

LITTLE RISSINGTON PARISH COUNCIL

The Annual Meeting of the Parish Council will be held on Monday 17th May 2021
in Little Rissington Village Hall commencing at 6.30 pm. (Covid restrictions apply to members of the
public and press, see item 6)

The Chair and Vice Chair must sign the Declaration of Office prior to the start of the meeting

1.	Agenda																									
2.	Election of Chair to hold office until the Annual Meeting of the Council in May 2022 To receive the Chair's Acceptance of Office																									
3.	Election of Vice Chair to hold office until the Annual Meeting of the Council in May 2022 To receive the Vice Chair's Acceptance of Office																									
4.	Welcome and Apologies																									
5.	Declaration of Interests <ul style="list-style-type: none"> • Councillors are reminded that they should declare either a personal or prejudicial interest if relevant. (Councillors with a prejudicial interest should leave the room for the relevant items) • Councillors are required to complete a new Register of Interests 																									
6.	Representations from the public <ul style="list-style-type: none"> • Members of the public are invited to address the meeting for a maximum of 3 minutes. (The total amount of time allocated to public questions will be 15 minutes). The Chair will respond and any items warranting longer discussion will be added to the agenda for the next meeting of the Council • Covid-19 government guidelines will restrict the number of public attendees allowed in the village hall at any one time on a capacity basis. Members of the public may submit their question to the Clerk to be read out at the meeting if they prefer not to attend the meeting in person whilst Covid-19 restrictions apply. Questions should be submitted to the clerk via email clerk@littlerissington.net no later than 17:00 Friday 14th May. Entry to the meeting will be by invitation of the Chairman and dependent on the number of attendees in the hall at that time. On entry, please follow the guidelines displayed at the meeting and ensure you are wearing a mask (if medically exempt please inform the clerk prior to entering). There will be no public access to any facilities during the meeting. 																									
7.	Reports from the Ward Councillor and County Councillor																									
8.	Approve the minutes of the last Parish Council meeting held on 15th March 2021 (attached)																									
9.	Approve the minutes of the Extraordinary Parish Council meeting held on 29th April 2021 (attached)																									
10.	Review the Action Point Update from the 15 th March 2021 (attached)																									
11.	Finance (SD) <ul style="list-style-type: none"> • Receive bank balances: Treasurers A/C £4,869.34 on 06/04/2021 and instant Access A/C £1,808.61 on 09/03/2021 Treasurers Account update £9,507.23 at 28/04/2021 (new statement received) • Note receipt of first Precept instalment for 2021/2022 (£4,721.00) • Complete the Certificate of Exemption in regards the External Audit for 2020-2021 • Note the Internal Audit report of the Parish Council's accounts for 2020-2021 • Approve the Annual Governance Statement for the Parish Council accounts 2020 -2021 • Approve the Accounting Statements for the Parish Council accounts 2020 -2021 • Review insurance documents for 2021 – 2022 (attached) • Receive and review proposed VAT reclaim • Review Clerks contracted hours • Agree removal of expired signatories for banking purposes and complete appropriate banking mandates • Authorise the following bills: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Supplier</th> <th style="text-align: left;">Service</th> <th style="text-align: right;">Amount</th> <th style="text-align: left;">Invoice</th> <th style="text-align: right;">Cheque Number</th> </tr> </thead> <tbody> <tr> <td>Gray Elkington</td> <td>Glorious Cotswold Grasslands Seeds</td> <td style="text-align: right;">£20.00</td> <td>Receipt 19/04/2021</td> <td style="text-align: right;">686</td> </tr> <tr> <td>Came & Company</td> <td>24/06/2021 to 23/06/2022</td> <td style="text-align: right;">£344.74</td> <td>Ref 42955844</td> <td style="text-align: right;">687</td> </tr> <tr> <td>Suzanne Davidson</td> <td>Avast Premium security - laptop</td> <td style="text-align: right;">£23.88</td> <td>6588483269</td> <td style="text-align: right;">688</td> </tr> <tr> <td>Suzanne Davidson</td> <td>Clerk's expenses 01/03/2021 to 02/05/2021</td> <td style="text-align: right;">£64.41</td> <td>01/03/2021 to 02/05/2021</td> <td style="text-align: right;">689</td> </tr> </tbody> </table>	Supplier	Service	Amount	Invoice	Cheque Number	Gray Elkington	Glorious Cotswold Grasslands Seeds	£20.00	Receipt 19/04/2021	686	Came & Company	24/06/2021 to 23/06/2022	£344.74	Ref 42955844	687	Suzanne Davidson	Avast Premium security - laptop	£23.88	6588483269	688	Suzanne Davidson	Clerk's expenses 01/03/2021 to 02/05/2021	£64.41	01/03/2021 to 02/05/2021	689
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	GAPTC	Introduction to VAT for local councils – clerk training	£30.00	6875	690
	Little Rissington Village Hall	Hire of village hall for May 17 th meeting	£20.00	13/05/2021	691
12.	Website Report (SD/NC)				
	<ul style="list-style-type: none"> Website compliance statement WWAG 2.1 AA Email issues 				
13.	Discuss current planning applications or issues				
	<ul style="list-style-type: none"> Consider application 21/00615//FUL New stone boundary wall incorporating gates (retrospective) at Enfield House, Little Rissington Discuss any planning applications in since the publication of the Agenda Review planning notification procedure 				
14.	Highways Report (MMC)				
	<ul style="list-style-type: none"> Discuss village traffic management and speeding Discuss the implications for introducing new postcode and street signs 				
15.	Allotments Report (KW/SD)				
	<ul style="list-style-type: none"> Update on allotment tenancy agreements Update on rubbish clearance Castle Water supply update (attached) 				
16.	Governance				
	<ul style="list-style-type: none"> Review and adopt Standing Orders 2021 -2022 (last reviewed May 2020) Review Financial Regulations 2021 – 2022 (last reviewed May 2020) Review Assets Register Discuss the date of the Annual Parish Meeting and possible suitable alternative Note “Be a Better Councillor Part 1” courses available to book 26th May and 28th June (online) Discuss requirement for SLCC membership Review of representation on or work with external bodies Reaffirm the council’s eligibility to exercise the general power of competence Review the Councils complaints procedure Review the Councils data protection policy Review the Councils policy for dealing with the press Review the Councils spending procedures 				
17.	Ford Fountain (GE)				
	<ul style="list-style-type: none"> Update on fundraising Discuss listed building status/101153740 surround to water conduit and wall opposite Hillside House 				
18.	Chairman’s Matters for Information				

Forthcoming Parish meeting dates:

Monday 19th July 2021, Monday 20th September 2021

unless otherwise stated meetings will take place in Little Rissington Village Hall at 18:30
(details can be found on the village website and noticeboard)

Annual Parish Meeting – Monday 24th May 2021 (Date and venue to be confirmed)