


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 11th December 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

5th December 2019

AGENDA

1. To receive apologies for absence.
2. 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.
3. To consider written applications for dispensation.
Requests for dispensations must be received in advance of the meeting.
4. To receive a report from the County Councillor.
5. To receive a report from the District Councillor.
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 (3) minutes per person.
7. To approve and sign the minutes of the Parish Council meeting held on 13th November 2019.
8. To receive the Clerk's report and review any outstanding actions.
9. 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
19/04352/TPO	T.1 - Prunus Cerasifera - 25% crown reduction and thin; T.3 - Sorbus Aria - fell; T.5 - Prunus Cerasifera - 25% crown reduction and thin 7 Vickers Road Upper Rissington GL54 2PA	Thu 19 Dec 2019
19/04354/TPO	T.1 - Prunus Cerasifera - 25% crown reduction and thin 9 Vickers Road Upper Rissington Gloucestershire GL54 2PA	Thu 19 Dec 2019
19/04355/TPO	Beech Tree - reduce by 25% 9 Bristol Road Upper Rissington Gloucestershire GL54 2NY	Thur 19 Dec 2019

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

10. Developer meetings
 - a. To consider adopting guidelines for planning applications / developer meetings.
 - b. To appoint lead councillors to liaise with the developers.
11. To consider writing a letter to Bovis Homes to request signage for allotment/tennis court parking on Godfrey place, a percussion tap, and locking mechanism for the allotment gate.
12. To consider a grant application from Upper Rissington Social Committee for £500 contribution towards the Christmas pantomime.
13. 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;
14. To receive the Internal Audit Report and consider any actions arising.
15. To approve the use of electronic banking with Lloyds Bank.
16. To authorize the execution as a deed by the Parish Council as successor in title to Bradford Property Trust, of deeds of covenant giving consent to the transfer of property in the village; and to agree that any two Councillors may sign such deeds on behalf of the Council, and the Proper Officer shall witness their signatures.
17. To receive a list of correspondence for information, including:
 - a. An offer to purchase land adjacent to 11 Smith Barry Crescent
 - b. An offer to purchase land adjacent to 15 Avro Road.
18. To consider holding an extra ordinary meeting to review proposals from planning consultants.
19. To confirm the date and time of next scheduled meeting: Wednesday 15th January, 7:30pm
20. 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)
21. To consider request that all correspondence of note to/from the Clerk is added to SharePoint.
22. To review lone worker procedures.
23. To consider Clerk's annual leave request.

GENERAL ANNOUNCEMENTS

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.

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 December 2019 [Authority to spend is General Power of Competence unless indicated.]

Payments made	Date paid	Details	Amount	Relevant minutes
SLCC Gloucestershire Branch	21-Nov	Branch meeting 5 December	£ 7.50	191/19
West Oxfordshire DC	21-Nov	Playground inspections - June to Oct	£ 97.26	15/06/15 - 8
BT †	03-Dec	Quarterly broadband and phone bill	£ 182.75	15/05/19 - 30
HM Land Registry †	04-Dec	Title Deed - 2001268584	£ 3.00	n/a

Pending payments	Date of invoice	Details	Amount	Relevant minutes
SLCC Enterprises Ltd	01-Nov	Website accessibility training webinar	£ 72.00	144/19
Community Heartbeat Trust	09-Nov	Defibrillator annual inspection	£ 48.00	FinReg 4.5
Town & Country Trees Ltd	14-Nov	Tree survey - replanting	£ 780.00	163/19
Town & Country Trees Ltd	14-Nov	Tree survey recommendations	£ 4,500.00	116/19
West Oxfordshire DC	19-Nov	Grounds maintenance - September	£ 524.93	07/02/18 - 14
West Oxfordshire DC	19-Nov	Grounds maintenance - October	£ 524.93	07/02/18 - 14
2ndHnd Ltd	26-Nov	Office chair	£ 129.00	166/19
Town & Country Trees Ltd	28-Nov	Emergency work to T316	£ 96.00	FinReg 4.5
Bridget C Bowen	29-Nov	Internal Audit Visit – 29 November	£ 250.00	82/19
SharePoint Assist Ltd †	01-Dec	IT licences, support - Dec 2019	£ 114.84	60b/19
Upper Rissington Village Hall	02-Dec	30-month payment	£ 4,500.00	26/08/16 - 7
PATA (UK) Ltd	05-Dec	Payroll Services Q3	£ 30.00	28/04/17 - 7
Pauline Rigby	25-Dec	Clerk's Salary December	personal	21/03/19 - 17
NEST †	25-Dec	Pension contributions December	personal	13/06/18 - 13
HMRC	05-Jan	PAYE & NI contributions Q3	personal	21/03/19 - 17

† Payment taken or to be taken by direct debit.