

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 12th August 2015 at 7.30pm.

PRESENT: Parish Councillors , Nick Powell, Else Ogden, Lisa Rose and Linda Miles

IN ATTENDANCE: Kate Sales, Clerk

8 Parishioners

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

## AGENDA

- 1) **To receive apologies for absence.** These were received from Verity Edwards-Flaherty, David Broad and Dawn Rimmer. Nick Powell as vice-chairman took the meeting in the Chairman's absence.
- 2) **To receive Declarations of Interest on items on the Agenda. (Localism Act 2011).**  
There were none.
- 3) **To approve the minutes of the Annual Parish Council and Ordinary Parish Council meeting held on the 20th May 2015, and the Ordinary Parish Council meeting held on the 17th July 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.
- 5) **To consider and note planning applications and agree responses:**  
The following applications were noted by the council.

For consideration

No applications submitted at present

For noting

**Castlett Mount Castlett Street Guiting Power (15/01762/FUL)** Single storey rear and side extensions. Application permitted by Cotswold District Council.

**Green Field Hill Barn Guiting Power (15/01289/FUL)** Demolition of existing agricultural barn and erection of replacement barn. Application permitted by Cotswold District Council.

**Land At The Garages, Well Lane, Guiting Power (15/01293/FUL)** Demolition of eighteen existing garages and replacement with seven garages and nine storage units . Application permitted by Cotswold District Council.

**Yoicks Tally Ho Lane, Guiting Power Cheltenham. Variation of Condition 2 of planning permission ( no.13/00998/FUL) Yoicks Tally Ho Lane, Guiting Power Cheltenham.**

**Variation of Condition 2 of planning permission no.13/00998/FUL**

(Sub Division and alterations to detached dwelling to form 2no. semi-detached dwellings including formation of an additional vehicular access) to allow the following changes:  
Alteration to access and parking arrangements to both properties

The Chairman read out the following email from the Highways Development Management Dept to Cllr Rimmer regarding their view on the application

*Mr Skillern is on leave so unfortunately I have been unable to contact him directly. However, it appears that the applicant has been in discussion with Mr Skillern about the verge and stone adjacent to the highway. The attached photographs appear to reflect the work that Mr Skillern has approved, as you can see the stone chippings cover a significantly reduced area than that shown on the planning application plans. Whilst area of works on the highway is the responsibility of the Highway Authority.*

*It appears that the reason for the quantity of chippings as opposed to grass verge is to maintain visibility splays from the accesses and therefore is a betterment in highway safety terms. The grass grows and obstructs visibility in certain months of the year, the chippings secure the visibility splays and reduces the need for maintenance. The chippings are bound by a kerb to reduce overspill of the chippings onto the carriageway.*

*In this case, highways development management were not consulted directly as the application falls within the criteria for GCCs Standing Advice. Had HDM been consulted directly there is no current planning policy reason to object to the proposal. '*

It was noted that the planning application has now been permitted by Cotswold District Council.

Enforcement - nothing to note

**6) Parish Council Meeting Dates**

• **Confirmation of 2015/16 dates**

Month	Day	Date	Council	Meeting	Start time
<b>2015</b>					
November	Wednesday	18-Nov	Guiting	Full Parish council Meeting	7.30pm
<b>2016</b>					
February	Wednesday	10-Feb	Guiting	Full Parish council Meeting	7.30pm
April	Wednesday	13-Apr	Guiting	Annual Parish Meeting + Full parish council meeting afterwards*	7.30pm
May	Wednesday	18-May	Guiting	Annual Meeting of Parish council + full parish council meeting afterwards	7.30pm

\* Following parish council meeting only held if necessary

• **Increase in number of meetings to be held annually.**

It was resolved to increase the number of parish council meetings to bi-monthly to allow the council the opportunity of working more effectively and efficiently even though this would incur extra costs. Some of the above proposed dates had to be changed to regulate the pattern. The final dates agreed were:

Wednesday 14th October 2015  
Wednesday 9th December 2015  
Wednesday 10th February 2016  
Wednesday 13th April 2016  
Wednesday 18th May 2016

*Clerk to circulate dates and to place booking with the Village Hall.*

- 7) To receive a report from Playground Committee recommending committee now be disbanded now project has finished. Parish Council to undertake ongoing maintenance and insurance.**

The council agreed with the Playground committee's recommendations and the sub-committee was disbanded. This was proposed by Cllr Powell and seconded by Cllr Ogden. The Chair thanked them for their work on the playground project. It was agreed that Cllr Rose would undertake regular maintenance inspections, prepare a check list and report back at council meetings so the inspections could be minuted for insurance purposes.

