

# Upper Rissington Parish Council

## Minutes of Parish Council Meeting

held on Wednesday 13 February 2019, 7:30 pm at Upper Rissington Village Hall

Councillors present: Bob Hazard, Jerry Flint, Amos Peek (Chairman), Vaughan Taylor, Declan Torris.

In attendance: County Councillor Nigel Moor, Pauline Rigby (Clerk) and 7 members of the public

1. **Apologies:** Councillors Barley and Laird, and Ward Councillor Mark MacKenzie-Charrington.
2. **Declarations of Interest and Applications for Dispensation:** None received.
3. **County Councillors Report:** Nigel Moor reported the following:
  - During the budget debate, the County Council chamber was invaded by climate change activists, who superglued themselves to the chairs. Police used Coca Cola to release the glue.
  - GCC's budget for 2019/2020 is £428 million, an increase on the current level of £16 million. It does require an increase in the county element of Council Tax of 2.99% together with an additional 2% that has been ringfenced for adult social care. The average Band D taxpayer will see an increase of £5.13 per month. Of the County budget, 72% is now financed from Council Tax as the grant from Government goes down, but the County feels they have been quite successful in protecting services. The total capital budget is £625 million, including £824,000 for expansion of the Rissington Primary School in the coming year.
  - The 'Highways Local' budget has been increased to £25,000, which gives more scope for county councillors to direct money towards issues in their areas. A district fund of £10,000 will support youth activities, supervised by county councillors, which parishes can bid for.
  - He is pleased with the Local Highways Manager's prompt response to the Parish Council's concerns about potholes. 'Jet patching' would be suitable to address some of the Highway issues in Upper Rissington, hopefully within the next month or so.
  - In contrast, the lack of response from the Highways Development Manager on issues like road adoption and street lighting is disappointing. The Clerk was asked to write to the Commissioning Director at GCC, publicly expressing our disappointment on lack of progress on street lighting, road surfacing and road adoption.
  - Concerning the footpath from Lancaster Drive to Harris Gardens, the Parish Council could make an application to establish the public right of way, regardless of who owns the land, then use this as a basis of discussions with the County about how it could be adopted.
  - He will seek advice from the County legal department about whether the Parish Council has any redress as an interested party to the s106 Agreement as regards the Public Open Space.
  - A pedestrian crossing has not been included the scheme for the Sandy Lane development, although the scheme is not yet approved. He will take this up with Highways.
4. **Ward Councillor's Report:** Not available.
5. **Public Session:** The following questions and comments were received:
  - The property on the corner of the old Sergeants' Mess building is untidy.
  - Who is responsible for looking after the planted area adjacent to old guard room?
  - When the developer connected the new lampposts on Wellington Road, they disconnected the one in Blenheim Close. When will it be repaired?

- Litter bin covers are being removed because they are left unlocked; the entire bin in the entrance to the play park has disappeared.
  - Speaking in relation to item 8c, a resident who lived nearby commented that the footpath on the old Wellington Road should have been removed when the developers removed the road. They are concerned for safety reasons: the path opens onto a main road at one end, and there is a temptation for bicycles to charge across Blenheim Close at the other. Also, litter is thrown over the wall into adjacent gardens. They are in favour of the proposal to remove it.
6. **Minutes:** The minutes of the Parish Council meeting on 16 January 2019 were accepted and signed as a correct record.
7. **Clerk's Report:** The Clerk reported that:
- A resident had complained about hedge cutting on Barrington Road, along a stretch that was not part of the Parish Council's grounds maintenance contract.
  - The dead branches in the larch tree on Grebe Square were being dealt with.
  - Pothole repairs were being actioned, as reported by the County Councillor.

