

NOTICE OF THE ANNUAL MEETING OF THE PARISH COUNCIL

10th May 2023

I hereby give notice that the Annual Meeting of the Upper Rissington Parish Council will be held in Upper Rissington Village Hall, Wellington Road on **Monday 15 May 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

102/23 Election of Chairman

- a. The PC to elect a Chairman of the Parish Council for the Municipal Year 2023/2024.
- b. Receive the Chairmans Acceptance of Office

103/23 Election of Vice Chairman

- a. The PC to elect a Vice Chairman of the Parish Council for the Municipal Year 2023/2024.
- b. Receive the Vice Chairmans Acceptance of Office.

104/23 To receive and accept apologies for absence.

105/23 To receive declarations of interest and consider applications for dispensation.

106/23 **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.*

107/23 Minutes of the PC meeting held on 17 April 2023

- a. To receive, approve and sign the minutes of the Parish Council meeting held on 17 April 2023.

108/23 Minutes of the Extra-ordinary PC meeting held on 3rd May 2023

- a. To receive, approve and sign the minutes of the Extra-ordinary PC meeting held on 3rd May 2023.

109/23 Clerk's Report To review actions from previous meetings, and consider matters arising:

- a. Outstanding actions from previous meetings
- b. Correspondence received

110/23 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>23/01340/TPO 5, Firefly Close</u> Works to trees with a TPO for the mature lime within the group to the front of the property is almost completely dead and leans toward the property.

- c. To consider any urgent planning applications received since publication of the agenda.
- d. The PC to receive notification of a planning appeal Ref: APP/F1610/W/22/33023961 – Land at Sandy Lane Court.

Decision: The appeal is allowed and planning permission has been granted subject to conditions applied to the application as per the appeal notification circulated to P/Cllrs prior to the PC meeting.

111/23 Finance:

- a. To record income received up to 30 April 2023.
- b. To receive bank reconciliations up to 30 April 2023
- c. The PC to approve a bank transfer of £60,000.00 from HSBC bank account to Lloyds bank account.
- d. To receive and approve the purchase of a marketing pull-up banner for the PC.
- e. **Grant Funding Request:** The PC to consider/approve a grant fund request received from the Rotary Club of the North Cotswolds to help provide a drama workshop at Upper Rissington primary school in June 2023. Grant fund request for £250.00.
- f. **Bank Mandates:** The PC to approve the current Parish Councillors and all future new Councillors to be added to the Parish Council bank mandates.
- g. The PC to approve payments for May 2023 according to the payments list detailed below:
NOTE: The area highlighted in blue has already been approved at the April PC meeting and paid between meetings.

Payee	Invoice date	Details	Total	Relevant/minutes	Authority Budget Code
Mrs Quinn W Craughwell	10.5.22	To re-imburse cost of plants as agreed at April PC meeting Minute No:095/23 a	£224.73	095/23a	LGA 1972 s.137
VALDA energy DD	17.4.23	Gas/elec V/Hall	£908.16	343/21	LGA 1972 s133
ReformIt-office 365 support contract – DD	30.4.23	Support contract, ESET full disk encryption and antivirus protection	£70.44	185/21	LGA 1972 s111
Divert – DD	15.5.23	Empty V/Hall bin	£70.32	083/22b	LGA 1972 s133
NEST – pension -DD	15.5.23	Pension contributions	Personal		LGPSR SI 2007/1166
Veronika Boshier – staff	15.5.23	May salary	Personal	148/22 b	LGA 1972 s112(2)
Vanessa Oliveri – staff	15.5.23	May salary	Personal	169/21	LGA 1972 s112(2)
Andy Wakefield – staff	15.5.23	May salary	Personal	246/22	LGA 1972 s112 (2)
Jules Owen – locum clerk	15.5.23	May salary	Personal	100/23	LGA 1972 s 112(2)
Steve Joynes Property Maintenance	10.5.23	75% payment of quote arranged to be paid prior to commencement of work to purchase materials	£8,603.00	067/23	SHAA 1908 s.26
Viking	9.5.23	Stationery and metal cabinet V/Hall cleaning equipment/essentials	£95.38	-	LGA 1972 s111
WODC	9.5.23	Recreation inspections	£22.96	-	HA 1980 s96
Albion Water - Jubilee Gardens	26.4.23	Water charge	£21.05	-	LGA 1972 s133
Bampton Village Window Cleaning Services	5.5.23	Cleaning V/Hall windows	£35.00	-	LGA 1972 s133
Rotary Club of North Cotswolds	15.5.23	Grant request	£250.00	111/23 d	LGA 1972 Section 137

112/23 Public Open Space

- a. To receive the notes of a meeting held with Vistry on 25.4.2023.

113/23 Review of delegation arrangements to committees, subcommittees, staff and other local authorities

114/23 Review and adoption of Standing Orders

115/23 Review and adoption of Financial Regulations

- 116/23 Review of representation on or work with external bodies and arrangements for reporting back
- 117/23 Review of inventory of land and other assets including buildings and office equipment
- 118/23 Confirmation of arrangements for insurance cover in respect of all insurable risks
- 119/23 Review of Council and/or Staff subscriptions to other bodies – GAPTC and the National Allotment Society.
- 120/23 Review of the Council’s complaints procedures
- 121/23 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).
- 122/23 Review of the Council’s policy for dealing with the press/media
- 123/23 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
- 124/23 Review of the Council’s expenditure incurred under s.137 of the Local Government Act 1972.
- 125/23 Agree and approve the time and place of ordinary meetings of the Council up to and including the next annual general meeting of the Council.
- 126/23 **Review of Community Grant Policy:** To consider and adopt the updated policy for 2022-23.
- 127/23 **Annual Review of Risk Assessment:** To review the Risk Assessment and consider actions arising.
- 128/23 The PC to receive and approve a quotation received from City Fire Protection Ltd for work required at the Village Hall as per the quotation circulated prior to the PC meeting.
- 129/23 **Co-option:** The PC to agree to advertise to fill Paish Councillor seats for co-option.
- 130/23 **Parish Councillor numbers:** The PC to discuss and agree to reduce the Parish Councillor seats from 11 to 9.
- 131/23 **Assistant Clerk:** The PC to discuss and approve the requirement for an Assistant Clerk and approve to advertise for the position.
- 132/23 **Date of Next Meeting**
The date of next PC meeting is arranged for 12th June 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.