

# Upper Rissington Parish Council

Village Hall, Hawker Square, Upper Rissington, Gloucestershire, GL54 2NT  
Telephone: 01451 810839 / 07773 526735 - Email: [clerk@upperrissington.net](mailto:clerk@upperrissington.net)

## To Members of the Parish Council

You are summoned to attend a **Meeting of the Upper Rissington Parish Council** to be held on **Monday, 19th May 2014 at 7:45pm** in the **Village Hall** for the transaction of the business stated below.

### Agenda

1. **Apologies:** To receive apologies of absence.
2. **Declarations of Interest and Dispensation:**
  - (i) To receive declarations of any pecuniary or non-pecuniary interests from Councillors on items on the agenda (Councillors with pecuniary interests must leave the room at the relevant time if no dispensation has been granted).
  - (ii) To receive written requests for dispensations for disclosable pecuniary interests (if any).
  - (iii) To consider the grant of any requests for dispensations as appropriate.
  - (iv) To note dispensations granted by the Clerk.
3. **Minutes:** To approve the minutes of the Parish Council Meeting held on 3rd March 2014.
4. **Minutes:** To approve the minutes of the Parish Council Meeting held on 19th March 2014.
5. **Matters Arising:** To report on progress from previous meetings not covered under agenda items.
  - (i) To receive an update on the Tree Risk Management Survey.
  - (ii) Tap for Jubilee Garden – update.
6. **Public Session:** To provide members of the public/press the opportunity to comment on items on the agenda or raise issues for future consideration.
7. **District/County Councillors Reports:** To receive a report on matters of public interest.
8. **Planning:** To review and consider planning applications, decisions, appeals and enforcements.
9. **Temporary RFO:** To appoint a temporary RFO.
10. **Grass cutting:** Confirmation of appointment of McCracken & Son Ltd.
11. **Finance:**
  - (i) To consider and authorise payments due (including transfer of funds across budgets where necessary).
  - (ii) To consider retrospective approval of payments.
  - (iii) To consider and approve up to date financial information.
  - (iv) Any other financial matters.
12. **Annual Return:**
  - (i) Approval of Annual Governance statement.
  - (ii) Approval of Annual accounts year ending March 2014.
  - (iii) External auditors – To note Grant Thornton have been appointed.
13. **Co-opting Parish Councillor:** To consider and vote on an application received.
14. **Correspondence:** To review urgent correspondence received since the last meeting.
15. **'Around the Village':** Matters not covered by other agenda items that need addressing or noting.
16. **Date of next meeting:** To confirm that the date of the forthcoming meetings.

**Date: 13th May 2014**

Vice-Chair to Upper Rissington Parish Council

## Upper Rissington Parish Council

Village Hall, Hawker Square, Upper Rissington, Gloucestershire, GL54 2NT  
Telephone: 01451 810839 / 07773 526735 - Email: [clerk@upperrissington.net](mailto:clerk@upperrissington.net)

### **MEMBERS OF THE PUBLIC SHOULD FAMILIARISE THEMSELVES WITH THE FOLLOWING INFORMATION FOR THE PUBLIC SESSION.**

- (a) Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- (b) Subject to standing order (a) above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda.
- (c) The period of time which is designated for public participation in accordance with standing order (b) above shall not exceed 15 minutes.
- (d) Subject to standing order (c) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 5 minutes.
- (e) In accordance with standing order (b) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.
- (f) In accordance with standing order (e) above, the Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an employee for a written or oral response.
- (g) A record of a public participation session at a meeting shall be included in the minutes of that meeting.
- (h) A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman may at any time permit an individual to be seated when speaking.
- (i) Any person speaking at a meeting shall address his comments to the Chairman.
- (j) Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.
- (k) No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- (l) If, in the opinion of the Chairman, there has been a breach of standing order (k) above, the Chairman shall express that opinion and thereafter any councillor (including the Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- (m) If a resolution made in accordance with standing order (l) above, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.