

NOTICE OF PARISH COUNCIL MEETING

5th July 2023

I hereby give notice that a Parish Council Meeting will be held in Upper Rissington Village Hall, Wellington Road on **Monday 10th July 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.

V. Oliveri

Vanessa Oliveri
Clerk to Upper Rissington Parish Council

AGENDA

159/23 To receive and accept **apologies for absence**

160/23 To receive and approve applications for the **co-option of Councillors**

161/23 To receive **declarations of interest** and consider applications for dispensation

162/23 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.*

163/23 To receive the **County Councillor's Report**

164/23 To receive the **District Councillor's Report**

165/23 To receive a report from the **police**

166/23 Minutes of the PC meeting held on 13th June 2023

To receive, and approve and sign the minutes of the PC meeting held on 13th June 2023.

167/23 Minutes of the Extra-ordinary PC meeting held on 26th June 2023

To receive, and approve and sign the minutes of the Extra-ordinary PC meeting held on 26th June 2023.

168/23 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.

169/23 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.

170/23 To receive a report from the **Chair** on all identified open actions, discuss concerns and agree next steps.

171/23 Public Open Space

- a. To receive the notes of a site meeting held with Vistry on 30th June 2023.
- b. To receive an update on the latest legal developments between Vistry and PC solicitors.
- c. To discuss and agree on the PC position of the proposed five-year maintenance fee.
- d. To discuss and agree on the PC position of any waivers to the 12-month maintenance period post-POS handover.

172/23 Human Resources policies

- a. The PC to review and approve the new Employee Handbook to replace the following policies that are incorporated; Equal opportunities policy, Lone working policy and disciplinary and grievance policy.
- b. The PC to review and approve new employment contracts for all employees of the Parish Council that are to be reissued and signed.
- c. The PC to discuss and approve the use of BrightHR for recording all PC employee details and absence management.
- d. The PC to discuss and approve the use of the BrightHR timesheet functionality to assist with budget planning and costs.

173/23 Recruitment

- a. The PC to discuss and agree recruitment of a Parish Clerk and RFO.

174/23 Health and Safety

- a. The PC to receive an update on work completed to date by the PC approved Health and Safety contractor.
- b. The PC to review and approve risk assessments for:
 - a. Tennis Courts
 - b. Allotments
- c. The PC to discuss and approve the use of BrightSafe for employees of the PC to record safety accidents, incidents and issues to aide tracking and reporting.

175/23 Recreation facilities

- a. The PC to review and approve the terms of use for the Tennis Courts.
- b. The PC to receive the monthly recreation equipment inspection and agree any actions or recommendations that are required from the information received.
- c. The PC to discuss and agree revisions to the allotment licence.
- d. The PC to discuss and agree to allow allotment holders to have a second allotment plot and process to allocation.
- e. The PC to discuss and agree maintenance of unkept allotments.

176/23 Planning

- a. To note new planning decisions issued by Cotswold District Council;
- b. To consider the Council's response to the following planning applications: none to date of publishing agenda.
- c. To consider any urgent planning applications received since publication of the agenda.

177/23 Finance

- a. To receive payments and receipts up to and including 30 June 2023.
- b. To receive a report on expenditure against budget up to and including 30 June 2023.
- c. To receive and approve recommendations from the RFO of budget virements.
- d. The PC to consider and approve waiving the cost of hiring the Village Hall for the Village Fete as this is a community event.
- e. The PC to approve payments for July 2023 according to the payments list detailed below:

NOTE: Items highlighted in blue have been authorised prior to the July 2023 PC meeting as already approved at previous meetings.

Payee	Invoice date	Details	Total	Relevant/ minutes	Authority Budget Code
Audio Visual Direct Ltd	28.6.23	50% of cost of installation of audio visual system for Main Hall to be installed last week of August.	£6,921.00	147/23 b	LGA 1972 s 133
Steve Joynes Property Maintenance	26.6.23	Completion of scheduled allotment work.	£3,110.00	086/23	SHAA 1908 s26

Willans LLP solicitors	27.6.23	Professional charges to land ownership	£949.20	145/23 c	LGA 1972 s124
VALDA energy DD	17.6.23	Gas/elec V/Hall	£362.55	343/21	LGA 1972 s133
ReformIt-office 365 support contract – DD	30.6.23	Support contract, ESET full disk encryption and antivirus protection	£70.44	185/21	LGA 1972 s111
Divert – DD	1.7.23	Empty V/Hall bin	£70.32	083/22b	LGA 1972 s133
NEST – pension -DD	10.7.23	Pension contributions	Personal		LGPSR SI 2007/1166
Veronika Boshier – staff	10.7.23	July salary	Personal	148/22 b	LGA 1972 s112(2)
Vanessa Oliveri – staff	10.7.23	July salary	Personal	169/21	LGA 1972 s112(2)
Andy Wakefield – staff	10.7.23	July salary	Personal	246/22	LGA 1972 s112(2)
Jules Owen – staff	10.7.23	July salary	Personal	100/23	LGA 1972 s112(2)
ROSPA Play Safety	31.5.23	Post installation inspection of tennis courts	£498.00	087/23	HA 1980 s96
Viking	15.6.23	Office supplies including photocopier	£561.92	141/23	LGA 1972 s111
BC Electrical Ltd	26.6.23	Supply and install weatherproof double socket at V/Hall	£168.00	040/23	LGA 1972 s 133
WODC	26.6.23	Playground inspections £22.96 Grass cutting in May £1188.00	£1,210.96	070/23	HA 1980 s96
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)

178/23 Date of Next Meeting

- a. The date of next PC meeting is arranged for Monday 14th August 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.