

# Upper Rissington Parish Council

## Notice of Parish Council Meeting

8th February 2022

I hereby give notice that a Parish Council Meeting will be held in Upper Rissington Village Hall, Wellington Road on Monday 14<sup>th</sup> February 2022, 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

023/22 To receive apologies for absence.

024/22 To receive declarations of interest and consider applications for dispensation.

025/22 **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.*

026/22 To receive the County Councillor's Report

027/22 To receive the District Councillor's Report

028/22 To receive a report from the police.

029/22 **Minutes:** To approve and sign minutes of the Parish Council meeting held on 10<sup>th</sup> January 2022.

030/22 **Clerk's Report:** To review actions from previous meetings, and consider matters arising:

- a. To receive an update on the inspection and test of the lightning protection at the V/Hall and to receive a cost of repair work required at a cost of £1,669.83 + VAT. NOTE: This information is being passed onto Vistry has the lightning inspection hasn't passed for a few years.
- b. The Play Inspection Company have been instructed to carry out the annual recreation inspection at Folland Park – date to be confirmed - as per minute number 390/21.
- c. To receive an update on the re-installation of the bollard at Folland Park.
- d. To receive an update on re-fixing the metal sign on the metal railings at Folland Park.

031/22 **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. <a href="#">21/03807/FUL   Erection of four dwellings and associated works   Land At Sandy Lane Court Upper Rissington Gloucestershire (cotswold.gov.uk)</a>
2. <a href="#">22/00213/FUL   Single storey side extension and rear extension   1 Bristol Road Upper Rissington CHELTENHAM Gloucestershire GL54 2NY (cotswold.gov.uk)</a>
3. <a href="#">21/04082/FUL   Erection of five dwellings, vehicular access points, associated works and infrastructure   Land North Of Mitchell Way Mitchell Way Upper Rissington Cheltenham Gloucestershire GL54 2FL (cotswold.gov.uk)</a>

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

032/22 **Finance:**

- a. To record income received,
- b. The PC to discuss and approve Reformit to continue to carry out an ESET full disk encryption at a monthly cost of £2.50 + VAT and for Reformit to provide antivirus protection at a monthly cost of £1.20 + VAT. The PC to consider setting up a Direct Debit for the two monthly costs with Reformit.

- c. The PC to note the reason for the payment made to Hallmaster Ltd between Parish Council meetings. – To carry on continuity of service being provided.
- d. To approve payments according to the payments list.
- e. The PC to approve two additional bank signatories.

Payee	Date	Details	Total	Relevant/ minutes
VALDA Energy – <b>PAID BETWEEN MEETINGS</b>	14-Feb	Gas/elec V/Hall	£813.99	343/21
Hallmaster Ltd – <b>PAID BETWEEN MEETINGS</b>	14-Feb	Hallmaster single venue licence	£224.40	
ReformIT -office 365 support contract – <b>DD</b>	14-Feb	Support contract	£125.88	185/21
NEST pension – <b>DD</b>	14-Feb	Pension contribution	Personal	13/06/18-13
H M Land Registry	14-Feb	Land registry plans/titles	£15.00	
Mrs V Boshier – staff	14-Feb	February salary	Personal	198/21
Mrs V Oliveri – staff	14-Feb	February salary	Personal	169/21
Viking	14-Feb	Stationary & V/Hall supplies	£79.56	185/21
PTSG Electrical Services Ltd	14-Feb	Inspection of Lightning Protection System at V/Hall	£195.60	392/21
Reformit	14-Feb	ESET full disk encryption and antivirus protection – monthly cost	£4.44	

- f. To receive bank reconciliations up to date.
- g. The PC to approve authorisation of setting up a Direct Debit to pay Valda Energy monthly.
- h. The PC to consider the renewal of the domain name with HCI Data Ltd at a cost of £85.00 for two years which is due to expire on 15<sup>th</sup> March 2022.

