

# 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 **13<sup>th</sup> December 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.

*Original signed*

**Pauline Rigby**

Clerk to Upper Rissington Parish Council

7<sup>th</sup> December 2017

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### AGENDA

1. **Apologies:** To receive apologies for absence.
2. To Receive **Declarations of Interest** and Consider **Applications for Dispensation**
3. **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.*
4. **To elect a Vice-Chairman** of Upper Rissington Parish Council, and sign the declaration of acceptance of office.
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 and authorize the Chairman to sign the Minutes of the Parish Council Meeting held on 8th November 2017.
9. **Clerk's report:** Report on items from previous meetings not covered elsewhere on the agenda.
10. **Planning:**
  - a. To request that planning reference 17/04151/FUL, Variation of Condition 1 (Open Spaces), is considered by the planning committee at CDC, not by delegated authority.
  - b. To note new planning decisions made.
  - c. To consider new applications received and agree the Parish Council's response.

Application no.	Details	Status
17/03765/FUL	Erection of new attached dwelling - 4 Hawker Square Upper Rissington Cheltenham Gloucestershire GL54 2NT	Application withdrawn
17/03817/FUL	Two storey side extension, incorporating single storey flat roof extension to rear - Upper Orchard Cottage Great Rissington Cheltenham Gloucestershire GL54 2LP	Application withdrawn

17/04585/FUL	17 Demolition of single storey side extension and erection of two storey side extension - 4 Bleriot Road Upper Rissington Cheltenham Gloucestershire GL54 2NN	Consultation expiry date: <b>Thursday 14 December</b>
17/04587/FUL	Erection of 26 dwellings with landscaping, vehicular access, pumping station and all associated works - Land Parcel Between Sandy Lane Court And Southgate Court Sandy Lane Court Upper Rissington Gloucestershire	Consultation expiry date: <b>Thursday 4 January</b>

**11. Neighbourhood Plan:**

- a. To approve Terms of Reference for the Neighbourhood Plan Working Group
- b. To consider and approve the area to be designated as the Neighbourhood Area

**12. Finance:**

- a. To consider and authorize payments due, circulated before the meeting
- b. To note income received
- c. To review and approve bank reconciliations
- d. To compare expenditure to budget for year to date
- e. To appoint a councillor to carry out the internal checks
- f. To agree a date for a working meeting to prepare the draft budget

**13. External Audit:** To note the appointment of PKF Littlejohn as the external auditor for 2017/22

**14. Grant applications:** To consider and approve grant applications received.

**15. Perimeter hedges:** To consider the quotes received, agree the preferred contractor, and authorise the necessary expenditure to carry out the work

**16. Grainger land:** To agree that the Parish Council will maintain the Grainger land (GR188628) and will not seek to recover the maintenance charges from residents.

**17. Grass cutting tender:**

- a. To agree the areas in the village to be included in the tender.
- b. To approve the tender documentation.

**18. Youth Council:** To consider setting up a Youth Council to represent the views of young people to the Parish Council and identify a lead councillor to take the project forward.

**19. Children's play park:**

- a. To agree in principle to replace the play park equipment when funding allows.
- b. To consider quotes for remedial work to the existing play park equipment.
- c. To receive the monthly play park inspection sheets and agree any actions arising.

**20. Village Hall:** To authorise the purchase of two sets of keys to allow access to the office, with a register of key holders to be kept by the clerk, and a master key for the Chairman's box.

**21. Correspondence:** To receive a list of correspondence for information.

**22. Meetings Schedule:** To approve the meetings schedule for the rest of the year (March 2018)

**23. Items for future meetings:** To receive future agenda items (email addresses, disabled access, disciplinary and grievance policy). Note: no discussion can take place under this item.

**24. Date of next meeting:** Wednesday 10 January 2018, at 7:30pm

## Payments to be authorised

Payee	Date of invoice	Details	Net amount	VAT	Gross amount	Total	Relevant minutes	Authority
Town & Country Trees	19-Oct	Aboricultural services	£250.00	£50.00	£300.00	<b>£300.00</b>		HA 1980 s.96
STQ Vantage	08-Nov	Lightning protection system rectification	£5,071.00	£1,014.20	£6,085.20	<b>£6,085.20</b>		LGA 1972 s.133
Albion Water	16-Nov	Water supply for Jubilee Garden			£10.42	<b>£10.42</b>		PHAA 1907 s.76
Ubico	09-Nov	Weed spraying & play area repairs	£37.05	£7.41	£44.46	<b>£44.46</b>		PHAA 1907 s.76
PATA	30-Nov	Payroll services			£12.50	<b>£12.50</b>		LGA 1972 s.111
GAPTC	04-Dec	Clerk's Networking (CPD)			£20.00	<b>£20.00</b>		LGA 1972 s.175
	06-Dec	Clerk's travel expenses			£21.60			LGA 1972 s.174
	07-Dec	Clerk's salary for Nov, Dec 2017						LGA 1972 s.112
Pauline Rigby		<b>Clerk's salary / expenses</b>						
	17-Oct	Land Registry queries			£30.00			LGA 1972 s.111
	04-Nov	Office Supplies (Office 365 Renewal)			£59.99			LGA 1972 s.111
	13-Nov	Crate for table tennis balls			£6.00			LG (MP) A 1976 s.19
	14-Nov	Barrier tape from Screwfix			£13.45			PHAA 1907 s.76
	16-Nov	Office Supplies (FirstAid4Less)	£13.90	£2.78	£16.68			LGA 1972 s.111
	19-Nov	Office Supplies (Magnet Expert)	£8.45	£1.69	£10.14			LGA 1972 s.111
	19-Nov	Office supplies (Laptop charger)			£18.73			LGA 1972 s.111
	21-Nov	Office Supplies (Post Office)			£21.24			LG(FP)A 1963 s.5
	01-Dec	Office supplies (CartridgeSave)	£83.85	£16.77	£100.62			LGA 1972 s.111
Dawn Laird		<b>Acting Clerk's expenses</b>				<b>£276.85</b>		

## Income received

From	Date	Details	Amount
Village Hall Trust	07-Nov	Buildings Insurance Contribution	£700.59
Cash	29-Nov	Hall Hire fees from before handover	£84.00