

Upper Rissington Parish Council

The Annual Meeting of the Parish Council was held on Monday 16th May 2022 at 7.00 pm in the Main Hall, Village Hall.

The following were present at the meeting: -

Cllr. A. Cairns, Chairman
Cllr. S. Bates
Cllr. S. Edgar (joined meeting at 102/22)
Cllr. S. Garrett
Cllr. D. Holden
Cllr. N. Maxey
Cllr. S. Mitchell
Officer: Mrs. V. Oliveri, Parish Clerk
3 members of the public

097/22 **Election of Chairman**

Cllr. N. Maxey proposed Cllr. A. Cairns to be the Chairman for the Municipal Year 2022/23. Cllr. S. Garrett seconded the motion and a unanimous vote of all in favour was taken of the proposal.

098/22 **Chairman's Acceptance of Office**

Cllr. A. Cairns thanked the Council for the unanimous decision and signed the Acceptance of Office of Chairman for the Municipal Year 2022/23.

099/22 **Election of Vice-Chairman**

Cllr. A. Cairns proposed Cllr. N. Maxey to be the Vice-Chairman for the Municipal Year 2022/23. Cllr. S. Garrett seconded the motion and a unanimous vote of all in favour was taken of the proposal.

100/22 **Vice-Chairman's Acceptance of Office**

Cllr. N. Maxey thanked the Council for the decision reached but wanted to put on record that the decision of being Vice-Chairman would not be an automatic step up into the Chairman's position at a later date. Cllr. N. Maxey signed the Acceptance of Office of Vice-Chairman for the Municipal Year 2022/23.

101/22 **Apologies for Absence**

Apologies for absence had been received from County Cllr. M. Mackenzie-Charrington.

102/22 **Co-option of Councillor**

Cllr. A. Cairns proposed the Parish Council co-opt Spencer Edgar as a Parish Councillor. Cllr. S. Mitchell seconded the motion, and a unanimous vote was taken of all in favour of the proposal. Spencer Edgar signed the Declaration of Acceptance of Office and joined the Parish Councillors at the meeting.

The Parish Council agreed to include co-option of Councillors onto the June 2022 agenda where dates for further co-options would be agreed.

103/22 **Declarations of Interest and Applications for Dispensation**

Cllr. S. Mitchell declared an interest in agenda item 109/22 (b) where re-imbusement of costs were to be approved and would not take part in the decision made.

104/22 **Register of Interests**

Councillors were reminded to check their register of interests and if required to be updated to contact the Parish Clerk for a form.

105/22 **Public Session**

A member of the History Society requested the Parish Council to investigate into having sound panels and portable projector and screen facility in the Main Hall of the V/Hall. The Parish Council agreed to carry out a survey on the regular hirers of the V/Hall to see if there was further demand for the use of the equipment.

106/22 **Minutes of the Parish Council Meeting held on 11th April 2022** – were amended on page 1, item 073/22 Public Session – Surveying Airfield. To add, ‘We understand that’ this was to re-evaluate the land beyond 2035. Cllr. A. Cairns proposed to approve the minutes of 11th April 2022 with the added amendment. Cllr. S. Garrett seconded the motion and a unanimous vote of all in favour was taken to approve the minutes.

107/22 **Clerk’s Report**

The Clerk reported that an electrician had replaced the bulb in the ladies toilet area and replaced a light unit in the boiler room. They planned to replace the light in the Clerk’s office and the external light by the boiler room once the parts were in.

City Fire Protection had undertaken the six month checks at the V/Hall. Arising from the visit there was a need to replace an emergency light in the gents toilets, dispose of HI-TEMP Ni-Cad batteries and a test upon completion at a cost of £195.00. As this was a necessity the company had been instructed to go ahead with the work quoted.

CDC had notified the Clerk that the street name for the new development at the entrance of the village would be 1 – 7 New Wellington Court, Mitchell Way and 9 – 10 New Wellington Court, Wellington Road.

108/22 **Planning**

a. Planning decisions

1. 21/01059/FUL – 37, Mitchell Way – Two storey side extension. **Permitted by CDC.**

2. 22/00819/TPO 45, Hawker Square – Reduce silver birch by 15/20% and reduce a cherry tree in rear garden by 30%. **Permitted by CDC.**

3. 22/00213/FUL – 1, Bristol Road – Single storey side extension and rear extension. **Permitted by CDC.**

4. 22/01038/FUL – 18, Sopwith Road – Erection of two storey side extension with associated works. **Permitted by CDC.**

5. 21/03807/FUL – Land at Sandy Lane Court – Erection of four dwellings and associated works. **Refused by CDC.**

b. Planning applications:

Application Details
1. <u>22/01195/FUL 33, Hawker Square</u> – Erection of a single storey front extension. Decision: No comment.

c. Planning application received after agenda had been distributed: -

22/01620/TPO 4, Smith Barry Circus – Work to trees with a TPO to fell a lime to ground level.

Decision: The Parish Council will go along with the tree officer’s recommendation.

