

# Upper Rissington Parish Council

A meeting of the Parish Council was held on Monday 13<sup>th</sup> June 2022 at 7.00 pm in the Community Room, Village Hall.

The following were present at the meeting: -

Cllr. A. Cairns, Chairman  
Cllr. S. Edgar  
Cllr. S. Garrett  
Cllr. N. Maxey  
Cllr. S. Mitchell  
Officer: Mrs. V. Oliveri, Parish Clerk  
2 members of the public

## 128/22 Apologies for Absence

Apologies for absence had been received from Cllr. S. Bates, Cllr. D. Holden and County Cllr. M. Mackenzie-Charrington.

## 129/22 Declarations of Interest and Applications for Dispensation – none.

## 130/22 Public Session – none.

## 131/22 County Councillor – Not present and no report received.

## 132/22 District Councillor – Not present and no report received.

## 133/22 Police – Email received from PCSO Kim Graham where he agreed to attend the PC meetings on 11<sup>th</sup> July 2022, 10<sup>th</sup> October 2022 and 12<sup>th</sup> December 2022 and he would provide a three monthly report at each meeting.

## 134/22 Minutes of the Parish Council Meeting held on 16<sup>th</sup> May 2022

Cllr. A. Cairns proposed to approve the minutes of 16<sup>th</sup> May 2002. Cllr. S. Mitchell seconded the proposal and a unanimous vote of all in favour was taken to approve the minutes.

## 135/22 Clerk's Report

A Highways report had been circulated to Councillors prior to the meeting showing locations of various highways works planned in the area.

CDC were holding two Town & Parish meetings one in Moreton-in-Marsh on 5<sup>th</sup> July 2022 and another one at the CDC offices in Cirencester on 12<sup>th</sup> July 2022 both from 6.00 pm – 8.00 pm. Councillors were invited to attend. Cllr. A. Cairns and the Clerk agreed to attend.

Piper Homes had notified the PC that planned works to connect the sewerage from their new development in the village across the load into the existing pipework were in place and would take three weeks to complete.

CDC offered grant funding towards defibrillators in the district of up to £625 per each applicant. The PC agreed for the Clerk to obtain the form and apply for the funding.

## 136/22 Planning:

### a. Planning decisions

22/01195/FUL – 33 Hawker Square – Erection of single storey extension. **Permitted by CDC.**

### b. Planning application

Application Details
1. <u>22/01698/TPO 4 Lancaster Drive</u> – Works to trees with a TPO for beech in front garden and an ash tree in the front garden. <b>Decision:</b> No comment – The Parish Council is content to go along with the tree officer's recommendation.

## 137/22 Annual Governance Review:

a. The PC received the internal audit report from 26<sup>th</sup> April 2022 and considered actions arising from the report.

- b. The PC considered and approved the Annual Governance Statement 2021/22 AGAR Part 3, Section 1) and authorised the Chairman of the meeting to sign the same.

**138/22 Accounts for Year Ended 31 March 2022:**

- a. The PC approved the Accounting Summary for the year ended 31 March 2022;  
 b. The PC approved the Accounting Statement 2021-22 (AGAR Part 3, Section 2) and authorised the Chairman of the meeting to sign the same;  
 c. The PC approved publication of the unaudited accounts for 2021/22;  
 d. The PC confirmed the period for the exercise of public rights to inspect the accounts – proposed to take place between Tuesday 14<sup>th</sup> June 2022 and Monday 25<sup>th</sup> July 2022.

**139/22 Finance:**

- a. The PC received a report on income received since the last PC meeting.  
 b. The PC unanimously authorised to transfer £80,800.00 from HSBC bank account ending in 371 to the Lloyds Bank account.  
 c. The PC unanimously approved the payments list below: -

