

CLERK: Kate Sales, 5 Okus Road, Charlton Kings Cheltenham. G5L3 8DU  
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MINUTES: of a Parish Council Meeting held in Guiting Power Village Hall on Wednesday 9th December 2015 at 7.30pm.

PRESENT: Parish Councillors: Dawn Rimmer, Else Ogden, Lisa Rose and David Broad  
County Councillor: Nigel Moor

IN ATTENDANCE: Kate Sales, Clerk

5 Parishioners

*Members of the public were welcomed to the meeting.*

## **AGENDA**

**1) To receive apologies for absence.**

Apologies received and accepted from Cllr Powell and Cllr Miles.

**2) To receive Declarations of Interest on items on the Agenda. (Localism Act 2011).**

It was noted that Cllr Rimmer declared an interest on the Enforcement item in the Planning section as it was connected with an adjoining property to her own.

**3) To approve the minutes of the Parish Council meeting held on the 14th October 2015.**

These were approved and duly signed as a true record.

**4) To hear representations from the public regarding any item on the Agenda.**

No representations were made at this time. However the public were asked to offer questions if they arose as the meeting went on.

**5) To accept Cllr Edwards resignation from the Parish Council and announce a vacancy on the council.**

The Council accepted Cllr Edwards resignation and wanted to publically express their thanks for all the hard work and time she had given to the Parish Council over the past five years.

Cotswold District Council would be notified and once the notice of vacancy had expired the Parish Council would be free to co-opt. The Chair asked if anyone was interested to apply. (If ten electors present themselves to Cotswold District Council then an election will be called.)

**6) Guiting Power Childrens' Xmas Party**

- The Parish Council received a generous donation of £100 from the North Cotswold Rotary Club. The Parish Council wanted to publically express their thanks for this donation.
- Discuss Parish Council grant towards parish Xmas party. After discussion it was agreed that the Parish Council would donate £250 to the xmas party as this was annual and popular event for the children of the parish.

**7) Additional dog waste bins for the Village**

Update from Cllr Rimmer on her meeting with Cllr Richard Keeling at Cotswold District Council. Cllr Rimmer was happy to report that Cotswold District Council would fund an additional red dog waste bin located near to where the public footpath from the playing fields meets Tally Ho Lane. They were also still negotiating for more signage around the village and Cllr Rimmer promised to report on this progress at the next meeting.

**8) Update of Ultrafast broadband project**

Fastershire have announced the rollout of Phase 2 and Cllr Rimmer was pleased to report that Guiting Power and Temple Guiting were in the second phase and installation of broadband would take place between May and October 2016. The council urged parishioners that if they were interested in receiving this they should sign up.

Cllr Moor asked whether if any supplier could be used through the scheme. After checking it was confirmed that Gigaclear were currently growing their range of suppliers. The best place to keep up to date with the latest news for fastershire was at [www.fastershire.com/phase2](http://www.fastershire.com/phase2) .

It was agreed that unless any problems arose that needed the Parish Council's input this item would be taken off the agenda for future meetings.

**9) Bonfire Night - review**

**The council reported that the event was a success with over 200 people attending.**

Again the Parish Council wanted to publically express their thanks to Roland Greenhill and Wayne Rose for all their hard work and the excellent firework display and to also thank Cllr Miles for all her work on the risk assessments prior to the event.

Cllr Rimmer also informed the meeting that on the night a bucket donation collection had raised £320 for the Royal Agricultural Benevolent Institute in memory of a local boy, Jake Gardner

As the event was such a success it was agreed that the event would be held again next year but on Friday the 4th November so it did not clash with the neighbouring parish of Naunton's event on the 5th of November. It was noted with thanks that Guiting Manor Amenity Trust & Guiting Manor Farms had kindly offered use of their land again for the event next year.

**10) Remembrance Day - review**

It was reported that the event was a success and well attended with over 40 people present. The Parish Council took this opportunity to publically express their thanks to Mike Edwards for all his work organising the event.

**11) War Memorial wall repairs**

Cllr Rose was unable to give an update at this time but would do so at the next meeting.

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

For consideration

No applications at present for consideration.

