NOT YET RATIFIED

Minutes recorded for meeting held at 7:00pm on

1st October 2019 at the Great Rissington Club

Present	Councillors, Cleverly, Ramsay, Carter, Stewart & Sheasby – Clerk Debbie Braiden	
In attendance	4 electorates	

1.	Analogies were received from Cllr Durrant. No interests were declared			
2.	Apologies were received from Cllr Durrant. No interests were declared.			
	It was unanimously resolved to sign the minutes of the meeting, 3 rd September 19 as a			
Resolution	true and accurate reflection of the meeting and they were duly signed.			
3.	Matters arising			
3.a.	Clirs Carter and Stewart presented the council with a list of information			
	providing feedback on their recent training for councillors, as follows:			
	Standing orders & code of conduct – to update and adopt latest models.			
Action 3.a,3	3. Recommendation: Old and new Standing orders to be sent out by the clerk			
	prior to next meeting for councillors to review and agree at the meeting of 5 th			
	November. Once adopted to include on the PC website and in future to			
	ensure all newly elected councillors are provided with copies.			
	4. Website updates – to ensure the website is kept up to date with relevant			
	information. Cllr Durrant and the clerk are admin users.			
Action	5. Recommendation: Clerk to carry out a review and comparison to other			
3.a,5	council's websites in order to make recommendations to ensure all required			
	information is included but also any wider information that could be of benefit			
	to the Parish.			
	6. Finances – Most other PC's are now able to make online payments using			
	community bank accounts. Parish Clerks are generally given a discretionary			
	amount they can spend without consultation and approval from PC. This			
	amount currently stands at £20.			
Action	7. Recommendation: Clerk to contact the Dursley PC who is the buddy clerk for			
3.a,7	online banking processes and discuss further to establish a way forward for			
	GRPC. Once online has been set up, GRPC to discuss a discretionary amount of			
	£100 the Parish clerk can spend.			
	8. Parishioner's database – currently the GRPC has no proactive way to contact			
	and share information with our parishioners – the PC rely on parishioners			
	reading the notice boards, website or local magazine. It may be possible to			
	use Mr Billing's village database, to give the PC the ability to share news such			
	as the recent publication of Cheltenham A&E details. Cllr Ramsay confirmed it			
	would work hand in hand with the Emergency Plan.			
Action 3.a,9	9. Recommendation: Establish if this is something that could be done through			
	the website. Leaflet drop the whole village asking if they would like to be			
	included in the GRPC bulletin email updates. CLERK NOTE: Ensure GDPRC			
	details are practiced if implemented. Investigate possible avenues to build a			
	data base.			
	10. Agenda & Minutes – There are significant differences between those that are			
	issued by GRPC and other PCs – particularly around the order of agenda items,			
	how new issues are raised and discussed and then the detail included in the			
	minutes.			

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Action 3.a,11

- 11. <u>Recommendation:</u> The Clerk to attend GAPTC Agenda and Minutes training to adopt correct procedures.
- **3.b.** Closed church yard update: The GRPC received an official agreement letter dated 17th September from Cotswold District Council (CDC) confirming that CDC took over responsibility for the maintenance of the closed church yard with effect from 12th May 2019 under S.215 of the Local Government Act. The Agreement letter states exactly who is responsible for each part of the closed church yard.

Resolution

CDC informed GRPC that they are investigating if the costs for maintaining the closed church yard can be claimed through the precept for Great Rissington. In effect this means CDC will have control over the contractor used; the quality of service and regularity of cuts but the parish will still be paying. It was unanimously **resolved** that the GRPC have now given the responsibility to CDC. The GRPC will await forthcoming information and decisions from CDC as it may prove they are unable to legally enforce this course of action. However, the costs should be included for the next precept as a precautionary step or to cover finances if the GRPC decide to take back the responsibility from CDC for the maintenance to have better control over service and costs.

