

# Upper Rissington Parish Council

A meeting of the Parish Council was held on Monday 12<sup>th</sup> December 2022 at 7.00 pm in the Community Room, Village Hall.

The following were present at the meeting: -

Cllr. A. Cairns, Chairman  
Cllr. S. Bates  
Cllr. S. Garrett  
Cllr. D. Holden  
Cllr. J. Truslow  
Officer: Mrs. V. Oliveri, Parish Clerk  
District Cllr. A. Maclean

3 members of the public

252/22 **Apologies for Absence** had been received from Councillors Maxey, Edgar, Mitchell and Vanessa Oliveri, (Parish Clerk).

253/22 **Declarations of Interest and Applications for Dispensation**

Cllr. D. Holden declared an interest in minute 261/22 e and took no part in the discussion.

Cllr. S. Garrett declared an interest in minute 276/22 b and took no part in the discussion.

254/22 **Public Session**

One resident raised an issue with traffic at the main entrance to the village and potential for double yellow lines and some of the street lamps between the Village Hall and Smith Barry crescent were not working.

255/22 **County Councillor's report** – not present.

256/22 **District Councillor's report**

District Cllr. A. Maclean reported on the following: -

- The District Council were continuing to help provide warm spaces in the district.
- The refuse collection was planned to still go ahead on 23 December 2022.
- CDC's Cotswold Tourism programme had funding for up to 60 craft businesses.
- CDC had started on a new programme for community composting.

257/22 **Police Report** – had sent apologies but had been circulated a report prior to the meeting.

258/22 **Minutes:** Cllr. A. Cairns proposed to approve the minutes of the Parish Council Meeting held on 14<sup>th</sup> November 2022. Cllr. D. Holden seconded the proposal. A unanimous vote was taken of all in favour of the proposal.

259/22 **Clerk's Report:**

- a. Report on outstanding actions from previous meetings not covered elsewhere on the agenda. – **Deferred to January 2023 meeting** as Parish Clerk not present.
- b. Correspondence Received. – **Deferred to January 2023 meeting.**

260/22 **Planning:**

- a. New planning decisions issued by Cotswold District Council; - **Deferred to January 2023.**
- b. To consider the council's response to the following planning application:

Application Details
1. 22/03997/FUL   Erection of single storey side extension and other associated works   4 Trenchard Close Upper Rissington Cheltenham Gloucestershire GL54 2GT <b>COMMENT:</b> No comment.

- c. There had been no further planning applications received since publication of the agenda.

261/22 **Finance:**

- a. Income received to 30<sup>th</sup> November 2022 – Due to the absence of the Clerk/RFO and no HSBC statements had been received this was to be **deferred to January 2023 PC meeting.**
- b. Outstanding invoices – Also **deferred to January 2023 PC meeting.**

- c. Bank reconciliations up to 30<sup>th</sup> November 2022. – **Deferred to January 2023 PC meeting.**
- d. Report on expenditure against the budget up to 30<sup>th</sup> November 2022. – **Deferred to January 2023 PC meeting.**
- e. To approve payments according to the payments list.

Payee	Date	Details	Total	Relevant/ minutes	Authority Budget Code
VALDA Energy -DD	12-Dec	Gas/Elec V/Hall	£765.95	343/21	LGA 1972 s133
ReformIT -office 365 support contract – DD	12-Dec	Support contract, ESET full disk encryption and antivirus protection	£130.32	185/21	LGA 1972 s111
NEST pension – DD	12-Dec	Pension contribution	Personal	13/06/18-13	LGPSR SI 2007/1166
Divert Waste Ltd - DD	12-Dec	Empty V/Hall bin	£48.67	083/22 b	LGA 1972 s133
BT – DD	12-Dec	Quarterly phone and internet at V/Hall	£216.54		LGA 1972 s133
Albion Water	12-Dec	Water charge – didn't go through last month	£10.55		LGA 1972 s133
WODC	12-Dec	Play inspections	£20.87		HA1980 s96
GAPTC	12-Dec	Finance for Councillors course	£30.00	202/22	LGA 1972 s111
Viking	12-Dec	Stationery	£152.63		LGA 1972 s111
Scribe	12-Dec	Allotments annual subscription and set up fee	£582.00	243/22 e	LGA 1972 s111
Bourton Vale Window Cleaning Services – S. Rix	12-Dec	Clean V/Hall windows	£31.00		LGA 1972 s133
Mrs V Boshier – staff	12-Dec	December salary	Personal	148/22 b	LGA 1972 s112(2)
Mrs V Oliveri – staff	12-Dec	December salary + back pay	Personal	169/21	LGA 1972 s112(2)
Mr A Wakefield – staff	12-Dec	December salary	Personal	246/22	LGA 1972 s112(2)
HMRC	12-Dec	Third ¼ payment TAX/NI	Personal		LGA 1972 s112(2)
PATA payroll	12-Dec	Third ¼ payroll service	£68.25		LGA 1972 s111
Bruern Farms	12-Dec	Christmas tree	£200.00	249/22 a	LGA 1892 s.8(1)(i)
Dan Holden	12-Dec	To re-imburse payment of exterior Christmas tree lights	£47.58		LGA 1972 s111
Groundwork UK	12-Dec	Repayment of remainder of locality grant not spent in time allocated	£1,194.70	239/22 a	LGA 1972 s111

