

A meeting of the Parish Council was held on Monday 10th July 2023 commencing at 7.05 pm in the Community Room, Village Hall.

The following were present at the meeting: -

Cllr. D. Holden, Chairman
Cllr. S. Bates
Cllr. S. Garrett
Cllr. N. Maxey
Cllr. J. Truslow
Cllr. R. Watson
Officer: R. Waller, Locum Clerk
District Cllr. A. Maclean

4 members of the public

159/23 Apologies for absence – had been received from Cllrs. S. Mitchell and C. Summerfield.

160/23 Applications for the co-option of Councillors

None received.

161/23 Declarations of interest and consider applications for dispensation

Cllr. D. Holden declared an interest in agenda item 177/23 e as he was on the payments list to be re-imbursed funds spent on PC business.

Cllrs R. Watson and J. Truslow declared an interest in agenda items 175/23c,d and e as they were Allotment holders.

162/23 Public Session

A representative from the North Cotswold Rotary presented a proposal to establish a voluntary group to assist with the maintenance and future use of the Community Spaces.

The group would be known as the 'Rotary Rangers' and would be working with residents, volunteer groups and the Parish Council. Labour will be provided at no cost.

Action: This proposal to be included as an Agenda item for the next meeting.

The following matters were also raised:

- An invoice for Grass cutting had not been received.
- Holes were reported in the allotment border fence.
Action: To be discussed at a future council meeting.
- A member of the public asked how residents were able to receive information from the Parish Council if they are not on Whats App?
The Chairman responded that the official communication channel was via Council email or the noticeboard outside the Village Hall.
- A member of the public asked the Council whether a Noticeboard could be moved from the Memorial Garden to a location close to the Allotments. It was agreed that this noticeboard was not Parish council property so no view would be offered. The member of public was advised that approval would be required to erect a noticeboard on Vistry/Parish Council land.
- Concern was raised regarding the fencing erected on the allotments.
Action: Clarification of ownership and priority of work relating to the allotments will be included as a future agenda item

- 163/23 County Councillor's Report** – Not present and no report had been received prior to the meeting.
- 164/23 District Councillor's Report** – District Cllr. A. Maclean notified those present that disruptions to waste collections had occurred due to issues with some of the lorries. Details were provided of the forthcoming full District Council meeting on the 19th July 2023 and that of the Planning Meeting to be held on Wednesday 12th July 2023.
- 165/23 Police Report** – not present and no report had been received prior to the meeting.
- 166/23 Minutes of the PC meeting held on 13th June 2023**
The minutes of the Parish Council meeting held on 13th June 2023 which had been previously noted circulated to all members were **AGREED BY COUNCIL**.
- 167/23 Minutes of the Extraordinary PC meeting held on 26th June 2023,**
The minutes of the Extraordinary Parish Council meeting held on 26th June 2023 which had been previously circulated to all members were **AGREED BY COUNCIL**.
- 168/23 Clerk's Report**
- No report available.
 - Correspondence was noted.
 - No recommendations or actions had been made by the Clerk.
- 169/23 Village Caretaker's Report**
- The Caretakers report was received.
 - Discuss and agree any recommendations or required actions that are made within the report.
- Action: Clerk to obtain three quotes for the removal of the fencing around the Village Hall area.**
- Action: Maintenance required to the play area to be reported to Vistry.**
- 170/23 To receive a report from the Chair on all identified open actions, discuss concerns and agree next steps.**
The Chairman's report was received.
Action: Council will receive a report at every meeting providing details and updates of outstanding actions either as an agenda item or included in the Clerk's report.
- 171/23 Public Open Space**
- To receive the notes of a site meeting held with Vistry on 30th June 2023 - Report received.
 - To receive an update on the latest legal developments between Vistry and PC solicitors. - Update received.
 - To discuss and agree on the PC position of the proposed five-year maintenance fee. Vistry had proposed to reduce the twelve month maintenance period, agreed as part of S106 payment, to six months providing the five-year fee was paid as a lump sum.
 - To discuss and agree on the PC position of any waivers to the 12-month maintenance period post-POS handover. Item deferred.
- 172/23 Human Resources policies**
- The PC to review and approve the new Employee Handbook to replace the following policies that are incorporated; Equal opportunities policy, Lone working policy and disciplinary and grievance policy.
Item deferred.
 - The PC to review and approve new employment contracts for all employees of the Parish Council that are to be reissued and signed - Item deferred.
 - The PC to discuss and approve the use of BrightHR for recording all PC employee details and absence management.

The PC unanimously **approved** the use of BrightHR software for recording all PC employee details and absence management.

- d. The PC to discuss and approve the use of the BrightHR timesheet functionality to assist with budget planning and costs.

The PC unanimously **approved** the use of BrightHR timesheet functionality to assist with budget planning and costs.

173/23 Recruitment

- a. The PC to discuss and agree recruitment of a Parish Clerk and RFO.

Due to the confidential matters to be discussed, the Chairman proposed that this item was moved to the end of the meeting. **ALL AGREED.**

174/23 Health and Safety

- a. The PC to receive an update on work completed to date by the PC approved Health and Safety contractor. All work required had now been booked for completion.

- b. The PC to review and approve risk assessments for:

a. Tennis Courts - **Council approved** the risk assessment for the tennis courts.

b. Allotments – Deferred until allotment licence was finalised.

