

Upper Rissington Parish Council

Village Hall, Wellington Road, Upper Rissington, Gloucestershire, GL54 2QW

Telephone: 01451 810839, E-mail: clerk@upperrissington-pc.gov.uk

DRAFT Minutes of the Parish Council Meeting held on

Saturday 18 April 2020, 2:30 pm via Zoom

Present:

Declan TORRIS (Chairman)

Don BOWIE

Christine HIGGS

Kelvin WALKER

Samantha BROADHURST

Russell MCCANN

Vaughan TAYLOR

Absent:

Amos PEEK (Vice Chairman)

In attendance: Kath FINCH (Covid 19 co-ordinator) and 4 members of the public.

285/19 **Declarations of Interest**

The Chairman declared an interest in point 8 of the agenda, to formally agree the printing costs of the Covid 19 flyer.

286/19 **Applications for Dispensation**

There were none.

287/19 **County Councillor's Report**

Councillor Nigel Moor apologised that he couldn't attend

288/19 **District Councillor's Report**

Councillor Andrew Maclean apologised that he was not in attendance due to another meeting.

289/19 **Public Session**

No questions asked.

290/19 **Minutes**

RESOLVED that the minutes of the parish council meeting held on 19 Mar 2020 are approved as a correct record and they were duly signed by the Chairman.

Upper Rissington Parish Council

Village Hall, Wellington Road, Upper Rissington, Gloucestershire, GL54 2QW

Telephone: 01451 810839, E-mail: clerk@upperrissington-pc.gov.uk

291/19 **Covid-19 Program**

The Chairman sought to formally approve the PC launch of the Covid-19 Program which happened on 26 Mar 20. This was AGREED

292/19 **Interim member of staff**

It was RESOLVED that, in response to the Covid-19 outbreak and the Parish Clerk being off sick, there was a need for a paid member of staff with the main objective to cover the PC Covid 19 program. Salary scale was agreed to be the same as the Clerks.

293/19 **Printing costs**

The Chairman stepped out of the room for this item. Councillor McCann chaired this part of the meeting. It was RESOLVED that, in response to the launch of the Covid-19 Program the printing costs of £150 for flyers to inform all villagers of the program would be refunded to Mr D Torris.

294/19 **Transaction charges**

It was RESOLVED that the Parish Council will, if needed, cover the transactional charges (1.69%) of the social committees' card machine which may be used for payment in relation to home shopping, prescriptions etc for the Vulnerable.

295/19 **Purchase of gloves**

It was AGREED that the Parish Council will purchase gloves required to prevent infection by the Area Wardens and Street Champions.

296/19 **Fund DBS checks**

It was AGREED that the Parish Council will cover the payment for the DBS checks needed for our Covid-19 program, other checks have been processed for free through Young Glos.

297/19 **Finance**

- a. Income received 15/4/20 CDC Precept £66132
- b. The Council reviewed the Clerks timesheet and under the current circumstances accepted it, however, some concern was expressed and further clarification will be required.
- c. Payments for April 2020 (appended) were APPROVED.

298/19 **Confidential session**

Public members were excluded from the remainder of the meeting.

Upper Rissington Parish Council

Village Hall, Wellington Road, Upper Rissington, Gloucestershire, GL54 2QW

Telephone: 01451 810839, E-mail: clerk@upperrissington-pc.gov.uk

299/19 Letter received

The Council acknowledge receipt of the letter from P Rigby, discussed the way forward and agreed on a set of actions to take.

300/19 Change in hours

The Council agreed to reduce the workload by removing the Clerks agreed overtime in line with new work practices.

301/19 Date of Next Meeting

Next meeting via Zoom will be notified.

There being no further business, the meeting closed at 4.55 pm.

Signature of Chairman upon approval of the Minutes [insert date]

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

† Paid by direct debit

Pending payments	Date of invoice	Details	Amount	Relevant minutes
H. Holmes	5 April	DBS check	£ 23.00	
D Harrison	5 April	DBS check	£ 23.00	
J. Barber	29 March	DBS check	£ 23.00	
D Torris	28 March	Flyer Printing	£ 150.00	
Pauline Rigby	25-Mar	Clerk's Salary February	personal	21/03/19 - 17
NEST †	25-Mar	Pension contributions February	personal	13/06/18 - 13
HM Revenue & Customs	5-Apr	PAYE & NICS Q4	personal	21/03/19 - 17