

Upper Rissington Parish Council

A meeting of the Parish Council was held on Monday 6th February 2023 at 7.00 pm in the Community Room, Village Hall.

The following were present at the meeting: -

Cllr. N. Maxey, Chairman
Cllr. A. Cairns
Cllr. S. Garrett
Cllr. S. Bates
Cllr. J. Truslow
Officer: Mrs. V. Oliveri, Parish Clerk

5 members of the public

022/23 Apologies for absence

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

023/23 Declarations of interest and consider applications for dispensation – none.

024/23 Public Session

Dog Exercise Area – was raised – The PC responded that this would be considered when the PC own the Public Open Space in the village.

Silent Fireworks – A request was made for silent fireworks in the village this year.

Maintenance of the Jubilee Garden – This area was created in the village in 2012 and the idea was to add to the area but it is overgrown at present. A resident asked if members of the public could maintain this area as previously agreed. This was to be added to the March PC agenda for discussion.

Number of dead trees in the village – The PC confirmed that Vistry would be undertaking an audit prior to the handover of the POS in the village and were to replace dead trees.

Fruit trees – A request was made for more fruit trees in the village. The PC agreed to discuss this at a future meeting.

025/23 County Councillor's Report - Had sent apologies and no report.

026/23 District Councillor's Report – Not present and no report.

027/23 Police Report – Not present and no report.

028/23 Minutes

- a. The PC unanimously agreed a resolution to correct the reference numbers on the Agenda of 9th January 2023 meeting to replace /22 with /23 and renumber appropriately to reflect 2023 meetings.
- b. Cllr. N. Maxey proposed to approve the minutes of the Parish Council meeting held on 9th January 2023. Cllr. S. Bates seconded the proposal and a unanimous vote was made of all in favour of the proposal.

029/23 Parish Council Office Hours

- a. Cllr. N. Maxey proposed the revised public hours of the PC office that have been published following a decision made by the Chairman on the 9th January 2023. Cllr. A. Cairns seconded the proposal and a unanimous vote was made of all in favour of the proposal. The revised opening times were to be displayed on the front door of the Village Hall. The PC agreed to purchase a sign for the office door displaying open/closed.

030/23 Clerk's Report: To review actions from previous meetings, and consider matters arising:

- a. Clerk's Report
 - a. 20 mph speed signs – ordered
 - b. Defibrillator - delivery/installation in approximately five weeks
 - c. CCLA account – in process
 - d. The Clerk attended the GAPTC Clerk's networking session on 25.1.2023

- e. The Clerk and Cllr. S. Mitchell attended the GAPTC recruiting Councillor session – GAPTC have produced an election Tool Kit for information
 - f. Collapsed wall leading into the village by Dragon Vets – quotes being obtained and to be brought to March PC meeting.
- b. Correspondence Received:
- a. Community speed watch update received – The PC agreed for an article to go into The Breeze.
 - b. CDC Community networking – 13.3.2023
 - c. GAPTC training dates shared with Parish Councillors
 - d. Albion water public consultation – The PC agreed to add a link onto the PC's website.
 - e. CDC confidential budget briefing for Town & Parish Council's on 7.3.2023 6pm–7.30 pm
 - f. GAPTC training – Clerk's Knowledge and Planning for Councillors dates shared with Parish Councillors
 - g. National Allotment Society – announcement of new insurance policy to cover house hold insurance and allotment items. This information to be passed onto the allotment holders.
 - h. Information received on proposed 20 mph speed limit for Upper Rissington – to be discussed at the March PC meeting.

031/23 **Village Caretaker's Report:** The PC received a report from the Village Caretaker and agreed that the allotment related items would be discussed at the allotment meeting arranged for Saturday 18th February 2023. The items relating to the POS were to be passed onto Vistry for action. Two further quotes were required for the shower in the disabled toilet at the V/Hall. Other solutions for external quotes were to be sought and prices brought to a future PC meeting.

