

# Upper Rissington Parish Council

## Minutes of Parish Council Meeting

held on Wednesday 8 August 2018, 7:30 pm at Upper Rissington Village Hall

Councillors present: Matt Barley, Brian Hanks, Robert Hazard, Dawn Laird, and Amos Peek.

In attendance: District Councillor Mark MacKenzie-Charrington, Pauline Rigby (Clerk), and 8 members of the public at the start of the meeting.

Councillor Peek was appointed temporary Chairman to preside over the meeting.

1. **Election of Chairman:** There were no nominations for the position of Chairman.
2. **Apologies:** County Councillor Nigel Moor sent apologies.
3. **Declarations of Interest and Applications for Dispensation:** None received.

The County and District Councillors reports were brought forward.

4. **County Councillor's Report:** None.
5. **District Councillor's Report:** Councillor Mark MacKenzie-Charrington reported that:
  - Following the last meeting, he spoke with Albion Water. Thames Water provide the supply into the village, and Albion take over to supply water into properties, but they have not taken over the sewage system. Only residents of Victory Fields have the 'green water' system (recirculated rain water for use in toilets and gardens), though this is not operational as developers have not completed the work. Otherwise they supply potable water.
  - Cotswold District Council (CDC) will tender for peer review of the contamination report.
  - On Friday 3 August, the Cotswold District Local Plan 2011-2031 was formally adopted, as was the Community Infrastructure Levy, which is an alternative to S106.
  - Some 15 people responded to his letter asking for details of planning concerns around the public open spaces in Victory Fields. These responses will be collated into a single document and sent to the District Council this week. The planning application is due to be heard at September's meeting of the Planning Committee. A report is being written to recommend that consent is granted, subject to the contamination issues being resolved.
  - CDC has approved £150,000 Bourton car park improvement works.
  - Publica is pleased with progress, saving collectively £2.3 million across four authorities in the first 3 years, ahead of what was anticipated. Residents should see no difference in services.
  - The District Council and Police are looking to redevelop Cirencester Forum car park and Police headquarters. The plan is to have a blue light section at the Fire Station on the ring road and a separate office in town while also improving the car parking and retail offering in the town.
  - CDC has teamed up with the Bourton Co-op to reduce plastic waste and single use packaging.
  - Almost 250 small businesses with rateable value of less than £200,000 have been awarded business rates relief. So far CDC has allocated about £142,000 to help the small shopkeeper.
  - CDC Chairman Julian Beale is introducing an awards scheme for individuals in the Cotswolds.
6. **Public Session:** Questions and comments were received as follows:
  - Last year the Council decided to plant bulbs, but it didn't get done.
  - Will Martin Johnstone's resignation letter be published on the parish website?
  - What has delayed the play park installation?
  - Is there a schedule for grass cutting and other maintenance tasks?

- Why can't we cut those areas that need cutting even though they don't belong to the PC?
  - Do any of councillors walk round to look at what needs doing?
  - Developers have an obligation to maintain the public open spaces.
  - What powers are available to the Parish Council to maintain land it doesn't own? The Clerk was asked to find out.
7. **Minutes:** The minutes of the Parish Council meeting held on 18 July 2018 were accepted as a true record, subject to minor amendments, and signed by the Acting Chairman.
8. **Clerk's Report:** The Clerk reported that:
- An election was requested to fill Marc Buffery's seat. CDC has decided on 20th September as the election date and provisionally booked the polling station.
  - The notice for the second vacancy has been published. If residents would like an election, then 10 signatures must be sent to CDC before the deadline of 29 August.
  - The Community Governance Review consultation letters have gone out, but there are concerns that not everyone has received one. CDC is investigating. Nigel Adams has offered to hold a roadshow in advance of the Council's September meeting to explain the process.
  - Councillor Barley and the Clerk discussed tree maintenance and suggest that inspections are organised soon to check for health and safety issues, even though ownership is not clear.
  - Ubico suspended grass cutting during the dry spell, though will resume later this month. Employees tending Jubilee Garden were challenged by members of public. The Clerk was asked to obtain a price for leaf collection and add it to the agenda for the next meeting.
  - More destroyed table tennis balls have been returned to the office.
9. **Planning:**
- a. Councillors **resolved** to retrospectively approve the printing and distribution of a letter from Councillor MacKenzie-Charrington to residents asking for comments on the new details for the Public Open Spaces application 17/04151/FUL.
  - b. Following the resignations of Councillors Buffery and Johnstone, the Parish Council has no councillor representatives on the Community Liaison Group. Councillors Hanks and Peek were nominated as the new council representatives, and Councillor Laird as substitute.
  - c. There were no new planning decisions to report.
  - d. Councillors resolved to submit a response of "no objection" to the following application.

