

Upper Rissington Parish Council

Minutes of Extraordinary Parish Council Meeting

held on Wednesday 19 December 2018, 7:30 pm at Upper Rissington Village Hall

Councillors present: Matthew Barley, Bob Hazard, and Amos Peek (Chairman)

In attendance: Ward Councillor Mark MacKenzie-Charrington, Pauline Rigby (Clerk) and 6 members of the public

1. **Apologies:** Councillor Dawn Laird and County Councillor Nigel Moor sent apologies.

2. **Declarations of Interest and Applications for Dispensation:**

Councillor Barley declared a pecuniary interest in Items 9 and 10 to purchase and claim expenses for bulb planting tools.

Councillor Barley had applied for a dispensation to take part in the discussion relating to these items, and the Clerk reported that a dispensation had been granted, under Standing Order 13.h i) "without the dispensation the number of persons unable to participate in the transaction of council business/matter would be so great as to impede the transaction of the council business/matter".

3. **County Councillor's Report:** No report available.

4. **Ward Councillor's Report:** Mark MacKenzie-Charrington reported:

- A Temporary Traffic Order (TTO) has been received for a road closure on the Barrington Road. There will be total road closure from the Bourton turning to the end of Mitchell Way for up to a week for resurfacing works, scheduled for 19 – 22 February subject to weather etc.
- Although the decision has not yet been published, the Upper Rissington public open spaces planning application was passed, with several amendments, by Cotswold District Council's planning committee on 12 December. A plan for vehicular access to the allotments has been produced; a 3m-wide hoggin access with passing points, drop-off and turning space is being proposed. Mains water will also be provided to the allotments.
- The planning application for 26 houses on Delfin Way is still undecided.

5. **Public Session:** The following questions and comments were received:

- Why did we have the extraordinary meeting last week, given that the representation made to Cotswold District Council's Planning Committee did not reflect what had been agreed.

There was a heated debate concerning the remediation of contamination on the development and the fact that Cotswold District Council has not taken enforcement action.

The Chairman read out the Parish Council's representation given to the Planning Committee.

- Thank you for doing the play park, it's brilliant.
- Why have we got a closed session again? Why are we paying for HR consultants?
- Hedges should be cut now, not in March when it is illegal.
- Core samples on Smith Barry Road were taken back in March to be analysed, but the results are not back, which is delaying completion of the road scheme. When will it be done?
- Has the knocked-down wall on the roundabout been brought to the attention of Bovis?

The Clerk was asked to write to the developer to make them aware.

- If roads are not finished to an adoptable standard and the Parish Council takes over the site, could the Parish Council make a claim on the bond?

6. **Minutes:**

- a. The minutes of the meeting on 26 November were accepted as a true record and it was resolved that they could be signed at later date.
- b. The minutes of the meeting on 10 December were not available.

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

- The Council has used its allocation of hall bookings; additional bookings will be chargeable.
- The Community Governance Review consultation did not provide a clear view on the number of councillors or warding arrangements. Cotswold District Council is extending the deadline for comments to mid-January, and plans to bring a proposal to its February meeting.
- Signatories on the bank account have been updated.
- The Chairman and Clerk had a walkabout with the Local Highways Manager on 11 December to discuss various highway maintenance issues around the village.
- The Chairman and Clerk will be meeting with the County Councillor at Shire Hall on 13 December to clarify issues around Highways adoption and street lighting.
- Some new grit bins are due to be installed and filled later in the week.

8. **Planning:**

- The decision by Cotswold District Council's planning committee on 12 December, to approve application 17/04151/FUL for the public open spaces in Upper Rissington, was noted.
- No urgent planning applications had been received since publication of the agenda.

9. **Bulb planting:** It was resolved to retrospectively authorize the purchase of bulb planting tools by Councillor Barley at a cost of £70 inc. VAT. Councillor Barley been granted a dispensation in relation to his interest in this item, so remained in the room but abstained from the vote.

