

**DRAFT MINUTES:** of a Parish Council Meeting held in Guiting Power Village Hall on Wednesday 8<sup>th</sup> November 2017 at 7.30pm.

**PRESENT:** Parish Councillors, Dawn Rimmer, David Broad, E Ogden, Lisa Rose, Annette Ekblom and Rebekah Roseblade

**IN ATTENDANCE:** Kate Sales, Clerk  
5 parishioners were 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 Cllr Powell
- 2) To receive Declarations of Interest on items on the Agenda. (Localism Act 2011).**  
Cllr Rimmer declared an interest in item 11 (Clover Cottage), as this was her neighbour's application.
- 3) To approve the minutes of a Parish Council Meeting held on the 20<sup>th</sup> September 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.**  
Cllr Moor informed the meeting that the Highways contract with Amey would not be renewed in 2019. The County Council had decided that the contract would be split into the following three separate contracts:
  - Local Highways work, including Lenghtsmen scheme, potholes and smaller items
  - Longer resurfacing works where short-term contracts would be used
  - Professional services where designers and engineers needed to be consulted for large scale works.

The tendering process would commence shortly and it was hoped the new service would be live from next year to allow them to work in tandem with Amey for the last year of the contract to enable a smooth transition.

Cllr Moor also informed the meeting that the Cotswold Hill Quarry was looking to remove two of their planning conditions; the timing of bringing in material for the remediation of the quarry, and the amount of tonnage they could bring in. If these two conditions were removed Cllr Moor was concerned that this would have a detrimental impact on the surrounding communities. The Parish Council agreed with him and decided they would submit an objection to this application.

Finally, Cllr Moor informed the meeting that he had spoken to Bob Skillen from Highways and a ticket had been issued for the replacement of the missing Winchcombe sign. It was agreed that the re-kerbing at Post Office corner would be part of the Lenghtsmen scheme works in January along with the pot holes on Tally Ho Lane.

The white lines opposite the Post Office needed to be corrected. Cllr Moor agreed that a site meeting with Bob Skillern and Cllr Rimmer would be useful to get a thorough list of items that needed addressing.

The 'access only' signs at Foxhill had been installed, however there was some concern that weight limit that was being considered at Barton Bridge would impact on the local businesses of the parish.

Questions were raised as to the siting of the proposed lorry count and Cllr Moor promised that he would ensure that Bob Skillen kept Guiting Power in the loop over these discussions.

A parishioner asked who would be responsible for Public Rights of Way maintenance once the Amey contract ceased? Cllr Moor informed the meeting that this would come back into Shire Hall and they would be doubling the number of staff responsible for this area.

**5) Matters arising from last meeting's minutes:**

- The risk assessment for the Bonfire Night event had been carried out. The event itself was a huge success with around 500 people attending. The Social Group would kindly donate £583 to the Parish Council towards the costs of the fireworks. £200 was raised in donations towards the RABI charity. The event next year would be held on Monday 5<sup>th</sup> November 2018.
- TPO request for woodland at Dyers Mill submitted and granted.
- Comments submitted to Cotswold District Council for the Planning Application at Dyers Mill. (17/03558/FUL)
- Internal control was carried out by the Chairman – no issues raised.

**6) To hear from Kevin Dower Project Co-ordinator for the new Community Connectors scheme.**

Mr Dower was not in attendance so no update on the scheme took place.

**7) To continue investigations to solving the dog-fouling in the village.**

The Council looked at costs for a new dog bag dispenser these costs in the range of £100 and it was agreed that District Cllr Keeling would be contacted to see if any funding could be obtained for a new waste bin. Parishioners were happy to empty the new bin themselves if the refuse collectors could not come down to the playground.

It was also agreed that the Council would, in the interim put up signs informing dog-owners of the risks to children that dog poo could cause, with the aim of trying to encourage owners to stop their dogs fouling in the play area.

*ACTION: Chair to draw up signs to be displayed. Cllr Ekblom to draw up a rota of volunteers to empty possible new bin.*

**8) To appoint internal auditor for current financial year 2017/18.**

It was agreed to appoint GAPTC as the internal auditor again for 2017/18.

