

# Upper Rissington Parish Council

## Minutes of the Parish Council Meeting held on

Wednesday 19 March 2020, 7:30 pm at Upper Rissington Village Hall

*Present:*

Declan TORRIS (Chairman)

Don BOWIE

Christine HIGGS

Kelvin WALKER

*Absent:*

Samantha BROADHURST

Amos PEEK (Vice Chairman)

Russell MCCANN

Vaughan TAYLOR

*In attendance:* Pauline Rigby (Clerk) and 3 members of the public.

### 263/19 **Apologies for Absence**

Apologies had been received from Councillors Broadhurst, Peek, and McCann, who were unable to attend as they were self-isolating during the coronavirus outbreak.

Councillor Taylor had arrived at the start of the meeting and, seeing that enough members were present for a quorum, asked if he could be excused.

It was then RESOLVED to receive apologies and approve their reasons for absence.

### 264/19 **Declarations of Interest**

There were none.

### 265/19 **Applications for Dispensation**

There were none.

### 266/19 **County Councillor's Report**

Councillor Nigel Moor sent a written report outlining the County Council budget for 2020/21 and noted that work on the new footpath along Barrington Road is scheduled to start later in the month.

### 267/19 **District Councillor's Report**

Councillor Andrew Maclean was not in attendance.

### 268/19 **Public Session**

A member of the public asked if there was a plan for the allotments.

### 269/19 **Minutes**

RESOLVED that the minutes of the parish council meeting held on 12 February 2020 are approved as a correct record and they were duly signed by the Chairman.

### 270/19 **Clerk's Report**

The Clerk reported that the 7 May elections have been postponed until May 2021, which means the parish council will be unable to fill two of its vacant seats until then.

## 271/19 Coronavirus Response

It was RESOLVED that, in response to the Covid-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the council, the Clerk shall have delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. This will be carried out where possible by consultation with members by electronic means or telephone. The clerk will further consult with the chairman for guidance as necessary. Financial Regulation 4.1 in relation to authority to spend will be suspended. The delegation does not extend to matters expressly reserved to the council in legislation. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This emergency scheme of delegation ceases upon the first physical meeting of the council after this delegation is invoked.

Council received a report from the Clerk providing additional information about the emergency scheme of delegation and the implications of the coronavirus outbreak on council activities. It was then RESOLVED to approve recommendations contained in the report:

- a. To cancel all future scheduled meetings until Government guidance permits.
- b. To investigate and approve the use of virtual meeting tools, including any necessary expenditure on software and IT training and support services.
- c. That if practical and permitted, Council review the Annual Governance and Accountability return (AGAR) at a virtual meeting.
- d. That the Annual Parish Meeting is postponed.
- e. That, while meetings are suspended, the Clerk works on a business continuity plan.
- f. That the Council allocate £10,000 from General Reserves to a Community Resilience Contingency Fund to support organisations who need financial assistance to deliver support to the community during the coronavirus outbreak and we will review this on an ongoing basis.

Council also agreed that during a lockdown, Councillor Bowie will update the noticeboard if required and Councillor Torris will perform the weekly defibrillator checks.

## 272/19 Annual Parish Meeting

As noted under the previous item, the Annual Parish Meeting has been postponed.

## 273/19 Planning & Highways

- a. 20/00849/DD | *Rowan - Remove at 29 Bleriot Road Upper Rissington – Cotswold District Council's decision of no objections was noted. [Note: the parish council is the applicant.]*
- b. 20/00896/TPO | *T1, T2, T3, T4 & T5 - Copper Beech - 10% thin. T6 - Maple - Thin by 10%. T7, T8 & T9 - Beech, Maple & Beech - Crown lift to 4m. T11 - Ash - Fell. T12, T13, T14, T15, T16, T17, T18 & T19 - Beech - Crown lift to 3m. T20 - Ash - Remove/fell. T21 - Hawthorn - Fell. T22 Prunus - 10% | Cotswold Business Centre, 2 A P Ellis Road Upper Rissington Gloucestershire GL54 2QB*  
– It was noted that most trees in the application are protected and not in the applicant's ownership but within an area designated as Public Open Space. It was RESOLVED to make the local planning authority aware of this information, to submit a response of no

objection to the thinning of beech trees T1 to T5, and to object to the remainder of the works, as the trees are in a natural setting and it is better for the health of the tree.

- c. 20/00962/TPO | *Maple (T1) lift crown to 15ft, remove dead branches, thin out for health of tree and to allow light into garden so plants/grass doesn't die (thin crown by 25%) Maple (T2) lift crown to 15ft, remove dead branches, thin out for health of tree and to allow light into garden so plants/grass doesn't die (thin crown by 25%) | 23 Godfrey Place Upper Rissington GL54 2QN*  
– It was RESOLVED to submit a response to defer to the Tree Officer's opinion.
- d. 20/01006/TPO | *Leyland Cypress between Godfrey Place and the back of the Officer's Mess ... (A) Fell all stems to near ground level. (B) Grind out the stumps 2) Tennis court off Godfrey Place conifers to the rear ... Reduce their height by approx 30% and remove the recently split stem. 3) Conifer opposite No 1 Squirrel Close. This has recently lost its top. Tidy the top of the stem to a good side branch ... 4) Conifer opposite No 3 Cadet Close. This tree has failed in the recent storms ... (A) Clear the fallen stems and cut the stump to near ground level. (B) Grind out the stump. | Land At Upper Rissington Cheltenham Gloucestershire GL54 2NF*  
– It was noted that work was necessary to remedy storm damage and RESOLVED to submit a response of no objection.