- c. The PC **approved** the use of BrightSafe for employees of the PC to record safety accidents, incidents and issues to aide tracking and reporting.

175/23 Recreation facilities

- a. The PC to review and approve the terms of use for the Tennis Courts.

Council approved the terms of use for the Tennis Courts.

It was **agreed** that bookings cancelled with less than 24hours notice will not receive a refund.

It was **agreed** that the PC will refund the booking fee if they have to close the courts early.

Proposed date of opening – Monday 24th July 2023.

Action: Council to consider a new rate for bookings which benefitted residents of the village at the August Parish Council meeting.

- b. The PC to receive the monthly recreation equipment inspection and agree any actions or recommendations that are required from the information received. – Report not received.

- c. The PC to discuss and agree revisions to the allotment licence.

The revisions to the Allotment licence had been circulated to Councillors prior to the meeting. Following one amendment, Council agreed to adopt the proposed allotment licence.

Action: Clerk to circulate the new Allotment licence to all Allotment holders

- d. The PC to discuss and agree to allow allotment holders to have a second allotment plot and process to allocation. **ALL AGREED.**

- e. **The PC to discuss and agree maintenance of unkept allotments**

COUNCIL AGREED to contact allotment holder with offer to help, advising they are in breach of licence and request they strip back the land.

Any unallocated plots, the PC to arrange any necessary maintenance of these plots.

176/23 Planning

- a. To note new planning decisions issued by Cotswold District Council - None received.

- b. To consider the Council's response to the following planning applications:- None to date of publishing the agenda.

- c. To consider any urgent planning applications received since publication of the agenda -None received.

177/23 Finance

- a. To receive payments and receipts up to and including 30 June 2023.

Information not received.

- b. To receive a report on expenditure against budget up to and including 30 June 2023.

Report not received.

- c. To receive and approve recommendations from the RFO of budget virements.
Not received.
- d. The PC to consider and approve waiving the cost of hiring the Village Hall for the Village Fete as this is a community event. Council agreed to waiver the cost of hiring the Village Hall for this event.
- e. **COUNCIL APPROVED** the following e payments for July 2023 according to the payments list detailed below:

NOTE: Items highlighted in blue have been authorised prior to the July 2023 PC meeting as already approved at previous meetings.

Payee	Invoice date	Details	Total	Relevant/ minutes	Authority Budget Code
Audio Visual Direct Ltd	28.6.23	50% of cost of installation of audio visual system for Main Hall to be installed last week of August.	£6,921.00	147/23 b	LGA 1972 s133
Steve Joynes Property Maintenance	26.6.23	Completion of scheduled allotment work.	£3,110.00	086/23	SHAA 1908 s26
Willans LLP solicitors	27.6.23	Professional charges to land ownership	£949.20	145/23 c	LGA 1972 s124
VALDA energy DD	17.6.23	Gas/elec V/Hall	£362.55	343/21	LGA 1972 s133
ReformIt-office 365 support contract – DD	30.6.23	Support contract, ESET full disk encryption and antivirus protection	£70.44	185/21	LGA 1972 s111
Divert – DD	1.7.23	Empty V/Hall bin	£70.32	083/22b	LGA 1972 s133
NEST – pension -DD	10.7.23	Pension contributions	£725.07		LGPSR SI 2007/1166
Veronika Boshier – staff	10.7.23	July salary	£382.20	148/22 b	LGA 1972 s112(2)
Vanessa Oliveri – staff	10.7.23	July salary	£3,748.97	169/21	LGA 1972 s112(2)
Andy Wakefield – staff	10.7.23	July salary	£606.80	246/22	LGA 1972 s112(2)
Jules Owen – staff	10.7.23	July salary	£520.00	100/23	LGA 1972 s112(2)
ROSPA Play Safety	31.5.23	Post installation inspection of tennis courts	£498.00	087/23	HA 1980 s96
Viking	15.6.23	Office supplies including photocopier	£561.92	141/23	LGA 1972 s111

BC Electrical Ltd	26.6.2 3	Supply and install weatherproof double socket at V/Hall	£168.00	040/23	LGA 1972 s 133
WODC	26.6.2 3	Playground inspections £22.96 Grass cutting in May £1188.00	£1,210.9 6	070/23	HA 1980 s96
Daniel Holden – Councillor	3.6.23	Refund of Chairman expenses Refund of roller banners	£166.15 £162.00	111--/23 d	LGA 1972 s 15(5)

178/23 Date of Next Meeting: Monday 14th August 2023.

173/23 Recruitment

COUNCIL RESOLVED that, due to the confidential information about to be discussed, under the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the Meeting for the consideration of this item of business on the grounds that it involves the likely disclosure of exempt information falling within Schedule 12A of the Local Government Act.

Council formally accepted the current Clerk's resignation. Her last day of work will be 1 August 2023 and the final day process has been agreed with her.

COUNCIL AGREED to contract Locum Clerk, Ruth Waller, for 10 hours a week whilst a permanent Clerk is recruited.

Jules Owen will continue with the Transfer of Land and to assist with the recruitment process.

As an emergency procedure, **COUNCIL AGREED** that no animals are permitted inside the Village Hall premises except for service animals.

A proposed change to the Terms & Conditions for the Village Hall will be brought to the Parish Council at the August meeting to address this issue.

The meeting closed at 9.20 pm.