

DRAFT MINUTES: of a Parish Council Meeting held in Guiting Power Village Hall on Wednesday 17th January 2018 at 7.30pm.

PRESENT: Parish Councillors, David Broad, E Ogden and Lisa Rose.

IN ATTENDANCE: Kate Sales, Clerk
1 parishioner was present
County Councillor Moor

Members of the public were welcomed and invited to address the council at Item 4 on the Agenda.

- 1) To receive and consider apologies for absence.
Apologies received and accepted from Cllrs Powell, Ekblom, Roseblade and Rimmer. As the Chair had sent apologies for absence the Vice Chair Cllr Rose chaired the meeting.
- 2) To receive Declarations of Interest on items on the Agenda. (Localism Act 2011).
No Declarations were made.
- 3) To approve the minutes of a **Parish Council Meeting** held on the **8th November 2017** in Guiting Power Village Hall.
These were approved and duly signed as a true record
- 4) To receive comments and concerns from the public.
No items raised.
- 5) Matters arising from last meeting's minutes
 - Dog-fouling signs created and displayed in the village.
 - Confirmation received from GAPTC for internal auditor role.
 - Emergency Plan submitted to Cotswold District Council.
 - Rough Sleeper Count confirmation sent to Cotswold District Council.
 - Cllrs Ekblom and Cllr Roseblade booked onto GAPTC councillor course.
- 6) To continue investigations to solving the dog-fouling in the village and to follow up actions from the last meeting.
 - Cost of new bin. New bin costs were as follows:
Bin £202 +VAT; 200 liners £45.72+VAT and waste bags £30.06+VAT. A fixing kit would also need to be decided upon
 - Rota complied of volunteers to empty the bin. As Cllr Ekblom was absent it was not known whether the rota had been complied.
No decision was made whether the Parish Council would purchase a bin until it was confirmed whether a rota for emptying it could be established. It was decided to carry this item over until the next meeting.
- 7) Highways Update
 - Cllr Rose informed the meeting that following the bad weather she had made a request online to GCC regarding additional grit to replenish the bins in the village. Other than an acknowledgement there has been no progress.
ACTION Cllr Moor promised to investigate this for the Parish Council.

- Cllr Moor informed the meeting that a new Highways Inspector would be taking over from Bob Skillern. His name was Rhodri Grey. However, for the interim queries Bob would still be the Parish Council's first point of contact.
- The Lenghsmen scheme would be in the village the week commencing 22nd January to carry out the repairs previously listed by the Parish Council.
- The junction at the road to Barton was discussed as the white lines at the triangle were faded. Cllr Ogden queried whether traffic was one-way on each side of the triangle, others believed not. It was decided that this should be clarified and so would be added to the list of queries that Cllr Rimmer would be raising with Bob Skillern on their walkabout.

8) To consider and note planning applications and agree responses:

For consideration

For noting

Clover Cottage Castlett Street Guiting Power (17/04052/FUL) - Proposed 1.5 storey extension to replace existing garage and extension. Cotswold District Council Permitted this application.

The Old Mill Pond Land To The North Of The Dyers Guiting Power (17/03558/FUL) - Erection of a dwelling and detached garage. Application refused by Cotswold District Council.

Enforcement

No enforcements to note at present

11) To discuss the issues arising from the new Data Protection regulations that come into force in May 2018 and to look at ways the Parish Council can comply.

The Clerk informed the meeting that the Parish Council needed to be compliant with the new General Data Protection Regulations that would come into force on the 18th May 2018. Parish Councils needed to have an Independent Data Protection Controller. Currently it was still unclear how this would work but it seemed that the Clerk would not be able to undertake these duties. The Parish Council would not be able to hold personal details on anyone unless they had explicitly agreed. It was noted that this would have an impact on the Neighbourhood Watch scheme but this was not something that was run by the Parish Council itself. All contacts would need to be sent an email asking them if they wished to opt in and those who didn't reply would have to have their details removed. It was also agreed that the Parish Council would store all their information on encrypted USB keys. The clerk would continue to feedback updates on the new regulations as changes emerge.