*Cllr Rose to undertake regular inspections and report back to council. This is ongoing.*

**8) Playground Work**

- **License**

Following the completion of the Playground project the Parish Council have reviewed the licence and have asked the Trust whether the initial non cancellable period can be set to five years as this was a pre-condition of the lottery funding received. After the initial term the licence would revert back to the terms currently laid out in the agreement.

The council resolved to accept and sign the licence after the meeting on the understanding that the above condition would be met.

- **Grass cutting**

After discussions it was resolved to accept Mr Weale's quote for the mowing of the mounds in the playground. Costs will be £12 per cut and the council will be billed on a quarterly basis. The anticipated cost/budget per annum would be between £192 and £288.

- **Signage**

As agreed at the previous meeting a no dog fouling sign and a playground sign would be purchased. It was agreed that the signs would be from The Sign Maker and Stocksigns Ltd for the costs of £49.54 and £20.22.

**9) War Memorial Trust Grants - allocation of councillor to investigate opportunity**

After discussions Cllr Powell agreed to investigate the War Memorial Trust to see if there were any grants open to the parish council for the refurbishment of the parish's war memorial.

It was also agreed that a grant would be provided to cover the wreath for Remembrance Sunday. Mike Edwards agreed to organise the Armistice Day Service and the council thanked him for this.

**10) Highways Update**

- **Temporary Traffic Road Order (TTRO) 1258 - Castlett Street Closure from 24th August 2015 to 21st September 2015, to allow for the undergrounding of overhead electricity lines, by Western Power Distribution.**

Cllr Rimmer had been in contact with Gloucestershire County Council regarding a review of this closure. As Castlett St is a residential cul de sac a complete closure for one month would create massive disruption for residents.

Western Power Distribution have now offered to undertake the work in two separate one week closures between the hours of 9am and 5pm. however this would still cause significant problems for residents.

- **Positioning of a traffic mirror - Post Office Corner**

The following response from Highways was read out by the Chairman.

*'We no longer permit Traffic Mirrors to be erected within the limits of the Public Highway. In the past we could apply to the Secretary of State to get special approval if there was a recognized accident problem at a site and there are some historic mirror locations around the area, but even this is no longer an option. If you can find a location off the highway on private ground it may be possible to site one, but I am sorry I can't permit a new one. '*

After discussions it was decided to approach The Trust and Guiting Farm to see if they would be amenable to having mirrors place on their property that is on this corner. It was decided that as this was harvest time Guiting Farm would be particularly busy so it was agreed to make this an agenda item for next time when things were not so hectic and they would have the opportunity to consider the proposals more carefully.

#### 11) Bonfire Night - update

- **Budget**

A budget of £250 was agreed. The Social Committee also offered to match the parish council's funding.

- **Organisation**

Cllr Miles agreed to undertake the organisation and to liaise with the social group over the event to ensure that the Parish Council's insurance policy requests/risk assessments are adhered to.

The Trust & Farms have given the go ahead for the Bonfire Night party and Roland & Wayne have agreed to organise the fireworks. The following is the website to look at: <http://www.fireworksinternational.co.uk/>

#### 12) Dog fouling - update

The dog bin at the Village Hall had been monitored since the last meeting and it was confirmed that it does get used and emptied and the 'No dogs' sign seemed to have helped the situation in the playground. After discussions it was decided that new bins needed to be located on the Wardens Way and on Church Lane.

Clerk informed the meeting that Cotswold District Council had confirmed that there were no additional charges for extra collections, nor was there a limit to the number of bins allowed.

The Chair read out a press release from Cotswold District Council about funding that may be available to the parish council to help sort the dog fouling situation out.

