

Upper Rissington Parish Council

Minutes of Parish Council Meeting

held on Wednesday 12th September 2018, 7:30 pm at Upper Rissington Village Hall

Councillors present: Brian Hanks, Robert Hazard, Dawn Laird, and Amos Peek (Chairman).

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

Councillor Hanks was appointed temporary Chairman.

1. **Election of Chairman:** Councillor Peek was elected Chairman of the Parish Council. He signed the Declaration of Acceptance of Office and presided over the remainder of the meeting.
2. **Apologies:** Ward Councillor MacKenzie-Charrington and Councillor Barley sent their apologies.
3. **Declarations of Interest and Applications for Dispensation:** Councillor Laird declared a personal interest item 9(b) in planning applications on Blenheim Close.

The County and District Councillors' reports were brought forward.

4. **County Councillor's Report:** Nigel Moor reported the following:
 - Gloucestershire County Council (GCC) has kept its pledge to spend £150 million on roads, and 45 schemes are in the schedule with total length of 50 miles. Two local schemes will take place in the current financial year: in Wyck Rissington and on Barrington Road.
 - From 17 – 26 September, part of Fosse Way in Stow in the Wold, from the Unicorn Hotel to the junction with Lower Swell, will be closed. Details are on the Parish Website.
 - The County has pledged to eliminate single-use plastics in the supply chain by 2025 and is supporting WRAP (Waste & Resources Action Programme) to promote recycling later this month, during the week of 24-30 September.
 - He has pledged to contribute £5,000 from GCC's Communities Fund over two years to help refurbish the Play Park in Upper Rissington.
 - Comments on the Community Governance Review are due by 25th September.
 - The Lengthsmen Scheme is for minor works, the works in Stow come under the structural budget, and somewhere in middle there is a Local Highways pot that the Local Highways Manager has discretion over. Details of the Lengthsmen Scheme are on GCC's website. They visit the ward four weeks per year. The Local Highways Manager deals directly with parishes, and a walkabout together would be helpful to identify priorities for the village.

It was agreed to bring forward Item 14 while the County Councillor was present.

14. **Children's Play Park:**

- b. Councillors **resolved** to approve the additional quote from HAGS following the variation of the 'contract' to include site preparation in Phase 2; and
- c. Authorised the Clerk to apply for grants from CDC and GCC; and
- d. Authorised the Clerk, following confirmation of approval of the CDC and GCC grants, to place the order with HAGS for Phase 2, including the site preparation works.

The running order resumed with item 5.

5. **District Councillor's Report:** Report not available.
6. **Public Session:** Questions and comments were received as follows:

- The Extraordinary meeting on 15 August was invalid as the Council didn't elect a Chairman.
- Why is there a need for a VAT course for the Clerk?
- We assume the Council will not be replacing the damaged bats and ping pong balls.
- In relation to the lake, what is the hole they are digging now?
- We would like clarification from Cotswold District Council over what's happening with the Public Open Spaces planning application [17/04151/FUL].

7. Minutes:

- An erroneous planning decision was deleted. The minutes of the Parish Council meeting held on 8 August 2018 were then accepted as a true record and signed by the Chairman.
- Councillors agreed that the minutes of 15 August 2018 were an accurate record of the meeting, but they were not signed due to questions over the validity of the meeting.

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

- No nominations were received to fill the vacancy for Marc Buffery's seat, and the election will have to be rerun with a new date. An election was called in relation to the resignation of Martin Johnstone. Cotswold District Council will combine the two elections and are proposing to hold an election on 1 November.
- Cotswold District Council reported that response rates to the Community Governance Review have been good, and they are reviewing the position to see whether to extend the deadline.
- Permission was granted by the Clerk, under delegated authority, for Little Hurricanes to hold an event in the Children's Play Park on 13 August 2018.
- Planning application 17/04151/FUL will not be considered in September after all. The Parish Council has received correspondence in response to its comments on the application.
- Anyone who would like to report a build-up of falling leaves which might pose flooding or other safety risks, especially around drains, should call the Waste Hotline on 01285 623123.
- GAPTC had asked parish and town councils to identify cases where there has been a breach of planning rules, but no enforcement action taken, with responses due by 21 September. The Clerk was asked to write to GAPTC to see if they could accept a response in mid-October.
- Following the installation of new equipment, the insurance cover on playground equipment was increased; there was no additional charge until renewal.
- The external auditor has asked for additional information about the accounts.

9. Planning:

- There were no new planning decisions to report.

Councillor Laird left the room for the consideration of the following items:

- It was resolved to submit responses to planning applications as follows.