For noting

**Guiting Manor Nursery School Church Lane Guiting Power (15/03890/FUL)** - Addition of outside open-sided shelter in playground

**Application permitted by Cotswold District Council.**

**Civic Trust House, The Square Guiting Power (15/02873/COMPLY)** - Demolish single storey extension to rear, replace with new 2 storey extension, and alterations to existing side extension and internal alterations - compliance with conditions 3 (samples), 4 (panel), 5 (recess), 6 (oak), 7 (colour) and 8 (design).

**Application permitted by Cotswold District Council.**

#### Enforcement

**Meadow View Castlett Street Guiting** - shed erected forward of the original property line without planning permission.

Enforcement Officer has advised that a notice has been issued & received and planning application should shortly be submitted to Cotswold District Council. At present the District Council are still waiting for a planning application to be submitted.

#### **13) Playground maintenance inspection - update from Cllr Rose**

Cllr Rose informed the meeting that the ground was still very popular and well used. However it had been noted that there was some splitting evident in the Larch uprights. There was currently no safety issue, and at worst it would mean that banding would need to be undertaken to prevent deterioration. Most likely this splitting was natural and will stabilise, however Touchwood have been notified and have been asked to review this at the yearly inspection.

It was also noted that the new sign for the playground had been erected and the Parish Council expressed their thanks to Geoff Cuthbert and Pete Weale for undertaking this work.

#### **14) Report on the Parish Liaison meeting on the 16th November attended by Cllrs Rose, Ogden, Miles and Rimmer.**

The Parish Liaison meeting covered the vision and future of Cotswold District Council and looked at the option of devolution from central government allowing them more autonomy and self local governance. By doing this they can make the savings they need that are necessary, however they did note that they would be increasing their portion of the council tax for 2016/17.

Head of Planning also gave an overview of the Local Plan for housing. It was noted that the key areas for development would not affect Guiting Power itself. It was highlighted that AONB landscape did not have enough protection against building and this then led into a discussion between the Parish Council and the floor about Neighbourhood Plans. It was agreed that the Parish Council would look into the possibility of producing a Neighbourhood Plan to help protect the parish against unwanted large scale developments. However it was noted that due to a large area of the parish being owned by the Trust this scenario was unlikely so a risk analysis versus cost should be undertaken.

#### **15) Draft Local Transport Plan (2015-2031) Consultation**

The Parish Council did not comment on this. However the consultation documents can be found at [www.gloucestershire.gov.uk/ltp3](http://www.gloucestershire.gov.uk/ltp3) A poster to this effect would be put up on the noticeboard and website so villagers could comment if they so wished.

Cllr Moor encouraged people to respond.

**16) Highways Update**

- **Kerb on post Office corner**

Amey have finally been out to investigate the loose kerb stones and are awaiting for Highways to approve the work. Highways have informed the Clerk that there is no budget this year for any footway resurfacing work. The work will hopefully be added to next year's schedule.

**Blocked Drains**

Reported back to Highways after the last meeting the blocked drains on Winchcombe Rd past the Hollow Bottom. Bob Skillern has reported these to Amey and are on the list to investigate. Any that continue to cause problems can be reported direct to Amey on [gcchighways@amey.co.uk](mailto:gcchighways@amey.co.uk)

**Road Markings**

Highways are continuing to chase the Road Marking contractor to complete the refurbishment work in the village.

**Grip Work**

The grip cutting work has stated in the County and the machine should be in the area early in the new year. (A grip is the small ditch dug across the highway verge towards the adjacent ditch or boundary. There are a few already around the outskirts of the village positioned to capture road water where the parish doesn't have any positive drainage systems ie. gullies and carrier drains).

**Road Closure**

The closure at Barton for the kerbing and drainage work is scheduled to start on 4th January 2016 and last approximately two weeks. See the TTRO 1295 3/104.

Local business had expressed concern that the road would be closed for this period. Cllr Rimmer had contacted Bill Bellerby and was waiting a response from him.