Action 3.b,1

- Recommendation: The clerk to obtain quotes from the PC's current contractor, Bibury, for the closed church yard part. The quote will form a basis for any decision made towards charges made from CDC and future decisions to be had.
- 2. Cllr. Cleverley opened up the floor to the two PCC members present to comment. It was noted from them that Ubico should have cut the verges on 14th September but this has not happened, so they are already overdue. The PCC members confirmed that they had passed on information to CDC of how often works were done in the past. When Ubico do arrive on site the PCC members will ask Ubico how often they expect to do the cuts per year. Cllr. Ramsay confirmed during his recent site meeting with CDC and Ubico that monthly cuts were promised from April to October.

Action*3.b,2

- a. *(Clerk note if charges are eventually made by CDC through the precept, the PC & PPC should ensure the churchyard receives the cuts being paid for during the year)
- 3. The Clerk also received correspondence dated 29/09/19 from the secretary of the PCC, Janne Bishop, also confirming receipt of acceptance by CDC for the maintenance responsibility of the closed churchyard. She also noted the raised precept suggestion by CDC and requested if an annual financial contribution from the GRPC to the PCC could also be included within this raise in precept to assist the PCC towards the upkeep of the remaining or 'new' churchyard used for current burials. The Chairman confirmed any donations made to community groups will be dealt with through the normal process of contributions.

Action 3.b,4

3.c

- 4. The Clerk will reply to Janne's correspondence.
 - **Training** As per recommendation from Cllr Stewart the clerk's request to attend GAPTC training for 'Minutes and Agendas' was unanimously **resolved**.

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Action 3.c	The Clerk to book up on line with GAPTC for next available.				
3.d Resolution	 Telephone kiosk and Defib update – Cllr Cleverly met SSE on site to discuss works required. In order for SSE to connect a supply to the kiosk on the 16th & 17th October, a back board is to be installed by the PC prior to SSE works commencing. The GRPC unanimously resolved it would initially pay for all works relating to installation, including the back board £150, power supply connection £394.61 and the installation of the defibrillator (£?) in order to complete the project. The treasurer of the Trust, Cllr Carter, will then make a transfer of the Trust's balance held for the defibrillator to reimburse back into the GRPC bank account. 				
	Cllr Cleverly to instigate the contractor to install the back board and invoice the GRPC direct before the 16 th October. He will also instigate the contractor to connect the defibrillator to the new supply within the kiosk following the SSE connection works after 17 th October.				
Action 3.d	Clerk to correspond with Cllr Carter regarding reimbursement.				
4.	Finance				
4.a.	 The Treasurer's bank account balance was reviewed as at 26/09/19 = 				
	£8062.23 and agreed.				
4.b.	 The Accounts spreadsheet balance as at 30/9/19 was agreed and duly signed. Preparation for Precept Budget – Estimated expenditure for 2020/21 £5300 (rounded up) for committed expenditure. Does not include the following: 				
Action	1. Increase in hours for Clerk from 15 to 18 hrs – increase in salary				
4.b.1.	(annual % may arise from NJC) unanimously agreed but not proposed & seconded for the clerk's hours to rise to 18 hrs per month to start 1st April 2020. Confirm proposal at next meeting.				
	Future maintenance for the telephone kiosk (small contribution each year accumulating in earmarked reserves?)				
Action 4.b.4	 Insurance cover for the kiosk and defibrillator Clerk to check insurance details for the above 3. 				
	5. Increase for hotspot verge cutting not being covered by Highways, 2 cuts per year, Spring and Autumn				
Action 4.b.6	6. Clerk & Cllr. Ramsay to obtain quotes for the above 5.				
	7. Contributions to local community groups as per the agreed formula				
	8. Costs to cover the closed church yard by Cotswold District Council				
	9. Cllr. Stewart also added another concern as to the general state of the				
	village regarding weeds; investigate the idea of an odd job employee				
	general tidying up around the bus shelter etc. Concerns were raised				
٠. ـ : المار ٨	with costs involved for employment.				
Action 4.b,10	10. Clerk to correspond with the other Rissington PCs to investigate				
4.0,10	possible collusion for same odd jobs together and how they pay for these jobs whether through employment or other ways and costs				

