

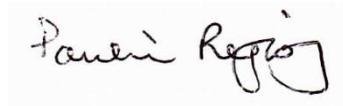
# Upper Rissington Parish Council

## 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 **13 February 2019 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

**07 February 2019**

### AGENDA

1. To receive apologies for absence.
2. To receive declarations of interest and consider applications for dispensation.
3. To receive the County Councillor's Report.
4. To receive the Ward Councillor's Report.
5. **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.*
6. **Minutes:** To approve and sign minutes of the Parish Council meeting on 16 January 2019.
7. **Clerk's Report:** To review actions from previous meetings not covered elsewhere on the agenda.
8. **Planning:**
  - a. To note new planning decisions made.
  - b. To consider new planning applications received:

| Application no. | Details   | Deadline         |
|-----------------|---|------------------|
| 19/00347/TPO    | Mature Sycamore T1 - in front garden: crown reduce -<br>22 Hart Close Upper Rissington GL54 2PX | 27 February 2019 |

- c. To consider whether the council agrees with the removal of the footpath on Wellington Road (Part of Public Open Spaces application 17/04151/FUL); and
  - d. To consider any urgent planning applications received since publication of the agenda.
9. **Public Open Spaces:** To consider appointing LQM to review the information on land condition, provide an opinion on the likelihood of such land being determined as Contaminated Land under Part 2A of the Environment Protection Act 1990, and advise the Parish Council on what further works or information are needed to form an opinion on whether to take over the land.

#### 10. Children's Play Park:

- a. To receive the post-inspection safety report and defect report from HAGS, and consider quotation for additional work to improve the hard surfacing;
- b. To receive the monthly inspection sheet, and approve purchase of signs and padlock.

#### 11. Finance:

- a. To approve Clerk's overtime claim,
- b. To approve payments according to the payments list,
- c. To record income received,
- d. To review and approve bank reconciliation,
- e. To review expenditure against budget for the year to date, and
- f. To review the completed list of internal control checks (Q3).

12. **Banking Arrangements:** To consider adding new councillors to the bank mandate.

13. **External Audit:** To receive the auditor's certificate and report, and consider any actions arising.

#### 14. Neighbourhood Plan:

- a. To consider quotations for consultant support in drafting the Neighbourhood Plan;
- b. To authorize the Clerk to apply for Locality grant(s) to fund this activity.

15. **Tree Survey:** To review the general approach to tree management and consider quotations for a detailed tree condition survey, annual follow-on inspections and tagging.

16. **Publication Scheme:** To review and approve list of information available from the Parish Council under the ICO's model publication scheme.

17. **Council Email:** To consider setting up gov.uk email addresses for all councillors.

18. **Document Storage:** To consider the purchase of a fire-proof filing cabinet.

19. **Chairman's Expenses:** To authorize payment of travel expenses to attend meetings at GAPTC.

20. **Breeze Magazine:** To approve the Parish Council's contribution to 'The Breeze'.

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

22. **Items for Future Meetings:** Wall repairs, Youth Shelter, Village Gateways, Handyman, and Parking Space improvements already noted. Note: no discussion can take place under this item.

23. **Date and Time of Next Meeting(s):** Thursday 21 March, 7:30pm

#### Payments list for February:

| Payee                             | Date   | Details                     | Amount      | Relevant minutes  | Authority         |
|-----------------------------------|--------|-----------------------------|-------------|-------------------|-------------------|
| PKF Littlejohn LLP                | 25-Jan | External audit fees         | £ 1,941.00  | 13/06/18 - 9, 10  | LAA 2014 s.4      |
| Cartridge Save Ltd                | 22-Jan | Epsom Printer Ink           | £ 100.62    | FR 4.1            | LGA 1972 s.111    |
| HAGS-SMP Ltd                      | 20-Jan | Play park Phase 2           | £ 32,084.80 | 12/10/18 - 14(d)  | PHAAA 1907 s.76   |
| NEST *                            | 08-Feb | Pension contributions       | personal    | 13/06/18 - 13     | PA 2008 s.3       |
| ReformIT                          | 06-Feb | Office 365 & IT support     | £ 419.77    | 19/12/18 – 13, 14 | LGA 1972 s.111    |
| West Oxfordshire District Council | 05-Feb | Playground inspection 31/01 | £ 18.90     | 15/06/15 - 08     | PHAAA 1907 s.76   |
| Pauline Rigby                     | 25-Feb | Clerk's Salary February     | personal    | 08/11/17 - 29     | LGA 1972 s.112(2) |