

## GREAT RISSINGTON PARISH COUNCIL

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### Minutes - for meeting to be held at 7:00 pm on 5<sup>th</sup> November 2019 at the Great Rissington Club

<b>Present</b>	Councillors, Cleverly (Chairman), Durrant (Vice Chairman), Carter, Stewart, Ramsay & Sheasby – Debbie Braiden (Clerk)
<b>Invitees present</b>	County Councillor (Nigel Moor) & 5 members of the electorate

<b>1.</b>	<b>Apologies &amp; Interests:</b> There were no apologies received or declarations of financial interest.
<b>2.</b>	<p><b>Public Questions</b> – Concerns were raised with the new agenda format as the public present felt they could not make comment until the councillors had discussed matters on the agenda. Cllrs Carter &amp; Stewart and the Clerk, who had recently attended training laid on by the Gloucestershire Association of Parish and Town Councils (GAPTC) confirmed that provision for public questions should be made in the agenda and would be listed on the next agenda and a resolution can be made at the next meeting if required. It was agreed that the Chairman would open up the floor later during any other business for any comments for the meeting.</p> <p>The Chairman opened up the floor to the public for anything that is not on the agenda. The following questions were raised:-</p> <p>The drains on Leasowe Lane and Main Road are still blocked; will the work be carried out by Highways for the drains to be cleared? It was accepted that this is a matter for the County Councillor and it was already on the agenda under matters arising.</p> <p>Many of the white chalk marks for potholes recently made by Highways have now been washed away by the rain. Will they be replaced and it appears to be a waste of money and time if they can be washed away so easily. Again, this is a matter for County Councillor.</p> <p>A member of the electorate said that the agenda for the November meeting had not been published on the website. Cllr Ramsay confirmed that a copy had been posted on the notice board. The Clerk undertook to post a copy on the website.</p>
<b>3.</b>	<b>Report from District Councillor – Andrew Maclean</b> – No Report received – not in attendance
<b>4.</b>	<p><b>Report from County Councillor – Nigel Moor</b></p> <p>County Councillor Moor reported that it is recognised that the Lengthsmen's Scheme is not working as intended and may need to be re-launched under a different name. The regular maintenance programme will continue in the meantime. It was intended to provide a more focussed and dedicated approach to rural areas in the next financial year. Cllr Moor asked Cllr Ramsay if he had heard back from Rhodri Grey (Highways Manager, Cotswold area) following their meeting. Cllr Ramsay confirmed that he had not heard back and was particularly concerned about the condition of the drains and the white chalk marks which had now been washed away as raised by the public. Cllr Moor regretted the lack of response from Highways and undertook to progress the issues raised.</p> <p>Cllr Moor reported that the energy from the waste plant situated along the M5 at Quedgeley, south of Gloucester, has been fully commissioned. All household waste</p>

