

# LITTLE RISSINGTON PARISH COUNCIL

Minutes of the Annual Parish Council meeting which was held on Monday 15<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), County Cllr Mackenzie-Charrington, Cllr Whittington, Cllr Wilks, District Cllr Maclean and Parish Clerk Mrs Edgar Hiatt.

No members of the public were present.

## 1. Election of Chair: to hold office until the Annual Meeting of the Council in May 2024

- Cllr Mackenzie-Charrington proposed, Councillor Wilkington 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 2024.

- 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 the Councillors and members of the public present.

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

## 5. Representations from the Public:

There were no representations from the public at this meeting.

An issue was raised by a resident through correspondence, regarding pot holes along Wyck Rissington Hill road which damaged the resident's car. A request has been made to Highways, Gloucestershire County Council, to repair the road.

**6. County Councillor Report:** The County Council report was given by Cllr Mackenzie-Charrington and was received and noted.

**7. District Councillor Report:** The District Council report was given by Cllr Maclean and was received and noted.

**8. Minutes:** The minutes of the Parish Council meeting of the 13<sup>th</sup> March 2023 were approved and confirmed as a true and correct record of the meeting.

**9. Action Point Update:** Councillors reviewed the Action Point update from the Parish Council meeting of the 13<sup>th</sup> March 2023.

## 10. Planning Applications:

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

Planning Application No.	Application Details – Decision Update
21/04803/FUL Appeal	A new house of exceptional quality (NPPF Paragraph 80e) to be built together with Passivhaus Premium standard with associated landscape and biodiversity enhancement measures. Honeycombe Field Church Farm Little Rissington Cheltenham Gloucestershire GL54 2ND ( <b>Expiry 11.05.23 - Awaiting Decision</b> ).

## 11. Finance:

**(a) Receive bank balances.** Councillors received bank balances as Treasurers £31,062.55 on 15/05/2023 and Instant Access A/C £1,814.40 on 16/05/2023. The Parish Council certified that during the financial year 2022/23, the higher of the authority's gross income for the year and gross annual expenditure for the year did not exceed £25,000.

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

**(b) Precept.** Councillors noted receipt of the first Precept instalment for 2023/2024. Resolved.

**(c) Internal Audit Report.** The annual Internal Audit Report had not been completed at the time of the meeting. Councillors will review and approve the Internal Audit Report when submitted.

**(d) Annual Governance Statement.** It was unanimously **Resolved** to approve the Annual Governance Statement for the Parish Council 2022-2023. Cllr Cole signed the Annual Governance Statement.

**(e) Accounting Statement.** It was unanimously **Resolved** to approve the Accounting Statement for the Parish Council 2022-2023. 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 2022/2023 as the Council is eligible. Councillor Cole signed the Certificate of Exemption.

**(h) Insurance.** Councillors reviewed the renewal documents for the Parish Insurance with Gallagher sent prior to the meeting. It was unanimously **Resolved** to accept the renewal of £426.92.

**Action:** Clerk to liaise with insurers.

**(i) CIL Income.** Councillors discussed possible expenditure using CIL income. Councillors requested a report to be put together for projects in the village that could utilise CIL income.

**Action:** Clerk to set up a village survey for residents regarding CIL income. Clerk to proceed with report.

**(j) Online Banking.** A further mandate was signed by Councillors requesting a card for use by the Parish Council for online subscriptions.

**Action:** Clerk to speak with bank on the matter.

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

**Action –** Clerk to process payments.

PAYEE	DETAILS	INVOICE NO.	INVOICE TOTAL
Little Rissington Village Hall	Hall hire for March 23 meeting	13.03.23	£22.00
ICO	ICO Data Protection Membership	15.03.23	£35.00
Community Insurance	Annual Renewal 2023/2024	42955844	£426.92
Castle Water	Allotment Water Feb-Jul 2023	2202622	£112.21
Mrs C Edgar Hiatt	Clerk Administration Mar.-Apr.2023	Ref. 4 31/03/2022	£OnRequest
PATA	Payroll Services Mar-Apr 2023	15.05.23	£14.00
GAPTC	GAPTC Subscription	21.03.23	£66.53

## Received Payments

None	
------	--

## 12. Governance

**(a) Acceptance of Office.** Newly elected Councillors signed their Acceptance of Office forms. Clerk received Councillors Register of Interest forms. Resolved.

