

## MINUTES OF THE ANNUAL MEETING OF UPPER RISSINGTON PARISH COUNCIL

The Annual Meeting of Upper Rissington Parish Council was held on Monday 15 May 2023 at 7.00pm in the Community Room, Village Hall, Upper Rissington.

The following were present:

Cllr. S. Garrett  
Cllr. D. Holden  
Cllr. N. Maxey  
Cllr. S. Mitchell  
Cllr. J. Truslow

Attendees: Officer - Mrs. J Owen, Locum Parish Clerk and eight members of the public.

### 102/23 Election of Chairman

- a. **The PC to elect a Chairman of the Parish Council for the Municipal Year 2023/2024.**  
Cllr. Holden was proposed as Chairman by Cllr. Maxey, seconded by Cllr. Mitchell and unanimously elected.
- b. **Receive the Chairmans Acceptance of Office**  
Cllr. Holden duly signed the Chairman's Acceptance of Office.

### 103/23 Election of Vice Chairman

- a. **The PC to elect a Vice Chairman of the Parish Council for the Municipal Year 2023/2024.**  
Cllr. Maxey was proposed as Vice-Chairman by Cllr. Holden, seconded by Cllr. Garrett and duly elected.
- b. **Receive the Vice Chairmans Acceptance of Office.**  
Cllr. Maxey duly signed the Vice-Chairman's Acceptance of Office

### 104/23 To receive and accept apologies for absence.

Apologies were received and accepted from Cllr. S. Bates and the Parish Clerk.

### 105/23 To receive declarations of interest and consider applications for dispensation.

No declarations of interest were received.

### 106/23 Public Session: *To provide members of the public/press with the opportunity to comment on items on the Agenda or raise items for future consideration. In accordance with Standing Orders, this will not exceed 15 minutes in total and three minutes per person.*

No requests for public participation were received.

### 107/23 Minutes of the PC meeting held on 17 April 2023

- a. **To receive, approve and sign the minutes of the Parish Council meeting held on 17 April 2023.**

The Minutes of the Parish Council Meeting held on 17 April 2023 which had previously been circulated to all members were considered and Cllr Truslow raised an observation that allotment fees were duplicated within the finance reports and the Clerk took an action to review. **COUNCIL APPROVED** the Minutes which were signed by the Chairman with the amendment for the duplicated Allotment Dues of £30.00 per Allotment to be updated.

### 108/23 Minutes of the Extra-ordinary PC meeting held on 3<sup>rd</sup> May 2023

- a. **To receive, approve and sign the minutes of the Extra-ordinary PC meeting held on 3<sup>rd</sup> May 2023.**

The Minutes of the Extra-ordinary Parish Council Meeting held on 3 May 2023 which had previously been circulated to all members were agreed by the Council and signed by the Chairman.

**109/23 Clerk's Report To review actions from previous meetings, and consider matters arising:**

The Clerk's Report was not available and was therefore deferred until the next Parish Council Meeting. Members asked for the Clerk's Report to be circulated prior to the meeting.

**a. Correspondence received**

- Email from a resident regarding grass cutting in front of the allotments
- Email reference the lack of grass cutting due to wet weather and also regarding damage to the wall which had been rectified and showed no sign of long-term damage to the wall
- Email from Gloucestershire Association of Parish and Town Councils (GAPTC) - call for resolutions for the Annual Meeting by 21 Jun 2023

**110/23 Planning:**

**a. To note new planning decisions issued by Cotswold District Council;**

None to report.

**b. To consider the Council's response to the following planning applications:**

**Tree Protection – details below:**

Application Details	
1	<b><u>23/01340/TPO 5, Firefly Close</u></b> Works to trees with a TPO for the mature lime within the group to the front of the property is almost completely dead and leans toward the property. <b>COUNCIL AGREED</b> the application would defer to the Tree Protection Officer's decision so no formal response was required from the Council.

**c. To consider any urgent planning applications received since publication of the agenda.**

None to consider.

**d. The PC to receive notification of a planning appeal Ref: APP/F1610/W/22/33023961 – Land at Sandy Lane Court.**

**Decision:** The appeal is allowed and planning permission has been granted subject to conditions applied to the application as per the appeal notification circulated to P/Cllrs prior to the PC meeting

**ACTION:** Clerk to follow-up with District Cllr. Mackenzie Charrington to ascertain if there was any support the Council could offer.