*Clerk to contact District Councillor to enquire whether the Parish Council can receive funding towards new bins.*

**13) Welcome Pack for new villagers - update from Cllr Ogden**

Cllr Ogden presented the draft welcome pack. The Chair thanked her for her work. It was agreed she would circulate it to councillors for their comments and feedback. The Chairman also agreed to give a copy to his new neighbours as a test run to see if they thought anything else should be included in it.

**14) Cheery Club Grant**

At the last meeting the Parish Council had agreed to support one of the Cheery Club's activities. Items proposed were the Christmas tea and entertainer at £245, the Christmas Dinner at £467 and the annual hire of the Village Hall for the club at £200. After discussions it was agreed the council would pay the sum of £245 for the Christmas tea and entertainer.

**15) Conclusion of Audit**

The Clerk informed the meeting that the Parish Council had passed its Audit for the year 2014/15. There were several recommendations to be implemented for next year. The notice of conclusion of Audit had been displayed on the notice board.

**16) Location of new salt bin**

After discussions it was decided that another salt bin needed to be situated at the end of Castlett Street, near Castlett Bank. Parishioners also informed the council that there were salt bins at the following locations that were not on the parish council's asset register. These were at Engine Cottages in Tally Ho, in the Village on the corner outside the Bakery and under the Horse Chestnut tree at Upper Green.

*It was agreed to feed this extra information back to the Snow Warden incase she was unaware of them.*

**17) Invitation to Fastershire briefing**

Cllr Dawn Rimmer would be attending this event on behalf of the Parish Council. The information details were read out to the meeting in case any parishioners wanted to attend.

**18) Governance & Policy - new policies to be considered**

- Publication Scheme - for adoption
- Complaints Policy - for adoption

After discussions Cllr Powell proposed these policies for adoption. Cllr Rose seconded him. Policies were then adopted by the Council.

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

- **Cotswold District Council - reminder to councillors to complete and return their Register of Interests.** No action necessary for information only.
- **Gloucestershire Archives - request for donation to the 'For the Record' project.** After discussions it was agreed that the council valued the work that Archives undertakes and so therefore would send a nominal donation of £50 towards this worthy project. Clerk to send a cheque.
- **The Pensions Regulator - information on automatic enrolment and nominating point of contact.** Clerk has agreed to be point of contact for the Regulator.

20) Finances

20.1 To receive the current state of accounts

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

GPCC EXP vs BUDGET 2015-16				GUITING POWER PARISH COUNCIL						
				Actual	Antic.	Total	Spend vs	Actual	Antic.	Total
				Spend	Spend	Spend	Budget	Income	Income	Income
				to	from	to	to	to	from	to
		Budget	2015/16	30.07.15	01.08.15	31.3.16	30.07.15	30.07.15	01.08.15	31.3.16
Precept		3250.00						2375.00	875.00	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	350.00	5642.61
Other								17066.94	0.00	17066.94
<b>TOTAL</b>		<b>3500.00</b>								
Staff Costs		1250.00		705.55	1117.00	1822.55	572.55			
Admin expenses		350.00		84.33	268.00	352.33	2.33			
Insurance		400.00		429.16	0.00	429.16	29.16			
Audit Costs		250.00		80.00	100.00	180.00	-70.00			
Meeting room hire		200.00		0.00	200.00	200.00	0.00			
Subscriptions		250.00		122.82	130.00	252.82	2.82			
Training		275.00		95.00	75.00	170.00	-105.00			
Maintenance costs		400.00		705.26	148.00	853.26	453.26			
Donations		500.00		10.00	500.00	510.00	10.00			
section 137		20.00		0.00	20.00	20.00	-480.00			
Equipment		0.00		25688.19	1400.00	27088.19	27068.19			
Newsletter		120.00		0.00	120.00	120.00	120.00			
VAT Paid		0.00		5276.34	350.00	5626.34	5506.34			
Other		0.00		0.00	0.00	0.00				
Reserve		4947.00		0.00	0.00	0.00				
<b>TOTALS</b>		<b>8962.00</b>		<b>33196.65</b>	<b>4428.00</b>	<b>37624.65</b>	<b>33109.65</b>	<b>24984.55</b>	<b>1225.00</b>	<b>26209.55</b>
Reserves as at 1.4.15						£ 17,986.12				
Income during year						£ 26,209.55				
Plus Scottish Widow acc						£ 2,903.53				
Expenditure during year						£ 37,624.65				
Antic. reserves at year end						£ 9,474.55				

