


# Upper Rissington Parish Council

## Notice of Parish Council Meeting

I hereby give notice that a meeting of Upper Rissington Parish Council will be held in Upper Rissington Village Hall, Wellington Road on Wednesday 11th September, 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**

**5<sup>th</sup> September 2019**

### ANNOUNCEMENTS

Meetings of the Parish Council are open to the public, and members of the public have a statutory right to attend meetings of the council as observers, but they have no legal right to speak.

As part of its commitment to community engagement, each meeting will include time for public participation when members of the public can ask questions or make representations.

Members of the public are welcome to stay for the Council meeting after the public session as observers but will not be able to join in the discussion unless invited to do so by the Chairman.

If you would like a response to your enquiry, then please leave your contact details with the clerk.

### AGENDA

1. To elect a new Chairman  
*The Chairman to make a declaration of acceptance of office.*
2. To elect a Vice Chairman, if required.  
*The Vice Chairman to make a declaration of acceptance of office.*
3. To receive apologies for absence.
4. To receive declarations of interest.  
*Members to declare any Disclosable Pecuniary Interests, or Personal Interests (including Other Pecuniary Interests), they may have in the business to be transacted.*
5. To consider written applications for dispensation received in advance of the meeting.
6. To receive a report from County Councillor Nigel Moor.
7. To receive a report from District Councillor Andrew Maclean.
8. 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.*
9. To approve and sign the minutes of the parish council meeting held on 14th August 2019.

10. To receive the Clerk's report and consider any matters arising.

11. Planning & Highways:

a. To note new planning decisions issued by Cotswold District Council;

Application	Details	Decision
19/02420/FUL	Erection of front porch - 25 Beechcraft Road Upper Rissington Cheltenham Gloucestershire GL54 2QR	Application Permitted
19/00528/FUL	Replacement windows, rear fire exits, [...] retrospective permission for separate C3 flat above - The Midcounties Co-Operative 8A - 8B Sopwith Road Upper Rissington GL54 2NL	Application Permitted
19/02643/TPO	Horse Chestnut (T1) - Fell, ... - 5 Bristol Road Upper Rissington Gloucestershire GL54 2NY	Application Permitted
19/02820/TPO	Tree works detailed in submitted schedule - Street Record Sopwith Road Upper Rissington Gloucestershire	Application Permitted
19/02597/FUL	Garage extension to the rear - 20 Mitchell Way Upper Rissington Gloucestershire GL54 2PL	Application Permitted

b. To consider the parish council's response, if any, to the following consultations:

Application	Details	Deadline
<a href="#">19/02602/FUL</a>	Proposed detached garage and retrospective single storey rear extension - The Beeches 2 Smith Barry Circus, Upper Rissington GL54 2NQ	Tuesday 10 <sup>th</sup> September

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

12. To consider questions from the developer requesting community input into cricket pitches, football pitches, and bowling green vs alternatives, and their future use and maintenance.

13. Allotments:

- a. To consider requesting a licence for the parish council to occupy the allotments prior to formal handover of the land from the developer;
- b. To receive a letter from a resident about the statutory obligation to provide allotments and fairness to residents on the waiting list since 2011 of allocation by ballot;
- c. To re-open the allotment waiting list in order to determine demand for plots, consider how it will be advertised, and any terms and conditions that may apply.

14. To confirm the level of insurance cover and approve the policy renewal, due on 1<sup>st</sup> October.

15. Finance:

- a. To record income received;
- b. To review and approve the Clerk's overtime (confidential report);
- c. To report payments made and instruct payments to be made (schedule appended);
- d. To review and approve bank reconciliation, if available;
- e. To review expenditure against budget for the year to date;
- f. To receive the list of quarterly internal financial control checks for the period April – June;
- g. To review banking arrangements.

16. To review the Financial Risk Assessment, and consider any actions arising.
17. Committee structure:
  - a. To approve creation of committee, and their terms of reference;
  - b. To appoint members to committees and agree initial meeting dates; and
  - c. To consider appointing a working party to review internal administrative processes.
18. To issue the Village Hall Trust with a letter of authority to order keys – motion received from members and signed in accordance with Standing Order 7a.
19. To consider a quotation to plant replacement trees at a cost of £600 ex VAT.
20. To consider a request from a resident to buy a strip of verge outside 9 Smith Barry Crescent.
21. To receive information on new legislation about [website accessibility](#), and authorize the Clerk to attend an SLCC training webinar at a cost of £60.
22. To consider an invitation from North Cotswolds Rotary to attend an Environment & Sustainability event on 8<sup>th</sup> October for up to two members at a cost of £10 per member.
23. To consider extending the deadline for applications to the parish council's [community grants scheme](#), as no applications have been received prior to 28<sup>th</sup> August.
24. To receive a list of correspondence for information.
25. To receive the date and time of next meeting: Wednesday 9th October, 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 1<sup>st</sup> October 2019.

### Payments for September 2019

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

Payments made / by DD †	Date paid	Details	Gross amount	Relevant minutes
Oxford Dry Stone Walling Ltd	27-Aug	Repair of park wall	£ 2,400.00	10/04/19 - 12c
BT †	02-Sept	Broadband and phone quarterly bill	£ 187.87	15/05/19 - 30a
SharePoint Assist Ltd †	15-Sept	18328 - IT licences, support - Sept 2019	£ 114.84	12/06/19 - 60b

Pending payments	Date of invoice	Details	Gross amount	Relevant minutes
PATA (UK) Ltd.	02-Sept	Payroll services – Q2	£ 30.00	28/04/17 - 7
Came & Company	05-Sept	Insurance renewal	£ 1,453.84	13/09/17 - 12
Pauline Rigby	05-Sept	Expenses – stamps, mileage to bank	£ 25.44	FinReg 4.1
Pauline Rigby	25-Sept	Clerk's Salary September	personal	21/03/19 - 17
NEST †	25-Sept	Pension contributions September	personal	13/06/18 - 13
HMRC	5-Oct	PAYE and NICS - Q2	personal	21/03/19 - 17

### 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.