**111/23 Finance:**

No Finance Reports were available and would therefore be deferred until the next Parish Council Meeting, the Chairman would circulate the reports to members.

**a. To record income received up to 30 April 2023 – deferred until the next Parish Council Meeting.**

**b. To receive bank reconciliations up to 30 April 2023 – deferred until the next Parish Council Meeting.**

**c. The PC to approve a bank transfer of £60,000.00 from HSBC bank account to Lloyds bank account.**

**COUNCIL APPROVED** a bank transfer of £60,000.00 from HSBC bank account to Lloyds bank account.

**d. To receive and approve the purchase of a marketing pull-up banner for the PC.**

**COUNCIL APPROVED** the purchase of two marketing pull-up banners from Rollerbannersuk.co.uk at a cost of £54.00 each plus VAT.

- e. **Grant Funding Request: The PC to consider/approve a grant fund request received from the Rotary Club of the North Cotswolds to help provide a drama workshop at Upper Rissington primary school in June 2023. Grant fund request for £250.00.**  
**COUNCIL APPROVED** the grant funding request for £250.00 from the Rotary Club of the North Cotswolds to help provide a drama workshop at Upper Rissington Primary School in June 2023. It was suggested the grant had been approved previously but not paid as awaiting invoice.  
**ACTION: Clerk to check bank reconciliation to ascertain if the grant was paid previously.**
- f. **Bank Mandates: The PC to approve the current Parish Councillors and all future new Councillors to be added to the Parish Council bank mandates.**  
**COUNCIL AGREED** that upon completion of the GAPTC Being a Better Councillor Part 1 training session, new Councillors would be eligible to be added to the Parish Council bank mandates, with a maximum of four members at any one time. Cllr. Truslow would be added.
- g. **The PC to approve payments for May 2023 according to the payments list detailed below: NOTE: The area highlighted in blue has already been approved at the April PC meeting and paid between meetings.**  
**COUNCIL APPROVED** the May 2023 payment list below but it would be necessary to check for prior payment to the Rotary Club of North Cotswolds as mentioned previously.  
**ACTION:** Gas bill would need to be monitored as the building was often empty. The caretaker to review and adjust building temperature settings as required. the Village Caretaker to undertake this as part of the monthly checks.  
Payments would be authorised by the Chairman and Vice-Chairman.

Payee	Invoice date	Details	Total	Relevant/minutes	Authority Budget Code
Mrs Quinn W Craughwell	10.5.22	To re-imburse cost of plants as agreed at April PC meeting Minute No:095/23 a	£224.73	095/23 a	LGA 1972 s.137
VALDA energy DD	17.4.23	Gas/elec V/Hall	£908.16	343/21	LGA 1972 s133
ReformIt-office 365 support contract – DD	30.4.23	Support contract, ESET full disk encryption and antivirus protection	£70.44	185/21	LGA 1972 s111
Divert – DD	15.5.23	Empty V/Hall bin	£70.32	083/22b	LGA 1972 s133
NEST – pension -DD	15.5.23	Pension contributions	Personal		LGPSR SI 2007/1166
Veronika Boshier – staff	15.5.23	May salary	Personal	148/22 b	LGA 1972 s112(2)
Vanessa Oliveri – staff	15.5.23	May salary	Personal	169/21	LGA 1972 s112(2)
Andy Wakefield – staff	15.5.23	May salary	Personal	246/22	LGA 1972 s112 (2)
Jules Owen – locum clerk	15.5.23	May salary	Personal	100/23	LGA 1972 s 112(2)

Steve Joynes Property Maintenance	10.5.2 3	75% payment of quote arranged to be paid prior to commencement of work to purchase materials	£8,603.0 0	067/23	SHAA 1908 s.26
Viking	9.5.23	Stationery and metal cabinet V/Hall cleaning equipment/essentials	£95.38	-	LGA 1972 s111
WODC	9.5.23	Recreation inspections	£22.96	-	HA 1980 s96
Albion Water - Jubilee Gardens	26.4.2 3	Water charge	£21.05	-	LGA 1972 s133
Bampton Village Window Cleaning Services	5.5.23	Cleaning V/Hall windows	£35.00	-	LGA 1972 s133
Rotary Club of North Cotswolds	15.5.2 3	Grant request	£250.00	111/23 d	LGA 1972 Section 137

### 112/23 Public Open Space

To receive the notes of a meeting held with Vistry on 25.4.2023.