*Cllr Moor took note of all these issues and will investigate.*

**17) Winter hedgerow and tree planting - applications for free trees.**

The Parish Council successfully secured over 500 trees from the Conservation Volunteers Scheme. A variety of native trees have been delivered to Guiting Manor Farms on the 2nd December and they have kindly agreed to undertake the planting on for the parish.

**18) Parish council staff pension provision - update**

Clerk reported to the meeting that to be eligible for automatic enrolment staff had to be aged between 22 and state pension age, and their earnings over £192 a week (£833 a month) for the council to automatically provide a pension.

As the clerk (the only employee of the council) does not meet these criteria then the council does not presently need to set up a pension scheme. However the council has an obligation to inform the employee that they have not automatically enrolled them and they may still join a scheme if they so wish. This must be done by the Council's 'Staging date' which is the 1st August 2017. If the employee decides not to take up a pension then the council must complete their Declaration of Compliance to the Pension Regulator by the 1st January 2018.

If at any point in the future the employee's salary goes over the eligibility criteria the council must then set-up a pension scheme.

*Council to write to the clerk by the above Staging Date.*

**19) To receive correspondence and agree response**

- CPRE - Autumn 2015 magazine. For information only.
- CPRE - Guidelines for consulting CPRE on planning applications. Clerk to keep on file and refer to if needed for a planning application.

- GRCC newsletter - for information only.
- GAPTC Subscription Fees 2016/17 - increase of 31.5pence per elector. This would be reflected in the budget setting.
- GAPTC - Notice received from NALC that 'Resolution 13 (a) from the 3/11 NALC Policy Cttee session was RESOLVED – In that all parish councils should be encouraged to engage with the Institute of Public Rights of Way and Access Management. Further information can be obtained at <http://www.iprow.co.uk> Information to be forwarded on to Geoff Cuthbert who is the footpath warden for the parish.
- GCC - Poster & reminder for draft local transport plan consultation - the plan can be viewed at <http://glostext.gloucestershire.gov.uk/mgAi.aspx?ID=11564#mg> Documents under item 6. The main documents that are relevant are:
  - Item 6 (4) LTP CPS 3 North Cotswold, item 6.
  - Item 6 (8) LTP Policy Document 1 Bus, item 6.
  - Item 6 (11) LTP Policy Document 4 Highways, item 6.Poster to be displayed on notice board.
- GCC - Poster & reminder for local plan regulation 18 consultation 'Planning Policies'. The policies under consultation will ultimately be the main means of determining planning applications. The plan can be viewed at [http://consult.cotswold.gov.uk/portal/fp/local\\_plan\\_2011-2031/lpr18/reg18\\_planning\\_policies](http://consult.cotswold.gov.uk/portal/fp/local_plan_2011-2031/lpr18/reg18_planning_policies) Poster to be displayed on notice board and website.

### 20) Governance & Policy

- An internal check following the newly adopted Internal Control Policy to be conducted at the end of the meeting.
- To review and adopt the Parish Council's Risk Register.  
After review the Parish Council formally adopted the register.

### 21) Finances

#### 21.1 To receive the current state of accounts

These and the bank reconciliation were duly signed and approved as an accurate record.

