

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 14th August, 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

8th August 2019

ANNOUNCEMENTS

Meetings of the Parish Council are open to the public, and members of the public have a statutory right to attend meetings of the council as observers, but they have no legal right to speak.

As part of its commitment to community engagement, each meeting will include time for public participation when members of the public can ask questions or make representations.

Members of the public are welcome to stay for the Council meeting after the public session as observers but will not be able to join in the discussion unless invited to do so by the Chairman.

If you would like a response to your enquiry, then please leave your contact details with the clerk.

AGENDA

1. To receive apologies for absence.
2. To receive declarations of interest.
3. To consider applications for dispensation.
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. To receive a report from County Councillor Nigel Moor.
6. To receive a report from District Councillor Andrew Maclean.
7. Minutes:
 - a. To approve and sign the minutes of the meeting held on 10 July 2019;
 - b. To approve and sign the minutes of the meeting held on 29 July 2019; and
 - c. To approve for publication the redacted minutes of the meeting on 19 October 2016.
8. To receive the Clerk's report and consider any matters arising.
9. To record the resignations of Myrddin Roberts and Jerry Flint, and discuss the co-option process.
10. To decide which candidate to vote for in the election for a replacement parish member for Parish Group 3 on the Cotswold Conservation Board.

11. Planning & Highways:

- a. To note new planning decisions issued by Cotswold District Council;
- b. To consider the parish council's response to the following consultations:

Application	Details	Response deadline
19/02597/FUL	Garage extension to the rear - 20 Mitchell Way Upper Rissington Cheltenham Gloucestershire GL54 2PL	Wednesday 14 August
19/02820/TPO	Tree works detailed in submitted schedule - Street Record Sopwith Road Upper Rissington Gloucestershire	Monday 19 August
19/02629/FUL	Install oil tank - 22 Wright Road, Upper Rissington GL54 2NP	Thursday 22 August

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

12. To receive a report from the walkabout with the developer.

13. To consider appointing a planning consultant to advise on the Public Open Space adoption.

14. To receive advice from The National Allotment Society about allotment waiting lists, and discuss the way forward.

15. Finance:

- a. To record income received,
- b. To review and approve the Clerk's overtime (confidential report),
- c. To approve payments according to the payments list,
- d. To review and approve bank reconciliation, if available;
- e. To review expenditure against budget for the year to date.
- f. To appoint a member to carry out quarterly internal financial control checks.

16. To consider appointing new signatories on the bank mandate, as two have withdrawn.

17. Committee Structure:

- a. To receive a report on committees, and decide whether to set up committees;
- b. To approve terms of reference for the committees;
- c. To appoint members to committees and agree initial meeting dates;
- d. To consider appointing a working party to review internal administrative processes; and
- e. To consider developing an Action Plan.

18. To receive the tree survey report, and review quotations for works identified, with a view to appointing a contractor and approving the expenditure.

19. To appoint a Snow Warden and discuss salt supplies for the winter.

20. To review quotation to replace hard drive with SSD or purchase a new parish laptop.

21. To receive a list of correspondence for information.

22. To receive the date and time of next meeting: Wednesday 11 September, 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 3rd September 2019.

23. 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.

24. To consider the Clerk's annual leave request, and review the process for approving requests.

Payments for August 2019

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

Payments made	Date paid	Details	Gross amount	Relevant minutes
HM Land Registry	19-Jul	Title deeds x 1	£ 6.00	FinReg 4.1
Gloucestershire County Council	20-Jul	Dropped kerb permit - application fee	£ 87.50	FinReg 4.1
HM Land Registry	02-Aug	Title deeds x 3	£ 12.00	FinReg 4.1

Pending payments	Date of invoice	Details	Gross amount	Relevant minutes
HAGS-SMP Ltd	30-Jul	Cost of pathway	£ 2,281.68	12/06/19 - 61b
McCracken and Sons	31-Jul	Tidy up Wright Close car park	£ 264.00	12/06/19 - 61c
Sharepoint Assist †	01-Aug	18001 - IT licences, support - Aug 2019	£ 114.84	12/06/19 - 60b
		<i>Mileage – To visit HSBC in Witney</i>	£ 9.90	15/05/19 – 30b
		<i>PDF Element 6 Pro - Redaction software</i>	£ 93.38	12/06/19 - 51
		<i>Epson WorkForce WF-7720 printer</i>	£ 199.99	FinReg 4.5
Pauline Rigby	08-Aug	Expenses - as detailed above	£ 303.27	
ICO †	23-Aug	Data protection fee	£ 35.00	15/05/19 - 30
Pauline Rigby	25-Aug	Clerk's Salary August	personal	21/03/19 - 17
NEST †	25-Aug	Pension contributions August	personal	13/06/18 - 13

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.