

NOT YET RATIFIED

## GREAT RISSINGTON PARISH COUNCIL

### MINUTES OF MEETING TO BE HELD ON

TUESDAY, 4 DECEMBER, 2018 AT THE GREAT RISSINGTON CLUB

*Present:*

Parish Councillors Richard Cleverly (Chair), John Durrant (Vice Chair), Jane Carter, Graham Ramsay, Jenny Stewart, Local Government Electors (2)

#### **1 Apologies for absence and declarations of interest**

Apologies for absence were received from Simon Young, Natasha Sheasby, County Councillor Nigel Moor and District Councillor Mark MacKenzie-Charrington. There were no declarations of interest.

#### **2 Minutes of previous meeting**

The minutes of the previous meeting were agreed and signed off by the Chair.

#### **3 Matters arising**

##### *Parking*

The situation on the bend below the Lamb Inn seems to have improved a little following the publication of notices on the website, Great Rissington News and the noticeboard. It is understood the white lines will be refreshed within the next few weeks, and this should further improve the situation. Gloucestershire County Council Highways have confirmed all outstanding works are registered and programmed.

##### *Grass cutting*

It was agreed that the scope of the contract with Bibury Landscaping would be reviewed later in the meeting as part of the budget building process for 2019/20.

##### *Parish Clerk vacancy*

John Durrant reported he had interviewed Debbie Braiden. He had subsequently circulated her CV to other councillors. Following discussion around starting salary and expenses, it was agreed to appoint Debbie as parish clerk with effect from 1 February 2019. Payroll will be managed by PAPAS, an organisation recommended by the Gloucestershire Association of Parish and Town Councils (GAPTC).

#### **4 Accounts and financial matters**

The accounts for the year to date were prepared and presented by John Durrant, and were agreed. They were signed off by the Chair.

John also presented an outline budget for 2019/20 to enable the parish council to bid for its precept, which is required to be submitted to Cotswold District Council by the end of January.

John Durrant presented the projections to the end of the current financial year, together with budgetary proposals for 2019/20. Both documents had been circulated prior to the meeting. Significant additional provision is required owing to the need to employ a paid parish clerk for the first time in almost 2 decades. He confirmed that the £1,000 provision for computer equipment and software will be utilised by the new clerk, for whom a further £1,000 has been set aside for training. John was given a defined degree of flexibility in terms of setting a starting salary for the new clerk.

Provision is made in the proposals for 2019/20 for 14 grass cuts on existing contracted greens, and also for a graduated replacement of the grit/salt bins over the next few years. There was an extensive discussion around whether the parish council should seek to encompass all village greens within the contract with Bibury, at the end of which it was agreed that the parish council should thank those volunteers who maintain the non-contracted greens but also make financial provision for these to be absorbed within the contract should the volunteers cease to carry out the cuts for whatever reason. John Durrant pointed out that he had built in a degree of financial buffering in both the projected 2018/19 and 2019/20 budgets that takes account of this. Jenny Stewart undertook to identify alternative grass cutting providers so that the new clerk could manage a competitive review early next year to ensure we are achieving best value.

John Durrant said he had made provision for the replacement of several grit bins in the current financial year, but these have now been filled so the money can be used for other purposes or carried forward.

Jane Carter asked whether the churchyard is the responsibility of the parish council. Richard Cleverly confirmed that it is not, although the parish council have historically made a financial contribution to its upkeep through donations to local organisations.

It was agreed that no donations will be made to local organisations for the time being owing to the significant increase in percentage terms that is needed to meet the costs of employing the parish clerk. It was also agreed that the parish council will bid for a precept of £6,000 for 2019/20.

John Durrant said that he, Richard Cleverly and Graham Ramsay as signatories will be opening an on-line bank account with Barclays, Cirencester on 5 December as previously agreed.

The parish council considered the Barclays Customer Agreement and other documents which the Bank has provided and resolved that:

1. Great Rissington Parish Council appoints Barclays Bank UK PLC (the Bank) as the Council's bankers;
2. the Council accepts the terms of the Barclays Customer Agreement and confirm such acceptance to the Bank by completing the Bank's form of Appointment of Bankers;
3. the Council authorises any individual named in Section 2 (an 'authorised person') to:
  - (a) enter into any other agreements with the Bank (including banking facility agreements and indemnities) which they consider to be in the interests of the Council from time-to-time; and
  - (b) give instructions concerning the operation of the Council's bank accounts and otherwise communicate with the Bank in each case in writing or verbally, in accordance with the Customer Agreement; and
  - (c) register the Council for the Bank's computer and telephone banking services.

We noted that if the Council has registered for the Bank's computer and telephone banking services, any of the authorised person(s) acting in accordance with the current approval processes for the services would be responsible for amending the Council's 'customer profile' which (among other things) determines:

- the accounts that can be accessed by computer or telephone;
- security procedures and the number of individuals required to approve each instruction issued to the Bank (approval processes);
- the individuals ('users') allowed to use the service for making payments and other purposes (within any specified limits).

It was also noted that the Bank is entitled to act on all instructions given by a User in accordance with the correct security procedures until the Council notifies the appropriate computer or telephone banking service that the User is no longer authorised to act for it.

## **5 Planning**

There were no planning applications to be discussed.

## **6 Correspondence and matters raised by residents**

Requests had been received to support campaigns against the down-grading of services at Cheltenham General and North Cotswolds hospitals. It was agreed to support these campaigns and Jane Carter undertook to respond on behalf of the parish council.

## **7 Review of Community Emergency Plan**

Graham Ramsay thanked John Durrant and Philippa Mitchell for publishing a notice about the revised community emergency plan on the website and in the village newsletter respectively. Disappointingly, no comments had been received. A fresh appeal has been made for residents with specialist skills and/or equipment that might be useful in an emergency to register their details, but none have as yet been forthcoming. The plan was formally approved and Graham undertook to get it published and to send a copy to Cotswold district council. Further efforts will be made to identify residents with specialist skills or equipment to put themselves forward, with Richard suggesting an open meeting at the club early in the new year.

## **8 Preparations for winter weather: Report from Snow Warden**

Simon Young was unable to attend. It was agreed to make a further appeal for volunteers with 4 x 4 vehicles who might be willing to collect prescriptions, urgent food supplies, etc in the event of severe weather as part of the community emergency plan initiative.

Jane Carter felt that resident expectations need to be carefully managed to avoid a repetition of last year, where Bill Harbinson's valiant efforts to keep the village open were not fully recognised by some, as a result of which he gave up providing the service. Jane undertook to liaise with Simon Young and prepare some text for inclusion in the next Great Rissington News and on the village and parish council websites.

## **9 Report from District Councillor**

District Councillor Mark MacKenzie-Charrington was unable to attend.

## **10 Report from County Councillor**

County Councillor Nigel Moor was unable to attend.

## **11 Any other business**

Mrs Brain suggested that the location for storage of grit and salt reserves should not be publicised. As one of the volunteer grass cutters, she supported the notion of enabling local residents to "adopt" greens to keep tidy outside the Bibury contract in order to keep costs down.

Concern had been expressed about cars being left in the yellow hatch-markings by the school, which prevents larger vehicles from getting through. In the absence of enforcement, it was felt that tractors could use an alternative route from the farm to Barrington Lane using internal tracks.

## **12 Date of next meeting**

It was agreed the next meeting will take place on Tuesday 5 February 2019 at 7.00pm at the Great Rissington Club. The meeting was formally closed at 7:50pm.