Payee	Date	Details	Total	Relevant/minutes	Authority Budget Code
VALDA Energy -DD	13 <sup>th</sup> June	Gas/Elec V/Hall	£386.51	343/21	LGA 1972 s133
ReformIT -office 365 support contract – DD	13 <sup>th</sup> June	Support contract, ESET full disk encryption and anti-virus protection	£130.32	185/21	LGA 1972 s111
NEST pension – DD	13 <sup>th</sup> June	Pension contribution	Personal	13/06/18-13	LGPSR SI 2007/1166
Divert Waste – DD	13 <sup>th</sup> June	Empty V/Hall bine (6 weeks)	£43.87	083/22 b	LGA 1972 s133
BT – DD	13 <sup>th</sup> June	V/Hall telephone + internet 1 <sup>st</sup> quarter	£222.58		LGA 1972 s133
Mrs V Boshier – staff	13 <sup>th</sup> June	June salary	Personal	198/21	LGA 1972 s112(2)
Mrs V Oliveri – staff	13 <sup>th</sup> June	June salary	Personal	169/21	LGA 1972 s112(2)
PATA (UK)	13 <sup>th</sup> June	Payroll service 1 <sup>st</sup> quarter	£52.95	140/22	LGA 1972 s112(2)
HMRC	13 <sup>th</sup> June	TAX/NI contributions 1 <sup>st</sup> quarter	£3093.26		LGA1972 S112(2)
Viking	13 <sup>th</sup> June	Stationary & V/Hall consumables	£213.40		LGA 1972 s111
WODC	13 <sup>th</sup> June	Recreation inspection & grass cutting	£546.83		HA1980s96
PHS group	13 <sup>th</sup> June	Nappy and sanitary disposal annual charge	£498.95	267/21	LGA 1972 s133

- d. The PC received the bank reconciliations up to 31<sup>st</sup> May 2022.  
 e. The PC received a report on expenditure against the budget.  
 f. The PC received details of an Independent Financial Advisor who could advise the PC on investment funds suitable for the Parish Council to invest money. There was a charge for this advice at a cost of £795.00 plus VAT as a one off payment. Further information had been sought on a CCLA Public Sector Deposit Fund – the Parish Councillors unanimously agreed to open a Public Sector Deposit Fund account with CCLA and to transfer £80,000.00 into the account.  
 g. The PC received a list of Section 137 payments made in 2021/22.  
 h. The PC received and approved the list of Direct Debits & Standing Orders for 2022/23.

**140/22 PATA Payroll**

The PC confirmed authorisation for PATA Payroll to continue processing the payroll automatically each month.

**141/22 Recreation Inspection**

The PC received the recreation equipment inspection for May 2022 undertaken by WODC.

**142/22 Public Open Space**

- a. The PC received an updated snagging list with Vistry's comments and agreed that items which weren't a snag or were GCC's responsibility would be moved to the bottom of the snagging list.
- b. The PC agreed to ask the National Association of Allotments for a recommendation of a specification of allotments prior to handover from the developer. The developer was aware of a bramble on the surface of the tennis courts and agreed to apply the treatment which they had applied to brambles last year which hadn't reappeared through the surface.
- c. The PC agreed not to share the three quotations for the five year maintenance programme for the POS with Martin Perks, CDC. The PC agreed to include an agenda item for the July 2022 PC meeting to agree a figure to put to the developer for the five year maintenance of the POS in the village.

**143/22 Council and/or Staff subscriptions to other bodies**

- a. The PC reviewed the Council and/or staff subscriptions to other bodies.
- b. The PC agreed to include to receive information on GRCC and SLCC membership onto the July PC meeting agenda.

**144/22 Freedom of Information and Data Protection Policy**

The PC received and adopted the URPC Freedom of Information Policy 2022.

**145/22 Annual Review of Risk Assessment**

The PC received and approved a revised Annual Review of the Risk Assessment.

**146/22 Asset Register**

The PC agreed to revise the Asset Register for 2022/23 and bring to the July PC meeting for approval.

**147/22 URPC website**

The PC received a report on planned developments for the URPC website developments and agreed to ask Nettle to make the proposed amendments to the PC website.

**148/22 Village Hall**

- a. The PC received a report on the income and expenditure of the Village Hall from May 2021 to 31<sup>st</sup> April 2022.
- b. The PC unanimously agreed to increase the Village Hall cleaners' contract from five hours to seven hours per week and to increase her salary by 5% as from 1<sup>st</sup> May 2022. Veronika's contract was to be amended to include the additional hours and the pay increase.

**149/22 Stall at Village Hall Fete**

The PC confirmed to have a stall at the Village Fete on Saturday 2<sup>nd</sup> July 2022 and agreed to share the running of the stall between Councillors.

**150/22 Footpath/cycle path**

Initial details of a proposed plan to develop a footpath/cycle path between Upper Rissington & the Merrymouth Inn and a second footpath/cycle path between Upper Rissington and Great Rissington was shared at the Parish Council meeting. It was agreed for this to be included as an agenda item at the July PC meeting and further information would be shared with Parish Councillors prior to the meeting.

**151/22 Co-option of Councillors**

The PC agreed to advertise the co-option process to fill the four Parish Councillor vacancies.

**152/22 Date and Time of Next Meeting:** Monday 11<sup>th</sup> July 2022, 7:00 pm.

The meeting closed at 9.42 pm.