

LITTLE RISSINGTON PARISH COUNCIL

The **Annual Meeting of the Parish Council** will be held on **Tuesday 13th May 2025** in **Little Rissington Village Hall**. The meeting will commence at **6.30 pm**. The **Annual Parish Meeting** will follow on at **7.30pm**. **Members of the Council** are hereby summoned to attend for the business of considering and resolving upon the matters as set out in the agenda below.

Members of the parish and press are welcome to attend.

Issued 9th May 2025

AGENDA

1. **Election of Chair** to hold office until the Annual Meeting of the Council in May 2026.
2. **Election of the Vice Chair** to hold office until the Annual Meeting of the Council in May 2026.
3. **Welcome and apologies.**
4. **Minutes:** To approve and sign the Minutes of the Parish Council meeting 10th March 2025.
5. **Declaration of interests:** Councillors are reminded that they should declare either a personal or prejudicial interest if relevant. Councillors with a prejudicial interest should leave the meeting for the duration of the relevant items.
6. **Representations from the Public:** To provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders, this will not exceed 15 minutes in total and three minutes per person.
7. **Receive the County Councillor's Report**
8. **Receive the Ward Councillor's Report**
9. **Internal Audit.** Councillors to decide on the internal auditor for 2024/25. The auditor must be qualified and independent of the PC. GAPTC remains the only auditor in the area which monitors its internal auditors.

Note: GAPTC has revised its fees for internal audits. The rates are now £210 (for PCs where the higher of the income or expenditure is between £5001 and £25,000), where no additional documents / visits / zoom calls or mileage charges are needed. This was £180 last year.

Additional fees will be charged for lengthy processes for providing requested documents at £35 per hour. This has not previously been chargeable.
10. **Highways**
 - (a) **GCC Vehicle speed survey.** Councillors to review results and consider any further action.
 - (b) **GCC VAS post update.** Cllr Elkington to update members on recent visit of GCC Highways to Little Rissington. Councillors to decide on any further action.
 - (c) **VAS equipment review.** Cllrs Elkington and Cole to up-date councillors re: additional considerations (power source, border, variable messages and GCC officer's visit) following decision that Elan City provides best value for money as noted at the December meeting and decide on any resulting action.
11. **Noticeboard.** Councillors to decide on further details of replacement noticeboard – header (none previously included), letter style and colour. (The September meeting decided on A1 sized board with 2 opening doors (one lockable), in man-made wood, with magnetic

backboard (not for drawing pins). The preferred supplier was Greenbarnes. A budget of £800 was set.) The updated quote is now £2000 including VAT and all extras.

12. Planning Applications:

(a) Councillors to consider the council's response to the following new planning applications:

Application No.	Application Details – Decision Update
25/00815/FUL	New house at Church Farm/. Deadline for comments 23 May 25.
25/01009/FUL	Rear extension to Lavender View. 25/01032/CLOPUD for attic extension still outstanding.

(b) **Comments posted between meetings:** Councillors to confirm that the comments reflect their views.

25/00272/FUL	Storage barn to support stables. Awaiting decision. Comments of objection submitted. <ol style="list-style-type: none"> 1. New location is distant from the stables 2. New location is located close to the holiday let complex 3. Previously approved stable complex already includes storage area for tack and feed. 4. Previously approved riding arena 5. Impact on the Cotswold National Landscape 6. Impact on local right of way
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(c) Updates on previous applications

Application No.	Application – Decision Update
25/00846/TCONR	Fell pine at Hunters Mead. No objections.
25/00427/FUL	Hill Farm, revised plans for outbuilding. Permitted.
25/00684/FUL	New gates at Sam's Barn. Permitted.
25/00774/AGFO	PIP new barn on land next to St Peter's Church. Refused.

13. **Allotments.** Councillors to note that invoices for this year's allotment rents have been issued. One allotment is unlet.

(a) **Bonfires.** The Clerk has received a complaint about bonfires at the allotments affecting one tenants health. Bonfires are permitted under the allotment rules. Councillors to consider options for disposing of organic matter at the allotments.

