

LITTLE RISSINGTON PARISH COUNCIL

Minutes of the Meeting of the Parish Council on Monday 17th May 2021 at The Village Hall at 6.30pm.

Present: Cllr Cole (Chair), Cllr Davidson (Vice Chair), Cllr MacKenzie-Charrington (also County Cllr) Cllr Elkington, Cllr Whittington, Mrs Suzanne Davidson (Clerk). There were no members of the public

2.	<p>2.1 Resolution</p> <p>2.2 Resolution</p>	<p>Election of Chair: to hold office until the Annual Meeting of the Council in May 2022</p> <ul style="list-style-type: none"> • Councillor MacKenzie-Charrington resigned as Chairman and will remain on the Parish Council as a councillor. Cllr Mackenzie-Charrington proposed, Councillor Elkington seconded and it was unanimously RESOLVED to elect Councillor Cole as Chairman. • Councillor Cole graciously accepted and signed the Chairman's Acceptance of Office. Councillor Cole proceeded to chair the meeting.
3.	<p>3.1 Resolution</p> <p>3.2 Resolution</p>	<p>Election of Vice Chair: to hold office until the Annual Meeting of the Council in May 2022.</p> <ul style="list-style-type: none"> • Councillor Cole proposed, Councillor Whittington seconded and it was unanimously RESOLVED to elect Councillor Davidson as Vice Chair. • Councillor Davidson accepted and signed the Vice Chair's Acceptance of Office.
4.	<p>4.1</p> <p>4.2</p> <p>4.3</p>	<p>Welcome and Apologies:</p> <ul style="list-style-type: none"> • Councillor Cole welcomed everyone. • Councillor Cole gave grateful thanks to retiring Chairman MacKenzie-Charrington who has worked tirelessly for the Parish Council as Chairman and will continue in the role of Parish Councillor alongside his recently elected role of County Councillor, Stow Division. • District Councillor Maclean sent his apologies by email which were received after the meeting due to a lack of wifi in the village hall.
5.	<p>5.1</p> <p>5.2 Resolution</p>	<p>Declaration of interests</p> <ul style="list-style-type: none"> • Councillor Elkington declared an interest in item 17 the Ford Fountain. • There were no changes to the declaration of interest
6.	<p>6.1 Resolution</p>	<p>Representations from the public:</p> <ul style="list-style-type: none"> • There were no members of the public present. Two members of the public had submitted questions and it was agreed to raise these items for discussion under the appropriate points of highways for speeding and signage and Chairman's matters for electricity supply problems.
7.	<p>7.1</p> <p>7.2</p>	<p>Reports from the Ward and County Councillors:</p> <ul style="list-style-type: none"> • County Councillor Mark Mackenzie-Charrington expressed his gratitude at being elected as county councillor and paid tribute to the eight years of excellent service by his predecessor Nigel Moor. He explained briefly to the council the committees he will be representing. At this point he explained that the current £150m highways project is in the fourth year of the planned five years and a further £100m has been committed over the next four years. Additional teams have been deployed to address the problem of potholes in the county's roads. He reported that Nigel Moor had committed £3k of his £30k budget to support the Atkins drainage scheme. The county council voucher scheme will continue for eligible children over the coming half term break and details are available on the county council website. Chris Nelson was elected the new Police and Crime Commissioner for Gloucestershire. Cheltenham Hospital Accident and Emergency Department will be opening from 8.00am to 8.00pm from 9th June and from 1st July this will extend to a 24 hour service. • District Councillor Andrew Maclean sent a report which was received after the meeting and was duly sent to Councillors. In his report he addressed the response of the Rissingtons to the Covid pandemic, the disproportionate number of planning applications received for Little Rissington over the past year, the climate emergency, the Kingham to Bourton recreational trail and the return to face to face meetings.

