

## NOTICE OF PARISH COUNCIL MEETING

7<sup>th</sup> June 2023

I hereby give notice that a Parish Council Meeting will be held in Upper Rissington Village Hall, Wellington Road on **Tuesday 13<sup>th</sup> June 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**

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### AGENDA

133/23 To receive and accept apologies for absence.

134/23 To receive and approve applications for the co-option of Councillors.

135/23 To receive declarations of interest and consider applications for dispensation.

136/23 **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.*

137/23 To receive the County Councillor's Report

138/23 To receive the District Councillor's Report

139/23 To receive a report from the police.

140/23 **Minutes of the Annual PC meeting held on 15<sup>th</sup> May 2023**

- a. To receive, approve and sign the minutes of the Annual Parish Council meeting held on 15<sup>th</sup> May 2023.

141/23 **Clerk's Report**

- a. The PC to receive a report from the Clerk including outstanding actions and matter arising
- b. Receive correspondence
- c. Discuss and agree any recommendations or required actions that are made by the Clerk.

142/23 **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.

143/23 **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
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| 1. <a href="#">23/01586/FUL   Proposed new single storey extension to rear of property. Render to first floor of rear Elevation   5 Siskin Road Upper Rissington Cheltenham Gloucestershire GL54 2PB (cotswold.gov.uk)</a> |
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- c. To consider any urgent planning applications received since publication of the agenda.

144/23 **Finance:**

- a. To receive payments and receipts up to 31 May 2023
- b. To receive a report on expenditure against budget up to 31 May 2023
- c. To receive the annual accounts for 2022/23.

- d. The PC to approve the Gloucestershire Playing Fields Association annual membership renewal 2023 at a cost of £50.
- e. The PC to approve payments for June 2023 according to the payments list detailed below:

Payee	Invoice date	Details	Total	Relevant/ minutes	Authority Budget Code
VALDA energy DD	17.5.23	Gas/elec V/Hall	£641.04	343/21	LGA 1972 s133
ReformIt-office 365 support contract – DD	30.5.23	Support contract, ESET full disk encryption and antivirus protection	£70.44	185/21	LGA 1972 s111
Divert – DD	1.6.23	Empty V/Hall bin	£56.26	083/22b	LGA 1972 s133
NEST – pension -DD	13.6.23	Pension contributions	Personal		LGPSR SI 2007/1166
BT – DD	19.5.23	Quarterly phone and internet	£248.94		LGA 1972 s.111
Veronika Boshier – staff	13.6.23	June salary	Personal	148/22 b	LGA 1972 s112(2)
Vanessa Oliveri – staff	13.6.23	June salary	Personal	169/21	LGA 1972 s112(2)
Andy Wakefield – staff	13.6.23	June salary	Personal	246/22	LGA 1972 s112(2)
Jules Owen – staff	13.6.23	June salary	Personal	100/23	LGA 1972 s112(2)
HMRC – quarterly NI/TAX	13.6.23	Quarterly NI/TAX	Personal		LGA 1972 s112(2)
PATA payroll services	5.6.23	Quarterly charge for payroll and pension service	£125.30		LGA 1972 s.111
AMTS arboricultural contractors	6.6.23	Hedge cutting at the allotments	£552.00	067/23 d	SHAA 1908 s.26
PHS group	27.5.23	Annual charge to empty sanitary and nappy bins at V/Hall	£554.38		LGA 1972 s.133
City Fire Protection Ltd	27.4.23	Carried out 6 monthly inspection of fire alarm system	£457.44		LGA 1972 s.133
Futurform Ltd	30.5.23	To supply 3 benches for bowling green	£1428.00	288/22 d	PCA 1957 ss.1(1) & 7
GAPTC	31.5.23	Being a Better Cllr training	£50.00		LGA 1972 s111
Glos Playing Fields Association	1.6.23	Annual membership	£50.00	145/23 d	LGA 1972 s.143
Defib shop	7.6.23	Purchase of defibrillator	£1698.00		
Daniel Holden – Councillor	3.6.23	Refund of Chairman expenses Refund of roller banners	£166.15 £162.00	111--/23 d	LGA 1972 s 15(5)

#### 145/23 Public Open Space

- a. To receive the notes of a site meeting held with Vistry on 30<sup>th</sup> June 2023.
- b. To receive an update on the latest legal developments between Vistry and PC solicitors.

- c. To authorise an additional budget to be assigned for solicitor fees towards the POS transaction.
- d. To discuss and agree on the PC position of the proposed five-year maintenance fee.
- e. To discuss and agree on the PC position of any waivers to the 12-month maintenance period post-POS handover.
- f. To receive a proposal on an enclosed area within the village and agree next steps.

**146/23 Recreation facilities**

- a. To receive an update on the allotments – licences returned/payments/scheduled works.
- b. The PC to receive any requests from allotment holders and to discuss and approve matters arising.
- c. To receive quotes and approve an interim grass and hedge cutting schedule until a full maintenance contract is in place.
- d. The PC to receive a post-installation inspection of the Tennis Courts and agree any actions.
- e. The PC to receive an update on matters of Health and Safety concerns regarding the opening of the Tennis Court and agree on actions.
- f. The PC to discuss the conditions of use of the Tennis Courts for the Terms and Conditions ready for approval at the July PC meeting.
- g. The PC to receive the monthly recreation equipment inspection and agree any actions or recommendations that are required from the information received.
- h. The PC to discuss and agree next steps surround security measures related to reports and evidence of vandalism and inappropriate behaviour.

**147/23 Village Hall:**

- a. To receive an update on Village Hall bookings against budget forecast.
- b. The PC to receive quotes for the purchase and installation of an AV system and agree on a supplier.
- c. The PC to discuss options regarding the external fence surrounding the village hall and agree actions.

**148/23 Human Resources**

- a. The PC to review and agree the spend of twelve hours consultancy of a GAPTC HR Consultant to review and update all employee related policies and process against legal requirements.
- b. The PC to discuss and agree to provide the Locum Clerk with additional hours to carry out work to provide options for the future structure of the Parish Council employee job roles and responsibilities.

**149/23 Health and Safety**

- a. The PC to review quotes received and agree on a supplier to provide health and safety, and Human Resources support and services in relation to employees of the PC, workplace and village facilities.

**150/23 Date of Next Meeting**

- a. The date of next PC meeting is arranged for Monday 10<sup>th</sup> July 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.