

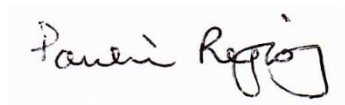
Upper Rissington Parish Council

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 Wednesday **10th July 2019, 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

4th July 2019

AGENDA

1. To receive apologies for absence
2. To receive declarations of interest
3. To consider applications for dispensation
4. To receive the County Councillor's Report
5. To receive the Ward Councillor's Report
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 in total and three minutes per person.*
7. **Minutes:** To approve and sign minutes of the parish council meeting held on 12 June 2019;
8. **Clerk's Report:** To review actions from previous meetings, and consider matters arising:
 - a. To appoint council representatives to the Neighbourhood Plan Steering Group; and
 - b. To record that Councillor Bowie will attend GAPTC's AGM on 20 July 2019; and
 - c. To review the cost of the broadband and telephone line.
9. **Planning & Highways:**
 - a. To note new planning decisions issued by Cotswold District Council;
 - b. To consider any urgent planning applications received since publication of the agenda.
10. **Public Open Spaces:**
 - a. To receive a report from the developer meeting with Chairman and Ward Councillor;
 - b. To consider developers' offer to meet with the parish council;
 - c. To investigate transfer of land in the original village owned by the developer;
 - d. To take a view on whether Upper Rissington Parish Council would like to adopt the S106 public open spaces when offered, subject to satisfactory due diligence.
 - e. To consider professional support to help the council achieve the aims in item d. above.
11. **Grants Policy:** To approve the parish council's community grants scheme for 2019-2020.

12. Committee Structure:

- a. To receive a report on the creation of committees and approve the committee structure;
- b. To approve terms of reference for the committees;
- c. To appoint members to committees, and agree initial meeting dates; and
- d. To consider setting up an Emergency Planning Group (Minute 21/03/19 – 19 refers).

13. Bullying and Harassment Policy: To adopt a bullying and harassment policy.

14. Finance:

- a. To record income received,
- b. To review and approve the Clerk's overtime (confidential report),
- c. To approve payments according to the payments list,
- d. To review and approve bank reconciliation, if available;
- e. To review expenditure against budget for the year to date.
- f. To appoint a member to carry out quarterly internal financial control checks.

15. Internal Auditor: To appoint an internal auditor for the year ending 31 March 2020.

16. Noticeboards:

- a. To discuss purchase of new parish council noticeboard outside the parade of shops,
- b. To receive a verbal report on the condition of the noticeboards at Jubilee Gardens and Sandy Lane, and consider whether to repair or replace them.

17. Parking spaces:

- a. To consider installation of drop kerb in Hawker Square, and
- b. To consider erecting 'residents only' signs on parking bays.

18. Councillor Surgeries: To consider holding monthly councillor surgeries.

19. Village Hall: To consider email from the Trust requesting transfer of authority to order keys.

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

21. Date and Time of Next Meeting(s): Wednesday 14 August, 7:30pm.

Anybody with an item they wish to bring to the attention of the Council, should forward details, in writing, to the Clerk to the Parish Council, no later than 9am on Tuesday 1st August 2019.

22. Confidential session: To resolve to move into 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.

23. To receive the final report from the grievance panel and consider the council's response.

REPORTING ON PUBLIC MEETINGS

Anyone can film, record, broadcast, take photographs, and use social media to report on the meeting when it is open to the public, so long as they conform to the Council's protocol, a copy of which can be obtained from the Clerk. Please be aware that you may be recorded.

Payments for July 2019:

[Authority to spend is General Power of Competence, unless otherwise indicated.]

Payee	Date	Details	Total	Relevant minutes
Declan Torris	11-Jun	Annual Parish Meeting expenses	£55.17	15/05/19 - 51
The Society of Local Council Clerks	20-Jun	Membership from 1 August 2019	£156.00	15/05/19 - 21
West Oxfordshire District Council	21-Jun	Grounds maintenance	£1,729.90	07/02/18 - 14
West Oxfordshire District Council	21-Jun	Playground inspection 23/04, 22/05	£38.90	15/06/15 - 08
Anna Arnell t/a The Travelling Kitchen	25-Jun	Sandwich buffet for training course	£127.50	10/04/19 - 11
West Oxfordshire District Council	21-Jun	Grounds maintenance 33309479	£1,049.86	07/02/18 - 14
Sharepoint Assist T/A ReformIT †	01-Jul	Office 365, support - July 2019	£114.84	13/02/19 - 17 21/03/19 - 16
GAPTC	02-Jul	Councillor training on 29-Jun-19	£738.70	10/04/19 - 11
GAPTC	02-Jul	Chairmanship skills course 3-Jul-19	£50.00	15/05/19 - 58
Pauline Rigby	10-Jul	Expenses – stamps etc.	£10.49	10/07/19 - 14
Pauline Rigby	25-Jul	Clerk's Salary July	personal	21/03/19 - 17
NEST †	25-Jul	Pension contributions	personal	13/06/18 - 13

† Payment taken by Direct Debit