

# Upper Rissington Parish Council

## Minutes of the Parish Council Meeting held on

Wednesday 12 June 2019, 7:30 pm at Upper Rissington Village Hall

*Present:*

Don BOWIE

Jerry FLINT

Christine HIGGS

Kirsten JOHNSTONE

Martin JOHNSTONE (Chairman)

Russell MCCANN

Amos PEEK (arrived 8:30pm)

Declan TORRIS (Vice Chairman)

Vaughan TAYLOR

*Absent:*

Ben PAVORD

Myrddin ROBERTS

*In attendance:* Pauline Rigby (Clerk), District Councillor Andrew Maclean and 9 members of the public at the start of the meeting.

**45/19 Apologies for Absence:**

Apologies were received from Councillors Ben Pavord (personal) and Myrddin Roberts (work). Councillor Amos Peek notified the council that he would be delayed. Apologies were also received from County Councillor Nigel Moor.

**46/19 Declarations of Interest and Applications for Dispensation**

Declarations of pecuniary interest were received in respect of item 54/19, the adoption of public open spaces in the Victory Fields development, from all councillors present.

Applications for dispensation had been received from Councillors Don Bowie, Jerry Flint, Christine Higgs, Kirsten Johnstone, Martin Johnstone, Russell McCann, Amos Peek and Declan Torris. The council's Standing Orders empower the Clerk to grant dispensations in circumstances where the number of councillors declaring an interest would otherwise render the council inquorate. As eight out of nine members had applied for dispensations, the Clerk confirmed that the dispensations received had been granted.

**47/19 County Councillor's Report:** The County Councillor was not in attendance.

**48/19 District Councillor's Report:** Councillor Andrew Maclean reported that:

- New council members have been going through a series of induction sessions. He has been appointed to the oversight and scrutiny committee, which holds the cabinet accountable for the decisions they make.
- At the next district council meeting, he will be seconding a motion from a member from Moreton declaring a climate emergency in the Cotswolds, and looking at the practical implementation in areas of responsibility such as housing design and electric vehicles.
- The council is also exploring ideas around promoting affordable housing, now that government has opened up new financial tools and powers to district councils.

- He has been briefed by planning officers on local issues. It is well known that the developer withdrew the application on Delfin Way because Cotswold District Council is determined to protect employment space in the Cotswolds. A new innovation centre for the North Cotswolds is proposed and he will be pushing for it to be located in Upper Rissington. New housing near Sandy Lane Court is still going through discussions around the pedestrian crossing. No further developments are planned, and the Local Plan to 2031 shows no new housing in Upper Rissington.
- Three new grants are available: defibrillator grants of up to £625, and capital grants for any community infrastructure between £1,000 and £10,000, like the funding the parish council received for the play park. What used to be youth funding is now open to activities across all age groups, and the total increased to £2,500 per ward.
- Bovis and Linden have agreed to meet to brief him on what their plans and timetable are for completion of the public open spaces, and open channels of communication. Already he has received many emails from residents wanting to know what's going on.

49/19 **Public Session:** There were no questions or comments from members of the public.

50/19 **Minutes:**

RESOLVED that the minutes of the parish council meeting held on 15 May 2019 be approved and signed as a correct record by the Chairman presiding.

51/19 **Clerk's Report:** Matters arising were considered:

- a. The Clerk reported that the new fire filing cabinet had been delivered, and the council authorized the Clerk to dispose of one of the two-drawer filing cabinets.
- b. The Annual Parish Meeting on 29 May was reasonably well attended; and it was RESOLVED to retrospectively approve expenses of £55.17 incurred by Councillor Torris to provide refreshments. When this item was reached, Councillor Torris declared an interest, and left the room for the discussion and vote.
- c. RESOLVED to purchase redaction software at a cost of up to £100.

52/19 **Councillor Reports:**

Councillor Martin Johnstone had attended the Village Hall Trust AGM held on 10 June as the parish council representative. A short written report had been circulated in advance; he reported that it was a positive meeting, with much discussion around the progress of the business plan. Councillor Johnstone thanked the Trust for the invitation.

53/19 **Planning & Highways:**

- a. Planning application 19/01562/TPO - Request to fell beech trees at 2 Smith Barry Circus – Cotswold District Council's decision was to permit.
- b. Planning application [19/00528/FUL](#) - *Replacement windows, rear fire exits, replaced air conditioning units, revised south elevation access, improved off-street parking, bin and recycling area and retrospective permission for separate C3 flat above.* The Midcounties Co-Operative, 8A - 8B Sopwith Road Upper Rissington GL54 2NL  
RESOLVED to submit comments on the application raising concerns about adequate parking. Is 10 parking spaces enough for the veterinary surgery with the addition of the flat above? Concerns were raised about the access and width of the entrance as well the parking bays, and it was noted that if there is insufficient parking inside the site, then it will affect parking on the road outside, which is a bus route that needs to be kept clear. Double yellow lines would help to control inconsiderate parking.
- c. There were no urgent planning applications received since publication of the agenda.

**54/19 Public Open Spaces:**

The motion was not moved, and it was treated as withdrawn.

**55/19 Annual Governance Review**

RESOLVED to approve and sign the Annual Governance Statement 2018/19 (AGAR Section 1).