GPPC EXP vs BUDGET 2015-16			GUITING POWER PARISH COUNCIL						
	Budget	Actual	Antic.	Total	Budget vs	Actual	Antic.	Total	
	2015/16	Spend	Spend	Spend	Spend	Income	Income	Income	
		to	from	to	to	to	from	to	
		30.11.15	01.12.15	31.3.16	30.11.15	30.11.15	01.12.15	31.3.16	
Precept	3250.00					3250.00	0.00	3250.00	
Council Tax Support Grant	250.00					250.00	0.00	250.00	
Bank interest	0.00					0.00	0.00	0.00	
VAT refund						5292.61	250.00	5542.61	
Other						17176.19	0.00	17176.19	
<b>TOTAL</b>	<b>3500.00</b>								
Staff Costs	1250.00	1224.99	723.20	1948.19	-698.19				
Admin expenses	350.00	204.63	155.00	359.63	-9.63				
Insurance	400.00	429.16	0.00	429.16	-29.16				
Audit Costs	250.00	200.00	100.00	300.00	-50.00				
Meeting room hire	200.00	105.00	75.00	180.00	20.00				
Subscriptions	250.00	155.57	60.00	215.57	34.43				
Training	275.00	95.00	75.00	170.00	105.00				
Maintenance costs	400.00	705.26	50.00	755.26	-355.26				
Donations	500.00	60.00	300.00	360.00	140.00				
section 137	20.00	0.00	20.00	20.00	0.00				
Equipment	0.00	25688.19	1601.21	27289.40	-27289.40				
Newsletter	120.00	38.99	80.00	118.99	1.01				
VAT Paid	0.00	5393.00	100.00	5493.00	-5493.00				
Other	0.00	684.46	0.00	684.46					
Reserve	4947.00	0.00	0.00	0.00					
<b>TOTALS</b>	<b>8962.00</b>	<b>34984.25</b>	<b>3339.41</b>	<b>38323.66</b>	<b>-33624.20</b>	<b>25968.80</b>	<b>250.00</b>	<b>26218.80</b>	
Reserves as at 1.4.15				£ 17,986.12					
Income during year				£ 26,218.80					
Plus Scottish Widow acc				£ 2,903.53					
Expenditure during year				£ 38,323.66					
Antic. reserves at year end				£ 8,784.79					

GUITING POWER PARISH COUNCIL			
BANK RECONCILIATION AT 31st OCTOBER 2015			
<b>Period to 31st October 2015</b>			
<b>Lloyds Current Acc: 00896036</b>			
Balance per statement		£	9,094.83
Outstanding receipts		£	-
Less unrepresented chqs			
598	£	124.16	
<b>Balance</b>		£	<b>8,970.67</b>
<b>Scottish Widows Acc</b>			
Balance per statement*		£	2,912.21
Outstanding receipts			
NIL		£	-
Less unrepresented chqs			
NIL		£	-
<b>Balance</b>		£	<b>2,912.21</b>
<b>Total Balance</b>			<b>£11,882.88</b>
<b>Cash book Summary</b>			
Opening Balance 01.04.15		£	17,986.12
Add receipts to date		£	25,968.80
Less payments to date		£	34,984.25
<b>Cash Book Balance @ 31.10.15</b>		£	<b>8,970.67</b>
<b>Balance per Scottish Widows acc</b>		£	<b>2,912.21</b>
<b>Reconciled Balance</b>			<b>£11,882.88</b>
* As at bank statement 01.10.15			

**21.2 To approve payments and note receipts**

The following payments were approved.

<b>Payments made between meetings - none made</b>				
<b>The following payments to be approved</b>				
<b>Chq no</b>	<b>Payee</b>	<b>Purpose</b>	<b>Auth</b>	<b>Cheque value</b>
602	K Sales	Expenses - Oct-Nov 2015	LG(FP)A 1963 s.5	20.38
603	K Sales	Clerk's salary - November 2015	LGA 1972 s.112 (2)	198.99
604	K Sales	Clerk's salary - December 2015*	LGA 1972 s.112 (2)	128.70
605	Major A Watson	Poppy Wreath for Remembrance Service	LA 2011 ss.1-5	20.00
606	P Weale	Grass-cutting	HA 1980 s.96	72.00
607	Mr G Cuthbert	Cement - for sign post	LGA 1892 s.8(1)(i)	13.68
608	D Rimmer	Printing of newsletter	LGA 1972 s.142	36.99
609	Guiting Power Playground Fund	Donation to parish's children xmas party	LA 2011 ss.1-5	250.00
610	Cheery Club	Donation to village club xmas lunch	LA 2011 ss.1-5	245.00
611	D Rimmer	Licence fee to Guiting Manor Amenity Trust for playground premises	LA 2011 ss.1-5	5.00
612	Touch Wood Enterprises	Final payment for playground project	PHAAA 1907 s.76(1)	1601.21
613	HMRC	PAYE for Nov due to back-pay	LGA 1972 s.112(2)	7.80
614	PATA	Payroll service - Oct-Dec 15	LGA 1972 s.111	19.80

\* post-dated chq 31.12.15 for clerk's December salary

**21.3 To note payments received**

- £68.75 donation received on the 06.10.15 from the Guiting Power Social Committee towards Parish Bonfire Night event.
- £875.00 received from Cotswold DC on the 10.09.15. Final instalment of 2015/16 precept.
- A donation of £100.00 received from the North Cotswold Rotary Club towards the Children's Christmas Party.

