

Upper Rissington Parish Council

Minutes of a Parish Council Meeting held on Monday 10th May 2021

A meeting of the Upper Rissington Parish Council was held on Monday 10th May 2021 at 7.00 pm in the Main Hall, Village Hall.

The following were present at the meeting: -

Cllr. Declan Torris, Chairman
Cllr. Sandi Garrett
Cllr. Andy Cairns
Cllr. Kelvin Walker
Cllr. Catherine Garrett
Cllr. Melanie Sylvester
Officer: Mrs. Vanessa Oliveri, Parish Clerk
County Cllr. Mark MacKenzie-Charrington
Three members of the public

225/21 **Election of Chairman**

Cllr. Andy Cairns proposed Cllr. Declan Torris to be the Chairman to the Parish Council for 2021/22. Cllr. Kelvin Walker seconded the proposal. A vote was taken of 5 in favour of the proposal. One Parish Councillor did not take part in the vote.

226/21 **Acceptance of Office**

Cllr. Declan Torris accepted the position of Chairman and signed the Declaration of Acceptance of Office.

227/21 **Election of Vice-Chairman**

Cllr. Declan Torris proposed Cllr. Andy Cairns to be the Vice-Chairman to the Parish Council for 2021/22. Cllr. Sandi Garrett seconded the proposal. A vote was taken of 5 in favour of the proposal. One Parish Councillor did not take part in the vote.

228/21 **Acceptance of Office**

Cllr. Andy Cairns accepted the position of Vice-Chairman and signed the Declaration of Acceptance of Office.

229/21 **Apologies for absence:** - Apologies for absence had been received from Cllr. Peter Towill, Cllr. Vaughan Taylor and District Cllr. Andrew Maclean.

230/21 **Declarations of Interest:**

- a. There were no declarations of interest reported at the meeting.
- b. The Parish Council approved the dispensation application procedure which is in the Parish Council's Code of Conduct.
- c. There had been no written applications for dispensation received in advance of the meeting.

231/21 **Public Session**

A resident had raised concerns with the amount of deep pot holes that there were in the surrounding minor roads. It was noted at the meeting that the plan on the County Council's website for reporting pot holes was covered in markers and there wasn't room to add any further reports. County Cllr. Mark MacKenzie-Charrington recognised this issue and would report back to the County Council on the problem.

232/21 **Reports**

- (a) County Cllr. Mark MacKenzie-Charrington announced that he was honoured to have been elected County Councillor to represent the Stow Division. He had already had his first training session with the County Council today. The County Council had concentrated on repairing the main 'A' roads and a lot of highways funds had been put into improving the M5. The County Council planned to move onto repairing the 'B' and 'C' roads.
- (b) District Cllr. Andrew Maclean was not present to provide a report.

- 233/21 Minutes of 12th April 2021 – were unanimously approved by the Parish Councillors and signed by the Chairman at the meeting.
- 234/21 Minutes of 21st April 2021 – were unanimously approved by the Parish Councillors and signed by the Chairman at the meeting.
- 235/21 Clerk's Report
Public Open Space and Section 106 – Three contractors were in the process of putting together quotations for all of the work required on the Public Open Space including the attenuation pond. Once all three quotations had been received an average would be worked out and then times the figure by five years so that a figure can be presented to the developers for a Section 106 settlement figure.
- 236/21 Planning
1. Ref: 21/01059/FUL 37, Mitchell Way
 Full application for a side extension.
COMMENT: The Parish Council objected to this planning application as the proposed plan would have a visual impact on the street scene and would be unbalanced with the surrounding properties. The proposed finish of the extension was planned to be of a different material to the rest of the house which visually would have an impact on the street scene. At present there is a wide drive between 35 & 37 Mitchell Way – neighbouring residents are concerned with the close proximity of the extension and the impact the proposed plan would have on the existing drive. A stipulation must be applied to the planning application if approved that the private road cannot be used for construction traffic or building materials. Photographs of the private road must be taken prior to any building work commencing.
 2. Ref: 21/01865/TPO 7, Siskin Road
 T1: Cherry – Reduce by approximately 1.5 m and reshape. (cr)T2 Silver Birch: Reduce by approximately 1.5 m and reshape.
COMMENT: The Parish Council had no objection to this planning application.
 3. Ref: 21/01737/FUL 17, Wright Road
 Two storey extension to the rear.
COMMENT: The Parish Council has no comment on this planning application.
- 237/21 External Bodies – The Parish Council confirmed that it was involved with GAPTC as an external body.
- 238/21 Standing Orders – The Parish Council reviewed and adopted the Standing Orders circulated.
- 239/21 Financial Regulations – The Parish Council reviewed and adopted the Financial Regulations.
- 240/21 General Power of Competence – The Parish Council confirmed that it wasn't eligible for the General Power of Competence at the moment as it didn't meet the requirements of two thirds of the Council being elected even though they had a Clerk with the General Power of Competence qualification.
- 241/21 Inventory of Land and Assets – The Parish Council reviewed and agreed to revisit the inventory of land and assets at another meeting.
- 242/21 Insurance – The Parish Council confirmed that the insurance cover in place covered all of the Council's insurable risks.
- 243/21 Subscriptions – The Clerk confirmed that the Parish Council had it's annual subscription with GAPTC.
- 244/21 Complaints Procedure – The Parish Council reviewed and adopted the Council's complaints procedure.
- 245/21 Freedom of Information and Data Protection – The Parish Council reviewed the Council's policies, procedures and practices in respect of it's obligations under freedom of information and data protection legislation.
- 246/21 Press/media policy – The Parish Council reviewed and adopted the Council's press/media policy.
- 247/21 Employment policies and procedures – The Parish Council reviewed and adopted the Council's employment policies and procedures.

