

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 5th December 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.



Debbie Hill
Clerk to Upper Rissington Parish Council

29th 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 3rd October 2016, the Extraordinary Parish Council Meeting held on the 19th October and the Extraordinary Parish Council Meeting held on Wednesday 16th November 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, appeals and enforcements and agree the Council's response:*
 - *C/16/00491/PRMA – New Premises License – Unit 4, Gloster Court, Mitchell Way, Upper Rissington GL54 2FL*
 - (ii) *To note that Upper Rissington Parish Council has submitted a new Premises License application C/16/00480/PRMA relating to the Village Hall*
 - (iii) *To note decision notices received:*
 - *16/03809/TPO - Works to trees with a TPO for T.1 – Silver Birch (located at the right front of the house) – remove - 28 Sopwith Road, Upper Rissington, GL54 2NS – APPLICATION PERMITTED*

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- 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 - 12 Smith Barry Road, upper Rissington, GL54 2QT – APPLICATION PERMITTED
 - 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 - 27 Grebe Square, Upper Rissington, GL54 2NH – APPLICATION PERMITTED
 - 16/03954/TPO – Tree Management of Parish Trees, Wellington Road, Upper Rissington, GL54 2QW – APPLICATION PERMITTED
- (iv) To note applications with expired deadline
- 16/04434 – Proposed two storey side extension – 21 Grebe Square, Upper Rissington GL54 2NH – deadline for comments 29th November 2016

11. Finance:

- (i) To consider and authorise payments due.
- (ii) To consider and authorise vires from Contingency / Reserves
- (iii) To compare actual spend to budget for year to date
- (iv) To note the work to the Bus Shelter authorized by the Clerk under Emergency Powers
- (v) To receive an explanation from the Clerk concerning variance to costs from the figures quoted at the meeting held on 27th June to the figures on the most recent BT bill and agree any actions necessary

12. New Village Hall:

- (i) To review and approve the Lease and Agreement to Lease as received from the VHMT's solicitor.
- (ii) To authorise two Councillors to sign the Lease
- (iii) To discuss and consider the letter received from the Village Hall Management Trust, dated 1st October 2016 and approve any actions necessary.
- (iv) To discuss and approve expenditure to repair the damaged partition wall.
- (v) To discuss and approve whether to reclaim part or all of the costs for the repair work to the partition wall
- (vi) To discuss and approve expenditure to replace battery packs/inverter units throughout the Village Hall.
- (vii) To discuss and approve the installation of Twin Spot Emergency Lights in the main hall.
- (viii) To discuss and consider cleaning arrangements for the main hall floor and agree any expenditure necessary.
- (ix) To discuss and approve the provision of a nappy bin.

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 23rd May Meeting).
- (ii) **Financial Regulations:** – To approve and authorize the Chairman to sign the amended Financial Regulations (as resolved at the 23rd 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:** *To approve and authorize the Chairman to sign the Minutes of the Confidential Sessions of the Parish Council Meeting held on the 3rd October, the Extraordinary Parish Council Meeting held on 19th October 2016 and the Extraordinary Parish Council Meeting held on 16th November 2016.*
24. **Cleaner's Salary Review:** *To review the Cleaner's Salary and agree whether to award a pay increase.*
25. **Clerk's Working Hours:** *To review the Clerk's working practices and agree any outstanding amendments necessary.*
26. **Clerk's Objectives:** *To discuss and agree the Clerk's objectives.*
27. **Clerk's Holiday:** *To discuss and approve the Clerk's application for holiday next year.*
28. **Date of the Next Meeting:** *To confirm the date of the next meeting.*