- f. **Budget for 2023/4** and the following draft two years budget – Cllr. A. Cairns proposed the PC approve the budget for 2023/4. Cllr. S. Bates seconded the proposal. A unanimous vote was taken of all in favour of approving the budget for 2023/4.
- g. **Precept for 2023/4** – Cllr. A. Cairns proposed that precept was set for 2023/4 at £87,365.00. Cllr. D. Holden seconded the proposal, and a unanimous vote was taken of all in favour of the precept being set for 2023/4 at £87,365.00

#### 262/22 Recreation Inspection

The monthly recreation equipment inspection undertaken by WODC was received at the meeting. The Clerk to follow up the installation of the recreation sign at Folland Park.

### 263/22 **Public Open Space**

- a. The notes of the meeting with Vistry held on 6/12/2022 were received at the meeting. Follow up work required on TUPE issue. The Chairman agreed to summarise the issue in an email to the CDC Cllr to see if advice can be sought through CDC.
- b. The PC received a quotation from Men in Sheds, Bourton-on-the-Water to provide wooden allotment markers, painted white with black numbering at a cost of £200.00. The Parish Councillors present unanimously approved the quote.
- c. Allotment licence. – The Parish Council received and approved an amended allotment licence with a minor typo correction at the meeting.

### 264/22 **PC Website**

The PC approved the updated website and social media policy.

### 265/22 **Village Caretaker**

The PC received the Village Caretakers report.

### 266/22 **Financial Reserves Policy & Investment Strategy**

The PC to receive a revised Financial Reserves Policy & Investment Strategy as follows: -

- a. Annex A
  - Schedule of Earmarked Reserves has been updated omitting the Locality Grant of £1,194.70 which had to be paid back to Groundwork UK as the deadline had expired. **Deferred to January 2023 PC meeting.**
  - CIL payments have been updated showing the recent payments received and dated.
- d. List of PC Investments updated. – **Deferred to January 2023 PC meeting.**

### 267/22 **Grant Applications Received**

The PC considered two grant applications received listed below.

- a. Rissington's Local History Society – The PC unanimously approved the grant request of £300.00 at the meeting.
- b. Upper Rissington Social Committee – The PC unanimously approved the grant request of £500.00 at the meeting.

### 268/22 **Cotswold Representation on GAPTC**

The PC selected their votes on the four candidates put forward to fill the two vacancies for the Cotswold Representation on GAPTC which were Sandra Mitchell and Ian Watson.

### 269/22 **Footpath/lights between Harris Gardens/Lancaster Drive**

The PC considered the issue with the lights not working between Harris Gardens/Lancaster Drive and agreed for the Clerk to contact GCC to progress the adoption of the area in question and to rectify the issue with the lights. County Cllr. Mark Mackenzie-Charrington was to be copied into this request.

### 270/22 **Co-option**

The PC hadn't received any nominations for the three co-option vacancies. The PC agreed to re-advertise with the closing date to be Friday 3 February 2023.

### 271/22 **Lightning Protection System at the Village Hall**

The PC received a quote from PTSG to undertake the annual inspection and testing of the lightning protection system at the Village Hall at a cost of £163.00 + VAT.

The PC unanimously approved the quotation and agreed to opt for Option B – a three year contract at an annual cost of £163.00 + VAT.

### 272/22 **Date and Time of Next Meeting:** Monday 9<sup>th</sup> January 2023, 7:00 pm.

The meeting closed at 8.23 pm.