

# Upper Rissington Parish Council

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

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## **Notice of a meeting for Parish Councillors to review policies, documents, procedures prior to hand over of Village Hall and comment on three planning applications listed below**

I hereby give notice that a virtual ZOOM Parish Council meeting will be held at **7.00pm** on **Wednesday 21<sup>st</sup> April 2021**.

Members of the Council are hereby summoned to attend the meeting to go through the Village Hall policies, documents, procedures, agreements etc listed below.

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

Topic: Village Hall

Time: Apr 21, 2021 07:00 PM London

Join Zoom Meeting

<https://zoom.us/j/99078343677?pwd=SmUyKzc0b0RaRVVRaTVyc2poOVQydz09>

Meeting ID: 990 7834 3677

Passcode: 838767

Signed by

**Vanessa Oliveri**  
**Parish Clerk**

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### **AGENDA – 21/04/2021**

1. Apologies for absence.
2. Declarations of interest.
3. To comment on the planning applications listed below:
  - 3.1 [21/01187/TPO | Horse chestnut - fell because of disease causing some branches and trunk to be cracked, possibly leading to breaking/falling. With possibilities of causing damage to persons and/or property. Also causes excessive shading to property, and neighbouring property as well as interference with lines \(believed to be telephone\) through the tree for us and neighbouring properties. We will happily replant a tree in the same position if necessary due to close proximity of 4 other trees. | 10 Wright Road Upper Rissington Cheltenham Gloucestershire GL54 2NP \(cotswold.gov.uk\)](#)
  - 3.2 [21/01283/TCONR | Sorbus - Reduce height by approx 1-1.5m and lateral spread by approx 1m. Thin crown and remove crossing branches | 11 Bristol Road Upper Rissington CHELTENHAM Gloucestershire GL54 2NY \(cotswold.gov.uk\)](#)

[3.3 21/01497/TPO | T204 - Norway Maple - Reduce crown by 2m to maintain a suitable size for location. | 19 Wright Road Upper Rissington CHELTENHAM Gloucestershire GL54 2NP \(cotswold.gov.uk\)](#)

4. To receive quotations to have an ECIR and Portable Appliance Testing undertaken at the Village Hall.
5. To agree PAT testing terms on organisations portable electrical equipment.
6. To review and adopt Terms of Hire and the Terms of Hire (Covid19 edition).
7. To review and adopt the complaints procedure.
8. To review and adopt the Village Hall Health & Safety policy.
9. To review and adopt the Hygiene and Food Safety policy.
10. To review and adopt the Data Protection policy.
11. To review and adopt the Child Protection policy.
12. To review and adopt the Adults at Risk policy.
13. To review and adopt the Equal Opportunities policy.
14. To note that the insurance company will be contacted to notify them that the PC will be taking on the running of the Village Hall as from 1.5.2021.
15. To consider who will be undertaking the weekly/monthly checks of the fire alarms and testing the emergency lighting at the Village Hall.
16. To update the Councillors on who the utility providers are for the Village Hall.
17. To agree who will become the key holders for the Village Hall.
18. To receive the current contract for the Pizza pop up shop who use the car park for trading.