

# Upper Rissington Parish Council

## Notice of Parish Council Meeting

I hereby give notice that a Parish Council Meeting will be held in Upper Rissington Village Hall, Wellington Road on **Monday 7<sup>th</sup> November 2016 at 7.30pm.**

**Members of the Council** are hereby summoned to attend for the business of considering and resolving upon the matters as set out below. **All Residents** of the Parish and **Press** are welcome to attend.

*Dawn Laird*

**Dawn Laird**  
Deputy Clerk to Upper Rissington Parish Council

1<sup>st</sup> November 2016

## Agenda

1. **Appointment of temporary Chairman to preside over the meeting**
2. **Appointment of Chairman and to receive Declaration of Acceptance of Office**
3. **Appointment of Vice Chairman and to receive Declaration of Acceptance of Office**
4. **Apologies:** *To receive apologies for absence.*
5. **To Receive Declarations of Interest and Consider Applications for Dispensation**
6. **Public Session:** *To provide members of the public/press with the opportunity to comment on items on the Agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 15 minutes and three minutes per person.*
7. **District / County Councillors' reports:** *To receive reports for information.*
8. **Minutes:** *To approve and authorize the Chairman to sign the minutes of the Parish Council Meeting held on Monday 3<sup>rd</sup> October 2016.*
9. **Outstanding Actions from Previous Meetings:** *Report on progress from previous meetings not covered under agenda items – for information only.*
10. **Planning:**
  - (i) *To review and consider new applications received, decisions, appeals and enforcements and agree the Council's response:*
    - *16/03809/TPO - Works to trees with a TPO for T.1 – Silver Birch (located at the right front of the house) – remove at 28 Sopwith Road, Upper Rissington, GL54 2NS.*
    - *16/04003/TPO - Works to trees with TPO for 2 Copper Beech Trees along Wellington Road. Crown raise to give 5.5m clearance above the highway at 12 Smith Barry Road, upper Rissington, GL54 2QT.*
    - *16/04134/TPO – Works to trees with TPO for T.1, T.2, T.3 – Sorbus aria – Reduce crown by 3m and shape; T.4,5 – Sorbus x intermedia – Reduce crown by 2m and shape; T.6 – Cedrus deodara – reduce crown by 1.5m and shape lateral branches at 27 Grebe Square, Upper Rissington, GL54 2NH.*

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- 16/04228/TPO - Works to trees with TPO for Fell and remove Swedish Whitebeam 06/00268/TPO – Tree which is overhanging path and road has signs of rot and therefore presents increases threat of breakages. Replant with one Prunus pendula Pendula Rubra close to previous position but bringing back into the garden away from footpath at 7 De Havilland Road, Upper Rissington, GL54 2NZ.
- 16/03954/TPO – Tree Management of Parish Trees, Wellington Road, Upper Rissington, GL54 2QW.
- 16/04378/TPO – Works to trees with a TPO for Horse chestnut (T1) – Fell and remove diseased tree with lead miner next to path and road. No proposal to replant. Norway Maples (T2) – Crown reduction by 20% as overhanging outbuilding. Silver Birch (T3) – Crown reduction by 20% at 1 De Havilland Road, Upper Rissington, GL54 2NZ.
- 16/04450/FUL – Full application for Proposed Loft Conversion including rooflights and dormer windows at 21 Beechcraft Road, Upper Rissington, GL54 2QR.

(ii) To note decision notices received:

- 16/03338/FUL – Erection of single storey side extension – 5 Blenheim Close, Upper Rissington, GL54 2QX – APPLICATION PERMITTED.
- 16/03562/TPO – Maple (T1) – Fell – 33 Hawker Square, upper Rissington, GL54 2NT – APPLICATION REFUSED.

## 11. Finance:

- (i) To consider and authorise payments due
- (ii) To consider and authorise vires from Contingency / Reserves
- (iii) To note the expenditure / payments made by the Deputy Clerk under Emergency Powers
- (iv) Retrospective approval for cheque payment from URPC to GAPTC in reimbursement.

## 12. New Village Hall:

- (i) To review and approve the Lease and Agreement To Lease as received from the VHMT's solicitor.
- (ii) To discuss and consider the letter received from the Village Hall Management Trust, dated 1<sup>st</sup> October 2016 and approve any actions necessary.
- (iii) To discuss and approve expenditure to repair the damaged partition wall.
- (iv) To discuss and approve expenditure to replace battery packs/inverter units throughout the village hall.
- (v) To discuss and approve the installation of Twin Spot Emergency Lights in the main Hall.
- (vi) To discuss and approve purchasing sanitary bins.
- (vii) To discuss and consider cleaning arrangements for the main hall floor and agree any expenditure necessary.

## 13. Annual Return:

- (i) To receive and note the External auditor certificate and opinion 2015/16.
- (ii) To agree responses to the audit satisfaction survey.

## 14. Council Documents:

- (i) **Standing Orders:** To approve and authorize the Chairman to sign the amended Standing Orders (as resolved at the 23<sup>rd</sup> May Meeting).
- (ii) **Financial Regulations:** – To approve and authorize the Chairman to sign the amended Financial Regulations (as resolved at the 23<sup>rd</sup> May Meeting).

## 15. Grant Applications: To consider and approve grant applications received.

## 16. Hall Hire Discount Request: To consider the complaint received and approve the request for discount.

## 17. Play Park:

- (i) To receive the repair recommendations following review of the Annual Inspection, consider quotes to undertake the work and approve expenditure to appoint a contractor to make the repairs.
- (ii) To receive the WODC monthly Inspection Sheets and agree actions necessary.

## 18. Perimeter Hedges: To consider quotes received and approve expenditure to appoint a contractor to cut the perimeter hedges.

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19. **Consultation on Removal of Telephone Box on Sopwith Road:** *To discuss the proposed decommissioning of the telephone box on Sopwith Road and agree a response.*
20. **Litter Pick:** *To agree a date for the village litter pick.*
21. **Correspondence:** *To inform councillors of any correspondence received throughout the month.*
22. **To resolve to move in to a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Standing Order 19a:** *The public and press should leave the meeting during the consideration of:*
23. **Confidential Minutes from 3<sup>rd</sup> October 2016:** *To approve and authorize the Chairman to sign the Minutes of the Confidential Session of the Extraordinary Parish Council Meeting held on 19th October 2016.*
24. **Clerk's Return to Work Interview:** *To receive the meeting notes from the Clerk's Return to Work interview and agree any actions necessary.*
25. **Contracts of Employment:**
  - (i) *To discuss the working hours of the Village Hall Cleaner and agree any actions necessary.*
  - (ii) *To discuss and approve the updated contract for the Village Hall Cleaner.*
26. **Date of the Next Meeting:** *To confirm the date of the next regular meeting.*