

# Upper Rissington Parish Council

## Minutes of a Parish Council Meeting held on Monday 14<sup>th</sup> June 2021

A meeting of the Upper Rissington Parish Council was held on Monday 14<sup>th</sup> June 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. Melanie Sylvester  
Cllr. Vaughan Taylor  
Officer: Mrs. Vanessa Oliveri, Parish Clerk  
County Cllr. Mark MacKenzie-Charrington  
Three members of the public

256/21 **Apologies for absence:** - Apologies for absence had been received from Cllr. Catherine Garrett, Cllr. Peter Towill and District Cllr. Andrew Maclean.

257/21 **Declarations of Interest:**

There were no declarations of interest reported at the meeting.

258/21 **Public Session**

A member of the public raised how staff costs were included on the payments list.

Cllr. K. Walker raised that the planning application for consideration at the meeting required clarification in the allotment area of the Public Open Space (this was discussed under Item 261/21 Planning).

259/21 **County Councillor report**

County Cllr. Mark MacKenzie-Charrington reported on the County Council's budget. He had been appointed to the following Committees within the County Council: 1. Adult Social Care & Communities Scrutiny, 2. Appeals Board – Educational, 3. Appeals Committee – Educational, 4. Children & Families Overview & Scrutiny, 5. Commons & Rights of Way, 6. Fire & Rescue Scrutiny, 7. Pension Committee, 8. Planning Committee – Chairman, 9. Safety & Licensing. One of Cllr. MacKenzie-Charrington's main areas of responsibility within the division is highways. He reminded Councillors that he has a County Council £30,000.00 allowance that can assist small projects around the local communities.

The report consisted of an update with the Cheltenham A & E re-opening, an investment into the radiology department of £6.5 million, free counselling for teachers and support staff, the County had a new chief Fire & Rescue officer, the counties recycling centres had now re-opened and an application to build a Fusion Centre at Berkeley had passed the initial assessment stage. The County hoped that by 2040 the Fusion Centre would be successful in generating electricity through a unique new generation carbon free process that leaves no nuclear waste. The Fusion Centre would generate significant employment through the construction stages as well as ongoing skilled employment for some thousands of people.

260/21 **District Councillor report**

District Cllr. Andrew Maclean was not present to provide a report.

261/21 **Minutes of 10<sup>th</sup> May 2021**

Cllr. D. Torris proposed to accept the minutes dated 10<sup>th</sup> May 2021. Cllr. A. Cairns seconded the proposal. A vote was taken of five in favour of the approval of the minutes dated 10<sup>th</sup> May 2021. One Parish Councillor voted against the approval of the minutes.

262/21 **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.

263/21 **Planning**

(a) **Planning Decision**

**Ref: 21/00814/FUL Kirk House**

Single storey front and rear extension.

**Decision:** CDC have granted planning permission.

(b) **Planning Application**

**Ref: 20/03883/FUL Land at Victory Fields**

Full application for provision of POS (as part of the Victory Fields development already approved under application ref: 08/03697/OUT).

**Decision:** The Parish Council could not confirm a decision until a defined summary of the whole of the Public Open Space area had been made available.

(c) **Any other Planning Matters:** A letter had been received from Quenington Parish Council seeking support from all other Town and Parish Council's with regard to the recent planning changes made where one planning officer could make a decision on a planning application even before anyone could make a comment.

**Decision:** The Parish Council agreed unanimously to support Quenington Parish Council by adding Upper Rissington Parish Council to their objection letter.

264/21 **Annual Governance Review**

(a) **Internal Audit Report:** The Parish Council received the internal audit report and noted the points raised by the internal auditor. The Parish Council had not met it's obligations by not undertaking a Risk Management Assessment in 2020/21. **Decision:** The Parish Council would address this matter at their July Parish Council meeting.

The Parish Council had not displayed the External Audit report for 2020/21 on the Parish Council website. **Decision:** The Parish Council agreed that this would not happen again and the external audit report would be displayed on the Parish Council website and public notice boards in the future.

(b) **Annual Governance Statement 2020/21 AGAR Part 3, Section 1**

The Parish Council received and unanimously approved the Annual Governance Statement 2020/21 AGAR Part 3, Section 1 and authorised the Chairman to sign Section 1 at the meeting.

265/21 **Accounts for Year Ended 31<sup>st</sup> March 2021**

(a) **Accounting Summary:** The Parish Council unanimously approved the accounting summary for the year ending 31<sup>st</sup> March 2021.

(b) **Accounting Statement 2020/21 AGAR Part 3, Section 2**

The Parish Council unanimously approved the accounting statement 2020/21 AGAR Part 3, Section 2 and authorised the Chairman to sign Section 2 at the meeting.

(c) **Publication of the unaudited accounts for 2020/21**

The Parish Councillors authorised the publication of the unaudited accounts for 2020/21.

