

5 December 2023

**Public notice is given of a Meeting of Upper Rissington Parish Council to be held at 7pm in Upper Rissington Village Hall, Wellington Road on Monday 11 December 2023 for the transaction of business on the following agenda.**

All members of the public and press are welcome to attend.

**To all Members of Upper Rissington Parish Council**

Councillors are hereby summoned to attend the **Meeting of Upper Rissington Parish Council** to be held on **Monday 11 December 2023** commencing at **7pm** for the transaction of business on the following agenda.

*RWaller*

**Ruth Waller**

**Locum Clerk to Upper Rissington Parish Council**

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**AGENDA**

277/23 To receive and approve apologies for absence and confirm the meeting is quorate

278/23 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)

279/23 **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.*

280/23 **To Co-opt Member(s) onto the Parish Council and signing of Declaration of Office forms**

281/23 To receive the County Councillor's Report

282/23 To receive the District Councillor's Report

283/23 **Public Open Spaces**

- i. To consider and accept the formal offer from Vistry Cotswolds with regard to the transfer of the Public Open Space to Upper Rissington Parish Council, pending completion of all outstanding legal requirements
- ii. To authorise the Proper Officer and two Council members ex committee to sign the TP1 once a completion date has been agreed, noting that all legal requirements must be agreed first
- iii. To resolve to sign the legal deed, TP1 between Upper Rissington Parish Council and Vistry
- iv. To receive quotes for the Tree Survey and approve contractor
- v. To receive update on Tree works
- vi. To consider response from Solicitors regarding Harris Gardens and agree actions

284/23 **To approve budget for 2024/25** and agree next actions

**285/23 To resolve to request that Cotswold District Council conduct a Community Governance Review to include the area of land currently within Wyck Rissington Parish, including skatepark and woodland**

286/23 To **confirm and sign the minutes** of the Parish Council meeting held on 12 November 2023 circulated to Members prior to the meeting

287/23 To receive the **Clerk's Report**

288/23 To receive an update on the Actions Log

289/23 To receive the **Village Caretaker's Report** and agree actions

290/23 To consider purchase of a Parish Council vehicle and agree actions

291/23 To receive update in relation to the **Village Emergency Plan** and agree budget

292/23 To consider Grant Application from the Social Committee

293/23 To appoint an **Internal Auditor** for 23/24 and agree actions

294/23 To review Unreasonable Complaints Policy and agree actions

295/23 To receive update regarding the planning application for a Flagpole and agree actions

**296/23 Planning:**

- i. To consider the following planning application(s) and agree actions:

[23/03678/TPO – various trees, Upper Rissington Parish](#)

- ii. To note new planning decisions issued by Cotswold District Council

- iii. To consider any urgent planning applications received since publication of the agenda

**297/23 Finance** – documents circulated prior to meeting:

- i. To approve the December payment list/those paid between meetings and to note receipts (Appendix A)

- ii. To approve the bank reconciliation

- iii. To receive the budget monitoring report up to 30 November 2023

- iv. To approve the NJC Salary Award for Locum Clerk and Assistant Clerk backdated to commencement in post

**298/23 Recreation facilities:**

- i. To receive any requests from allotment holders and agree actions

- ii. To agree budget for Allotment Plot 26

- iii. To receive update in relation to the History Walk and agree actions

- iv. To approve grass cutting specification for Contracts Finder

**299/23 Village Hall:**

- i. To approve Health and Safety and Security Policy for the Village Hall and agree actions

- ii. To consider options for replacement chairs for foyer and agree actions

- iii. To receive an update on Village Hall bookings against budget forecast

- iv. To consider request for two green waste bins to be stored outside the Village hall.

- v. To consider proposal for change of use of the male shower area to that of storage for clubs

- vi. To receive proposal for a Changing Places Facility within the Village Hall, agree budget and actions

**300/23 Health and Safety**

- i. To receive update regarding the risk assessments/insurance in relation to contractors working on behalf of the Parish Council

- ii. To receive the monthly recreation equipment inspection and agree any actions or recommendations that are required from the information received

- iii. To receive any health and safety issues relating to the Village Hall and agree actions

301/23 To note agenda items for the next Parish Council meeting

302/23 **Date of Next Meeting** is arranged for Monday 15 January 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.