

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 **26th November 2018 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

19th November 2018

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:**
 - a. To approve and sign minutes of the meeting on 15 August 2018;
 - b. To approve and sign minutes of the meeting on 12 September 2018; and
 - c. To approve and sign minutes of the meeting on 25 October 2018.
7. **Clerk's Report:** To review actions from previous meetings not covered elsewhere on the agenda.
8. **Planning:**
 - a. To note new planning decisions made.
 - b. To consider new planning applications received:

Application no.	Details	Deadline
18/03870/FUL	Proposed two storey pitched roof rear extension together with flat roof link at 15 De Havilland Road Upper Rissington Gloucestershire GL54 2NZ	Wed 21 Nov 2018

- c. To consider any urgent planning applications received since publication of the agenda.
9. **Land Enquiries:**
 - a. To consider the application for a Land Registry e-Business Services account, and approve the use of variable direct debit to pay for services.
 - b. To consider a request to carry out works to Parish Council trees on Bleriot Road.

10. Finance:

- a. To confirm the level of insurance cover,
- b. To report payments made due to cancellation of October's meeting,
- c. To approve payments according to the payments list,
- d. To record income received,
- e. To review and approve bank reconciliation,
- f. To review the completed list of internal control checks (Q2),
- g. To review expenditure against budget for the year to date,
- h. To consider variation to the budget for 2018-19 for Phase 2 of the Play Park renovation,
- i. To consider timeline for the budget process and schedule a strategy meeting.

11. Pension:

- a. To authorise setting up variable direct debit to pay pension contributions to NEST, and
- b. To confirm that contributions will be made on the basis of total pay.

12. Village Hall Trust:

- a. To appoint a Parish Councillor as liaison with the Village Hall Trust.
- b. To consider the Trust's claim for £2,124.86 for latent defects to the heating system.
- c. To receive the updated 20.3 register and agree any actions arising.

13. Councillor Training: To authorise Councillor Peek to attend GAPTC's Chairmanship Skills course on 30 November at a cost of £50.

14. Consultations: To consider the Council's response to Cotswold District Council's request for information on Green Infrastructure, as reviewed by the Neighbourhood Plan Working Group.

15. Dog Poo Posters: To consider purchasing a "We're watching you" anti-fouling campaign pack.

16. Breeze Magazine: To consider whether the Parish Council will contribute articles to The Breeze.

17. Employment Policies: To review and approve:

- a. Expenses Policy
- b. Absence Management Policy
- c. Disciplinary and Grievance Policy
- d. Health and Safety Policy
- e. Equal Opportunity Policy
- f. Lone Worker Policy

18. Correspondence: To receive a list of correspondence for information.

19. Items for Future Meetings: Note that no discussion can take place under this item.

20. Date and Time of Next Meeting(s): Wednesday 12 December, 7:30pm

21. 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: ...

22. Clerk's Overtime: To review Clerk's timesheets and approve overtime.

23. Confidential Staff Matter

Payments authorised under Financial Regulation 5.5:

Payee	Date of invoice	Details	Total	Relevant minutes	Authority
Absolute Creative	16-Sep	Nettl: Website hosting	£144.00	21/09/15 - 5	LGA 1972 s.142
Came and Company	01-Oct	Insurance	£1,397.92	13/09/17 - 12	LGA 1972 s.111, 140
CartridgeSave	01-Oct	Printer ink	£100.08	N/a	LGA 1972 s.111
Pauline Rigby	10-Oct	Travel expenses	£40.50	14/03/18 - 17 & 12/09/18 - 17(d)	LG(FP)A 1963 s.5
Pauline Rigby	10-Oct	Clerk's Salary October	■	08/11/17 - 29	LGA 1972 s.112 (2)

Payments list for November:

Payee	Date of invoice	Details	Total	Relevant minutes	Authority
GAPTC	08-Oct	Inv. 5991 - VAT for Town & Parish Councils 9/10	£75.00	12/09/18 17(d)	LGA 1972 s.111
West Oxfordshire District Council	17-Oct	Inv. 3326862X - Playground inspections x 2	£37.80	15/06/15 - 8	LG(MP)A 1976 s.19
West Oxfordshire District Council	17-Oct	Inv. 3326862X - Grounds maintenance June	£869.52	07/02/18 - 14	LG(MP)A 1976 s.19
West Oxfordshire District Council	17-Oct	Inv. 33268639 - Grounds maintenance July	£510.13	07/02/18 - 14	LG(MP)A 1976 s.19
West Oxfordshire District Council	17-Oct	Inv. 33268648 - Grounds maintenance Aug	£510.13	07/02/18 - 14	LG(MP)A 1976 s.19
West Oxfordshire District Council	18-Oct	Inv. 33268648 - Grounds maintenance Sept	£510.13	07/02/18 - 14	LG(MP)A 1976 s.19
Hags-Smp Ltd.	29-Sep	Inv. 060901 - PO 31/05/2018 Phase 1	£29,946.00	23/05/18 - 4	LG(MP)A 1976 s.19
Gedney Bulbs Ltd	01-Nov	Spring bulbs	£475.20	11/10/17 - 17	OSA 1906 s.10
Pauline Rigby	25-Nov	Clerk's Salary November	■	08/11/17 - 29	LGA 1972 s.112 (2)
Pauline Rigby	01-Nov	Office expenses (stamps)	£21.96	FR 4.1	LG(FP)A 1963 s.5
GeoXphere Ltd.	13-Oct	Parish Online subscription	£42.00	FR 4.1	LGA 1972 s.111
Community Heartbeat Trust	06-Nov	G5 adult defibrillator pads	£45.60	FR 4.1	PHA 1936 s.234
B.C. Bowen	13-Nov	Internal Audit visit, 13 Nov	£225.00	12/09/2018 - 13	AAR 2015 s.5