**56/19 Accounts for Year Ended 31 March 2019:**

- a) RESOLVED to approve the accounting summary for the year ended 31 March 2019;
- b) The RFO had signed the Accounting Statements 2018/19 to confirm that it accurately represented the parish council's financial position at the year-end; and the council then RESOLVED to approve the Accounting Statement 2018-19 (AGAR Section 2), which was signed by the Chairman.
- c) It was confirmed that the period for the exercise of public rights to inspect the accounts would start on Monday 17 June and end on Friday 26 July 2019.

Councillor Amos Peek arrived.

**57/19 Reserves Policy:**

RESOLVED to adopt the Reserves Policy. There was a discussion about the amounts held in earmarked reserves, and it was then RESOLVED to amend the schedule to give reserves a start date as well as an end date, and provide more detail about the purpose.

**58/19 Councillor Training:**

RESOLVED to authorize the Chairman and Vice Chairman to attend GAPTC's Chairmanship skills course at a cost of £50 per delegate. The Chairman and Vice Chairman abstained from the vote. The Clerk was asked to book Councillor Johnstone onto the course on 3rd July.

**59/19 Locum Cover Policy:**

RESOLVED to amend the amount that could be spent on short term cover by the Clerk in consultation with the Chairman to £1000, describe periods in calendar days rather than working days, and to adopt the Locum Cover Policy subject to these amendments.

**60/19 Finance:**

- a) Income of £6,684 from Cotswold District Council and £757.06 from nPower was noted.
- b) RESOLVED to pay SharePoint Assist by variable Direct Debit.
- c) RESOLVED that signatories on the council's savings account with Charity Bank will be the same as the bank signatories and signing arrangements will be any two councillors.
- d) RESOLVED to approve the Clerk's overtime hours for May.
- e) RESOLVED that the payments list be approved. The clerk was asked to investigate packages to reduce the costs of broadband and phone calls.
- f) RESOLVED to approve the bank reconciliation.
- g) Expenditure against budget year to date was reviewed.

**61/19 Parks and Open Spaces:**

- a) The play park inspection sheet was received. The Clerk noted that one sign had been erected, and the gate will be tightened when the contractors returns to do the pathway.
- b) RESOLVED that the preferred option to remedy the pathway in the play park was Option A, to accept the contractors offer to tarmac the path and retain the wooden edging.
- c) RESOLVED to approve the quotation from McCracken to tidy up Wright Close car park at a cost of £220 ex VAT. Councillor Torris declared an interest and abstained from the vote.

**62/19 Community Engagement:**

- a) RESOLVED to adopt the new Community Engagement Strategy. It was observed that Upper Rissington has amazing committees and clubs, and the parish council can play a role in bringing people together and promoting local events and activities. It was agreed that the Clerk could update the appearance and content of the website. Councillors were keen to make themselves more visible and accessible to residents and proposed holding surgeries; this proposal is to be brought back for consideration at a future meeting.
- b) RESOLVED that councillor email addresses and photographs would be published on the website, but councillors could opt out if they wish.
- c) RESOLVED to set up a community email list to share news from the council.

**63/19 New Noticeboards:**

RESOLVED that the council would like to install a noticeboard in the Village Square, outside the parade of shops. The Clerk was asked to seek permission from the landowner.

The condition of the notice boards on Jubilee Gardens and Sandy Lane Court was discussed. A councillor volunteered to inspect the notice boards and report back to the next meeting. Several new locations for noticeboards were suggested, including opposite the old Co-Op.

**64/19 Correspondence:**

The correspondence list was received.

**65/19 Date and Time of Next Meeting:**

The date of the next meeting was confirmed as Wednesday 10 July 2019, 7:30pm.

**66/19 Confidential Session:**

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it was RESOLVED that, because of the confidential nature of the business to be transacted, the public and press leave during the consideration of the following items.

**67/19 Staffing Matters:**

RESOLVED that the council authorize the use of locum Clerk support of up to 20 hours in total capped at £30 per hour, to be reviewed at the next meeting.

There being no further business, the meeting closed at 10:25 pm.

Signature of Chairman upon approval of the Minutes ..... 10 July 2019

Continued overleaf ...

## Payments for June 2019:

[Authority to spend is General Power of Competence, unless otherwise indicated.]

Payee	Date	Details	Total	Relevant minutes
BT †	03-Jun	Quarterly bill	£ 180.08	02/05/18 - 20
Office Depot	14-May	Office items – paper and envelopes	£ 32.35	FR 4.1
SharePoint Assist Ltd	26-May	MS Office licences & IT support x 2	£ 229.68	13/02/19 - 17 21/03/19 - 16
Gloucestershire Playing Fields Association	26-May	Membership renewal June 2018	£ 50.00	15/05/19 - 21
Upper Rissington Village Hall	02-Jun	Second anniversary payment	£ 4,500.30	26/08/16 - 7
Charity Bank Upper Rissington Parish Council	12-Jun	TRANSFER to new savings account	£ 40,000.00	15/05/19 - 30h
Pauline Rigby	25-Jun	Clerk's Salary June	personal	21/03/19 - 17
NEST †	25-Jun	Pension contributions June	personal	13/06/18 - 13

† Payment taken by Direct Debit