

MINUTES of a meeting of the Parish Council held on Monday 12 August 2024 commencing at 7pm in the Village Hall, Wellington Road. Upper Rissington.

Members present: Cllrs. J. Truslow (Chair), K. Maxwell, C. Summerfield

Attendees: Officer – R. Waller, County Cllr. Mark MacKenzie-Charrington and 5 members of the public.

24.08.12.01 To note appointment of District Cllr. Maclean by Cotswold District Council onto Upper Rissington Parish Council

District Cllr. Maclean had been appointed by Cotswold District Council as a Member of Upper Rissington Parish Council to ensure the Council remained quorate to transact Council business. He was welcomed onto the Parish Council.

Declaration of Office had been completed and signed in the presence of the Proper Officer prior to the meeting.

24.08.12.02 To receive and approve apologies for absence and confirm the meeting is quorate

None. All Councillors present.

24.08.12.03 To co-opt a Councillor onto the Parish Council and signing of Acceptance of Office form
COUNCIL RESOLVED to co-opt Glenn Barrett as a Member of the Parish Council.

Cllr. Barrett was welcomed onto the Council and Declaration of Office was signed.

24.08.12.04 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)

Cllr Maxwell requested a Dispensation in relation to Agenda Items 12 and 13 due to a personal connection with one of the Companies.

COUNCIL RESOLVED to agree this dispensation for a period of three years.

24.08.12.05 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.*

- A Member of the Public reported damage to his property from football playing and antisocial behavior on Hawker Square.

Action: To include this matter for discussion at a future council meeting, including the suggestion of a hedge

- Email request to consider Memorial for RAF Comrade

Action: To include this as an item on the Agenda at the September Council meeting.

- 24.08.12.06 To receive the County Councillor's Report**
County Councillor presented his report which had been circulated to members prior to the Council and will be published on the Council's website.
- 24.08.12.07 To receive the District Councillor's Report**
The District Councillor provided a brief update including:
- The change in waste collection days remains an issue in Upper Rissington and some other areas.
 - Planning Committee – The Appeal in relation to Wyck Cottage to be heard at the next Committee Meeting.
- 24.08.12.08 To confirm and sign the minutes of the Parish Council meeting held on 10 June 2024 and Staffing Committee Meetings held on 29 July 2024**
The Minutes of the Parish Council Meeting held on 10 June 2024 and Staffing Committee Meetings held on 29 July 2024 which had previously been circulated to all members were **AGREED BY COUNCIL** and signed by the Chairman.
- 24.08.12.09 To receive the Clerk's Report**
Clerk's Report was received and noted.
- 24.08.12.10 To consider the current maintenance and future ownership of Little Glebe Lane and agree actions**
COUNCIL RESOLVED to keep ownership of Little Glebe Lane.
Action: Clerk to confirm if this land had been included in the POS Tender.
Once clarified, to request a quote from Silver Tree Services for the clearance and maintenance of this lane or to ensure this is to be included in the current contract.
- 24.08.12.11 To consider Proposals for annual HR support and agree actions**
COUNCIL RESOLVED to commission a HR company for annual support
ACTION: Clerk to contact Peninsula if they would provide a one-off Audit as part of this quote. Final quotes to be brought back to council to be held on 23 August.
- 24.08.12.12 To receive quotes for the repair of the dry stone wall opposite Dragon Vets and agree actions**
Eight companies had been approached but only two written quotations had been received.
A suggestion was made to make an opening by Sandy Lane allowing pedestrian access into that area of the village via a safe crossing point.
COUNCIL RESOLVED to repair the four sections as documented in the map and report submitted to Council.
Further work to be undertaken to be considered at the next budget review with a maintenance plan to be agreed.
- 24.08.12.13 To receive quotes for the removal of the playground fence at Officers' Parade LEAP (rear of village hall)**
COUNCIL APPROVED Quote 1.
Action: Clerk to contact this Company and arrange date for removal.

- 24.08.12.13 Planning:**
- i. To discuss planning application and agree actions**
None received
 - ii. To note new planning decisions issued by Cotswold District Council**
 - 24/01810/FUL |Erection of single storey rear extension and addition of front porch | 4 The Vintage Pair Upper Rissington GL54 2RJ: **Application Permitted**
 - 24/01971/TPO Norway Maple in front garden. Reduce canopy 1.5m below previous pruning points. 9 De Havilland Road Upper Rissington GL54 2NZ: **Application Permitted**
 - iii. To discuss any urgent planning applications received since publication of the agenda**
None
- 24.08.12.15 Finance – documents circulated prior to meeting:**
- i. To approve the August payment list/those paid between meetings under delegated authority and to note receipts (Appendix A)**
Clerk advised that two invoices were being challenged. An update would be provided at the meeting to be held on 21 August.
 - ii. To approve the bank reconciliation**
Deferred to 21 August.
 - iii. To receive an update in relation to the Parish Council’s Bank Mandates**
Cllrs Maxwell, Summerfield and Truslow are now signatories on both the Lloyds and HSBC accounts.
- 24.08.12.16 Recreation facilities:**
- i. To consider the Facilities Maintenance Plan and agree actions**
Action: Clerk to obtain three quotes from smaller companies and the Parish Council’s handyman for the ongoing maintenance of the allotments, skatepark, and bowling green.
Action: Clerk to renegotiate the tennis courts quote to include only one annual soft wash.
- 24.08.12.17 Health and Safety**
- i. To receive the monthly recreation equipment inspection and agree any actions or recommendations that are required from the information received**
Health & Safety concerns were raised relating to a swing and broken play equipment.
Action: Clerk to contact Silver Tree Services to ensure both these matters are immediately dealt with.
 - ii. To receive any health and safety issues relating to the Village Hall and agree actions**
None received
- 24.08.12.18 Date of Next Meeting is Wednesday 21 August 2024**

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

24.08.12.17 **Staffing matters**

i. **To approve any recommendations received from the Staffing Committee held on 29 July and agree actions**

The Staffing Committee recommended reducing Clerk's hours to 20hrs and to advertise for both an Administrative Assistant and Assistant Clerk.

Clerk advised that currently there was not sufficient workload for three employees as well as insufficient funds, office space and facilities for three members of staff to work simultaneously in the Parish Council office.

COUNCIL RESOLVED to advertise for both positions: 12-hour administrative assistant and 16-hour Assistant Clerk.

Advertisements to be issued by the 15 August with applications on the Upper Rissington Parish Council website for both roles.

Closing date for applications to be received is **15 September 2024**.

Applications that meet the criteria will be considered at the Staffing Committee meeting to be held on 16 September and interview dates agreed at that time.

Clerk reminded Council that the job descriptions and contracts will need to be mindful of all new employment legislation. Clerk recommended that the HR company should leads on this to ensure the Council is meeting its legal duties as an Employer.