ACTION: Clerk to also purchase encrypted USB Keys and to move all data onto these.

12) Training update for new councillors and courses for clerk.

- Preparing for Audit 6 February – Highnam 10am – 1pm - £55.00. It was agreed the Clerk would attend the course.

13) To confirm progress of Local Council Award application and to discuss actions required for completion.

The following items need to be undertaken in order for the Parish Council to gain the award:

- A disciplinary policy to be adopted.
- Expenditure list on website for the year showing all payments made.
- Dates for the next 12 months meetings to be shown on website.

Action: All items to be in place before next Parish Council meeting.

14) To set dates for the Parish Council meetings for the year 2018/19.

The following dates were approved. July 4th, September 19th, November 21st. 2018 dates, 23rd January, 20th March (Annual Assembly) and the 8th May (Annual Parish Council Meeting).

The Annual Assembly date for current year had already been set for the 14th March 2017. It was agreed that this would follow the same format for similar years, with refreshments being supplied from the Guiting Power Social Group. A budget of £70 was agreed for the event. Reports would be requested from local groups again and Nick Bumford from Guiting Manor Farm had also agreed to provide a report.

Action: New dates to be published on the website. Report requests to be submitted to the local groups. Posters to advertise event to be created.

15) Risk assessment update

- Playground update – Cllr Rose. Cllr Rose informed the meeting that she had carried out an inspection and all was satisfactory. It was agreed that RoSPA would undertake a full safety check annually in April to ensure all was correct and that the Parish Council would be compliant with their insurance conditions. The cost for this service was £55.50 plus VAT.

Action: Clerk to request RoSPA to carry out inspection.

16) Finances

- To receive current statement of accounts and bank reconciliation. The Statement of Account was accepted and approved. A bank reconciliation was performed and approved.

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GPPC EXP vs BUDGET 2017-18		GUITING POWER PARISH COUNCIL							
AS AT 31.12.17			Actual	Antic.	Antic. Total	Remainder	Actual	Antic.	Total
	Budget		Spend	Spend	Spend	of Budget	Income	Income	Income
	2017/18		to	from	to	+ / -	to	from	to
			31.12.17	01.01.8	31.03.18		31.10.17	01.1.18	31.03.18
Precept	3380.00						3380.00	0.00	3380.00
Council Tax Support Grant	123.00						123.00	0.00	123.00
Bank interest	0.00						0.00	0.00	0.00
VAT refund	160.00						217.95	116.00	333.95
Other							609.46	0.00	609.46
TOTAL	3663.00								
Staff Costs	1880.00	1470.24	555.00	2025.24	-145.24				
Admin expenses	350.00	201.95	100.00	301.95	48.05				
Insurance	430.00	457.98	0.00	457.98	-27.98				
Audit Costs	280.00	80.00	80.00	160.00	120.00				
Meeting room hire	280.00	115.00	165.00	280.00	0.00				
Subscriptions	250.00	92.66	50.00	142.66	107.34				
Training	275.00	0.00	275.00	275.00	0.00				
Maintenance costs	400.00	0.00	400.00	400.00	0.00				
Donations	600.00	0.00	600.00	600.00	0.00				
section 137	0.00	0.00	0.00	0.00	0.00				
Equipment	250.00	0.00	250.00	250.00	0.00				
Newsletter	120.00	36.99	80.00	116.99	3.01				
VAT Paid	160.00	126.67	60.00	186.67	-26.67				
Other	70.00	663.33	0.00	663.33	-593.33				
Annual Assembly	100.00	30.55	40.00	70.55	29.45				
Reserve (playground)	1212.91	0.00	0.00	0.00	1212.91				
TOTALS	6657.91	3275.37	2655.00	5930.37	727.54		4330.41	116.00	4446.41
Reserves as at 1.4.17				£ 5,306.71					
Income during year				£ 4,446.41					
Plus Scottish Widow acc (Reserve)				£ 2,926.76					
Expenditure during year				£ 5,930.37					
Minus Playground funds held in reserve				£ 1,212.91					
Antic. reserves at year end (inc Scot Widows)				£ 5,536.60					
Balance to carry forward				£ 2,609.84					