8.	<p>Minutes from the last Parish Council meetings:</p> <ul style="list-style-type: none"> 8.1 Resolution Councillor Whittington proposed, Councillor Cole seconded and it was unanimously RESOLVED to approve the minutes of the last Parish Council meeting held on 15th March 2021 as a true reflection of the meeting. These were duly signed. 8.2 Action Clerk to post the final minutes on the parish notice board and website
9.	<p>Minutes from the Extraordinary Parish Council Meeting:</p> <ul style="list-style-type: none"> 9.1 Resolution Councillor Davidson proposed, Councillor Whittington seconded and it was unanimously RESOLVED to approve the minutes of the extraordinary Parish Council meeting held on 29th April 2021 as a true reflection of the meeting. These were duly signed. 9.2 Action Clerk to post the final minutes on the parish notice board and website
10.	<p>The Action Point Update:</p> <ul style="list-style-type: none"> 10.1 The action point update from the 15th March 2021 was reviewed. 10.2 It was noted that Point 7.2 required a correction to the figure set aside by Councillor Moor is £3,000. Action Clerk to amend the figure. 10.3 The clerk updated Councillors on the origin of the Instant Access Account which was historically to capitalise on a higher bank interest rate. 10.4 Resolution Highways and allotment items were discussed at the relevant agenda points in the meeting
11.	<p>Finance :</p> <ul style="list-style-type: none"> 11.1 Resolution The bank balances were received as follows: Treasurers account £9,507.23 at 28/04/2021 as per the latest statement and the Instant Access account as £1,808.61 as at 08/03/2021 11.2 Resolution The receipt of the first instalment of the 2021/2022 Precept, £4,721.00 was acknowledged. 11.3 Resolution Councillors unanimously RESOLVED to complete the Certificate of Exemption with regards to the External Audit for 2020/2021 as the Council is eligible. Councillor Cole signed the Certificate of Exemption 11.4 Resolution The Internal Audit report of the Parish Council's accounts for 2020/2021 completed by D Pugh was noted and Unanimously RESOLVED as accepted. Action Clerk to add the Internal Audit Report to the Website and the Parish noticeboard. 11.5 Resolution Councillor Cole proposed, Councillor Whittington seconded and it was unanimously RESOLVED to approve the Annual Governance Statement for the Parish Council accounts 2020 /2021. Councillor Cole signed the Annual Governance Statement 11.6 Resolution Councillor Cole proposed, Councillor MacKenzie-Charrington seconded and it was unanimously RESOLVED to approve the Accounting Statements for the Parish Council accounts 2020/2021. Councillor Cole signed the Accounting Statements. Action Clerk to process the completed Annual Return and submit the completed statements to the External Auditor by the end of June. Action Clerk to publish the Annual Return as per requirements on the notice board and website 11.7 Resolution Councillors reviewed the renewal documents for the Parish Insurance with Came and Company sent prior to the meeting. Councillor Cole proposed and Councillor Davidson seconded and it was unanimously RESOLVED to accept the renewal at the same premium as last year. 11.8 Resolution Councillors received and reviewed the proposed VAT reclaim presented by the clerk. Councillors unanimously RESOLVED to process the claim. Action Clerk to submit the VAT reclaim to HMRC 11.9 Resolved The clerk presented the increased working hours average together with the reasons for the increase as requested by the Chairman at the annual review. Councillors discussed and unanimously RESOLVED to reimburse the clerk for additional hours worked and going forward to increase the weekly contracted hours. Action Clerk to submit a claim for final review and authorisation at the July meeting before processing.