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	<p>originally going to landfill from across the six districts is now going to site. A contract for the sale of the electricity produced at the site has been signed to EDF and creates enough electricity for 25,000 houses a year. The electricity is going into the national grid which is very good news. A visitor's centre will be built in the spring and Cllr Moor hopes to invite parish councils to visit the site.</p> <p>A recent report was commissioned by the government from Julian Glover review the Areas of Outstanding Natural Beauty (AONB). He has recommended that the Chilterns and the Cotswolds become National Parks, and that the Forest of Dean become an AONB. If accepted, there will be significant impacts on the Cotswolds, for example if it became a National Park, Cotswold District Council will lose its planning function, which will transfer to the National Park Board. There is likely to be less affordable housing given premium rates tend to apply within a National Park.</p> <p>Cllr Stewart asked if there could be a more flexible relationship with the Lengthmen's scheme, with parish councils being able to negotiate priorities as seems to be the case in Worcestershire, where parish councils have greater influence over what works are undertaken. Cllr Moor confirmed that this happened in Maugersbury recently. He confirmed it is possible and he would put it forward on behalf of the GRPC.</p>
5. Resolved	<p><b>Minutes from the last meeting</b> - Councillor Carter proposed and Councillor Sheasby seconded that they are happy with the minutes recorded for 1<sup>st</sup> October 19 and are a true record of the meeting. The Chairman duly signed the minutes.</p>
6. Resolved  Resolved  Action  Action	<p><b>Finance</b></p> <ol style="list-style-type: none"> <li>1. The Treasurer's bank account balance was reviewed as at 21/10/19 = £7,489.70 this was agreed &amp; signed by the Chairman.</li> <li>2. The Accounts spreadsheet balance as at 31/10/19 was agreed and duly signed by the Chairman.</li> <li>3. Budget for 2020/21 precept. The Councillors commended the Clerk for producing such a detailed spreadsheet, but felt it might be perhaps a little complicated. The Clerk undertook to look into how best to present the accounts.</li> </ol> <p>Cllr Durrant asked if the precept request for 2020/21 had been received from Cotswold District Council (CDC). The Clerk reported that she had not received it and undertook to follow up with CDC.</p> <p>Discussion took place concerning items such as extra weeding, verge cutting of hotspots and grass cutting of the closed churchyard costs should they be re-claimed by CDC. Cllr Durrant reminded the council that within the usual donations to village causes fund of £1000, a contribution towards the grass cutting had already been included therefore still being carried forward and available for 2020/21 as it was resolved in the minutes of the meeting held on 1st October, under Section 4.b. that no donations will be made within 2019/20 financial year. For clarity, Cllr Durrant proposed again that no donations will be made in the current financial year. This was seconded by Councillor Carter and agreed.</p> <p>A proposed 25% rise in the precept was suggested as a fair increase given with the current balance. It will give the PC a contingency should CDC reclaim the maintenance costs for the grass cutting of the closed churchyard and give the option to make donations to agreed local causes or options to do more within the village. The Chairman confirmed that each year the donations will be reconsidered based on what funds are available.</p> <p>It was noted that historically there had been times when the PC were close to their balance, with limited scope should an emergency arise.</p>

