

# Upper Rissington Parish Council

## Notice of Parish Council Meeting

I hereby give notice that a Parish Council Meeting will be held in Upper Rissington Village Hall, Wellington Road on **14<sup>th</sup> March 2018 at 7.30pm.**

**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.

*Pauline Rigby*

**Pauline Rigby**  
Clerk to Upper Rissington Parish Council

**8<sup>th</sup> March 2018**

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### AGENDA

1. **Apologies:** To receive apologies for absence.
2. To Receive **Declarations of Interest** and Consider **Applications for Dispensation**
3. **To Elect a Chairman:** To elect a Chairman, following the resignation as Chairman of Cllr Hanks.
4. **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.*
5. **Local Police Report:** To receive reports for information.
6. **County Councillor's Report:** To receive reports for information.
7. **District Councillor's Report:** To receive reports for information
8. **Minutes:** To approve the Minutes of the Parish Council Meeting held on 7 February 2018, and authorise the Chairman to sign the same.
9. **Clerk's Report:** To report on actions from previous meetings not covered elsewhere on the agenda.
10. **Neighbourhood Plan:**
  - a. To receive a report from the Neighbourhood Plan Steering Group.
  - b. To consider and approve expenses incurred through use of SurveyMonkey (retrospective).
11. **Staffing Committee:** To consider forming a Staffing Committee with delegated powers to make decisions about staffing matters, approve Terms of Reference to describe the structure and responsibilities of the committee, and agree membership and the date of the first meeting.
12. **Community Liaison Committee:** To receive a report from the meeting held on 16 February 2018, and consider CDC's request that the Parish Council coordinate the list of outstanding issues.
13. **Planning:**
  - a. To note new planning decisions made.
  - b. To consider urgent planning applications received since publication of the agenda.
  - c. To note the consultation on Cotswold District Council's Local Plan Modifications.

14. **Airspace Consultation:** To consider and approve the Parish Council's response to the RAF Brize Norton and Oxford Airport Airspace Proposals.
15. **Winter Action Plan:** To note the refilling of the grit bins, authorised by the Clerk under emergency powers in consultation with the Snow Warden.
16. **General Data Protection Regulations:** To receive an update from the Clerk, and agree that the Clerk attend the GDPR training course organised by GAPTC on 26 April at a cost of £40.
17. **Certificate in Local Council Administration:** To agree that the Clerk enrol on the GAPTC CILCA mentoring course, at a cost of £395, and authorise the Chairman to sign the 'learning agreement'.
18. **Office Broadband:** To consider whether to enter a new contract for office telephone/broadband.
19. **Finance:**
  - a. To approve the use of variable direct debit to pay office phone and broadband costs.
  - b. To report payments made since the previous meeting.
  - c. To consider and authorise payments due.
  - d. To note income received.
  - e. To compare expenditure to budget for year to date, and agree vires as required.
  - f. To review and approve bank reconciliations.
  - g. To review the list of internal checks and agree any actions arising.
  - h. To authorise the addition of Cllr Hazard and the Clerk to the bank mandate.
20. **External Auditor's Report:** To receive an update from Cllr Hanks and agree the next steps.
21. **Children's Play Park:**
  - a. To receive the monthly play park inspection sheets and agree any actions arising;
  - b. To consider and authorise the use of a sports and play consultant to manage the tender process for replacing the play park equipment.
  - c. To consider the scope of the play park renovations, and appoint a working party to take the project forward.
22. **Annual Parish Meeting:** To consider and agree arrangements for the meeting on 22 March, including refreshments, and authorise the necessary expenditure.
23. **Correspondence:** To receive a list of correspondence for information.
24. **To resolve to move in to a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Standing Order 19a:** The public and press should leave the meeting during the consideration of: ...
25. **Clerk's Interim Appraisal:** To receive a report from Cllr Buffery about the Clerk's interim appraisal, and recommendations arising thereof.
26. **Overtime:** To review the Clerk's timesheets, and consider and approve overtime to date.
27. **Clerk's Holiday Request & Work Plan:** To discuss the Clerk's workload over the coming months, and identify any additional hours and support required.
28. **Items for Future Meetings:** To receive future agenda items from councillors (Housing Needs Survey, Youth Council, disciplinary and grievance policy, and tree management plan noted). Note: no discussion can take place under this item.
29. **Date and Time of Next Meeting:** April date to be agreed, at 7:30pm

**Payments made between meetings:**

Payee	Date made	Details	Net amount	VAT	Gross amount	Relevant minutes	Authority
HSBC	26-Jan	Bank charge (cheque stop)			£10.00	Agreed with Chairman	LGA 1972 s.111

**Payments to be authorised**

Payee	Date of invoice	Details	Net amount	VAT	Gross amount	Relevant minutes	Authority
GAPTC	14-Feb	Being a Better Councillor Course			£95.00	08/11/17 - 18	LGA 1972 s.111
Town & Country Trees	15-Feb	Aboricultural Services (Harris Gardens)	£475.00	£95.00	£570.00	07/02/18 - 16	HA 1980 s.96
Fraser Morpew	20-Feb	Neighbourhood Plan survey expenses			£429.00	TBA	Localism Act 2011
Grant Thornton	09-Jan	External Audit (invoice received 27/02)			£706.80		LGA 1972 s.111
PATA	01-Mar	Payroll (Q4: Jan, Feb, Mar)			£22.50	28/04/17 - 7	LGA 1972 s.111
Pauline Rigby	01-Mar	Clerk's salary March 2018, plus overtime				08/11/17 - 29	LGA 1972 s.112 (2)
HMRC	01-Mar	PAYE					LGA 1972 s.112 (2)
GAPTC	01-Mar	Membership 2018			£426.50	22/05/17 - 20	LGA 1972 s.143
GAPTC	14-Mar	CiLCA Mentoring Course			£395.00	TBA	LGA 1972 s.111