

Upper Rissington Parish Council

Village Hall, Wellington Road, Upper Rissington, Gloucestershire, GL54 2QW

Telephone: 01451 810839, E-mail: clerk@upperrissington-pc.gov.uk

Notice of Parish Council Meeting

I hereby give notice that a virtual parish council meeting will be held at **7.00pm** via Zoom on the **Monday 14th December 2020**.

Members of the Council are hereby summoned to attend for the business of considering and resolving upon the matters as set out below.

Upper Rissington Parish Council is inviting you to a scheduled Zoom meeting.

All Residents of the Parish and Press are welcome to attend.

Join Zoom Meeting

<https://zoom.us/j/96066670415?pwd=c29iWXA5RXhoN1EvY0d6TW1GTFVadz09>

Meeting ID: 960 6667 0415

Passcode: 496293

Signature

Debbie Braiden

7th December 2020

AGENDA – 14/12/2020

95/20 To receive apologies for absence.

96/20 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.)

97/20 To consider written applications for dispensation.

(Requests for dispensations must be received in advance of the meeting.)

98/20 To receive a report from our County Councillor – Mr Nigel Moor

99/20 To receive a report from our District Councillor – Mr Andrew McClean

100/20 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.

101/20 Correspondence Received – List

1. (4. on list) To consider and agree any actions for trees behind 8-10 Bristol Road.

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2. (7. on list) To consider and agree any action required for trees adjacent 2 Hawker Square.
3. (6. on list) To discuss lack of lighting at junction end of Cranwell Rd into Spitfire Place & Ellis Rd.
4. (8. on list) To discuss expression of interest in starting a wheelie bin cleaning business.

102/20 Co-option:

To consider 2 applications received for co-option and to approve for the remaining seats available to be filled. One seat is available immediately and one seat will become available if there is no call for an election on 12th December 2020. If applications received are greater than seats available, a vote will be taken.

103/20 To elect a new vice chairman and bank signatories.

104/20 To approve and sign the minutes of the parish council meetings held 11/11/20 & 30/11/20.

105/20 To discuss and review a new RFQ (Request for Quotation) requires issuing for the next Stage (s) to save delays.

106/20 To agree the update to Class 7, Services provided by the council, in respect to fees recovered for the published 'URPC Publication Scheme Notice`.

107/20 To discuss, agree and approve a company to provide regular website maintenance in respect to WCAG.

108/20 To agree Christmas leave for the clerk.

109/20 To discuss and agree a 'Formal thank you procedure`, for outstanding work for the community.

110/20 To discuss & agree various Village Hall items:

1. Update on the roof leak.
2. Agree responsibility of repair for each party, PC & VHT to be clarified from the lease.
3. To discuss the clerk's findings regarding past emails of reporting warranty issues for works required in the village hall.
4. To discuss the VHT's decision of facilities for the clerk's use whilst on site.

Note: The sharing of Broadband to be discussed at February meeting nearer end of contract. Consider splitting the building from the main insurance to be discussed at the January meeting.

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111/20 PLANNING:

1. Consider the following planning applications and agree our responses:

Application	Details	Final Date
20/03883/FUL	Application by Vistry Homes for completion of POS areas.	7 th December PC has been granted extension for comments until Wednesday 16th December

2. To consider any other applications received after the agenda was set and prior to the meeting as addendums. Clerk to advise.

Application	Details	Final Date

112/20 Finance:

1. To record income received.
2. To record bank reconciliation and balances as at 31/10/20
3. To receive clerk's timesheet for October 20 (31hrs 10 overtime). Also, to agree and authorise recompense for printing at home during lockdown for four weeks, record kept, and 82 copies were printed for clerk's records.
4. To approve Works order 02/20 for purchase of bolts and washers for play park equipment.
5. To approve purchase of Christmas Tree for the Village and decorations.
6. Grant application – To consider and approve if agreed, a grant application from Susan Barnes.
7. To approve purchase and installation of external electrical socket to VH for Christmas lights – installed same time as lamp above the defibrillator.
8. To note, as has been approved 11/11/20, cheque for Creative Marketing Ltd t/a Nettl for £144.00 is to be stopped & replaced with a new cheque. The company has not received payment and moved offices without notifying the PC.
9. To note, as has been approved 14/10/20, a cheque to be sent to Office Depot for £10.57. Clerk received notification to say account was in arrears. Clerk believed that this would be paid automatically as the PC has a business account with Office Depot but this is not the case and requires a payment to be sent.
10. To report payments made and instruct payments to be made (schedule appended)

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Payments for DECEMBER 2020 [Authority to spend is General Power of Competence unless indicated.]

Payments made/DDs	Date Paid/ paid by DD	Details	Amount	Minutes
Zoom †	26/11/20	INV54118307 period 26/11/ to 25/12/20	£14.39	3
HM Land Registry†	24/11/20	For the purchase of 2 title deeds and plans @ £3 each for DT & POS. 2002431248	£12.00	FR 4.1
BT †	3/12/20	Invoice Q012 1H Issue Nov 20	£151.16	186/19
REFORMIT †	30/12/20	IT support package Invoice 23270	£125.88	60b/19
Lloyds bank	November 20	Charges invoice 323640575 sept to oct 20	£13.00	
Fosseway garden centre	1/12/20	Purchase of Xmas tree and decorations. Receipt number 001080000766	£312.64	As above

† Paid by direct debit

Pending payments	Invoice Date	Details	Amount	Minutes
D Braiden	NA	Salary Nov 20 - & 31.10 extra hours	Personal	87/20a
D Braiden	NA	Expenses for printing at home 82 copies for URPC	TBA	As above
NEST	NA	Pension for Oct & Nov 20 D Braiden	Personal	51/20
Declan Torris	Receipt 4/10/20 29/11/20	Recompense for purchase of Hammerite paint & purchase of Xmas baubles	£14.00 £30.00	NA
PKF Littlejohn LLP	13/11/20	Invoice SB20202820 Audit for 19/20 costs incurred includes vat	£480	
HAGS UK	02/12/20	Supply of bolts and washers for play park; invoice 073450	£30	As above
Cllr Taylor	28/11/20	Recompense to Cllr Taylor for purchase of Electric socket for external use at VHT ScrewFIX	£34.99	As above
WODC	02/12/20	UBICO- to tighten star bolts on multiplays in play park. Invoice 60038180	£12.17	15/06/15 8

112/20 To agree a schedule of Parish Council meetings for next year.

Close of business

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GENERAL 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.

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.