109/22 **Finance:**

a. Income received – A report had been circulated showing the income from the V/Hall bookings since the last Parish Council meeting. The Clerk reported that two BACS payments had been received from CDC one for a CIL payment at a total of £10,579.45 and the other one was for the first payment of the precept money at a total of £65,378.00.

b. The PC approved payments according to the payments list below:

Cllr. S. Mitchell took no part in the decision made on the re-imbursement of refreshments cost for APM.

Payee	Date	Details	Total	Relevant/ minutes	Authority Budget Code
VALDA Energy -DD	16 th May	Gas/Elec V/Hall	£452.64	343/21	LGA 1972 s133
ReformIT -office 365 support con- tract – DD	16 th May	Support contract, ESET full disk encryption and antivirus protection	£130.32	185/21	LGA 1972 s111
NEST pension – DD	16 th May	Pension contribution	Personal	13/06/18-13	LGPSR SI 2007/1166
Divert Waste – DD	16 th May	Empty V/Hall bine (6 weeks)	£65.81	083/22 b	
Mrs V Boshier – staff	16 th May	May salary	Personal	198/21	LGA 1972 s112(2)
Mrs V Oliveri – staff	16 th May	May salary	Personal	169/21	LGA 1972 s112(2)
GAPTC – training	16 th May	Councillor training	£100.00	364/21 d	
GAPTC – inde- pendent auditor	16 th May	Internal audit	£129.90	366/21	
WODC	16 th May	Recreation inspection	£20.16	012/22	
City Fire Protection	16 th May	6 monthly inspection of fire alarm system	£292.98		
Viking	16 th May	Stationery and V/Hall es- sentials	£106.62		
AGW Heating & Plumbing	16 th May	Supply and install a new kitchen tap	£135.00	083/22 e	
Bourton Vale Win- dow Cleaning	16 th May	Cleaning V/Hall windows	£86.00		
Sandra Mitchell	16 th May	Re-imbursement of re- freshments for APM	£12.80		
Cotswold & Vale Ltd	16 th May	Electrical repairs at V/Hall	£130.91		

c. The PC received the bank reconciliations up to date.

d. The PC received details on a CCLA investment fund and decided to gather more information on the fund and to also ask an independent financial adviser for guidance.

110/22 Recreation Inspection

The PC received the monthly recreation equipment inspection undertaken by WODC. The PC also agreed to ask Vistry for copies of their monthly recreation inspection reports.

111/22 Public Open Space

a. The PC received the notes of a meeting held with Vistry on 6.5.2022.

b. Vistry had been asked for an earlier handover of the allotments and tennis courts and the PC were awaiting a response to this request. The National Allotments Association were to be asked for guidance on handover process of allotments.

- c. The PC agreed to contact Martin Perks, CDC for advice on the handover process of the POS. The PC also agreed not to share the three quotes received on the POS at this stage.
- 112/22 The PC reviewed the delegation arrangements to committees, subcommittees, staff and other local authorities.
- 113/22 The PC reviewed and adopted the existing Standing Orders and agreed to review and adopt the new version in July 2022.
- 114/22 The PC reviewed and adopted the Financial Regulations. The PC agreed to review the budget against expenditure at the monthly PC meetings under Finance.
- 115/22 The PC agreed to review this document at a later date (to include a table of external bodies).
- 116/22 The PC agreed to review the inventory of land and other assets including buildings and office equipment. This was to up be updated to include V/Hall contents.
- 117/22 The PC confirmed that arrangements for insurance cover in respect of all insurable risks were in place.
- 118/22 The PC reviewed Council and/or Staff subscriptions to other bodies – GAPTC and the National Allotment Society. The PC to look into subscription for GRCC and SLCC.
- 119/22 The PC reviewed and adopted the Council’s complaints procedures.
- 120/22 The PC reviewed the Council’s policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation and agreed to update the policy and bring it to the June PC meeting. A Data Protection Officer had been appointed by the ICO to assist the PC if required.
- 121/22 The PC reviewed and adopted the Council’s policy for dealing with the press/media.
- 122/22 The PC reviewed and adopted the Council’s employment policies and procedures, including:
- a. Equal opportunities policy
 - b. Health and safety policy
 - c. Lone worker policy
 - d. Absence management policy
 - e. Expenses policy
 - f. Disciplinary and grievance policy
- 123/22 The PC agreed to receive a list at the June PC meeting of the Council’s expenditure incurred under s.137 of the Local Government Act 1972 in 2021/22.
- 124/22 The PC confirmed the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council which will be held on the second Monday of each month apart from April 2023 which will be held on the third Monday of the month due to the Bank Holiday. The PC agreed to not hold a PC meeting in August 2022.
- 125/22 **Review of Community Grant Policy:** The PC considered and adopted the updated policy for 2022-23.
- 126/22 **Annual Review of Risk Assessment:** The PC agreed to update the Risk Assessment and consider actions arising and bring to the June 2022 PC meeting.
- 127/22 **Date and Time of Next Meeting:** Monday 13th June 2022, 7:00 pm.

The meeting closed at 9.32 pm.