#### **Actions from Vistry Notes:**

The Chairman reported that as a result of the monthly meetings with Vistry the list was decreasing but there were still a few things still ongoing which included the following:

- Instruction manuals for the bowling green - **COUNCIL AGREED** that documentation for all facilities would be required as part of the Health and Safety legal requirements
- The dropped kerb leading to the allotments needed to be smoothed out
- Prior to hand-over Vistry would be commissioning a tree survey of trees supplied and it was suggested that as the Council undertakes a tree survey every three years, maybe Vistry could include this at the same time with the Council contributing to the cost if required
- Ecologist to look at all the grass to get a good grass cutting regime in place for next year
- Bat boxes and owl boxes were also required on the trees - as these would not be the responsibility of Vistry, it would be added to the agenda for the next meeting

### 113/23 Review of delegation arrangements to committees, subcommittees, staff and other local authorities

As the Council did not have any committees or subcommittees there was no delegation to review. The Clerk suggested a Scheme of Delegation would be a useful document to include delegation to staff.

### 114/23 Review and adoption of Standing Orders

**COUNCIL AGREED** that as the Standing Orders were incomplete they would be reviewed at a future Parish Council Meeting, and by the November 2023 meeting at the latest. The Chairman offered to review the document.

### 115/23 Review and adoption of Financial Regulations

**COUNCIL AGREED** that as the Financial Regulations were incomplete they would be reviewed at a future Parish Council Meeting, and by the November 2023 meeting at the latest. The Vice-Chairman offered to review the document.

**116/23 Review of representation on or work with external bodies and arrangements for reporting back**

Information present contained missing details so would be reviewed and presented back to the Parish Council.

**117/23 Review of inventory of land and other assets including buildings and office equipment**

**COUNCIL AGREED** the Village Caretaker would be tasked with reviewing the inventory of land and other assets including buildings and office equipment during the winter months.

**118/23 Confirmation of arrangements for insurance cover in respect of all insurable risks**

**COUNCIL AGREED** the renewal date of the current insurance policy with BHIB was 1 October 2023.

**119/23 Review of Council and/or Staff subscriptions to other bodies – GAPTC and the National Allotment Society.**

**COUNCIL AGREED** the subscriptions to other bodies as previously agreed: GAPTC and the National Allotment Society.

**120/23 Review of the Council's complaints procedures**

**COUNCIL APPROVED** the Council's Complaint Procedure once the review information at the foot of the document had been updated.

**121/23 Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation, including appointing an outside body to provide the services of Data Protection Officer (DPO) as required under new legislation (fees apply).**

**COUNCIL AGREED** the following updates to the Freedom of Information Policy Statement:

- First bullet point: the Publication Scheme will be available via the Parish Council website
- Replace the final bullet point with: It notes that by being a member of the ICO a Data Protection Officer will be appointed on its behalf
- Review dates at foot of policy to be updated

The Clerk suggested a Policy Review Schedule would be beneficial enabling the policies to be updated more effectively throughout the year, it would be added to the agenda for the next Parish Council Meeting.

**122/23 Review of the Council's policy for dealing with the press/media**

**COUNCIL APPROVED** the reviewed Press and Media Policy.

**123/23 Review of the Council's employment policies and procedures, including:**

**a. Equal opportunities policy**

**COUNCIL APPROVED** the reviewed Equal Opportunities Policy.

**b. Health and Safety policy**

**COUNCIL APPROVED** the reviewed Health and Safety Policy and agreed to add to the agenda for the next Parish Council Meeting to consider employing a specialist Health and Safety Advisor to undertake a full Health and Safety review.

**c. Lone Worker Policy**

**COUNCIL APPROVED** the reviewed Lone Worker Policy and agreed it would be included in the Health and Safety review mentioned above.

