

6 February 2024

**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 12 February 2024 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 12 February 2024** in **Upper Rissington Village Hall, Wellington Road** commencing at **7pm** for the transaction of business on the following agenda.

*RWaller*

**Ruth Waller**

**Clerk to Upper Rissington Parish Council**

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**AGENDA**

- 24.02.12.01 To elect a Chairman and signing of Declaration of Office
- 24.02.12.02 To elect a Vice-Chair and signing of Declaration of Office
- 24.02.12.03 To receive and approve apologies for absence and confirm the meeting is quorate
- 24.02.12.04 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)
- 24.02.12.05 **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.*
- 24.02.12.05 To receive the County Councillor's Report
- 24.02.12.06 To receive the District Councillor's Report
- 24.02.12.07 To **confirm and sign the minutes** of the Parish Council meeting held on 15 January 2024 circulated to Members prior to the meeting
- 24.02.12.08 To receive the **Clerk's Report**, including update on the Actions Log
- 24.02.12.09 To receive the **Village Caretaker's Report** and agree actions

- 24.02.12.10 To confirm dates for Meetings of the Parish Council in 2024, including the Parish Meeting
- 24.02.12.11 To review and approve the following Council Policies:
- i. Standing Orders
  - ii. Financial Regulations
  - iii. Complaints Policy
- 24.02.12.12 To receive proposal from The Social Committee regarding 25<sup>th</sup> Anniversary Party for Upper Rissington Parish
- 24.01.15.13 To receive update for the purchase and installation of bird, bat and owl boxes within the Parish and agree next actions
- 24.02.12.14 **Public Open Spaces**
- i. To note signing of the TP1 On Wednesday 7 February 2024
  - ii. To receive quotes and agree Contractor to complete Tree Survey
  - iii. To receive update on Tree works
- 24.02.12.15 **To consider quotes for future Maintenance of the Parish Public Open Spaces, following advertising on the Contracts Finder and award Contract**
- 24.02.12.16 **Planning:**
- i. To discuss planning application and agree actions  
[23/03869/FUL | Change of use of land to additional residential land | 14 Hurricane Close Upper Rissington Cheltenham Gloucestershire GL54 2SD](#)
  - ii. To discuss planning application and agree actions  
[23/03582/FUL | Proposed installation of ground fixed flagpole \(8m High\) to front of village hall | Upper Rissington Village Hall Wellington Road Upper Rissington Cheltenham Gloucestershire GL54 2QW](#)
  - iii. To discuss planning application and agree actions  
[24/00191/TPO | To reduce the canopy and bring the left codominet stem back in, in order to finish with a natural and balanced shape to the tree | 4 Vickers Road Upper Rissington Cheltenham Gloucestershire GL54 2PA](#)
  - iv. To discuss planning application and agree actions  
[24/00150/FUL | Erection of single storey side extension into private garden area | 4 Trenchard Close Upper Rissington Cheltenham Gloucestershire GL54 2GT](#)
  - v. To note new planning decisions issued by Cotswold District Council
  - vi. To discuss any urgent planning applications received since publication of the agenda
  - vii. To discuss response to Cotswold District Council's Local Plan Update Consultation and Masterplan for Cirencester Consultation
- 24.02.12.17 **Finance** – documents circulated prior to meeting:
- i. To approve the February payment list/those paid between meetings and to note receipts (Appendix A)
  - ii To approve the bank reconciliation
  - iv. To confirm Bank Signatories

- 24.02.12.18     **Recreation facilities:**
- i. To receive any requests from allotment holders and agree actions
  - ii. To consider request for 'Managing Allotments' training for Clerk and one Councillor at a cost of £296.00 + VAT per person
  - iii. To review the Terms for second allotment Plots and agree actions
  - iv. To consider re-opening of the Tennis Courts and agree actions
  - v. To consider request for pitch use and markings to the rear of the Village Hall
- 24.02.12.19     **Village Hall:**
- i. To consider opening CostCo Account at a cost of £26.60 p/annum and agree actions
  - ii. To consider quotes for an Out-of-Hours Emergency phone and agree actions
  - iii. To review Hall Bookings Prices and advanced payments commencing April 2024 and agree actions
  - iv. To consider review of general upkeep of the village hall, including painting, carpet cleaning and main hall flooring and agree actions
  - v. To consider donation of old Village Hall Chairs and agree actions
- 24.02.12.20     **Health and Safety**
- i. To receive the monthly recreation equipment inspection and agree any actions or recommendations that are required from the information received
  - ii. To receive any health and safety issues relating to the Village Hall and agree actions
- 24.02.12.21     To note agenda items for the next Parish Council meeting
- 24.02.12.22     **Date of Next Meeting** is arranged for Monday 11 March 2024

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.