

Upper Rissington Parish Council

Minutes of Extraordinary Parish Council Meeting

held on Wednesday 16 January 2019, 7:30 pm at Upper Rissington Village Hall

Councillors present: Matthew Barley, Bob Hazard, and Amos Peek (Chairman)

In attendance: Pauline Rigby (Clerk) and 8 members of the public

1. **Apologies:** Councillor Dawn Laird, County Councillor Nigel Moor.
2. **Declarations of Interest and Applications for Dispensation:** None received.
3. **County Councillors Report:** Nigel Moor sent a report that was discussed under item 14.
4. **Ward Councillor's Report:** Mark MacKenzie-Charrington reported that:
 - Green waste collections are changing because of the escalating costs; they are seeing a £375,000 per year shortfall compared to what is collected in service fees. The District Council is considering fortnightly collections and a reduction in service over the winter months, but feedback is that closure over winter months would not be the right solution.
 - Bovis has come up with a proposal for vehicular access to allotments, with a parking area for a couple of vehicles, backing onto Smith-Barry Circus, but nearby homeowners have objected. They suggested an alternative route, which is being examined, but biodiversity and gradient will have to be taken into account.
 - The County Council is asking for comments on its proposed budget for 19-20, details of which have been posted on the parish website. The consultation period ends on 21 January 2019.
 - The veterinary practice on the old Co-Op site is hoping to open 6 – 9 months from now.
5. **Public Session:** The following questions and comments were received:
 - Godfrey Place is in complete darkness and the roads are unfinished. Why can't the roads be completed before starting on the tennis courts or anything else? The Ward Councillor explained that it is not possible to condition sequencing within a private development.
 - The perimeter hedges are not very level on top, because they have not been cut by flail.
 - The connecting path from Lancaster Drive to Harris Gardens is still in the name of dissolved companies. Who is going to maintain the street lights?
 - The larch tree on Grebe Square, on developer land, still has broken branches hanging over the parking space. Could we ask the developer to sort it out?
 - The path opposite Godfrey Place is stony; could it be resurfaced?
6. **Minutes**
 - a. Minutes of the meeting on 10 December 2018 were accepted as a true record.
 - b. Minutes of the meeting on 19 December 2018 were accepted as a true record; and
 - c. It was agreed that the minutes would be signed later.
7. **Clerk's Report:** The Clerk reported that:
 - The VAT claims have been brought up to date; the claim totals £14,808.
 - Kier sent a structural engineer to check the crack in the west wall of the Village Hall, which was confirmed as settlement, and someone is coming tomorrow to repoint the crack.
 - A notice of election for two seats will be posted tomorrow for an election on 21 February.

8. **Planning:**

- a. There were no new planning decisions made by Cotswold District Council.
- b. Councillors discussed the proposed vehicular access to the allotments, part of 17/04151/FUL for the Public Open Spaces, and **resolved** to submit a statement supporting the alternative route put forward by residents. The Clerk was asked to submit the response.
- c. Planning application 18/04753/FUL for 4 The Vintage Pair was discussed, but councillors did not wish to submit a response.

9. **Councillor Vacancy:** One application had been received for the casual vacancy on the Council. Declan Torris was appointed as a member of the Council. The decision was unanimous.

10. **Finance:**

- a. Annual membership to Gloucestershire Rural Community Council was added to the schedule. It was then **resolved** to approve payments according to the payments schedule.
- b. There was no income to report, other than the usual small amount of bank interest.
- c. Councillors reviewed and approved the bank reconciliation.
- d. Councillors reviewed expenditure against budget to date. All expenditure is within budget.
- e. The budget for 2019-2020 was considered and approved.

11. **Precept 2019-20:** It was resolved to set a precept as £88,932, resulting in a charge of £122.17 per year for a band D property; zero increase compared to the year prior. As the budget requirement is higher than the precept demand, funds will be released from reserves to cover the difference.

INCREASE/DECREASE IN RESERVES	£ (37,896)
PRECEPT	£ 88,932
TAX BASE	728.0
BAND D PRECEPT	£ 122.17
CHANGE ON PRIOR YEAR	0.0%

12. **Internal Audit Report:** The internal auditor's report was received, and councillors noted that work was in hand to address the points raised.

13. **Community Governance Review:** Cotswold District Council reported that the consultation did not produce a clear view on councillor numbers or warding arrangements, so they are re-opening the consultation until Monday 18 February, before presenting the Matter to CDC members for a decision on 26 February. They have also arranged an exhibition/drop-in session on 30 January from 3pm to 7pm in the Village Hall, when residents can ask questions, and as an opportunity to gather more views. It was **resolved** that the Council submit a response that its preferred options were an increase to nine councillors, rather than 11 and not to introduce warding.

14. **Highways Update:** The Chairman and the Clerk reported on a meeting they attended at Shire Hall with the County Councillor to discuss road adoption and street lighting issues. [A copy of the County Councillor's report will be appended to the minutes.]

15. **Children's Play Park:** The Chairman and Clerk met the project manager on site to review the post-installation inspection report. Everything was rated 'low risk' or 'very low risk', so the play park is safe to open, although the installers still have some snagging and remediation work to complete. Some work was done to level the grass matting, but residents are still concerned that it is uneven. The merits of different types of surfacing for paths were discussed. The Clerk explained that the Council will need to buy a new sign and padlock for the maintenance gate.

16. **Annual Parish Meeting:** It was resolved to change the date of the Annual Parish Meeting from 28 March to May, to avoid the period of election purdah. A new date will need to be agreed.
17. **Overtime:** It was resolved to approve the Clerk's timesheets and overtime for July to December.
18. **Clerk's Working Hours:** It was resolved to extend the current working arrangements – 16 hours per week, with up to 4 hours of pre-approved overtime – for up to three months, and review again before May.
19. **Clerk's Appraisal:** Councillors Peek and Hazard agreed to carry out the Clerk's appraisal and will make the necessary arrangements with the Clerk.
20. **Annual Leave:** The Clerk's leave record and detailed calculation for the year to date was received. The Clerk's leave request for March was approved, and it was agreed that the March Parish Council meeting will be changed to Thursday 21 March.
21. **Correspondence:** A list of correspondence was received.
22. **Items for Future Meetings:** Councillor Barley asked to consider renaming the Village.
23. **Date and Time of Next Meeting(s):** Wednesday 13 February, 7:30pm.

The meeting closed at 21:06 pm.

Signature of Chairman upon approval of the Minutes 13 February 2019

Copies to:

County Councillor Nigel Moor

District Councillor Mark Mackenzie-Charrington

Payments schedule for January:

Payee	Date of invoice	Details	Total	Relevant minutes	Authority
West Oxfordshire District Council	17-Dec	Grounds maintenance 22/10/2018	£510.13	07/02/18 - 14	LG(MP)A 1976 s.19
Pauline Rigby	11-Jan	Clerk's Expenses - Fuel	£43.20	FR 4.1	LG(FP)A 1963 s.5
NEST *	11-Jan	Pension contributions	personal	13/06/18 - 13	Pensions Act 2008 s.3
Pauline Rigby	16-Jan	Clerk's Salary January & overtime	personal	08/11/17 - 29	LGA 1972 s.112 (2)
Gloucestershire Rural Community Council	16-Jan	Annual membership fee	£25.00	02/09/18 - 20	LGA 1972 s.111

* Paid by direct debit on or around 11 January 2019