

Upper Rissington Parish Council

Minutes of Parish Council Meeting

held on 11 October 2017, 7:30pm at Upper Rissington Village Hall

Councillors Present: Brian Hanks (BH) (Chairman), Dawn Laird (DL) (Acting clerk), Martin Johnstone (MJ), Amos Peek (AP) and Rosie Webber (RW).

In attendance: 7 members of the public. County Councillor Nigel Moor, District Councillor Mark Mackenzie-Charrington, PC Jason Page and Janet Eustace (minute taker).

1. **Apologies:** There were none.

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

8. **Local Police Report.** The Chairman sought agreement to bringing this item forward and welcomed PC Page. PC Page reported an increase in crime over the previous year from 26 incidents to 39 but emphasised the relatively small number compared with urban areas. He urged residents to secure their properties. He confirmed that Stow Police station was manned 24 hours a day and that the number of officers had recently been increased to 4 PCSOs and 2 PCs. He also reported on the recent theft of the ATM from the Co-op.

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

- Street lights were out on the footpath between Lancaster Road and Harris Gardens, also in Wellington Road and Delfin Way. DL was asked to report these faults.
- Perimeter hedges needed cutting as they are obscuring vision splays particularly at the Grebe Road junction.
- It was confirmed that the tree survey had been approved and paid for at the September Council meeting.
- It was confirmed that the developers had undertaken to protect the Castle. DL was asked to remind the developers of their agreement to fence the area.

4. **Minutes:**

- i The Minutes of the Parish Council Meeting held on 9 August 2017 were resubmitted due to a numbering error and approved as a true record and signed. Proposed by MJ, seconded by RW. **Motion unanimously carried.**
- ii The Minutes of the Parish Council Meeting held on 13 September 2017 were approved as a true record and signed. Proposed by MJ, seconded by RW, with BH and AP abstaining due to non-attendance. **Motion carried.**

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

- Vickers Road trees quotes were with the insurers
- The Notice Board had been made and was due to be delivered shortly
- Hedge cutting quotes were being sought. Council was asked to consider adding hedge cutting to the Council's 3-year ground maintenance contract when the next tender process is undertaken.
- Siskin Road tree was due to be cut down shortly.
- The new Bank Account was being progressed.
- The Microsoft Office subscription needed to be renewed.

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

- The Amey contract expires in 2019. New contracts were being drawn up to cover maintenance, structural and professional areas. Management would be brought back in-house.
- The Developers presentation in September had focussed on landscaping. Another meeting was to be organised for early November where the agenda would be an agreed list of questions which Cllr Moor was drawing up with input from all interested parties. It was agreed that the correct developer representation was crucial. DL to check availability of Village Hall on 3 November.

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

- Of the 95 enforcement actions underway on CDC only one was in Upper Rissington. Residents expressed concerns about houses not complying with planning approval. Cllr Mackenzie-Charrington said this was a civil matter between the home owners and the developers. The Chairman explained the Parish Council would be writing a letter of concern giving examples of non-compliance of planning consent conditions - see item 20.
- The changes to the self and custom build regulations which would allow CDC to give priority to those with local connections.

9. Planning:

- i *To note new applications received:*
 - 17/03991/TPO – Works to two trees at 2 Siskin Road, Upper Rissington, GL54 2PB. Council to support the views of CDC Tree Officer. Proposed by NH, seconded by DL. **Motion unanimously carried.**
- ii *To note applications with an expired deadline:*
 - 17/03463/FUL – Single storey extension (retrospective) – 12 Bristol Road, Upper Rissington, GL54 2NY. **Noted.**
- iii *To note decision notices received:*
 - 17/03469/TPO -T.1 – Horse Chestnut – reduce/pollard tree on front drive to below telephone cables – 6 Avro Road, Upper Rissington, GL54 2NU – APPLICATION PERMITTED. **Noted.**
 - 17/03098/FUL – Two storey extension and garage conversion – 10 wright Road, Upper Rissington, GL54 2NP – APPLICATION PERMITTED. **Noted.**

County Councillor Moor left at this juncture.