<p>11.10 Resolution</p> <p>Resolution Action</p> <p>11.11 Resolution Action</p>	<ul style="list-style-type: none"> Removal of signatories of retired councillors for banking purposes was discussed and it was unanimously RESOLVED to remove previous councillors Sterling, Pugh and Stratford as signatories of the bank account. Councillor Cole and Councillor Mackenzie-Charrington signed the banking mandate form. Clerk to process the banking mandate form. Councillor Cole proposed, Councillor Whittington seconded and it was unanimously RESOLVED to authorise the bills including the additional Village hall invoice dated 13/05/2021. Clerk to process the approved payments. <table border="1" data-bbox="263 459 1540 943"> <thead> <tr> <th>Supplier</th> <th>Service</th> <th>Amount</th> <th>Invoice</th> <th>Cheque</th> </tr> </thead> <tbody> <tr> <td>Gray Elkington</td> <td>Glorious Cotswolds Grasslands Seeds</td> <td>£20.00</td> <td>Receipt 19/04/2021</td> <td>686</td> </tr> <tr> <td>Came & Company</td> <td>Insurance 24/06/2021 to 23/06/2022</td> <td>£344.74</td> <td>Ref 42955844</td> <td>687</td> </tr> <tr> <td>Suzanne Davidson</td> <td>Avast premium Security - laptop</td> <td>£23.88</td> <td>6588483269</td> <td>688</td> </tr> <tr> <td>Suzanne Davidson</td> <td>Clerk's Expenses 01/03/2021 to 02/05/2021</td> <td>£64.41</td> <td>01/03/2021 to 02/05/2021</td> <td>689</td> </tr> <tr> <td>GAPTC</td> <td>Introduction to VAT for local councils – clerk training</td> <td>£30.00</td> <td>6875</td> <td>690</td> </tr> <tr> <td>Little Rissington Village Hall</td> <td>Hire of village hall for May 17th meeting</td> <td>£20.00</td> <td>13.05/2021</td> <td>691</td> </tr> </tbody> </table>	Supplier	Service	Amount	Invoice	Cheque	Gray Elkington	Glorious Cotswolds Grasslands Seeds	£20.00	Receipt 19/04/2021	686	Came & Company	Insurance 24/06/2021 to 23/06/2022	£344.74	Ref 42955844	687	Suzanne Davidson	Avast premium Security - laptop	£23.88	6588483269	688	Suzanne Davidson	Clerk's Expenses 01/03/2021 to 02/05/2021	£64.41	01/03/2021 to 02/05/2021	689	GAPTC	Introduction to VAT for local councils – clerk training	£30.00	6875	690	Little Rissington Village Hall	Hire of village hall for May 17 th meeting	£20.00	13.05/2021	691
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<p>12.</p> <p>12.1 Resolution</p> <p>Action</p> <p>12.2 Action</p>	<p>Website Report:</p> <ul style="list-style-type: none"> The website was discussed and the requirement to be WWAG2.1AA Compliant was raised by the clerk who suggested the GAPTC Website Health Check at a cost of £45.00 may be a suitable and cost effective option. Councillor Davidson proposed and Councillor Whittington seconded and it was unanimously RESOLVED to request the GAPTC service. Clerk to arrange with GAPTC to complete the Health Check Email bounce back issues experienced by the clerk and some councillors were discussed. Clerk to investigate .gov emails for councillors with Cotswold District Council. 																																			
<p>13.</p> <p>13.1 Resolution Action</p> <p>13.2 Resolution Action</p> <p>13.3 Action</p>	<p>Planning:</p> <ul style="list-style-type: none"> Councillors discussed planning application (retrospective) 21/00625/FUL New Stone Boundary Wall incorporating Gates at Enfield House No objection was raised to this application Clerk to submit the comments to Cotswold District Council Planning Councillors discussed planning application variation of condition 2 (approved plans) 21/01744FUL. Demolition of the existing rear conservatory and construction of replacement single storey extension at The Coach House Councillors unanimously RESOLVED to Support this application Clerk to submit the comments to Cotswold District Council Planning Councillors reviewed the procedure preceding discussion of planning applications at parish council meetings. It was agreed that Councillor Elkington investigates contacting the instigators of planning applications and notifying them which parish council meeting their application will be discussed at and inviting them to attend. 																																			
<p>14.</p> <p>14.1 Action</p> <p>Action</p>	<p>Highways Report:</p> <ul style="list-style-type: none"> Councillors discussed the issue of increased traffic and speeds through the village. The points raised by a member of the public were raised and noted. The merits, costs and permissions required to install a traffic management camera system were discussed along with the finance implications. Councillor Mackenzie-Charrington will investigate the implications with GCC and Rhodri Grey and report back at the July meeting. Councillor Elkington will investigate the technical requirements of the Auto Speed Watch Camera System and report back at the July meeting. 																																			

