

# Upper Rissington Parish Council

## Notice of Parish Council Meeting

7th July 2021

I hereby give notice that a Parish Council Meeting will be held in Upper Rissington Village Hall, Wellington Road on Monday 12<sup>th</sup> July 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**

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### AGENDA

1. The PC to discuss and make a decision on a request made for recording Parish Council meetings solely for the benefit of the Clerk. Once minutes recorded have been approved by the full Council then the recording will need to be deleted due to GDPR.
2. To receive apologies for absence
3. To receive declarations of interest and consider applications for dispensation
4. **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.*
5. To receive the County Councillor's Report
6. To receive the District Councillor's Report
7. **Minutes:** To approve and sign minutes of the Annual Meeting on 14<sup>th</sup> June 2021;
8. **Clerk's Report:** To review actions from previous meetings, and consider matters arising:
9. **Planning:**
  - 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
<a href="#">21/02211/FUL</a>	<u>Builders Store Sandy Lane</u> Conversion of Builders' Plant and Store Building to form a single dwelling with associated works.
<a href="#">21/02262/TPO</a> 	<u>9, Smith Barry Crescent</u> T1 - Sycamore - Raise crown by 2m (removal of secondary branches or whole branches to main stem where wound size is acceptable) to a uniform height to allow a minimum head height access to front and deter recreational use of low branches to rear (off-site)
<a href="#">21/02322/TPO</a>   	<u>10, Bleriot Road</u> Crab Apple. Fell. Excessive shading and closeness to the house. Mess caused in road and pathways by excessive quantities of apples trodden in/driven over. Area looks unsightly.
<a href="#">21/02209/TPO</a>	<u>10, Wellington Road</u> T1 - Copper Beech: hitting the house - we would like to crown reduce all round by approx 2.5 metres of branch length.

- c. To consider any urgent planning applications received since publication of the agenda.
10. **Co-option:** To consider applications received by 12 noon on Monday 12<sup>th</sup> July 2021. (applications will be circulated via email after dead line)

**11. Finance:**

- a. To record income received,
- b. To approve payments according to the payments list
- c. To arrange for a Parish Councillor to undertake quarterly internal financial inspections. A list will be provided as a tick sheet to check all recommended items.
- d. To receive and review the Parish Council's Financial Risk Management Plan 2021/22.
- e. To review the Parish Council's Asset Register for 2021/22. (Note: There will be a need to add to this register once the Parish Council take on further assets).

**12. Village Hall:**

- a. To note that the floor cleaner had received an annual service, a replacement solenoid had been supplied and installed and a floor pad for the machine had been supplied by Numatic International Ltd at a total cost of £217.98.
- b. To receive and approve a contract for a Village Hall Caretaker on a casual basis.
- c. To approve an advert for a Village Hall Caretaker.

**13. Trees:**

- a. To receive an update on Agenda item 134/21 (this will include delivery timelines and expected trees)
- b. To discuss the 'Plant a Tree for the Jubilee Scheme' and approve the content of an Article which will be placed in the Breeze, on the Parish Council Media and other appropriate virtual areas.
- c. To agree PC discussions with John Field of Gloucestershire Wildlife Trust or an appropriate expert in order to select the correct locations for the species of trees we are receiving.
- d. To discuss the expected requirements for the maintenance of the trees post planting to ensure their survival what costs would be involved. To agree to obtain quotes for the August PC meeting.

**14. Public Open Space:**

- a. PC to agree that Public Open Space is to remain as a monthly item on the PC agenda.
- b. To receive quotations to undertake works on POS. (to be circulated)
- c. To receive an update on the snagging list provided to Vistry.
- d. The PC to understand what strategy is in place for the POS.
- e. If a separate meeting is required to discuss the POS then the PC to agree the subjects for discussion and a date of the meeting.
- f. To discuss where Vistry are with the tennis courts.
- g. To discuss where Vistry are with the allotments and to receive an update on the waiting list.

**15. Website:**

- a. The PC to acknowledge the work being conducted by the Webmaster and propose a vote of thanks.
- b. To discuss the requirement for an URPC website policy.
- c. To discuss, amend and approve an URPC website policy (draft provided by Cllr. Maxey).

**16. Correspondence Received:** Village fete had been rescheduled to Sunday 19<sup>th</sup> September 2021.  
GAPTC AGM: Parish Councillors are invited to attend GAPTC's AGM to be held on Saturday 24 July from 10.30am – 1.30pm at Highnam Community Centre GL2 8DG (see agenda attached).

**17. Date and Time of Next Meeting:** Monday 9<sup>th</sup> August, 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 authorisation at the Parish Council meeting on 12<sup>th</sup> July 2021:**

**Payments highlighted in blue required authorisation prior to the Council meeting.**

Payee	Date	Details	Total	Relevant minutes
British Gas	5-July	Gas – Village Hall	£411.69	185/21
City Fire Protection	June	Fire Alarm – Village Hall	£287.87	185/21
Community Heartbeat	June	Defibrillator battery	£282.00	185/21
Nest Pension – DD	June	Pension contributions	Personal	13/06/18 - 13
Reformit – office 365 support contract - DD	15-July	Support contract	£125.88	185/21
Mrs V Boscher – staff	12-July	July Salary	Personal	185/21
Mrs V Oliveri – staff	12-July	July Salary	Personal	185/21
Numatic International Ltd	12-July	Service/repair of floor cleaner + supply of new floor pad	£217.98	185/21
GAPTC	12-July	Finance for Cllrs course x 2	£60.00	185/21
IAC Audit & Consultancy Ltd	12-July	Internal Audit Services re 2021 Annual Return	£318.00	185/21
WODC	12-July	Grounds maintenance contract	£1001.83	185/21
Neath Raisbeck Golding Law	12-July	Transfer of title – 9 Smith Barry Crescent grass verge	£406.00	185/21

Signed: ..... Date: 12<sup>th</sup> July 2021

Cllr. Declan Torris, Chairman

Signed: ..... Date: 12<sup>th</sup> July 2021

Cllr. Andy Cairns, Vice Chairman