10. Title Number GR188628 (Grainger Land):

- i The Acting Clerk reported that the Council's solicitor was awaiting some detailed responses from the developer's solicitor but had advised that the Council could sign the transfer document.
- ii The Council resolved to purchase the land contained within title number GR188628 from Grainger PLC. Proposed by MJ, seconded by AP. **Motion unanimously carried.**
- iii In accordance with Standing Order 22a, the Council resolved to execute the transfer of registered title GR188628 as a deed. Proposed by BH, seconded by MJ. **Motion unanimously carried**
- iv The Council resolved to authorize two councillors, in accordance with Standing Order 22b, to sign 10(iv) on behalf of Upper Rissington Parish Council. Proposed by BH, seconded by AP. **Motion unanimously carried.**

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- v The Council resolved to authorize the Proper Officer, in accordance with Standing Order 22b, to witness the signatures of the two councillors signing 10(iv). Proposed by BH, seconded by MJ. **Motion unanimously carried.**
- vi The Council reviewed and authorized two councillors to sign TR1 Document for the transfer of registered title GR188628. Proposed by, seconded by MJ. **Motion unanimously carried.** BH and RW signed at the end of the meeting.
- vii The Council authorized the Proper Officer to transfer £1000 to Kendall & Davies client account in readiness for payment of Grainger solicitor fees. Proposed by MJ, seconded by RW. **Motion unanimously carried.**

11. **Parish Online:** Council resolved to renew the subscription to Parish Online at a cost of £33.60. Proposed by RW, seconded by MJ. **Motion unanimously carried.**

District Councillor Mackenzie-Charrington left at this juncture.

12. **Review of Policies:** Agreed to move this item to the November meeting.

13. **Neighbourhood Development Plan:** Cllr Peek had nothing to report.

14. **Village Hall:** Lightning Protection System Test. The Acting Clerk reported on the outcome of the second Lightning Protection Test report and asked the Council to consider two quotes for carrying out remedial work. Resolved to accept the higher of the two quotes from STQ Vantage for £5,071.00 plus VAT. Proposed by AP, seconded by MJ. **Motion unanimously carried.** DL to check insurance and public use of the Hall in the period prior to the work being done.

15. **Play Park Monthly Inspection Sheets:** Council received the monthly inspection sheet for September. Agreed that the next inspection should check the cleanliness of the equipment.

16. **Jubilee Garden:** Council agreed to extend the existing WODC contract to include maintenance of the borders at a cost of £25.51 + VAT per visit. Proposed by AP, seconded by MJ. **Motion unanimously carried.**

17. **Spring Bulbs:** Council agreed to seek views of residents on where planting should be and willingness of volunteers coming forward to undertake planting. Resolved that up to £500 should be spent on Bulbs in locations to be agreed at the November meeting. Proposed by AP, seconded by RW. **Motion unanimously carried.**

18. **Trees:** Resolved to re-commence the abandoned tree works subject to a check on ownership. Proposed BH, seconded RW. **Motion unanimously carried.**

19. **Litter Pick:** Resolved that the volunteer litter pick should take place on 21 October and that Council insurance would cover the volunteers provided the necessary risk assessments were carried out. JE was asked to provide the documentation. Resolved MJ, seconded AP. **Motion unanimously carried.**

20. **Letter of Concern re: Linden/Bovis Development:** Resolved that a letter expressing concerns about non-compliance with three planning conditions (fire hydrants, water butts and art installation) be sent to the Head of Planning at CDC, circulated widely to interested parties and posted on the PC website. Proposed BH, seconded RW. **Motion unanimously carried.**

21. **Finance:**

- i Payments were agreed in accordance with the payments list below.
- ii No vires were needed as the STQ payment was shown against the Statutory Legal expenditure heading.

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- iii Bank Reconciliations were not reviewed as the bank statements arrived too late.
- iv The second instalment of the precept had been received.
- v Expenditure to 30/09/17 was reviewed against budget.
- vi Actual spend to budget for year-to-date was reviewed.

