

Upper Rissington Parish Council

Minutes of Parish Council Meeting

held on Wednesday 10 April 2019, 7:30 pm at Upper Rissington Village Hall

Councillors present: Jerry Flint, Robert Hazard, Vaughan Taylor, and Declan Torris (presiding, early part of meeting), Amos Peek (Chairman) arrived at 8:26pm.

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

It was agreed that Councillor Torris would preside over the meeting until the Chairman arrived.

1. **Apologies:** Apologies were received from Councillors Matt Barley, Amos Peek and County Councillor Nigel Moor. Absent and no apologies from Councillor Dawn Laird.
2. **Declarations of Interest and Applications for Dispensation:** None received.
3. **County Councillors Report:** Not available.
4. **Ward Councillor's Report:** Mark MacKenzie-Charrington reported:
 - The public open spaces (POS) are top of everyone's thoughts, and he has contacted the Case Officer to find out what the guidance is about handing over the POS. The response was read out and the Clerk was asked to post this information on the parish website.
 - The peer review of the contamination report will not take place until the developers have answered the Environmental Officer's questions and spoil has been removed from the compound. The developer has been advised that they may start work on the uncontentious aspects of the public open spaces, before the decision notice is issued.
 - A government briefing document about freehold management charges has been circulated.
 - It is important that Upper Rissington has subcommittees to create facilities that are self-funding and deliver what people need e.g. an allotment holders' association, tennis club.
 - It is highly unlikely that the district council would adopt the public open spaces.
 - The parish council should obtain financial projections for maintenance before reaching a decision on whether to adopt the POS.
 - The application for houses on Delfin Way was withdrawn as Cotswold District Council would have refused permission. The primary reason was that the amount of B1 office space was significantly less than in the outline permission and contrary to the adopted Local Plan.
 - The County Council has spent £800,000 on the nursery and enlarging the primary school over the past 12 months. They significantly underestimated the number of young families with children coming to Upper Rissington.
 - He has been able to secure £1000 for the Scouts using the youth activities funding; the World Jungle youth activities for the Rissington villages are also approved. It is important that the parish council coordinates with surrounding villages to ensure good take-up of the activities.
 - His wish is that the successful candidates in the coming elections will come from a broad cross section of the village as it is important that they are representative of the community.
5. **Public Session:** The following questions and comments were received:
 - Will the precept have to increase to accommodate maintenance of the public open space?
6. **Minutes:** It was RESOLVED to accept the minutes of the meeting on 21 March 2019 as a correct record and agreed that they would be signed later.

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

- There will be a contested election on 2nd May with 13 candidates for 11 seats.
- The deadline to register to vote in the local elections is 12 April.
- The information signs for the play park were damaged in the post, so they could not be installed, and the cheque has not been sent. The signs are being remade.
- Remedial work to the pathway in the play park was due to take place on Tuesday, but has not happened. The clerk was instructed to write a complaint to the managing director of HAGS.
- A successful Neighbourhood Planning Community 'Vision' event took place on 28 March, led by Andrea Pellegram; a report has been received outlining the next steps.
- Councillor gov.uk email addresses are ready to use, please see the Clerk for details.

8. Planning & Highways:

- a. The following planning decisions by Cotswold District Council were noted:

Application no.	Details	Decision
19/01015/DD	Cherry (G5) - felled for safety reasons – Street Record, Sopwith Road, Upper Rissington GL54 2QX	No objection
19/00604/TPO	Norway maple - Fell and replace - 3 Vickers Road Upper Rissington Gloucestershire GL54 2PA	Application Permitted
19/00347/TPO	Sycamore T1 - reduction in height, spread – 22 Hart Close, Upper Rissington GL54 2PX	Application Permitted

- b. There were no urgent planning applications since publication of the agenda.
 c. It was RESOLVED in principle to contribute 50% of costs, estimated at £5,500 in total, to the installation of a new footway along the Barrington Road from (i) Harris Gardens to Old Wellington Road and (ii) Old Wellington Road to the new roundabout – supported by an application to GCC's Community Fund.