**Action:** Clerk to deliver forms along with Register of Interest forms to Cotswold District Council.

**(b) Standing Orders.** Councillors reviewed the Standing Orders and it was unanimously **Resolved** to adopt the Standing Orders 2023 -2024.

**Action:** Clerk to add the agreed version to the website.

**(c) Asset Register.** Councillors reviewed and updated the existing Asset Register. **Resolved.**

**Action:** Clerk to adjust and submit new document to the website.

**(d) Code of Conduct.** Councillors reviewed the Code of Conduct and it was unanimously **Resolved** to adopt the Code of Conduct for 2023-2024.

**Action:** Clerk to submit document to website.

**(e ) Data Protection Policy.** Councillors reviewed the Data Protection Policy and it was unanimously **Resolved** to adopt the Data Protection Policy for 2023-2024.

**Action:** Clerk to submit document to website.

**(f) Village Hall Maintenance.** Councillors reviewed the proposal to transfer management of the village hall from the charity, Village Hall 1063970, to the Custodian Trustees, that being the Parish Council. Further investigation of the transferal was requested by Councillors.

**Action:** Clerk to implement a management survey of the village hall. Clerk to add request for a chartered building surveyor for village hall to village residents.

**(g) Website.** Councillors reviewed the Parish Council website.

**Action.** Clerk to update website for Audit and add images of Jubilee.

### **13. Highways**

**(a) Report.** Cllr Mackenzie-Charrington gave a report on matters concerning highways.

There was a reported blocked gutter along Bourton road. Cllr Wilks noted that subsidence on Church Lane had become an issue. Councillors requested Highways be notified of the issue.

**Action:** Cllr Mackenzie-Charrington to request the drains be cleared again in Little Rissington.

**(b) Traffic Management Camera System.** Cllr Elkington gave a report. Cllr Elkington is still in discussion with the police regarding the installment of traffic management signs. Councillors are waiting for authorization to install speeding cameras. There is a backlog on this due to many authorities requiring road safety equipment. In the meantime, Councillors discussed setting a speedwatch day.

**Action:** Cllr Cole to organize a speedwatch day.

### **14. Allotments:**

**(a) Report.** Cllr Wittington gave a report on the allotments.

**Action:** Clerk to obtain allotment number signs.

**(b) Allotments Rents.** The Clerk gave a report on allotment rents.

**Action:** Clerk to finalise rents for next meeting.

### **15. Ford Fountain Renovation**

**(a) Progress Report.** Cllr Elkington reported on the fountain renovation.

**(b) Donations.** An update was given by the Clerk.

**Action:** Clerk to finalise donations for next meeting.

### **16. Flora & Fauna**

**(a) Report.** Cllr Elkington gave a Flora and Fauna report.

**(b) Tree Survey Report.** Councillors are still waiting for the report on the plum tree in the village.

**Action:** Clerk to gain survey from tree specialist.

**17. Chairperson's Matters.** Cllr Cole had nothing further to report at the meeting.

There being no further matters for discussion the Chairperson closed the meeting at 20:15.

### **Notice of Proposed Forthcoming Meeting Dates**

Monday, 10<sup>th</sup> July 2023

Monday, 11<sup>th</sup> September 2023

Monday, 13<sup>th</sup> November 2023

Monday, 8<sup>th</sup> January 2024

Monday, 11<sup>th</sup> March 2024

Chairman's Signature.....

Date: