

Upper Rissington Parish Council

Minutes of a Parish Council Meeting held on Wednesday 21st April 2021

A meeting of the Upper Rissington Parish Council was held on Wednesday 21st April 2021 at 7.00 pm via Zoom.

The following were present at the meeting: -

Cllr. Declan Torris, Chairman
Cllr. Sandi Garrett
Cllr. Vaughan Taylor
Cllr. Peter Towill
Cllr. Andy Cairns
Cllr. Kelvin Walker
Cllr. Catherine Garrett
Officer: Mrs. Vanessa Oliveri, Parish Clerk
Two members of the public

207/21 **Apologies for absence:** - Cllr. Melanie Sylvester apologised as she had been unable to join the Zoom meeting via the link and had notified the Council at the start of the meeting that she was having difficulties joining.

208/21 **Declarations of Interest:** - None to report.

209/21 **Planning Applications Received:**

1. **Ref: 21/01187/TPO 10, Wright Road**

Horse chestnut – fell because of disease casing some branches and trunk to be cracked, possibly leading to breaking/falling. With possibilities of casing damage to persons property. Also causes excessive shading to property, and neighbouring property as well as interference with lines. Applicant happy to replant a tree in the same position if necessary.

COMMENT: No objection—the Parish Council will go with the tree officer's decision.

2. **Ref: 21/01283/TCNR 11, Bristol Road**

Sorbus- Reduce height by approx. 1/1.5 m and lateral spread by approx. 1 m. Thin crown and remove crossing branches.

COMMENT: No objection—the Parish Council will go with the tree officer's decision.

3. **Ref: 21/01497/TPO 19, Wright Road**

T204 – Norway Maple – Reduce crown by 2 m to maintain a suitable size for location.

COMMENT: No objection—the Parish Council will go with the tree officer's decision.

210/21 The Parish Council received a quotation from Cotswold Lighting to have an ECIR and Portable Appliance Testing undertaken at the Village Hall from Cotswold Lighting at a cost of £493.00 + VAT. A cost for PAT testing was also provided by Cotswold Lighting at a cost of £1.40 per appliance. The Parish Councillors unanimously approved the quotation received. Other electrical companies had been approached to quote but they were too busy to fit the required work in at present.

211/21 The Parish Councillors discussed PAT terms for organisations portable electrical equipment which was stored at the Village Hall and agreed that the hirers were to be contacted to notify them of the PAT testing and ask them to go through their stored items to see if their equipment required PAT testing. The Council agreed that every portable electrical item brought into the Village Hall must have been PAT tested and have a sticker on to prove that this had been done. If the organisation wished to have their portable appliances tested which are stored at the hall whilst the electrician is on site then the organisation must agree to pay the Parish Council £1.40 + VAT per item checked and everything to be made available in the Main Hall ready for the electrician.

212/21 The Council reviewed and adopted the Terms of Hire and the Covid-19 Terms of Hire with a few amendments agreed at the meeting. (see revised T & C's). The Parish Council agreed to start by re-opening the Community Room and the Main Hall and to remove the age restriction at point 12. It was agreed to only accept a block of three months bookings at any one time and an invoice to be issued for the first month's booking one month prior to the date requested. Once a hirers booking is confirmed they can book another slot of three month's bookings. The Council agreed to add a clause into the Terms of Hire that the hall must be left in a clean condition and a deposit would be required and all costs incurred would be charged to the hirer.

The Parish Council agreed that all cups, cutlery etc would be removed from the kitchen whilst in Covid times and hirers would be prompted to provide their own equipment.

213/21 The Council reviewed and adopted the complaints procedure with a few amendments (see attached).

214/21 The Council reviewed and adopted the Village Hall Health & Safety policy. (see attached)

215/21 The Council reviewed and adopted the Hygiene and Food Safety policy. (see attached)

216/21 The Council reviewed and adopted the Data Protection policy. (see attached)

217/21 The Council reviewed and adopted the Child Protection policy. (see attached)

218/21 The Council reviewed and adopted the Adults at Risk policy. (see attached)

219/21 The Council reviewed and adopted the Equal Opportunities policy. (see attached)

220/21 The Council noted that the insurance company was to be contacted to notify them that the PC would be taking on the running of the Village Hall as from 1.5.2021.

221/21 The Parish Council agreed that the Parish Clerk would be undertaking the weekly/monthly checks of the fire alarms and testing the emergency lighting at the Village Hall as from 1.5.2021.

222/21 The Parish Clerk informed the Parish Council that the utility providers for the Village Hall were being notified that the Parish Council would be taking over the running of the Village Hall as from 1.5.2021.

223/21 It was agreed that all Parish Councillors would become key holders for the Village Hall and a rolling eight week rota was drawn up at the meeting so that Councillors could check the building each evening after a booking.

Cllr. Declan Torris and Cllr. Andy Cairns agreed to be the main key holders if required in an emergency.

224/21 To receive the current contract for the Pizza pop up shop who use the car park for trading.

The meeting closed at 8.56 pm.