

MINUTES of a meeting of the Parish Council held on Monday 13 May 2024 commencing at 7pm in the Village Hall, Wellington Road. Upper Rissington.

Members present: Cllrs. S. Garrett, K. Maxwell, C. Summerfield and Truslow

Attendees: Officer – R. Waller, Assistant Clerk and 9 members of the public.

- 24.05.13.1 To elect a Chairman of the Parish Council for 2024/2025 and signing of Acceptance of Office form**
Cllr Truslow was nominated as Chairman by Cllr. Garrett, seconded by Cllr. Maxwell.
Acceptance of Office form duly completed and signed.
- 24.05.13.2 To elect a Vice Chairman of the Parish Council for 2024/2025 and signing of Acceptance of Office form**
Cllr. Maxwell was nominated as Vice Chairman by Cllr. Truslow, seconded by Cllr. Summerfield.
Acceptance of Office form duly completed and signed.
- 24.05.13.3 To receive and approve apologies for absence**
Apologies were received and accepted from Cllr. Mitchell, due to a previous commitment.
Apologies were received and accepted from Cllr. Watson due to ill health.
The resignation of Cllrs. Bates and Holden was noted.
A letter had been received by the Chairman from Cllr. Holden but this had not been shared with all Members.
Action: Clerk to contact the Elections team at Cotswold District Council to inform them of these resignations and to request a Notice of Vacancy.
- 24.05.13.4 To receive declarations of interest for items on the agenda below**
None declared.
- 24.05.13.5 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.*
- Proposal for a dog walking enclosure
Clerk confirmed that the land in question for this proposal was not within the Parish Boundary but was currently being reviewed by Cotswold District Council.
 - Concern regarding unlet/unkept allotment plots
Action: Clerk and Cllr. Maxwell to complete an Inspection of the Allotment Plots.
It was noted that the new Tenancy Agreements had only recently been circulated.
- 24.05.13.6 To confirm and sign the minutes of the Parish Council meeting held on 8 April 2024**
The Minutes of the Parish Council Meeting held on 8 April 2024 which had previously been circulated to all members were **AGREED BY COUNCIL** and signed by the Chairman.
- 24.05.13.7 To receive Clerk's Report and agree actions**
Clerk's report had been circulated to members prior to the meeting and its content noted.
Action: To include final dates on which Correspondence had been circulated within the report.
- 24.05.13.8 To receive the County Councillor's Report**
County Councillor MacKenzie-Charrington had sent his apologies to Council for this meeting. A report has been received and circulated prior to the meeting. This will be published on the Council's website.
- 24.05.13.9 To receive the District Councillor's Report**
District Councillor Maclean provided a brief update received prior to the forthcoming District Council meeting.
- 24.05.13.10 To receive a report for the Community Emergency Team (CET)**
Brief update received from the CET and these will continue throughout the year.
Assistant Clerk was thanked for her input in supporting the setting up of this group.

