

# Upper Rissington Parish Council

## Minutes of the Parish Council Meeting held on

Wednesday 13<sup>th</sup> November 2019, 7:30 pm at Upper Rissington Village Hall

*Present:*

Don BOWIE

Samantha BROADHURST

Russell MCCANN

Amos PEEK (Vice Chairman)

Vaughan TAYLOR

Declan TORRIS (Chairman)

*Absent:*

Christine HIGGS

Ben PAVORD

Kelvin WALKER

*In attendance:* Pauline Rigby (Clerk), and 2 members of the public at the start of the meeting.

### 169/19 Election of Chairman

Following the resignation of Councillor Pavord from the office of Chairman, it was RESOLVED that Councillor Torris serve as Chairman of the Parish Council until the next Annual Meeting.

### 170/19 Election of Vice Chairman

It was RESOLVED that Councillor Peek serve as Vice Chairman of the Parish Council until the next Annual Meeting.

### 171/19 Apologies for Absence

Apologies were received from Councillors Higgs, Pavord and Walker. County Councillor Nigel Moor and Ward Councillor Andrew Maclean had also sent apologies.

### 172/19 Declarations of Interest

Councillor Peek declared an interest in item 181 about the purchase of 20's plenty signs, as he involved with the company quoting for the signs.

Councillor McCann declared in interest in item 184 about the disposal of parish council land, as he is one of the parties to whom land would be sold.

### 173/19 Applications for Dispensation

There were none.

### 174/19 County Councillor's Report: The County Councillor had sent a short report:

- The Community Match Funding scheme to install a new footway along the Barrington Road is in the programme for Ringway to deal with but they do not have a start date.
- The Victory Fields Road Safety Audit took place in October and the final report is awaited.

### 175/19 District Councillor's Report

The Ward Member was not in attendance.

### 176/19 Public Session: Topics raised during the public session included:

- Concern about dogs in the play park.

#### 177/19 Audio Recording Meetings

Members received a report from the Clerk and **RESOLVED** that parish council meetings be audio recorded specifically for the purpose of checking minutes, and that the recommendations in the report be accepted, subject to the amendment that the public session will also be recorded. The Chairman announced that the meeting was being recorded.

#### 178/19 Minutes

It was **RESOLVED** that the minutes of the meeting held on 9<sup>th</sup> October 2019 be approved as an accurate record and they were duly signed by the Chairman.

#### 179/19 Clerk's Report

- The deadline for nominations for the two vacancies on the parish council is 4pm on Friday 15 November. If there are more than two nominations, then a poll will take place on Thursday 12<sup>th</sup> December at the same time as the General Election.
- The tree works have finished today.
- The monthly operational play park inspection had highlighted some issues. The council's contractor had tightened the loose nuts and replaced the damaged matting, but there was still a question over whether the zip-wire needs tensioning. The Clerk will follow up.
- Concern was raised about uneven matting on the new playgrounds along Mitchell Way. Councillor McCann agreed to take this up with the developer.
- '20's plenty' wheelie bin stickers are available to collect from the parish office.

#### 180/19 Planning & Highways

a. Planning application decisions by Cotswold District Council had been notified as follows:

Application	Details	Decision
19/02602/FUL	Proposed detached garage and retrospective single storey rear extension - The Beeches 2 Smith Barry Circus Upper Rissington Cheltenham GL54 2NQ	Application permit
19/03353/TPO	Copper Beech (T1) - Prune back to previous reduction points - 8 Smith Barry Road Upper Rissington GL54 2QT	Application permit
19/02983/ADV	Proposed new fascia signs and standalone sign to reflect new veterinary practice - 8A Sopwith Road Upper Rissington Cheltenham Gloucestershire GL54 2NL	Application permit

b. The parish council considered its response to the following consultations:

Application	Details	Deadline
19/04000/TPO	Removal of cherry tree   Land To The Front Of 4 Wright Road Upper Rissington, GL54 2NP	Wednesday 20 November
Members noted that T177 is one in several street trees in the local area belonging to the parish council. The tree survey carried out in June found the tree was healthy. Members <b>RESOLVED</b> to object to the application.		

c. There were no urgent planning consultations since publication of the agenda.

#### 181/19 **20's Plenty Signs**

Wheelie bin stickers had been purchased, but residents had also requested some signs because the bins are only put out once a fortnight. Members decided not to purchase the signs in the quotation, but to put some of the stickers onto plastic board instead, and Councillors Bowie and Peek volunteered to organize. Members then **RESOLVED** to approve the purchase of corrugated plastic board at a cost of up to £30 ex VAT.