Application no.	Details	Response
18/02773/FUL	8 Wellington Road Upper Rissington Cheltenham Gloucestershire GL54 2QW	Weds 22 August 2018

- e. One urgent item under planning had come in since publication of the agenda: new details for 17/04587/FUL, an application to build 26 houses between Sandy Lane Court and Southgate Court. Councillors said they didn't understand the revised location plan and asked the Clerk to request an explanation of changes in the drawings.

Councillor Hanks left the room towards the end of the discussion of item 9(e), and now returned.

#### 10. Staffing Committee:

- a. The draft minutes of the Staffing Committee meeting on 26 July were not available.
- b. The review of the Committee Terms of Reference was deferred, pending a meeting with GAPTC where the matter would be discussed in more detail.
- c. The election of a Committee Chairman was deferred.
- d. Confirmation of the arrangements for substitutes was deferred.
- e. Councillors **approved** the Clerk's June overtime of 34 hours and 40 minutes.

#### 11. Finance:

- a. Councillors considered the payments list and **resolved** to pay all items except the Clerk's salary, which would be considered in a confidential session. Payment to West Oxfordshire District Council (WODC) for grounds maintenance was approved on the basis that the amount becoming due for two grass cuts in June was greater than the current overcharge. The Clerk/RFO was asked to obtain VAT invoices from Amazon for the expenses claim, and to initial invoices to certify that they are correct. Councillor Barley abstained from the vote.
- b. No income had been received, other than a few pounds in bank interest.
- c. The bank reconciliations were not available, as the bank statement had not arrived.
- d. Councillors reviewed expenditure against budget year to date. It was noted that the expenditure on staff salaries is ahead of budget for the time of year.
- e. Consideration of the internal control checks (Q1) was deferred.

#### 12. Banking and Investments:

- a. Councillors reviewed the Council's banking arrangements, and **resolved**:
  - To continue to operate a current account with HSBC with all current councillors as signatories: Councillors Barley, Hanks, Hazard, Laird, and Peek.
  - To open a current account with Lloyds with the same signatories as the HSBC current account. The Clerk was asked to work with Councillor Peek to set up electronic banking.
- b. The review and adoption of the Investment Strategy for 2018-19 was deferred as councillors needed more time to review the information.
- c. The consideration of CCLA's Public Sector Deposit Fund was likewise deferred. The Clerk was asked to find another investment option.

#### 13. Children's Play Park:

- a. The play park inspection sheets were reviewed. No actions to be taken.
- b. The Clerk explained that a confirmed start date of 14 August for installation of the new play equipment had just been received; while there had been delays in the project, had the installation gone ahead on schedule then the new turf would have died in the hot weather. Councillors asked whether the installation date could be pushed back, and the two phases combined in the Autumn when it is better weather for laying turf. Councillors then **resolved** to explore the option of pushing back phase one and combining it with phase two, so that the complete project would be ready in mid-October. The Clerk was asked to explore this option and organise an extraordinary meeting on 15 August to consider it further. The Clerk pointed out that installation of phase one was due to start before the Council could meet again.

