

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 **8th November 2017 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.

Dawn Laird

Dawn Laird
Acting Clerk to Upper Rissington Parish Council

2nd November 2017

Agenda

1. **Apologies:** *To receive apologies for absence.*
2. **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 and three minutes per person.*
3. **Minutes:** *To approve and authorize the Chairman to sign the Minutes of the Parish Council Meeting held on 11th October 2017.*
4. **Outstanding Actions from Previous Meetings:** *Report on progress from previous meetings not covered under agenda items – for information only.*
5. **Declaration of Acceptance of Office:** *To note acceptance of Declaration of Acceptance of Office forms from newly-elected Members.*
6. **County Councillor's Report:** *To receive reports for information.*
7. **District Councillor's Report:** *To receive reports for information.*
8. **Local Police Report:** *To receive reports for information.*
9. **Planning:**
 - (i) *To review and consider new applications received, appeals and enforcements and agree the Council's response:*
 - *17/03703/HPANOT - Conservatory to rear elevation to replace an existing lean-to shelter measuring 5 metres from rear wall of original dwelling house, 3.5 metres maximum height and 2.5 metres eaves height. - 20 Bristol Road Upper Rissington Cheltenham Gloucestershire GL54 2NY*
 - *17/04151/FUL – Variation of condition 1 of reserved matters permission 12/03810/REM dated 23.01.2013 to provide detailed plans and sections of open space provision and to provide amended plans for hard surfacing and planting – Land Parcel at Upper Rissington, GL54 2NP*
 - *17/03765/FUL – Erection of new attached dwelling at 4 Hawker Square, Upper Rissington, GL54 2NT*

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- 17/04490/TPO – Works to trees with a TPO for Cherry tree in front garden – 5 Siskin Road, Upper Rissington, GL54 2PB
 - (ii) To note decision notices received:
 - 17/03823/COMPLY – Reserved matter application for a Primary School, pursuant to Outline Permission ref. 080397/OUT – compliance with condition 3 (stone) – The Rissington School, Mitchell Way, Upper Rissington, GL54 2PL – APPLICATION PERMITTED
 - 17/03991/TPO – Works to trees at 2 Siskin Road, Upper Rissington, GL54 2PB – APPLICATION PERMITTED
 - 17/03463/FUL – Single storey extension (retrospective) - 12 Bristol Road Upper Rissington CHELTENHAM Gloucestershire GL54 2NY – APPLICATION PERMITTED
10. **Review of Policies:**
- (i) **Standing Orders:** To review and adopt.
 - (ii) **Financial Regulations:** To review and adopt.
 - (iii) **Expenses Policy:** To review and adopt.
 - (iv) **Sickness Absence Policy:** To review and adopt.
 - (v) **Grievance and Disciplinary Policy:** To review and adopt.
 - (vi) **Health and Safety Policy:** To review and adopt.
 - (vii) **Equal Opportunity Policy:** To review and adopt.
 - (viii) **Lone Worker Policy:** To review and adopt.
11. **Grass Cutting Tender:**
- (i) To agree the areas in the village to be included in the tender.
 - (ii) To agree the information to be included in the tender, timescales and method of advertising.
12. **Internal Audit:** To agree to appoint Arrow Accounting as Internal Auditor for 2017/18.
13. **Neighborhood Development Plan:** To receive a report from Cllr Peek and agree any future actions.
14. **Play Park Monthly Inspection Sheets:** To receive the monthly inspection sheets for the Play Park and agree any actions necessary.
15. **Annual Play Park Inspection:** To receive and review the Annual Play Park Report and authorize any actions necessary.
16. **Dog Mess:** To discuss how to deal with the dog mess problems in the village and agree the actions to be taken.
17. **Training Courses:** To authorize the newly-elected Councillors to attend a GAPTC 'Being a Better Councillor' training course.
18. **Clerk's Networking Event:** To authorize the clerk to attend the GAPTC event at a cost of £20.
19. **Request to Plant a Tree in the Play Park:** To consider and approve the request from a resident to plant a tree in the Play Park.
20. **Spring Bulbs:** To agree the areas in the village to be planted.
21. **Shredder:** To authorize the purchase of a shredder for the office.
22. **First-Aid Kit:** To authorize the purchase of a first-aid kit for the office.
23. **Youth Club Equipment:** To authorize the 1st Upper Rissington Scout Group to have temporary use of the Youth Club equipment held by the Parish Council.

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24. Finance:

- (i) To consider and authorize payments due.*
- (ii) To retrospectively authorize urgent payments made prior to a meeting*
- (iii) To review and approve Bank Reconciliations.*
- (iv) To compare actual spend to budget for year-to-date.*
- (v) To review forecast of expenditure to end of financial year.*

25. Correspondence: *To inform Councillors of correspondence received since the last meeting.*

26. Date of the Next Meeting: *To confirm the date of the next meeting.*

27. 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:

28. Minutes: *To authorize the Chairman to sign the confidential Minutes of the Parish Council Meeting held on 11th October 2017.*

29. New Clerk:

- (i) To consider the recommendations of the Interview Panel and agree the preferred candidate.*
- (ii) To authorize the Acting Clerk to offer the role of the preferred candidate in accordance with the terms set out in the approved job advertisement.*