*ACTION: Clerk to confirm the above with GAPTC.*

**9) Highways Update**

- 'Access only' HGV sign installation due to be completed by the 3<sup>rd</sup> November 2017.
- Update on weight limit restriction on Barton Bridge, requested by Temple Guiting Parish Council.

These items were covered under item 4.

**10) Further updates regarding items concerning the Hollow Bottom Pub**

The Parish Council had received some emails from properties neighbouring The Hollow Bottom about how they go applying for the white 'H' lines to be painted onto the road outside their properties and driveways to help prevent customers at the pub from parking outside their properties and obstructing their driveways. Cllr Moor informed the meeting that these 'H' lines had no statutory basis, however, individual residents could apply for these lines themselves for a small fee. It was agreed that the parking issues could be put on the agenda for discussion at the Highways site meeting that was going to take place between Cllr Moor, Bob Skillern and Cllr Rimmer.

*ACTION: Cllr Moor to arrange a meeting.*

**11) To consider and note planning applications and agree responses:**

For consideration

**Clover Cottage Castlett Street Guiting Power (17/04052/FUL) - Proposed 1.5 storey extension to replace existing garage and extension.**

The Parish Council had no objection to this application.

**Cotswold District Council Tree Preservation Order TPO 17/00007 at The Old Mill Pond, land to the north of The Dyers, Guiting Power.**

The Clerk read out the notice and informed the meeting that the order would be in place for 6 months and comments from the public should be sent in to show the support the application so the order could become permanent after this period.

For noting

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

Enforcement

No enforcements to note at present

**12) To approve the Emergency Planning document for the parish.**

The Emergency Plan was approved.

*ACTION: Clerk to submit the finished document to Cotswold District Council.*

**13) To agree finances for Remembrance Service being held on the 11<sup>th</sup> November 2017.**

These were agreed at £20.00. The Chair informed the meeting that the service at the memorial would take place at 10.45am. The Church service would take place on the 12<sup>th</sup> November at 10.45pm in the Church at Temple Guiting.

**14) To discuss progression of application for the Foundation Level of the Local Council Award Scheme.**

The Clerk informed the meeting that the Council was now registered with NALC for the scheme and that she would be filing the application shortly once all the criteria had been met.

**15) To discuss and approve plans for the Village Christmas Tree.**

The Council agreed that the official switch on for the lights would take place on the 9<sup>th</sup> December. The tree would be in situ and everything would be ready by the 2<sup>nd</sup> December. No more budget was needed for extra decorations. Cllr Ogden agreed to co-ordinate the project to ensure that everything was ready for the switch on. It was agreed that Cllr Ogden's daughter would be switching the lights on, on the 9th.

*ACTION: Cllr Ogden to co-ordinate the project.*

**16) Training update for new councillors and courses for clerk.**

It was agreed that new councillors Nettie Ekblom and Becky Rosebalde would attend the 'Being a Better Councillor' Course run by GAPTC on the 15<sup>th</sup> February 2018.

It was also agreed that the Clerk would need to attend an update course on the new Data Protection Regulations that were coming into force next year.

*ACTION: Clerk to book councillors onto the GAPTC course and investigate Data Protection training.*

**17) To receive correspondence and agree response.**

- Rough Sleepers request from Cotswold District Council – Clerk to inform Cotswold DC that the count was zero.
- CDC press release regarding £200,000 funding for community projects – Clerk to investigate criteria for funding applications.

- Gloucestershire Constabulary – Community Alert Scheme – Clerk to give Cllr Ekblom details so the Guiting Power Watch scheme could sign up.
- Cotswold’s LEADER Rural Grant Programme (£5,000 - £100,000) – for information only
- Cotswold District Council – introduction to Publica - for information only.

**18) To confirm progress of Local Council Award application.**

This had been covered at item 14.

**19) Risk assessment update**

- Playground update – Cllr Rose  
Cllr Rose informed the meeting that everything was in order and had completed a risk assessment for the equipment.