A list of equipment for the Village Caretaker's use was to be brought to the next PC meeting. The PC agreed to update the Village Caretaker's contract regarding the use of equipment.

032/23 **Planning:**

a. Planning decisions issued by Cotswold District Council

Ref: 23/00087/DD 1 Cadet Close – Tree with long vertical split which opens and closed in wind. Fell to near ground level. **CDC had no objection to this planning application.**

Ref: 22/03827/FUL 15 Avro Road – New three bedroom house and other associated works. **CDC permitted this planning application.**

b. Planning applications – There had been no new planning applications to consider.

c. Urgent planning applications received since publication of the agenda – none received.

033/23 **Finance:**

- a. The PC received and recorded income received up to 31st December 2022 and income received up to 31st January 2023.
- b. The PC to receive a list of outstanding invoices for the Village Hall hire into the shared folder.
- c. The PC received bank reconciliations up to 31st December and 31st January 2023.
- d. The PC received a report on expenditure against the budget up to 31st December 2022 and 31st January 2023.
- e. The PC agreed to receive a report at the March PC meeting on recommendations from the RFO where there are underspends on budget headings and whether it should go into General Reserves or Earmarked Reserves.
- f. The PC received a quote and agreed unanimously for GAPTC to undertake an internal audit at a cost of £245.00 plus mileage.
- g. The PC received a quote and unanimously agreed for Scribe to undertake an audit on the accounts and booking system prior to the year end at a cost of £39.00 plus VAT.

- h. The PC approved the payments for February 2023 according to the payments list detailed below:

2. Payee	Invoice date	Details	Total	Relevant/ minutes	Authority Budget Code
VALDA Energy DD	19/12/22	Gas/Elec V/Hall	£990.44	343/21	LGA 1972 s133
VALDA Energy DD	19/01/23	Gas/Elec V/Hall	£971.41	343/21	LGA 1972 s133
ReformIT -office 365 support contract – DD	30/01/23	Support contract, ESET full disk encryption and anti-virus protection	£130.32	185/21	LGA 1972 s111
NEST pension – DD	N/A	Pension contribution	Personal	13/06/18-13	LGPSR SI 2007/1166
Divert Waste Ltd - DD	01/02/23	Empty V/Hall bin	£54.84	083/22 b	LGA 1972 s133
WODC	24/11/22	Play inspections	£20.87		HA1980 s96
Viking	12/01/23	Stationery	£71.23		LGA 1972 s111
Mrs V Boshier – staff	N/A	February 2023 salary	Personal	148/22 b	LGA 1972 s112(2)
Mrs V Oliveri – staff	N/A	February 2023 salary	Personal	169/21	LGA 1972 s112(2)
Mr A Wakefield – staff	N/A	February 2023 salary	Personal	246/22	LGA 1972 s112(2)
Scribe – Starboard Systems Ltd	24/01/23	Annual Software Licence – Scribe Accounts and Scribe Bookings	£1080.00		LGA 1972 s111

034/23 Village Hall:

- a. The PC received an update on Village Hall bookings.
- b. The PC received three quotations for cleaning the carpets and fabric chairs at the Village Hall and unanimously approved the quote from Cotswold Carpet Cleaners at a cost of £285.00 plus VAT.
- c. The PC reviewed and approved bookings received for an 18th Birthday party, a New Year's Eve event and an Ed Sheeran tribute event.
The PC agreed that an agenda item for the March 2023 PC meeting was to amend the Village Hall Hire Policy to limit one Temporary Event Notice per month will be available to apply to CDC. Any additional requests must be brought to a PC meeting for approval. This would be on the understanding that the URSC and the Rotary Club book their annual village social events into the calendar.
- d. The PC received and agreed details related to an out of hours access and call out process by displaying an alternative phone number on the door for an emergency contact number. The PC unanimously approved to purchase an additional key safe as an emergency back up for when the key isn't returned to the original key safe at eh Village Hall.
- e. The PC received details on who has keys for the Village Hall and agreed for all Parish Councillors to have a key. The Clerk was to get additional keys cut. The PC unanimously agreed for the URSC and The Rotary Club to also have a key.