- 24.05.13.11 To review and approve the Council's Standing Orders**
COUNCIL APPROVED the Standing orders, with the addition of Committees to be included in Section 19.
- 24.05.13.12 To review and adopt Financial Regulations**
Following GAPTC's recommendations, this item was deferred to allow full adoption of the new NALC Model Financial Regulations.
- 24.05.13.13 To review and approve the Code of Conduct**
COUNCIL APPROVED the Code of Conduct with no further amendment.
- 24.05.13.14 Review of representation on or work with external bodies and arrangements for reporting back**
COUNCIL RESOLVED that this document was no longer required as there was no representation on External Bodies.
- 24.05.13.15 To appoint a Staffing Committee and approve terms of reference**
COUNCIL AGREED to establish a Staffing Committee using the Terms of Reference circulated prior to the meeting.
- 24.05.13.16 To appoint Committee members and Committee Chairman**
Committee members were agreed as Cllrs. Garrett, Maxwell and Truslow.
Three members are required as minimum for any Committee.
The Chairman will be agreed at the first Committee meeting, as per the Terms of Reference.
- 24.05.13.17 To review the assets register**
The Assets Register was reviewed. It was noted that this required updating.
Action: Clerk to complete Assets check and update register.
- 24.05.13.18 To confirm the arrangements for insurance cover in respect of all insurable risk**
COUNCIL AGREED that the insurance schedule and cover was adequate and covered all insurable risks.
Action: Clerk to confirm that the CCTV was included in the policy and, if required, to add it to the policy.
- 24.05.13.19 To review subscriptions to other bodies.**
COUNCIL AGREED subscriptions as per the budget to:
- National Society of Allotment & Leisure Gardeners Ltd (NSALG)
 - Campaign to Protect Rural England (CPRE)
 - Information Commissioner's Office (ICO)
 - Gloucestershire Association of Parish and Town Councils (GAPTC)
- 24.05.13.20 To review and approve the Risk Strategy and Management Policy**
COUNCIL APPROVED this policy, further to two minor amendments.
- 24.05.13.21 To consider Schedule of other Council Policies with proposed renewal dates**
COUNCIL AGREED the Schedule of other Council Policies with proposed renewal dates.
- 24.05.13.22 To review and approve the Council's Tree Policy**
Item deferred
- 24.05.13.23 To review the Council's employment handbook**
This item was referred to the Staffing Committee.
- 24.05.13.24 To review the Council's expenditure incurred under s.137 of the Local Government Act 1972**
The expenditure incurred for s137 for 2023-24 was confirmed as £1,250.
- 24.05.13.25 To agree and approve the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council**
The proposed dates were agreed and will be published on the Council's website.
The date of the Annual Parish meeting was agreed as 24 March 2025.
- 24.05.13.26 To review the Community Grant Policy**
COUNCIL AGREED the Community Grant Policy, with dates for grant applications to be considered being July and December.

24.05.13.27 Planning:

1. To discuss planning application and agree actions

i. [24/00866/FUL | Erection of two storey rear extension | 4 Mitchell Way Upper Rissington Cheltenham Gloucestershire GL54 2PL APPLICATION PERMITTED](#)

ii. [24/01125/FUL | Proposed single-storey rear extension to detached garage to create an annex to dwelling and conversion of existing garage into annex | 18 Mitchell Way Upper Rissington GL54 2PL No comment](#)

2. To note new planning decisions issued by Cotswold District Council

i. [24/00973/TPO | T1 - Lime - Remove major deadwood, Raise crown to 5M all around T2 - Lime - Remove major deadwood, Raise crown to 5M all around T3 - Cherry - Remove major deadwood, Raise crown to 5M all around | 1 Smith Barry Crescent Upper Rissington GL54 2NG APPLICATION PERMITTED](#)

3. To discuss any urgent planning applications received since publication of the agenda

None received

24.05.13.28 Finance – documents circulated prior to meeting:

1. To approve the May payment list/those paid between meetings and to note receipts

(Appendix A)

COUNCIL APPROVED the payments list, further to amendments to the figure on two payments and a duplication of a payment on the list.

2. To approve the bank reconciliation for April 2024

Not available

An Internal Controls Check had been completed on 22 April 2024 by Cllrs Bates and Garrett. Recommendations had been made as a result of this Internal Controls Check and appended to these minutes (Appendix B)

The RFO also recommended that the Internal Controls checklist was updated to take into consideration online payments.

3. To approve regular payments of Direct Debit and Standing Orders

COUNCIL APPROVED direct Debit Payments to:

- BT
- Divert
- Nest
- Reform IT
- Valda

COUNCIL APPROVED the RFO's recommendation to set up Direct Payments to HMRC and Silver Trees Ltd.

4. To consider opening a new Bank Account in place of current Lloyds bank account and agree actions

COUNCIL AGREED to open a new account with UNITY Trust as a priority.

COUNCIL AGREED that the signatories for this account would be Cllrs. Maxwell, Summerfield and Truslow.

COUNCIL AGREED that the funds held in the Lloyds Current account should be transferred to the Unity Account.

24.05.13.29 To review current Bank signatories and appoint signatories for 2024-25

COUNCIL AGREED, as per Item 28.4, that signatories for 2024-25 on all bank accounts would be Cllrs. Maxwell, Summerfield and Truslow.