**21.4 BUDGET 2016/17**

A discussion took place surrounding the precept planning for next year. It was noted that the Parish Council would receive less Council Tax Support Grant than in previous years. However it was felt that the Council had enough reserves in place to be able to deal with the shortfall as any increase on the precept would have an impact on the parish's council tax. It was therefore resolved to not increase the precept this year and to keep it at the current figure of £3250.00 PLUS the Council Tax Support Grant of £183.00, making a total of £3433.00.

*Clerk to submit precept request to Cotswold District Council by end of January 2016.*

GPPC EXP vs BUDGET 2016-17						
	Budget	Spend	Budget vs Spend	Income	Proposed Budget	Reasons
	2015/16	31.3.16	31.3.16	31.3.16	2016/17	
Precept	3250.00			3250.00	3,250.00	To keep at the same levels as current yr
Council Tax Support Grant	250.00			250.00	183.00	Confirmed by CDC
Bank interest	0.00			0.00	-	
VAT refund				5292.61	160.00	
Other				17176.19	-	No grants currently aware of.
<b>TOTAL</b>	<b>3500.00</b>			<b>25968.80</b>	<b>3,593.00</b>	
Staff Costs	1250.00	1946.48	-696.48		1,700.00	£1544.40 per annum plus 15hrs o/t for yr?
Admin expenses	350.00	335.01	14.99		350.00	
Insurance	400.00	429.16	-29.16		430.00	
Audit Costs	250.00	200.00	50.00		200.00	
Meeting room hire	200.00	135.00	65.00		200.00	
Subscriptions	250.00	190.57	59.43		250.00	
Training	275.00	95.00	180.00		275.00	Defib, first aid, councillors etc
Maintenance costs	400.00	862.94	-462.94		400.00	grass cutting
Donations	500.00	555.00	-55.00		600.00	Bonfire night, children xmas party, Village Christmas tree
section 137	20.00	0.00	20.00		n/a	
Equipment	0.00	27022.53	-27022.53		200.00	E.g. Dog bins, signs, road mirror etc
Newsletter	120.00	112.98	7.02		120.00	
VAT Paid	0.00	5659.87	-5659.87		160.00	
Other	0.00	704.46	-704.46		20.00	
Annual General Assembly	-	-	-		100.00	
Reserve (playground)	4947.00	0.00			1,212.91	For maintenance and new equipment
<b>TOTALS</b>	<b>8962.00</b>	<b>38249.00</b>	<b>-34234.00</b>	<b>25968.80</b>	<b>6217.91</b>	
<b>FORECAST</b>						
Reserves as at 1.4.15		£ 17,986.12		Reserves as at 1.4.16	£	8,620.92
Income during year		£ 25,968.80		Income during year	£	3,593.00
Plus Scottish Widow acc		£ 2,915.00		Plus Scottish Widow acc	£	2,915.00
Expenditure during year		£ 38,249.00		Expenditure during year	£	6,217.91
Antic. reserves at year end		£ 8,620.92		Antic. reserves at year end	£	8,911.01

A separate column is required to keep the remaining playground funds for maintenance etc away from the Parish Council's running expenses. This has been done.

**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 Rimmer reported that the current issue of the Newsletter had been well received. The next publication date would be May 2016 and contributions of information from parish groups would be gratefully received.

Cllr Moor updated the meeting on the progress of the Public Footpath Modification Order the Parish Council had submitted earlier in the year. It would be going to committee in early 2016 and he would notify the Parish Council of the date as soon as possible so a representative could attend.

Cllr Moor also informed the meeting that a wheel wash had been installed at Oathill Quarry, and Brockhill Quarry had also been requested to install one.

The Chairman concluded the meeting at 8.55pm and thanked everyone for their attendance. The next parish council meeting will be held on Wednesday 10th February 2016 at 7.30pm.

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**Chairman**

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**Date**