

LITTLE RISSINGTON PARISH COUNCIL

I hereby give notice of the **Annual Meeting of the Parish Council** which will be held on **Monday 15th May 2023** in the **Little Rissington Village Hall**. The meeting will commence at **6.30 pm**. **Members of the Council** are hereby summoned to attend for the business of considering and resolving upon the matters as set out in the agenda below. Members of the parish and press are welcome to attend.

Clerk –Christina Edgar Hiatt – Contact clerk@littlerissington.net.

AGENDA

1. **Election of Chair to hold office until the Annual Meeting of the Council in May 2024. To receive the Chair's Acceptance of Office.**
2. **Election of the Vice Chair to hold office until the Annual Meeting of the Council in May 2024. To receive the Vice Chair's Acceptance of Office.**
3. **Welcome and apologies.**
4. **Declaration of interests:** Councillors are reminded that they should declare either a personal or prejudicial interest if relevant. Councillors with a prejudicial interest should leave the meeting for the duration of the relevant items.
5. **Representations from the Public:** 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. **Receive the County Councillor's Report**
7. **Receive the Ward Councillor's Report**
8. **Minutes:** To approve and sign the Minutes of the Parish Council meeting 13th March 2023.
9. **Action Point Update:** to review from the Action Point update from the Parish Council meeting 13th March 2023.
10. **Planning Applications:**
 - (a) Consider the council's response to the following new planning applications:

Planning Application No.	Application Details – Decision Update
21/04803/FUL Appeal	A new house of exceptional quality (NPPF Paragraph 80e) to be built together with Passivhaus Premium standard with associated landscape and biodiversity enhancement measures. Honeycombe Field Church Farm Little Rissington Cheltenham Gloucestershire GL54 2ND (Expiry 11.05.23 - Awaiting Decision) .

11. Finance:

- (a) **Receive bank balances:** Treasurers A/C £30,972.55 on 03/05/23 and Instant Access A/C £1,809.68 on (as per latest statement).
- (b) Note receipt of first Precept instalment for 2023/2024
- (c) Complete the Certificate of Exemption in regards the External Audit for 2022-2023
- (d) Note the Internal Audit report of the Parish Council's accounts for 2022-2023
- (e) Approve the Annual Governance Statement for the Parish Council accounts 2022-2023
- (f) Approve the Accounting Statements for the Parish Council accounts 2022-2023
- (g) Review insurance documents for 2023-2024
- (h) To certify that during the financial year 2022/23, the higher of the authority's gross income for the year or gross annual expenditure for the year did not exceed £25,000.
- (i) Receive bank card update.

(j) Review and authorise the following payments:

PAYEE	DETAILS	INVOICE NO.	INVOICE TOTAL
Little Rissington Village Hall	Hall hire for March 23 meeting	13.03.23	£22.00
ICO	ICO Data Protection Membership	15.03.23	£35.00
Community Insurance	Annual Renewal 2023/2024	Awaiting	£
Castle Water	Allotment Water Feb-Jul 2023	2202622	£112.21
Mrs C Edgar Hiatt	Clerk Administration Mar.-Apr.2023	Ref. 4 31/03/2022	£OnRequest
PATA	Payroll Services Mar-Apr 2023	15.05.23	£14.00
GAPTC	GAPTC Subscription	21.03.23	£66.53

12. Governance:

- (a) Receive new Parish Councillor's Acceptance of Office.
- (b) Receive new Parish Councillor's Register of Interest forms.
- (c) Review and adopt Standing Orders 2023-2024.
- (d) Review Assets Register.
- (e) Review Councils Complaints Procedure.
- (f) Review the Councils Data Protection Policy.
- (g) Review the Councils Policy for Dealing with the Press.
- (h) Review the Councils Spending Procedures.
- (i) Receive update on Village Hall Management (CEH).

13. Highways:

- (a) Highways report (MMC)
- (b) Traffic management camera systems – update (GE)

14. Website:

- (a) Website report (NC)

15. Allotments:

- (a) Allotment report (KW)
- (b) Review Allotment Rents Paid (CEH)

16. Ford Fountain Renovation:

- (a) Progress report (GE)

17. Flora & Fauna:

- (a) Flora and fauna report (GE)
- (b) To receive Plum Tree report.

18. Chairman's matters

Notice of Forthcoming Meeting Dates

Monday, 10th July 2023
Monday, 11th September 2023
Monday, 13th November 2023
Monday, 8th January 2024
Monday, 11th March 2024