

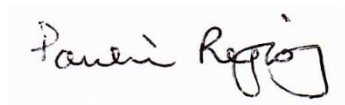
Upper Rissington Parish Council

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 Wednesday **12th June 2019, 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

Clerk to Upper Rissington Parish Council

6 June 2019

AGENDA

1. To receive apologies for absence
2. To receive declarations of interest and consider applications for dispensation
3. To receive the County Councillor's Report
4. To receive the Ward Councillor's Report
5. **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.*
6. **Minutes:** To approve and sign minutes of the Annual Meeting on 15 May 2019;
7. **Clerk's Report:** To review actions from previous meetings, and consider matters arising:
 - a. To consider disposal of two-drawer filing cabinet.
 - b. To retrospectively authorize Parish Meeting expenses of £55.17 incurred by Cllr Torris.
 - c. To authorize the Clerk to purchase redaction software at a cost of up to £100.
8. **Councillor's Reports:** To receive an update about the Village Hall Trust AGM.
9. **Planning & Highways:**
 - a. To note new planning decisions issued by Cotswold District Council;
 - b. To consider the council's response to the following planning applications:

| Application no. | Details | Deadline |
|------------------------------|--|--------------------------|
| 19/00528/FUL | Replacement windows, rear fire exits, replaced air conditioning units, revised south elevation access, improved off-street parking, bin and recycling area and retrospective permission for separate C3 flat above. The Midcounties Co-Operative, 8A - 8B Sopwith Road Upper Rissington GL54 2NL | Thursday 27 June 2019 |

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

10. **Public Open Spaces:** To discuss and reach agreement in principle that Upper Rissington Parish Council will adopt the public open spaces when offered and work towards this outcome.
11. **Annual Governance Review:** To approve and sign the Annual Governance Statement for 2018/19.
12. **Accounts for Year Ended 31 March 2019:**
 - a. To approve the Accounting Summary for the year ended 31 March 2019;
 - b. To approve and sign the Accounting Statement 2018-19 (AGAR Part 3, Section 2);
 - c. To confirm the period for the exercise of public rights to inspect the accounts – proposed to take place between Monday 17 June and Friday 26 July 2019.
13. **Reserves Policy:** To review and adopt a Reserves Policy as recommended by the Internal Auditor; and confirm the amount held in earmarked reserves.
14. **Councillor Training:** To authorize the Chairman and Vice Chairman to attend GAPTC's Chairmanship skills course at a cost of £50 per delegate.
15. **Locum Cover:** To consider and adopt a new Locum Cover Policy.
16. **Finance:**
 - a. To record income received,
 - b. To consider setting up payment by recurring direct debit for Office 365 subscriptions and IT support charges, currently £95.70 ex VAT per month.
 - c. To approve signing arrangements and account application for Hampshire Trust Bank.
 - d. To review and approve the Clerk's overtime (confidential report),
 - e. To approve payments according to the payments list,
 - f. To review and approve bank reconciliation, if available;
 - g. To review expenditure against budget for the year to date.
17. **Parks and Open Spaces:**
 - a. To receive the play park inspection sheet, and consider any actions arising;
 - b. To consider and approve the preferred option to finish the pathway in the play park;
 - c. To approve expenditure for tidying up Wright Close car park.
18. **Community Engagement:**
 - a. To consider adopting a new Community Engagement Strategy policy;
 - b. To discuss and agree how councillor contact information will be publicised; and
 - c. To consider setting up a community email list.
19. **New Noticeboards:** To consider purchase of new parish council noticeboards: a) outside the shops, pending agreement with the landowner, and b) at Jubilee Gardens.
20. **Correspondence:** To receive a list of correspondence for information.
21. **Date and Time of Next Meeting(s):** Wednesday 10 July, 7:30pm.

Anybody with an item they wish to bring to the attention of the Council, should forward details, in writing, to the Clerk to the Parish Council, no later than 9am on Tuesday 2nd July 2019.
22. **Confidential session:** To resolve to move into 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.
23. **Staffing Matters:** To discuss staff resourcing, including approval of expenditure on locum Clerk support to facilitate the transition to a committee structure as a larger council.

Payments list for June 2019:

[Authority to spend is General Power of Competence, unless otherwise indicated.]

| Payee | Date | Details | Total | Relevant minutes |
|--|--------|-------------------------------------|-------------|--------------------------------|
| BT † | 03-Jun | Quarterly bill | £ 180.08 | 02/05/18 - 20 |
| Office Depot | 14-May | Office items – paper and envelopes | £ 32.35 | FR 4.1 |
| SharePoint Assist Ltd ‡ | 26-May | MS Office licences & IT support x 2 | £ 229.68 | 13/02/19 - 17 21/03/19 - 16 |
| Gloucestershire Playing Fields Association | 26-May | Membership renewal June 2018 | £ 50.00 | 15/05/19 - 21 |
| Upper Rissington Village Hall | 02-Jun | Second anniversary payment | £ 4,500.30 | 26/08/16 - 7 |
| Charity Bank Upper Rissington Parish Council | 12-Jun | TRANSFER to new savings account | £ 40,000.00 | 15/05/19 - 30h |
| Pauline Rigby | 25-Jun | Clerk's Salary June | personal | 21/03/19 - 17 |
| NEST † | 25-Jun | Pension contributions June | personal | 13/06/18 - 13 |

† Payment taken by Direct Debit

‡ Payment may be taken by Direct Debit, if approved

REPORTING ON PUBLIC MEETINGS

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.