- 24.05.13.30 To consider expenditure items for S106 and CiL monies and agree actions**
COUNCIL AGREED that S106 monies could be spent on improvements to the play areas and Public Open Spaces. Specific projects to be decided at the next meeting.
- 24.05.13.31 Accounts for Year Ended 31 March 2024:**
- 1. To approve the annual accounts and bank reconciliation for Year End 31 March 2024.**
COUNCIL APPROVED the annual accounts and bank reconciliation for Year End 31 March 2024.
 - 2. To approve the Annual Governance Statement (Section 1) for external auditors PKF Littlejohn**
COUNCIL APPROVED the Annual Governance Statement (Section 1) for external auditors PKF Littlejohn and it was signed by the Chairman.
 - 3. To approve and sign the Accounting Statement 2023-24 (AGAR Part 3, Section 2) for external auditors PKF Littlejohn**
COUNCIL APPROVED the Accounting Statement 2023-24 (AGAR Section 2) for External Auditors, PKF Littlejohn and was signed by the Chairman.
 - 4. To approve publication of the unaudited accounts for 2023/24**
COUNCIL APPROVED the publication of the accounts for 2023/24.
 - 5. To confirm the period for the exercise of public rights to inspect the draft accounts – proposed to take place between Monday 3 June and Friday 12 July 2024.**
COUNCIL AGREED the dates for the Exercise of Public Rights to Inspect the Draft accounts will be Monday 3 June to Friday 12 July 2024.
- 24.05.13.32 Recreation facilities**
- 1. To receive any requests from allotment holders and agree action**
 - Request for strimming of unlet plots and areas surrounding plots
Action: Clerk to source quote for the undertaking of this work.
 - Request to purchase protective matting for plot 40, to provide a 2 metre area around the base of the tree.
 - Request for signs specifying the use of the water troughs.
COUNCIL APPROVED both these requests.
COUNCIL CONFIRMED that, going forward, the Clerk had delegated authority to authorise such work.
- 24.05.13.33 Village Hall**
- 1. To consider proposal for a flagpole at the Village Hall, receive quotes and agree actions**
COUNCIL AGREED to pursue the proposal for the order of a 6 foot flagpole for the Village Hall, using the Quote 2 at a cost of £1369.61, excluding VAT.
- 24.05.13.34 Health and Safety**
- i. To receive the monthly recreation equipment inspection and agree any actions or recommendations that are required from the information received**
Report not received.
Action: Clerk to contact contractors to request this report and circulate to Members.
 - ii. To receive any health and safety issues relating to the Village Hall and agree actions**
None received.
- 24.05.13.35 To consider request for low-level lighting on approach to Village Hall and agree actions**
Following brief discussion, **COUNCIL AGREED** not to pursue this request any further.
It was noted that the Parish was an area designated as ‘dark skies’.
- 24.05.13.36 Date of Next Meeting** is Monday 10 June 2024

Prior to the Council meeting, the Proper Officer had advised all Members and Staff not to hold a Confidential Session, rather to take all matters to a properly facilitated meeting and/or a Staffing Committee meeting. This was agreed with the Chairman and confirmed via email prior to the meeting. The Clerk and members of the public left the room at 9pm.

- 24.05.13.37 Confidential session:** Council are excluding members of the public and the press to progress matters of a confidential nature. As this item referred to staffing, all staff are also excluded. Public Bodies (Admissions to Meetings Act) 1960. Local Government Act 1972, ss 100 and 102
1. **To discuss staffing matters including proposed restructure of duties and agree actions**
COUNCIL AGREED the following:
- To arrange a mediation session between Members and the Clerk.
Although the Council a Member of GAPTC, it was stated that Members would prefer not to use GAPTC for this purpose.
Action: Clerk and Cllr. Maxwell to source alternative providers and quotes for this service.
 - RFO to open a new bank account with Unity Trust Bank.
 - To discuss the findings and recommendations from the Internal Controls check completed on 22.04.24 and agree any further actions required.
 - To arrange regular informal zoom meetings with all councillors and staff to discuss matters prior to Council meetings.
 - That all staffing related items will be addressed by the newly formed staffing committee.
 - That an Extraordinary Council Meeting should be called at the earliest possible date to address these matters.