

NOTICE OF PARISH COUNCIL MEETING

7th August 2023

I hereby give notice that a Parish Council Meeting will be held in Upper Rissington Village Hall, Wellington Road on **Monday 14th August 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.



Ruth Waller
Locum Clerk to Upper Rissington Parish Council

AGENDA

- 179/23 To Elect a Chairman and to sign Declaration of Acceptance of Office form
- 180/23 To Elect a Vice Chairman and to sign Declaration of Acceptance of Office form
- 181/23 To receive and approve apologies for absence and confirm the meeting is quorate
- 182/23 To receive declarations of interest for items on the agenda below, including Disclosable Pecuniary Interests that members may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with the Localism Act 2011 Section 33(b-e)
- 183/23 **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.*
- 184/23 To receive the County Councillor's Report
- 185/23 To receive the District Councillor's Report
- 186/23 To receive a report from the Police
- 187/23 To confirm and sign the minutes of the Parish Council meeting held on 10 July 2023 circulated to Members prior to the meeting
- 188/23 To receive the **Clerk's Report**
- 189/23 To consider communication from Gloucestershire County Council regarding replanting of trees between November 2023 and March 2024 (Ash Die-Back Project) and agree actions
- 190/23 To receive an update on the Actions Log
- 191/23 To receive the **Village Caretaker's Report** and agree actions
- 192/23 **Planning:**
- a. To note new planning decisions issued by Cotswold District Council;
 - b. To consider the Council's response to the following planning applications:
 - i. [23/02303/TPO | T1 Cherry Remove low limb over road back stem due to lorries hitting it. T2 Sorbus Fell. T3 Reduce by 1.5 metres. Horse chestnut | 13 Smith Barry Crescent Upper Rissington CGL54 2NG](#)
 - ii. [23/02324/TPO | I have included this all in the attached application - The trees have no TPO that I can see. | 7 Harris Gardens Upper Rissington GL54 2QY](#)
 - c. To consider any urgent planning applications received since publication of the agenda.

193/23 Finance – documents circulated prior to meeting:

- a. To approve the August payment list/those paid between meetings and to note receipts
- b. To approve the bank reconciliation
- c. To receive the budget monitoring report up to 31 July 2023
- d. To agree transfer of funds from HSBC savings account to Lloyds Business Account
- e. To review earmarked reserves and agree actions

194/23 Public Open Space

- a. To receive the notes of a site meeting held with Vistry on 1 August 2023
- b. To receive an update on the latest legal developments between Vistry and the Council solicitors
- c. To consider works relating to fence around the bowling green and agree actions

195/23 Recreation facilities

- a. To approve the revised allotment licence and agree actions
- b. To receive an update on the allotments – licences returned/payments/scheduled works
- c. To receive any requests from allotment holders and agree actions
- d. To approve the allocation of one allotment plot to the Rotary in the Rissingtons Club. This will enable an offer of smaller plots with raised beds to those, who for reasons of health or disadvantage, need a small plot to facilitate wellbeing at no cost to themselves. (Report available)
- e. To receive quotes and approve an interim grass and hedge cutting schedule until a full maintenance contract is in place
- f. To receive the monthly recreation equipment inspection and agree any actions or recommendations that are required from the information received
- g. To note the current status of the Tennis Courts and agree actions
- h. To discuss next steps for the Bowling Green and agree actions

196/23 To discuss and agree next steps surrounding security measures related to reports and evidence of vandalism and inappropriate behaviour in the Parish

197/23 Village Hall:

- a. To agree delegation of Hall bookings to a third party as an interim measure and agree review date
- b. To note the date of the Village Hall Health and Safety Assessment and agree support requirements
- c. To receive an update on Village Hall bookings against budget forecast
- d. The PC to discuss options regarding the external fence surrounding the village hall and agree actions
- e. To discuss and agree Village Hall rates and discount descriptions

198/23 Human Resources

- a. To review and agree the Contract for the Locum Clerk
- b. To receive an update on the recruitment of a Permanent Clerk and RFO
- c. 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. To review and approve new employment contracts for all employees of the Parish Council that are to be reissued and signed

199/23 Health and Safety

- a. 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.
- b. To receive an update on the installation of the defibrillator and agree actions

200/23 Date of Next Meeting

The date of next PC meeting is arranged for Monday 11th September 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.