

# LITTLE RISSINGTON PARISH COUNCIL

Minutes of the Annual Parish Council meeting held on Thursday 30<sup>th</sup> May 2023 at 6.30pm in the Little Rissington Village Hall.

## Members of the Council present were:

Cllr Cole (Chairman), Cllr Elkington (Vice Chairman), Cllr Elkington, Cllr Whittington, Cllr Wilks, Parish Clerk Mrs. Edgar Hiatt, and incoming Parish Clerk Maxi Freeman.

No members of the public were present.

### 1. Election of Chair: to hold office until the Annual Meeting of the Council in May 2025.

Cllr MacKenzie-Charrington proposed, Cllr Wilks seconded, and it was unanimously **Resolved** to elect Councillor Cole as Chairperson. Councillor Cole graciously accepted and signed the Chairperson's Acceptance of Office. Councillor Cole proceeded to chair the meeting.

### 2. Election of Vice Chair: to hold office until the Annual Meeting of the Council in May 2025.

Councillor Cole proposed, Councillor Whittington seconded, and it was unanimously **Resolved** to elect Councillor Elkington as Vice Chair. Councillor Elkington accepted and signed the Vice Chair's Acceptance of Office.

**3. Welcome and Apologies:** Cllr Cole welcomed Councillors to the Annual Parish Council meeting.

**4. Minutes:** The minutes of the Parish Council meeting of the 11<sup>th</sup> March 2024 were approved and confirmed as a true and correct record of the meeting. **Action: Clerk to post to website and noticeboard.**

**5. Declaration of interests:** Cllr Elkington and Cllr Cole declared an interest in Item 15 Ford Fountain.

**6. Representations from the Public:** There were no representations from the public at this meeting.

**7. County Councillor Report:** GCC Councillor Mackenzie-Charrington's report was presented to the Annual Parish Meeting. This followed the Annual Parish Council meeting.

**8. District Councillor Report:** There was no report from Cotswold District County Cllr Maclean.

### 9. Planning Applications:

(a) Councillors noted new planning decisions issued by Cotswold District Council to include the following:

Planning Application No.	Application Details – Decision Update
24/01032/FUL	Erection of single storey side extension. Corner House, Little Rissington. Councillors decided to post a 'no objections' comment to the CDC planning portal, but with the reservation that off-road parking would be reduced. <b>Action: Clerk to post comments to the CDC planning portal.</b>
24/00200/FUL, 24/00201/LBC	Oakeys Cottage, Little Rissington, GL54 2ND (Awaiting Decision). Councillors had not objected to the previous application (since withdrawn). Councillors decided to support the Heritage Officer's comments and recommendation for refusal. Councillors were concerned that the development could constitute over-development as the new extensions would increase total footprint by over 10%. Councillors were also keen that the new buildings were in a style sympathetic to the other properties in the conservation area. The issue of lack of protection for dark skies was also raised. <b>Action: Clerk to post comments to the CDC planning portal.</b>

(b) **Unauthorised Building Work Review** No further news as CDC enforcement officers had not visited the building.

### 10. Finance:

(a) **Receive bank balances.** Councillors noted bank balances as Treasurers £20,073.23 on 16/05/2024 and Instant Access A/C £22,468.389 on 16/05/2024.

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Updated bank balances on Treasurers account were acknowledged following the receipt of new bank statements. The Chairman signed the bank statement at the meeting. Resolved.

**(b) Precept and CIL payments.** Councillors noted receipt of the first Precept instalment for 2024/2025. Councillors noted the new CIL income of £4539.27 bringing the total to £16560.46. These funds are ringfenced for infrastructure projects within the village and must be used within 5 agreed with parishioners at the Annual Parish Meeting. Councillors were in favour of a single noticeboard with two halves – one for Parish Council notices (lockable) and one for public notices, rather than the two noticeboards currently in place. Environmental sustainability of the material for the boards was also considered. See Annual Parish meeting minutes.

**(c) Internal Audit Report.** Councillors reviewed and approved the Internal Audit report 23/24.

**(d) Annual Governance Statement.** It was unanimously **Resolved** to approve the Annual Governance Statement for the Parish Council 2023-2024. Cllr Cole signed the Annual Governance Statement.

**(e) Accounting Statements.** It was unanimously **Resolved** to approve the Accounting Statement for the Parish Council 2023-2024. Cllr Cole signed the Accounting Statement.

