

Upper Rissington Parish Council

Notice of Parish Council Meeting

10th November 2021

I hereby give notice that a Parish Council Meeting will be held in Upper Rissington Village Hall, Wellington Road on Monday **15th November 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. Co-option of Councillors.
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 Parish Council meeting held on 13th September 2021 and 11th October 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 Details
1. 21/03836/FUL 13, Smith Barry Crescent Removal of rear conservatory and replace with single storey extension.)
2. 21/03954/TPO 5, Harris Gardens Cherry (1) - due to excessive shading we would like to remove the eastern most limb (the left one in the photo) and reduce the remaining crown by 2 metres in height and radius on the western side (the right side in the photo). Beech (2) - due to excessive shade we would like to thin the crown by 25% and reduce the crown height by 5m and radius by 2.5m)
3. 21/04017/FUL 4, Vintage Pair Proposed loft conversion and associated works)
4. 21/04014/FUL 6, Smith Barry Circus Erection of single storey extension to ancillary outbuilding (retrospective)
5. 21/03807/FUL Land at Sandy Lane Court Erection of four dwellings and associated works)
6. 21/03974/FUL 2, Cadet Close Erection of extension to front of garage)
7. 21/04082/FUL Land North of Mitchell Way Erection of five dwellings, vehicular access points, associated works and infrastructure)

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

10. Finance:

- a. To record income received,
- b. To approve payments according to the payments list.

Payee	Date	Details	Total	Relevant/ minutes
MOORHOUSE Heating Ltd PAID PRIOR TO MEETING	12-Oct	Service commercial boiler	£300.00	351/21
ReformIT -office 365 support contract – DD	14-Nov	Support contract	£125.88	185/21
GAPTC	15-Nov	Clerks training	£20.00	185/21
GAPTC	15-Nov	Independent Auditor Scheme	£251.20	342/21
Mrs V Boscher – staff	15-Nov	November salary	Redacted	198/21
Mrs V Oliveri – staff	15-Nov	November salary	Redacted	169/21
WODC	15-Nov	Grounds maintenance contract	£500.92	185/21
British Gas	15-Nov	Gas- Village Hall	£434.26	

- c. To receive bank reconciliations up to 31.10.2021
- d. To authorise newly co-opted Councillors to attend GAPTC’s ‘Being a Better Councillor’ Part 1 & Part 2 at £30.00 per session each.

11. Budget 2022/23

- a. The Council to review current budget and start preparing the budget for 2022/23.
- b. The Council to agree the requirement to extend the budgetary cycle from 1 to 3 years.

12. GAPTC Audit: To receive a report from the internal auditor.

13. Village Hall:

- a. To receive an update on Village Hall bookings.
- b. The Council to consider the applications received to fill the vacancy of a Village Hall Caretaker.
(In committee at end of the meeting).
- c. Confirmation received that the Village Hall Trust had been dissolved and an account balance was to be paid to the Parish council as previously agreed.

14. Probation Period and Appraisal for Parish Clerk. The Council to review the Parish Clerk’s appraisal and make a decision as to the end of the probation period. **(In committee at end of the meeting).**

15. Public Open Space

- a. To receive notes of a discussion between PC and Vistry which took place on 13th October 2021.
- b. To receive an update on land sales in Upper Rissington provided by Vistry on 2nd November 2021.
- c. To discuss and agree next steps to be taken with Vistry on the provision of the POS.
- d. To receive an update on the POS snagging list and agree next steps.

16. Christmas Tree

- a. To consider and select a quote for the provision of an Upper Rissington Christmas tree by the Village Hall.
- b. To agree the date for erection and removal of the Upper Rissington Christmas tree.
- c. To agree to spend a maximum of £100 on the purchase of exterior lights for the Upper Rissington Christmas tree.

17. Christmas Tree for foyer area of Village Hall. The Council to consider a donation of a decorated Christmas tree for the foyer of the Village Hall from the Social Committee after the Great Rissington Church Tree festival. The Social Committee would remove tree in the New Year.

18. **Review of Parish Boundaries.** CDC have submitted a request for proposals from Parish and Town Councils for any adjustments on Parish boundaries. The PC to discuss whether any adjustments are required and agree next steps.

19. **Freedom of Information**

- a. Under the FOIA, consider the URPC response to appeal received on 25th October 2021 of an FOI request originally submitted on 3rd October 2021. **(In committee at end of the meeting).**
- b. Under the FOIA, consider the URPC response to eight new FOIA requests received on 25th October 2021. **(In committee at end of the meeting).**

20. **Community Engagement.**

- a. To discuss and agree how the PC should be best utilising the communication methods available.
- b. To discuss and agree content and the frequency of regular updates to Parishioners on PC business.

21. **Correspondence:**

- a. To discuss and agree next steps on correspondence received:
 - i. Objection received from a resident on the proposed development of houses on the designated land for a Public House in the village (letter circulated prior to meeting).
 - ii. Area of land in Harris Gardens not included in POS plan
 - iii. Trees behind Bristol Road require lopping
 - iv. Trees overgrown in Siskin Road
 - v. Requests for copies of the audio recording of Parish Council meetings
 - vi. Accessibility of allotments and the Village Hall
 - vii. Damaged wall close to entrance of Folland recreation ground
- b. To discuss and agree next steps on previous correspondence still awaiting resolution:
 - i. Vistry: When will the mowing of the meadow area take place?
 - ii. Have Vistry arranged a test to be undertaken on the surfacing of the tennis courts?

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.