BANK RECONCILIATION AT 31 December 2017				
Period to 31st December 2017				
Lloyds Current Acc: 00896036				
			£	£
Balance per statement - 31.12.17			£ 6,391.75	
Outstanding receipts				
			£ -	
Less unrepresented chqs				
	700	£ 20.00		
			£ 20.00	
Balance			£ 6,371.75	
Scottish Widows Acc*				
Balance per statement - 01.04.17			£ 2,925.95	
Receipts				
Interest paid @ 1.07.17			£ 0.07	
Interest paid @ 1.04.17			£ 0.67	
Interest paid @ 1.10.17			£ 0.07	
Less unrepresented chqs				
NIL			£ -	
Balance			£ 2,926.76	
Total Balance				£9,298.51
Cash book Summary				
Opening Balance 01.04.17			£ 5,306.71	
Add receipts to date			£ 4,330.41	
Less payments to date			£ 3,265.37	
Cash Book Balance @ 31.12.17			£ 6,371.75	
Balance per Scottish Widows acc			£ 2,926.76	
Closing Reconciled Balance				£9,298.51
<i>* Statements only received every three months</i>				

- To approve payments and note receipts.
The following were noted and approved.
 - Donation received from Guiting Power Social Group of £583.33 towards the cost of the Bonfire Night event.
 - Refund of £3.33 from the SLCC from overpayment of subscription renewal.
 - The payment for the grass cutting contract was also agreed to be paid. This was included in the payment list below (chq 707)

Payments made between meetings - none made				
The following payments to be approved				
Chq no	Payee	Purpose	Auth	Cheq value
701	K Sales	Expenses – Dec 2017 – Jan 2018	LG(FP)A 1963 s.5	25.62
702	K Sales	Clerk's salary – January 2018 (and hourly increase arrears)	LGA 1972 s.112 (2)	194.10
703	K Sales	Clerk's salary – February*	LGA 1972 s.112 (2)	185.78 ¹
704	E Ogden	Christmas Tree	LA 2011 ss1-5	25.00
705	D Rimmer	Instant print - Printing for newsletter	LA 2011 ss1-5	£36.99
706	British Royal Legion	Outstanding amount for Armistice Day Poppy wreath	LA 2011ss1-5	3.00
707	P Weale	Grass-cutting	HA 1980 s.96	156.00

¹ Post-dated cheque for salary as no meeting in February.

17) To discuss budget requirements and to set the precept for 2018/19.

The following budget proposals were considered and it was noted that the precept had not been increased last year and if the Parish Council wanted to fund projects that were of benefit to the village (extra dog-bins, grit bins etc) then a slight increase would be necessary. It was noted that the Council were from 2018/19 losing their Local Council Support Grant of £123.00. An increase to the precept of £135.00 was agreed that the precept would be set at £3515.00 for 2018/19.

ACTION: Clerk to submit precept of £3515.00 to Cotswold District Council.

