

NOTICE OF PARISH COUNCIL MEETING

1st February 2023

I hereby give notice that a Parish Council Meeting will be held in Upper Rissington Village Hall, Wellington Road on **Monday 6 February 2023, 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

022/23 To receive and accept apologies for absence.

023/23 To receive declarations of interest and consider applications for dispensation.

024/23 **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.*

025/23 To receive the County Councillor's Report

026/23 To receive the District Councillor's Report

027/23 To receive a report from the police.

028/23 **Minutes**

- a. The PC to agree a resolution to correct the reference numbers on the Agenda of 9th January 2023 meeting to replace /22 with /23 and renumber appropriately to reflect 2023 meetings.
- b. To approve, accept changes and sign the minutes of the Parish Council meeting held on 9th January 2023.

029/23 **Parish Council Office Hours**

- a. The PC to ratify the revised public hours of the PC office that have been published following a decision made by the Chairman on the 9th January 2023

030/23 **Clerk's Report:** To review actions from previous meetings, and consider matters arising:

- a. Clerk's Report
 - a. 20 mph speed signs – ordered
 - b. Defibrillator – update on delivery/installation
 - c. CCLA account – in process
 - d. The Clerk attended the GAPTC Clerk's networking session on 25.1.2023
 - e. The Clerk and Cllr. S. Mitchell attended the GAPTC recruiting Councillor session – GAPTC have produced an election Tool Kit for information
 - f. Collapsed wall leading into the village by Dragon Vets – quotes being obtained and to be brought to March PC meeting

- b. Correspondence Received:
 - a. Community speed watch
 - b. CDC Community networking
 - c. GAPTC training dates
 - d. Albion water public consultation
 - e. CDC confidential budget briefing for Town & Parish Council's on 7.3.2023 6 pm – 7.30 pm
 - f. GAPTC training – Clerk's Knowledge and Planning for Councillors
 - g. National Allotment Society – announcement of new insurance policy to cover house hold insurance and allotment items.
 - h. Information received on proposed 20 mph speed limit for Upper Rissington

031/23 **Village Caretaker's Report:** The PC to receive a report from the Village Caretaker and discuss and agree any recommendations or required actions that are made within the report.

032/23 **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.

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

033/23 **Finance:**

- a. To record income received up to 31st December 2022 and income received up to 31st January 2023.
- b. To receive a list of outstanding invoices for the Village Hall hire and agree any action that is required.
- c. To receive bank reconciliations up to 31st December and 31st January 2023.
- d. To receive a report on expenditure against the budget up to 31st December 2022 and 31st January 2023.
- e. To receive recommendations from the RFO on any requirement to amend the budget based on expenditure and make agreement as required.
- f. The PC to discuss quotes and agree appropriate action related to GAPTC performing quarterly audit checks
- g. The PC to receive and decide upon details of a Health Check on the accounts package, offered through Scribe ensuring all information is in correct place prior to the internal auditor going through the accounts – cost for this service is £39.00 + VAT.
- h. The PC to approve payments for February 2023 according to the payments list detailed below:

2. Payee	Invoice date	Details	Total	Relevant/ minutes	Authority Budget Code
VALDA Energy DD	19/12/22	Gas/Elec V/Hall	£990.44	343/21	LGA 1972 s133
VALDA Energy DD	19/01/23	Gas/Elec V/Hall	£971.41	343/21	LGA 1972 s133
ReformIT -office 365 support contract – DD	30/01/23	Support contract, ESET full disk encryption and antivirus protection	£130.32	185/21	LGA 1972 s111
NEST pension – DD	N/A	Pension contribution	Personal	13/06/18-13	LGPSR SI 2007/1166
Divert Waste Ltd - DD	01/02/23	Empty V/Hall bin	£54.84	083/22 b	LGA 1972 s133
WODC	24/11/22	Play inspections	£20.87		HA1980 s96
Viking	12/01/23	Stationery	£71.23		LGA 1972 s111

Mrs V Boshier – staff	N/A	February 2023 salary	Personal	148/22 b	LGA 1972 s112(2)
Mrs V Oliveri – staff	N/A	February 2023 salary	Personal	169/21	LGA 1972 s112(2)
Mr A Wakefield – staff	N/A	February 2023 salary	Personal	246/22	LGA 1972 s112(2)
Scribe – Starboard Systems Ltd	24/01/23	Annual Software Licence – Scribe Accounts and Scribe Bookings	£1080.00		LGA 1972 s111

034/23 Village Hall:

- a. To receive an update on Village Hall bookings.
- b. To receive quotes for cleaning of the carpets and fabric chairs and approve a supplier to carry out the work.
- c. The PC to review and approve bookings for an 18th Birthday party, a New Year’s Eve event and an Ed Sheeran tribute event.
- d. The PC to receive and agree details related to an out of hours access and call out process.
- e. The PC to receive details on who has keys for the Village Hall and discuss the provision of a set of keys to the UR Social Committee.
- f. The PC to receive and approve a quotation, arising from annual inspection, from City Fire Protection Ltd to supply and fit replacement 4w LED Bulkhead emergency light in hall and store room, disposal of HI-TEMP Ni-Cad batteries and test on completion at a cost of £267.50 + VAT.

035/23 Recreation Inspection

- a. The PC to receive the monthly recreation equipment inspection and agree any actions or recommendations that are required from the information received.

036/23 Public Open Space

- a. To receive the notes of a site meeting held with Vistry on 31.1.2023.
- b. To receive an update on the TUPE process and discuss and agree the next actions.
- c. The PC to receive three quotations for benches to be supplied and installed around the Bowling Green.

037/23 Allotments/Tennis Courts

- a. To receive an update on the allotments – licences returned/payments.
- b. To receive and decide upon a request from an allotment holder for permission for a poly tunnel on their allotment.
- c. The PC to discuss and agree dates and the process required to open the Tennis Courts.

038/23 Councillor establishment numbers

- a. The PC to discuss the current number of Councillors on the URPC and consider a motion to apply for a change of established Councillor numbers to nine from eleven.

039/23 Councillor and Clerk books

- a. To agree the purchase of nine ‘How to be a Good Councillor’ books at £3.95 per book
- b. To agree the purchase of the latest edition of ‘Arnold-Baker on Local Administration’ book (January 2021 edition) at £140.

040/23 External Power Points for Christmas tree and other external events held at the V/Hall

- a. The PC to receive and approve three quotations for external power points for the V/Hall that will enhance support to external events held at the V/Hall

041/23 Storage Solutions at the V/Hall

- a. The PC to consider proposals and agree an approach to storage solutions in the V/Hall.

042/23 Village Hall Flag Pole

- a. The PC to receive and approve 3 quotations related to the provision of a Flag Pole outside the Village Hall.
- b. The PC to receive details on next steps required to complete the purchase and erection of a Flag Pole.

043/23 The Breeze

To receive and approve an advert to go into The Breeze to support recruitment of Parish Councillors.

044/23 Warm Spaces Initiative

To receive and approve a proposal to support the Upper Rissington Soup Kitchen.

045/23 Dates of Next Meetings

The PC to agree the revised dates for PC meetings in March, April and May 2023

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.