<p>14.2 Action</p> <p>14.3 Resolution</p> <p>Action Action</p>	<ul style="list-style-type: none"> • Councillors discussed the point raised by a member of the public concerning reports of empty Pulhams buses believed to be school buses, passing through the village. • Clerk to contact Pulhams Coaches to verify their agreed routes and reiterate that they should not pass through the village when empty. • Councillors discussed the requests from residents of Church Lane (also known as Forty Lane) to formally name this lane and provide a signpost and its own postcode. Councillor Mackenzie-Charrington's initial investigations with the Address Management Officer concluded that a non-refundable fee (should the application be unsuccessful) of £300.00 plus a further charge of £35.00 per address for consultation would be required for the application. Parish Council would be consulted as a matter of course to approve any names put forward by residents. Councillors unanimously agreed that they had no objection to the application however the cost should be borne by the residents of the lane and not the Parish Council. • Clerk to write to the residents of Church Lane and explain the process and the costs. • Clerk to feed back the responses from residents at the July meeting.
<p>15.</p> <p>15.1 Resolution</p> <p>15.2 Action</p> <p>15.3 Action</p> <p>15.4 Resolution</p>	<p>Allotments Report:</p> <ul style="list-style-type: none"> • Councillor Whittington gave a report. The allotments are looking in good condition and the boundary fence is now clear. The rubbish that had been fly tipped into the allotments has been removed and no further incidents have occurred. • The clerk reported that all but one rent payment for the 2021/2022 period had been received. • Clerk to follow up the outstanding allotment payment. • The clerk reported that the majority of the new tenancy agreements had been signed and returned. • Clerk to follow up the outstanding allotment tenancy agreements. • The clerk reported that the Castle Water account was £2.00 in credit and regular readings were being submitted to Castle Water.
<p>16.</p> <p>16.1 Resolution</p> <p>Action</p> <p>16.2 Resolution</p> <p>Action</p> <p>16.3 Resolution</p> <p>Action</p> <p>16.4 Resolution</p> <p>Action</p> <p>16.5 Action</p> <p>16.5 Action</p> <p>Action</p> <p>16.6 Resolution</p> <p>16.7 Resolution</p> <p>16.8</p>	<p>Governance:</p> <ul style="list-style-type: none"> • Councillors reviewed the Standing Orders for 2021 -2022 which were last reviewed in May 2020. • Councillor MacKenzie-Charrington proposed, Councillor Cole seconded and it was unanimously RESOLVED to adopt the Standing Orders 2021 -2022 • Clerk to add the agreed version to the website • Councillors reviewed the Financial Regulations 2021 -2022 which were last reviewed in May 2020. Councillor Cole proposed, Councillor Davidson seconded and it was unanimously RESOLVED to adopt the Financial Regulations for 2021 – 2022 • Clerk to add the agreed version to the website • Councillors discussed the current provisional date of the Annual Parish Meeting (24th May 2021) and unanimously RESOLVED to move the date to 28th June 2021 (government restrictions permitting) when Covid restrictions should be lifted. The reason is to allow access to all village residents who would wish to attend. • Clerk to post the new date on the website and village noticeboards. • Councillors discussed the requirement for annual membership to the SLCC as recommended by GAPTC. Councillor Whittington proposed and Councillor Mackenzie-Charrington seconded and it was unanimously RESOLVED to meet the cost of £85.00 on behalf of the clerk. • Clerk to add reimbursement payment to the July meeting. • Expressions of interest in attending the 'Being a Better Councillor Course' were discussed. • Clerk to book the course for interested councillors. • Councillor Cole expressed an interest in the 'Chairmanship Skills' course following his election to Chairman. • Clerk to investigate course dates and feed back to Councillor Cole. • Representation of work with external bodies was completed at the January budget setting meeting. • The council's eligibility to exercise the general powers of competence applies to CILCA trained clerks only and therefore not required. • The council's complaints procedure was reviewed and is located in the standing orders (P15).

<p>Action</p> <p>16.9 Resolution</p> <p>16.10 Resolution</p> <p>16.11 Resolution</p>	<ul style="list-style-type: none"> • Clerk to forward to councillors a copy of the NALC complaints procedure for review at the July meeting. • The clerk reported that the parish council has a data protection policy in place and membership with the ICO is up to date. • Councillors reviewed the policy for dealing with the press which is part of the adopted standing orders (P21) • The clerk fed back the information from GAPTC regarding the council's spending procedures. Current spend is set at £8.32 per parishioner.
<p>17.</p> <p>17.1 Resolution</p> <p>Action</p> <p>17.2</p> <p>Action</p>	<p>Ford Fountain:</p> <ul style="list-style-type: none"> • Councillor Elkington reported that the fundraising effort to restore the Ford Fountain had reached its target of £4,000. Councillors commended the response of village residents and suggested that a display at the Annual Parish Meeting would be appropriate. • Councillor Elkington to create a project display. • The Listed Building status of the Ford Fountain was discussed. The clerk reported that there had not been a response from the request for guidance from the heritage officer at CDC. • Clerk to follow up the request to CDC and forward the reference number to Councillors to allow them to also contact CDC.
<p>18.</p> <p>18.1</p> <p>Action</p> <p>Action</p> <p>18.2</p> <p>Action</p> <p>18.3</p>	<p>Chairman's Matters For Information:</p> <ul style="list-style-type: none"> • Councillor Cole acknowledged the emails from members of the public regarding the recent village power cuts. He reported having spoken to SSE who are trying to locate the cause of the problems and that they have approximately 2km of cabling to investigate. Councillor Whittington reported that not all houses were affected. Councillors discussed the possibility of a list of vulnerable residents may be appropriate should extended cuts happen again. • Clerk to investigate if the Village Newsletter will be reinstated • Councillor Elkington to draft a list to circulate with council emergency contacts should the village newsletter not be reissued. • Councillor Cole reported that the old railway from Kingham through Bourton to Stow may be reinstated as a cycle/pathway subject to a study of costs and support from local villages. • Councillor Cole to circulate the details via email to Councillors. • Councillor Mackenzie-Charrington reported a similar scheme from Cirencester to Kemble had obtained LA and government funding.

There being no further business the meeting closed at 8:21 pm

Forthcoming meeting dates for 2021

Parish Council Meetings take place on Mondays at 6:30pm

Monday July 19th, Monday September 20th

**The Annual Parish Meeting will take place in the Village Hall at 6:30pm Monday 28th June
(Note: new date subject to government restrictions)**