

Upper Rissington Parish Council

Notice of Parish Council Meeting

I hereby give notice that a parish council meeting will be held at 7:30pm in Upper Rissington Village Hall, Wellington Road on Weds 13th November 2019.

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

7th November 2019

AGENDA

1. Election of Chairman
2. Election of Vice Chairman, if required
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.
Requests for dispensations must be 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 (3) minutes per person.
9. To consider audio recording parish council meetings specifically for the purpose of checking minutes.
10. To approve and sign the minutes of the parish council meeting held on 9th October 2019.
11. To receive the Clerk's report and review any outstanding actions.
12. Planning and Highways:
 - a. To record new planning decisions notified by Cotswold District Council, if any;
 - b. To consider the parish council's response to the following consultations:

Application	Details	Deadline
19/04000/TPO	Removal of cherry tree - Land To The Front Of 4 Wright Road Upper Rissington Cheltenham GL54 2NP	Wednesday 20 November
 - c. To consider any urgent planning applications received since publication of the agenda.
13. To consider purchase of '20 is plenty' signs to raise speed awareness.

14. Developer meetings
 - a. To consider adopting guidelines for planning applications / developer meetings.
 - b. To appoint a lead councillor to liaise with the developers.
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; and
 - e. To review expenditure against budget for the year to date;
16. Disposal of parish council land:
 - a. To review the parish council's procedure in relation to disposal of land and property.
 - b. To consider an offer to buy the verge outside 5 Smith Barry Crescent.
17. To review and approve the council's employment policies:
 - a. Equal Opportunities Policy
 - b. Health and Safety Policy
 - c. Lone Worker Policy
 - d. Expenses Policy
 - e. Absence Management Policy
18. To enter into a new 24-month, fixed price contract for BT Superfast Fibre Essential & Cloud Express at a cost of £31.99 per month and £8.50 P&P ex VAT.
19. To renew Parish Online software subscription for another year at a cost of £42.
20. To receive a list of correspondence for information.
21. To confirm the date and time of next meeting: Wednesday 11th December, 7:30pm
22. 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 11(c)
23. To consider Clerk's request for to attend SLCC Branch Meeting on 5 December.
24. To consider a formal complaint about the council's services.

Payments for November 2019 [Authority to spend is General Power of Competence unless indicated.]

Payments made	Date paid	Details	Amount	Relevant minutes
HM Land Registry †	31-Oct	Title Plan x 2	£ 6.00	167/19

Pending payments	Date of invoice	Details	Amount	Relevant minutes
Pauline Rigby	10-Oct	Expenses – mileage claim	£ 9.00	118/19
GeoXphere	13-Oct	Parish Online subscription	£ 42.00	TBC
Pauline Rigby	03-Nov	Expenses – 20's plenty stickers	£ 131.00	162/19
SharePoint Assist Ltd	21-Oct	New laptop and labour to set up	£ 658.80	118/19
SharePoint Assist Ltd †	01-Nov	IT licences, support - Nov 2019	£ 114.84	60b/19
Pauline Rigby	25-Nov	Clerk's Salary November	personal	21/03/19 - 17
NEST †	25-Nov	Pension contributions November	personal	13/06/18 - 13