

Upper Rissington Parish Council

Notice of Parish Council Meeting

9th June 2021

I hereby give notice that a Parish Council Meeting will be held in Upper Rissington Village Hall, Wellington Road on Monday **14th June 2021, 7:00pm**.

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.

Vanessa Oliveri

Clerk to Upper Rissington Parish Council

AGENDA

1. To receive apologies for absence
2. To receive declarations of interest and consider applications for dispensation
3. **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.*
4. To receive the County Councillor's Report
5. To receive the District Councillor's Report
6. **Minutes:** To approve and sign minutes of the Annual Meeting on 10th May 2021;
7. **Clerk's Report:** To review actions from previous meetings, and consider matters arising;
8. **Planning & Highways:**
 - a. To note new planning decisions issued by Cotswold District Council;
 - b. To consider the council's response to the following planning applications:

Application no.	Details	Deadline
20/03883/FUL (cotswold.gov.uk)	Land at Victory Fields development already approved under application ref: 08/03697/OUT (APP/F1610/A/09/2112497)	

- c. To consider any urgent planning applications received since publication of the agenda.
9. **Annual Governance Review:**
 - a. To receive the internal audit report from 5th June 2021 and consider actions arising from the report.
 - b. To consider and approve the Annual Governance Statement 2020/21 AGAR Part 3, Section 1) and authorise the Chairman of the meeting to sign the same.
10. **Accounts for Year Ended 31 March 2021:**
 - a. To approve the Accounting Summary for the year ended 31 March 2021;
 - b. To approve and sign the Accounting Statement 2020-21 (AGAR Part 3, Section 2) and authorise the Chairman of the meeting to sign the same;
 - c. To approve publication of the unaudited accounts for 2020/21;
 - d. To confirm the period for the exercise of public rights to inspect the accounts – proposed to take place between Tuesday 15th June 2021 and Monday 26th July 2021.

11. Finance:

- a. To record income received,
- b. To receive and approve a new schedule for Standing Orders and Direct Debits for 2021/22.
- c. To approve to use the Lloyds bank account for paying suppliers etc by online payments.
- d. To approve payments according to the payments list,
- e. To review and approve bank reconciliation of all six bank accounts.
- f. To approve a £50,000.00 bank transfer from HSBC account ending in *371 to the Lloyds bank account.

12. Village Hall:

- a. To review Parish Councillor Village Hall check rota, review process of checks and resolve to find a way forward to ensure the Village Hall is maintained appropriately.
- b. To review and agree emptying of Village Hall bins.
- c. To agree to purchase a mobile phone for Parish Councillors to use to transfer calls if there are any emergencies regarding the Village Hall.
- d. The Parish Council to note that Jackie Oliver has confirmed that she will be no longer able to continue with tidying the Village Hall gardens due to other commitments. The Parish Council to acknowledge this and to thank Jackie for the amount of work that she had put into the Village Hall garden.
- e. To receive and approve a quotation received from City Fire Protection Ltd who had serviced all fire equipment at the Village Hall. The quotation is to supply and install: -
 - 2 x 12V 12ah VRLA batteries which require replacing in the fire alarm panel
 - 2 x Environmental disposal of VRLA batteries
 - Test on completion of worksat a total cost of £119.00.

13. Date and Time of Next Meeting: Monday 12th July, 7:00pm.

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.

Payments list for June 2021:

Payee	Date	Details	Total	Relevant minutes
BT - DD	19-May	Quarterly bill	£ 151.16	02/05/18 - 20
Zoom – DD	26-May	Last month's Zoom subscription	£ 14.39	185/21
Nest Pension – DD	June	Pension contributions	Personal	13/06/18 - 13
Reformit – office 365 support contract - DD	30-May	Support contract	£125.88	185/21
HMRC – PAYE contributions	14-June	1 st ¼ paye contributions	Personal	185/21
Mrs V Boscher – staff	14-June	June Salary	Personal	185/21
Mrs V Oliveri – staff	14-June	June Salary	Personal	185/21
PATA Payroll Services	14-June	Payroll service – April, May, June	£45.45	185/21
Cotswold Lighting	14-June	EICT and PAT testing – Village Hall	£673.92	185/21
West Oxfordshire District Council	14-June	Grass Cutting Contract – April	£1168.31	185/21
West Oxfordshire District Council	14-June	Playground Inspections April	£20.16	185/21
Community Heartbeat Trust	14-June	Battery for defibrillator – 4 year life	£282.00	185/21
Gloucestershire Playing Field Association	26-May	Membership renewal June 2018	£ 50.00	15/05/19 - 21
Viking	13-May	Office supplies	£102.11	185/21
National Lottery Fund	14-June	Refund grant money – Youth Club	£10,000.00	251/21
Bourton Vale Window Cleaning Service	9-June	Cleaning windows at Village Hall for past three months	£82.50	185/21