

NOTICE OF PARISH COUNCIL MEETING

12th April 2023

I hereby give notice that a Parish Council Meeting will be held in Upper Rissington Village Hall, Wellington Road on **Monday 17th April 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

073/23 To receive and accept apologies for absence.

074/23 To receive declarations of interest and consider applications for dispensation.

075/23 **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.*

076/23 To receive the County Councillor's Report

077/23 To receive the District Councillor's Report

078/23 To receive a report from the police.

079/23 **Minutes of the PC meeting held on 13th March 2023**

- a. To receive, approve and sign the minutes of the Parish Council meeting held on 13th March 2023.

080/23 **Clerk's Report** To review actions from previous meetings, and consider matters arising:

- a. Outstanding actions from previous meetings
- b. Correspondence received
- c. Election results

081/23 **Village Caretaker's Report**

- a. The PC to receive a report from the Village Caretaker
- b. Discuss and agree any recommendations or required actions that are made within the report.

082/23 **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. <u>Ref: 23/00902/TPO 32, Bristol Road</u> Works to trees with a TPO for decayed silver birch tree. Fell by sections to as close to ground level as possible.
c. To consider any urgent planning applications received since publication of the agenda.

083/23 **Finance:**

- a. To record income received up to 31st March 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 March 2023
- d. To receive a report on expenditure against the budget up to 31st March 2023.

- e. The PC to approve an annual membership to GAPTC for 2023/24 at a cost of £456.57
- f. The PC to approve an annual membership to the National Allotment Society at a cost of £66.00
- g. The PC to approve payments for March 2023 according to the payments list detailed below:

Payee	Invoice date	Details	Total	Relevant/minutes	Authority Budget Code
VALDA energy DD	31/3/23	Gas/elec V/Hall	£3927.04	343/21	LGA 1972 s133
ReformIt-office 365 support contract – DD	31/3/23	Support contract, ESET full disk encryption and antivirus protection	£130.32	185/21	LGA 1972 s111
Divert – DD	1/4/2023	Empty V/Hall bin	£56.26	083/22b	LGA 1972 s133
NEST – pension -DD	30/4/23	Pension contributions	Personal		LGPSR SI 2007/1166
Veronika Boshier – staff	30/4/23	April salary	Personal	148/22 b	LGA 1972 s112(2)
Vanessa Oliveri – staff	30/4/23	April salary	Personal	169/21	LGA 1972 s112(2)
Andy Wakefield – staff	30/4/23	April salary	Personal	246/22	LGA 1972 s112 (2)
Cotswold District Council	14/3/23	Rates for village hall	£180.70		LGA 1972 s133
GAPTC	25/4/23	1 x finance course 1 x communicating with your community course	£60.00		LGA 1972 s111
GAPTC	14/3/23	HR consultancy	£210.00	010/23 c	LGA 1972 s111
GAPTC	1/4/23	Annual membership subscription for 2023/2024	£456.57	083/23 e	LGA 1972 s.143
Viking	24/3/23	Stationery and metal cabinet V/Hall cleaning equipment/essentials	£268.78 £110.04		LGA 1972 s111
National Allotment Society	16/3/23	Annual subscription	£66.00	083/23 f	LGA 1972 s111
WODC	22/3/23	Feb & March recreation inspections	£41.74		HA 1980 s96
Cotswold Carpet Cleaners	17/3/23	Upholstery and carpet cleaning at V/Hall	£405.50		LGA 1972 s133
Bourton Vale Window Cleaning	6/4/23	Feb/March window cleaning at V/Hall	£62.00		LGA 1972 s133

084/23 Ansell's Copse and Land lying to the South East of Smith Barry Circus.

- a. The PC to receive a report from solicitors.
- b. Discuss and agree the position of the PC.
- c. Discuss and agree next steps.

085/23 Public Open Space

- a. To receive the notes of a site meeting held with Vistry on 28 March 2023.
- b. To receive an update on the latest legal developments between solicitors.
- c. To discuss and agree on the PC position for timings of completion.

086/23 Allotments

- 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 the notes of a meeting held by allotment holders and to discuss and approve matters arising from the notes.
- f. The PC to note incidents of vandalism and discuss any potential measures for future planning.
- g. The PC to discuss and agree on a risk assessment to be completed for the allotments on behalf of the PC.

087/23 Tennis Courts

- a. The PC to receive notes of a meeting held with a resident of the village held on 5.4.2023 regarding the tennis courts.
- b. Discuss and agree actions required including external consultancy and assessments required.
- c. The PC to discuss and agree on the completion of a risk assessment for the Tennis Courts.
- d. The PC to discuss and agree on a review of Tennis Court Terms and Conditions, including a review by a Legal or Insurance specialist.
- e. The PC to discuss and agree on the Commercial use of the Tennis Courts including any limitations that they wish to apply.
- f. The PC to receive an update on the provision of a payment facility for the Tennis Courts through the booking system.

088/23 Village Hall:

- a. To receive an update on Village Hall bookings against budget forecast.
- b. The PC to receive an update on the provision of a payment facility for the Village Hall through the booking system.

089/23 Recreation Inspection

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

090/23 Bowling Green

- a. The PC to discuss the approach in which the Bowling Green will be managed and agree next steps for a proposal to be brought to the May PC meeting.

091/23 Temporary Locum Clerk for POS

- a. The PC to discuss and agree on a proposal for a locum Clerk to support all POS matters.

092/23 Change to Parish Council appraisal process

- a. The PC to discuss and agree a proposed change in the frequency of PC employee appraisals from annual to half yearly.

093/23 Village Hall Flag Pole

- a. The PC to receive an update from the Village Caretaker on the condition of the ground where the flag pole is to be positioned.
- b. The PC to receive and approve costs for a planning application.

094/23 Emergency Plan

- a. The PC to receive an update on the Emergency Plan, to be presented at the May PC meeting for review and approval.

095/23 Plant funding request

- a. The PC to receive and agree on spending for the purchase of plants as part of the Duke of Edinburgh Award project.

096/23 Date of Next Meeting

- a. The date of next PC meeting (AGM) is arranged for 15th 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.