<b>GUITING POWER PARISH COUNCIL</b>					
<b>BANK RECONCILIATION AT 31 JULY 2015</b>					
<b>Period to 31 July 2015</b>					
<b>Lloyds Current Acc: 00896036</b>				<b>£</b>	<b>£</b>
	Balance per statement			£ 9,869.02	
	Outstanding receipts				
	Nil			£ -	
	Less unrepresented chqs				
	577	£	95.00		
				£ 95.00	
	<b>Balance</b>			<b>£ 9,774.02</b>	
<b>Scottish Widows Acc</b>					
	Balance per statement*			£ 2,903.53	
	Outstanding receipts				
	NIL			£ -	
	Less unrepresented chqs				
	NIL			£ -	
	<b>Balance</b>			<b>£ 2,903.53</b>	
<b>Total Balance</b>					<b><u>£12,677.55</u></b>
<b>Cash book Summary</b>					
	Opening Balance 01.04.15			£ 17,986.12	
	Add receipts to date			£ 24,984.55	
	Less payments to date			£ 33,196.65	
	<b>Cash Book Balance @ 31.07.15</b>			<b>£ 9,774.02</b>	
<b>Balance per Scottish Widows acc</b>				<b>£ 2,903.53</b>	
<b>Reconciled Balance</b>					<b><u>£12,677.55</u></b>

**20.2 To approve payments**

The following payments were approved.

<b>Payments made between meetings</b>				
578	Broker Network	Extra insurance premium to cover playground	LGA 1972 s.111	212.69
779	Guiting PCC	Donation towards heating when village fastshire meeting was held	LA 2011 s1-5	10.00
580	Shurdington Nurseries	Lawn turf for playground	LGA 1892 s8(1)	510.00
581	Touchwood Enterprises	2nd installment for playground	PHAAA 1907 s. 76(1)	20768.87
582	K Sales	Clerk's salary - June & May O/T 2015	LGA 1972 s.112 (2)	258.95

**The following payments to be approved**

<b>Chq no</b>	<b>Payee</b>	<b>Purpose</b>	<b>Auth</b>	<b>Cheque value</b>
583	Grant Thornton	Auditor fees	LGA 1972 s.111	120.00
584	K Sales	Expenses - May-July 2015	LG(FP)A 1963 s.5	40.42
585	K Sales	Clerk's salary - July 2015	LGA 1972 s.112 (2)	124.16
586	K Sales	Clerk's salary - August 2015 *	LGA 1972 s.112 (2)	124.16
587	Guiting Power Village Hall	Meeting Room hire	LGA 1972 s.134(4)	105.00
588	N Powell	Annual Assembly refreshments	LGA 1972 s. 150(2)	101.16
589	K Sales	Reimbursement of HMRC PAYE payment	LGA 1972 s.112 (2)	22.80
590	PATA	Payroll services - Apr-June	LGA 1972 s.111	19.80
591	The Sign Maker	Playground sign	LA 2011 s1-5	49.54
592	Stocksigns Ltd	No dogs allowed for play area	LA 2011 s1-5	20.22
593	D Rimmer	Instant Print - newsletter	LGA 1972 s.142(1A)	38.99

**20.3 To note payments received**

- Playground funds of £14066.94 from sub-committee received on 28.05.15
- GPFA grant of £1k towards playground received on 28.15.15
- GCC Active Together Grant of £2k received on the 02.06.15
- Vat refund of 3628.33 received on thee 20.07.15
- Money from surplus turf £40.50

**20.4 Scottish Widows Account**

The Clerk informed the meeting that she had now received confirmation of who the existing signatories on the account were. She had now received a new mandate to complete, however any changes to the account needed two 2 signatures. It was agreed that all new councillors would be entered onto the new mandate and old ones taken off.



The mandate will be passed to Cllr Rimmer for her to complete her details and to contact the existing signatories.

**21) 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.*

No items were raised.

The Chairman concluded the meeting at 9.10pm and thanked everyone for their attendance. The next parish council meeting will be held on Wednesday 14th October 2015 at 7.30pm.

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**Chairman**

.....  
**Date**