

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 **12th September 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

Clerk to Upper Rissington Parish Council

6th September 2018

AGENDA

1. **Election of Chairman**
2. **Apologies:** To receive apologies for absence.
3. To Receive **Declarations of Interest** and Consider **Applications for Dispensation**
4. **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.*
5. **County Councillor's Report:** For information
6. **District Councillor's Report:** For information
7. **Minutes:** To approve and authorise Chairman to sign:
 - a. Minutes of the Parish Council meeting held on 8 August 2018, and
 - b. Minutes of the Extraordinary Parish Council Meeting held on 15 August 2018.
8. **Clerk's Report:** To review actions from previous meetings not covered elsewhere.
9. **Planning:**
 - a. To note new planning decisions made.
 - b. To consider planning applications received.

Application no.	Details	Deadline
18/03090/TPO	Silver Birch - Fell and replace – 8 Wright Close Upper Rissington Cheltenham Gloucestershire GL54 2NR	Tue 04 Sep 2018 (Expired)
18/03052/TPO	Crab apple - Reduce by 30% – 3 Wright Road Upper Rissington CHELTENHAM Gloucestershire GL54 2NP	Tue 04 Sep 2018 (Expired)
18/02886/FUL	Removal of existing rear conservatory and replacement ... 15 Smith Barry Crescent, Upper Rissington GL54 2NG	Wed 05 Sep 2018 (Expired)
18/02848/FUL	Single storey extension – 20 Bristol Road Upper Rissington CHELTENHAM Gloucestershire GL54 2NY	Thu 06 Sep 2018 (Expired)
18/02895/FUL	3 Blenheim Close Upper Rissington Cheltenham Gloucestershire GL54 2QX	Fri 14 Sep 2018

17/04151/FUL	New details (engineering details for attenuation pond) – Variation of condition 1 of reserved matters permission 12/03810/REM ... open space provision	No formal consultation period
8/03303/TPO	Sycamore T1- fell to ground level – Limetrees, 2 Blenheim Close, Upper Rissington GL54 2QX	Tue 25 Sep 2018

c. To consider any urgent planning applications received since publication of the agenda.

10. **Insurance:** To review level of insurance cover and confirm policy renewal.

11. **Finance:**

- a. To approve payments according to the payments list,
- b. To record income received,
- c. To review and approve bank reconciliations,
- d. To review expenditure against budget year to date, and
- e. To receive the completed list of internal control checks (Q1).

12. **Banking and Investments:**

- a. To review and adopt the Investment Strategy for 2018-19.
- b. To consider opening an investment account in accordance with the strategy.

13. **Internal Audit:** To consider appointment of an internal auditor for Financial Year 2018-19.

14. **Children's Play Park:**

- a. To review the play park inspection sheets and agree any actions arising.
- b. To review and approve the additional quote from HAGS following the variation of the 'contract' to include site preparation in Phase 2;
- c. To authorise the clerk to apply for grants from CDC and GCC;
- d. To authorise the clerk, following confirmation of approval of the CDC and GCC grants, to place the order with HAGS for Phase 2, including the site preparation works.
- e. To consider variation to the budget for 2018-19 to allow Phase 2 to be brought forward.

15. **County Council Lengthsmen:** To consider works to request under the scheme.

16. **Land Enquiries:** To consider the application for a Land Registry e-Business Services account, and approve the use of variable direct debit to pay for services.

17. **Staffing Committee:**

- a. To receive the draft minutes of the Staffing Committee meeting on 26 July,
- b. To elect the Committee Chairman, and confirm the arrangements for substitutes,
- c. To consider and approve the Clerk's overtime, and
- d. To consider Clerk attending VAT training course on 9 October at a cost of £75.

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

19. **Items for Future Meetings:** To receive future agenda items (bins by picnic benches, defibrillator, Youth Council, disciplinary/ grievance policy). No discussion can take place under this item.

20. **Date and Time of Next Meeting(s):** Wednesday 10 October, 7:30pm

Payments to be authorised:

Payee	Date of invoice	Details	Cheque Total	Relevant minutes	Authority
WODC	09-Aug	Play park inspections 24/6 & 21/7	£37.80	15/06/15 - 8	LG(MP)A 1976 s.19
British Telecom *	19-Aug	Phone and broadband (new a/c)	£169.63	22/03/18 - 3	LGA 1972 s.111
Pauline Rigby	12-Sep	Expenses - Irrigation equipment	£166.91	15/08/18 - 5	LG(MP)A 1976 s.19
Pauline Rigby	25-Sep	Clerk's salary / overtime	██████	08/11/17 - 29	LGA 1972 s.112 (2)
Came and Company	01-Oct	Insurance	£1,265.75	13/09/17 - 12	LGA 1972 s.111, 140

* Paid by direct debit on or about 2 September