

Upper Rissington Parish Council

Minutes of Parish Council Meeting

held on Wednesday 13 June 2018, 7:30 pm at Upper Rissington Village Hall

Councillors present: Matt Barley, Marc Buffery (Chairman), Brian Hanks, Robert Hazard, Martin Johnstone (Vice-Chairman), Dawn Laird, and Amos Peek.

In attendance: District Councillor Mark MacKenzie-Charrington, Pauline Rigby (Clerk), and 4 members of the public at the start of the meeting.

1. **Apologies:** County Councillor Nigel Moor sent his apologies.
2. **Declarations of Interest and Applications for Dispensation:** The Clerk declared a financial interest in item 13 on Workplace Pensions, but councillors agreed that she did not need to leave the room for the debate because she did not have a vote.
3. **Public Session:** No questions received.
4. **County Councillor's Report:** Not taken. [*Councillor Nigel Moor reported in writing that he had discussed various road safety concerns reported to him with Highways prior to the final safety audit covering Mitchell Way and roads radiating from there that have been agreed for adoption.*]
5. **District Councillor's Report:** Councillor Mark MacKenzie-Charrington reported that:
 - Cotswold District's Local plan 2011-31 was approved by the inspector on 6 June, which means any planning applications in progress will fall under the new plan. The plan will be formally adopted once the inspector's minor amendments have been incorporated.
 - Two large lettings boards for offices have appeared in the village. The sale to the veterinary wholesalers didn't go through; another company bought it and is now offering serviced offices from desks through to rooms. They are hoping to attract locals as tenants; it would be helpful if the marketing information could be posted on the Parish Council website.
 - Idom Merebrook has carried out further contamination testing for the developers but the report is not finished. The local planning authority has asked residents who believe they have identified other sites that have not been tested to compile that information. The community must feel that all their concerns that have been addressed, and if sites are found that have not been tested then they will be done. LQM will peer review Idom Merebrook's final report.
6. **Neighbourhood Plan:** The Neighbourhood Plan Steering Group reported that:
 - Last week, Gloucestershire Local Access Forum (GLAF) met with members of the group to look at footpaths around the edge of airfield to link up existing routes over farmland.
 - The next meeting is 7pm on Tuesday 3rd July at the Village Hall.

The Clerk was asked to remind the Group to provide written reports to the Council.

7. **Minutes:**
 - a. Minutes of the Parish Council meeting held on 9 May 2018 were accepted as a true record by those present at the meeting.
 - b. The numbering in the minutes of the Extraordinary Meeting held on 23 May 2018 was out of sequence, and apologies and declarations of interest had not been taken. Subject to these amendments, the minutes were accepted as a true record by those present.
 - c. Minutes of the Extraordinary Meeting held on 12 June 2018 were accepted as a true record by those present at the meeting.

Due to the number of pages to be signed, and the need to reprint minutes of 23 May, councillors agreed that the Chairman could sign them later.

8. **Clerk's Report:** The Clerk reported that:

- The consultation on the Community Governance Review appears not to have started. The Clerk was asked to follow up with Democratic Services.
- The Action Log from Upper Rissington Community Liaison Group had been circulated.
- The Data Protection Officer has been appointed, and is already proving useful. The Council had received a request for information that falls under two different pieces of incompatible legislation, one of which is data protection. The Clerk will seek advice on how to respond.
- The bank mandate still needs signatures; could councillors please sign before leaving.
- The past few months have been busy, with the annual review of policies, end of year accounts, General Data Protection Regulations, and play park project. Two meetings were scheduled in May anyway and 3 additional meetings requested and held since then. There are a number of outstanding actions from previous meetings; notably the grant application for summer youth activities has not been submitted.

9. **Annual Governance Review:**

- a. Councillors reviewed the internal audit report from on 17 May, and the items raised, including VAT, financial risk assessment, and management of earmarked reserves. Councillors **resolved** to increase the fidelity insurance to £225,000 with immediate effect and to review the level of cover when the policy becomes due for renewal in September. No additional premium would be due until the renewal.
- b. Councillors **approved** and authorised the Chairman to sign the Annual Governance Statement 2017-18 (AGAR Part 3, Section 1). The Clerk was asked to include an explanatory note about Assertion 3 to clarify that the Council was aware of non-compliance with laws during the year, but believed that all reasonable steps had been taken to try to avoid non-compliance.

10. **Accounts for the Year Ending 31 March 2018:** Councillors **resolved**:

- a. To approve the Accounting Summary for the year ended 31 March 2018;
- b. To approve and authorise the Chairman to sign the Accounting Statement 2017-18 (AGAR Part 3, Section 2) and;
- c. That the unaudited accounts for 2017-18 are published, as well as the Accounting Summary, Annual Governance Statement explanatory note, and explanation of variances;
- d. That the period for the exercise of public rights will take place between Monday 18 June and Friday 27 July.

11. **Data Protection:**

- a. Councillors reviewed the information audit carried out by the Clerk, and acknowledged that there was more work to be done. It was agreed to retain the historical allotment waiting lists until the Council has decided how new allotments will be allocated.
- b. Councillors **approved** the privacy notice, subject to minor amendments, and agreed that it could be added to the website.
- c. Councillors considered and **approved** the installation of an SSL certificate on the Council's website at a cost of £29 to install and £24 a year added to the hosting fees. [Prices ex VAT.]