248/21 Expenditure under S137 – The Clerk reported that the level of expenditure under S137 of the Local Government Act 1972 had been set for the current financial year at £8.32 per electorate.

249/21 Finance

(a) The Council noted that the new bank mandates had been put in place to revise the bank signatories on all bank accounts. The Parish Clerk had been included on the Lloyds bank mandate to use the online banking facility. The Council confirmed that online payments with Lloyds would be set up by the Clerk and the payments were to be approved by two other bank signatories.

(b) The Parish Council confirmed the payments according to the payments schedule included with the agenda.

(c) The Parish Council received and approved the bank reconciliation circulated with the agenda.

250/21 GAPTC courses

The Parish Council confirmed the following attendance of GAPTC courses: -

Cllr. Andy Cairns and Cllr. Melanie Sylvester to attend the Finance for Councillors course.

Cllr. Melanie Sylvester to attend the Budget Planning & Precept Setting course.

The Clerk to attend the Clerk's More Knowledge – finance module.

The Clerk to attend the Clerk's More Knowledge – miscellany, including planning.

251/21 Youth Club

The Council agreed to discuss this item 'In Committee' later in the meeting.

252/21 Youth Roadshow

The Parish Council granted permission for Ben Ward from Basecamp and Go Gloucestershire to run a youth roadshow during the school half term in June on the recreation ground opposite Godfrey Place from 4.00 pm – 6.00 pm. The event was to include youth workers talking to young people, fun activities and a silent disco. The Clerk was to contact Vistry to seek permission of the use of the recreation ground for this activity.

253/21 Village Hall

The Council confirmed that the handover of the Village Hall from the Village Hall Trust to Upper Rissington Parish Council had taken place on 1.5.2021.

The Council noted and approved payment of £150.00 to North Plumbing & Heating Ltd to replace a leaking expansion tank in the boiler room.

Deposit for Hire of the Village Hall for Parties – The Council agreed if a request was received to hire the Village Hall for a teenage party the Clerk was to consult with the Chairman and the Vice Chairman if the party was short notice. If the request was made in advance then the request was to be considered at a full Parish Council meeting for approval. A £500.00 deposit from the hirer would be requested. A ratio of 1 adult to 10 children were to be named and be in attendance at the party.

A maximum of 180 people would be allowed in the hall once Covid-19 restrictions had been raised which includes the adults in attendance. Bouncers were to be named and to be on the door during the event.

254/21 Ownership of Trees

A request had been received from a resident of 6, Harris Gardens for the Parish Council to confirm ownership of the trees which were included in 6, Harris Gardens boundary of her title deeds.

The Parish Council confirmed this request as a title plan drawing had been presented prior to the meeting.

255/21 Date of Next Parish Council Meeting – Monday 14th June 2021 at 7.00 pm in the Main Hall, the Village Hall

The meeting closed at 8.20 pm.