**d. Absence Management Policy**

**COUNCIL APPROVED** the reviewed Absence Management Policy and agreed to add to the agenda for the next Parish Council Meeting to consider employing a specialist to review all the Human Resources (HR) policies.

e. **Allowances and Expenses Policy**

**COUNCIL APPROVED** the reviewed Allowances and Expenses Policy with the following update:

- No. 2 Chairman's Expenses - remove reference to the amount in the budget (currently £500.00)

f. **Disciplinary and Grievance Policy**

**COUNCIL APPROVED** the reviewed Disciplinary and Grievance Policy and agreed it would come under the suggested HR review above.

**124/23 Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972.**

**COUNCIL APPROVED** the list of S.137 expenditure based on the Clerk's confirmation regarding the Drama Grant referred to above, Agenda item 111/23e.

**125/23 Agree and approve the time and place of ordinary meetings of the Council up to and including the next annual general meeting of the Council**

**COUNCIL APPROVED** the schedule of meeting dates for 2023/24 with the following updates:

- Include a meeting on 14 August 2023
- Annual Meeting of the Parish Council – 13 May 2024
- Annual Parish Meeting – 18 March 2024

**126/23 Review of Community Grant Policy: To consider and adopt the updated policy for 2022-23.**

**COUNCIL APPROVED** the reviewed Community Grant Policy based on a quarterly cycle with a max of £500.00 per application and with an accumulated value of not more than £1,000.00 to one organisation and a maximum of three applications in concurrent years. The Chairman confirmed that the total of £1,500.00 was currently in the budget for grants.

**127/23 Annual Review of Risk Assessment: To review the Risk Assessment and consider actions arising.**

The draft document provided and duly considered was the Financial Risk Management Plan 2023/24 which had been updated, however it was noted the agenda item referred to the review of the Risk Assessment. **COUNCIL APPROVED** the reviewed Financial Risk Management Plan 2023/24 with the following amendments:

- GAPTC's Internal Auditor: Not marked red but required action as date provided was 26.4.2022 and should be in 2023
- Record Keeping: Standing Orders - not marked red but required action as Notes column stated May 2022 and should be 2023
- Record Keeping: Financial Regulations - not marked red but required action as Notes column stated May 2022 and should be 2023
- Decision making: Maintaining the work of the Council without its full complement of 11 Councillors - remove the current note and add: Continue to recruit as required
- Village Hall: Date of last workplace risk assessment – it was noted this required action
- Defibrillator: Not marked red but required action - a replacement battery for the defibrillator was required and would be added to the agenda for the next Parish Council Meeting

**128/23 The PC to receive and approve a quotation received from City Fire Protection Ltd for work required at the Village Hall as per the quotation circulated prior to the PC meeting.**

**COUNCIL APPROVED** a quotation for £195.00 from City Fire Protection Limited for work required at the Village Hall as per the quotation circulated prior to the PC meeting.

**129/23 Co-option: The PC to agree to advertise to fill Parish Councillor seats for co-option. COUNCIL AGREED** to advertise the Parish Councillor vacancies with the closing date for applications being 7 June 2023 in preparation for the meeting on 13 June 2023.

**130/23 Parish Councillor numbers: The PC to discuss and agree to reduce the Parish Councillor seats from 11 to 9.**

Following a discussion regarding reducing the number of Parish Councillor seats from 11 to 9 it was proposed that the Council would start the process with Cotswold District Council to reduce the seats. However, the motion was not supported by the Council and therefore could not be taken forward again for a minimum of six months.

**131/23 Assistant Clerk: The PC to discuss and approve the requirement for an Assistant Clerk and approve to advertise for the position.**

**COUNCIL AGREED** there was a requirement for an Assistant Clerk but the Job Description would need to be approved prior to advertising the post together with the financial implications as it would have a long-term impact on the budget. The Chairman would collaborate with the Clerk and circulate a Job for consideration at the next Parish Council Meeting.

**132/23 Date of Next Meeting:** 13 June 2023, (note: it was scheduled for 12 June 2023)  
**Annual Parish Meeting:** 1 June 2023

The meeting closed at 8.30pm.

**Agenda items for the next Parish Council Meeting:**

- Bat Boxes and owl boxes required in the trees
- A Policy Review Schedule
- To consider employing a specialist Health and Safety Advisor to undertake a full Health and Safety review
- To consider employing a specialist to review the Human Resources policies
- Replacement battery for the defibrillator

Signed: ..... Date: .....  
Chairman

The draft minutes will be approved at the next Parish Council Meeting