

NOTICE OF PARISH COUNCIL MEETING

8th March 2023

I hereby give notice that a Parish Council Meeting will be held in Upper Rissington Village Hall, Wellington Road on **Monday 13th March 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

050/23 To receive and accept apologies for absence.

051/23 To receive declarations of interest and consider applications for dispensation.

052/23 **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.*

053/23 To receive the County Councillor's Report

054/23 To receive the District Councillor's Report

055/23 To receive a report from the police.

056/23 **Minutes of the PC meeting held on 6th February 2023**

- a. To receive, approve and sign the minutes of the Parish Council meeting held on 6th February 2023.

057/23 **Minutes of the Extra-ordinary PC meeting held on 27th February 2023**

- a. To receive, approve and sign the minutes of the Extra-ordinary PC meeting held on 27th February 2023.

058/23 **Clerk's Report** To review actions from previous meetings, and consider matters arising:

- a. Clerk's Report

1. 20 mph speed signs – ordered.
2. Defibrillator – awaiting delivery and installation date.
3. CCLA account – being dealt with.
4. Nomination packs to be Parish Councillor now available.
5. Scribe have undertaken a health check on the accounts and booking system.
6. GAPTC internal audit booked.
7. RoSPA recreation training – next event at Swindon on 16th June 2023 at a cost of £295.00 + VAT. An additional cost of £110.00 with no VAT for an examination fee.
8. Village Hall carpets and upholstered chairs are to be cleaned on Friday 17th March 2023.
9. Three benches ordered for enclosure of bowling green.

- b. Correspondence Received

1. Divert – notification of increase in monthly direct debit.
2. Resident has written to Vistry and the PC to report overhanging branches onto property in Squirrel Close. – Vistry have agreed to have a look at this.
3. Request received from the Church in the Rissington's for an Easter cross to be positioned outside the front of the Village Hall

4. Request received from the U3A quiz group for a PA system to be installed in the Main Hall of the V/Hall.

059/23 Tool Station Account

The PC to consider and agree the requirement for a Business Account at Tool Station to enable the purchase of items required for the Village Caretaker role.

060/23 Village Caretaker's Report

- a. 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.
- b. The PC to receive a list of equipment required for the Village Caretaker's role and the PC to approve the items required.

061/23 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.

062/23 Finance:

- a. To record income received up to 28th February 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 28th February 2023.
- d. To receive a report on expenditure against the budget up to 28th February 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 approve payments for February 2023 according to the payments list detailed below:

Payee	Invoice date	Details	Total	Relevant/minutes	Authority Budget Code
VALDA energy DD	17/2/23	Gas/elec V/Hall	£769.74	343/21	LGA 1972 s133
ReformIT-office 365 support contract -DD	30/1/23	Support contract,ESET full disk encryption and antivirus protection	£130.32	185/21	LGA 1972 s111
ReformIT- 10 x Microsoft 365 Business Basic licences – DD	1/3/23	10 x Microsoft 365 Business Basic licences	£648.00		LGA 1972 s111
Divert – DD	15/3/23	Empty V/Hall bin	£56.26	083/22 b	LGA 1972 s133
BT – DD	19/2/23	Office phone and internet – quarterly	£226.82		LGA 1972 s133
NEST - pension	31/03/23	Pension contributions	Personal		LGPSR SI 2007/1166
Vanessa Oliveri - staff	23/3/23	March salary	Personal	169/21	LGA 1972 s112(2)
Veronika Boshier - staff	23/3/23	March salary	Personal	148/22 b	LGA 1972 s112(2)
Andy Wakefield - staff	23/3/23	March salary	Personal	246/22	LGA 1972 s112(2)
HMRC	2/3/23	Paye/TAX/NI contributions	Personal		LGA 1972 s112(2)
PATA payroll services	2/3/23	Jan/Feb/March payroll with pension service	£90.60		LGA 1972 s112(2)

Dyno-Rod – FF services Ltd	10/2/23	To clear blockage using HPW jetting from manhole outside left of V/Hall	£281.00		LGA 1972 s133
WODC	13/2/23	Playground inspection – monthly	£20.87		HA 1980 s96
Scribe	23/2/23	Year End Health Check	£46.80	033/23 g	LGA 1972 s111
GAPTC	8/2/23	Supply of Charles Arnold Baker book and 9 x Good Councillors Guide books	£171.50	039/23 a & b	LGA 1972 s111
Men In Sheds	Feb 23	To supply 40 x signs for allotments	£200.00	263/22 b	SHAA 1908 s26
Viking – Office Depot	7/3/23	To supply office stationery £203.06 To supply cleaning products for V/Hall £67.97	£271.03		LGA 1972 s111

063/23 Village Hall:

- a. To receive an update on Village Hall bookings.
- b. The PC to review and approve a booking for a Summer Disco planned for 24th June 2023 5.00 pm – midnight, to be arranged by same company who is organising the New Year’s Event.
- c. The PC to discuss and approve quote for storage facilities for the equipment required for the Village Caretaker.
- d. The PC to discuss the requirement for a specific charge for hirers to use the changing rooms and toilet facility at the Village Hall. (PC to review this against the hire charges for the hall as a comparison – circulated to Councillors prior to the meeting).

064/23 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.

065/23 Ansell’s Copse and Land lying to the South East of Smith Barry Circus.

- a. To receive communications from a solicitor representing the owners of Albion Water related to the land transfer of Ansell’s Copse.
- b. To agree the requirement to engage legal counsel and agree a budget for costs associated with this engagement.
- c. To discuss potential follow on steps that may be required following the receipt of legal advice.

066/23 Public Open Space

- a. To receive the notes of a site meeting held with Vistry on 28 February 2023.
- b. To receive a verbal brief from the Chairman on a meeting hold with Supriya Ray of Vistry on 10 March 2023.
- c. To receive correspondence related to TUPE from the solicitor representing Vistry.
- d. To receive advice from the Parish Council TUPE advisor and discuss and agree the next actions to be taken.

067/23 Allotments and Tennis Courts

- a. To receive an update on the allotments – licences returned/payments.
- b. The PC to receive and approve quotations to install footpaths at the allotments.
- c. The PC to receive and approve quotations for a water system at the allotments.
- d. The PC to receive and approve quotations for fencing at the allotments.
- e. The PC to receive and approve a risk assessment for the Tennis Courts.
- f. The PC to agree a date to open the Tennis Courts.
- g. The PC to discuss the provision of a payment facility for the Tennis Courts through the booking system.

068/23 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 to support events.

069/23 Village Hall Flag Pole

- a. The PC to receive and approve a quotation to install a Flag Pole outside the Village Hall.
- b. The PC to receive an update on planning requirements for a Flag Pole.
- c. Agree on location of installation.

070/23 Grass Cutting Contract

The PC to receive quotations for the grass cutting contract for 2023/4 and approve a contractor for the year.

071/23 Summer Fete

- a. The PC to decide on having a pitch at the Summer Fete in the village.

072/23 Date of Next Meeting

- a. The date of next PC meeting is arranged for 17th April 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.