(b) **Rabbits.** At the last meeting the clerk was asked to find costs for rabbit fencing. Only one response was received. The fencing would cost £10- per metre (dug in to the ground) but further action would be required to keep numbers down – e.g. regular visits from ferrets,

birds of prey. Installation of model birds of prey was another option. Councillors to consider any further action.

(c) Review. Councillors to decide on timing of review. This has previously taken place a month after invoices were issued. Clerk requests that any review takes place before invoices are sent out i.e. at a scheduled meeting in January/February.

14. Village Maintenance Contract. Councillors to decide whether to issue a contract to Paul Jones for the year 25-26 and whether any amendments are needed. E.g. to specify untenanted allotments for strimming. The contract currently says the contractor should invoice monthly, but invoices are ad hoc. The last contract expired at the end of March.

15. Officers. Councillors to consider whether to allocate specific roles to individual councillors e.g. Tree officer, PRoW officer, others. These could be shown on the website.

16. GRCC membership. Councillors to consider renewing membership of Gloucestershire rural Community Council (£25 p.a.).

17. Finance

(a) Receive bank balances: Note: Due to issues with Lloyds banking, up to date account information is not currently available.

(b) Note receipts. The first part of the precept has been received - £7,875. No CIL contribution has been received.

(c) Complete the **Certificate of Exemption** from External Audit for 2024 25, certifying that, during the financial year 2024 – 25 both the authority’s gross income and the gross annual expenditure were below £25,000.

(d) Exercise of Public Rights. Councillors to note the dates for public exercise of rights.

(e) Review **insurance** policy for 2025 -26. LRPC approved a three-year fixed price deal with Community First last year. The premium this year is the same as last year - £215.81.

(f) Review and authorise the following **payments:**

PAYEE	DETAILS	INVOICE TOTAL
Little Rissington Village Hall	Hall hire for May 25 meeting	£24.00
Community First Insurance	Annual Renewal 2025/2026 (3 year deal)	£215.81
M. Freeman	Clerk Administration Apr-May.2025	£OnRequest
HMRC	Arrears July 24 to 5 April 25	£622.84
PATA	Payroll Services May and HMRC NIL returns April and June. -	£5.25
GAPTC	GAPTC Annual Subscription 25 - 26	£70.74
Mr Jones	Grass Cutting, 16.4.25	£105.00
GRCC	Annual Membership	£25
Nick Cole	Monthly web builder fees (old provider) April -May @ £16.79 p mth	£37.58

(i) Direct debits. Councillors to note direct debit with Castle Water has been set up as per December meeting and that Lloyds has started charging the monthly fee of £4.25 by direct debit.

18. Governance: Councillors to review and adopt:

(a) Standing Orders for 2025 – 26. Unchanged.

- (b) Financial Regulations for 2025 – 26. Unchanged but Clerk suggests removing requirement to sign bank statements to reduce paperwork. Clerk also requests permission to switch to electronic statements only.
- (c) Asset Register. Councillors to check that the list is up to date and approve.

Item & location	Value (when purchased)	Notes
Laptop	£1,500	
Noticeboard outside village hall	£2,200	To be replaced with wall hanging noticeboard in bus shelter 2025
Noticeboard (2018)	£710	Location?
Cotswold Stone Wall	£5,268	Location?
BT Phone Box	£1,113	Location? To be renovated 2025/6
Jubilee Bench	£432	Location?
Defibrillator outside village hall	£1,818	May need replacement if over £10 yrs old.

19. Website: Cllr Cole to report on progress. With website and new email addresses.

20. Chairman's matters

21. Dates for meetings in FY 2025/26. The PC usually meets on the first Monday of the month every three months. There may be additional meetings if necessary. Provisional dates for approval:

Monday, 4th August 2025

Monday, 3rd November 2025

Monday, 2nd February 2026

Monday 11th May 2026 (the first Monday - the 4th- is a Bank Holiday)