

Upper Rissington Parish Council

Minutes of Extraordinary Parish Council Meeting

held on Thursday 21 March 2019, 7:30 pm at Upper Rissington Village Hall

Councillors present: Jerry Flint, Amos Peek (Chairman), Vaughan Taylor, and Declan Torris

In attendance: Ward Councillor Mark MacKenzie-Charrington, Pauline Rigby (Clerk) and 5 members of the public

1. **Apologies:** Apologies were received from Councillors Mathew Barley, Robert Hazard and Dawn Laird, and County Councillor Nigel Moor.
2. **Declarations of Interest and Applications for Dispensation:** Councillor Peek declared a pecuniary interest in item 11, on tree works, and a personal interest in item 12(b), the grant application from the Scouts.
3. **County Councillors Report:** Not available.
4. **Ward Councillor's Report:** Mark MacKenzie-Charrington reported:
 - At last week's planning committee meeting, the principle question was vehicular access to the allotments. Option 1A was approved, with the road turned towards the centre of the field, though the hedge.
 - The planning committee also resolved to give delegated authority to the Case Officer on delivery of the public open space (POS), subject to no new issues being raised, which will allow developers to carry on with the works required to deliver the POS. An updated schedule was requested for delivery of the POS, so it is current with the decision notice.
 - The validation report on land contamination has been received from Idom Merebrook, but the Environmental Officer has queried a stockpile that has not been removed from South Field – it is understood that Bovis is attending to this and will provide an update when it is removed. The planning authority cannot instruct the peer review of the validation report until this is completed, but can issue a decision notice without the validation report as it relates to a condition in the planning application. Consent for the POS is effectively now in place, ready to be granted, subject to clearing the contaminated material.
 - The County Council has agreed to look at removing the redundant bus shelter.
 - Cotswold District Council has reversed its earlier decision on green waste, which means green waste will continue to be collected weekly up to November, at which time collections will go to fortnightly, when the new fleet of recycling vehicles arrives. New food bins will be issued, double the current size, and collected weekly; food waste will not be allowed in green bins.
 - Cotswold District Council has increased Council Tax by 2%, the first increase in nine years. This is equivalent of 5p per week for a Band D property.
 - A decision has been made on the 'A417 Missing Link', which will now go out to formal consultation.
5. **Public Session:** The following questions and comments were received:
 - Why is tax and pension information confidential?
 - Why aren't items for future meetings coming forward for consideration?
 - Jubilee garden is a mess, lots of things need cutting back. Who is looking after it?
 - Why is the play park belonging to the parish council shown in public open space breakdown?

6. **Minutes:** It was resolved to accept the minutes of the meeting on 13 February 2019 as a correct record and agreed that the Chairman would sign them later.
7. **Clerk's Report:** The Clerk reported that:
 - a. Carriageway repairs are being scheduled in the coming months for Sopwith Road, Farman Crescent, Hawker Square, Bleriot Road, Snipe Road, and Grebe Square. A resident asked why Wright Road and Wright Close were not included.
 - b. The County Councillor has sent over indicative costs to install new footways on Barrington Road; this will be included on the next agenda for consideration.
 - c. The new pathway in the play park was completed yesterday.
 - d. Information signs should be delivered tomorrow; Ubico has been asked to install them.
 - e. The Scouts got the first offer in for £1000 of Youth Activities Funding 2018/19. The Parish Council's application with World Jungle could come out of the District Councillor's allocation in 2019/20. The scheme is changing in that the District Councillor will have £2,500 to put towards any worthy cause; it doesn't have to be youth activities.
 - f. Grass cutting is underway again with the first visit of the season this week.
8. **General Power of Competence:** Members were advised that the Council now meets the eligibility criteria to exercise the General Power of Competence:
 - a. More than two-thirds of members are elected (5 out of 7); and
 - b. The Clerk holds a relevant qualification - Certificate in Local Council Administration (CILCA).The Council then RESOLVED to adopt the General Power of Competence.
9. **Governance:** The Council noted that:
 - a. At its meeting on 26 February 2019, Cotswold District Council agreed to increase the number of Upper Rissington councillors to 11 but not to introduce wards; and the relevant legal Order was made on 27 February. These arrangements will apply at the forthcoming May elections;
 - b. The Notice of Election was published on Monday 18 March and that nomination packs to stand for election as a Parish Councillor are available until 3rd April.
10. **Planning & Highways:**
 - a. The decision on vehicular access to the allotments – 17/04151/FUL for the public open spaces – had already been noted; there were no other planning decisions to report.
 - b. The Parish Council has submitted a planning application for works to a tree subject to TPO – 19/01015/DD - Cherry (G5) - felled for safety reasons.

Councillor Peek left the room as he had declared an interest in item 11; Councillor Flint also left the room briefly but was recalled.

It was agreed that Councillor Flint would chair the meeting in the Chairman's absence.

11. **Trees:**

- a. RESOLVED to retrospectively approve work carried out to the damaged tree on Sopwith Rd.

Councillor Peek returned to preside over the meeting.

- b. RESOLVED to approve Option 3, from The Whole Tree Company, to provide a detailed tree condition survey, map and written report with tagging of individual TPO-numbered trees for £3,400 (no VAT), and digital database mapping using MapLink from Pear Technologies at a cost of £350 ex VAT and £85 ex VAT for set up and training.