Action 4.b,11 Action 4.b,12 Resolution	 involved. 11. Clerk & Cllr. Ramsay to include weeding in quotes from the contractor, Bibury, to do everything and for cost effectiveness to also include the whole of the churchyard with the quote to see if money can be saved for the PCC. 12. Clerk to work out costing for precept per household in the village. Collate information and formulate figures for guidance for the November meeting. Also to produce a list of what other councils are charging as a precept compared to household numbers as an indicator for judging best way forward. Donations to local community groups 2019/20 – Discussions were held between donations and paying for verge cuts for health and safety. It was felt perhaps a donation to the Rissington news would be appropriate for the new changes and start up but Gemina confirmed the finances were currently good. 					
4.c. Resolution	 A decision was resolved, proposed by Cllr. Cleverly and seconded by Cllr. Ramsay to not make any donations in the current financial year. It was unanimously resolved to authorise the signing of cheques for the following bills presented: cheques were signed in presence by Cllr Cleverly and the clerk. Clerk to process the payments. Payee Service provided Invoice/receipt Invoice Cheque 					
	CARTO	Clin Charrent - Australia a	number	Total	number	
	GAPTC	Clark Salars in absolute	6308	£95.00	22160	
	Debbie	Clerk Salary including	September 19	On	22159	
	Braiden Debbie	home work allowance Recompense to clerk for	Ref – Receipt	application £39.25	22159	
	Braiden	purchase of bouquet for Philippa Mitchell	no 8	139.23	22139	
	Bibury	Verge cuts September & inclusive of kiosk green during August.	9264	£261.60	22161	
5.	Planning applica	ations/issues:				
Resolution	 Late application received 27/9/19 app no. 19/03176/FUL – Endicott, Great Rissington. The Council considered the comments and unanimously resolved that they had no objections to the application. 					
Action	• Clerk to	submit the comment				
6.	Report from Dis	trict Councillor – Andrew I	Maclean			
.	No report receiv		TidelCuli			
7.	•	unty Councillor – Nigel Mo	or			
	No report receiv	-				
8.	Any other busin					
Resolution	 Salt Bins – Cllr. Ramsay produced a plan containing all the village bins. There are 5 substantial bins, 6 flimsy circular bins and 2 new bins are required (Cotswold Meadows and bend opposite Spooner's farm). Cllr Ramsay will procure replacements for the 6 circular bins for the current year @ £93.60 each from the earmarked budget of £650 (plus any VAT reclaimed). As per previous resolution, all unanimously resolved for this still to go ahead. 					

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Action 8.1	Cllr. Cleverly to organise 3 bins to be set into the ground approximately				
	costing £100.				
	Budget in for 2 new bins in the 20/21, bend opposite Spooner's farm and				
	bottom of Cotswold Meadows.				
	2. Highways – Cllr. Ramsay to discuss the following areas in Thursday's meeting				
	3/10/19:				
	 Road coming down the outside of the Lamb Inn 				
	2. Foot path between Rectory lane and Greens Close				
	3. Verges & bushes Rectory lane, Heaven Field and Leasow Lane going up				
	the hill				
	4. Drains along Leasow lane down to Rectory lane for jetting				
	5. Foot path between the Lamb and Charity Barn				
	6. 2 Pot holes along Rectory Lane are now quite deep				
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Action 8.3	3. Public question: Could we find out the cost for Ubico cuts of the closed church				
	yard? Clerk to enquire.				
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9.	There being no further business the meeting was closed at 20:00 hrs				
10.	The next parish meeting will be held on 5 th November 2019				