**(f) Certificate of Exemption.** Councillors unanimously **Resolved** to complete the Certificate of Exemption with regards to the External Audit for 2023/2024 as the Council is eligible.

**(g)** Councillors certified that during the 2023/2024 tax year, the higher of the authority's gross income for the year or gross expenditure for the year did not exceed £25,000. Councillor Cole signed the Certificate of Exemption. **Action: Clerk to forward documents (d) to (f) to auditor.**

**(h) Exercise of Public Rights.** The Clerk set the Exercise of Public Rights commencement for the 3<sup>rd</sup> June to the 12<sup>th</sup> July 2023. **Action: Clerk to post documents (d) to (g) to the website.**

**(i) Insurance.** Councillors reviewed quotes for the Parish Council insurance and approved the quote from Community First for a three-year contract at £215.81 per annum. **Resolved. Action: Clerk to arrange payment and councillors to approve.**

**(j) Review Payments.** Councillors reviewed and authorised the following payments.

**Action: Clerk to process payments and two Councillors to authorise.**

PAYEE	DETAILS	INVOICE TOTAL
Little Rissington Village Hall	Hall hire for March 24 meeting	£24.00
Community First	Annual Renewal 2024/2025	£215.81
Mrs C Edgar Hiatt	Clerk Administration Apr-May2024	£OnRequest
PATA	Payroll Services Mar-Apr 2024	£16.85
GAPTC	GAPTC Annual Subscription 24 to 25	£62.72
Mr Jones	Grass Cutting, April-May 2024	£325.00
GAPTC	Internal Audit for 2023 - 2024	£180.00
C. Edgar Hiatt	Stationery Reimbursement	£35.99

## Received Payments total.

CIL and precept part 1	£12876.27
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## 11. Governance

**(a) Policies.** Councillors reviewed and approved the policies for 2024 to 2025. **Action: Clerk to update website.** Councillors noted that new Financial Regulations will need to be adapted for the PC and reviewed at the next meeting. **Action: Clerk to prepare new regulations.**

**(b) Village Hall Repairs.** One quote had been received for ceiling repairs. Councillors decided to arrange a second quote for comparison. Insurance covering part of the work has been received from the insurance claim and banked by the Village Hall Charity. Further refurbishments will be discussed with parishioners. **Action: Councillors to present both quotes at the next meeting.**

**(c) Risk Register Update** Councillors will review the risk register in September. **Action: Clerk to request more detailed template from GAPTC.**

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## 12. Highways

**(a) Report.** Cllr Mackenzie-Charrington gave a report on matters concerning highways. The main road will be resurfaced towards the end of the year. A request to have additional signs diverting heavy vehicles going through the village has been made to Gloucestershire County Council. Further road slippage has been noticed near Manor Gatehouse and Cllr have reported this to GCC Highways.

**(b) Traffic Management Camera System.** Cllr Elkington reported that residents close to the locations that had been agreed by Highways (where they would be conspicuous) had refused permission for the cameras to be installed there. Councillors agreed to review the other options included in Cllr Grey's report, including VAS installation. The report is available on the website under 'meetings'.

**Action:** Clerk to include in agenda for the next meeting.

**(c) Notice Board Repair.** Councillors reviewed the notice board replacement project and agreed to ask residents for their views on the replacement of the notice board in the next newsletter. **Action:** Cllr Cole to include request for views in the next newsletter and report to the next meeting.

**13. Website.** No report.

## 14. Allotments:

**(a) Report.** Nothing to report.

**(b) Allotments Rent Review.** Some rents are still outstanding. **Action:** New clerk to chase allotment holders for rent.

## 15. Ford Fountain Renovation

**(a) Progress Report.** Cllr Elkington reported that the wall on which the fountain was mounted was in poor condition and would cost £40,000 to repair. In addition, the Council has found it impossible to contact Thames Water to connect water to the fountain. Councillors will try again to get a water supply before returning funds to residents. **Action:** Cllr MacKenzie-Charrington to contact Thames Water regarding connecting the fountain to the mains supply.

**16. Flora & Fauna.** Item postponed to the next meeting.

**17. Chairperson's Matters.** None.

There being no further matters for discussion the Chairperson closed the meeting at 19.31.

## Notice of the dates of the Parish Council Meetings for the remainder of the year:

Monday, 9th September 2024

Monday 9th December 2024

Monday 10th March 2025

Chairman's Signature.....

Date: 9<sup>th</sup> September 2024