12. **Finance:**

- a. Payment of £183.05 had been made to BT by direct debit.

- b. Councillors discussed the Clerk's overtime hours for May and the process for approving them. The Clerk sent timesheets to members of the Staffing Committee for consideration at the end of the month, and the hours were submitted to payroll, as agreed with the Council on 9 May. Some councillors who were not members of the Staffing Committee said the process was invalid. The Clerk was asked to send timesheets to all councillors in future. Councillors then **approved** the Clerk's overtime hours reported of 30 hours across 5 weeks in May and 12 hours of CiLCA study not previously claimed. A recorded vote was requested.
- For: Councillors Barley, Buffery, Hazard, Johnstone, and Peek.
 - Against: Councillors Hanks and Laird.
- c. Councillors **approved** payments according to the payments list, except for the Clerk's salary and overtime. Councillors then considered and **approved** the Clerk's salary and overtime payment. A recorded vote was requested.
- For: Councillors Barley, Buffery, Hazard, Johnstone, and Peek.
 - Against: Councillors Hanks and Laird.
- d. There was no income, other than a small amount of bank interest.
- e. Councillors reviewed and **approved** the bank reconciliations.
- f. Expenditure against budget year to date was not available as the budget had not been uploaded to the accounting system.

13. **Workplace Pension:** Councillors acknowledged the Council's duty to provide a workplace pension scheme for all employees, and **resolved** that:

- The scheme will be a defined contributions scheme, not a defined benefits scheme (not the Local Government Pension Scheme).
- NEST (National Employment Savings Trust) is the chosen pension scheme provider.
- The Council will pay a 5% contribution of employee earnings plus an additional contribution matched to the employee contribution, up to a maximum employer's contribution of 15%. As an example, if the employee pays 3% of earnings, the Council will pay 8%.

14. **Planning:**

- a. Councillors discussed application 17/04151/FUL Variation of Condition 1 ... public open spaces. Concerns about contamination are an integral part of the landscaping proposals, and it is extremely important that these are addressed, but this issue has dominated the Liaison Group, which has not considered the finer detail of the changes to play spaces, hard surfacing and planting. Given the complexity of the plans, Councillor MacKenzie-Charrington said he had hoped the developers and their landscape architects could make a presentation to explain the new details and where the differences lie, so that the community could reach an informed opinion. As it was approaching 10pm, councillors agreed to defer the discussion.
- b. The following new planning decisions were noted:

Application no.	Details	Status
18/01253/TPO	1 X Horse Chestnut (G39) - and 1 x Cherry (G39) - Prune ... - 4 Smith Barry Circus Upper Rissington Cheltenham Gloucestershire GL54 2NQ	Application permitted
18/00473/FUL	Rear single storey extension - 30 Grebe Square Upper Rissington CHELTENHAM Gloucestershire GL54 2NH	Application permitted

c. Councillors resolved to submit a response of “no objection” to the following application.

Application no.	Details	Deadline
18/01661/FUL	Installation of 20m high monopole mast supporting headframe with 6No. antennas and 2No. transmission dishes, ... within a compound enclosed by 1.8m high palisade fence. (In Retrospect), Land Off Sandy Lane	Thursday 14 June

d. There were no urgent planning applications to consider.

15. **Rissington School Expansion:** Councillors **resolved** to support the proposal to permanently expand the Rissington School.
16. **Hire of Public Open Space:** Councillors agreed to delegate responsibility to the Clerk to consider the request from Little Hurricanes to use Folland Field for an organised event, but any future requests will need to be considered by the Council as a whole.
17. **Tree Management:** Not discussed due to lack of time,
18. **Correspondence:** The Clerk was asked to circulate the correspondence list.
19. **Items for Future Meetings:** Financial Risk Assessment, Defibrillator, Youth Council, disciplinary and grievance policy, play provision, and Tree Management Plan were noted.
20. **Date and Time of Next Meeting(s):** Was Wednesday 11 July 2018, 7:30pm.
[However, due to councillor availability, this meeting is rescheduled to 18 July 2018, 7:30pm.]

The meeting closed at 10:05 pm.

Signature of Chairman upon approval of the Minutes 18 July 2018

Copies to:

County Councillor Nigel Moor

District Councillor Mark MacKenzie-Charrington

Payments list:

Payee	Date of invoice	Details	Cheque Total	Relevant minutes	Authority
Arrow Accounting	17-May	Internal audit on 17 May	£419.88	8/11/17 - 12	AAR 2015 s.5
Village Hall Trust	03-Jun	First anniversary payment	£6,000.00	26/08/16 - 7	LG(MP)A 1976 s.19(3)
PATA (UK)	06-Jun	Payroll: April, May, June	£22.50	28/04/17 - 7	LGA 1972 s.111
Pauline Rigby	25-Jun	Clerk's salary May and O/T Mar, Apr, May	██████	08/11/17 - 29	LGA 1972 s.112 (2)