

# Upper Rissington Parish Council

## Minutes of Annual Meeting of the Parish Council

held on Wednesday 15 May 2019, 7:30 pm at Upper Rissington Village Hall

*Present:*

Don BOWIE

Jerry FLINT

Christine HIGGS

Kirsten JOHNSTONE

Martin JOHNSTONE (Chairman)

Russell MCCANN

Ben PAVORD

Amos PEEK

Myrddin ROBERTS

Declan TORRIS

Vaughan TAYLOR

*Absent:*

N/a

*In attendance:* Pauline Rigby (Clerk) and 22 members of the public at the start of the meeting.

County Councillor Nigel Moor arrived at approx. 8:30pm.

**1/19 Election of Chairman:**

There were two candidates for the position of Chairman, and it was RESOLVED by a majority to elect Councillor Martin Johnstone as Chairman of Upper Rissington Parish Council.

**2/19 Acceptance of Office:**

The Clerk reported that all newly elected councillors had signed their acceptance of office. Councillor Martin Johnstone signed a declaration of acceptance of office as Chairman.

**3/19 Apologies:**

County Councillor Nigel Moor sent apologies that he would be late because he was attending an Annual Meeting for another parish in his ward.

**4/19 Election of Vice Chairman:**

RESOLVED to elect Councillor Declan Torris as Vice Chairman of Upper Rissington Parish Council.

**5/19 Public Session:**

Councillors introduced themselves to members of the public. No questions were received.

**6/19 Reports:**

- a) The County Councillor had not yet arrived; his report was received at item 31/19.
- b) The Ward Councillor was unavailable.

**7/19 Upper Rissington Parish Council Code of Conduct:**

RESOLVED to approve and adopt the corrected Code of Conduct.

**8/19 Declarations of Interest and Applications for Dispensation**

- a) No declarations of interest were received
- b) The dispensations application procedure will be circulated to councillors.
- c) There were no applications for dispensation.

**9/19 Minutes**

RESOLVED to approve the minutes of the meeting on 10 April 2019, subject to an amendment at item 13 to indicate that the price was £400 ex VAT. The minutes will be signed later.

**10/19 Clerk's Report:**

- The play park signs have arrived and are awaiting installation.
- New council email accounts are ready for new councillors.
- The Hampshire Trust savings account has been opened.
- The dry stone waller has been instructed but there is a 3-month lead time.

**11/19 Planning:**

- a) There were no new planning decisions to report.
- b) RESOLVED to submit comments of support for:
  - 19/01562/TPO – Beech tree A. Request to fell ... Beech tree B. etc ... at 2 Smith Barry Circus, Upper Rissington GL54 2NQ, and
  - 19/01685/TPO – Sycamore (T1), pruning as per drawing ... 31 Godfrey Place, Upper Rissington GL54 2QN.
- c) There were no urgent planning consultations since publication of the agenda.

**12/19 Review of Delegation Arrangements:**

There are no delegation arrangements currently. The Clerk was asked to draw up suitable terms of reference for a Finance and Personnel Committee and a Parks and Amenities Committee for consideration by the council. Working Parties for Emergency Planning, Tennis Courts and Allotments were also suggested.

**13/19 Review of Terms of Reference**

Not applicable

**14/19 Appointments to New Committees and Working Groups:**

Not applicable

**15/19 Review of Representation on Outside Bodies:**

Appointments were made as follows:

- Neighbourhood Plan Steering Group: Ward Councillor Andrew Maclean leads the group and it was agreed to defer the appointments until he was present.
- Village Hall Trust Liaison: Councillor Martin Johnstone
- GAPTC: Councillor Don Bowie, with substitute Councillor Jerry Flint.
- Chartered Parishes Group Representatives: Councillors requested more information.

**16/19 Standing Orders:**

RESOLVED to adopt the Standing Orders, as amended.

**17/19 Financial Regulations:**

RESOLVED to adopt the Financial Regulations without any amendments.

**18/19 General Power of Competence:**

RESOLVED to reaffirm that the council meets the eligibility criteria to adopt the General power of competence, having a qualified Clerk and more than two thirds councillors elected.

**19/19 Review of The Inventory of Land and Other Assets:**

RESOLVED to approve the Asset Register presented.

**20/19 Insurance Cover:**

RESOLVED to confirm arrangements for the council's insurance cover, and noted that the renewal is due on 1 October 2019.

**21/19 Subscriptions to Other Bodies:**

RESOLVED to approve renewal of subscriptions to:

- Local Council Public Advisory Service (LCPAS) Data Protection Officer (DPO) service,
- Gloucestershire Association of Parish and Town Councils (GAPTC),
- Gloucestershire Playing Fields Association (GPFA),
- Gloucestershire Rural Community Council (GRCC) and
- The Clerk's membership of the Society for Local Council Clerks (SLCC).

**22/19 Complaints Procedures:**

RESOLVED to approve the Complaints Policy and Unreasonable Complaints Policy.

**23/19 Review of Freedom of Information and Data Protection Arrangements:**

RESOLVED to adopt the new Data Protection Policy, and

RESOLVED to approve the Publication Scheme and Freedom of Information Statement.

**24/19 Review of Press and Media Policy:**

RESOLVED to approve the Press and Media Policy without any amendments.

**25/19 Review of Employment Policies and Procedures:**

It was noted that these policies are reviewed annually in November.

**26/19 Expenditure incurred under Section 137 of the Local Government Act 1972:**

Noted that under S137 £250 has been donated to Sue Ryder Care (hospice) in 2018-19.

**27/19 Schedule of Meetings for 2019-2020:**

RESOLVED to approve the meetings schedule presented.