**20) Finances**

- **To receive current statement of accounts and bank reconciliation**  
These were approved and agreed. A bank reconciliation was performed and signed

GPPC EXP vs BUDGET 2016-17		GUITING POWER PARISH COUNCIL							
AS AT 31.10.17			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
		31.10.17	01.11.17	31.03.18			31.10.17	01.11.17	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							0.00	0.00	0.00
<b>TOTAL</b>	<b>3663.00</b>								
Staff Costs	1880.00	1108.08	782.00	1890.08	-10.08				
Admin expenses	350.00	161.75	150.00	311.75	38.25				
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	101.00	193.66	56.34				
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	74.00	110.99	9.01				
VAT Paid	160.00	0.00	120.00	120.00	40.00				
Other	70.00	0.00	0.00	0.00	70.00				
Annual Assembly	100.00	30.55	40.00	70.55	29.45				
Reserve (playground)	1212.91	0.00	0.00	0.00	1212.91				
<b>TOTALS</b>	<b>6657.91</b>	<b>2083.01</b>	<b>3037.00</b>	<b>5120.01</b>	<b>1537.90</b>		<b>3720.95</b>	<b>116.00</b>	<b>3836.95</b>

**BANK RECONCILIATION AT 30 September 2017**

Period to 30th September 2017			
<b>Lloyds Current Acc: 00896036</b>		£	£
Balance per statement - 30.09.17		£	7,415.67
Outstanding receipts			
		£	-
Less unrepresented chqs			
	689	£	20.90
	690	£	203.88
	691	£	181.08
	692	£	22.50
	693	£	42.66
		£	471.02
<b>Balance</b>		£	<b>6,944.65</b>
<b>Scottish Widows Acc*</b>			
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		£	<b>2,926.76</b>
<b>Total Balance</b>			<b>£9,871.41</b>
<b>Cash book Summary</b>			
Opening Balance 01.04.17		£	5,306.71
Add receipts to date		£	3,720.95
Less payments to date		£	2,083.01
<b>Cash Book Balance @ 30.09.17</b>		£	<b>6,944.65</b>
<b>Balance per Scottish Widows acc</b>		£	<b>2,926.76</b>
<b>Closing Reconciled Balance</b>			<b>£9,871.41</b>
* Statements only received every three months			

- **To approve payments and note receipts.**
  - A PAYE refund of £22.80 received from HMRC.
  - The final instalment of precept (£875.00) received from Cotswold District Council.
  - **The following payments were approved.**

Payments made between meetings - none made				
The following payments to be approved				
Chq no	Payee	Purpose	Auth	Cheq value
694	K Sales	Expenses – Oct-Nov 2017	LG(FP)A 1963 s.5	17.70
695	K Sales	Clerk's salary – November 2017	LGA 1972 s.112 (2)	181.08
696	K Sales	Clerk's salary – December*	LGA 1972 s.112 (2)	181.08
697	PATA UK	Payroll services Oct-Dec	LGA 1972 s.111	22.50
698	Party packs Ltd	Fireworks for Bonfire Night event	LA 2011 ss1-5	£700.00
699	NALC	Local Council Award Scheme	LA 2011 ss1-5	£50.00
700	British Royal Legion	Poppy wreath for Armistice Day	LA 2011ss1-5	20.00

\* Post-dated cheque for salary as no meeting in December.

## 21) Clerk's Annual Review

This was a confidential item and was closed to members of the public. The Council was pleased with the Clerk's performance over the last year and it was resolved that her salary would be increased from SCP 21 on the salary scale to SCP 22. The increase would take place from today's date – the 8<sup>th</sup> November 2017.

## 22) For information only

*NOTE: no decisions can be made on items raised in this section. Discussions can lead to items being included on the Agenda for the next meeting only.*

Cllr Ekblom had been asked whether the Parish Council would fund another set of goal posts for the playing field. It was suggested that this application be put to the Social Group first.

Training for the defibrillator was raised. It was agreed to add this to the next meeting's agenda and in the meantime Cllr Rimmer would investigate training providers and costs.

Cllr Rimmer informed the meeting that latest parish newsletter had now been printed.

It was agreed that planning for the Annual Assembly would be added to the next meeting's agenda.

A member of the public informed the meeting that the triangular crossroad warning sign was missing on the Winchcombe road. Cllr Moor said he would bring it to Highways attention.

The Chair concluded the meeting at 8.30pm and thanked everyone for their attendance. The next full Parish Council meeting will be held on the 17<sup>th</sup> January 2018 at 7.30pm in the Village Hall.

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Chairman

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Date