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Resolved	<p>If the contingency funding is not required for the churchyard, the precept can be reduced the following year; it was also noted that for numerous years the precept was not raised, however employing a clerk has created a large increase in expenditure, but this was deemed necessary to maintain legal requirements on parish councils.</p> <p>Cllr Carter proposed a precept rise to £7,500 and Cllr Stewart seconded the proposal with others having some reservations but no objections.</p>																												
Action	4. Finalise amendments and propose adoption of The Model Financial Regulations for England and Wales set by NALC 2019. It was agreed two key points to decide, the first being finance committee be changed to the parish council; the second being the limit of a person spending money without authority this was already agreed at £100.																												
Action	Verification to be done quarterly of the bank reconciliation other than Chairman or cheque signatory. Cllr Carter proposed that Cllr Stewart be responsible for the quarterly verification seconded by Cllr Durrant.																												
Action Action	Other financial limits amend to £500 as GRPC is only a small concern compared to other councils.																												
	The timings of the budget should be available for September.																												
	Take out 'Petty cash' paragraphs as for the smaller items the clerk includes on her expenses.																												
	Assets register still required.																												
	Clerk to amend as per above and then add to the next agenda for approval.																												
Resolved	5. Cllr Carter proposed that cheque signing should be undertaken at the end of each meeting, thereby enabling members of the electorate to leave if they so wished. Cllr Durrant proposed and Cllr Stewart seconded to authorise all cheques for the following bills presented: cheques signed in presence by Cllr Cleverly and Cllr Durrant. Clerk to process the payments.																												
	One extra cheque was signed for the invoice produced during the meeting by the Chairman for the backboard in the telephone kiosk for £150 from Brain and Minchin. This was also agreed to be paid on 5/11/19 by cheque number 22167.																												
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	Town and Parish Council websites	Annual website hosting and maintenance 1/11/19 to 1/11/20 REF 17/19	1800565	£140.00	22166	
7.	<b>To consider Planning applications/issues:</b> <ul style="list-style-type: none"> <li>Application received 19/0345/FUL – Removal of existing single storey side extension and replacement with new single side extension at The Follies, Gt. Rissington. Already approved and no comment received.</li> <li>Application received 19/01149/FUL – 6 Manor cottages, listed building consent for replacement roof and insulation. No comments received.</li> </ul>					
8.	<b>Matters arising:</b> <ul style="list-style-type: none"> <li>Register of interest forms were received from Cllrs Cleverly &amp; Sheasby. The Clerk will forward to CDC and once approved will publish on the website.</li> <li>Update on grit bins – Cllr Ramsay reported an order has been placed for 6 purpose built bins (although he had now realised there are 7 flimsier circular bins in the village). The bins had been dispatched but not yet arrived. Cllr Durrant had accompanied Cllr Ramsay around the village and made a plan to perhaps reuse and relocate some of the old circular bins to other areas of the village that are not currently covered.</li> </ul> <p>The Chairman asked who was going to fill the bins. Cllr Durrant confirmed that normally the PC has contact from CDC in respect to filling up the reserve pile. The Clerk undertook to establish who is responsible for filling up the new bins and the reserve pile.</p> <ul style="list-style-type: none"> <li>Update on quotes for hot spot verge cutting – Cllr Ramsay met with Highways and Cllr Moore on site. They confirmed the resurfacing of the footways between the Lamb &amp; Charity Barn and Rectory Lane to Greens Close will be undertaken by the end of the year at a cost of £24k.</li> </ul> <p>GCC Highways have also undertaken to complete the cutting/strimming of the bank between Heaven Lane and Rectory Lane, also opposite Meadow Barn this autumn. Highways also confirmed they would jet the drains from above the Lamb Inn to Greens Close plus the main road all the way down to the church. Cllr Ramsay will continue to monitor until the work has been completed satisfactorily. Cllr Ramsay also confirmed that Nick Price from Bibury landscaping had given quotes for strimming of the verges between Rectory lane and Heaven Field and opposite Meadow Barn for a twice yearly cut (spring and autumn) at £100 per cut for both areas. Councillors are to make a decision based on these quotes at the next meeting. The Clerk will add to the next agenda. If the PC take on the extra verge cutting it could seek to make a claim back from Highways, who currently have responsibility.</p> <p>Churchyard quotes – Bibury quoted for 12 cuts per annum (the amount of cuts could be reduced) for the closed church yard at £102 per cut or £1,224 per annum.</p>					
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Action	<p>The new graveyard is quoted at £133 per cut or £1,596 per annum for the PCC to consider. Cllr Durrant was concerned that CDC seemed to think they could claim back at any time from the precept, funds for the costs of the closed churchyard cuts. The clerk confirmed that she had not heard any further from CDC and believes that it will take a while for a legal decision to be made to make any reclaim. It was noted that for precaution, the precept should cover a contingency amount for this possible reclaim. If the PC had taken over the closed churchyard maintenance responsibility, it would have had to find the funds for it. In order to procure the best options for the PC in the future, should CDC reclaim the closed churchyard from our precept, the clerk will find out current Ubico charges to compare to Bibury quotes.</p>
Action	<ul style="list-style-type: none"> <li>Update on defibrillator backboard and SSE works – Cllr Cleverly confirmed that the electric supply is connected and the backboard has been fitted. He handed the clerk the invoice for £150 for the backboard works. He was waiting for the electrician to now fit the defibrillator and it should then be up and running. Clerk to check that the BT contract is in place and the kiosk is covered on the PC's insurance as Cllr Carter will remove from the Trust's insurance policy. Cllr Carter queried as to who would pay the invoice, the Chairman confirmed the PC were going to pay all invoices and the balance for the defibrillator would be transferred to the PC bank account.</li> </ul>
Action	<ul style="list-style-type: none"> <li>Action sheet update from October minutes – The clerk confirmed all the items she had completed. These left 6 remaining items to do, some of which are repeated in these meeting actions.</li> </ul>
9.	<p><b>Any other business</b></p> <p>A PCC member suggested that the graveyard belongs to the families of the villagers buried and not the PCC or PC, therefore the maintenance costs are a village concern. Cllr Durrant responded that the St. John Trust as part of its statement of its mission and reason for being is to maintain the church and its grounds. Cllr Ramsay felt the maintenance of the churchyard had been a PCC matter, as evidenced by the fact they had recently sought to transfer responsibility in law to GRPC and thereafter CDC.</p>
Resolved	<p>Cllr Carter expressed concern that nobody had volunteered to fill the role of snow warden. She volunteered and was proposed by Cllr Durrant and seconded by Cllr Cleverly. Cllr Carter reported an issue concerning the status of a street lamp outside Clements Farm. Seemingly GCC did not know if it was there land but Cllr Cleverly advised he was meeting Highways in the morning to review.</p> <p>Cllr Ramsay reminded the meeting there is an ongoing vacancy for a councillor. He suggested this should be discussed at the next meeting. He also reported he had been to CDC peer review earlier that day for an external inspection of CDC services.</p>
Action	<p>Cllr Durrant stated that whilst looking around at salt bins they looked at the springs particularly the one from Pond bank. He felt we should get Highways to look at the spring before the winter when it would turn into a sheet of ice and there is also a similar problem near the Old Rectory. Cllr Ramsay undertook to add this to the list of issues to be progressed through Rhodri Grey, Highways Manager for the Cotswold area at GCC.</p>
Resolved	<p>The Clerk sought confirmation that her hours were to rise to 18 next financial year. Councillor Cleverly proposed and Cllr Sheasby seconded.</p>