GUITING POWER PARISH COUNCIL - BUDGET PLANNING FOR 2018-19										Proposed budget for 2018/19			
	Budget	Budget	Actual Spend	Antic. Spend	Antic. Total Spend	Remainder of Budget	Actual Income	Antic. Income	Total Income	Budget	Budget @	Budget @	
	2016/17	2017/18	to	from	to	+ / -	to	from	to	no increase	2% increase	4% increase	£
Precept	3250.00	3380.00			3380.00		3380.00	0.00	3380.00	3380.00	3448.00	3515.00	Increase of £0, £68 and £135 respectively
Council Tax Support Grant	183.00	123.00			123.00		123.00	0.00	123.00	0.00	0.00	0.00	
Bank Interest	0.00	0.00			0.00		0.00	0.00	0.00	160.00	160.00	160.00	
VAT refund	160.00	160.00			217.95		116.00	333.95	333.95	160.00	160.00	160.00	
Other					609.46		609.46	0.00	609.46	0.00	0.00	0.00	
TOTAL	3593.00	3663.00								3540.00	3608.00	3675.00	
Staff Costs	1700.00	1880.00	1470.24	55.00	2025.24	-145.24				2232.00	2232.00	2232.00	Increase due to hourly rate from staff review to include £100 towards compliance with new
Admin expenses	350.00	350.00	201.95	100.00	301.95	48.05				450.00	450.00	450.00	to include £100 towards compliance with new
Insurance	430.00	430.00	457.98	0.00	457.98	-27.98				460.00	460.00	460.00	GDPR
Audit Costs	200.00	280.00	80.00	80.00	160.00	120.00				280.00	280.00	280.00	increased to be line with 2017/18 premium
Meeting room hire	200.00	280.00	115.00	165.00	280.00	0.00				280.00	280.00	280.00	No increase
Subscriptions	250.00	250.00	92.66	50.00	142.66	107.34				250.00	250.00	250.00	GAPTC, SLCC ICO, GPFA - no increase
Training	275.00	275.00	0.00	275.00	275.00	0.00				275.00	275.00	275.00	to inc £175 Delib training
Maintenance costs	400.00	400.00	0.00	400.00	400.00	0.00				350.00	350.00	350.00	No increase grass-cutting £150, replacement electrodes for def £75 & to include liners @ £46 and dog waste bags @£31 for new bin)
Donations	600.00	600.00	0.00	600.00	600.00	0.00				200.00	200.00	200.00	reduced as CP now running
Equipment	200.00	250.00	0.00	250.00	250.00	0.00				0.00	0.00	0.00	n/a
Newsletter	120.00	120.00	36.99	80.00	116.99	3.01				250.00	250.00	250.00	to include new dog bin £249
VAT Paid	20.00	160.00	126.67	60.00	186.67	-26.67				120.00	120.00	120.00	No increase
Other	20.00	70.00	663.33	0.00	663.33	-593.33				160.00	160.00	160.00	Xmas tree £50, wreath £20, fireworks £500
Annual Assembly	100.00	100.00	30.55	40.00	70.55	29.45				570.00	570.00	570.00	No increase
Reserve (playground)	1212.91	1212.91	0.00	0.00	0.00	1212.91				100.00	100.00	100.00	No increase
TOTALS	6177.91	6657.91	3275.37	2655.00	5930.37	127.54	4330.41	116.00	4446.41	7189.91	7189.91	7189.91	n/a
Reserves as at 1.4.17					£5,306.71					£ 2,609.84	£ 2,609.84	£ 2,609.84	Estimated reserves at 1.4.17 (ex Scot Widows
Income during year					£4,446.41					£ 3,540.00	£ 3,608.00	£ 3,675.00	Income during year
Plus Scottish Widow acc (Reserve)					£2,926.76					£ 7,189.91	£ 7,189.91	£ 7,189.91	Expenditure during year
Expenditure during year					£5,930.37					£ 1,040.07	£ 972.07	£ 905.07	Operating balance at year end
Minus Playground funds held in reserve					£1,212.91					£ 2,923.89	£ 2,923.89	£ 2,923.89	Plus Scottish Widow acc (Reserve)
Antic. reserves at year end (inc Scot Widows)					£2,609.84					£ 1,883.82	£ 1,951.82	£ 2,018.82	End of year balance
Balance to carry forward					£2,609.84								

18) To receive correspondence and agree response.

- Garden Waste renewal poster from Cotswold District Council. Cllr Rose to put on noticeboards.
- GPFA newsletter – for information only no action needed.

- Cllr Rose had received an offer from Simon Gardener of taking on the Snow Warden position. As he was already the snow plough operator he wondered if it would be beneficial if he were to take on the additional role. The Council recognized all the hard work the current Snow Warden Suzanne Miles did and felt that a conversation should take place between the Chair and Suzanne Miles in the first instance to see if she was happy to continue in her role. It was decided that this needed to be an agenda item for next time.

19) For information only

No items raised.

The Chair concluded the meeting at 8.35pm and thanked everyone for their attendance. The next meeting will be the Annual Assembly on the 20th March 2018 at 7.30pm in the Village Hall.

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Chairman

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Date

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