

GREAT RISSINGTON PARISH COUNCIL

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.	Apologies were received from Cllr Durrant. No interests were declared.
2. Resolution	It was unanimously resolved to sign the minutes of the meeting, 3 rd September 19 as a true and accurate reflection of the meeting and they were duly signed.
3.	Matters arising
3.a.	<ol style="list-style-type: none"> Cllrs 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. 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 5th November. Once adopted to include on the PC website and in future to ensure all newly elected councillors are provided with copies. Website updates – to ensure the website is kept up to date with relevant information. Cllr Durrant and the clerk are admin users. Recommendation: Clerk to carry out a review and comparison to other 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. 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. Recommendation: Clerk to contact the Dursley PC who is the buddy clerk for 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. 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. 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. 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.
Action 3.a,3	
Action 3.a,5	
Action 3.a,7	
Action 3.a,9	

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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.	<p>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.</p>
Resolution	<p>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.</p>
Action 3.b,1	<ol style="list-style-type: none"> 1. <u>Recommendation</u>: 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	<ol style="list-style-type: none"> 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) <ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 4. The Clerk will reply to Janne's correspondence.
3.c	<p>Training – As per recommendation from Cllr Stewart the clerk's request to attend GAPTC training for 'Minutes and Agendas' was unanimously resolved.</p>

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