#### 182/19 **Developer Meetings**

- a. A proposed planning protocol had been circulated and it was **RESOLVED** to defer the decision to allow more time to consider the report. The Clerk recommended that any potential developer meetings are deferred until a protocol has been agreed.
- b. The appointment of a lead councillor to liaise with the developer was also deferred.

Councillor McCann left the meeting at this juncture.

#### 183/19 **Finance**

- a. Details of income were RECEIVED: £945.89 from the Village Hall Trust for buildings insurance, and £120 from Cold Aston Parish Council for the councillor training course.
- b. Members reviewed APPROVED the Clerk's timesheet and overtime payment.
- c. The Clerk asked to add GAPTC's invoice for £50 for the Chairmanship Skills training course to the payments schedule, and members then **RESOLVED** to instruct payments to be made according to the amended schedule (Annex).
- d. The bank reconciliation was reviewed and approved.
- e. Expenditure for the year to date was reviewed; it was noted that it is within budget.

#### 184/19 **Disposal of Parish Council Land**

- a. Members **RECEIVED** and discussed the Clerk's report recommending that, due to the number of enquiries received, the council suspends land disposals while it seeks written legal advice and develops a protocol to deal with such requests. Points raised were that the council must be able to demonstrate that best value has been achieved, each request must be considered on its own merits, and the council should have the final say over any disposals. Councillor Taylor suggested that the council try to obtain a typical price per square meter for amenity land and he was authorized to contact a surveyor.
- b. In view of the previous discussion, it was **RESOLVED** to defer the decision on the offer to purchase the verge outside 5 Smith Barry Crescent.

#### 185/19 **Employment Policies**

The following employment policies were due for review:

- a. Equal Opportunities Policy
- b. Health and Safety Policy
- c. Lone Worker Policy
- d. Expenses Policy
- e. Absence Management Policy

No changes were proposed, other than correction of the titles of the forms in the Absence Management Policy, and it was **RESOLVED** to approve the employment policies en bloc. Members also discussed the practical application of the Lone Worker Policy, including how to raise the alarm in a threatening situation. The Clerk was asked to review lone worker procedures and investigate panic alarms, and add these topics to the next agenda.

**186/19 Broadband and Phone Contract**

Members received a report from the Clerk and **RESOLVED** to approve the recommendation to enter into a new 24-month, fixed price contract for 'BT Superfast Fibre Essential & Cloud Express' with an unlimited calls package at a cost of £41.99 per month and £8.50 P&P ex VAT. The Clerk was asked to write to the Village Hall Trust to invite them to add their broadband and telephone services to the same account, when their contract ends.

**187/19 Parish Online Subscription**

It was **RESOLVED** that the Parish Online software subscription be renewed for another year at a cost of £42 inc VAT.

**188/19 Date and Time of Next Meeting**

It was confirmed that the next meeting will be held on Wednesday 11th December, 7:30pm.

**189/19 Correspondence List**

Members RECEIVED the correspondence list circulated prior to the meeting.

**190/19 Confidential Session**

It was **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 11(c).

**191/19 Employment Matters**

It was **RESOLVED** to approve the Clerk's request to attend the SLCC Gloucestershire Branch meeting on Thursday 5<sup>th</sup> December at a cost of £7.50 and travel expenses.

**192/19 Formal Complaint**

A formal complaint was received that the council had delayed responding to a Freedom of Information request. Members reviewed the circumstances with the Clerk, how much time was available to the Clerk during this period, and how long it took to respond to the request. Assurances were sought that appropriate lessons had been learned to prevent a reoccurrence and it was **RESOLVED** that the council's response would note what had been learned and that the council considers the matter is now closed.

There being no further business, the meeting was closed at 9:55 pm.

Signature of Chairman upon approval of the Minutes ..... 11 December 2019

## Annex

### Payments for November 2019 [Authority to spend is General Power of Competence unless indicated.]

Payments made	Date paid	Details	Amount	Relevant minutes
HM Land Registry †	31-Oct	Title Plan x 2	£ 6.00	167/19

Pending payments	Date of invoice	Details	Amount	Relevant minutes
Pauline Rigby	10-Oct	Expenses – mileage claim	£ 9.00	118/19
GeoXphere	13-Oct	Parish Online subscription	£ 42.00	167/19
Pauline Rigby	03-Nov	Expenses – 20's plenty stickers	£ 131.00	162/19
SharePoint Assist Ltd	21-Oct	New laptop and labour to set up	£ 658.80	118/19
SharePoint Assist Ltd †	01-Nov	IT licences, support - Nov 2019	£ 114.84	60b/19
GAPTC	13-Nov	Chairmanship skills course	£ 50.00	58/19
Pauline Rigby	25-Nov	Clerk's Salary November	personal	21/03/19 - 17
NEST †	25-Nov	Pension contributions November	personal	13/06/18 - 13