

Upper Rissington Parish Council

Notice of Parish Council Meeting

7th December 2021

I hereby give notice that a Parish Council Meeting will be held in Upper Rissington Village Hall, Wellington Road on Monday **13th December 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. To receive a report from the police.
7. **Minutes:** To approve and sign minutes of the Parish Council meeting held on 15th November 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. 20/03883/FUL Provision of Public Open Space (as part of the Victory Fields development already approved under application reference: 08/03697/OUT (APP/F1610/A/09/2112497)) Land At Victory Fields Upper Rissington Gloucestershire (cotswold.gov.uk)
2. 21/04234/FUL Erection of a single storey side extension and associated works. Erection of boundary close boarded fence at 1.8m high 8 Kitty Hawk Walk Upper Rissington Cheltenham Gloucestershire GL54 2GX (cotswold.gov.uk)

- 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
British Gas -PAID PRIOR TO MEETING	6-Dec	Gas supply – V/Hall	£334.99	
EDF – PAID PRIOR TO MEETING	6-Dec	Electricity supply – V/Hall	£100.80	

Bence Building Supplies – PAID PRIOR TO MEETING	6-Dec	Fast Set Postfix – Xmas tree installation	£11.98	370/21
Fosseway Garden Centre – PAID PRIOR TO MEETING	6-Dec	Exterior x-mas tree lights	£53.98	370/21
ReformIT -office 365 support contract – DD	13-Dec	Support contract	£125.88	185/21
NEST pension – DD	13-Dec	Pension contribution	Personal	13/06/18-13
GAPTC	13-Dec	Clerks training 1.12.2021	£20.00	362/21
GAPTC	13-Dec	Clerks training 18.11.2021	£20.00	362/21
Mrs V Boshier – staff	13-Dec	December salary	Personal	198/21
Mrs V Oliveri – staff	13-Dec	December salary	Personal	169/21
PATA Payroll	13-Dec	Payroll service	Personal	185/21
HMRC	13-Dec	3rd ¼ PAYE contributions	Personal	185/21
WODC	13-Dec	Nov & Dec recreation inspections	£40.32	185/21
BT	13-Dec	Telephone	£183.95	185/21
Parish Online	13-Dec	Annual subscription	£48.00	185/21
Bruern Farms	13-Dec	Supply & disposal of 20 ft x-mas tree	£240.00	370/21
Viking	13-Dec	Stationary & V/Hall supplies	£118.25	185/21
Albion Water	13-Dec	Water charge	£40.96	185/21
City Fire Protection	13-Dec	Fire alarm & lighting inspection	£361.80	

- c. To receive bank reconciliations up to 30.11.2021
- d. The PC to approve to update the bank mandate for HSBC to allow the Clerk to view the bank statements on line so that the bank reconciling can be reported on prior to the PC meetings.
- e. To receive a report on the internal check on PC records carried out by Cllr. N. Maxey.

11. Accounts Packages

The PC to receive three quotations for accounts packages and decide on next step.

12. PC Communication

The PC to review its communication activities (see report received from Cllr. Dan Holden).

13. Co-option Vacancies

The PC to consider the vacancies for co-option and agree next step.

14. Annual Recreation Inspection

To receive a quotation to undertake the annual recreation inspection in February 2022.

15. Budget 2022/23

To receive a draft budget for 2022/23, if the PC approve the draft budget the PC to approve the precept figure to be submitted to CDC.

16. Village Hall:

- a. To receive an update on Village Hall bookings.
- b. To receive an update on the vacancy of a Village Hall Caretaker.
- c. To receive a quotation for the annual inspection and testing of the lightening protection system at the V/Hall.

17. Public Open Space

- a. To receive the notes of a discussion between PC and Vistry held on 2nd December 2021.
- b. To receive the notes of a site meeting with Mathew Heywood, Albion Water held on 29th November 2021.

18. Review of Parish Boundaries

To consider suggestions for boundary amendments in accordance with CDC's boundary review.

19. Protocol for Discussions with Developers Policy

To review the PC's Protocol for discussions with developers Policy.

20. Reserves Policy

To review the PC's Reserves Policy.

21. Grant Applications Received

The PC to consider three grant applications received listed below (full applications circulated with agenda)

- a. Rotary Club of the North Cotswolds
- b. Little Hurricanes Playgroup
- c. Upper Rissington Social Committee

22. Freedom of Information

- a. To consider the URPC response to one appeal received on eight FOIA requests received on 25th October 2021. **(In Confidential session at end of the meeting).**
- b. To consider the URPC response to one new FOIA request received on 18th November 2021. **(In Confidential session at end of the meeting).**

23. Correspondence:

- a. To discuss and agree next steps on correspondence received:
 - i. Email received suggesting the PC make a community event with decorating a x-mas-tree outside the Village Hall, the Social Committee offered to assist in supplying mince pies and mulled wine with carol singing around the x-mas tree.
 - ii. Parish & Town Council election charges being charged directly to the PC in 2023.
 - iii. GCC have announced Fosse Cross HRC had re-opened on 6.12.2021 for on-line bookings following a temporary closure for drainage repairs and resurfacing.
- 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?

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.