8. **Planning:**

- a. Recent planning decisions made by Cotswold District Council were noted:

Application no.	Details	Decision
18/04753/FUL	Erection of front and rear single storey extensions - 4 The Vintage Pair Upper Rissington GL54 2RJ	Application Permitted

- b. It was resolved to submit planning application responses as follows:

Application no.	Details	Response
19/00347/TPO	Mature Sycamore T1 - in front garden: crown reduce - 22 Hart Close Upper Rissington GL54 2PX	No response

- c. Councillors discussed the removal of footpath on Wellington Road (Part of Public Open Spaces application 17/04151/FUL), and agreed to defer the response, pending a site visit.
- d. There were no urgent planning applications since publication of the agenda.
9. **Public Open Spaces:** It was resolved NOT to accept the quotation from LQM to provide an opinion on the likelihood of this land being determined as Contaminated Land under Part 2A of the Environment Protection Act 1990, and advise the Parish Council on what further works or information are needed to form an opinion on whether to take over the land.
10. **Children's Play Park:** It was resolved:
- a. To accept the quotation from HAGS to install hard surfacing at a cost of 1,901.40 ex VAT.
  - b. To accept the quotation from Severn Signs to provide two information signs for the play park; to purchase a 4-digit combination padlock for the maintenance gate, and to spend up to £300 plus VAT on the signs, their installation, and a padlock.
11. **Finance:**
- a. The Clerk's overtime was approved,
  - b. Payments were approved according to the payments list, appended.

- c. There was no income to report, other than bank interest.
  - d. The bank reconciliation was reviewed and approved.
  - e. Expenditure for the year to date was reviewed.
  - f. The list of internal control checks for Q4 was received.
12. **Banking Arrangements:** It was resolved to add Councillor Declan Torris to the bank mandate.
  13. **External Audit:** The Council acknowledged the external auditor's final report and certificate, which has now been published on the Council website.
  14. **Neighbourhood Plan:** It was resolved:
    - a. To accept the quotation from Andrea Pellegram Ltd. for planning consultancy work to support the drafting of the Neighbourhood Plan at a cost of £8,800 plus travel expenses, and
    - b. To authorize the Clerk to apply for Locality grants to fund the above activity.
  15. **Tree Survey:** Councillors requested more time to consider the quotation.
  16. **Publication Scheme:** The updated publication scheme was approved.
  17. **Council Email:** It was resolved to set up gov.uk email addresses for councillors. The Clerk was asked to investigate cloud storage for meeting documents.
  18. **Document Storage:** The Chairman explained that key documents should be kept in fireproof storage. It was resolved that the Clerk could spend up to £1,500 + VAT on a suitable filing cabinet.
  19. **Chairman's Expenses:** The request was withdrawn, as the journey was cancelled.
  20. **Breeze Magazine:** Councillors had reviewed the draft article and agreed that it could be submitted to the magazine.
  21. **Correspondence list:** The correspondence list had been circulated.
  22. **Items for Future Meetings:** Wall repairs, youth shelter, village gateways, casual handyman, and parking space improvements were already noted. Councillors requested for the following items be added: HR support, adult gym equipment, and youth activities.
  23. **Date and Time of Next Meeting(s):** Thursday 21 March 2018, 7:30pm.

The meeting closed at 9:25 pm.

Signature of Chairman upon approval of the Minutes ..... 21 March 2019

Copies to:

County Councillor Nigel Moor

District Councillor Mark MacKenzie-Charrington

**Payments list for February 2019:**

<b>Payee</b>	<b>Date</b>	<b>Details</b>	<b>Amount</b>	<b>Relevant minutes</b>	<b>Authority</b>
PKF Littlejohn LLP	25-Jan	External audit fees	£ 1,941.00	13/06/18 - 9, 10	LAA 2014 s.4
Cartridge Save Ltd	22-Jan	Printer Ink	£ 100.62	FR 4.1	LGA 1972 s.111
HAGS-SMP Ltd	20-Jan	Play park Phase 2	£ 32,084.80	12/10/18 - 14(d)	PHAAA 1907 s.76
NEST *	08-Feb	Pension contributions	personal	13/06/18 - 13	PA 2008 s.3
ReformIT	06-Feb	Office 365 & IT support	£ 419.77	19/12/18 – 13, 14	LGA 1972 s.111
West Oxfordshire District Council	05-Feb	Playground inspection 31/01	£ 18.90	15/06/15 - 08	PHAAA 1907 s.76
Pauline Rigby	25-Feb	Clerk's Salary February	personal	08/11/17 - 29	LGA 1972 s.112(2)