- c. Arrangements for the annual play park inspection in October were discussed, and it was **resolved** to approve the inspection fee for the old equipment of £65 with the proviso that the inspection wasn't booked until after a decision is taken on phase two.
- 14. **PSPO Consultation:** A new Public Spaces Protection Order (PSPO) to control dog fouling across Cotswold District is proposed, which will keep dog fouling provisions in place, increase the fine up to £100 per offence, and give the Police enforcement powers. Councillors **resolved** to support the proposals, and comment that more publicity is needed to encourage people to report dog fouling, as well as better enforcement. The Clerk was asked to submit the response.
- 15. **Planning Enforcement:** The County Association, GAPTC, has called for Parish and Town Councils to identify cases where there has been a breach of planning rules, but enforcement action was not effective. The Clerk was asked to put out a request for information on the parish website, asking "Have you personally reported a breach of planning where no enforcement action was taken?" Responses to GAPTC are due by 21 September.
- 16. **Correspondence:** The correspondence list had been circulated prior to the meeting. BT's price increase was highlighted. The Clerk was asked to send councillors details of certain items.
- 17. **Items for Future Meetings:** Financial Risk Assessment, Defibrillator, Youth Council, disciplinary and grievance policy, play provision, and Tree Management Plan already noted.
- 18. **Date and Time of Next Meeting(s):** Was Wednesday 15 August 2018, 7:30pm.  
As it was 10pm, the Chairman proposed and it was agreed that the meeting be extended.
- 19. Councillors **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 were asked to leave the meeting during the consideration of the following item:
- 20. Payment of the Clerk's salary for August was approved.

The meeting closed at 10:05 pm.

Signature of Chairman upon approval of the Minutes ..... 12 September 2018

Copies to:

County Councillor Nigel Moor

District Councillor Mark MacKenzie-Charrington

**Payments list:**

Payee	Date of invoice	Details	Gross amount	Cheque Total	Relevant minutes	Authority
WODC	26-Jun	Grounds maintenance 28/3 & 16/04	£1,171.01	£1,171.01	07/02/18 - 14	HA 1980 s.96
WODC	11-Jul	Grounds maintenance May 18	£1,171.01	£1,171.01	07/02/18 - 14	HA 1980 s.96
Town & Country Trees	19-Jul	Emergency Tree Work, Harris Gardens	£144.00	£144.00	18/07/18 - 16	HA 1980 s.96
1st Upper Rissington Scouts	08-Aug	Grant	£500.00	£500.00	18/07/18 - 12(a)	LG(MP)A 1976 s.19(3)
Cotswold Friends	08-Aug	Donation	£250.00	£250.00	18/07/18 - 12(b)	LGRA 1997 s.26(1)
Sue Ryder Care	08-Aug	Donation	£250.00	£250.00	18/07/18 - 12(c)	LGA 1972 s.137
Matthew Barley	08-Aug	Expenses - Saxoprint	£41.53	£41.53	08/08/18 – 10(a)	LGA 1972 s.142
		Mileage - CiLCA mentoring, 18/05	£24.30		14/03/18 - 17	LGA 1972 s.111
		Mileage - CiLCA mentoring, 29/06	£24.30		14/03/18 - 17	LGA 1972 s.111
		Mileage - Level 6 presentations, 07/18	£22.50		Chairman	LGA 1972 s.111
		Desk risers	£14.99		Chairman	LGA 1972 s.111
		Post Office - Stamps	£3.16		Chairman	LGA 1972 s.111
		Sainsbury's - sticky notes and pens	£11.00		Chairman	LGA 1972 s.111
		WHSmith - blutack and clipboards	£10.47		Chairman	LGA 1972 s.111
		Post Office - Stamps	£10.98		Chairman	LGA 1972 s.111
		Amazon - A4 copier paper, 5 reams	£18.99		Chairman	LGA 1972 s.111
		Amazon - A4 premium paper	£4.30		Chairman	LGA 1972 s.111
Pauline Rigby	08-Aug	<b>Expenses claim TOTAL</b>		<b>£144.99</b>		LG(FP)A 1963 s.5
Pauline Rigby	08-Aug	Clerk's salary August		█	08/11/17 - 29	LGA 1972 s.112 (2)
ICO *	23-Aug	Registration fee	£35.00	£35.00	18/07/18 - 11(a)	DP (C&I) R 2018