

Upper Rissington Parish Council

A meeting of the Parish Council was held on Monday 9th January 2023 at 7.00 pm in the Community Room, Village Hall.

The following were present at the meeting: -

Cllr. N. Maxey, Chairman
Cllr. D. Holden, Vice-Chairman
Cllr. A. Cairns
Cllr. S. Garrett
Cllr. S. Mitchell
Cllr. J. Truslow
Officer: Mrs. V. Oliveri, Parish Clerk
County Cllr. M. Mackenzie-Charrington

5 members of the public

001/23 **Election of Chairman**

Cllr. N. Maxey proposed for himself to become Chairman until the election in May 2023.

Cllr. S. Mitchell seconded the proposal, and a unanimous vote was taken of all in favour of the proposal.

002/23 **Election of Vice Chairman**

Cllr. N. Maxey proposed that Cllr. D. Holden become the Vice-Chairman until the election in May 2023. Cllr. S. Mitchell seconded the proposal, and a unanimous vote was taken of all in favour of the proposal.

003/23 **Apologies for Absence**

Apologies for absence had been received and approved from Cllr. S. Bates and Cllr. S. Edgar.

004/23 **Declarations of Interest and Applications for Dispensation** – none.

005/23 **Public Session**

A resident raised points on the allotment licence which included the annual cost of the plot, dogs on the allotment site and footpaths between the allotments. The PC were due to discuss this under item 016/23.

Lighting along the footpath linking the old part of the village with the new was raised. The PC pointed out that the land was not owned by the PC yet but would consider this under, 'village improvements' when the PC did own the land.

A reduction in the speed limit to 20 mph on the Barrington Road going through Upper Rissington was requested. This information was to be passed onto the County Councillor and the District Councillor to pursue.

006/23 **County Councillor's report** – had been circulated to the Parish Councillors prior to the PC meeting. Cllr. Mark Mackenzie-Charrington reported that GCC, fire service had published a poster encouraging people to fit smoke alarms into their properties. - A poster had been handed out at the meeting.

The Police Crime Commissioner had published that he wanted to hear from people about crime in the area by 18.1.2023.

007/23 **District Councillor's report** – not present and not received a report.

008/23 **Police Report** – not present but had circulated the dates when the police would be present at the PC meetings for the next few months.

009/23 **Minutes of the Parish Council Meeting held on 12th December 2022**

Cllr. D. Holden proposed to approve the minutes of the Parish Council meeting held on 12th December 2022. Cllr. S. Garrett seconded the proposal and a unanimous vote of all in favour was taken of approving the minutes of 12th December 2022.

The PC agreed that the minute numbers should commence from 001/23 as from January 2023 as in previous years and the agenda numbering for January 2023 was to reflect this.

010/23 TUPE

- a. The PC received an email from the developers regarding TUPE. The PC unanimously agreed that formal notification was to be received from the developers regarding TUPE.
- b. The PC agreed to seek legal support on TUPE.
- c. The PC received three quotations from TUPE specialists and after receiving the information unanimously agreed to contact the GAPTC representative who specialises in TUPE for assistance. The PC agreed the hourly rate quoted and agreed to initially spend up to £500.00 to help resolve this situation. This person was to be asked initially to draw up a letter requesting Vistry to put this request into writing formally and listing the additional documents required such as contract of employment, job description etc.

011/23 Clerk's Report:

- a. Outstanding actions from previous meetings not on the agenda:
 - 20 mph speed signs have been requested from GCC.
 - Installation of defibrillator – date awaited.
 - CCLA account – was in the process of being opened.
- b. Correspondence Received.
 - CDC had asked if Councillors would like a copy of the electoral role.
 - GPFA had circulated an annual report for information.
 - Notification had been received of external auditor appointment for the 2022-23 financial year for the 5 year period until 2026-27 from the Smaller Authorities Audit Appointments Ltd, showing that PKF Littlejohn LLP had been appointed for URPC.
 - GAPTC had notified the PC that GCC were rolling out a programme of EV charging points across the county and were looking for suggested locations for assessment in public car parks, village hall car parks. – **Agenda item for February 2023 PC meeting – quotes and information to be obtained.**
 - The Pensions Regulator had notified the PC that re-enrolment and re-declaration was required by 31st May 2023. – **The Clerk to action.**
 - A resident had emailed suggesting the following points: -
 1. New external power points by the car park for Christmas tree and Fireworks event so leads aren't either hanging overhead or as a trip hazard. Possibly located on a post in the flower bed to the NW end of the car park. – **February agenda item – Clerk to obtain quotes.**
 2. New external power points to rear of hall (E facing wall) for events on the field. **February agenda item – Clerk to obtain quotes.**
 3. 'Rapid Racking' in the store room to help keep tidy and/or convert shower rooms into storerooms by disconnecting the showers (then there is no need for legionnaires tests) and putting up a false wall. Showers can then be re-instated at a later date. These areas would be ideal for all the kit used by Bourton Rovers and Little Hurricanes. **February agenda item – for discussion.**
 4. Wireless access points/mesh throughout the hall for better connectivity. **February agenda item – for discussion.**

012/23 Village Caretaker

- a. Village Caretakers report received. – Future reports to be listed, 'Action Taken' and 'Action Required.' **List of equipment required for February 2023 PC meeting and to receive a proposal on storage of equipment.**
- b. The PC approved the Village Caretaker to attend a recreation inspection course. **Clerk to find out when the next course was available.**

013/23 Planning:

- a. Planning decisions issued by Cotswold District Council;
Ref No: 22/01151/COMPLY Land North of Mitchell Way
Compliance with conditions 3 (sample materials), 6 (window colour), 7 (design details, 11(foot-way details, 16 (contamination), 17 (drainage) & 19 (bird bat boxes) of permission 21/04082/FUL Erection of five dwellings, vehicular access point, assoc. works and infrastructure. **CDC permitted planning approval.**
Ref No: 22/03129/TPO 12/14 Barnes Wallis Way & 1, Dowding Close
12/14 Barnes Wallis Way – 1 Lime tree in parking area to the rear of 12/14 Barnes Wallis Way – crown raise all round to 6.0 m above ground level. Thin crown by 20% and remove deadwood. (2) Norway Maple to front of 1 Dowding Close. Crown raise all round to 6.0 m above ground level. Reduce crown spread toward number 1 to clear building line by 3.0m and shape crown. Thin crown by 20% and remove deadwood – 12 Barnes Wallis Way.
CDC permitted planning approval.
- b. There had been no planning applications received for consideration since the last PC meeting.
- c. There had been no urgent planning applications received since publication of the agenda.

014/23 Finance:

- a. The PC recorded income received to 30th November 2022. The income received to 31st December 2022 was to be recorded at the next PC meeting due to the bank statements not being received.
- b. The PC to receive a list of outstanding invoices at the February 2023 PC meeting.
- c. The PC received bank reconciliations up to 30th November 2022. Bank reconciliations up to 31st December 2022 was to be received at the February 2023 PC meeting.
- d. The PC received a report on expenditure against the budget up to 30th November 2022. The report up to 31st December 2022 was to be received at the February 2023 PC meeting.
- e. The PC approved payments according to the payments list noting that Bruern Farms invoice for payment had been added to the January 2023 payments as the amount of the December 2022 payments list was omitting the VAT amount. The DD for Valda's invoice was to be omitted from the payments list and added to the February PC agenda showing the invoice for December 2022. The Councillors present agreed that the date in the payments list should reflect the invoice date.

Payee	Date	Details	Total	Relevant/ minutes	Authority Budget Code
VALDA Energy – DD	9-Jan	Gas/Elec V/Hall	£692.54	343/21	LGA 1972 s133
ReformIT -office 365 support contract – DD	9-Jan	Support contract, ESET full disk encryption and antivirus protection	£130.32	185/21	LGA 1972 s111
NEST pension – DD	9-Jan	Pension contribution	Personal	13/06/18-13	LGPSR SI 2007/1166
Divert Waste Ltd - DD	9-Jan	Empty V/Hall bin	£32.90	083/22 b	LGA 1972 s133
WODC	9-Jan	Play inspections	£20.87		HA1980 s96
Viking	9-Jan	Stationery	£83.76		LGA 1972 s111
Mrs V Boshier – staff	9-Jan	January salary	Personal	148/22 b	LGA 1972 s112(2)
Mrs V Oliveri – staff	9-Jan	January salary	Personal	169/21	LGA 1972 s112(2)
Mr A Wakefield – staff	9-Jan	January salary	Personal	246/22	LGA 1972 s112(2)

Bruern Farms	9-Jan	Christmas tree	£240.00	249/22 a	LGA 1892 s.8(1) (i)
Rissington's Local History Society	9-Jan	Grant fund	£300.00	267/22 a	LGA 1972 Section 137
Upper Rissington Social Committee	9-Jan	Grant fund	£500.00	267/22 b	LGA 1972 Sec- tion 137

- f. The PC unanimously approved on-line banking for the three HSBC bank accounts so that the on-line bank statements could be accessed on-line.

015/23 **Recreation Inspection**

The PC received the monthly recreation equipment inspection undertaken by WODC.

The Clerk was to contact CDC asking if they could justify their comment on, 'Fit For Use,' as marked 'No' for 'fixings rusty' and 'to monitor' which contradicts itself.

016/23 **Public Open Space**

- a. The PC received the notes of a meeting with Vistry held on 6/1/2023.
- b. The PC to agree an acceptable surfacing for the footpaths between allotments. – **The Clerk to contact The National Association of Allotments for advice on footpaths between allotments and then to obtain quotations from three providers on the information received from The National Association of Allotments.**
- c. The PC agreed that as soon as allotment holders had signed their allotment licence, version 2, and paid the amount up to 31.3.2023 then they could commence work on their allotment straight away. An official opening of the allotments would take place at the Annual Parish Meeting on 1.6.2023. The PC agreed that a sign was to be positioned at the entrance of the allotments stating 'No Dogs off Leads on Allotments & People to Respect the Allotment Site and Keep to the Tracks.'
- d. The PC to receive 3 quotations to supply and install benches around the Bowling Green at the **February PC meeting.**

017/23 **Financial Reserves Policy & Investment Strategy**

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

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

018/23 **Coronation King Charles III 6 May 2023**

The PC discussed and agreed to contact the URSC to see whether they were planning to hold an event to mark the Coronation King Charles III on 6 May 2023.

019/23 **Flag Pole**

The PC to three quotations to supply and install a flag pole to be in the vicinity of the Village Hall. – **Cllr. S. Mitchell agreed to obtain 3 quotations and bring to the February 2023 PC meeting.**

020/23 **Annual Parish Meeting**

The PC approved a date for the Annual Parish Meeting 2023 as 1.6.2023 at 6.30 pm at the Village Hall.

021/23 **Date and Time of Next Meeting:** Monday 6th February 2023, 7:00 pm.

The meeting closed at 8.50 pm.