


# Upper Rissington Parish Council

## Notice of Annual Meeting of the Parish Council

I hereby give notice that the Annual Meeting of the Parish Council will be held in Upper Rissington Village Hall on **Wednesday 15 May 2019 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

Clerk to Upper Rissington Parish Council

9 May 2019

### AGENDA

1. **Election of Chairman**
2. **Acceptance of Office:** To receive such declarations of acceptance of office as are required by law to be made, or if not then received to decide when they shall be received.
3. **Apologies for Absence**
4. **Election of Vice-Chairman**
5. **Public Session:** *To provide members of the public with the opportunity to comment on the business on the agenda or any items they wish to bring to the attention of the parish council. In accordance with Standing Orders this will not exceed 15 minutes total and 3 minutes per person.*
6. **Reports:**
  - a. To receive the County Councillor's report
  - b. To receive the District Councillor's report
7. **Code of Conduct:** To review and amend Upper Rissington Parish Council's Code of Conduct.
8. **Declarations of Interest:**
  - a. To receive declarations of a member's interest as defined by the adopted Code of Conduct, disclosing the nature and extent of that interest (disclosable pecuniary or personal interest).
  - b. To approve the dispensations application procedure, and
  - c. To consider any written applications for dispensation received in advance of the meeting.
9. **Minutes:** To approve and sign the minutes of the ordinary meeting held on 10 April 2019.
10. **Clerk's Report:** To review actions from previous meetings.
11. **Planning:**
  - a. To note new planning decisions made by Cotswold District Council, if any;
  - b. To consider new planning applications received:

Application no.	Details	Deadline
<a href="#">19/01562/TPO</a>	Beech tree A. Request to fell ... Beech tree B. ... <b>2 Smith Barry Circus, Upper Rissington GL54 2NQ</b>	Thu 23 May 2019
<a href="#">19/01685/TPO</a>	Sycamore (T1), pruning as per drawing ... <b>31 Godfrey Place, Upper Rissington GL54 2QN</b>	Wed 29 May 2019

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

**In accordance with Standing Order 5j, the business of the annual meeting shall include:**

12. Review of delegation arrangements to committees, staff and other local authorities
13. Review of terms of reference for committees
14. Appointment to any new committees and working groups
15. Review of representation on or work with external bodies
16. Review and adoption of Standing Orders
17. Review and adoption of Financial Regulations
18. Reaffirm the council's eligibility to exercise the general power of competence
19. Review of the inventory of land and other assets.
20. Confirmation of arrangements for insurance cover in respect of all insurable risks
21. Review of the council and/or staff subscriptions to other bodies
22. Review of the council's complaints procedures
23. Review of the council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation.
24. Review of the council's policy for dealing with the press/media
25. Review of the council's employment policies and procedures.
26. Review of the council's expenditure incurred under s.137 of the Local Government Act 1972.
27. Confirmation of the time and place of ordinary meetings of the council up to and including the next annual meeting of the council
28. Consider deferring any actions and reviews in SO 5j not covered to a future meeting.

**Matters for decision:**

29. To confirm attendance on the 'Being a Better Councillor' induction course on 29<sup>th</sup> June.
30. Finance:
  - a. To approve the list of recurring payments.
  - b. To review the number of cheque signatories and authorize the addition of new members to the council's bank mandate.
  - c. To resolve that current cheque signatories will remain signatories, even if they are not councillors after the election, until such time as a new mandate can be put in place.
  - d. To record income received, if any.
  - e. To review and approve the Clerk's overtime.
  - f. To approve payments according to the payments schedule.
  - g. To receive the bank reconciliation, if available.
  - h. To consider opening an investment account.
31. To receive the internal auditor's year-end report.
32. To review the position of Deputy Clerk.
33. To receive the play park inspection sheet and consider any actions arising.
34. To consider HAGS' offer to tarmac the play park path.
35. To consider the preferred location for a village youth shelter.
36. To consider request to allocate parking spaces and erect "residents only" signs.

**Matters for information:**

- 37. To receive a list of correspondence
- 38. To receive items for future meetings
- 39. To confirm the date and time of the next meeting – Wednesday 12 June 2019, 7:30 pm

**Confidential Session:**

- 40. 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.
- 41. To consider a request for corrections to personal data.
- 42. To consider the council’s response to a claim for compensation.
- 43. To receive a letter from the Chairman about staffing matters, and consider any actions arising.

*Note: Owing to the amount of business to be transacted, the meeting may be adjourned and resumed later, on a day and time agreed during the meeting, and the public will be informed via notice board and website – **Thursday 16<sup>th</sup> May 2019 7:30pm** is provisionally set aside.*

**Payments list for May 2019:**

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

Payee	Date of invoice	Details	Total	Relevant minutes
HM Land Registry ‡	23-Apr	Title deed – Dodd Drive	£ 3.00	n/a
Norfolk County Council	17-Apr	npLaw parish subscription service	£ 480.00	10/04/19 - 13
Bridget C Bowen	30-Apr	Second internal audit visit	£ 225.00	12/09/18 - 13
The Safe Shop Ltd	02-May	ChubbSAFE Fire Filing cabinet	£ 1,005.74	21/03/19 - 18
Pauline Rigby	09-May	Office expenses – binders, dividers	£ 35.87	10/04/19 – 11(a)
GAPTC	09-May	‘Better Councillor’ Guides x 6	£ 25.50	10/04/19 – 11(a)
Pauline Rigby	25-May	Clerk’s Salary May	personal	21/03/19 - 27
NEST ‡	25-May	Pension contributions	personal	13/06/18 - 13

‡ Payment taken by Direct Debit

**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.