**28/19 Deferring any actions and reviews in Standing Order 5j not covered.**

Not required.

**29/19 Councillor Training:**

Councillors were reminded to confirm their attendance for the training day on 29<sup>th</sup> June.

**30/19 Finance:**

- RESOLVED to approve the list of recurring payments.
- RESOLVED that signatories on the council's bank account will be Councillors Don Bowie, Kirsten Johnstone, Christine Higgs, Ben Pavord, Amos Peek, and Declan Torris.
- A motion was proposed that current cheque signatories will remain signatories, even if they are not councillors after the election, until such time as a new mandate can be put in place. The motion was not carried.
- Income received: £66,700 as the first instalment of the precept.

31/19 **County Councillor's Report:** Nigel Moor had arrived and was invited to give his report:

- He is supporting the parish council's bid to provide new pavement from Harris Gardens to the roundabout at Mitchell Way. He has also intervened in negotiations between GCC and the developer to require the inclusion of a controlled crossing with the new Sandy Lane development, and is as confident as can be that it will be included in the S278 agreement. He is continuing to press for adoption of the new and existing roads. Questions are also being asked about sustainable drainage (SUDs), which is being adopted by Albion Water, to ensure its long-term maintenance is secure. GCC is being consulted as the lead flood authority.
- The new 'Local Highways' budget will include repairs to Sopwith Road, Wright Road and Wright Close in the coming months. They are still waiting on the road safety audit for Victory Fields, but traffic calming near the school is also in the budget.
- Gloucestershire County Council has a £438 million budget, of which 60% is taken up by two statutory services, so there is great pressure on finances. At the same time, they are investing in infrastructure and have a capital program of over £200 million, although a lot is aimed at urban areas like Gloucester, Cheltenham, and Tewksbury. A new settlement of Ashchurch is being created on a former MOD site, which will require a new bypass to the M5. This is welcome because it will relieve housing pressure on the Cotswolds.
- There has been much discussion about climate. The County Council has agreed that it will deliver a carbon neutral county by 2050 and be 80% carbon neutral by 2030.

32/19 **Finance continued:**

- a) RESOLVED to approve the Clerk's overtime.
- b) RESOLVED to approve payments according to the payments schedule.
- c) RESOLVED to open a savings account with Charity Bank and initial investment of £40,000.

33/19 **Internal Auditor's report:**

The internal auditor's final report was noted. The auditor was satisfied that matters raised in the interim report were being addressed, and there were no new matters arising.

34/19 **Review of Deputy Clerk position:**

The Deputy Clerk had tendered her resignation, and the Clerk was asked to write to her to thank her for her services.

A motion was proposed, and it was RESOLVED that the honorary position of Deputy Clerk is not retained, but the council will appoint a professional locum clerk when the need arises.

35/19 **Parks and Open Spaces:**

- a) The play park inspection sheet was received. The broken bin will be reported.
- b) A motion was proposed to accept the offer from HAGS to tarmac the path in the play park, but the motion was not carried. The Clerk was asked to find out whether HAGS could replace the wooden edging with concrete or metal barrier edging at additional cost, and seek alternative quotations from other suppliers.

36/19 **Preferred Location For A Youth Shelter:**

Councillors confirmed their enthusiasm for the project but asked for more time to gather information and consider the various options.

37/19 **Request To Allocate Parking Spaces and Purchase Signs:**

The Clerk was asked to investigate the legal aspects of the request and bring the information back to a future meeting.

**38/19 Correspondence List:**

The correspondence list was received.

**39/19 Items For Future Meetings:**

The hedges in Wright Close car park need maintaining. The Clerk was asked to obtain quotes.

**40/19 Date and Time of Next Meeting:**

The next meeting was confirmed as Wednesday 12 June 2019, 7:30pm.

**41/19 Confidential Session:**

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. The public and press were asked to leave the meeting.

**42/19 Corrections To Personal Data:**

RESOLVED that corrections could not be made to minutes that had been formally approved. However, in line with legal advice received from SLCC, it was agreed that the 'confidential minutes' should be released into the public domain with personal information redacted. The Clerk was asked to redact the minutes and present them to the council for consideration before their release, and add the purchase of redaction software to the next agenda.

**43/19 Response To Compensation Claim:**

RESOLVED that the council could not accept the claim for compensation, as payment had already been made to the claimant in full and final settlement.

**44/19 Letter About Staffing Matters:**

There was a short discussion, but it was curtailed due to the lateness of the hour.

The meeting closed at 10:05 pm.

Signature of Chairman upon approval of the Minutes ..... 12 June 2019

**Payments list for May 2019:**

[Authority to spend is General Power of Competence, unless otherwise indicated.]

Payee	Date of invoice	Details	Total	Relevant minutes
HM Land Registry ‡	23-Apr	Title deed – Dodd Drive	£ 3.00	n/a
Norfolk County Council	17-Apr	npLaw parish subscription service	£ 480.00	10/04/19 - 13
Bridget C Bowen	30-Apr	Second internal audit visit	£ 225.00	12/09/18 - 13
The Safe Shop Ltd	02-May	ChubbSAFE Fire Filing cabinet	£ 1,005.74	21/03/19 - 18
Pauline Rigby	09-May	Office expenses – binders, dividers	£ 35.87	10/04/19 – 11(a)
GAPTC	09-May	'Better Councillor' Guides x 6	£ 25.50	10/04/19 – 11(a)
Pauline Rigby	25-May	Clerk's Salary May	personal	21/03/19 - 27
NEST ‡	25-May	Pension contributions May	personal	13/06/18 - 13

‡ Payment taken by Direct Debit