9. Finance: It was RESOLVED:

- a. To move the discussion of Clerk's overtime to the confidential session.
 b. To donate £250 to Great Western Air Ambulance Charity, and add this to the payments list.
 c. To approve payments according to the payments list,

Payee	Date of invoice	Details	Total	Relevant minutes
G.A.P.T.C.	15-Mar	Annual membership fee 2019-20	£ 416.56	02/05/18 - 20
PATA UK	27-Mar	Payroll re-run	£ 15.00	21/03/19 – 17
Upper Rissington Village Hall	25-Mar	Community 'Vision' event booking	£ 24.00	13/02/19 - 14
Andrea Pellegram	29-Mar	Vision event and report	£ 1,400.30	13/02/19 - 14
W Oxfordshire District Council	27-Mar	Perimeter hedge cutting	£ 1,071.60	07/02/18 - 14
Great Western Air Ambulance	10-Apr	Donation	£ 250.00	10/04/19 - 9(b)
Pauline Rigby	25-Apr	Clerk's Salary April	personal	21/03/19 – 17
NEST #	25-Apr	Pension contributions	personal	13/06/18 - 13

- d. To note income received of £5,848.61, for the VAT 126 claim.
- e. The bank reconciliation was unavailable, as the bank statement had not arrived in time;
- f. Expenditure against budget for the year to 31 March 2019 was reviewed; it was noted that there were several budget headings with significant underspend.
- g. There were no comments on the draft accounting statement for 2018-19.

Councillor Amos Peek arrived at this juncture.

- h. RESOLVED to invest £85,000 in Hampshire Trust Bank 90-day notice account; that the Clerk, and Councillors Flint, Peek, and Torris would be the named individuals on the application; and any two named individuals would be required to sign.

10. Disciplinary and Grievance Policy: The draft policy was unavailable, and the clerk was asked to circulate draft policies for consideration at a future meeting.

11. New Councillor Training: RESOLVED:

- a. To approve stationery costs of up to £75 to provide 'New Councillor' Information Packs and an additional £100 for printer ink.
- b. To approve GAPTC providing new councillor training course on Saturday 29 June, at the Village Hall at a cost of £700 plus mileage and up to £10 per head for refreshments, and
- c. To invite delegates from other councils, at a cost of £60 per delegate.

12. Parks and Open Spaces:

- a. The monthly play park inspection sheet was unavailable. The Clerk was asked to find out why.
- b. RESOLVED to approve a variation to the grounds maintenance contract for the additional cost of the two collected cuts of about £125.
- c. RESOLVED to approve the quotation from Oxford Dry Stone Walling for alteration and repair of the dry stone wall on the north boundary of Folland Park at a cost of £2,400.

13. Covenants: It was RESOLVED to subscribe to npLaw's parish council legal support package at a cost of £400 pa ex VAT, to deal with covenant enquiries in the first instance.

14. Correspondence: The correspondence list was received, including:

- a. A request to sort out the parking spaces on Hawker Square by allocating spaces and erecting "residents only" signs. The Clerk was asked to include this on a future agenda.
- b. A query about the maintenance arrangements for Jubilee gardens.
- c. The Annual Business Plan from Upper Rissington Village Hall Trust.

15. Items for future meetings: Youth Shelter, Village Handyperson, Village Gateways, and parking spaces were noted.

16. Date and Time of Next Meeting(s) confirmed as the Annual Meeting on 15 May 2019, 7:30pm.

17. Exclusion of press and public:

RESOLVED to move into 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.

18. Clerk's Appraisal: Councillors Barley and Hazard completed the Clerk's appraisal on 10 April; the objectives have been agreed and will be circulated to all councillors.

19. Clerk's Work Plan:

- a. The Clerk's overtime of 37 hours and annual leave pay were approved.

- b. RESOLVED to increase the Clerk's contracted hours to 18 hours per week, and include permission to work up to 7 hours of overtime per week without seeking approval in advance.
- 20. **ICO Decision:** The council considered correspondence arising from a subject access request which sought reassurances about the council's data protection arrangements. Further correspondence had been received on 10 April, and the council's insurer notified.

RESOLVED that the council must ask the individuals concerned to return any documents containing personal data, and delete any personal data from personal devices; and that when a councillor resigns or retires, they should automatically be sent a letter asking them to confirm that confidential information has been deleted.

The Clerk was asked to prioritize the purchase of a new fire filing cabinet.

21. Complaint:

The Clerk left the room at this juncture, and Councillor Flint agreed to take notes:

- a. It was resolved to instruct the Clerk to write to the resident concerned advising them that they could submit a formal complaint in line with the council's complaints policy.

The Clerk returned to the room.

The meeting closed at 10:20 pm.

Signature of Chairman upon approval of the Minutes 15 May 2019

Copies to:

County Councillor Nigel Moor

District Councillor Mark Mackenzie-Charrington