborcare Ltd | Tree Survey | 13/09/2017 | £650.00 | - | 09/08/17 - 16 | LGA 1972 s.124(i) |
| Sheila Price | Refund of money mistakenly paid to PC bank account for Hall hire | - | £96.00 | - | - | - |
| Youth Club | Insurance Excess for damage | 11/09/2017 | - | £250.00 | - | - |
| Village Hall Trust | Payment for Vacuum Cleaner and V-mop | - | - | £110.00 | - | - |
| TOTAL | | | £7,137.36 | £360.00 | | |

** money to meet payment to be vired