

MINUTES of a meeting of the Parish Council held on Monday 11 March 2024 commencing at 7pm in the Village Hall, Wellington Road. Upper Rissington.

Members present: Cllrs. J. Truslow (Chair), S Bates, S. Garrett, D. Holden, K. Maxwell, C. Summerfield and R. Watson

Attendees: Officer – R. Waller, Assistant Clerk and 5 members of the public.

- 24.03.11.01 To receive and approve apologies for absence and confirm the meeting is quorate**
Apologies received and accepted from Cllr. Mitchell
Clerk stated that S. Beattie had not completed his Register of Interests form as legally required and would not be taking up the role of Councillor.
The formal resignation of N. Maxey was noted.
Action: Clerk to inform the Elections Team, Cotswold District Council of the above update.
- 24.03.11.02 To receive declarations of interest for items on the agenda below, including Disclosable Pecuniary Interests that members may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with the Localism Act 2011 Section 33(b-e)**
Cllrs. Truslow and Watson declared an interest in Item 15i and 15iii as they were allotment holders.
Cllr Holden declared an interest in items 16 + 19iii as he is a member of the Social Committee.
Cllrs. Bates and Maxwell declared an interest in Item 16iv Village Hall as they were Members of the Rotary group.
- 24.03.11.03 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.*
- Explanation was provided by a member of the Social Committee regarding the request for the exemption of dogs being allowed access into the Village Hall at the Summer Fete. Visitors felt that there was not anywhere safe to leave dogs outside. Dogs would not be allowed in any carpeted areas.
 - Details of the Parish Meeting were requested.
 - Concern raised regarding the increase in bookings fee and one month cancellation period. Assistant Clerk confirmed a two week cancellation period.
 - Disappointment was noted from a member of the public that the names on a petition were unable to be shared due to GDPR.
- 24.03.11.04 To receive the County Councillor's Report**
Not present and no report received.
- 24.03.11.05 To receive the District Councillor's Report**
Apologies received.
- 24.03.11.06 To confirm and sign the minutes of the Parish Council meeting held on 12 February 2024 Council Meeting held on 1 March 2024 and the Extraordinary circulated to Members prior to the meeting**
The minutes of the Parish Council meeting held on **12 February 2024 and the Extraordinary Council Meeting held on 1 March 2024** circulated to Members prior to the meeting were **AGREED BY COUNCIL** and signed by the Chairman.

- 24.03.11.07 To receive the Clerk's Report, including update on the Actions Log**
Council received the Clerks Report. No update on the Actions log received.
COUNCIL APPROVED the 8 hours overtime completed by the Clerk and 13 hours overtime completed by the Assistant clerk during February.
- 24.03.11.08 To receive the Village Caretaker's Report and agree actions**
The Caretaker's Report had been submitted too late for Council's consideration.
- 24.03.11.09 To review and approve the Data Protection Policy**
COUNCIL APPROVED the Data Protection Policy.
Action: Clerk to upload revised policy onto the website.
- 24.03.11.10 To receive quotes for the purchase of bat and owl boxes within the Parish and agree next actions**
COUNCIL APPROVED the purchase of two owl boxes, Option One and 5 bat boxes, Option One.
- 24.03.11.11 Public Open Spaces**
- i. **To note signing of the TP5 on Friday 16 February 2024**
The signing of the TP5 on Friday 16 February 2024 was noted and subsequent re-signing on 1 March 2024 following a minor correction to the TP5.
- ii. **To receive update on Tree works**
Tree works complete apart from T9 Hornbeam which would be completed on 3 May 2024.
- Standing orders were suspended to allow residents to speak at this point at the meeting in relation to the next agenda item.
- iii. **To approve cost for the work required on Longmore Walk as approved at the Extraordinary Council meeting held on 4 September 2023, minute ref. 207/23**
Standing Orders reinstated.
COUNCIL APPROVED option two: to complete the recommended work as per the detailed quote but not to put new topsoil down. The total cost of this option is £2539 plus VAT.
- 24.03.11.12 To receive update on the future Maintenance of the Parish Public Open Spaces and note final costings**
This was dealt with at an Extraordinary Council meeting held on 1 March 2024.
A contract had since been received from Silver Trees Ltd.
Action: Councillors were requested to read and comment on this Contract by Friday 15 March.
- 24.03.11.13 Planning:**
- i. **To discuss planning application and agree actions**
None received
- ii. **To note new planning decisions issued by Cotswold District Council**
None received
- iii. **To discuss any urgent planning applications received since publication of the agenda**
None received
- iv. **To discuss response to Cotswold District Council's Local Plan Update Consultation and Masterplan for Cirencester Consultation**
Item deferred until Tuesday 19 March. If Councillors had no comment, no action for the Clerk otherwise an Emergency Council Meeting would be called.

24.03.11.14 Finance – documents circulated prior to meeting:

- i **To approve the March payment list/those paid between meetings and to note receipts (Appendix A)**

COUNCIL APPROVED the payments list.

- ii **To approve the bank reconciliation**

The bank reconciliation was received but approval deferred until after the Internal Control check to be completed on Friday 15 March 2024.