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Action	The Clerk wanted to confirm that she was still to go forward with IMAP email option which was agreed.
Action	The Chairman opened up to the floor: Public enquiry as to once the defibrillator is installed, would there be any public training on how to use it? Cllr Durrant confirmed that there is training included upon the purchase cost so this would need to be arranged. Look at the invoice for details.
<b>10.</b>	<b>Closure of business and meeting at 20:25 hrs</b>
<b>11.</b>	<b>The next parish meeting will be held on 3<sup>rd</sup> December 2019</b>

ITEM	ACTIONS FROM MINUTES 5/11/19	COMPLETED
1	NONE	
2	Clerk - Readdress Agenda format.  Councillor Moor – White chalk lines for potholes washed away. Also to chase up Highways in respect to blocked drains and verge cutting for hotspots.  Clerk - Add November's agenda and minutes to website	
3	None	
4	None	
5	File last month's minutes	
6.3	Finance Clerk - Address presentation of accounts for members. Spreadsheet to be less complicated.	
6.4	Clerk – Enquire to CDC regarding the precept request for 2020/21, it has not been received.  Clerk - Finalise amendments to the Financial regs and add to December's agenda.  Clerk & Cllr Stewart - to arrange and complete quarterly bank reconciliations. Correspond with Cllr Stewart as to when and how she would like to start.	
6.5	Clerk – Formulate an Asset Register for GRPC  Clerk – Cheque signing to be done at the end of the meeting to save time. Process authorised payments.	
7	Planning: No comments received on planning	

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	applications	
8	<p>Matters arising: Clerk - Send register of interest form to CDC for Cllr Cleverly and Cllr Sheasby.</p> <p>Clerk – To find out who can refill the grit store and bins.</p> <p><b>Cllr Ramsay</b> – to continue to monitor until the works has been completed by Highways.</p> <p>Clerk – Add to December’s agenda to decide if the PC would like to go ahead with the hotspot cuts with Bibury at £100 per cut for this year.</p> <p>Clerk – to find out how much Ubico costs are for the closed churchyard for comparison to Bibury.</p> <p>Clerk – To check up on BT contract to ensure it is in place correctly also to ensure the kiosk is covered on the PC’s insurance.</p> <p><b>Cllr Carter</b> – to transfer remaining defibrillator costs to the GRPC bank account.</p>	<p>Delivered by hand to CDC 11/11/19</p> <p>Phoned CDC they gave me highways number. Emailed highways 11/11/19</p>
8 continued		
9	<p>AOB Cllr Ramsay – undertook to add to his highways list, the springs resulting in ice sheets at Pond bank and near the Old Rectory.</p> <p>Clerk - Inform PATA that her hours will be raised from 15 to 18 hours per month w.e.f. 1<sup>st</sup> April 2020.</p> <p>Clerk - Continue with processing the IMAP email solution already resolved.</p> <p>Clerk – To look at invoice for the defibrillator to organise public training on the device once it has been installed in the telephone kiosk.</p>	