Resolved to make the payments and to note other items. Proposed by RW seconded by MJ. **Motion unanimously carried.**

Payments List - 11th October 2017

Payee	Details	Date of Invoice	Payments	Receipts	Date of minute approving (if applicable)	Power to Spend
West Oxfordshire District Council	Grass Cutting - July	26/09/2017	£649.55	-	05/01/15 - 8	HA 1980 s.96
West Oxfordshire District Council	Grass Cutting - August	26/09/2017	£1,070.18	-	05/01/15 - 8	HA 1980 s.96
Concrete Sports	Supply and Installation of Table Tennis Table	21/09/2017	£2,874.00	-	31/07/17 - 17 & 13/09/17 - 18	LG(MP)A 1976s.49(3)
GAPTC	Councillor Training	27/09/2017	£330.60	-	31/07/17 - 21(ii)	LGA 1972 s.111
Nettl	Website Hosting	-	£144.00	-	03/08/15 - 10(i)	LGA 1972 s.142
J Eustace	Clerk Admin Support	30/09/2017	£763.60	-	31/07/16 - 12	LGA 1972 s.112(2)
The Consortium	Sports Committee - Line Marking Machine and Paint	14/09/2017	£440.83	-	-	Active Together from County
The Consortium	Sports Committee - Table Tennis Table x 2	14/09/2017	£561.58	-	-	Active Together from County
Parish Online	Annual Subscription 10/10/17 - 10/10/18	27/09/2017	£33.60	-	-	LGA 1972 s.111
D Laird	Expenses	-	£22.79	-	-	LGA 1972 s.111
PATA	Payroll Processing	03/10/2017	£7.50	-	28/04/17 - 7	LGA 1972 s.111
STQ Vantage	Lightning Protection Test - Village hall	19/09/2017	£318.00	-	13/09/17 - 16(iii)	LGA 1972 s.133
Kendall & Davies	Grainger Solicitor Fees	-	£1,000.00	-	11/10/17 - 10(vii)	LGA 1972 S.124(1)
CDC	Precept - 2nd installment	27/09/2017	-	£18,254.00	-	-
TOTAL			£8,216.23	£18,254.00		

22. Correspondence: The Acting Clerk reported:

- A query from a resident expressing concern that the presence of a defibrillator in the village had resulted in the delayed arrival of an ambulance. Her doctor was taking this up on her behalf.
- Kingfisher Hygiene could only offer a credit note and not give a refund on the contract which had been terminated. Given the Hall is leased to the VHT for 25 years, the offer was declined.
- The table tennis rackets and balls had been returned to be Village Hall as presenting a potential choking hazard to dog. Agreed that the Acting Clerk use her delegated power to purchase a safe storage solution.

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- The internal auditor had been in touch about the 2017/18 internal audit. The Council would consider at its November meeting.
- Volunteer cycle instructors were being sought.
- It was queried whether the GAPTC networking event in December would be useful to attend. Council would consider at its November meeting.

23. **Date of the next meeting** is 8 November 2017.

24. Resolved 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: The public and press should leave the meeting during the consideration of the appointment of the new Clerk. Proposed by MJ, seconded by AP. **Motion unanimously carried.**

25. **Appointment of Clerk.** BH reported that 2 candidates had been interviewed by RW, JE and himself. DL had been present. It was decided not to appoint either of the candidates.

Resolved that the Acting Clerk should seek to employ a locum Clerk while the Council seeks a permanent member of staff and that up to £250 per week be set aside to pay for a locum. Proposed BH, seconded AP. **Motion unanimously carried.**

Further discussion ensued regarding the information imparted to the Council during the interview process – details held in the confidential meeting notes folder (page reference XX/2017).

The meeting ended at 9.38 pm.

Signature of Chairman upon approval of the Minutes 8 November 2017

Copies to:

County Councillor Nigel Moor

District Councillor Mark Mackenzie-Charrington