- iii **To receive the budget monitoring report up to 29 February 2024**

COUNCIL RECEIVED the budget monitoring report. No concerns raised.

24.03.11.15 Recreation facilities:

- i. **To receive any requests from allotment holders and agree actions**

None received

- ii. **To receive Statement of Intent from the Rotary in the Rissingtons Plot**

The Statement of Intent for the Rotary in the Rissingtons Allotment Plot was noted. No further actions required.

- iii. **To consider 2024/5 Allotment Tenancy agreement and agree next actions**

Cllr Maxwell provided explanation of the change from a licence agreement to Tenancy agreement which will be in line with other Councils.

The Parish Council will also provide all allotment holders with a Handbook.

COUNCIL RESOLVED to vote on the final version of the Allotment Tenancy in the closed session. (Item 19iii)

- iv. **To approve cost of the maintenance required for the Tennis Courts, on health and safety grounds**

COUNCIL APPROVED the cost of £600 plus VAT for the cleaning of the tennis courts on Health and Safety grounds.

The future ongoing maintenance of the tennis courts will be covered by the budget.

- v. **To consider proposal for the Football playing fields and agree next actions**

Item deferred. The possibility of a booking system and a joint proposal by both football clubs to be considered once the POS is formally the Parish Council's responsibility.

Action: Clerk to contact Gloucestershire Football Association and Gloucestershire Playing Fields Association to ascertain what advice they could offer the Council in its future management of the football pitches.

24.03.11.16 Village Hall:

- i. **To review Hall Bookings Prices and advanced payments commencing 1 April 2024 and agree actions**

COUNCIL APPROVED the following recommendations:

- To change the wording from 'Standard Rate' to 'Standard/Commercial Rate' to avoid ongoing confusion.
- The kitchen would not be charged separately, rather to increase the cost for all bookings.
- The price for the main hall community room bookings to be increased by 25%.
- The new prices should take effect with all bookings made from 1 April 2024.
- Invoices will all need to be paid one month in advance
- To enforce the two-week cancellation period

- ii. **To receive quotes and agree company for skip hire to facilitate the storage room clean-out**

COUNCIL APPROVED quote one. This was the lowest quote, most local for delivery and recycle 95% of the waste.

- iii. **To consider the pre-approval of up to 5 cages for the storage room, if required, at a cost of £300 per cage**
COUNCIL APPROVED the order of 5 cages for the storage room, if required, at a cost of £300 per cage.
- vi. **To consider request to purchase new microphone and laptop table to be used in conjunction with the audio visual equipment**
COUNCIL AGREED to purchase the microphone, at a total cost of £77.75 (including delivery) and a laptop table at a cost of £61.98 both recommended for use with the current Audio Visual unit. Vote recorded as 6 in favour and one against.

24.03.11.17 Health and Safety

- i. **To receive the monthly recreation equipment inspection and agree any actions or recommendations that are required from the information received**
Inspection report received and noted. Clerk confirmed that the two missing signs had now been ordered.
- ii. **To receive any health and safety issues relating to the Village Hall and agree actions**
Following the annual electrical inspection, a recommendation had been made to conduct work to earthing rods.
Action: Clerk to request a second opinion and quote from the Council's preferred contractor. Safeguarding concerns were noted regarding several groups.
COUNCIL AGREED to purchase a bell to enable hirers to control entry and ensure the safety and security of the hall and those using the facilities.

24.03.11.18 Date of Next Meeting is Monday 8 April 2024

24.03.11.19 Confidential session: Council are excluding members of the public and the press to progress matters of a confidential nature. Public Bodies (Admissions to Meetings Act) 1960. Local Government Act 1972, ss 100 and 102

- i. **To consider report for amendment to staffing hours and salary for Assistant Clerk and increase in hours for Clerk within the current budget**
COUNCIL AGREED to increase the Clerks hours to 24hrs a week, to be reviewed in June 2024.
COUNCIL AGREED to increase the Assistant Clerk's hours to 20hrs a week, to be reviewed in June 2024. The Assistant Clerk's **salary was reviewed in** recognition of increased responsibility and **COUNCIL AGREED** that the Assistant Clerk salary to be increased to LC2, level 23. The above changes would come into effect from 1 April 2024.
COUNCIL AGREED to consider restructure of the caretakers' role in recognition of the completion of the POS transfer.
Action: Clerk to arrange staff meeting to discuss the restructure. Cllrs. Holden and Garrett would also be in attendance.
- ii. **To consider request from the Social committee to allow access for any dog into the Village Hall during the Summer Fete 2024**
COUNCIL AGREED to allow access into the village hall for dogs during the Village Fete to be held on 6 July 2024. Dogs would not be allowed in any carpeted areas.
Action: Clerk to contact insurance company to inform of the exemption
Action: Clerk to arrange door closures on the hall fire doors to allow access, if required.
- iii. **To review the terms and conditions for second plot holders (Allotments)**
COUNCIL RESOLVED to convert plots 28 and 29 into one plot.
COUNCIL RESOLVED that there would be no second plot holders and this will be formalised in the new Allotment Tenancy.
Chairman thanked all for attending and closed the meeting at 9pm.