#### 033/22 Village Hall:

- a. To receive an update on Village Hall bookings.
- b. PC to discuss and decide to an annual fee of £8.49 to enable the Village Hall exterior lights to be operated remotely on an app and to be able to set the timings for a week at a time.
- c. To discuss additional usage of CCTV at the Village Hall.
- d. The PC to receive costings of a first aid kit and first aid signs for the Village Hall.
- e. The PC to consider a Village Hall booking request for an 18<sup>th</sup> birthday party on 16<sup>th</sup> July 2022 (Note: This is being arranged by the family where family members will be there so a ratio of adults will outweigh the number of teenagers). Proposed hirer is prepared to pay the £500.00 deposit.
- f. The PC to receive a quotation received from Audio Visual Equipment/Services as previously quoted when the Village Hall Trust were in control of the Village Hall to supply a projector, screen, speakers, amplifier, microphone system at a cost of £7,325.00.
- g. To receive an update on the vacancy of a Village Hall Caretaker. (Candidate discussion to be held, 'In Confidential Session')

#### 034/22 Recreation Inspection

The PC to receive the monthly recreation equipment inspection.

#### 035/22 Accounts and Management System Quotes

The PC to receive and consider quotations to provide an accounts and management system as per table distributed prior to the meeting.

**036/22 Public Open Space**

- a. To receive notes of a meeting held on 3<sup>rd</sup> February 2022 with Vistry to discuss progress on the POS.
- b. To receive an update on quotes for Public Open Space.
- c. To receive an update on the collapsing wall close to the entrance of Folland Park/Wright Road.

037/22 The PC to review and adopt the Code of Conduct for Parish Councillors.

038/22 The PC to review and adopt the Policy on Filming and Recording at Public Meetings.

039/22 The PC to review and adopt the Policy on Unreasonably Persistent Complaints and Unreasonable Behaviour.

040/22 The PC to review and adopt the Health & Safety Policy.

041/22 The PC to review and adopt the Locum Cover Policy.

042/22 The PC to review and adopt the Lone Working Policy.

**043/22 Queen's Jubilee Celebration**

The PC to receive a report on the progress made with the Queen's Jubilee Celebration committee.

- To receive an update on the following: -
- a. commemorative coins
  - b. flag pole
  - c. lighting of a beacon

The PC to consider a grant request submitted for the Queen's Jubilee Celebration planned June 2022.

**044/22 Meeting with Albion Water**

To receive the notes of a site meeting held with Albion Water held on 2<sup>nd</sup> February 2022.

**045/22 Operation London Bridge**

The PC to consider and decide what is required for Operation London Bridge.

**046/22 Addressing the new development (10 houses) at entrance of the village/Wellington Road**

- a. The PC to consider access off the mini round-a-bout to be officially changed to be the start of Wellington Road. – If so, CDC will amend their data.
- b. The PC to consider the address suggestions put forward for the new 10 dwellings ref email 2.2.22.

**047/22 Tree Officer/tree maintenance programme**

- a. The PC to consider obtaining quotations for a schedule of works required on the PC owned trees in the village for the next three years.
- b. The PC to consider if a tree officer is required in the village.

**048/22 ICO case**

The PC to discuss an email received from the ICO, relating to a complaint received from an individual regarding a FOIA request submitted last year. (To discuss in Confidential Session).

**049/22 Correspondence:**

- a. To discuss and agree next steps on correspondence received:
  - i. To receive the latest GCC Highways Road works bulletin for information.
  - ii. The PC to note that there is a grant available for a defibrillator and to decide if the PC would consider having another defibrillator in the village and the location preferred.
  - iii. PC to note that CDC are carrying out a Local Plan partial update consultation between 4<sup>th</sup> February 2022 – 20<sup>th</sup> March 2022.

**Public drop in events** have been arranged for: -

- Wednesday 2<sup>nd</sup> March 2022 from 2 pm – 6.30 pm at the Committee Rooms, Cirencester.
- Wednesday 9<sup>th</sup> March 2022 from 2 pm – 6.30 pm at Moreton Area Centre

**Town & Parish Council Forum meetings** have been arranged for:

- Wednesday 2<sup>nd</sup> March 2022 from 6.30 pm – 8.00 pm at the Council Chamber, Cirencester
- Wednesday 9<sup>th</sup> March 2022 from 6.30 pm – 8.00 pm at Moreton Area Centre

- iv. The PC to receive an ash die back schedule of planned works report to be undertaken on the A424, Monday 14<sup>th</sup> February – Friday 18<sup>th</sup> February 2022 for information.

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.