(d) **Exercise of Public Rights**

The Parish Council confirmed the period for the exercise of public rights to inspect the accounts between Tuesday 15<sup>th</sup> June 2021 and Monday 26<sup>th</sup> July 2021. The public notice providing these dates was to be published on the Parish Council website and the notice boards as from Tuesday 15<sup>th</sup> June 2021.

## 266/21 **Finance**

- (a) Income Received: The Clerk reported that the precept of £66,132.00 and the election cost of £441.00 had been received.
- (b) Schedule of Standing Orders and Direct Debits: The Parish Council received and approved the new schedule for Standing Orders and Direct Debits for 2020/21.
- (c) Online Payments: The Parish Council unanimously agreed for the Lloyds bank account to be used for online payments.
- (d) Payments List: The Parish Council approved the payment list for June 2021 but the Clerk was to check whether the invoice for Community Heartbeat had been paid prior to approving the payments online. (Appendix A to these minutes)
- (e) Bank Reconciliation: The Parish Council received and approved the bank reconciliation up to 31<sup>st</sup> March 2021.
- (f) Bank Transfer  
The Parish Council approved a bank transfer of £50,000.00 from HSBC account to the Lloyds Bank account.

## 267/21 **Village Hall**

- (a) Village Hall check rota: The Parish Council discussed the Village Hall check rota and a framework and guidance for Councillors was distributed at the meeting. After much discussion the Parish Council agreed to continue on a short term basis of Parish Councillors undertaking checks of the Village Hall but agreed to advertise a position for a Village Hall Caretaker. The person would be employed to check the Village Hall on a flexible basis as the hours would be required after the last Village Hall booking of the day, if the booking was after 3.00 pm also to cover weekend bookings.  
The hours would be worked by the person checking the Village Hall bookings on Hallmaster and communicating with the Clerk. A contract was to be drawn up confirming the details for a Village Hall Caretaker where all details would be confirmed by the Parish Councillors along with an advert for the position. A vote was taken on the proposal of taking on a Village Hall Caretaker of four in favour and two abstaining.
- (b) Village Hall Bins: A quotation had been received from PHS to supply and empty 3 toilet bins and 1 nappy bin at an annual cost of £381.42. The bins were to be emptied on a fortnightly basis. The Parish Council unanimously approved the quotation received and authorised the Clerk to progress with the order.
- (c) Mobile Phone: This item had been overridden by Item 267/21 (a) and a mobile phone was no longer required.
- (d) Village Hall Gardens: Jackie Oliver who had planted and maintained the Village Hall gardens ever since the Village Hall had been built had written and notified the Parish Council that she could no longer continue with the work due to other commitments. The Parish Council thanked Jackie Oliver for the amount of hard work which she had put into establishing and maintaining the Village Hall gardens.
- (e) Quote from City Fire Protection: The Parish Council received a quotation from City Fire Protection Ltd to replace 2 x 12V 12ah VRLA batteries in the fire alarm panel, to dispose of the battery and to test the fire alarm panel on completion of the works at a total cost of £119.00.  
The Parish Council unanimously approved the quotation and asked the Clerk to progress the order.

268/21 **Date of Next Parish Council Meeting** – Monday 12<sup>th</sup> July 2021 at 7.00 pm in the Community Room, the Village Hall.

The meeting closed at 8.59 pm.

## APPENDIX A

### Payments list for June 2021

Payee	Date	Details	Total	Relevant minutes
B.T – DD	19-May	Quarterly bill	£151.16	02/05/18-20
Zoom – DD	26-May	Last month's Zoom subscription	£14.39	185/21
Nest Pension – DD	June	Pension contributions	Personal	13/06/18-13
Reformit – office 365 support contract – DD	30-May	Support contract	£125.88	185/21
HMRC-PAYE contributions	14-June	1 <sup>st</sup> ¼ paye contributions	Personal	185/21
Mrs V Boscher – staff	14-June	June Salary	Personal	185/21
Mrs V Oliveri – staff	14-June	June Salary	Personal	185/21
PATA Payroll Services	14-June	Payroll service – April, May, June	£45.45	185/21
Cotswold Lighting	14-June	EICT and PAT testing – Village Hall	£673.92	185/21
WODC	14-June	Grass cutting contract - April	£1168.31	185/21
WODC	14-June	Playground inspections - April	£20.16	185/21
Community Heartbeat Trust	14-June	Battery for defibrillator – 4 year life	£282.00	185/21
Gloucestershire Playing Field Association	26-May	Annual Membership renewal	£50.00	15/05/19-21
Viking	13-May	Office supplies	£102.11	185/21
National Lottery Fund	14-June	Refund grant money-Youth Club	£10,000.00	251/21
Bourton Vale Window Cleaning Service	9-June	Cleaning windows at Village Hall for past three months	£82.50	185/21