Application no.	Details	Response
18/02895/FUL	Proposed extension to detached garage – 3 Blenheim Close, Upper Rissington GL54 2QX	No objection
18/03303/TPO	Sycamore T1- fell to ground level – Limetrees, 2 Blenheim Close, Upper Rissington GL54 2QX	Defer to the Tree Officer

Councillor Laird returned to the room.

- c. There were no urgent planning applications. However, it was noted that the Council had been omitted from notification about the outcome of application 17/04549/FUL, and the Clerk was asked to raise this with Cotswold District Council.
10. **Insurance:** Councillors reviewed the insurance schedule and resolved that fidelity insurance cover continue at £225,000. Questions were raised about the aggregate limit of indemnity cover, business revenue interruption, employee/officer excess on motorcar insurance, and office contents cover; the Clerk was asked to follow up, and to obtain confirmation in writing that cover would continue uninterrupted if the premium was paid in October.
11. **Finance:**
- a. PATA (UK) and HMRC were added to the payments list and Came and Company was removed. Councillors then resolved to pay the bills presented.
 - b. Payment of £2,490 for the new notice board had been received from the developers.
 - c. Councillors reviewed and approved the bank reconciliations to 3rd August, and noted that September would be reviewed at the October meeting.
 - d. Expenditure against budget for the year to date was reviewed. Several questions were raised, and it was agreed to review the document again in October.
 - e. The completed list of internal control checks (Q1) carried out by Councillor Hazard was reviewed and approved. It was noted that the Council had not authorised the write-off of outstanding hall hire fees. Councillor Hanks offered to review and update the template to reflect changes in Financial Regulations.
12. **Banking and Investments:**
- a. To review and adopt the Investment Strategy for 2018-19: Not covered.
 - b. To consider opening an investment account in accordance with the strategy: Not covered.
13. **Internal Audit:** Councillors **resolved** to appoint Bridget Bowen to provide internal audit services for the Financial Year Ending 31 March 2019. The Clerk was asked to write to Philip Hood of Arrow Accounting to thank him for his service.
14. **Children's Play Park:**
- a. The Annual Play Park inspection report was reviewed. The Clerk was asked to obtain advice on whether the swings – with medium risk findings – are useable for the next few months. Items b., c., and d. had been discussed earlier, after the County Councillor's report (Item 4).
 - e. The variation to the 2018-19 budget to allow Phase 2 to be brought forward was not covered.
15. **County Council Lengthsmen:** No further discussion.
16. **Land Enquiries:** To consider the application for a Land Registry e-Business Services account, and approve the use of variable direct debit to pay for services. Not covered due to lack of time.
17. **Staffing Committee:**
- a. The draft minutes of the Staffing Committee meeting on 26 July: Not covered.
 - b. To elect a Committee Chairman and confirm substitute arrangements: Not covered.
 - c. Councillors resolved not to approve the Clerk's August overtime claim.
 - d. Councillors approved a VAT training course for the Clerk on 9 October at a cost of £75.

18. **Correspondence:** The correspondence list had been circulated prior to the meeting. GAPTC's training courses for councillors were highlighted.
19. **Items for Future Meetings:** The Clerk was asked to add spring bulbs to October's agenda, and to provide an update on the pension scheme and bank account.
20. **Date and Time of Next Meeting(s):** Wednesday 10 October 2018, 7:30pm.

The meeting closed at 10:10 pm.

Signature of Chairman upon approval of the Minutes 26 November 2018

Copies to:

County Councillor Nigel Moor

District Councillor Mark MacKenzie-Charrington

Payments approved:

Payee	Date of invoice	Details	Cheque Total	Relevant minutes	Authority
WODC	09-Aug	Play park inspections 24/6 & 21/7	£37.80	15/06/15 - 8	LG(MP)A 1976 s.19
British Telecom *	19-Aug	Phone / broadband (new a/c)	£169.63	22/03/18 - 3	LGA 1972 s.111
PATA (UK)	03-Sep	Payroll services Q2	£22.50	28/04/17 - 7	LGA 1972 s.111
Pauline Rigby	10-Sep	Clerk's salary / overtime	█	08/11/17 - 29	LGA 1972 s.112 (2)
Pauline Rigby	12-Sep	Irrigation equipment	£166.91	15/08/18 - 5	LG(MP)A 1976 s.19
HMRC	5-Oct	Employer's PAYE/NICS (Q2)	£749.27	08/11/17 - 29	LGA 1972 s.112 (2)

* Paid by direct debit on or about 2nd September