#### 274/19 Community Grant Scheme

In principle, Council would be pleased to approve the grant to Rotary Club North Cotswolds for a Year 6 drama workshop at The Rissington School, but noted that schools are closed due to coronavirus. It was agreed to ask the group to reapply when normal life is resumed.

#### 275/19 Finance:

- a. No income had been received other than bank interest.
- b. RESOLVED that the Clerk's overtime for February is approved.
- c. RESOLVED that £20,000 be transferred from the HSBC current account to Lloyds.
- d. RESOLVED that payments are made according to the schedule appended.
- e. The bank reconciliation was approved and signed by the Chairman.
- f. Council reviewed expenditure against budget to date; and it was RESOLVED to make a virement from the Stat/legal code to Staff Costs to cover the Clerk's March salary.

#### 276/19 Annual Playground Inspection

Council received the Annual Play Park inspection report and discussed actions arising.

#### 277/19 Village Hall Trust

*Minute 256/19 of 12 February 2020 refers.*

Council considered legal advice received on the claim from the Village Hall Trust for £4690.51 under section 20.3 of the lease, as the cost of replacing the pole lighting in the car park. Points confirmed were that the Council is not liable, and defects should be reported earlier so that Council can investigate a claim on the collateral warrantee. It was then RESOLVED to offer to make a contribution to the Trust of 50% of the claim, to emphasize the findings of the legal review, and to accept GRCC's recommendations on working with the Trust.

**278/19 Sale of Land at Smith Barry Crescent**

*Minute 258/19 of 12 February 2020 refers.*

Council received an update about the sales of land at Smith Barry Crescent and RESOLVED that, where terms have been agreed with the buyer, to authorise the Clerk to instruct a solicitor to prepare and complete all necessary documentation to conclude the sale in accordance with the agreed terms. Council accepted the quotation for conveyancing of a fixed fee of £399 ex VAT.

**279/19 RAF100 Flyover Print**

Councillor Torris declared an interest as his wife is a member of Cotswold School PTA, which is selling the Limited Edition signed print of the RAF100 flyover by the Red Arrows. If he left the room, the council would become inquorate. It was therefore agreed to defer the decision.

**280/19 Correspondence**

Council received a list of correspondence. The following items were highlighted:

- A request to create more parking spaces on the grass at Hawker Square.
- A letter from Lloyds Bank that account charges will be increasing.

**281/19 Date of Next Meeting**

Meetings will be rescheduled when Government guidance and regulations permit.

**282/19 Confidential Session**

There was no proposer for the motion to move into a confidential session, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960 and the meeting remained open.

**283/19 Professional Advice**

*Minute 262/19 of 12 February 2020 refers.*

Council discussed the correspondence with Proctors Chartered Surveyors and RESOLVED that the Council is not in a position to launch Stage 2 of the proposal, as Stage 1 is not complete because the report does not meet the brief.

**284/19 Formal Complaint**

A resident had made a formal complaint about the decision to reduce the height of the village perimeter hedge. It was noted that the contractor is working to different health and safety requirements this year, work to reduce the height to 6.5 feet had started without the Council's knowledge, and Council had been consulted before the decision was taken for the sake of conformity to take the whole hedge down to the same height. Council will review the hedge cutting contract prior to winter 2020/21. The Clerk was asked to respond accordingly.

There being no further business, the meeting closed at 9:20 pm.

Signature of Chairman upon approval of the Minutes ..... [18 April 2020 ]

**Payments for March 2020** [Authority to spend is General Power of Competence unless otherwise indicated.]

Payments made	Date Paid	Details	Amount	Minutes
HSBC	11-Feb	Bank charges - stopped cheque	£ 10.00	FR 4.1
HM Land Registry †	03-Mar	Copies of documents	£ 6.00	FR 4.1
BT †	04-Mar	BT Quarterly bill Q009 04	£ 168.79	186/19
SharePoint Assist Ltd †	16-Mar	IT licences, support - Mar 2019	£ 125.88	60b/19

† Paid by direct debit

Pending payments	Invoice Date	Details	Amount	Minutes
The Play Inspection Company	28-Feb	Annual playground inspection	£ 126.00	30b/19
PATA UK	04- Mar	Payroll services Q4	£ 30.00	191/19
WODC	04-Mar	Playground inspections x 4 (Nov to Feb)	£ 77.81	15/06/15 - 8
GAPTC	05-Mar	Annual subscription	£ 437.89	21/19
Bridget C Bowen	06-Mar	Second internal audit visit on 06 March	£ 200.00	82/19
Wellers Hedley	09-Mar	Legal advice	£ 480.00	256/19
Town & Country Trees	12-Mar	Remove dangerous tree	£ 432.00	FR 4.5
Pauline Rigby	25-Mar	Clerk's Salary March	personal	21/03/19 - 17
NEST †	25-Mar	Pension contributions March	personal	13/06/18 - 13
HM Revenue & Customs	5-Apr	PAYE & NICS Q4	personal	21/03/19 - 17

† Paid by direct debit