

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 **13th June 2018 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.

Pauline Rigby

Pauline Rigby
Clerk to Upper Rissington Parish Council

7 June 2018

AGENDA

1. **Apologies:** To receive apologies for absence.
2. To Receive **Declarations of Interest** and Consider **Applications for Dispensation**
3. **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 in total and three minutes per person.*
4. **County Councillor's Report:** To receive reports for information
5. **District Councillor's Report:** To receive reports for information
6. **Neighbourhood Plan:** To receive a report from the Neighbourhood Plan Steering Group.
7. **Minutes:** To approve and authorise the Chairman to sign:
 - a. Minutes of the Parish Council meeting held on 9 May 2018,
 - b. Minutes of the extraordinary meeting held on 23 May 2018, and
 - c. Minutes of the extraordinary meeting held on 12 June 2018.
8. **Clerk's Report:** To review outstanding actions from previous meetings not covered elsewhere on the agenda – for information only.
9. **Annual Governance Review:**
 - a. To receive the internal audit report from on 17 May, and consider any actions arising.
 - b. To consider and approve the Annual Governance Statement 2017-18 (AGAR Part 3, Section 1), and authorise the Chairman of the meeting to sign the same.
10. **Accounts for Year Ended 31 March 2018:**
 - a. To approve the Accounting Summary for the year ended 31 March 2018;
 - b. To approve and approve the Accounting Statement 2017-18 (AGAR Part 3, Section 2) and authorise the Chairman of the meeting to sign the same;
 - c. To approve publication of the unaudited accounts for 2017-18, and
 - d. To confirm the period for the exercise of public rights (proposed to take place between Monday 18 June and Friday 27 July).

11. Data protection:

- a. To receive the data audit carried out by the Clerk, and consider the next steps.
- b. To consider and approve the privacy policy, and authorise it to be placed on the website.
- c. To consider and approve the installation of a domain SSL certificate on the Council's website at a cost of £29 initially and £24 a year added to the hosting fees.

12. Finance:

- a. To report payments made since the last meeting.
- b. To record Clerk's overtime hours for May.
- c. To approve payments according to the payments list, and agree vires as required.
- d. To record income received.
- e. To review and approve bank reconciliations, and
- f. To review expenditure against budget year to date, if available.

13. Workplace Pension: To consider the Council's arrangements to fulfil its duties under pensions regulations, and agree upon details of the scheme to be provided.

14. Planning:

- a. To agree the Council's response to application 17/04151/FUL Variation of Condition 1 ... public open spaces (new details for play spaces, hard surfacing and planting).
- b. To note new planning decisions made.

Application no.	Details	Status
18/01253/TPO	1 X Horse Chestnut (G39) - and 1 x Cherry (G39) - Prune ... - 4 Smith Barry Circus Upper Rissington Cheltenham Gloucestershire GL54 2NQ	Application permitted
18/00473/FUL	Rear single storey extension - 30 Grebe Square Upper Rissington CHELTENHAM Gloucestershire GL54 2NH	Application permitted

- c. To consider new planning applications received.
- d. To consider urgent planning applications received since publication of the agenda.

Application no.	Details	Deadline
18/01661/FUL	Installation of 20m high monopole mast supporting headframe with 6No. antennas and 2No. transmission dishes, ... within a compound enclosed by 1.8m high palisade fence. (In Retrospect), Land Off Sandy Lane	Thursday 14 June

15. Rissington School Expansion: To consider the Council's response to the consultation to permanently expand the Rissington School.

16. Hire of Public Open Space: To consider requests to use the field for access or organised events.

17. Tree Management: To consider the work required to implement a tree management plan and agree how the Council will deal with requests for tree work arising in the interim.

18. Correspondence: To receive a list of correspondence for information.

19. Items for Future Meetings: To receive future agenda items (defibrillator, Youth Council, disciplinary and grievance policy noted). Note: no discussion can take place under this item.

20. Date and Time of Next Meeting(s): Wednesday 11 July, 7:30pm.

Payments reported since the last meeting:

Payee	Date of invoice	Details	Cheque Total	Relevant minutes	Authority
British Telecom *	19-May	BT bill Q001 TQ (1 May - 31 July)	£183.05	22/03/18 - item 3	LGA 1972 s.111

* paid by direct debit

Payments to be authorised:

Payee	Date of invoice	Details	Cheque Total	Relevant minutes	Authority
Arrow Accounting	17-May	Internal audit on 17 May	£419.88	8/11/17 - item 12	AAR 2015 s.5
Village Hall Trust	03-Jun	First anniversary payment	£6,000.00	26/08/16 - item 7	LG(MP)A 1976 s.19(3)
PATA (UK)	06-Jun	Payroll: April, May, June	£22.50	28/04/17 - item 7	LGA 1972 s.111
Pauline Rigby	25-Jun	Clerk's salary May and O/T Mar, Apr, May	██████	08/11/17 - item 29	LGA 1972 s.112 (2)