- f. The PC received and approved a quotation, arising from annual inspection, from City Fire Protection Ltd to supply and fit replacement 4w LED Bulkhead emergency light in hall and store room, disposal of HI-TEMP Ni-Cad batteries and test on completion at a cost of £267.50 + VAT.

035/23 Recreation Inspection

- a. The PC received the monthly recreation equipment inspection undertaken by WODC. WODC had agreed to update the inspection sheet. The PC noted that the Village Caretaker had removed the rust from fixings on the multi-play system as picked up in the inspection report.

036/23 Public Open Space

- a. The PC received the notes of a site meeting held with Vistry on 31.1.2023. The PC agreed that Vistry were to remove the old goal posts from the bowling green. The PC to check on access points into Ansell's Copse.
- b. Marcia had sent a letter to Vistry asking for clarification on the TUPE situation and she had also spoken to the solicitor regarding this.
- c. The PC received three quotations prior to the meeting for benches to be supplied and installed around the Bowling Green. The PC unanimously agreed to opt for the quotation received from Futurform, green and brown made from 100% recycled materials at a cost of £388.00 plus VAT each. The PC unanimously agreed to purchase three benches.

037/23 Allotments/Tennis Courts

- a. To PC received an update on the allotments from the Parish Clerk providing them with the details on how many allotment licences had been signed and returned and allotment payments made. A few people had already notified the Clerk that they no longer required an allotment so the next people on the waiting list had been contacted to offer them an allotment.
- b. The PC received a request from an allotment holder for permission for a poly tunnel on their allotment. The PC agreed that this request was to be taken to the allotment meeting scheduled for Saturday 18th February 2023, where this request was to be put to the allotment holders to decide upon.
- c. The PC agreed that Andy Wakefield, Village Caretaker was to undertake a risk assessment on the tennis courts prior to use.

038/23 Councillor establishment numbers

- a. The PC unanimously agreed to remain as 11 Parish Councillors until after the elections in May 2023. If the PC still couldn't get 11 Parish Councillors they would consider a motion at a Parish Council meeting to apply for a change of established Councillor numbers to nine from eleven.

039/23 Councillor and Clerk books

- a. The PC unanimously agreed to purchase nine 'How to be a Good Councillor' books at £3.95 per book
- b. The PC unanimously agreed to purchase the latest edition of 'Arnold-Baker on Local Administration' book (January 2021 edition) at £140.

040/23 External Power Points for Christmas tree and other external events held at the V/Hall

- a. The PC agreed to receive and approve three quotations for external power points for the V/Hall that will enhance support to external events held at the V/Hall at the March PC meeting.

041/23 Storage Solutions at the V/Hall

- a. Cllr. D. Holden agreed to put together a, 'fair use policy on storage at the Village Hall' and the PC agreed to re-visit this after the May 2023 elections.

042/23 Village Hall Flag Pole

- a. The PC received and approved 3 quotations related to the provision of a Flag Pole outside the Village Hall. The PC unanimously approved quotation 1. CDC was to be approached to see if planning permission was required for a six metre flag pole alongside the Village Hall.
- b. The PC to receive details on next steps required to complete the purchase and erection of a Flag Pole.

043/23 The Breeze

The PC received and approved an advert to go into The Breeze to support recruitment of Parish Councillors.

044/23 Warm Spaces Initiative

The PC agreed that a grant application was to be submitted to the PC regarding a proposal to support the Upper Rissington Soup Kitchen. The PC would consider this request at the March 2023 PC meeting.

045/23 Dates of Next Meetings

The PC agreed the following dates for PC meetings in March, April and May 2023
13th March, 17th April, 15th May AGM.

The meeting closed at 9.24 pm.