12. Grant Applications: It was RESOLVED:

- a. To approve the grant application from Little Hurricanes of £495 for Monkey Music sessions. Councillor Peek left the room as he had declared an interest in item 12(b).
- b. To approve a grant of £500 to 1st Upper Rissington Scout Group for new badges. Councillor Peek returned.
- c. To add the approved grants to the payments list.

13. Finance:

- a. The Clerk's overtime was approved.
- b. It was agreed to add Severn Signs to the payments list, but to hold back the cheque until the goods had been received. It was then RESOLVED to approve the payments list, appended.
- c. Income had been received as follows:
 - i) VAT claims of £14,808.01 – covering the period April 2017 to December 2018;
 - ii) £2619 from Groundwork UK, for the Locality Neighbourhood Planning grant; and
 - iii) £2,500 from Gloucestershire County Council's Growing Our Communities Fund.
- d. The bank reconciliation was reviewed and approved.
- e. Expenditure against budget for the year to date was reviewed.

14. Treasury Management: It was RESOLVED:

- a. To adopt the Treasury Management Strategy for 2019/20.
- b. To open a 90-day notice investment account with Hampshire Trust Bank, and to raise a cheque for the opening amount at the next meeting.

15. Parks and Open Spaces:

- a. The monthly play park inspection sheet was received; there were no new no actions arising.
- b. It was RESOLVED to accept option B, to remove the damaged pillars and make the necessary repairs and reconnections to the dry stone wall on the northern boundary of the park. Councillor Flint will continue to seek additional quotations for the work.

16. IT Support: It was RESOLVED to accept the proposal for IT support from SharePoint Assist Ltd. t/a ReformIT at a cost of £55 ex VAT per month; and review the contract within 12 months.

17. Salary Scales: It was RESOLVED:

- a. To acknowledge the new NJC salary scales for 2019-2020, which apply from 1 April 2019.
- b. To acknowledge a contractual pay award of one spinal column point, as the Clerk has completed the Certificate in Local Council Administration (CiLCA); and
- c. To move the salary review to a closed session at the end.

18. HR Support: The Council considered proposals for HR support but did not feel they were needed at the present time. The Clerk was asked to bring a draft grievance policy to the next meeting.

19. Emergency Planning: This item was deferred due to the upcoming elections.

20. Annual Parish Meeting: It was RESOLVED that the Annual Parish Meeting will be held on Wednesday 29 May, at 7pm in the Village Hall, in a similar format to previous years, and to approve expenditure of up to £100 for refreshments.

21. Neighbourhood Plan: It was noted that the Steering Group will be holding a 'Vision' event at 6:30pm in the Village Hall on Thursday 28 March led by planning consultant Andrea Pellegram.

22. **Youth Activities:** As noted, the Ward Councillor is supporting an application to CDC's Youth Activities Fund 2019/20 for World Jungle to provide summer activities in the Rissington Villages.
23. **Correspondence:** The correspondence list was received. It was agreed that discussion of the confidential items would be moved to the closed session.
24. **Items for future meetings:** Youth Shelter, Village Handyman, Village Gateways, parking spaces, footpaths were already noted. A councillor asked to consider changing the meeting day.
25. **Date and Time of Next Meeting(s):** Wednesday 10 April, 7:30pm.
26. RESOLVED to move in to a confidential session to discuss separate business, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Standing Order 19a. The public and press were asked to leave the meeting.
27. **Salary Review:** Following a review of the SLCC evaluation scheme, it was RESOLVED to increase the Clerk's salary to Spinal Column Point 28 on the NJC pay scale, effective 1 March 2019, and accept the fee to rerun the March payroll. The increase includes a contractual pay award of one point for completing CiLCA in February.
28. **Correspondence:** A discussion took place; actions arising will be considered at the next meeting. The meeting closed at 10:22 pm.

Signature of Chairman upon approval of the Minutes 10 April 2019

Copies to:

County Councillor Nigel Moor

District Councillor Mark Mackenzie-Charrington

Payments	Date of invoice	Details	Cheques	Relevant minutes
GAPTC	25-Feb	5 x Good Councillor Guides	£ 21.00	FR 4.1
PATA UK Ltd.	01-Mar	Payroll Services Q4	£ 30.00	28/04/17 - 7
Dowdeswell Forestry Ltd	06-Mar	Fell and remove Cherry Tree	£ 348.00	21/03/19 - 11
West Oxfordshire District Council	12-Mar	Playground inspection 20/02	£ 18.90	15/06/15 - 8
Pauline Rigby	15-Mar	Expenses Claim (fuel †) @ £21.60		19/12/18 - 22
		Expenses Claim (padlock) @ £16.71		13/02/19 - 10
		Total Expenses	£ 38.31	
HMRC	15-Mar	PAYE and NICS Q4	personal	21/03/19 - 27
Little Hurricanes	21-Mar	Parish Council Grant	£ 495.00	21/03/19 - 27
1 st Upper Rissington Scouts	21-Mar	Parish Council Grant	£ 500.00	13/06/18 - 13
Severn Signs	21-Mar	Play park information signs	£ 158.40	13/02/19 - 10
Pauline Rigby	25-Mar	Clerk's Salary March	personal	21/03/19 - 27
NEST †	25-Mar	Pension contributions	personal	13/06/18 - 13