10. **Finance:**

- a. Several payments had been added to the list, including West Oxfordshire DC for June's grass cutting, Glasdon, PATA UK and HMRC. Councillors then approved the payments.
- b. A refund of £62.95 had been received from BT from the closed account.
- c. Councillors approved and the Chairman signed the bank reconciliation.
- d. Councillors reviewed expenditure against budget for the year to date, and noted that the play park was over budget. The Clerk explained it was an admin issue - the release of funds from general reserves was authorised in November, but the accounting software needs updating.
- e. The Clerk was asked to organise a meeting in early January to review the draft budget.

11. **Councillor vacancy:** Cotswold District Council has issued a Notice of Election that runs until 10 January 2019. The Clerk was asked to add co-option to January's agenda.

12. **Internal Audit Report:** Consideration of the report was deferred to allow more time.

13. **Data Protection:** Councillors approved expenditure of up to £250 ex VAT to address the issues identified in the information security report.

14. **Office Software:** It was agreed to purchase a new Office 365 subscription.

15. **Snow Warden:** Councillor Barley agreed to be Snow Warden.

16. **Staffing Committee:** It was resolved to dissolve the Staffing Committee.

17. **Correspondence:** A list of correspondence had been circulated. Attention was drawn to:

- The reduction in X-Ray service hours at North Cotswold Hospital, Moreton.

- Waste collections: please don't overload your bin or leave broken glass in the recycling box.
- The Council has received a request to complete a "notice of assignment" for a property sale.

18. **Date and Time of Next Meeting(s):** Wednesday 16 January 2019, 7:30pm.

19. **Confidential session:** It was resolved to exclude the public and press from the meeting by reason of the confidential nature of the business, in accordance with s.1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Standing Order 19a.

20. **Annual Leave:** The Clerk's leave request over the Christmas / New Year period was approved.

21. **Overtime:** The Clerk has reviewed timesheets and overtime claims for the current financial year (April 2018 onwards), but requested more time to review earlier overtime claims and annual leave calculations – and is unable to confirm the total outstanding until this has been completed.

22. **Confidential Staff Matter:** It was resolved to ask GAPTC to organise an independent grievance panel to progress the matter.

The meeting closed at 21:05 pm.

Signature of Chairman upon approval of the Minutes 16 January 2019

Copies to:

County Councillor Nigel Moor

District Councillor Mark Mackenzie-Charrington

Payments list for December:

Payee	Date of invoice	Details	Cheque Total	Relevant minutes	Authority
West Oxfordshire District Council	17-Oct	Inv. 3326862X - Grounds maintenance June	£ 869.52	07/02/18 - 14	LG(MP)A 1976 s.19
Upper Rissington Village Hall	05-Nov	18-URPC01 - Heating system repairs	£ 2,124.86	26/11/18 - 12(b)	LGA 1972 s.133
BT *	20-Nov	Q003 OT & N004 K6 (Credit Note) - Phone a/c	£ 163.00	22/03/18 - 3	LGA 1972 s.111
Matthew Barley	27-Nov	Expenses - 2 x bulb planting tools	£ 70.00	12/12/18 - 9	OSA 1906 s.10
West Oxfordshire District Council	27-Nov	33272687 - Playground inspection 23/10	£ 18.90	15/06/15 - 8	LG(MP)A 1976 s.19
Upper Rissington Village Hall	01-Dec	Second year payment	£ 6,000.00	26/08/16 - 7	LGA 1972 s.133
GAPTC	04-Dec	Clerk's Networking	£ 20.00	FR 4.1	LGA 1972 s.111
PATA UK	10-Dec	Payroll services Q3	£ 25.00	28/04/17 - 7	LGA 1972 s.111
Glasdon UK Limited	10-Dec	3 x green grit bins	£ 599.06	25/10/18 - 5	HA 1980 s63(3)(h)
Pauline Rigby	19-Dec	Clerk's Salary December	----	08/11/17 - 29	LGA 1972 s.112 (2)
HMRC	19-Dec	PAYE & NI payment Q3	£ 596.31	08/11/17 - 29	LGA 1972 s.112 (2)

* Paid by direct debit on or about 2 December 2018