

# Upper Rissington Parish Council

## Notice of Parish Council Meeting

10th May 2022

I hereby give notice that the Annual Meeting of the Parish Council will be held in Upper Rissington Village Hall, Wellington Road on Monday **16<sup>th</sup> May 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

097/22 **Election of Chairman:** The PC to elect a Chairman for the Municipal Year 2022/23.

098/22 **To Receive the Chairman's Acceptance of Office**

099/22 **Election of Vice-Chairman**

100/22 **To Receive the Vice-Chairman's Acceptance of Office**

101/22 **To Receive Apologies for Absence**

102/22 **Co-option of Councillor**

The PC to co-opt a Parish Councillor.

103/22 **To Receive Declarations of Interest and Applications for Dispensation**

104/22 **Register of Interests:** Remind members to check and confirm their entries in the register.

105/22 **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.*

106/22 **Minutes:** To approve the Minutes of the Parish Council Meeting held on 11<sup>th</sup> April 2022 and authorise the Chairman to sign the same.

107/22 **Clerk's Report:** To report on outstanding actions from previous meetings not covered elsewhere on the agenda.

108/22 **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="#">22/01195/FUL   Erection of a single storey front extension   33 Hawker Square Upper Rissington Cheltenham Gloucestershire GL54 2NT (cotswold.gov.uk)</a>

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

**109/22 Finance:**

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

Payee	Date	Details	Total	Relevant/ minutes
VALDA Energy -DD	16-May	Gas/Elec V/Hall	£452.64	343/21
ReformIT -office 365 support contract – DD	16-May	Support contract, ESET full disk encryption and antivirus protection	£130.32	185/21
NEST pension – DD	16-May	Pension contribution	Personal	13/06/18-13
Mrs V Boshier – staff	16-May	April salary	Personal	198/21
Mrs V Oliveri – staff	16-May	April salary	Personal	169/21
GAPTC – training	16-May	Councillor training	£100.00	364/21 d
GAPTC – independent auditor	16-May	Independent auditor service	£129.90	366/21
WODC	16-May	Recreation inspections	£20.16	012/22
City Fire Protection	16-May	6 monthly inspection of fire alarm system	£292.98	
Viking	16-May	Stationery and V/Hall essentials	£106.62	
AGW Heating & Plumbing	16-May	Supply and install a new kitchen tap	£135.00	083/22 e
Bourton Vale Window Cleaning	16-May	Cleaning of V/Hall windows	£86.00	
Sandra Mitchell	16-May	Re-imbusement of refreshments for APM	£12.80	

- c. To receive bank reconciliations up to date.
- d. The PC to receive details on a CCLA investment fund and approve to open an account.

**110/22 Recreation Inspection**

The PC to receive the monthly recreation equipment inspection undertaken by WODC.

**111/22 Public Open Space**

- a. To receive notes of a meeting held with Vistry on 6.5.2022.
- b. To receive an update on the allotments and tennis courts.
- c. To receive and agree to share with perspective agencies/Vistry the three quotations for the five year maintenance programme for the POS.

112/22 Review of delegation arrangements to committees, subcommittees, staff and other local authorities

113/22 Review and adoption of Standing Orders

114/22 Review and adoption of Financial Regulations

115/22 Review of representation on or work with external bodies and arrangements for reporting back

116/22 Review of inventory of land and other assets including buildings and office equipment

117/22 Confirmation of arrangements for insurance cover in respect of all insurable risks

118/22 Review of Council and/or Staff subscriptions to other bodies – GAPTC and the National Allotment Society.

119/22 Review of the Council's complaints procedures

120/22 Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation, including appointing an outside body to provide the services of Data Protection Officer (DPO) as required under new legislation (fees apply).

121/22 Review of the Council's policy for dealing with the press/media

122/22 Review of the Council's employment policies and procedures, including:

- a. Equal opportunities policy
- b. Health and safety policy
- c. Lone worker policy
- d. Absence management policy
- e. Expenses policy
- f. Disciplinary and grievance policy

123/22 Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972.

124/22 Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council

125/22 **Review of Community Grant Policy:** To consider and adopt the updated policy for 2022-23.

126/22 **Annual Review of Risk Assessment:** To review the Risk Assessment and consider actions arising.

127/22 **Date and Time of Next Meeting:** Monday 13<sup>th</sup> June 2022, 7:00 pm.

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.